AI-30215 **6. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Request for use of Hidalgo County Courthouse for 2012 Mock Trail Competition to be held on Saturday, January 28, 2012 and Monday, January 30, 2012 - 430th District Court (evening)

BACKGROUND

Attachments

request

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/15/2011 02:45 PM
Erika Zamora	Erika Zamora	12/15/2011 04:28 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Monica Badillo Started On: 12/15/2011 02:42 PM

Final Approval Date: 12/22/2011

FAX

To: Judge Garcia
Company: County Judge's office
Fax: 3182699
Phone: 3182600

From: Diana Gonzalez
Fax: 956-984-7641
Phone: 956-984-6239
E-mail: dgonzalez@esc1.net

NOTES:

Greetings!

Please forward to Judge Ramon Garcia. Thank you.

Date and time of transmission: Friday, October 28, 2011 4:47:36 PM
Number of pages including this cover sheet: 02

Region One Education Service Center
1900 W. Schunior • Edinburg, TX 78541 • Phone (956) 984-6000 Fax (956) 984-7655

Jack C. Damron
Executive Director

October 27, 2011

The Honorable Ramon Garcia
Office of the Hidalgo County Judge
1615 S. Closner, Ste. J
Edinburg, Texas 78539

Dear Judge Garcia:

We are proud to announce that once again, the Region One ESC Mock Trial Competition held in February 2011 was quite a success. As always, it was a pleasure working with the courthouse judges, court coordinators, security, and custodial crew. Their professionalism was admirable and helped to facilitate the event. We hope to continue this established relationship with the Hidalgo County Courthouse, as we are already making plans for the 2012 Regional Mock Trial Competition. Region One ESC respectfully requests the use of the Hidalgo County Courthouse all day for this competition on Saturday, January 28, 2012 and the 430th State District Court of the Honorable Judge Israel Ramon Jr. on the evening of Monday, January 30, 2012.

Additionally, we would like to request to have two maintenance personnel for Saturday due to the increase in the number of teams participating this year. The gentleman assigned the duty this past year was extremely easy to work with and he did an excellent job making sure Region One ESC staff, parents and student participants had access to the courthouse and courtrooms and that the facilities were neat and clean. If possible, we would like to maintain contact with that individual throughout the year; as such please call my office at (956) 984-6172 with the individual's name.

Respectfully,

Esequiel Martinez III
Region One Education Service Center
Mock Trial Coordinator

Region One Education Service Center does not discriminate on the basis of age, race, color, national origin, or disability.

AI-30217 **7. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Rachel Cavazos, CONSTABLE PCT. #3

Department: CONSTABLE PCT. #3

Information

CAPTION

Constable Pct. #3:
Pursuant to the fuel policy, we are requesting approval to reimburse Deputy Hugo Rangel for the purchase of fuel for county vehicle unit #320 assigned to him, with authority for the county treasurer's office to issue payment/check after auditing procedures are completed.

BACKGROUND

Deputy Hugo Rangel incurred fuel expense as a result of credit card not working at three locations. Credit card has since been working.

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 1-1100-421-00-293-001-0-626

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

BUDGETARY IMPACT:

Funds available in req# 0207512 as of 12-16-11.

Attachments

Fuel Receipt

Reimbursement Affidavit

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/15/2011 03:07 PM
Rosalinda Cantu	Rosie Cantu	12/16/2011 02:05 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Rachel Cavazos Started On: 12/15/2011 03:03 PM

Final Approval Date: 12/22/2011

STRIPES 2219
2005 W. Palma Vista
Palmview
TX
78572

TP43572603-001 STRIPES 2219
2005 W PALMA VISTA
PALMVIEW TX 78

TX109-7250
UNIT#320
RANGE#310

< DUPLICATE RECEIPT >

DATE 08/31/11
TIME 6:40 AM
AUTH# 03159R

MILEAGE
21479

DISCOVER
RANGEL/HUGO

PUMP	PRODUCT	PPG
03	UNLD	$3.449

GALLONS	TOTAL
18.846	$65.00

THANKS, COME AGAIN

ST# 2219 TILL XXXX DR# 0 TRAN#
CSH: 0 08/31/11 06:41:21

AFFIDAVIT FOR REIMBURSEMENT

I, Hugo Rangel, Deputy Constable #310 with Hidalgo County Constable Precinct 3 Department, do hereby swear and/or affirm that the assigned fuel card for my assigned patrol unit # 320 was not working on August 31, 2011. I attempted to fuel up at three different fueling stations, but the fuel card was not working at any location. As my final attempt to pump fuel, I pumped $65.00 dollars of gas from my own credit card.

Hugo Rangel
Deputy Constable #310
Hidalgo County Constable Precinct 3
730 North Breyfogle Rd. Suite B
Mission, Texas 78539

STATE OF TEXAS:
COUNTY OF HIDALGO

BEFORE ME Nikkil Leah Zepeda A NOTARY PUBLIC IN AND FOR HIDALGO COUNTY AND THE STATE OF TEXAS, APPEARED Hugo Rangel AND ON HIS/HER OATH DEPOSED, AND STATE THE FOREGOING FACT AS SET IN THE FORTH IN THE ABOVE CLAIM ARE TRUE AND CORRECT IN EVER RESPECT.

SWORN TO AND SUBSCIBED BEFORE ME ON THIS 15 DAY OF December, 2011.

NIKKIE LEAH ZEPEDA
Notary Public, State of Texas
My Commission Expires
March 07, 2015

NOTARY PUBLIC FOR
THE COUNTY OF
HIDALGO & THE STATE
OF TEXAS

AI-30219 **7. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Constable Precint No. 3 **Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Constable Pct. #3 (1100)/ HIDTA Chapter 59 (1251):
1. Approval of the following redistribution of cost allocation to pay 100% of all compensation from the Constable Precinct No. 3 (1100) account due to a reduction in HIDTA CH 59 funds, as listed below, effective 01/01/2012:

Emp. No.	Position Title/ Grade	Slot No.	Dept./ Fund	Current Cost Allocation Distribution (%)	Proposed Cost Allocation Distribution (%) (All compensation)
087319	Sr. Deputy Constable Step III	0009	Constable Pct No. 3 (1100)	50%	100%
		G020	HIDTA-Chapter 59 (1251) (Deleted- Ref AI-30065)	50%	0%

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

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1100-415-00-115-002-0-899

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

BUDGETARY IMPACT:

Funds for salary and related fringe benefit expenditures available from Co Wide Adm. Contingency, pending approval of interdepartmental transfer.

Attachments

TRANSFER
JOB DESCRIPTION
REVISED SALARY SCHEDULE
PAR
FISCAL NOTE

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/16/2011 10:30 AM
Sylvia Solis	Sylvia Solis	12/20/2011 10:57 AM

INTERDEPARTMENTAL TRANSFER REQUEST

DATE: December 27, 2011

2012
Transfer

DEPARTMENT HEAD: SERGIO CRUZ, BUDGET OFFICER

DEPARTMENT NAME: DEPT OF BUDGET & MANAGEMENT FOR CONSTABLE PCT NO.3

SUBJECT: **INTERDEPARTMENTAL TRANSFER**

Contact: ROSIE CANTU
Ph#: (956) 292-7025 EXT. 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Interdepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME		Amount
FROM:			
2-1100-415-00-115-002-0- 899	CO WIDE ADM-	CONTINGENCY	(28,535.73)
TO:			
2-1100-421-00-293-001-0- 113	CONST.PCT 3-	REG F/T EMPLOYEES	22,388.00
2-1100-421-00-293-001-0- 211	CONST.PCT 3-	HEALTH INSURANCE	2,082.00
2-1100-421-00-293-001-0- 212	CONST.PCT 3-	LIFE INSURANCE	13.50
2-1100-421-00-293-001-0- 220	CONST.PCT 3-	FICA	1,712.68
2-1100-421-00-293-001-0- 230	CONST.PCT 3-	RETIREMENT	2,227.61
2-1100-421-00-293-001-0- 250	CONST.PCT 3-	UNEMPLOYMENT	111.94
		TOTAL BUDGET INCREASE/DECREASE	**0.00**

REASON: To fund 100% of the salaries and fringe benfits of a position in the Constable Precinct No. 3 (1100) account, which was previously partially (50%) paid from HIDTA Chapter 59 funds. This was due to a reduction in the 2012 HIDTA Chapter 59 grant funds.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

HIDALGO COUNTY
CONSTABLE'S OFFICE

Job Title: Deputy Constable **FLSA Status: Non-Exempt**

Civil Service Status: Non-Exempt

SUMMARY:
Protects county residents and property, enforces laws and serves legal documents, as appropriate. Depending on the assigned precinct, duties include primarily law enforcement and patrol or execution of civil and criminal processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Serve warrants and make arrests;
- Patrols an assigned area, generally by vehicle to prevent crimes and enforces laws and regulations;
- Issues traffic citations, directs traffic and assists other law enforcement agencies in working accidents;
- Investigates traffic accidents and crimes against persons and property, and assists federal, state and local law enforcement officials;
- Keeps record of activities and prepare reports concerning crimes, complaints, accidents and investigations;
- Questions witnesses and suspects and take statements;
- Gathers and labels evidence, takes photographs and fingerprints, guard and transports prisoners, and testifies in court;
- Transports and books prisoners;
- Serve as substitute dispatcher or bailiff as required;
- Train new deputies and reserves in performance of various job duties;
- Respond to emergency calls and routine complaints and takes action as necessary;
- May assist emergency vehicles on escorts and on traffic control;
- 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 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.
- One (1) year of law enforcement experience.
- Experience as a dispatcher or peace officer is preferred.

- Must have good computer skills.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess basic certification by the Texas Commission on Law Enforcement Officer Standards and Education;
- May be required to be certified as a Jailer or Radar Operator;
- Employee must have a current valid Texas Motor Vehicle Operator's license.
- Must be able to be insured by the County's insurance carrier.
- Clean driving record.
- May be required to post a bond or security.

OTHER SKILLS AND ABILITIES:

- Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws;
- Ability to establish and maintain effective working relationships with other law enforcement officials, agencies and the general public;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to communicate effectively orally and in writing.
- May be required to type accurately at a speed of at least forty (40) words per minute.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

While performing the function of this job, the employee frequently works in outside weather conditions. The employee occasionally works with explosives when searching buildings during bomb threats or discharging a firearm. Employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals when performing

the duties of a peace officer while at a hazardous spill scene or fire. The employee may possibly be exposed to AIDS or hepatitis from an infected suspect.

The noise level in the work environment is usually moderate to loud.

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

- Sitting for extended periods of time.
- Operating assigned equipment.

Maintain mental capacity which permits:

- Making sound decisions and using good judgment.
- 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
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-421-00-293-001-0

AI - 30219

CONSTABLE PCT.3

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	CONSTABLE				$68,190.00	$68,190.00	$0.00	$0.00	$1,800.00	$8,000.00	$0.00	$77,990.00
0002	113	CHIEF DEPUTY CONSTABLE II STEP I				$50,578.00	$50,578.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$51,778.00
0003	113	SR. DEPUTY CONSTABLE STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$4,500.00	$0.00	$0.00	$49,997.00
0004	113	DEPUTY CONSTABLE STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0005	113	SR. DEPUTY CONSTABLE STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$2,400.00	$0.00	$0.00	$47,897.00
0006	113	SERGEANT STEP I				$45,980.00	$45,980.00	$1,200.00	$0.00	$3,000.00	$0.00	$0.00	$50,180.00
0007	113	SERGEANT STEP I				$45,980.00	$45,980.00	$0.00	$0.00	$3,300.00	$0.00	$0.00	$49,280.00
0008	113	SR. DEPUTY CONSTABLE STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$2,400.00	$0.00	$0.00	$44,500.00
		REDISTRIBUTION OF COST ALLOCATION FROM 50% TO 100% FROM CONSTABLE PCT. 3 ACCT. (GENERAL FUND)											
0009	**0113**	**SR. DEPUTY CONSTABLE STEP III**				**$44,777.00** ~~**$22,389.00**~~	**$22,389.00**	**$330.01**	**$0.00**	**$600.00**	**$0.00**	**$0.00**	**$23,319.01**
0010	113	DEPUTY CONSTABLE STEP II				$39,330.00	$39,330.00	$0.00	$0.00	$2,400.00	$0.00	$0.00	$41,730.00
0012	113	ADMINISTRATIVE ASSISTANT III	8	2	$32,929.00	$32,929.00	$33,155.00	$360.00	$0.00	$0.00	$0.00	$0.00	$33,515.00
0013	113	DEPUTY CONSTABLE STEP II - SOLID WASTE ENF OFFICER				$39,330.00	$39,330.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,530.00
0014	113	ADMINISTRATIVE ASSISTANT I	4	2	$24,203.00	$24,203.00	$24,203.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,203.00
0015	113	SR. DEPUTY CONSTABLE I	0	0	$0.00	$41,800.00	$41,800.00	$480.00	$0.00	$0.00	$0.00	$0.00	$42,280.00
0016	113	DEPUTY CONSTABLE	0	0	$0.00	$36,480.00	$36,480.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$37,680.00
0017	113	DEPUTY CONSTABLE STEP I	0	0	$0.00	$38,000.00	$38,000.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$39,200.00
0018	113	SR. DEPUTY CONSTABLE STEP III	0	0	$0.00	$44,777.00	$44,777.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$46,457.00
				TOTAL	$57,132.00	$676,931.00	$677,157.00	$4,260.00	$0.00	$25,800.00	$8,000.00	$0.00	$715,217.00

Approval to redistribution of cost allocation to pay 100% from the Constable Precinct No. 3 (1100) account due to a reduction in grant funds, as highlighted above, effective 01/01/2012.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: CONSTABLE PCT.3 (293-001) DATE: 12/6/2011

CURRENT POSITION TITLE: SR. DEPUTY CONSTABLE STEP III CURRENT SLOT #: 293-001-0009

REQUESTED POSITION TITLE: SR. DEPUTY CONSTABLE STEP III

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other INCREASE COST ALLOCATION TO 100% FROM GENERAL FUND

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

POSITION SALARY REQUEST:

Salary Amount:

$ 22,389.00 Current G&S/ Budgeted Salary $ 44,777.00 Proposed G&S/ Budgeted Salary $ 22,388.00 Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [✓] Will Require Additional Funds

[ ] Other

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

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

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

Position was originally funded by our department's budget. HIDTA received a grant to pay half of the salary, but grant was not renewed for 2012 year. Department will now be responsible for 100% of deputy's salary.

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

POSITION RECLASSIFICATION: 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.	Mayra Gallardo / DEPARTMENT HEAD	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☐	YES	☑ NO
2.	Esther A. Cortez by Sylvia Rios / HUMAN RESOURCES DIRECTOR	12.19.11 Date	PERSONNEL PROCEDURES COMPLETED	☑	YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	☑	YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 30219

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
CONSTABLE PRECINCT NO. 3 (1100):
Approval of the following redistribution of cost allocation to pay 100% from the Constable Precinct No. 3 (1100) account due to a reduction in grant funds, as listed below, effective 01/01/2012:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	SR. DEP. CONST. (STEP III)	0009	113	-	-	22,389.00	-	-	44,777.00	22,388.00
						22,389.00			44,777.00	22,388.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1100-421-00-293-001-0-	113	CONST.PCT.3-	REG F/T EMPLOYEES	$22,388.00
2-1100-421-00-293-001-0-	211	CONST.PCT.3-	HEALTH INSURANCE	$2,082.00
2-1100-421-00-293-001-0-	212	CONST.PCT.3-	LIFE INSURANCE	$13.50
2-1100-421-00-293-001-0-	220	CONST.PCT.3-	FICA	$1,712.68
2-1100-421-00-293-001-0-	230	CONST.PCT.3-	RETIREMENT	$2,227.61
2-1100-421-00-293-001-0-	250	CONST.PCT.3-	UNEMPLOYMENT COMP	$111.94
2-1100-421-00-293-001-0-	260	CONST.PCT.3-	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	$28,535.73

2013 Budgetary Impact: $28,535.73

Possible Funding Sources: CO WIDE ADMIN. CONTINGENCY- INTERDEPT TRANSFER

Comments:

Hidalgo Co. Budget Office
2/3/2005

AI-30297 **8. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: per Erika Reyna - Co. Judge's **Submitted By:** Sylvia Sanchez, DRAINAGE DISTRICT

Department: DRAINAGE DISTRICT

Information

CAPTION

Approval of an order of the Hidalgo County Commissioners' Court for the support of recapturing local funding used for the construction and rehabilitation of flood control projects through legislation and/or an administrative fix at the administrative level.

BACKGROUND

Attachments

order

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/21/2011 12:56 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Sanchez Started On: 12/21/2011 11:56 AM

Final Approval Date: 12/22/2011

ORDER

AN ORDER OF THE HIDALGO COUNTY COMMISSIONERS COURT FOR THE SUPPORT OF RECAPTURING LOCAL FUNDING USED FOR THE CONSTRUCTION AND REHABILITATION OF FLOOD CONTROL PROJECTS THROUGH LEGISLATION AND/OR AN ADMINISTRATIVE FIX AT THE ADMINISTRATIVE LEVEL.

WHEREAS, the United States International Boundary & Water Commission (USIBWC) is authorized to construct, operate, and maintain any project or works projected by the United States of America within the Lower Rio Grande Flood Control Project (hereinafter referred to as "LRGFCP"), as authorized by the Act of the 74th Congress, Sess. I Ch. 561 [HR 6453] approved August 19, 1935 (49 Stat. 660), and codified at 22 U.S.C. Section 277, 277a, 277b, 277c, and Acts amendatory thereof and supplementary thereto; and

WHEREAS, In 2006 the International Boundary and Water Commission declared levees in Hidalgo County, Texas uncertifiable to the Federal Emergency Management Agency with respect to new digital Flood Insurance Rate Maps and their respective designation of Hidalgo County as a special Flood Hazard Zone; and

WHEREAS, without the addressed necessary improvements, the levee system had the possibility of overtopping and/or failing structurally at various locations, leaving thousands homeless and creating extensive property and environmental damage to the Rio Grande Valley; and primarily in the industrial portion of southern Hidalgo County;

WHEREAS, as a result citizens and businesses situated in Hidalgo County, Texas would have been paying flood insurance rates of about $150 million per year;

WHEREAS, Hidalgo County voters approved approximately $100 million in bonds to fund the rehabilitation of local flood control infrastructure, utilizing an estimated $60 million specifically for the advance design and construction of levees within Hidalgo County and along the United States/Mexico border; and

WHEREAS, Over an estimated 60 miles of levees with deficient elevations, requiring extensive rehabilitation and construction of the system to adequately protect Hidalgo County and its citizens from excessive flood waters caused by hurricanes, storms, or other acts of nature were rehabilitated in Hidalgo County; and

WHEREAS, Hidalgo County Drainage District No. 1 seeks to introduce legislative language during the upcoming 2012 Legislative year; and is seeking a legislative fix with regards to reimbursement language at the administrative level for the International Boundary and Water Commission to mitigate what should have been a federal cost and remove the burden from the Hidalgo County, Texas taxpayers;

Now, Therefore, BE IT ORDERED the Hidalgo County Commissioners Court publicly expresses support for the efforts of the Hidalgo County Drainage District No. 1 to recapture funds at the federal/state level through the introduction of legislation and with respect to recapturing language through a legislative and/or administrative fix to allow Hidalgo County Drainage District No. 1 to recapture funds invested and any future funds that might be invested in USIBWC levees and flood control projects in Hidalgo County, Texas.

PASSED, APPROVED AND ORDERED this ___ day of _____, 2011

_____
Honorable Ramon Garcia
Hidalgo County Judge

_____
Honorable Joel Quintanilla
Hidalgo County Commissioner, Pct. No. 1

_____
Honorable Hector "Tito" Palacios
Hidalgo County Commissioner, Pct. No. 2

_____
Honorable Joe Flores
Hidalgo County Commissioner, Pct. No. 3

_____
Honorable Joseph Palacios
Hidalgo County Commissioner, Pct. No. 4

ATTEST:

_____
Arturo Guajardo, Jr.
Hidalgo County Clerk

AI-30280 **8. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Erika Reyna, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

1. Discussion, consideration and approval of amendments to the Guidelines and Criteria for Granting Tax Abatements in Hidalgo County.
2. Discussion, consideration, and approval of Tax Abatement Agreement between Hidalgo County, Cinch Connectors Inc., and Verde McAllen Land LP and approval for County Judge Ramon Garcia to sign the agreement after legal counsel has reviewed and finalized the agreement.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/21/2011 08:43 AM
Roland Garcia	Rolando Garcia	12/21/2011 01:08 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Erika Reyna Started On: 12/20/2011 04:06 PM

Final Approval Date: 12/22/2011

AI-30306 **8. C.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Angela Garcia, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

1. Order approving Interlocal Agreement with Hidalgo County RMA for Transportation Reinvestment Zone #2, County of Hidalgo.
2. Approval of an Order calling for the designation of Hidalgo County Transportation Reinvestment Zone #2, the assessment and future abatement or granting of other relief from ad valorem taxes on property located in Hidalgo County Transportation Reinvestment Zone #2, and rescinding that certain order calling for the designation of Hidalgo County Transportation Reinvestment Zone #1.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/21/2011 02:41 PM
Roland Garcia	Rolando Garcia	12/21/2011 03:41 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Angela Garcia Started On: 12/21/2011 02:29 PM

Final Approval Date: 12/22/2011

AI-30281 **8. D.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Erika Reyna, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

1. Discussion, consideration, and approval of revised 1st Amendment to Economic Development Agreement with First Hartford Realty Corporation regarding City of Edinburg, Texas Reinvestment Zone Number One and the development known generally as "The Shoppes at Rio Grande Valley" and authority for the County Judge to sign the revised document.
2. Discussion, consideration and approval for County Judge Ramon Garcia to sign the General Certificate concerning a series of bonds styled City of Edinburg, Texas, Local Government Finance Corporation Contract Revenue Bonds, Series 2011 after legal counsel has reviewed and finalized the certificate.

BACKGROUND

Attachments

Revised 1st Amendment

general cert.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/21/2011 08:44 AM
Roland Garcia	Rolando Garcia	12/21/2011 01:08 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Erika Reyna Started On: 12/20/2011 04:08 PM

Final Approval Date: 12/22/2011

FIRST AMENDMENT TO ECONOMIC DEVELOPMENT AGREEMENT WITH FIRST HARTFORD REALTY CORPORATION REGARDING CITY OF EDINBURG, TEXAS REINVESTMENT ZONE NUMBER ONE AND THE DEVELOPMENT KNOWN GENERALLY AS "THE SHOPPES AT RIO GRANDE VALLEY"

WHEREAS, pursuant to Ordinance No. 07-3211 adopted by the City Council of the CITY OF EDINBURG, TEXAS (the "City"), on September 4, 2007 (the "Zone Ordinance"), the City approved the creation of the REINVESTMENT ZONE NUMBER ONE, CITY OF EDINBURG, TEXAS (the "Zone"), in accordance with the provisions of Chapter 311, Texas Tax Code, as amended; and

WHEREAS, prior to the adoption of the Zone Ordinance, the City, HIDALGO COUNTY, TEXAS (the "County"), the EDINBURG ECONOMIC DEVELOPMENT CORPORATION (the "EEDC"), a non-profit corporation created by the City and organized pursuant to Section 4A of the Development Corporation Act of 1979 (originally enacted as Article 5190.6, Vernon's Texas Civil Statutes, now codified under Chapters 501 - 505, Texas Local Government Code), the CITY OF EDINBURG, TEXAS LOCAL GOVERNMENT CORPORATION (the "LGC"), a non-profit corporation organized under Subchapter D of Chapter 431 of the Texas Transportation Code, as amended, and FIRST HARTFORD REALTY CORPORATION, a Delaware corporation (the "Developer"), entered into an Economic Development Agreement, dated as of February 20, 2007 (the "Development Agreement"), which set forth the respective party's rights and obligations in connection with the development and construction by the Developer of a retail shopping center in the City (now generally known as "The Shoppes at Rio Grande Valley"), which is further described therein (the "Project"), and the potential reimbursements to be provided to the Developer by the City, the County and the EEDC; and

WHEREAS, the Development Agreement requires the Developer to complete the following amount of square footage of the Project by the following respective date:

(i) on or before March 31, 2010 - at least 267,000 square feet of retail space for occupation by retail tenants within the Zone;

(ii) on or before March 31, 2011 - at least 534,000 square feet of retail space for occupation by retail tenants within the Zone; and

(iii) on or before March 31, 2012 - at least 800,000 square feet of retail space for occupation by retail tenants within the Zone;

all of which is more fully set forth in Exhibit E thereto and in the definitions of the following terms "First Phase Projected Completion Date," "Second Phase Projected Completion Date," and "Final Projected Completion Date"; and

WHEREAS, the Developer represents that Developer fully satisfied its obligations to complete at least 267,000 square feet of retail space by March 31, 2010; and

WHEREAS, the Developer represents that, due primarily to the economic downturn experienced nationwide over the last several years, the Developer was unable to meet the development requirements for March 31, 2011 as described above and does not expect it will be able to meet the development requirements for March 31, 2012 as described above; and

WHEREAS, the Development Agreement provides certain penalties for failure of the Developer to meet the development requirements set forth in the Development Agreement; and

WHEREAS, in a letter to the City Manager of the City, dated March 25, 2011, the Developer has requested that the Development Agreement be amended in a manner that will permit the completion of the remaining phases of the Project on a timeline that the Developer believes is achievable under the current economic conditions; and

WHEREAS, in recognition of the good faith effort that the Developer has made to date to complete the Project under economic conditions that are significantly more adverse than when the Development Agreement was entered into, the parties to the Development Agreement deem it appropriate to amend the Development Agreement as set forth in this First Amendment;

AGREEMENT

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

SECTION 1. AMENDMENTS TO CERTAIN DEFINITIONS. The terms "Final Projected Completion Date" and "Second Phase Projected Completion Date" as set forth in Article II of the Development Agreement are hereby amended in their entirety to read as follows:

"Final Projected Completion Date" means March 31, 2014.

"Second Phase Projected Completion Date" means March 31, 2013.

SECTION 2. AMENDMENT TO EXHIBIT E. Exhibit E attached to the Development Agreement is hereby amended and replaced in its entirety with the form of Exhibit E attached to this First Amendment.

SECTION 3. MAXIMUM CONTRIBUTION FROM COUNTY. The parties acknowledge that the changes to the Agreement set forth herein are not intended to increase the amount contributed by the County beyond the amount that would have been payable by the County under the terms of the original Agreement. ~~The parties therefore agree that, notwithstanding anything to the contrary contained in the Agreement as amended hereby, the~~

CONSENT TO DELETION OF FINAL SENTENCE IN SECTION 3:		Initials	Date
	Developer:	_____	_____
	City:	_____*	_____
	County:	_____	_____
	EEDC:	_____	_____,

*Acting City Manager

~~aggregate amount contributed by the County to the Tax Increment Fund shall not exceed $_____~~.

SECTION 4. NO FUTURE WAIVER. Developer acknowledges and agrees that regardless of any future economic downturns or other events Developer shall fully comply with the terms of the Agreement as amended hereby and shall have no right to any future waiver, modification or amendment of the terms of the Agreement. This provision shall not be deemed to prevent the County in the future from waiving, modifying or amending the Agreement; but the parties acknowledge and agree that the County shall have no obligation to do so and that any such waiver, modification or amendment shall be at the discretion of the Hidalgo County Commissioners' Court.

SECTION 5. NO OTHER MODIFICATIONS INTENDED. Except to the extent specifically modified by the provisions of this Agreement, all other provisions of the Development Agreement are to remain in full force and effect.

SECTION 6. REPRESENTATIONS AND WARRANTIES OF DEVELOPER. The Developer represents and warrants that:

(i) the statements set forth in the recitals of this First Amendment are true and correct; and

(ii) the Developer's representations and warranties set forth in the Agreement are true and correct on the date of this First Amendment as if made on the date hereof.

SECTION 7. COUNTERPARTS. This First Amendment may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same instrument.

SECTION 8. APPROVALS. This First Amendment has been duly approved on behalf of the City, County, the EEDC, and the LGC by their respective governing bodies, and on behalf of the Developer through its authorized representative.

IN WITNESS HEREOF, the City, the County, the EEDC, the LGC, and the Developer have made and executed this Agreement, which is hereby dated and effective as of the 16th day of August, 2011.

FIRST HARTFORD REALTY CORPORATION,
a Delaware corporation

By: _____
Name: Neil Ellis
Title: President

CITY OF EDINBURG, TEXAS

ATTEST:

By: _____
Name: Ramiro Garza, Jr.
Title: City Manager

Myra L. Ayala Garza, City Secretary

City Secretary

APPROVED AS TO FORM AND LEGALITY:

Gonzalez Palacios, LLP
Attorneys at Law
BY: _____
City Attorney

HIDALGO COUNTY, TEXAS

ATTEST:

By: _____
Name: Ramon Garcia
Title: County Judge

Approved by Commissioners' Court
on 8/16/11 RO

County Clerk

APPROVED AS TO FORM:

ATLAS & HALL, L.L.P.

By: _____
Stephen L. Crain

EDINBURG ECONOMIC
DEVELOPMENT CORPORATION

By: _____
Name: Nelda Ramirez
Title: Interim Executive Director

CITY OF EDINBURG, TEXAS
LOCAL GOVERNMENT
CORPORATION

By: _____
Name: Agustin C Garcia
Title: _____

Exhibit E

Description of construction phases:

On or before March 31, 2011 Developer will have constructed 348,000 square feet of retail space within the TIF zone.

On or before March 31, 2013, Developer will cause the construction of at least 574,000 square feet of retail space within the TIF Zone.

On or before March 31, 2014, Developer will cause the construction of at least 800,000 square feet of retail space within the TIF Zone.

GENERAL CERTIFICATE OF
HIDALGO COUNTY, TEXAS

THE STATE OF TEXAS §
COUNTY OF HIDALGO §

We, the undersigned County Judge and County Clerk of **HIDALGO COUNTY, TEXAS** (the "***County***"), hereby certify as follows:

1. This certificate is executed with reference to that series of Bonds styled **CITY OF EDINBURG, TEXAS LOCAL GOVERNMENT FINANCE CORPORATION CONTRACT REVENUE BONDS, SERIES 2011**, issued in the aggregate sum of ***$4,275,000*** (the "***Bonds***").

2. The County duly authorized the execution and delivery of the following documents related to the Bonds (the "***County Documents***")

(i) Economic Development Agreement, dated as of February 20, 2007, among the City of Edinburg, Texas, the County, the Edinburg Economic Development Corporation, the City of Edinburg, Texas Local Government Finance Corporation, and First Hartford Realty Corporation, a Delaware corporation (as amended by a First Amendment, dated as of August 16, 2011, and by a Second Amendment, dated as of November 15, 2011); and

(ii) Interlocal Agreement, dated as of November 8, 2011, between the County and the City of Edinburg, Texas.

The undersigned do hereby certify that attached hereto as Exhibit "A" are true, correct and complete copies of each of the County Documents.

3. The County is not in default as to any covenant, condition or obligation in connection with the County Documents.

4. No litigation is pending against the County or, to the best of our knowledge, threatened against the County:

(i) to restrain or enjoin the execution, performance or delivery of the County Documents; or

(ii) in any way contesting (a) the right and power of the County in connection with any action taken by it towards the execution, performance or delivery of the County Documents or (b) the title or authority of the current officers of the County to their respective offices.

5. This Certificate is submitted pursuant to 1 TAC § 53.246. Upon the Attorney General's approval of the Bonds, he is authorized to date this Certificate as of the date of such approval. If any litigation should develop, or if any other event should occur which should make this Certificate inaccurate before the Attorney General's approval of the Bonds, we will notify the Attorney General at once by both telephone and telecopy. With this assurance, the Attorney General is entitled to rely on the accuracy of this Certificate at the time of approval of the Bonds unless we advise him otherwise.

[*The remainder of this page intentionally left blank*]

SIGNED AND SEALED this _____.

_____
County Judge, Hidalgo County, Texas

(SEAL)

_____
County Clerk, Hidalgo County, Texas

EXHIBIT A

County Documents

AI-30226 **9. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: County Clerk's Office **Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

1. Approval to create one (1) full time Administrative Assistant IV position, slot no. 0070, grade 10, effective 01/01/12.
2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1100-415-00-115-002-0-899

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

BUDGETARY IMPACT:

Available funds pending interdepartmental transfer from CO WIDE ADMIN- CONTINGENCY.

Attachments

JOB DESCRIPTION

Transfer

FISCAL NOTE

REVISED SALARY SCHEDULE

PAR

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/16/2011 03:33 PM
Sylvia Solis	Sylvia Solis	12/21/2011 01:55 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Rosie Cantu Started On: 12/15/2011 04:55 PM

Final Approval Date: 12/22/2011

ADMINISTRATIVE ASSISTANT IV

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 other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) 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

INTERDEPARTMENTAL TRANSFER REQUEST

DATE: December 27, 2011

2012
Transfer

DEPARTMENT HEAD: SERGIO CRUZ, BUDGET OFFICER

DEPARTMENT NAME: DEPT OF BUDGET & MANAGEMENT FOR CO CLERKS

SUBJECT: **INTERDEPARTMENTAL TRANSFER**

Contact: ROSIE CANTU
Ph#: (956) 292-7025 EXT. 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Interdepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME		Amount
FROM:			
2-1100-415-00-115-002-0- 899	CO WIDE ADM-	CONTINGENCY	(48,016.74)
TO:			
2-1100-415-40-180-001-0- 113	CO CLERKS-	REG F/T EMPLOYEES	37,109.00
2-1100-415-40-180-001-0- 211	CO CLERKS-	HEALTH INSURANCE	4,164.00
2-1100-415-40-180-001-0- 212	CO CLERKS-	LIFE INSURANCE	27.00
2-1100-415-40-180-001-0- 220	CO CLERKS-	FICA	2,838.84
2-1100-415-40-180-001-0- 230	CO CLERKS-	RETIREMENT	3,692.35
2-1100-415-40-180-001-0- 250	CO CLERKS-	UNEMPLOYMENT	185.55
		TOTAL BUDGET INCREASE/DECREASE	**0.00**

REASON: TO FUND THE SALARIES AND FRINGES OF ONE NEW ADMINISTRATIVE ASSISTANT IV POSITION, SLOT NO. 070, GRADE 10.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

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: 30226

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
CO CLERKS (1100):
Approval to create one (1) full time Administrative Assistant IV position, slot no. 0070, grade 10, effective 01/01/12.

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	ADMIN. ASSISTANT IV	0070	113	-	-	0.00	10	1	37,109.00	37,109.00
						0.00			37,109.00	37,109.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1100-415-40-180-001-0-	113	CO CLERK-	REG F/T EMPLOYEES	$37,109.00
2-1100-415-40-180-001-0-	211	CO CLERK-	HEALTH INSURANCE	$4,164.00
2-1100-415-40-180-001-0-	212	CO CLERK-	LIFE INSURANCE	$27.00
2-1100-415-40-180-001-0-	220	CO CLERK-	FICA	$2,838.84
2-1100-415-40-180-001-0-	230	CO CLERK-	RETIREMENT	$3,692.35
2-1100-415-40-180-001-0-	250	CO CLERK-	UNEMPLOYMENT COMP	$185.55
2-1100-415-40-180-001-0-	260	CO CLERK-	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	$48,016.74

2013 Budgetary Impact: $48,016.74

Possible Funding Sources: CO WIDE ADMIN. CONTINGENCY- INTERDEPT TRANSFER

Comments:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-415-40-180-001-0

CO CLERK

AI - 30226

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY CLERK				$87,360.00	$87,360.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$95,360.00
0002	113	CHIEF DEPUTY II	19	1	$74,182.00	$74,182.00	$74,182.00	$600.00	$0.00	$0.00	$0.00	$0.00	$74,782.00
0003	113	OFFICE MANAGER	17	1	$63,599.00	$63,599.00	$63,599.00	$0.00	$0.00	$0.00	$0.00	$0.00	$63,599.00
0004	113	COURTS MANAGER	13	3	$50,019.00	$50,019.00	$50,019.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$51,759.00
0005	113	INTERNAL AUDITOR III	13	3	$50,019.00	$50,019.00	$50,554.00	$780.00	$0.00	$0.00	$0.00	$0.00	$51,334.00
0006	113	COLLECTIONS SUPERVISOR	13	1	$46,747.00	$46,747.00	$46,747.00	$0.00	$0.00	$0.00	$0.00	$0.00	$46,747.00
0008	113	ADMINISTRATIVE ASSISTANT III	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0009	113	EXECUTIVE ASSISTANT I	11	0	$38,074.00	$38,074.00	$39,493.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,493.00
0010	113	DEPUTY COUNTY CLERK III	9	4	$37,969.00	$37,969.00	$37,969.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$39,769.00
0012	113	DEPUTY COUNTY CLERK II	7	6	$34,613.00	$34,613.00	$34,613.00	$300.00	$0.00	$0.00	$0.00	$0.00	$34,913.00
0013	113	DEPUTY COUNTY CLERK II	7	6	$34,613.00	$34,613.00	$34,613.00	$900.00	$0.00	$0.00	$0.00	$0.00	$35,513.00
0014	113	DEPUTY COUNTY CLERK II	7	6	$34,613.00	$34,613.00	$34,971.00	$660.00	$0.00	$0.00	$0.00	$0.00	$35,631.00
0015	113	DEPUTY COUNTY CLERK III	9	1	$34,360.00	$34,360.00	$34,748.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$36,008.00
0016	113	DEPUTY COUNTY CLERK II	7	1	$29,458.00	$29,458.00	$29,458.00	$720.00	$0.00	$0.00	$0.00	$0.00	$30,178.00
0017	113	DEPUTY COUNTY CLERK II	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0018	113	COLLECTIONS ENFORCEMENT OFFICER II	7	2	$30,489.00	$30,489.00	$30,489.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,909.00
0019	113	COLLECTIONS ENFORCEMENT OFFICER II	7	2	$30,489.00	$30,489.00	$30,489.00	$480.00	$0.00	$0.00	$0.00	$0.00	$30,969.00
0020	113	COLLECTIONS ENFORCEMENT OFFICER II	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0021	113	COLLECTIONS ENFORCEMENT OFFICER II	7	2	$30,489.00	$30,489.00	$30,489.00	$540.00	$0.00	$0.00	$0.00	$0.00	$31,029.00
0022	113	COLLECTIONS ENFORCEMENT OFFICER II	7	2	$30,489.00	$30,489.00	$30,489.00	$660.00	$0.00	$0.00	$0.00	$0.00	$31,149.00
0023	113	COLLECTIONS ENFORCEMENT OFFICER II	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0024	113	COLLECTIONS ENFORCEMENT OFFICER II	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0025	113	DEPUTY COUNTY CLERK I	5	5	$28,792.00	$28,792.00	$29,012.00	$480.00	$0.00	$0.00	$0.00	$0.00	$29,492.00
0026	113	ADMINISTRATIVE ASSISTANT III	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0027	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0028	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$27,908.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,208.00
0029	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$27,908.00	$660.00	$0.00	$0.00	$0.00	$0.00	$28,568.00
0030	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$27,908.00	$480.00	$0.00	$0.00	$0.00	$0.00	$28,388.00
0031	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0032	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,908.00
0033	113	DEPUTY COUNTY CLERK I	5	4	$27,908.00	$27,908.00	$27,908.00	$480.00	$0.00	$0.00	$0.00	$0.00	$28,388.00
0034	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0035	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0036	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$360.00	$0.00	$0.00	$0.00	$0.00	$27,384.00
0037	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0038	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$660.00	$0.00	$0.00	$0.00	$0.00	$27,684.00
0039	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-415-40-180-001-0

AI - 30226

CO CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0040	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
0041	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0042	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0043	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0044	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0045	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0046	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0047	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$480.00	$0.00	$0.00	$0.00	$0.00	$27,504.00
0048	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$300.00	$0.00	$0.00	$0.00	$0.00	$27,324.00
0049	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$300.00	$0.00	$0.00	$0.00	$0.00	$27,324.00
0050	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0051	113	DEPUTY COUNTY CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0052	113	DEPUTY COUNTY CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0053	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$300.00	$0.00	$0.00	$0.00	$0.00	$27,324.00
0054	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0055	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0056	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0057	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0058	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0059	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0060	113	DEPUTY COUNTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0061	113	DEPUTY COUNTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0062	114	ASSISTANT DEPUTY COUNTY CLERK	3	3	$23,169.00	$23,169.00	$23,169.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,169.00
0063	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0064	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0065	114	ASSISTANT DEPUTY COUNTY CLERK	3	2	$22,411.00	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,411.00
0066	114	ASSISTANT DEPUTY COUNTY CLERK	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0067	114	ASSISTANT DEPUTY COUNTY CLERK	3	2	$22,411.00	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,411.00
0068	113	COLLECTIONS ANALYST	12	2	$44,799.00	$44,799.00	$44,799.00	$300.00	$0.00	$0.00	$0.00	$0.00	$45,099.00
0069	113	COLLECTIONS ENFORCEMENT OFFICER II	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
		CREATE ↓											
0070	**113**	**ADMINISTRATIVE ASSISTANT IV**	**10**	**1**	**$37,109.00**	**$37,109.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	$0.00
				TOTAL	$2,035,877.00	$2,123,237.00	$2,063,884.00	$15,960.00	$0.00	$0.00	$8,000.00	$0.00	$2,087,844.00

APPROVAL TO CREATE ONE FULL TIME ADMINISTRATIVE ASSISTANT IV POSITION, SLOT NO. 0070, GRADE 10.
PERSONNEL ACTION PENDING CC APPROVAL.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 180 **DATE:** 12/15/2011

CURRENT POSITION TITLE: N/A **CURRENT SLOT. #:** 0070

REQUESTED POSITION TITLE: Administrative Assistant IV
(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) $ 37,109.00 (Proposed Budgeted Salary) $ $37,109.00 (Net Change) Pc

Grade 10, Step 1 Pc

Position to be funded from one of the following:

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

☑ Other Deleted Position 001-0007

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.)
01/03/2012				

CIVIL SERVICE:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☑	Non-Exempt	☑
N/A	☐		

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

As requested by Mr. Guajardo, County Clerk as part of organizational restructuring

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

as assigned by the County Clerk

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	12/15/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	Esther A. Carter by Sylvia Rios HUMAN RESOURCES DIRECTOR	12.20.11 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

AI-30327 **9. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: COUNTY CLERK

Information

CAPTION

County Clerk Record Archive (1100):
1. Discussion, consideration and approval to extend the following temporary positions approved in 2011 and needed in 2012:

Slot No.	Position Title	Grade
T009	Assistant Deputy County Clerk	3

2. Approval of appropriation of funds.

BACKGROUND

Attachments

Job Description
Appropriation
Fiscal Note

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/22/2011 03:52 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/22/2011 02:24 PM

Final Approval Date: 12/22/2011

ASSISTANT DEPUTY COUNTY CLERK

GRADE: 03

GENERAL DESCRIPTION

Performs (entry-level) office work for the County Clerk's office. Work involves support tasks primarily involving customer service and support/clerical activities which may include: requests for information, entering data, answering telephones, filing and maintaining correspondence, files, reports, etc.

EXAMPLES OF WORK PERFORMED

Performs general clerical duties as required, including filing, indexing and recording, making copies, sorting stuffing and mailing documents

Enters information on office records to the computer and retrieves information to respond to inquiries

Type correspondence and other documents and materials using a typewriter and/or processing software

Assists the public in person or by telephone, convey messages, make telephone calls, faxes and distribute mail

Ability to work well with others

Regular attendance is a must

Performs related duties as required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard senior high school or equivalent is generally preferred. Must have some general office experience or an equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Bilingual is preferred

CERTIFICATES, LICENSES, REGISTRATION

Valid Texas Driver's License and current liability insurance

Must be bondable

Knowledge, Skills, and Abilities

Must have excellent verbal and written communication skills

Must be able to type 40 wpm

Ability to operate a computer, typewriter and other basic office equipment

Ability to accurately enter data

Ability to establish and maintain effective working relationship with co-workers, county employees, other outside organizations, and the general public

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the county

PHYSICAL DEMANDS:

The physical demands described here are 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

DATE: December 13, 2011

2012
Appropriation

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Dept. of Budget & Mgmt for Co. Clerk - Record Archive

ACCOUNT NUMBER: 2-1100-415-40-180-002-0-XXX

Contact Person: Rosie Cantu **Ph#:** (956) 292-7025 ext. 5408

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

Honorable Commissioners' Court of Hidalgo County:

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

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-415-40-180-002-0-121	CO CLERK RECORD ARCHIVE - TEMP FULL TIME EMPLOYEES	10,250.00
2-1100-415-40-180-002-0-220	CO CLERK RECORD ARCHIVE - FICA	785.00
2-1100-415-40-180-002-0-250	CO CLERK RECORD ARCHIVE - UNEMPLOYMENT COMP	55.00
	TOTAL BUDGET INCREASE (DECREASE)	**11,090.00**

REASON: To cover the salaries and related fringe benefit expenditures as a result of the extension of one temporary full time position, slot no. T009.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

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: 30327

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
County Clerk (1100):
Approval to extend one (1) temporary full-time Assistant Deputy County Clerk position.

Fund	Position	Slot #	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	ASSIST. DEPUTY CO CLERK	T009	121	3	0	0.00	20,570.00	20,570.00
					TOTAL:	0.00	20,570.00	20,570.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-415-40-180-002-0- 121	CO CLERK - RECORD ARCHIVE-	TEMP F/T EMPLOYEES	$10,245.59
2-1100-415-40-180-002-0- 211	CO CLERK - RECORD ARCHIVE-	HEALTH INSURANCE	-
2-1100-415-40-180-002-0- 212	CO CLERK - RECORD ARCHIVE-	LIFE INSURANCE	-
2-1100-415-40-180-002-0- 220	CO CLERK - RECORD ARCHIVE-	FICA	$783.79
2-1100-415-40-180-002-0- 230	CO CLERK - RECORD ARCHIVE-	RETIREMENT	-
2-1100-415-40-180-002-0- 250	CO CLERK - RECORD ARCHIVE-	UNEMPLOYMENT COMP	$51.23
2-1100-415-40-180-002-0- 260	CO CLERK - RECORD ARCHIVE-	WORKER'S COMP	-
		2012 Budgetary Impact	$11,080.61

2013 Budgetary Impact: N/A

Possible Funding Sources: APPROPRIATION OF FUNDS

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

AI-30254 **10. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Maria Del Rosario Gonzalez, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Sheriff's Office (1284):
1. Approval to rescind action taken on 11/22/11 (AI #29556) as follows:

a. Approval of the Organized Crime Drug Enforcement Task Forces (OCDETF) Agreement between the Hidalgo County Sheriff's Office and the Drug Enforcement Administration McAllen District/Houston Division Office OCDETF Strike Force Group D-81.
b. Approval of Certification of Revenues as certified by the County Auditor for the OCDETF Grant Contract.
c. Approval to appropriate OCDETF Grant award in the amount of $17,195.14 for equipment.

2. Discussion, consideration and approval of REVISED Agreement between the Hidalgo County Sheriff's Office and the Drug Enforcement Administration McAllen District/Houston Division Office (OCDETF Strike Force Group D-81). Revised amount $17,195.29; revised Strategic Initiative # SW-TXS-0811.

3. Approval of Certification of Revenues as certified by the County Auditor for the OCDETF Grant Contract.

4. Approval to appropriate revised OCDETF Grant award in the amount of $17,195.29 for equipment.

BACKGROUND

The grant period is 10/1/11 to 9/30/12.

Grant budget includes purchase of equipment and supplies.

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1284-421-00-280-084-2-XXX

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

BUDGETARY IMPACT:

Appropriation of funds in the total amount of $17,195.29 for the Organized Crime Drug Enforcement Task Force Grant. Grant period is from 10/1/11 to 9/30/12.

Revenue account # 1-1284-331-12-280-084-2-000 Organized Crime Drug Enforcement Task Force Grant.

No local cash match is required.

Attachments

BA OCDETF-rescind
Old OCDETF Agreement
New OCDETF Agreement
Certification of Revenues - new
BA OCDETF new

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	12/19/2011 03:43 PM
Budget & Management	Merlen P. Munoz	12/20/2011 11:16 AM
Manuel Chapa	Manuel Chapa	12/22/2011 10:15 AM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Maria Del Rosario Gonzalez Started On: 12/19/2011 03:00 PM

Final Approval Date: 12/22/2011

DATE: December 19, 2011

DEPARTMENT HEAD: Sheriff Guadalupe "Lupe" Trevino

DEPARTMENT NAME: Organized Crime Drug Enforcement Task Forces (OCDETF)-Equipment Account

ACCOUNT NUMBER: 1-1284-421-00-280-084-2-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
1-1284-421-00-280-084-2-601	Office & Computer Supplies	(2,890.00)
1-1284-421-00-280-084-2-613	Safety Supplies	(440.00)
1-1284-421-00-280-084-2-619	Other Miscellaneous supplies	(1,200.00)
1-1284-421-00-280-084-2-664	Other Minor Equipment	(3,100.00)
1-1284-421-00-280-084-2-745	Computer Equipment	(3,139.94)
1-1284-421-00-280-084-2-748	Other Equipment	(6,425.20)
	TOTAL APPROPRIATIONS	(17,195.14)
1-1284-331-12-280-084-2-000	OCDETF	(17,195.14)
	TOTAL REVENUES	(17,195.14)

REASON: **To appropriate budget for the Organized Crime Drug Enforcement Task Force (OCDETF) Grant award for purposes of equipment.**

Period of Performance: **10/1/2011 to 9/30/12** **OCDETF Investigation Number SW-TXS-0811**

DEPARTMENT HEAD SIGNATURE

DATE / /

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
Agreement
FOR THE USE OF THE OCDETF STRIKE FORCE/STRATEGIC INITIATIVE PROGRAMS

Federal Tax Identification #: **74-6000717** DC#:

Amount Requested:
$ 17,195.14

OCDETF Investigation / Strategic Initiative #:
SW-TXS-811

From: **October 1, 2011**
Beginning Date of Agreement

To: **September 30, 2012**
Ending Date of Agreement

Federal Agency Investigation #:
M5-10-0113

State or Local Agency Name and Address:
Hidalgo County Sheriff's Office
711 El Cibolo Road
Edinburg, Texas 78540

Strike Force/Strategic Initiative Name and Address:
Drug Enforcement Administration
McAllen District Office/Houston Division Office
OCDETF Strike Force Group D-81
1200 N. Commerce Cntr. , McAllen, Texas 78501

Sponsoring Federal Agency (Strike Force only):
Lead Investigator: **Rudy Maldonado, GS**
Telephone Number: **956-992-8427**
Email Address: **Rudy.Maldonado@usdoj.gov**

State or Local Agency Narcotics Supervisor: **Hidalgo Co. Sheriff's Sheriff Guadalupe Trevino**
Telephone Number: 956-383-8114
E-mail Address: **sheriff.trevino@hidalgo.so.org**
Fax Number **956-393-6179**

Brief explanation of services/goods provided and basis for determining costs:
Leased vehicles, computer equipment, technical surveillance equipment, office supplies, training, travel are needed to facilitate operational interface of the Hidalgo County Sheriff's Office with the McAllen DO Strike Force. The vehicle cost was determined based on current lease agreement between the HCSO and Enterprise Rental Company, San Antonio, Texas. Other costs were based on current government pricing quotes.

Please provide the name, telephone number, and e-mail address for the administrative or financial staff person at the state or local agency, who is directly responsible for the billings under this Reimbursement Agreement:

Name: **Cynthia Careaga, Grant Accountant II**
Telephone Number: **956-318-2511**
E-mail Address: **cynthia.careaga@auditor.co.hidalgo.tx.us**
Fax Number: **956-318-2577**

This agreement is between the above named state or local agency and the Organized Crime Drug Enforcement Task Force (OCDETF) Program. This agreement shall be effective when signed by

a state or local law enforcement agency official, who is authorized to approve the expenditure of funds in support of OCDETF investigations, the Strike Force leader or his/her designee (Strike Forces) or the AUSA OCDETF Coordinator (Strategic Initiatives) and the OCDETF Executive Office Budget Officer, or his/her designee.

1. It is agreed that the state or local agency named on this agreement will assist in OCDETF investigations, strategic initiatives, and/or prosecutions as set forth in the Organized Crime Drug Enforcement Task Force Strike Force/Strategic Initiative Programs and Policy and Procedures Manual, October 2009.

2. This agreement may be terminated by any of the parties by written notice to the other parties ten (10) business days prior to termination. Billing for outstanding obligations shall be received by OCDETF within thirty (30) days of the notice of termination.

3. Costs incurred pursuant to an OCDETF investigation or due to participation in an OCDETF Strategic Initiative by a state and local program participant, including informant fees, purchase of evidence, travel, either by a state or local officer, witness or confidential source; rental of automobiles; cost of interpreters or translators; training in support of OCDETF; technical surveillance equipment; rental of office space for temporary use, such as an off-site location for electronic monitoring or off-site command post, may be reimbursed by OCDETF under certain circumstances. Rental payments cannot be paid in advance and must be paid in arrears. Reimbursable Requests with rent included are due on the first workday of each month, and must be for the month that just ended rather than the month beginning. Any exceptions or additions to the approved reimbursable costs listed above must be detailed and attached in Addendum A of the Agreement.

4. Property and equipment purchased through the OCDETF Program must remain available to the Strike Force/Strategic Initiative for the duration of its existence. Once the investigation or initiative is concluded, usage and disposition are at the discretion of the purchasing organization.

5. The reimbursement of these items must be permissible under the AFF statute, Section 524 (c)(1)(I) of Title 28, United States Code, and this guidance, and are subject to the availability of funds.

6. All approving officials must agree to amendments or changes to the amount of the Agreement, the listing of eligible items to be reimbursed, and associated estimates that occur after an Agreement has been executed. These amendments or changes must be transmitted by a memorandum approved and signed by the Strike Force Leader (Strike Forces) or AUSA Coordinator (Strategic Initiatives), and forwarded to the OCDETF Executive Office. All changes made to the original agreement must be approved and initialed by the person making the revision and the Strike Force Leader (Strike Forces) or AUSA Coordinator (Strategic Initiatives).

7. Subsequent to payment of invoices by the state and local agency to a third party vendor, the DOJ will reimburse the agency for approved investigation or initiative related equipment and service costs. To ensure proper and complete utilization of OCDETF cost allocations, reimbursement claims must be submitted monthly on the OCDETF Reimbursement Request Form. The OCDETF Executive Office may refuse payment on any reimbursement request that is not submitted to the Strike Force Leader (Strike Force) or AUSA Coordinator (Strategic Initiative) within thirty (30) days of the close of the month in which the costs were incurred.

8. State and local agencies must provide official procurement documents to support all reimbursable expenditures to the Strike Force leadership (Strike Forces) or AUSA Coordinator (Strategic Initiatives). Official procurement documents may include purchase orders, service agreements, invoices, receiving documents, etc. If proper supporting documentation is not available, OCDETF will not make reimbursement payments. The cumulative amount of all reimbursements cannot exceed the agreement amount without proper modification.

9. Under no circumstances will the state or local agency charge any indirect costs for the administration or implementation of this agreement.

10. By the 25th day of the month the quarter ends (December, March, June and September), the Strike Force Leader (Strike Forces) or AUSA Coordinator (Strategic Initiatives) will provide to the Executive Office a status of funds report detailing expenditures for each reimbursable agreement. State and local agencies are to provide billing estimates or activity updates upon request including the value of services provided and billed, the value of services provided but not billed and value of services not provided through the end of that quarter.

11. The state or local agency shall permit examination and auditing by representatives of the OCDETF Program, the sponsoring Federal agencies, DOJ, the Comptroller General of the United States, and/or any of their duly-authorized agents and representatives, of all records, documents, accounts, invoices, receipts, or expenditures relating to this agreement. In addition, the state or local agency will maintain all such foregoing reports and records until all audits and examinations are completed and resolved, or for a period of six (6) years after termination of this Agreement, whichever is later. Failure to provide proper documentation will limit State or Local law enforcement agencies from receiving OCDETF funding in the future.

12. The state or local agency will comply with Title VI of the Civil Rights Act of 1964 and all requirements applicable to OCDETF agreements pursuant to the regulations of the Department of Justice (see, e.g., 28 C.F.R. Part 42, Subparts C and G; 28 C.F.R. 50.3 (1991)) relating to discrimination on the grounds of race, color, sex, age, national origin or handicap.

13. Electronic Funds Transfer Process

a) The Debt Collection Improvement Act of 1996 requires that most payments made by the Federal government, including vendor payments, must be made by electronic funds transfer (EFT). A benefit of receiving payments by EFT is that your funds are directly deposited to your account at a financial institution and are available to you on the date of payment. In accordance with the act, all OCDETF reimbursement payments will be issued via EFT.

b) All participating State and Local agencies must complete and submit the attached ACH vendor enrollment form. The OCDETF Executive Office must receive one ACH form from each participating agency or police department prior to processing their reimbursement payments.

c) In certain circumstances the OCDETF Executive Office may make exceptions for agencies that are unable to accept this form of payment, however, such agencies must include written justification in the Addendum A of each new agreement.

d) ACH banking information must be updated and submitted to your Regional Coordination Group when any banking information changes. Reasons for change include but are not limited to change in bank name, routing number, and account number. (list any others that you can think of)

e) If payment via EFT is unsuccessful after two attempts due to incorrect ACH banking information, the Executive Office will submit payment for Reimbursement Requests with a Treasury Check.

f) The Internet Payment Platform (IPP) is the secure web-based payment information system provided by the U.S. Department of Treasury's Financial Management System. The IPP system can be used by the State or Local agencies to exchange invoices and banking information in order to process and track payment reimbursement with the OCDETF Executive Office. Please refer to https://www.ipp.gov/ for registration, an instructional video, and a downloadable brochure on the IPP system.

This agreement is not a contract or obligation to commit Federal funds in the maximum amounts projected. Funding allocations for the time period set forth, agreed to herein represent projections only, and are based upon consultation between the Strike Force or AUSA Coordinator and the state or local law enforcement agency. They are, therefore, subject to modification by OCDETF based upon the progress and needs of the OCDETF investigation. Additionally, resources are contingent upon the availability of funds per the approval and signature of the OCDETF Executive Office obligating authority. The OCDETF Executive Office will approve and certify that all the terms and conditions of the agreement have been met.

Approved By: Guadalupe "Lupe" Treviño Sheriff 11-2-11
Authorized State or Local Official *Title* *Date*

Approved By: Paul K. Craine, ASAC-Strike Force Comm. 11-3-11
Strike Force Leader (SF /AUSA Coordinator (SI) Title *Date*

Andy Large Acting ASAC

Funds are encumbered for the costs specified above, subject to the availability of funds.

Funds Certified:

OCDETF Executive Office *Date*

Approving Official:

OCDETF Executive Office *Date*

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES

STATE OR LOCAL LAW ENFORCEMENT STRIKE FORCE/STRATEGIC INITIATIVE AGREEMENT COST ESTIMATE

Name of Strike Force/Strategic Initiative: **McAllen District Office Strike Force**

OCDETF Investigation/Strategic Initiative Number: **SW-TXS-811**

The following is an estimate of operational costs expected to be incurred by state and local enforcement in an OCDETF Strike Force investigation or Strategic Initiative. These costs are reimbursable under this agreement, subject to the availability of funds.

	DESCRIPTION	AMOUNT
1.	Office Supplies	$2,690.00
2.	Computer Equipment	$ 3,339.94
3.	Technical Surveillance Equipment	$ 9,525.20
4.	Tactical Gear	$ 1,640.00
5.	**TOTAL**	$17,195.14
6.		
7.		
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13.		

OCDETF STRIKE FORCE McAllen District Office

ADDENDUM A

COST JUSTIFICATION:

The McAllen District Office Strike Force is requesting the following items which will be utilized by the McAllen DO Strike Force. (FY 2012)

COMPUTER EQUIPMENT

1 HP Laser Jet CP4525 Printer: Color printer needed to print color photos for CS Files, Case Files, U.S. Attorney's Office, Operational Plans and surveillance teams. ($1,600.00)

1 Dell Precision T3500 Desk Top computer ($1,539.94)

5 Scan Disk Ultra Encrypted Flash Drives ($200.00)

Total: $3,339.94

TECHNICAL SURVEILLANCE EQUIPMENT

3 Sony Full HD 16GB Camcorder ($1,500.00)

1 PDVR -806 DVR – ($700.00)

1 TSI Color Hat Cam – ($400.00)

2 TSI-SunG-Color Covert Cam– ($500.00)

1 Motorola Astro Digital APX 7000 Portable Series (HCSO is upgrading their radio system. Portable needed to communicate with SO units. ($6425.35)

Total: $9,525.20

OFFICE SUPPLY

2 HP Laser Jet C4092A Print Cartridge ($280.00)

2 Rolls HP Universal Coated Paper 42 in. x 150 ft. ($410.00)

HP Color Laser Jet 4525 Printing Supplies for printer bought last year. ($2,000.00)

Total: $2,690.00

TACTICAL GEAR

4 Nikon Monarch ATB Binoculars ($1200.00)

4 Streamlite Stinger LED Flashlights ($440.00)

Total: $ 1,640.00

BALANCES

Computer Equipment	3,339.94
Technical Surveillance Equipment	9,525.20
Office Supplies	2,690.00
Tactical Gear	1,640.00
TOTAL	**$17,195.14**

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

PAYEE/COMPANY INFORMATION (Include State and Local Agency name as written on agreement cover sheet)

Name: **Hidalgo County Sheriff's Office**
Address: **100 East Cano, 3rd Floor, Edinburg, Texas 78539**
Taxpayer ID Number: 746000717
Contact Person Name: **Norma G. Garcia** Telephone Number: **956-318-2506**

FINANCIAL INSTITUTION INFORMATION

Bank Name: **First National Bank of Edinburg**
Nine-Digit ABA Routing Transit Number: **114921415**
Depositor Account Number: **14009463**
Type of Account: (checking/savings) **Checking**

Please return with the Reimbursable Agreement

The Debt Collection Improvement Act of 1996 requires that most payments made by the Federal government, including vendor payments, must be made by EFT. A benefit of receiving payments by EFT is that your funds are directly deposited to your account at a financial institution and are available to you on the date of payment.

If you have any question regarding the delivery of remittance information, please contact the financial institution (bank) where your account is held.

If you have any question on the completion of this form, please contact the OCDETF State and Local EFT Coordinator at 202-514-1860

To inquire about a bill please contact: https://www.ipp.gov/

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES

Agreement

FOR THE USE OF THE OCDETF STRIKE FORCE/STRATEGIC INITIATIVE PROGRAMS

Federal Tax Identification #: **74-6000717** DC#: 8210 JM

Amount Requested: **$ 17,195.28**	OCDETF Investigation / Strategic Initiative #: **SW-TXS-~~811~~ 0811**
From: **October 1, 2011** Beginning Date of Agreement To: **September 30, 2012** JM Ending Date of Agreement	Federal Agency Investigation #: **MS-10-0113**
Strike Force/Strategic Initiative Name and Address: **Drug Enforcement Administration** Houston SA **McAllen District Office/Houston Division Office OCDETF Strike Force Group D-81 1200 N. Commerce Cntr. , McAllen, Texas 78501**	State or Local Agency Name and Address: **Hidalgo County Sheriff's Office 711 El Cibolo Road Edinburg, Texas 78540**
Sponsoring Federal Agency (Strike Force only): Lead Investigator: **Rudy Maldonado, GS** Telephone Number: **956-992-8427** Email Address: **Rudy.Maldonado@usdoj.gov**	State or Local Agency Narcotics Supervisor: **Hidalgo Co. Sheriff's Sheriff Guadalupe Trevino** Telephone Number: 956-383-8114 E-mail Address: **sheriff.trevino@hidalgo.so.org** Fax Number **956-393-6179**

Brief explanation of services/goods provided and basis for determining costs:
Leased vehicles, computer equipment, technical surveillance equipment, office supplies, training, travel are needed to facilitate operational interface of the Hidalgo County Sheriff's Office with the McAllen DO Strike Force. The vehicle cost was determined based on current lease agreement between the HCSO and Enterprise Rental Company, San Antonio, Texas. Other costs were based on current government pricing quotes.

Please provide the name, telephone number, and e-mail address for the administrative or financial staff person at the state or local agency, who is directly responsible for the billings under this Reimbursement Agreement:

Name: **Cynthia Careaga, Grant Accountant II**

Telephone Number: **956-318-2511**

E-mail Address: **cynthia.careaga@auditor.co.hidalgo.tx.us**

Fax Number: **956-318-2577**

Agreement - (Oct 09)

This agreement is between the above named state or local agency and the Organized Crime Drug Enforcement Task Force (OCDETF) Program. This agreement shall be effective when signed by

OCDETF Received

NOV 09 2011

a state or local law enforcement agency official, who is authorized to approve the expenditure of funds in support of OCDETF investigations, the Strike Force leader or his/her designee (Strike Forces) or the AUSA OCDETF Coordinator (Strategic Initiatives) and the OCDETF Executive Office Budget Officer, or his/her designee.

1. It is agreed that the state or local agency named on this agreement will assist in OCDETF investigations, strategic initiatives, and/or prosecutions as set forth in the Organized Crime Drug Enforcement Task Force Strike Force/Strategic Initiative Programs and Policy and Procedures Manual, October 2009.

2. This agreement may be terminated by any of the parties by written notice to the other parties ten (10) business days prior to termination. Billing for outstanding obligations shall be received by OCDETF within thirty (30) days of the notice of termination.

3. Costs incurred pursuant to an OCDETF investigation or due to participation in an OCDETF Strategic Initiative by a state and local program participant, including informant fees, purchase of evidence, travel, either by a state or local officer, witness or confidential source; rental of automobiles; cost of interpreters or translators; training in support of OCDETF; technical surveillance equipment; rental of office space for temporary use, such as an off-site location for electronic monitoring or off-site command post, may be reimbursed by OCDETF under certain circumstances. Rental payments cannot be paid in advance and must be paid in arrears. Reimbursable Requests with rent included are due on the first workday of each month, and must be for the month that just ended rather than the month beginning. Any exceptions or additions to the approved reimbursable costs listed above must be detailed and attached in Addendum A of the Agreement.

4. Property and equipment purchased through the OCDETF Program must remain available to the Strike Force/Strategic Initiative for the duration of its existence. Once the investigation or initiative is concluded, usage and disposition are at the discretion of the purchasing organization.

5. The reimbursement of these items must be permissible under the AFF statute, Section 524 (c)(1)(I) of Title 28, United States Code, and this guidance, and are subject to the availability of funds.

6. All approving officials must agree to amendments or changes to the amount of the Agreement, the listing of eligible items to be reimbursed, and associated estimates that occur after an Agreement has been executed. These amendments or changes must be transmitted by a memorandum approved and signed by the Strike Force Leader (Strike Forces) or AUSA Coordinator (Strategic Initiatives), and forwarded to the OCDETF Executive Office. All changes made to the original agreement must be approved and initialed by the person making the revision and the Strike Force Leader (Strike Forces) or AUSA Coordinator (Strategic Initiatives).

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Approved By: Guadalupe "Lupe" Treviño — Sheriff — 11-2-11
Authorized State or Local Official — *Title* — *Date*

Approved By: ~~Paul K. Crume~~, ASAC-Strike Force Comm. — 11-3-11
Strike Force Leader (SF /AUSA Coordinator (SI) Title — *Date*
Andy Large Acting ASAC

Funds are encumbered for the costs specified above, subject to the availability of funds.

Funds Certified: — 11/18/11
OCDETF Executive Office — *Date*

Approving Official: — 12/12/11
OCDETF Executive Office — *Date*

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES

STATE OR LOCAL LAW ENFORCEMENT STRIKE FORCE/STRATEGIC INITIATIVE AGREEMENT COST ESTIMATE

Name of Strike Force/Strategic Initiative: **McAllen District Office Strike Force**

OCDETF Investigation/Strategic Initiative Number: **SW-TXS-811**

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OCDETF STRIKE FORCE McAllen District Office

ADDENDUM A

COST JUSTIFICATION:

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PAYEE/COMPANY INFORMATION (Include State and Local Agency name as written on agreement cover sheet)

Name: **Hidalgo County Sheriff's Office**
Address: **100 East Cano, 3rd Floor, Edinburg, Texas 78539**
Taxpayer ID Number: 746000717
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Nine-Digit ABA Routing Transit Number: **114921415**
Depositor Account Number: **14009463**
Type of Account: (checking/savings) **Checking**

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To inquire about a bill please contact: https://www.ipp.gov/

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 19, 2011

The Honorable Ramon Garcia, Hidalgo 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 Joseph Palacios, 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 an award from the Organized Crime Drug Enforcement Task Force (OCDETF). These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
$17,195.29	SW-TXS-0811 Equipment McAllen District Office Strike Force

CERTIFIED BY:

Raymundo Eufracio, CPA
Hidalgo County Auditor

12/20/11
Date

THE COUNTY OF HIDALGO TEXAS

DATE: **December 19, 2011**

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

DEPARTMENT NAME: **Organized Crime Drug Enforcement Task Forces (OCDETF)-Equipment Account**

ACCOUNT NUMBER: **1-1284-421-00-280-084-2-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
1-1284-421-00-280-084-2-601	Office & Computer Supplies	2,890.00
1-1284-421-00-280-084-2-613	Safety Supplies	440.00
1-1284-421-00-280-084-2-619	Other Miscellaneous supplies	1,200.00
1-1284-421-00-280-084-2-664	Other Minor Equipment	3,100.00
1-1284-421-00-280-084-2-745	Computer Equipment	3,139.94
1-1284-421-00-280-084-2-748	Other Equipment	6,425.35
	TOTAL APPROPRIATIONS	17,195.29
1-1284-331-12-280-084-2-000	OCDETF	17,195.29
	TOTAL REVENUES	17,195.29

REASON: To appropriate budget for the Organized Crime Drug Enforcement Task Force (OCDETF) Grant award for purposes of equipment.

Period of Performance: 10/1/2011 to 9/30/12 OCDETF Investigation Number SW-TXS-0811

DEPARTMENT HEAD SIGNATURE

/ /
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-30326 **12. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: IT DEPARTMENT

Information

CAPTION

Information Technology (1100):
1. Discussion, consideration and approval to extend the following temporary positions approved in 2011 and needed in 2012:

Slot No.	Position Title	Budgeted Salary
T033	LUCA Program Clerk	18,720.00
T034	LUCA Program Clerk	18,720.00

2. Approval of interdepartmental transfer.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1100-415-00-115-002-0-899

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

BUDGETARY IMPACT:

Funds available from Co. Wide Adm. - Contingency.

Attachments

Fiscal Note
Job Descriptions
PARS
TRANSFER REVISED12-27

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/22/2011 03:52 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/22/2011 02:19 PM

Final Approval Date: 12/22/2011

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: 30326

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
INFORMATION TECHNOLOGY (1100):
Approval to extend the two (2) temporary full-time positions:

Fund	Position	Slot #	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	LUCA PROGRAM CLERK	T033	121	-	-	0.00	18,720.00	18,720.00
1100	LUCA PROGRAM CLERK	T034	121	-	-	0.00	18,720.00	18,720.00
					TOTAL:	0.00	37,440.00	37,440.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-415-00-200-001-0- 121	INFORMATION TECHNOLOGY DEPT- TEMP F/T EMPLOYEES	$18,648.28
2-1100-415-00-200-001-0- 211	INFORMATION TECHNOLOGY DEPT- HEALTH INSURANCE	-
2-1100-415-00-200-001-0- 212	INFORMATION TECHNOLOGY DEPT- LIFE INSURANCE	-
2-1100-415-00-200-001-0- 220	INFORMATION TECHNOLOGY DEPT- FICA	$1,426.59
2-1100-415-00-200-001-0- 230	INFORMATION TECHNOLOGY DEPT- RETIREMENT	-
2-1100-415-00-200-001-0- 250	INFORMATION TECHNOLOGY DEPT- UNEMPLOYMENT COMI	$93.24
2-1100-415-00-200-001-0- 260	INFORMATION TECHNOLOGY DEPT- WORKER'S COMP	-
	2012 Budgetary Impact	$20,168.11

2013 Budgetary Impact: N/A

Possible Funding Sources: CO WIDE ADMINISTRATION CONTINGENCY-INTERDEPARTMENTAL TRANSFER

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

LUCA PROGRAM CLERK

GENERAL DESCRIPTION

Performs entry-level data entry work. Work involves entering data and maintaining files and documentation; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs repetitive data entry and verification of data files

Performs editing and maintenance of data files

Transcribes source documents to machine-acceptable formats

Prepares formatting programs for simple applications and corrects entry errors

May provide clerical support

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in data entry 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 data entry equipment and of office practices and procedures

Ability to detect and resolve error conditions and to select and transcribe data

Type 35 wpm

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: INFORMATION TECHNOLOGY DATE: 12/14/2011

CURRENT POSITION TITLE: LUCA PROGRAM CLERK CURRENT SLOT #: T033 & T034

REQUESTED POSITION TITLE: LUCA PROGRAM CLERK

REQUEST FOR:

[ ] New Position [X] Temporary Position [ ] Position Reclassification* [ ] Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

$	$	$
~~18,720.00 X 2~~ -0- Pc	18,720.00 X 2	~~0.00~~ $ 37,440.00 Pc
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[ ] Current Department Budget [ ] Annual Budget Cycle [X] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113	[ ]	Part Time Employee Object 114	[ ] 9.00 Enter hourly rate for temp. positions
Full Time Employee Object 121	[X]	Part Time Temporary Object 122	[ ] $ 9.00 X 2080 = 18,720.00 X 2 = 37,440.00 Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

1/1/2012	7/1/2012	Mon. - Fri (8-5pm)	40	NOT TO EXCEED 6 MONTHS
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)

AS PER VALDE AND RICK ALVAREZ THESE POSITIONS ARE NEEDED FOR THE LUCA PROGRAM.

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

POSITION RECLASSIFICATION: 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	12/14/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☐ YES	☑ NO	RV
2.	HUMAN RESOURCES DIRECTOR	Date	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO	
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/11 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO	
4.	COMMISSIONERS' COURT APPROVAL	Date				

DATE: December 19, 2011

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2012
Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for IT Department

ACCOUNT NUMBER: 2-1100-415-00-XXX-00X-0-XXX

CONTACT PERSON: ROSIE CANTU **PHONE:** (956) 292-7025 Ext. 5408

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				
2-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(20,168.11)
TO				
2-1100-415-00-200-001-0-	121	IT DEPT	TEMP F/T EMPLOYEE	18,648.28
2-1100-415-00-200-001-0-	220	IT DEPT	FICA	1,426.59
2-1100-415-00-200-001-0-	250	IT DEPT	UNEMPLOYMENT	93.24
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

TO FUND THE SALARIES AND FRINGE BENEFIT EXPENDITURES FOR THE EXTENSION OF TEMPORARY POSITIONS IN THE IT DEPARTMENT

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

AI-30322 **13. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: JUVENILE PROBATION

Information

CAPTION

Juvenile Probation (1100):
Discussion, consideration and approval to extend the following temporary positions approved in 2011 and needed in 2012:

Pgm.	Slot No.	Position Title	Budgeted Salary
Juvenile Probation	T053	JCCC Monitor	5,850.00
Juvenile Probation	T054	JCCC Monitor	5,850.00
Juvenile Probation	T055	JCCC Monitor	5,850.00
Juvenile Probation	T056	JCCC Monitor	5,850.00
TJPC-A/ TJJD	T030	JCCC Monitor	5,850.00
TJPC-A/ TJJD	T031	JCCC Monitor	5,850.00

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011/2012 **ACCT. #:**

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

BUDGETARY IMPACT:

Juvenile Probation -2-1100-423-60-330-002-0-xxx
See attached transfer for funding source and availability of funds. Transfer will be submitted to Auditor's by Ms. Elena Gaytan, from Juv. Probation Office.

TJJD-A- 2-1294-423-00-330-010-2-xxx
See Attached salary analysis for funding source and availability of funds. A transfer will be submitted at discretion of dept. head Israel "Buddy" Silva should any deficits occur.

Attachments

Fiscal Notes
Job Descriptions
PARS
salary analysis
transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/22/2011 03:51 PM

Purchasing Department Angela Garcia 12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/22/2011 01:59 PM

Final Approval Date: 12/22/2011

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: 30322

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
Juvenile Probation (1100):
Approval to extend four (4) temporary part-time JCCC Monitor positions.

*******ANNUAL*******

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed (Grade & Step) Salary	Total Requested
1100	JCCC MONITOR	T053	122	-	-	0.00	15,600.00	15,600.00
1100	JCCC MONITOR	T054	122	-	-	0.00	15,600.00	15,600.00
1100	JCCC MONITOR	T055	122	-	-	0.00	15,600.00	15,600.00
1100	JCCC MONITOR	T056	122			0.00	15,600.00	15,600.00
					TOTAL	0.00	62,400.00	62,400.00

*******HRLY*******

Fund	Position	Slot#	Obj	Grade	Step	Rate of Pay	Estim. Hrs	Total Requested
1100	JCCC MONITOR	T053	122	-	-	7.50	780	5,850.00
1100	JCCC MONITOR	T054	122	-	-	7.50	780	5,850.00
1100	JCCC MONITOR	T055	122	-	-	7.50	780	5,850.00
1100	JCCC MONITOR	T056	122			7.50	780	5,850.00
					TOTAL	30.00	127,920.00	23,400.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-423-60-330-002-0- 122	JUVENILE PROBATION -	TEMP P/T EMPLOYEES	$23,400.00
2-1100-423-60-330-002-0- 211	JUVENILE PROBATION -	HEALTH INSURANCE	-
2-1100-423-60-330-002-0- 212	JUVENILE PROBATION -	LIFE INSURANCE	-
2-1100-423-60-330-002-0- 220	JUVENILE PROBATION -	FICA	$1,790.10
2-1100-423-60-330-002-0- 230	JUVENILE PROBATION -	RETIREMENT	-
2-1100-423-60-330-002-0- 250	JUVENILE PROBATION -	UNEMPLOYMENT COMP	$117.00
2-1100-423-60-330-002-0- 260	JUVENILE PROBATION -	WORKER'S COMP	-
		2012 Budgetary Impact	$25,307.10

2013 Budgetary Impact: **N/A**

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

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.

Agenda Item: 30322

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
Juvenile Probation:
Approval to extend two (2) temporary part-time JCCC Monitor positions.

*******ANNUAL*******

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1294	JCCC MONITOR	T030	122	-	-	0.00	15,600.00	15,600.00
1294	JCCC MONITOR	T031	122	-	-	0.00	15,600.00	15,600.00
					TOTAL:	0.00	31,200.00	31,200.00

*******HRLY*******

Fund	Position	Slot#	Obj	Grade	Step	Rate of Pay	Estim. Hrs	Total Requested
1294	JCCC MONITOR	T030	122	-	-	7.50	780	5,850.00
1294	JCCC MONITOR	T031	122	-	-	7.50	780	5,850.00
					TOTAL:	15.00	63,960.00	11,700.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
2-1294-423-00-330-010-2- 122	TJPC-A -	TEMP P/T EMPLOYEES	$11,700.00
2-1294-423-00-330-010-2- 211	TJPC-A -	HEALTH INSURANCE	-
2-1294-423-00-330-010-2- 212	TJPC-A -	LIFE INSURANCE	-
2-1294-423-00-330-010-2- 220	TJPC-A -	FICA	$895.05
2-1294-423-00-330-010-2- 230	TJPC-A -	RETIREMENT	-
2-1294-423-00-330-010-2- 250	TJPC-A -	UNEMPLOYMENT COMP	$58.50
2-1294-423-00-330-010-2- 260	TJPC-A -	WORKER'S COMP	-
		2012 Budgetary Impact	$12,653.55

2013 Budgetary Impact: **N/A**

Possible Funding Sources: **FUNDS IN PLACE**

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

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
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E Ramirez Jr. Juvenile Justice Center -330 Juv Prob **DATE:** 12/13/2011

CURRENT POSITION TITLE: JCCC Monitor **CURRENT SLOT. #:** 053,054,055,056

REQUESTED POSITION TITLE: JCCC Monitor
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☑ Temporary Position ☐ Position Reclassification* ☐ Other Extention

*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:

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

☐ Other 1100-423-60-330-002-0-XXX

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
$ 7.50 x 780 = 5,850.00 @
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2012	06/30/2012	Shift varies	15	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)

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)

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	12/13/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Judge Mario E. Ramirez Jr. Juvenile Justice Center -330 Juv Prob **DATE:** 12/13/2011

CURRENT POSITION TITLE: JCCC Monitor TJPC-A/ TJJD **CURRENT SLOT. #:** T030,T031

REQUESTED POSITION TITLE: JCCC Monitor
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☑ Temporary Position ☐ Position Reclassification* ☐ Other Extention

*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 1294-423-60-330-010-2-XXX

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
$ 7.50 x 780 = 5,850.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

01/01/2012	06/30/2012	Shift varies	15	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)

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)

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	12/13/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

JUVENILE PROBATION (TJPC A/ TJJD-A)

SALARIES ANALYSIS WORKSHEET

AS of 12/27/2011 FOR CALENDAR YEAR 2012

Acct No: 1/2-1294-423-00-330-010-2

Object Code	Acct. Description	2011/2012 Total Budgeted Salary	Payroll Amount per Pay Period	PP Remaining	Remaining Estimated Salaries per Year	Available Balance	Total Available
112	Department Head	$6,327.00	$243.35	18.4	$4,477.57	$4,453.28	**($24.29)**
113	Reg F/Time	$942,535.00	$36,251.35	18.4	$667,024.77	$670,067.81	**$3,043.04**
122	Temp P/Time	$11,700.00	$450.00	14	$6,300.00	$8,235.00	**$1,935.00**
220	**FICA**- DEPT HEAD & REG F/T	$72,587.94	$2,791.84	18.4	$51,369.93	$52,846.17	**($994.29)**
220	**FICA**- TEMP P/T	$895.05	$34.43	14	$481.95		
250	**UNEMPLOY COMP**- DEPT HEAD & REG F/T	$4,744.31	$182.47	18.4	$3,357.51	$3,776.62	**($387.61)**
250	**UNEMPLOY COMP**- TEMP P/T	$58.50	$2.25	14	$31.50		
	TOTAL	**$1,038,847.80**	**$39,955.68**	**-**	**$733,043.23**	**$739,378.88**	**$3,571.85**

Grant period: October 01, 2011 through September 30, 2012.

Analysis period: 12/19/2012 through 07/01/12 for temporary positions. Temp positions authorized for period of 6 mths only; 01/01/2012 through 09/30/12 for department head and regular full time positions. Analysis based on budgeted amounts and not actuals.

Renewal of grant approved by board of judges on 08/25/2011.

Department will submit transfer at later date to cover any deficits, as determined by Department Head, Mr. Israel Silva.

DBM-rc

DATE: December 13, 2011

DEPARTMENT HEAD: Israel "Buddy" Silva, Jr.

DEPARTMENT NAME: JUDGE MARIO E. RAMIREZ, JR., JUVENILE JUSTICE CENTER

ACCOUNT NUMBER: Expenditure: 2-1100-423-60-330-002-0-XXX

SUBJECT: LINE ITEM TRANSFER

Honorable Judge Mario E. Ramirez, Overseer of the Juvenile Probation Department

I submit to you for your consideration the following line-item transfer(s) in accordance with V.A.C.S., Pursuant to Article 689a-11, 1666b:

FROM ACCOUNT NUMBER	ACCOUNT NAME	TO ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
2- 1100- 423- 60- 330- 002 0- 113	Juv Prob- Emp Salaries	-> 2- 1100- 423- 60- 330- 002 0- 122	Juv Prob-Temp P/T Employees	23,400.00
		->		
		->		
		->		
		->		
		->		
		->		
		->		
		->		
		->		
		->		
		->		
		->		
				$ 23,400.00

REASON:
To record budget line-item transfer in the amount of $23,400.00 to fund temporary part-time

Israel "Buddy" Silva, Jr. Director
Chief Juvenile Probation Officer

12/13/11
DATE

Honorable Mario E. Ramirez, Jr. Overseer
Judge of the 332nd District Court

/ /
DATE

Ray Eufracio, CPA
Hidalgo County Auditor

/ /
DATE

AI-30246 **14. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Yolanda Orozco, FIRE MARSHAL'S DEPT.

Department: FIRE MARSHAL'S DEPT.

Information

CAPTION

Discussion and approval of the following 2011 Rural Emergency Services Interlocal Cooperation Agreement(s):
1. City of La Villa

BACKGROUND

1.) City of La Villa (1 Original Copy)

Fiscal Impact

FISCAL YEAR: 1 **ACCT. #:** 1-1100-422-20-300-010-0-841

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

BUDGETARY IMPACT:

Attachments

2011 La Villa Contract

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/19/2011 01:25 PM
Roland Garcia	Rolando Garcia	12/21/2011 09:06 AM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Yolanda Orozco Started On: 12/19/2011 09:22 AM

Final Approval Date: 12/22/2011

Interlocal Cooperation Agreement between La Villa and Hidalgo County, Texas.

STATE OF TEXAS

COUNTY OF HIDALGO

THIS Interlocal Cooperation Agreement is made on the 16th day of December, by and between the COUNTY OF HIDALGO, TEXAS, hereafter called County, and the City of La Villa, TEXAS, a municipal corporation/non-incorporated area hereinafter called CITY/ENTITY, is made under the authority of Chapter 791.001, Texas Government Code to be effective on the 6th day of December, 2011.

Entity and County are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, Texas Government Code 791.001 et seq., which authorizes local governments to contract with each other to perform Governmental functions under the terms of the Act.

1.0 TERMS

1.1 This contract shall be for a period commencing on 12-06-11, and shall terminate on December 31, 2013.

1.2 After December 31, 2013, this Contract, unless terminated as provided elsewhere shall be renewed on a month-to-month basis until re-negotiated by mutual consent of both parties.

1.3 Either party has the option to terminate this Contract without cause by written notification, to the other on sixty (60) days notice.

1.4 The Rural Emergency Service Incident Report (Exhibit "A") form must be utilized as part of the monthly report submitted to the County Fire Marshal or his designee.

1.5 Any modifications to invoices shall be approved by both parties. Denial of any reimbursement shall be made within ten (10) working days after receipt of such invoice by the County Fire Marshal. Invoices which are approved shall be paid no later than thirty (thirty) days upon receipt of invoice by County.

2.0 DEFINITIONS

BEE ATTACK – Any response to a situation where there is an on-going attack or a recent attack that requires first responder entrance into the immediate scene to rescue any person(s) excluded are situations of bee removal of hazards where no attack is in progress, or sustained at the time of response.

CATEGORY – All responses shall be categorized in a category that will be enumerated as I, II, III, IV, V, and VI. Categories are designed to simplify reporting, queries and reimbursement requests.

COUNTY FIRE MARSHAL – the person appointed by the Commissioners Court in accordance with LGC 352 who is responsible for the administration of fire investigations, fire safety inspections, and fire prevention activities, administration of the Rural Emergency Services Contract and enforcement of the most recently adopted International Fire Code. This is a Sworn position.

ENTITY - Parent organization for Fire Department whose members are full time, part time, paid or unpaid volunteers and for the purposes of this contract includes any elements from any public works department that are requested or deployed to assist with the suppression, control or extinguishment of a fire.

COUNTY FIRE INVESTIGATORS – Those officers designated as such, by the County Fire Marshal that are responsible for all duties which may be assigned by the County Fire Marshal.

CHIEF DEPUTY / DEPUTY FIRE MARSHAL – Those officers designated and commissioned by the County Fire Marshal that are responsible for all duties which may be assigned by the County Fire Marshal.

FALSE ALARM CALL - Any emergency response to a mischievous or malicious call, or false call; or fire alarm system malfunctions that require fire personnel to investigate the scene or incident to make a determination as to whether or not there is a fire. If there are two or more alarms at the same location for the same reason, and from the same source, the responding Entity must notify the Fire Marshal by the next working date.

FIREFIGHTING – Any working Structural or Commercial Vehicle fire upon arrival, a petroleum based fire excluding rubbish fire(s) (trash fire), or Authorized, Unauthorized Uncontrolled/ controlled land clearing fire(s).

GOOD INTENT CALLS – Any emergency call response where fire personnel were summoned, but were not required dealing with the incident, there was no actual incident, where no actual services, investigation, or standby was rendered or needed. Response to this type of call must come through a dispatch point.

HAZARDOUS MATERIAL FIRST RESPONDER INCIDENT – any response to any incident at the first responder (awareness, and operations) level, as defined by the Environmental Protection Agency and/or the Texas Commission on Environmental Quality and includes, hazardous material

Identification, low level containment / Mitigation, i.e. fuel spills, from any vehicle, including motor vehicles, trains, motorcycle or aircraft.

HAZARDOUS MATERIAL TECHNICIAN LEVEL INCIDENT– any response to any incident at the Technician level, as defined by the Environmental Protection Agency and/or the Texas Commission on Environmental Quality and includes, hazardous material Identification via Monitoring / Identification devices, and or specialized equipment for such purposes, High level containment / Mitigation, i.e. Solid, Liquid, Gas (Vapor) Chemical / Fuel spills from and structure, vehicle, and or storage type facility..

INCORPORATED AREA - any area(s) within Hidalgo County that exist at time of execution thereof, and as they may be amended by reasons of annexation and/or de-annexation of property by any respective city.

LAW ENFORCEMENT ASSISTANCE – any non-fire assistance requested by County, State, or Federal Law Enforcement Agency, and includes, but is not limited to – vehicle recovery (water), crowd control, and "standing-by" for any situation in pursuance of a law enforcement, and or Investigative mission excluding MVA duties (traffic Control, washdowns, patient packaging)

MASS CASUALTY INCIDENT – all emergency rescues and/or recovery of victims, eight (8) victims or more, from any major incident or accident, i.e. Haz-Mat, aircraft, any passenger transportation bus, regardless of cause, building collapse, or assembly area.

MEDICAL CALL – In an emergency situation, under exigent circumstances, where there is a delayed response by the contracted EMS provider (Greater than 20 Minutes) and the situation dictates immediate medical attention due to the delay by the EMS provider excluding immediate first aid to stabilize a victim at a scene, when already on scene. This section is not to be construed as a reimbursement plan for a fire-based department that operates an emergency medical service (EMS) otherwise covered by any other contracts that are already in place.

MUTUAL AID – A Primary Entity response to an emergency event where the situation is of such magnitude, either upon arrival or during the actual response, that the primary city/entity must declare a multiple alarm and request response from one or more Secondary Entity(s) and such assistance is necessary to control, extinguish, or otherwise assist with the response., this includes any element of public works that is called upon to help mitigate the emergency. The call for additional resources made by the Primary Entity from the Secondary Entity may be based on the extenuating circumstances, and may be made by the on-scene incident commander, and must go

through a dispatch point with approval from the most senior officer that is on duty for the Entity. The Fire Marshal may authorize and/or request mutual aid at any time whether or not on-scene, when the request is made directly to them. Secondary entities may be reimbursed at the same rate as the primary entity upon approval of the Fire Marshal, when sufficiently documented as a "special Situation".

NATURAL VEGETATION – The plants of an area or region, collectively – any plant life, present in or produced by nature, whether growing or not. Fuel for a wild-land or grass fire.

OPERATIONAL PERIOD – 12 hour standard as recognized by the National Incident Management system.

PETROLEUM BASED INCIDENT – any incident or fire whose main fuel source includes natural gas, liquefied gas, crude or refined oil or any other petroleum based product that may be used or processed as fuel or as a precursor for fuel. It also includes any storage container, conveyance of said product, whether by motor vehicle, pipeline or any other type of transport medium **excluding** propane tanks used for residential or commercial service (100lbs or under).

PRIMARY ENTITY – the Entity who is a party to this contract with the County that is assigned to respond as the lead fire-based response agency to an area where the emergency occurred as per Section II, Paragraph A, of this contract. This may be based on geographical assignments or capability.

PUBLIC WORKS RESPONSE – Any incident response that requires operational support elements from what is commonly referred to as Public Works, to respond to an emergency situation, to help mitigate, control, or otherwise facilitate the overall response. This response may only be requested and authorized by the on-scene Incident Commander through the Fire Marshal.

RECOVERY CALL – Body - Any recovery of a deceased victim.

REIMBURSEMENT PLAN – method by which a Entity is reimbursed by the County for emergency services rendered in any rural area within Hidalgo County.

REGIONAL MEDICAL RESPONSE TEAM – response to any special situation to provide medical assistance and support for any first responder regardless of discipline. Any response for mass casualty incident to assist with medical triage or treatments of victims.

RESPONSE AREA – the geographical area assigned to the Entity within the rural areas of the County, wherein the respective Entity would be responsible for primary response to an emergency call for service.

RUBBISH – trash, garbage, brush, grass or other unwanted things, and includes any tangible item discarded, collected, or recycled arranged as to burn for cleaning / clearing as a part of a controlled situation, whether permitted or not.

RURAL AREA – any non-incorporated areas within Hidalgo County, as they exist at the time of execution thereof, and as they may be amended by reasons of annexation and/or de-annexation of property by any respective city or any incorporated area within Hidalgo County that does not provide it's own emergency services or response.

RURAL RESPONSE DISTRICT – The area designated for the respective Primary Entity for emergency response within a delineated geographical area as depicted and described in Exhibit "B", attached hereof. The rural response district may be amended from time to time pursuant to Section III, Subsection B.

SEARCH and RESCUE CALLS – all rescues of person(s) living , from water, high angle, confined space, or all rescue/extrication of person(s) from entanglement, entrapment, enclosed areas, elevators, building collapse excluding Recovery, and or Vehicle Extrication.

SECONDARY CITY – the Entity who is a party to a cooperative agreement with the County and is assigned or requested to respond to assist the primary city in any type of emergency response to an area where the emergency occurred (Mutual Aid). The response may occur anywhere within the rural County and may be based on geographical assignment or capability excluding all aid to other Jurisdictions in their city limits.

SERVICE CALLS – any call involving unauthorized burning, smoke scare, mischievous or malicious calls, and alarm system malfunctions requiring fire personnel to deal with an incident, but where no actual services, investigation or standby was rendered or needed.

SPECIAL SITUATIONS – Any situation in which the Entity performed in a manner that is not covered in any of the above described situations, or for an extended period of time. The Fire Chief must justify the exigent circumstances for the response to the incident and reason for reimbursement request. If the response by the Entity covers two or more operational periods, this fee may charged per day, above and beyond any other fees.

STRUCTURE – any construction within reason, or any production or piece of work artificially built or composed of parts joined together in some definite manner, that is built, under construction or constructed and it includes any edifice, or building of any kind.

TRAFFIC CONTROL – Any incident response where the nature of the call is strictly for traffic control assistance.

VEHICLE / COMMERCIAL VEHICLE – has the same meaning found in the Texas Transportation Code.

MOTOR VEHICULAR ACCIDENT (MVA) – any motor vehicle or automobile collision regardless of amount of or type vehicles involved, where services other than "VEHICULAR EXTRICATION" is performed.

VEHICULAR EXTRICATION – any emergency extrication of person(s) with the use of specialized hydraulic, and or manual tools from wreckage entanglement as a result of an automobile collision, regardless of motor vehicle type.

COMMERCIAL VEHICLE FIRE – A working fire – upon arrival that involves any commercial vehicle. (i.e. Semi Truck and or Trailer, Transport Vehicle, Service Vehicles, commuter bus) **excluding** passenger vehicles privately owned for personal use (Duallys, 1 tons, Ect.)

VEHICLE FIRE (NON-COMMERCIAL) A working fire – upon arrival that involves any Passenger Type vehicle. (i.e. Personal Vehicle, car, truck, van).

WASH DOWN – Any hazardous based spill where there is no fire and the spill is under thirty-five (35) gallons. I.e. roadway, parking lots, etc. that requires a wash down – no vehicular accident.

WILDLAND FIRE - Any fire occurring in vegetative areas regardless of ignition sources, damages or benefits. An uncontrolled fire in grassland, brushland, or land sown to crops. For the purposes of this contract any fire within the confines of the above definitions that requires an emergency response of an entity **excluding** Controlled type and or (prescribed) type Brush land clearing operation or rubbish fire(s).

WIRELINE INCIDENTS (ELECTRICAL) – where the response is such nature that there is a "downed-wire" or "low-hanging wire" - but no fire, and the responding Entity must standby and await the arrival of a utility company. Any situation where there is immediate danger to the public from an electrical wire, and the situation dictate immediate traffic control, or public redirection.

WIRELINE INCIDENTS (NON-ELECTRICAL)- where the response is such nature that there is a "downed-wire" or "low-hanging wire" - but no fire, and the responding Entity must remove, and or mitigate the non-emergency. Any situation where there is no immediate danger to the public from an electrical wire, and the situation does not dictate immediate traffic control, or public redirection. Where the entity is not required to stand-by for the service company.

3.0 ENTITY RESPONSIBILITIES

3.1 Entity hereby agrees to provide emergency fire response based services, if resources are available, to the geographically assigned Rural Response District, within the County, as may be required by the County Fire Marshal or otherwise as delineated within this contract.

3.2 Entity hereby agrees to the designation of Primary (response) within their designated Rural Response District as depicted in the attached map, as Exhibit "B". Each Entity Rural Response District may be amended from time to time during the period of this contract by annexation or de-annexation of property by any respective city(s), or by agreement of the County Fire Marshal, and Fire Chief(s) responsible for the existing Rural Response District. The Response Districts and assigned Entity will be provided to the designated 911 Coordinator and the Sheriff's Office. A map depicting the Rural Response Districts of all participating Entity(s) shall be maintained and provided upon request by the County Fire Marshal, at their designated office.

3.3 Entity agrees to provide the County Fire Marshal, upon request, with any and all records, reports, and documents, to include, but not limited to, statistics, data, calls for service records, dispatch logs, and any other records or other documents necessary to support the invoice or request for reimbursement as herein provided. In the absence of the Fire Marshal, said records, reports, and documents may be provided to the County Judge or his designee. The standard reimbursement request shall be timely submitted.

3.4 Entity agrees that in multi-agency response calls, the communications interoperability radio channels will be used as primary communications with the designated incident commander. The Incident Commander or assigned communications officer may designate user and sub-user groups as necessary.

3.5 Entity agrees to allow the County Fire Marshal, full access to any and all operational communications frequencies / talk groups, that the Entity operates on and authorize the County Fire Marshal to use those frequencies/talk groups during a response to a designated emergency situation that the Entity responds to. This will include assigning user-identification numbers (if available) to any County Fire Marshal communications radio.

3.6 Entity agrees to practice NIMS/ICS during any multi-agency – multi-tiered response.

3.7 Entity agrees to provide its' own insurance for equipment, vehicles, and personnel used in performing any of the services described herein. Emergency vehicles and fire-fighting equipment must be owned and/or managed by the Entity. Entity agrees to provide proof of current and adequate vehicle, equipment and workmen's compensation insurance to the County upon submission of this contract or upon request from the County Fire Marshal.

3.8 During extended operations as designated by the Incident Commander, the Entity agrees to provide adequate hydration and sustenance for it's firefighters/emergency response personnel.

3.9 Entity agrees that it will not cause, create or allow any type of "roving-patrols" or "smoke-hunting / chasing" operations by full-time employees, volunteers or paid-volunteers, in an effort to seek out emergency responses. Any simple trash burning calls will be referred to the appropriate law enforcement agency, i.e . Fire Marshal, Constable Office or Sheriff's Office, unless the Roving preventive fire patrol activity is requested and authorized by the Fire Marshal in writing during an emergency situation, burn ban period, or fireworks ban period.

COUNTY RESPONSIBILITIES

4.1 In consideration for the Entity's Rural Emergency Services, the County will reimburse the Entity in the manner provided herein.

4.2 The County shall designate a person and office that shall be known as the County Fire Marshal and County Fire Marshal's Office, who shall have the following responsibilities;

4.2.1 **ADMINISTRATION**

a. Administration of Fire Marshal's Office

b. Cause Burn Ban Signs (during designated times) to be displayed in conspicuous locations at all major roadway entrances to the County.

c. Commercial Building Inspections

d. Fire Safety Inspections

e. Adult and Child Day Care Facility Inspections

f. Health Care Facility Inspections

g. Existing and New Construction Inspections

h. Implementation and Enforcement of the most current version of the International Fire Code.

i. Issuance and Regulation of Burn Permits in Rural County areas

j. Monitor weather conditions and cause burn bans and fireworks bans to be enacted by the Commissioners Court, as appropriate.

k. Plat/Plan Reviews and approvals

4.2.2 **INVESTIGATIONS**

a. Conduct Fire Investigations

b. Assist and guide other law enforcement agencies with Fire Code violations and enforcement.

c. Provide Information and Reports

d. Provide assistance to municipal departments with Fire Investigations, upon request.

e. Issue Citations, make arrests, and file criminal cases as appropriate.

4.2.3 **FIRE PREVENTION**

a. Plan, coordinate and direct activities.

b. Conduct and participate in training with all Fire Departments.

c. Acquire and maintain equipment.

d. Conduct public education.

e. Perform fire safety presentations.

4.2.4 **ADMINISTER RURAL EMERGENCY SERVICES CONTRACT**

a. Review and process all requests for reimbursements.

b. Will confer with appropriate Fire Chief on any discrepancies on requests for reimbursement.

4.2.5 **RESPONSE**

a. When requested, respond to a fire scene within a reasonable time to conduct an investigation into the cause of the fire.

b. Will respond to any major incidents.

c. Will integrate into the NIMS/ICS structure as appropriate

d. Will assist the Incident Commander with any duties as assigned.

e.Will provide Law Enforcement assistance/coordination as needed

5.0 LIABILITY

5.1 Entity and County agree pursuant to Section 352.004, Texas Local Government Code that the acts of any person or persons travelling to or from or in a manner as defined in Section III, shall be deemed as the acts of agents or employees of the County in all respects, notwithstanding such person or persons may otherwise be employees or firefighters of the Entity.

5.2 The County of Hidalgo agrees that it will provide general liability insurance coverage for liabilities caused by vehicles, equipment, and personnel of the Entity performing such services under this Agreement. Entity shall be responsible for any damage to its vehicles or equipment used in performing services under this Agreement. Each party agrees that it shall provide general liability insurance coverage for the action of their employees and firefighters.

5.3 Nothing herein shall be construed to prevent either party from becoming self-insured. Each Entity participating and entering into this contract must provide written proof of insurance to the County when submitting the contract for approval. Upon request by the County or it's duly authorized representative, the Entity must provide documentation of completion of any other State or Federal fire-fighting training requirements.

5.4 If either party cannot acquire the insurance required herein, this Agreement shall be void and the parties shall negotiate their respective obligations regarding emergency services response in the rural areas of Hidalgo County at the time. If at any time during the year the respective Entity loses its insurance capacity, it must immediately report this to the Fire Marshal and cease any responses to their assigned Rural Response District.

6.0 REIMBURSEMENT PLAN

6.1 County shall reimburse Entity for services provided hereunder in a lump sum with payment to be made monthly as follows:

6.1.1 Entity shall keep true and accurate records of all rural emergency services provided hereunder and shall submit, on a monthly basis (within a reasonable time), any Rural Emergency Service Incident Reports to the County Fire Marshal, reporting is a prerequisite to receiving payments from the County. The Rural Emergency Service Incident Report form(s) shall be required as part of the monthly report. Accident

Prevention Plan documentation is required from any Entity that utilized the County Worker's Compensation Policy, as described in Section V. (c).

6.1.2 County shall communicate and provide a written itemized list of emergency services not approved for reimbursement or any change in the reimbursement rate / category to the Entity with an explanation for the disapproval or change to the Fire Chief of entity for his approval or challenge within ten (10) working days of receipt of invoices from Entity.

6.1.3. County Fire Marshal shall accumulate records of all rural emergency service responses provided by all Entity(s) within Hidalgo County and shall calculate the amount due each Entity.

a. Any and all disputes of Entity reports shall be addressed directly to the Fire Marshal and/or the Entity in writing.

b. If a resolution of dispute for emergency response services cannot be reached, the reporting Entity may appeal to the Hidalgo County Commissioner's Court.

6.1.4. For all rural emergency calls serviced by the Entity within it's emergency response district, Entity shall receive a monthly lump-sum payment for all services, corresponding to that year, in accordance with the following payment schedule and categories;

(6.1.4.I.)	**CATEGORY I (CI)**	**Flat rate of $1000.00 per incident.**
(6.1.4.II.)	**CATEGORY II (CII)**	**Flat Rate of $ 600.00 per incident**
(6.1.4.III.)	**CATEGORY III (CIII)**	**Flat Rate of $ 425.00 per incident.**
(6.1.4.IV.)	**CATEGORY IV (CIV)**	**Flat Rate of $ 275.00 per incident.**
(6.1.4.V.)	**CATEGORY V (CV)**	**Flat Rate of $ 125.00 per incident.**

6.1.4.I. CATEGORY I. **A rate of 1000.00 per incident**, as set forth, shall apply, during the terms of this Contract for:

.1 **FIREFIGHTING STRUCTURAL / COMMERCIAL VEHICLE** (as primary department)

.2 **HAZARDOUS MATERIALS (TECHNICIAN LEVEL)**

.3 **MASS CASUALTY**

.4 **RESCUE CALLS**

.5 **VEHICULAR EXTRICATION**

.6 **PUBLIC WORKS RESPONSE**

.7 **REGIONAL MEDICAL RESPONSE TEAM**

.8 **SECONDARY CITY/ENTITY** (in place of primary department.)

.9 **SPECIAL SITUATIONS**

.10 **GRASS / BRUSH WILDLAND FIRE**

6.1.4.II. CATEGORY II. **A rate of 600.00 per incident**, as set forth, shall apply, during the terms of this Contract for:

.1 **MEDICAL CALL**

.2 **MUTUAL AID**

.3 **PASSENGER VEHICLE FIRE (NON-COMMERCIAL)**

.4 **LAW ENFORCEMENT ASSISTANCE**

.5 **RECOVERY CALL – BODY**

6.1.4.III CATEGORY III. **A Rate of $ 425.00 per incident**, as set forth, shall apply, during the terms of this Contract for:

.1 **WASH DOWN**

.2 **BEE ATTACK**

.3 **PETROLEUM BASED INCIDENT STANDBY**

.4 **WIRELINE INCIDENTS (ELECTRICAL)**

6.1.4.IV. **CATEGORY IV**. At a rate of $ **275.00** per incident, as so stated, shall apply, during the term of this contract.

.1 **TRAFFIC CONTROL**

.2 **LANDING ZONE**

.3 **HAZARDOUS MATERIALS (AWARENESS / OPERATIONS LEVEL)**

6.1.4.V. **CATEGORY V**. At a rate of $**125.00** per incident, as so stated, shall apply, during the term of this contract.

.1 **FALSE ALARM CALL**

.2 **GOOD INTENT CALLS**

.3 **SERVICE CALLS**

.4 **RUBBISH FIRE(S) (AUTHORIZED / UNAUTHORIZED CONTROLLED FIRE, PRESCRIBED BURN)**

.5 **WIRELINE INCIDENTS (NON-ELECTRICAL)**

.6 **PALM TREE FIRE (NON-MOVING VEGITATION)**

.7 **MOTOR VEHICLE ACCIDENTS (PATIENT PACKAGING, SMR, SECURE VEHICLE)**

7.0. ASSIGNMENT

In the event a Rural Fire District(s) is created for the rural, non-incorporated areas of Hidalgo County, this contract may be assigned by County to such District, and Entity shall look solely to the District(s) to perform and assume all Obligations and Responsibilities of County.

8.0. AUDIT

Any and all requests from Entity for reimbursement from County or any past reimbursements made under this contract shall be subject to audit by the County Auditor's Office, and/or the Fire Marshal. Should an audit procedure be invoked, Entity agrees to provide any and all records, photographs, videos, or other documents, pertaining to any request or claim for reimbursement made or paid hereunder that are requested by the Auditor or Fire Marshal. Should the County Auditor determine that any payments made were not properly claimed under the terms of this contract, Entity agrees to remit the amount of payments so found by the County Auditor to the County within 10 working days, following the date of receipt of Entity of County Auditors written determination of same.

9.0. MISCELLANEOUS

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

9.2 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.

9.3 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 indirectly or through any agent or representative), any representations or agreements in connection with this agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed. This Agreement supersedes any and all agreements by and between the parties hereto. All previous agreements concerning the subject matter hereof between the parties are terminated as of the date of this Agreement.

9.4 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.

9.5 NOTICE. Except as may be otherwise specifically provided in this Agreement, all notices, demands, request for 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 pre-paid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been therefore specified by written notice delivered in accordance herewith:

If to Entity City of La Villa Vol. FD
P.O. Box 420
La Villa, Texas 78562

If to County: County of Hidalgo
Ramon Garcia, County Judge
1615 S. Closner, Edinburg, Texas 78539 or
P.O. Box 1356, Edinburg, Texas 78540

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 of 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.

9.6 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.

9.7 SUCCESSORS. This agreement shall be binding upon and insure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

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

9.9 GENDER and NUMBER. All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine, or neutral gender, and the singular shall include the plural whenever and as often as may be appropriate.

9.10 AUTHORITY TO EXECUTE. The execution and performance of this Agreement by each of the parties hereto has been duly authorized by all necessary laws, resolutions, ordinances, or governing body action, and the Agreement constitutes, the valid and enforceable obligations of the parties hereto in accordance with its terms.

9.11 PERFORMANCE of GOVERNMENT FUNCTIONS. 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.

This page left blank – will be the designated signature sheet

WITNESS THE HANDS OF THE PARTIES

(In duplicate originals effective on the day both parties' signatures are executed.

CITY OF

By: Héctor Elizondo — **Date:** Dec. 6, 2011

ATTEST:

City Secretary

COUNTY OF HIDALGO

Ramon Garcia, County Judge — **Date**

ATTEST:

Arturo Guajardo, Jr., County Clerk

Approved as to Form: Atlas & Hall, LLP

By: _____

Stephen L. Crain

Rural Emergency Service Incident Report

(FORM MUST BE COMPLETE IN INK OR TYPED ON ALL INCIDENTS FOR REIMBURSEMENT) (Exhibit A)

DEPARTMENT: _____ COUNTY INCIDENT: _____

DATE :_____ ALARM TIME :_____ ARRIVAL TIME: _____ DEPART TIME: _____

SITUATION REPORTED:_____ SITIUATION FOUND:_____

MUTUAL AID: _____ GIVEN: _____ RECEIVED: _____ DEPARTMENT: _____

_____ NON-APPLICABLE DEPARTMENT: _____

CALLER NAME: _____ REQUESTING PERSON: _____

CALLER NAME: _____

CALLER ADDRESS: _____ OTHER: _____ PHONE: _____

CALLER PHONE: _____ WALK-IN: _____

INCIDENT LOCATION:

_____

OCCUPANT NAME: _____ OWNER NAME: _____

OWNER ADDRESS:

_____

OWNER PHONE #: _____ OCCUPANT PHONE #: _____

INCIDENT CAUSE: _____

TYPE OF ACTION TAKEN: _____

UNITS RESPONDING: _____ UNITS COMMITTED: _____

OF PERSONNEL:_____ MILEAGE (ROUND TRIP):_____ ADVISED COUNTY FIRE MARSHAL: YES _____ NO: _____

COMMENTS: _____

_____

_____

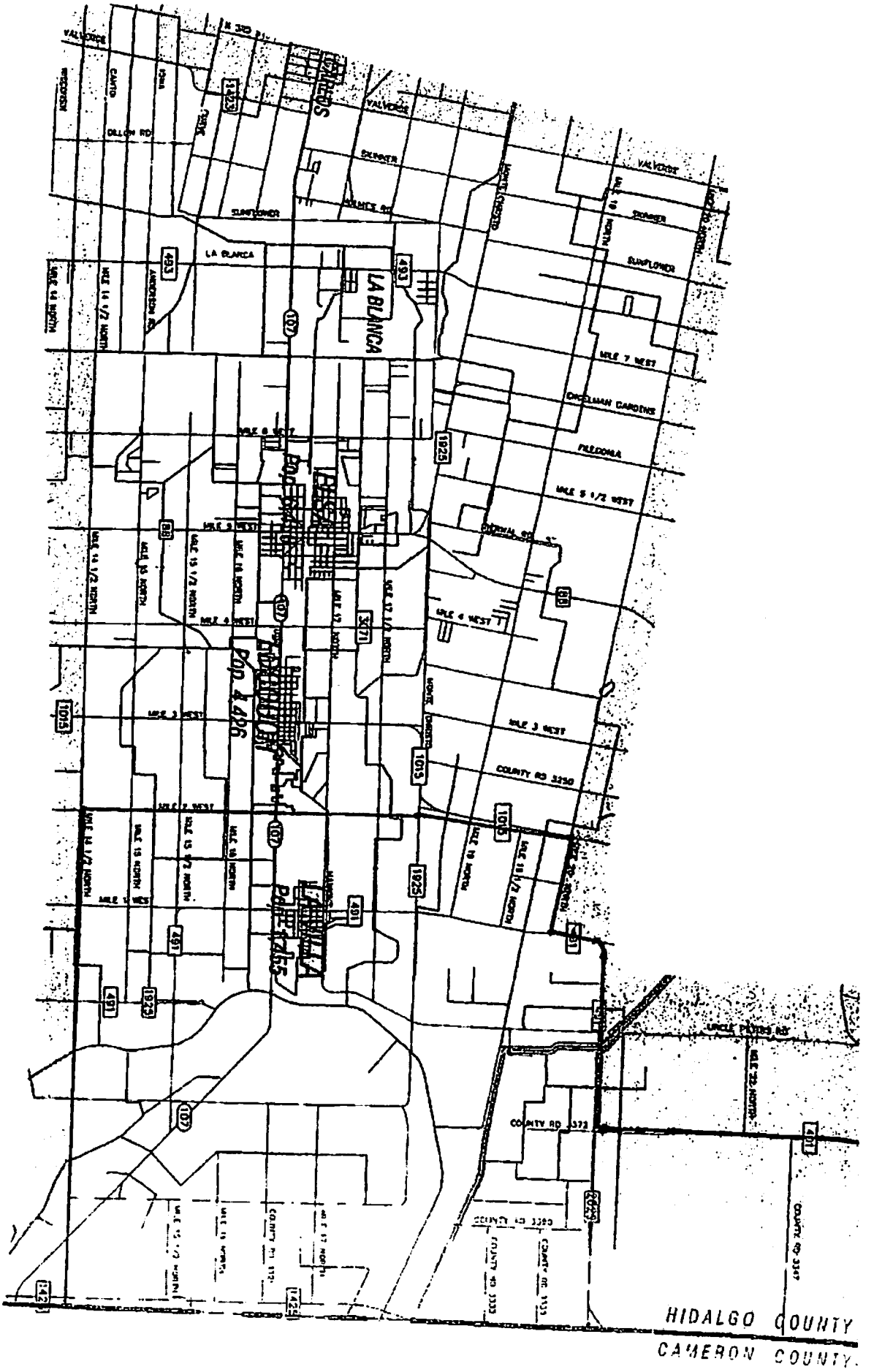
Incident Commander: _____ Report Prepared by: _____

ESTIMATED $ LOSS: _____ ATTEST: _____

Fire Chief

REIMBURSEMENT REQUESTED: ____$125.00 ____$275.00 ____$425.00 ____$600.00 ____$1000.00

HCFMO Approval Amount : ____$125.00 ____$275.00 ____$425.00 ____$600.00 ____$1000.00


LA BLANCA
Pop. 4,426
Pop. 1,455
HIDALGO COUNTY
CAMERON COUNTY

AI-30260 **15. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Irma Garza **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Requesting authorization to amend the Homeless Prevention and Rapid Re-Housing Program (HPRP) contract with Valley Initiative for Development and Advancement (VIDA) and the Hidalgo County Urban County Program. The amendment will reduce the current contract amount of $639,296.66 by $113,794.81. The amended contract amount for VIDA will be $525,501.85. The amendment will also increase and decrease budgeted amounts within both Homeless Prevention and Rapid Re-Housing categories.

BACKGROUND

The HPRP Program requires that a total of 100% of the HPRP funds be spent by July 20, 2012. VIDA expenditure ratio is at 63.7%. We are therefore, recommending the amendment to the HPRP contract and the recapture of funds so that we can re-allocate these funds to other agencies that will help the County meet its threshold. The amendment will also increase and decrease budgeted amounts within both Homeless Prevention and Rapid Re-Housing categories.

Activity	**HOMELESS PREVENTION**				**RAPID RE-HOUSING**		
	Current Budget	Difference	Revised Amount		Current Budget	Difference	Revised Amount
Financial Assistance	445,796.66	(105,394.81)	340,401.85		95,000.00	+3,100.00	98,100.00
Housing Relocation & Stabilization	33,500.00	(5,800.00)	27,700.00		24,000.00	(1,000.00)	23,000.00
Data Collections	12,000.00	(1,100.00)	10,900.00		12,000.00	(1,800.00)	10,200
Administration	10,000.00	(1,500.00)	8,500.00		7,000.00	(300.00)	6,700.00
TOTALS	**501,296.66**	**(113,794.81)**	**387,501.85**		**138,000.00**	**0.00**	**138,000.00**

Contract Amount Awarded:	$639,296.66	HP: $501,296.66	Rapid: $138,000.00
Amount De-Obligated:	$113,794.81	HP: $113,794.81	Rapid: $ 0.00
New Contract Amount:	$525,501.85	HP: $387,501.85	Rapid: $138,000.00

Attachments

VIDA Amendment

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/20/2011 11:17 AM
Perla Lopez	Perla Lopez	12/20/2011 03:11 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Mary Flores Started On: 12/20/2011 08:21 AM

Final Approval Date: 12/22/2011

VALLEY INITIATIVE *for* DEVELOPMENT *and* ADVANCEMENT

December 13, 2011

Ms. Diana R. Serna, Director
Urban County Program
1916 Tesoro Blvd.
Pharr, Tx 78577

Re: HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM
Proposed Budget Amendment

Dear Ms. Serna:

After reviewing the spreadsheet from Irma Garza on the proposed deobligation of funds from VIDA, we reviewed our current caseload of clients and we are proposing returning $113,794.81 to your office. Attached is a breakdown and explanation by category of the amount to be returned.

Should you have any questions concerning the proposed budget amendment, please do not hesitate to call me at 956-973-8600. Thank you.

Sincerely,

Myra Caridad Garcia
Executive Director

Attachment (1)

Cc: Daniel Mena, Director of Finance
Irma Garza, Hidalgo County HPRP

1715 East Pike Blvd. Weslaco, Texas 78596 (956) 973-8600 Fax (956) 447-0200

VIDA
Hidalgo County HPRP Summary
As of: November 30, 2011

Homeless Prevention	Original Budget	Requested Budget Amendment	Revised Budget
Financial Assistance	$ 445,796.99	(105,394.81)	$ 340,402.18
Housing Relocation	33,500.00	(5,800.00)	27,700.00
Data Collection	12,000.00	(1,100.00)	10,900.00
Administration	10,000.00	(1,500.00)	8,500.00
	$ 501,296.99	$ (113,794.81)	$ 387,502.18

Rapid Rehousing	Original Budget	Budget Amendment	Revised Budget
Financial Assistance	$ 95,000.00	3,100.00	98,100.00
Housing Relocation	24,000.00	(1,000.00)	23,000.00
Data Collection	12,000.00	(1,800.00)	10,200.00
Administration	7,000.00	(300.00)	6,700.00
	$ 138,000.00	$ -	$ 138,000.00

Recapture Amount Projected from VIDA	$ 113,794.81

1. Returning $105,394.81 from HP Financial Assistance to Hidalgo County HPRP
2. Returning $5,800.00 from HP Housing Relocation to Hidalgo County HPRP
3. Returning $1,100.00 from HP Data Collection to Hidalgo County HPRP
4. Returning $1,500.00 from HP Administration to Hidalgo County HPRP
5. Transferring $1,000.00 from RR Housing Relocation to RR Financial Assistance
6. Transferring $1,800.00 from RR Data Collection to RR Financial Assistance
7. Transferrring $300.00 from RR Administration to RR Financial Assistance
8. Total of $113,794.81 to be returned to Hidalgo County HPRP

AMENDMENT TO EXHIBIT "A"
PERFORMANCE STATEMENT

Valley Initiative for Development and Advancement (VIDA), having been certified as a non-profit, has been allocated Homeless Prevention and Rapid Re-housing Program (HPRP) Funds. The non-profit shall carry out the following activities identified in its HPRP Funds Application:

OPERATIONS UNDER HOUSING

VIDA will utilize HPRP Funds for the provision of services to persons/families that are at risk of being homeless and those persons that are homeless. VIDA was granted funds in the amount of $639,296.66 for both Homeless Prevention and Rapid Re-Housing activities. The assistance to the families will be Financial Assistance, Housing Relocation & Stabilization Services, Data Collections, and Administration.

The subrecipient agreement was entered between VIDA and the Hidalgo County – Urban County Program on September 29, 2009 and will terminate on July 20, 2012.

The Hidalgo County Urban County Program is requesting that the contract with VIDA be reduced by $113,794.81 to be able to meet the threshold by the July 20, 2012 deadline. This amount will be re-allocated to other HPRP non-profit agencies.

The new grant amount for VIDA will be $ 525,501.85.

AMENDMENT APPROVED BY HIDALGO COUNTY COMMISSIONERS' COURT ON ___ of _____, 2012.

County:	**Non-Profit**
Hidalgo County	**VIDA**
_____	_____
Diana R. Serna	Myra Caridad Garcia
Urban County Director	Executive Director
Title	Title
_____	_____
Date	Date

AI-30282 **15. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Candace Armenta **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Urban County Program on behalf of Precinct No. 3 is requesting approval of best and final negotiated contract with Javier Hinojosa Engineering in the amount of $93,987.70, utilizing Years 18, 20, 23, and 24 (2005, 2007, 2010 and 2011) funds for Engineering Services for Street Improvements in Sullivan City and Precinct No. 3 area.

BACKGROUND

Javier Hinojosa Engineering, Inc. has submitted a best and final offer for the required professional engineering services for the Street Improvements in Sullivan City and Precinct No. 3 area. Javier Hinojosa was the highest ranked firm by Commissioners' Court on December 13, 2011. Contract approval in the amount of $93,987.70.

Engineering Firm: Javier Hinojosa
Contract Amount: $93,987.70
Funds available: $8,334.54 (2005 Pct. #3 Street Imp. Funds Recaptured)
$185,172.73 (2007 Pct. #3 Street Imp. Funds Recaptured)
$480,147.66 (2010 Pct. #3 Street Imp. Funds - Forfeited)
$516,874.00 (2011 Pct. #3 Street Imp. Funds - Forfeited)
Total: $1,190,528.93

Fiscal Impact

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

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

BUDGETARY IMPACT:

Urban County Year 18 (2005), Year 20 (2007), Year 23 (2010, and Year 24 (2011) Pct. #3 Street Improvement Funds will be utilized for engineering services for street improvements in Sullivan City.

Attachments

Contract

Insurance

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/21/2011 08:44 AM
Perla Lopez	Perla Lopez	12/21/2011 01:34 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Mary Flores Started On: 12/20/2011 04:10 PM

Final Approval Date: 12/22/2011

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

5011-93-0311-5000-9300

Engineers Professional Services Agreement

This Agreement, entered into this 29th day of December, 2011 by and between Hidalgo County, a political subdivision of the State of Texas, joined by Hidalgo County Urban County Program on behalf of Hidalgo County Precinct No.3 (hereinafter called the "Party") and Javier Hinojosa Engineering, Inc. duly authorized Engineer, herein acting by Javier Hinojosa, P.E., (hereinafter called the "Engineer").

WITNESSETH THAT:

WHEREAS, Hidalgo County has received CDBG funds from the U.S. Dept. of Housing and Urban Development to be used by Urban County Participants. It is understood and agreed that the Party's obligation under this Agreement is contingent upon the actual receipt of adequate federal funds to meet the liabilities under this Agreement; and

WHEREAS, the Party is interested in obtaining Engineering Services; and

WHEREAS, the Engineer, duly licensed and registered to practice engineering in the State of Texas, has the professional abilities to undertake the study, evaluation, analysis and engineering recommendations in a manner which shall provide the necessary public service while preserving and enhancing to the greatest degree possible the natural and proposed environment in the PROJECT area; and

WHEREAS, the Party desires to engage the Engineer to render certain services in connection therewith;

NOW, THEREFORE, the participants do mutually agree as follows:

SECTION I
EMPLOYMENT OF THE ENGINEER

The Party agrees to employ the Engineer to furnish and provide the engineering services as stated in the following sections and upon receipt of such satisfactory services, the Party agrees to pay the Engineer as stated in the sections to follow.

SECTION II
BASIC SERVICES OF THE ENGINEER

The Engineer shall perform the following Basic Services in connection with the proposed Street Improvements - Account(s) 5005/07/10/11-93-0311-5000-9300 *(See Exhibit A).*

2.1 Preliminary Phase

a. Attend preliminary conferences with the Party and, if requested, with the funding agency and other government agencies or interested parties regarding the project.

b. As may be required, comply and receive the Party and the funding agencies approval on all work.

c. Prepare preliminary engineering plans on the Project in sufficient detail to indicate clearly the problems involved and solutions recommended with the cost estimates.

d. Obtain the Party's approval of the work of this Preliminary Phase before proceeding with the next phase.

2.2 Design Phase

a. Attend the respective Party's meetings as requested for the purpose of explaining completed design work activities.

b. Advise the Party of any soil investigations or tests which, in the opinion of the Engineer, maybe required for the proper execution of the Project.

c. Provide all field information and surveys required for the design of the Project.

d. Plot field data and other survey information for the design of the Project.

e. Prepare detailed plans specification and contract documents and drawings (reproducible tracings) for construction authorized by the Party.

f. Furnish, if requested, the engineering data necessary for the Party to obtain permits required by local, state, and federal authorities.

g. Prepare cost estimates of authorized construction, based on prices for work. If such estimated costs exceed the monies available, the Party shall be consulted so that revisions can be made to reduce the cost as required.

h. Prepare all documents required for the advertisement and bidding of the Project in cooperation with the Party's staff.

i. Preparation of property or easement descriptions.

2.3 Construction Phase

The Construction Phase will commence with the execution of the prime construction contract(s). The Party will issue a ten (10) day commence work notice which will signal the commencement of work under any construction contracts and will terminate upon the Party's approval of the Engineer's written approval of final payment to the Contractor(s). During the Construction Phase, the Engineer will:

a. Assist the Party in opening and tabulating bids for the construction of the Project, and advise the Party in establishing the procedure for entering into construction phase.

b. Prepare the formal Contract Documents for the Contractor.

c. Make periodic visits to the site as required pursuant to the standards of Professional Engineers on projects of this nature, provide project construction supervision, to observe the progress and quality of the executed work and to determine if the work is proceeding in accordance with the contract documents.

d. Consult and advise with the Party and issue all instructions and Change Orders to the Contractor requested by the Party.

e. During the progress of actual construction, Engineer will keep the Owner informed with brief and concise information. A monthly progress report will be prepared which will give the Party a quick glance at the Project insofar as monies spent, construction time elapsed, percent of Project completed, a brief narrative of what problems have been encountered and the anticipated completion date.

f. Review shop and working drawings furnished by Contractors for general compliance with design concept and with information given in contract documents.

g. Review and provide a recommendation concerning samples, catalog data, schedules, shop drawings, laboratory, shape and mill tests of material and equipment and other data which the Contractor is required to submit, in compliance with the Contract Documents.

h. Prepare monthly and final estimates for payments to Contractors.

i. Upon receipt of notification by the Party that the work has been completed, the Engineer shall accompany the Party on the Final Inspection to assure that the total work has been completed in accordance with the Contract Documents.

j Prior to the Party's dispersal of any retainage of funds, render a written opinion to the Party that the construction has been completed according to the Contract Documents and provide the Party with a certificate of completion and release of liens documents from subcontractors.

k. Provide the Party with sepia copies of as-built drawings of the constructed improvements when requested.

1. The Engineer will be responsible for interim and final inspection.

m. Furnish to the Party of **Hidalgo County Urban County Program** with a total of (4) set of plans and four (4) sets of specifications and contract documents for signatures and distribution to entities.

SECTION III
ADDITIONAL SERVICES OF THE ENGINEER

If authorized in writing by the Party, the Engineer will furnish or obtain from others Additional Services of the following types which are not considered normal or customary basic services; these will be paid for by the Party as indicated in Section VI.

3.1 Services of a Resident Project Representative, and other field personnel as required, for on-the-site observations of construction, other than periodic visits covered in Section 2.3a herein.

3.2 Detailed mill, shop and/or laboratory inspection of materials or equipment.

3.3 Major revision of Contract drawings as distinguished from modifications due to change orders, modifications to reduce the cost of the project or modifications requested to meet federal, state, or local regulations.

SECTION IV
REIMBURSABLE EXPENSES

4.1 Travel and subsistence required for the Engineer and authorized by the Party to points other than within the County and Project site.

4.2 Additional copies of reports and specifications over six (6) copies and additional prints of drawings over six (6) copies.

4.3 Reimbursable expenses as provided in Section IV herein shall be paid to the Engineer on the basis of 1.1 times the Engineers actual cost.

SECTION V
THE PARTY'S RESPONSIBILITIES

The Party will:

5.1 Provide full information as to requirements for the Project.

5.2 Assist the Engineer by providing all available information pertinent to the Project including reports and any other data relative to design and construction of the Project.

5.3 Furnish the Engineer services or data as required such as appropriate professional interpretations 4 of all of the foregoing; property, boundary, easement, right-of-way, zoning, and deed restrictions; all of which the Engineer may rely upon in performing his services under this agreement.

5.4 Guarantee access to and make all provisions for the Engineer to enter upon public and private property as required for the Engineer to perform his services under this Agreement.

5.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer.

5.6 Pay for all costs incident to advertising and obtaining bids or proposals from Contractors.

5.7 Provide such legal and accounting services required to discharge the Party's responsibility under the terms of this Agreement and any Agreement with any governmental agency as may be required for the project, and such auditing services as the Party may require to ascertain how or for what the purpose any Contractor has used the monies paid to him under the construction contract.

5.8 Give prompt written notice to the Engineer whenever the Party observes or otherwise becomes aware of any defect in the Project.

SECTION VI

PAYMENTS TO THE ENGINEER

The Party agrees to pay the Engineer for completed services as identified by the Party:

6.1 The Engineer shall be paid a total of **ninety-three thousand, nine-hundred eighty-seven dollars and seventy cents ($93,987.70)**. Payment shall be based on request for reimbursement with documentation requested by the party. The Engineer's fee shall be due and payable as outlined in Sections 6.2. 6.3 & 6.4 as follows:

6.2 At Engineer's completion and Party's approval of the Engineer's services under the Preliminary Phase, Section II of this Agreement, Party shall pay a maximum of 25% of the sum set forth in Section 6.1 above.

6.3 At Engineer's completion and Party's approval of the Engineer's services under the Design Phase, Section II of this Agreement, Party shall pay a maximum of 60% of the sum set forth in Section 6.1 above.

6.4 At Engineer's completion and Party's approval of the Engineer's services under the construction Phase, Section II of this Agreement, Party shall pay a maximum of 15% of the sum set forth in Section 6.1 above. Such sum to be paid periodically proportionately to the percentage of construction completed by the Contractor as determined by Engineer's reports.

6.5 For Additional Services as provided in Section III herein the Engineer shall be paid a sum of 1.1 times the Engineer's actual cost for such services.

SECTION VII
OWNERSHIP OF DOCUMENTS

Original documents, plans, designs and survey notes developed in connection with services performed hereunder belong to, and remain the property of the Party, in consideration of which it is mutually agreed that the Party will use them solely in connection with the Project and as base material for possible future projects.

SECTION VIII
TERMINATION

The Party may terminate this Agreement at any time by a 30-day notice in writing to the Engineer. Upon receipt of such notice, the Engineer shall, unless the notice directs otherwise immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practical after receipt of notice of termination, the Engineer shall submit a statement showing in detail the actual services that were performed under this Agreement to date of termination, the date such services were performed and the length of time spent by each person or party engaged in performing such services on each day,

The Party shall pay the Engineer a sum of money equal to the reasonable value of the service rendered by the Engineer to the Party in connection with the services performed under this Contract, less payments previously made by the Party to Engineer on work performed and expenses incurred by Engineer under the provisions of this Contract. Copies of all completed or partially completed designs, plans and specifications prepared under this Agreement shall be delivered to the Party when and if this Agreement is terminated, but subject to the restrictions as to their use, as set forth above.

Notwithstanding the above, the Engineer shall not be relieved of liability to the Party for damages sustained by the Party arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION IX
COUNTY AND CITY OFFICIALS

Engineer agrees that no County or City official or Party employee shall be personally liable for any of the obligation created under this Agreement, or for any matter which may arise out of the Project, or any activities related thereto and hereby holds the Party, its political bodies and its employees harmless from and indemnifies them from any liability from any matter arising from Engineer's negligent acts, errors or omissions related to Engineer's obligations created under this Agreement.

SECTION X
SUCCESSORS AND ASSIGNS

Party and Engineer each binds themselves, their partners, successors, executors, administrators, and assigns to the other party of Agreement in respect to all covenants of this Agreement. Neither the Party nor Engineer shall assign, sublet, or transfer interest in this Agreement without the written consent of the other.

SECTION XI
TIME OF PERFORMANCE

The Engineer contracts and agrees to commence work within ten (10) days from the date of written authorization to proceed and will complete the preparation of the preliminary phase and estimates by ninety (90) days and will proceed upon authorization with final drawings, specifications, and contracts documents and complete same within the earliest practical time from such notice to proceed.

SECTION XII
VENUE

Venue and jurisdiction of any suit, right or cause of action arising under or in connection with this Contract shall lie exclusively in Hidalgo County, Texas.

SECTION XIII
CHANGES

The Party may, from time to time, request changes in the Scope of Services of the Engineer as may be mutually agreed to be performed hereunder. Such changes, including any increase or decrease in the amount of the Engineer's compensation, which are mutually agreed upon by and between the Party and the Engineer shall be incorporated in written amendments to the Contract.

SECTION XIV
COMPLIANCE WITH LOCAL LAWS

The Engineer shall comply with all applicable laws, ordinances, and codes of the State and local governments, and the Engineer shall save the Party harmless with respect to any damages arising from any Engineer negligence done in performing any of the work embraced by this Contract.

SECTION XV
ASSIGNABILITY

The Engineer shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Party thereof; provided however, that claims for money due or to become due to the Engineer from the Party under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Party.

SECTION XVI
GENERAL

16.1 Audit the Party and/or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Engineer which are directly pertinent to this project for the purpose of making the audit, examination, excerpts, and transcriptions.

16.2 The Engineer agrees to compliance with the following Executive orders, Titles and Program Regulations, including any additional requirements that may be set forth by the Party.

a. Title VI of the Civil Rights Act - requires that no one may be denied access to benefits from projects which receive federal assistance.

b. Section 109 of the Housing and Community Development Act of 1974 - Nondiscrimination related to benefits from projects funded specifically under Title I of the Act.

c. Section 3 of the HUD Act of 1968 - requires that maximum effort be made to provide employment, training, and business opportunities to low income families and/or residents of the project area.

d. The Engineer shall give the United States Department of Housing and Urban Development, the Inspector General, the Comptroller General of the United States, the Auditor of the State of Texas, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by Engineer pertaining to this Agreement. Such rights to access shall continue as long as the records are retained by Engineer. Engineer agrees to maintain such records in an accessible location for a period of three (3) years.

e. Executive Order 11246 (paragraph a-c for contracts under $10,000.00; paragraphs a-g for contracts over $10,000.00) - Equal Employment Opportunity.

Executive Order 11246. Executive Order 11246 and the regulations issued pursuant thereto (24 CFR Part 130) which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally assisted contracts. Such consultants or subcontractors shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training and apprenticeship.

Equal Employment Opportunity for Activities and Contracts not Subject to Executive Order 11246, as amended. In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Engineer shall take affirmative action to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, demotion, or transfer; recruitment or other forms of compensation; and selection for training, including apprenticeship. The Engineer shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this paragraph in all of its contracts for program work and will require all of its consultants for such work to incorporate such requirements in all subcontracts for program.

16.3 Interest of Certain Federal Officials: No member of or Delegate to the Congress of the United States and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

16.4 Interest of Members, Officers, or Employees of Public Body, Member of Local Governing Body, or other Public Officials: No member, officer, or employee of the County or City, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure for one year thereafter, shall have any interest, direct or indirect, to be performed in connection with the program assisted under the Agreement. The Engineer shall incorporate or cause to be incorporated in all such interest pursuant to the purpose of this Section.

SECTION XVII
INSURANCE

The Engineer shall obtain and keep in force during the term of its engagement on the Project, the insurance as follows:

17A A comprehensive automobile liability policy covering liability exposure to bodily injury and property damages. The Engineer shall furnish Party Certificates of Insurance showing the comprehensive automobile liability insurance policies to be in effect, commencing when Engineers commence operations under this Agreement, in the sum of $300,000.00 for bodily injury and $100,000.00 for property damages.

17.2 Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

17.3 A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability Insurance Policy providing additional coverage to all underlying liabilities of County consistent with potential exposure of County under the Texas Tort Claims Act;

17.4 Workers Compensation Insurance in amount established by Texas law, under the bidder is specifically exempted from the Texas Worker's Compensation Act, Texas Labor Code Chapter 401, et. seq.

17.5 All insurance policies must be written by an insurance company or companies acceptable to the Party.

SECTION XVIII
WARRANTY

18.1 Engineer represents and warrants to Owner all services rendered to Owner under this Agreement shall, at a minimum, comply with the Texas Engineering Practices Act (Tex. Civ. St. Ann., Article 3271) and rules of the Texas Board of Professional Engineers.

SECTION XIX
EFFECTIVE DATE

The effective date of this contract shall be **29th day of December, 2011.** Such date being the date the County Commissioners' Court approved entering into contract with Engineer.

_____
Javier Hinojosa, P.E.

Firm Name: **Javier Hinojosa Engineering, Inc.**

Address: **416 E Dove**

City/ST/ZIP: **McAllen, Texas 78504**

FED ID#/ISS#: **74-2865301**

STATE OF TEXAS
COUNTY OF HIDALGO

This instrument was acknowledged before me on this the ____ day of _____, 2012.
By _____ of and on behalf of _____.
(name/title) (a corporation)(a partnership)(a sole proprietorship)

_____ _____
My commission Expires Notary Public State of Texas

Urban County Program

_____ _____
Witness **Diana R. Serna, UCP Director**

EXHIBIT A
SCOPE OF SERVICES
HIDALGO COUNTY PRECINCT NO. 3
URBAN COUNTY PROGRAM YEARS 18, 20, 23 AND 24
STREET IMPROVEMENTS IN SULLIVAN CITY AND PRECINCT NO. 3 AREA
PREPARED BY: JAVIER HINOJOSA ENGINEERING

Hidalgo County Precinct No. 3 proposes to construct paving improvements for Urban County Years 18, 20, 23 and 24 within the Sullivan City area and the surrounding Precinct No. 3 areas. The improvements will consist of the overlay of streets that are in the project area of installation of sanitary sewer lines by Agua SUD. The construction of this project will be by Hidalgo County Precinct No. 3 and will also include all necessary striping.

Contract Amount: $93,987.70

Project Tasks

TASK I – PROJECT ORIENTATION AND STARTUP

We propose that an initial project orientation meeting be scheduled so that both the County and our firm may have a clear understanding of the design and construction process, parameters to be used and the final product desired.

TASK II – SURVEY

Necessary field information will be developed by field surveys. Record plans will be used as a guide for the survey work and for the analysis of design alternatives.

TASK III – DESIGN

This task will assure that the paving improvements designed and incorporated in the plans are adequate for the area.

TASK IV – PRELIMINARY PLANS AND ESTIMATES

The preliminary set of plans which will result from Task III along with cost estimates will be reviewed with County staff for input and guidance.

TASK V – FINAL PLANS AND SPECIFICATIONS

Final plans, specifications and estimates will be prepared during this task. The output of this task will be the documents necessary for constructing the project.

TASK VI – CONSTRUCTION

During this stage we will observe ongoing work, provide construction staking for the Precinct. Upon completion, a final inspection will be scheduled with the Precinct. The outcome of this final inspection will be a certificate of completion or a punch list of items for the Precinct to complete.

Preliminary Construction Cost Estimate
Hidalgo County Precinct No. 3
Urban County Program Years 18, 20, 23 and 24
Street Improvements in Sullivan City and Precinct No. 3 area
Prepared By: Javier Hinojosa Engineering
December 14, 2011

A. Urban County Program Years 18, 20, 23 and 24
Street Improvements in Sullivan City and Precinct No. 3 area

1.	1 1/2" HMAC Overlay (171 LBS/SY)	24,875	TONS	@	$47.23	= $1,174,846.25

Subtotal	:	**$1,174,846.25**
Engineering Design Fee	:	**$93,987.70**
Laboratory Testing	:	**$35,000.00**
Total	:	**$1,303,833.95**

Note: Hot Mix Quantities are as per previous estimate prepared by the County.

Policy Number:

Date Entered: 11/30/2011

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/15/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Davis Insurance Agency 2030 E. Griffin Parkway Mission, Texas 78572	CONTACT NAME: PHONE (A/C, No, Ext): (956) 581-9838 FAX (A/C, No): (956) 519-1524 E-MAIL ADDRESS: davisinsuranceagency@yahoo.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: MID-CENTURY INSURANCE COMPANY	
INSURED JAVIER HINOJOSA ENGINEERING 416 E DOVE MCALLEN, TX 78504	INSURER B: FARMERS INSURANCE EXCHANGE	
	INSURER C: FARMERS INSURANCE EXCHANGE	
	INSURER D: Certain Underwriters of Lloyds	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	X		605021032	6/28/2011	6/28/2012	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$2,000,000 $100,000 $5,000 $2,000,000 $4,000,000 $2,000,000
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [ ] HIRED AUTOS [X] SCHEDULED AUTOS [ ] NON-OWNED AUTOS	X		069398805	3/29/2011	3/29/2012	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		N0707-71-94	12/1/2011	12/1/2012	WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$1,000,000 $1,000,000 $1,000,000
D	Professional Liability	X		PGIARK01542	12/4/2011	12/4/2012	PER CLAIM	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

County of Hidalgo shall be named as additional insured on all commercial general liability policies

Scheduled autos : vehicle 1-2009 chevrolet Silverado PU Vin#3GCEK33249G191168
vehicle 2-2008 Chevrolet Silverado PU Vin#1GCHK23698F130618

CERTIFICATE HOLDER

Hidalgo County
ATTN: Purchasing Dept
2812 S. Highway Business 281
Edinburg, Tx. 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AI-30269 **15. C.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Candace Armenta **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Urban County Program on behalf of the City of Penitas is requesting approval of a best and final negotiated contract with Rike Ogden Figueroa Architects, Inc. in the amount of $13,000.00 utilizing Year 23 (2010) funds for architectural services for Public Facility Improvements for the Penitas Memorial located in Penitas, Texas.

BACKGROUND

Rike Ogden Figueroa Architects, Inc has submitted a best and final offer for the required professional architectural services for the Public Facility Improvements to Penitas Memorial Library located on 1111 South Main Street in Penitas, Texas. Rike Ogden Figueroa Architects, Inc. was the highest ranked firm by Commissioners' Court on September 26th 2011. Contract approval in the amount of $ 13,000.00 is being requested. See attached scope of services.

Architectural Firm: Rike Ogden Figueroa Architects, Inc
Contract Amount: $ 13,000.00
Funds Available : $ 100,000.00- FY 23 (2010) Penitas Public Facility Improvement Funds

Fiscal Impact

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

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

BUDGETARY IMPACT:

Urban County Year 23 (2010) Penitas Public Facility Improvement funds will be utilized for architectural services for the Penitas Memorial.

Attachments

Contract

INSURANCE

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/20/2011 02:21 PM
Perla Lopez	Perla Lopez	12/21/2011 04:33 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Mary Flores Started On: 12/20/2011 12:16 PM

Final Approval Date: 12/22/2011

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

5010-60-0300-5000-6000-UCP-CJA

Professional Services Agreement

This Agreement, entered into this 29th day of December 2011 by and between Hidalgo County, a political subdivision of the State of Texas, joined by Hidalgo County Urban County Program on behalf of the City of Penitas (hereinafter called the "Party") and Rike-Ogden Figueroa Architects , duly authorized Architect, herein acting by Luis A. Figueroa, (hereinafter called the "Architect").

WITNESSETH THAT:

WHEREAS, Hidalgo County has received CDBG funds from the U.S. Dept. of Housing and Urban Development to be used by Urban County Participants. It is understood and agreed that the Party's obligation under this Agreement is contingent upon the actual receipt of adequate federal funds to meet the liabilities under this Agreement; and

WHEREAS, the Party is interested in obtaining Architectural Services; and

WHEREAS, the Architect, duly licensed and registered to practice Architectural in the State of Texas, has the professional abilities to undertake the study, evaluation, analysis and Architectural recommendations in a manner which shall provide the necessary public service while preserving and enhancing to the greatest degree possible the natural and proposed environment in the PROJECT area; and

WHEREAS, the Party desires to engage the Architect to render certain services in connection therewith;

NOW, THEREFORE, the Public Facility Improvements, (Penitas Public Library), hereinafter called the "PROJECT", the participants do mutually agree as follows:

SECTION I
EMPLOYMENT OF THE ARCHITECT

The Party agrees to employ the Architect to furnish and provide the plural services as stated in the following sections and upon receipt of such satisfactory services, the Party agrees to pay the "Architect" as stated in the sections to follow.

SECTION II
BASIC SERVICES OF THE ARCHITECT

The Architect shall perform the following Basic Services in connection with the proposed Public Facility Improvement Project (Penitas Public Library) Account(s) 5010-60-0300-5000-6000-UCP-CJA *(See Exhibit A)*

2.1 Preliminary Phase

a. Attend preliminary conferences with the Party and, if requested, with the funding agency and other government agencies or interested parties regarding the project.

b. As may be required, comply and receive the Party and the funding agencies approval on all work.

c. Prepare preliminary Architectural plans on the Project in sufficient detail to indicate clearly the problems involved and solutions recommended with the cost estimates.

d. Obtain the Party's approval of the work of this Preliminary Phase before proceeding with the next phase.

2.2 Design Phase

a. Attend the respective Party's meetings as requested for the purpose of explaining completed design work activities.

b. Advise the Party of any soil investigations or tests which, in the opinion of the Architect, may be required for the proper execution of the Project.

c. Provide all field information and surveys required for the design of the Project.

d. Plot field data and other survey information for the design of the Project.

e. Prepare detailed plans specification and contract documents and drawings (reproducible tracings) for construction authorized by the Party.

f. Furnish, if requested, the Architectural data necessary for the Party to obtain permits required by local, state, and federal authorities.

g. Prepare cost estimates of authorized construction, based on prices for work. If such estimated costs exceed the monies available, the Party shall be consulted so that revisions can be made to reduce the cost as required.

h. Prepare all documents required for the advertisement and bidding of the Project in cooperation with the Party's staff.

i. Preparation of property or easement descriptions.

2.3 Construction Phase

The Construction Phase will commence with the execution of the prime construction contract(s). The Party will issue a ten (10) day commence work notice which will signal the commencement of work under any construction contracts and will terminate upon the Party's approval of the Architect's written approval of final payment to the Contractor(s). During the Construction Phase, the Architect will:

a. Assist the Party in opening and tabulating bids for the construction of the Project, and advise the Party in establishing the procedure for entering into construction phase.

b. Prepare the formal Contract Documents for the Contractor.

c. Make periodic visits to the site as required pursuant to the standards of Professional practice on projects of this nature, to observe and provide brief and concise written reports to the Party, the progress and quality of the executed work and to determine if the work is proceeding in accordance with the contract documents.

d. Consult and advise with the Party and issue all instructions and Change Orders to the Contractor requested by the Party.

e. A monthly progress report will be prepared which will give the Party a quick glance at the Project insofar as monies spent, construction time elapsed, percent of Project completed, a brief narrative of what problems have been encountered and the anticipated completion date.

f. Review shop and working drawings furnished by Contractors for general compliance with design concept and with information given in contract documents.

g. Review and provide a recommendation concerning samples, catalog data, schedules, shop drawings, laboratory, shape and mill tests of material and equipment and other data which the Contractor is required to submit, in compliance with the Contract Documents.

h. Prepare monthly and final estimates for payments to Contractors.

i. Upon receipt of notification by the Party that the work has been completed, the Architect shall accompany the Party on the Final Inspection to assure that the total work has been completed in accordance with the Contract Documents.

j. Prior to the Party's dispersal of any retainage of funds, the Architect shall render a written opinion to the Party that the construction has been completed according to the Contract Documents and provide the Party with a certificate of completion and release of lien documents from the contractor and their subcontractors.

k. Provide the Party with one (1) set of 22" x 34" mylar sepia copies of as-built drawings of the constructed improvements, when requested.

l. The Architect will be responsible for interim and final inspection.

m. Furnish to the Party of Urban County Program Four (4) sets of 22" x 34" Construction Drawings and four (4) sets of specifications and contract documents for signatures and distribution to each entity.

SECTION III
ADDITIONAL SERVICES OF THE ARCHITECT

If authorized in writing by the Party, the Architect will furnish or obtain from others Additional Services of the following types which are not considered normal or customary basic services; these will be paid for by the Party as indicated in Section VI.

3.1 Services of a Resident Project Representative, and other field personnel as required, for on-the-site observations of construction, other than periodic visits covered in Section 2.3a herein.

3.2 Detailed mill, shop and/or laboratory inspection of materials or equipment.

3.3 Major revision of Contract drawings as distinguished from modifications due to change orders, modifications to reduce the cost of the project or modifications requested to meet federal, state, or local regulations.

SECTION IV
REIMBURSABLE EXPENSES

4.1 Travel and subsistence required for the Architect and authorized by the Party to points other than within the County and Project site.

4.2 Additional copies of reports and specifications over six (6) copies and additional prints of drawings over six (6) copies.

4.3 Reimbursable expenses as provided in Section IV herein shall be paid to the Architect on the basis of 1.1 times the Architect's actual cost.

SECTION V
THE PARTY'S RESPONSIBILITIES

The Party will:

5.1 Provide full information as to requirements for the Project.

5.2 Assist the Architect by providing all available information pertinent to the Project including reports and any other data relative to design and construction of the Project.

5.3 Furnish the Architect services or data as required such as appropriate professional interpretations of all of the foregoing; property, boundary, easement, right-of-way, zoning, and deed restrictions; all of which the Architect may rely upon in performing his services under this agreement.

5.4 Guarantee access to and make all provisions for the Architect to enter upon public and private property as required for the Architect to perform his services under this Agreement.

5.5 Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Architect.

5.6 Pay for all costs incident to advertising and obtaining bids or proposals from Contractors.

5.7 Provide such legal and accounting services required to discharge the Party's responsibility under the terms of this Agreement and any Agreement with any governmental agency as may be required for the project, and such auditing services as the Party may require to ascertain how or for what the purpose any Contractor has used the monies paid to him under the construction contract.

5.8 Give prompt written notice to the Architect whenever the Party observes or otherwise becomes aware of any defect in the Project.

SECTION VI
PAYMENTS TO THE ARCHITECT

The Party agrees to pay the Architect for completed services as identified by the Party:

6.1 The Architect shall be paid a total fixed amount of **$13,000.00 (thirteen thousand dollars and no cents)** for services rendered under this contract. Payment shall be based on request for reimbursements with documentation requested by the Party. The Architect's fee shall be due and payable as outlined in Sections 6.2, 6.3, and 6.4 as follows.

6.2 At Architect's completion and Party's approval of the Architect's services under the Preliminary Phase, Section II of this Agreement, Party shall pay a maximum of 15% of the sum set forth in Section 6.1 above.

6.3 At Architect's completion and Party's approval of the Architect's services under the Design Phase, Section II of this Agreement, Party shall pay a maximum of 60% of the sum set forth in Section 6.1 above.

6.4 At Architect's completion and Party's approval of the Architect's services under the Construction Phase, Section II of this Agreement, Party shall pay a maximum of 25% of the sum set forth in Section 6.1 above. Such sum to be paid periodically proportionately to the percentage of construction completed by the Contractor as determined by Architect's reports.

6.5 For Additional Services as provided in Section III herein the Architect shall be paid a sum of 1.1 times the Architect's actual cost for such services.

SECTION VII
OWNERSHIP OF DOCUMENTS

Original documents, plans, designs and survey notes developed in connection with services performed hereunder belong to, and remain the property of the Party, in consideration of which it is mutually agreed that the Party will use them solely in connection with the Project and as base material for possible future projects.

SECTION VIII
TERMINATION

The Party may terminate this Agreement at any time by a 30-day notice in writing to the Architect. Upon receipt of such notice, the Architect shall, unless the notice directs otherwise immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practical after receipt of notice of termination, the Architect shall submit a statement showing in detail the actual services that were performed under this Agreement to date of termination, the date such services were performed and the length of time spent by each person or party engaged in performing such services on each day,

The Party shall pay the Architect a sum of money equal to the reasonable value of the service rendered by the Architect to the Party in connection with the services performed under this Contract, less payments previously made by the Party to Architect on work performed and expenses incurred by Architect under the provisions of this Contract. Copies of all completed or partially completed designs, plans and specifications prepared under this Agreement shall be delivered to the Party when and if this Agreement is terminated, but subject to the restrictions as to their use, as set forth above.

Notwithstanding the above, the Architect shall not be relieved of liability to the Party for damages sustained by the Party arising from Architect's negligent acts, errors or omissions related to Architect's obligations created under this Agreement.

SECTION IX
COUNTY AND CITY OFFICIALS

Architect agrees that no County or City official or Party employee shall be personally liable for any of the obligation created under this Agreement, or for any matter which may arise out of the Project, or any activities related thereto and hereby holds the Party, its political bodies and its employees harmless from and indemnifies them from any liability from any matter arising from Architect's negligent acts, errors or omissions related to Architect's obligations created under this Agreement.

SECTION X
SUCCESSORS AND ASSIGNS

Party and Architect each binds themselves, their partners, successors, executors, administrators, and assigns to the other party of Agreement in respect to all covenants of this Agreement. Neither the Party nor Architect shall assign, sublet, or transfer interest in this Agreement without the written consent of the other.

SECTION XI
TIME OF PERFORMANCE

The Architect contracts and agrees to commence work within ten (10) days from the date of written authorization to proceed and will complete the preparation of the preliminary phase and estimates by 90 days and will proceed upon authorization with final drawings, specifications, and contracts documents and complete same within the earliest practical time from such notice to proceed.

SECTION XII
VENUE

Venue and jurisdiction of any suit, right or cause of action arising under or in connection with this Contract shall lie exclusively in Hidalgo County, Texas.

SECTION XIII
CHANGES

The Party may, from time to time, request changes in the Scope of Services of the Architect as may be mutually agreed to be performed hereunder. Such changes, including any increase or decrease in the amount of the Architect's compensation, which are mutually agreed upon by and between the Party and the Architect shall be incorporated in written amendments to the Contract.

SECTION XIV
COMPLIANCE WITH LOCAL LAWS

The Architect shall comply with all applicable laws, ordinances, and codes of the State and local governments, and the Architect shall save the Party harmless with respect to any damages arising from any Architect negligence done in performing any of the work embraced by this Contract.

SECTION XV
ASSIGNABILITY

The Architect shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the Party thereof; provided however, that claims for money due or to become due to the Architect from the Party under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Party.

SECTION XVI
GENERAL

16.1 Audit: The Party and/or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Architect which are directly pertinent to this project for the purpose of making the audit, examination, excerpts, and transcriptions.

16.2 The Architect agrees to compliance with the following Executive orders, Titles and Program Regulations, including any additional requirements that may be set forth by the Party.

a. Title VI of the Civil Rights Act - requires that no one may be denied access to benefits from projects which receive federal assistance.

b. Section 109 of the Housing and Community Development Act of 1974 - Nondiscrimination related to benefits from projects funded specifically under Title I of the Act.

c. Section 3 of the HUD Act of 1968 - requires that maximum effort be made to provide employment, training, and business opportunities to low income families and/or residents of the project area.

d. The Architects shall give the United States Department of Housing and Urban Development, the Inspector General, the Comptroller General of the United States, the Auditor of the State of Texas, access to and the right to examine all books, accounts, records, reports, files, and other papers, things, or property belonging to or in use by Architect pertaining to this Agreement. Such rights to access shall continue as long as the records are retained by Architect. Architect agrees to maintain such records in an accessible location for a period of three (3) years.

e. Executive Order 11246 (paragraph a-c for contracts under $10,000; paragraphs a-g for contracts over $10,000) - Equal Employment Opportunity.

Executive Order 11246. Executive Order 11246 and the regulations issued pursuant thereto (24 CFR Part 130) which provides that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin in all phases of employment during the performance of federal or federally assisted contracts. Such consultants or subcontractors shall take affirmative action to ensure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training and apprenticeship.

Equal Employment Opportunity for Activities and Contracts not Subject to Executive Order 11246, as amended. In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The Architect shall take affirmative action to ensure that applicants for employment are employed and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not limited to the following: Employment, upgrading, demotion, or transfer; recruitment or other forms of compensation; and selection for training, including apprenticeship. The Architect shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this paragraph in all of its contracts for program work and will require all of its consultants for such work to incorporate such requirements in all subcontracts for program.

16.3 Interest of Certain Federal Officials: No member of or Delegate to the Congress of the United States and no Resident Commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

16.4 Interest of Members, Officers, or Employees of Public Body, Member of Local Governing Body, or other Public Officials: No member, officer, or employee of the County or City, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure for one year thereafter, shall have any interest, direct or indirect, to be performed in connection with the program assisted under the Agreement. The Architect shall incorporate or cause to be incorporated in all such interest pursuant to the purpose of this Section.

SECTION XVII
INSURANCE

The Architect shall obtain and keep in force during the term of its engagement on the Project, the insurance as follows:

17.1 A comprehensive automobile liability policy covering liability exposure to bodily injury and property damages. The Architect shall furnish Party Certificates of Insurance showing the comprehensive automobile liability insurance policies to be in effect, commencing when Architect commence operations under this Agreement, in the sum of $300,000 for bodily injury and $100,000 for property damages.

17.2 Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

17.3 A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability Insurance Policy providing additional coverage to all underlying liabilities of County consistent with potential exposure of County under the Texas Tort Claims Act;

17.4 Workers Compensation Insurance in amount established by Texas law, under the bidder is specifically exempted from the Texas Worker's Compensation Act, Texas Labor Code Chapter 401, et. seq.

17.5 All insurance policies must be written by an insurance company or companies acceptable to the Party.

SECTION XVIII
WARRANTY

18.1 Architect represents and warrants to the Party all services rendered to Owner under this Agreement shall, at a minimum, comply with the Texas Architectural Practices Act (Tex. Civ. St. Ann., Article 3271) and rules of the Texas Board of Professional Architects.

SECTION XIX
EFFECTIVE DATE

The effective date of this Contract shall be **29th day of December, 2011,** such date being the date the County Commissioners' Court approved entering into contract with Architect.

_____
Architect Signature

Firm Name: **Rike-Ogden Figueroa Architects**

Address: **1007 Walnut Avenue,**

City/State/Zip: **McAllen, Texas 78501**

FED ID#/ISS#:: 74-2653745

STATE OF TEXAS
COUNTY OF HIDALGO

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

By_____ of and on behalf of _____
(title) (corporation) (a partnership) (a sole proprietorship)

_____ _____
My commission Expires Notary Public State of Texas

Urban County Program

_____ _____
Witness **Diana R. Serna, UCP Director**

rofa
architects

rike
ogden
figueroa
allex

December 13, 2011

Exhibit A: Scope of Service

Ms. Candace J. Armenta
Program Coordinator I
Urban County Program
1916 Tesoro Blvd.
Pharr, Texas 78577

Re: Project Peñitas Public Facilities (Memorial Library)
Best and Final Offer /Exhibit A: Scope of Service

Dear Ms. Armenta:

I appreciate your patience in awaiting our proposal for Renovations of the Penitas Public Library.

The requested relocation of the south wall of the library has required a review by a structural engineer and will require the reconstruction of structural supports as the wall currently is a load bearing wall. The cost of this structural work is approximately $7,500.00. To offset some of this additional cost we are proposing limited work related to flooring and ceiling materials. Following is our description of the project scope base on our visit with Mrs. Yenni Espinoza and Mrs. Adalia De Luna.

PHASE I - DEMOLITION

- LOBBY: Remove ceiling grid/tile and remove floor tile 2' along perimeter of W. wall.

RECEPTION:

- Remove NE, E and SE wall to approximately 42" above floor.

SOUTH STAFF TOILET:

- Remove S and E walls including wall with door to storage room, base, floor tile, ceiling grid/tile, plumbing fixtures and electrical.

TOILETS:

- Remove E, W and N walls of toilet entrance vestibules, base, floor tile, cap floor drain at janitor, ceiling grid and tile and electrical.

MEETING ROOM:

- Remove North wall, built-in cabinet, countertop and ceiling grid/tile 12' along perimeter of North wall, base and floor tile and electrical.

LIBRARY:

- Remove W, S and E walls, built-in cabinets, countertop, accordion partition, VCT floor tile 2' along perimeter of walls to be removed, ceiling grid/tile 6' along perimeter of walls to be removed and electrical.

KITCHEN:

- Remove built-in cabinets, flooring, base, ceiling grid/tile 6' along perimeter of west wall and electrical.

CORRIDORS:

- Remove flooring, base, ceiling grid/tile and electrical.

1007 Walnut Ave. • McAllen, TX 78501 • v:956 686 7771 • f:956 687 3433

PHASE 2 - RENOVATION

LOBBY:
- Replace ceiling grid/tile

OFFICE: Convert to store
- Convert to store, construct built-in storage cabinets at west wall
- Electrical

RECEPTION:
- New countertop shelf at NE, E and SE walls
- New base cabinet for ADA
- New window at west wall
- Reconstruct walls at ceiling w/ suspension framing
- Repair floor tile
- Electrical

SOUTH STAFF TOILET: Convert to workroom
- New floor tile
- Patch walls and floor
- New ceiling grid/tile
- Minor electrical
- Construct new walls, tape, float, textone and paint
- Construct new ADA compliant wall and base cabinet
- Electrical

TOILETS:
- Relocate existing door in new North wall
- Extend 6' high privacy wall and provide for back wall of new lavatory countertop
- Provide new countertop, reuse existing lavatories
- Minor electrical
- Plumbing
- New walls tape, float, textone and paint
- New adult height toilets

MEETING ROOM:
- New North wall with window, tape, float, textone and paint
- Provisions for relocated accordion door section including structural and access door/wall
- New IDF room

LIBRARY:
- Replace ceiling grid/tile 6' along perimeter of walls to be demolished
- Replace floor tile 2' along perimeter of walls to be demolished
- Relocate mural wall panels

KITCHEN:
- New flooring 25% of room
- Repaint
- Construct new walls w/ glazing for study area

- Minor electrical
- Minor plumbing

CORRIDOR: Approx. 12' wide x length of corridor

- New floor and base
- New ceiling

We estimate a probable construction cost of $88,488.00 to include material and labor, demolition, structural and general conditions.

Additional reimbursable cost will consist of reproduction cost estimated at $2,500.00 and TDLR-Texas Accessibility Standards plan review and inspection cost of $1,175.00.

Mr. Armenta, we propose a fee of $13,000 for A/E services for your renovation project. Please know we are available to meet with you, Mrs. Espinoza and Mrs. De Luna at your earliest convenience to establish final scope of work.

Sincerely,

Rike Ogden Figueroa Allex Architects Inc.

Luis A. Figueroa, AIA
Principal

LF/dt

Cost Breakdown/Total Project Cost).

December 13, 2011

Ms. Candace J. Armenta
Program Coordinator I
Urban County Program
1916 Tesoro Blvd.
Pharr, Texas 78577

Re: Project Peñitas Public Facilities (Memorial Library)
Exhibit B: Cost Breakdown /Total Project Cost

I	Demolition	$18,909.00
II.	Renovation Material/Labor	$49,121.00
III.	General Conditions	$12,958.00
IV.	Structural	$7,500.00
V.	A/E Fee	$13,000.00
VI.	Reimbursables Reproduction TDLR (Texas Accessibility Plan Review)	$3,675.00
Estimate of Probable Cost:		$105,163.00

Sincerely,

Rike Ogden Figueroa Allex Architects Inc.

Luis A. Figueroa, AIA
Principal

LF/dt

Form **W-9**
(Rev. January 2011)
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)
Rike Ogden Figueroa Allex Architects Inc.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)
1007 Walnut Avenue

City, state, and ZIP code
McAllen, Texas 78501

Requester's name and address (optional)
Urban County Program
1916 Tesoro Blvd.
Pharr, Texas 78577

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 the "Name" line 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
			-		-				

Employer identification number
7	4	-	2	6	5	3	7	4	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

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 ▶ Luis C. Figueroa Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

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.

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. 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.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

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.

URBAN COUNTY PROGRAM

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

I, Luis A. Figueroa certify to the best of my knowledge and belief that:

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

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

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

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

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

Rike Ogden Figueroa Allex Architects Inc.

Typed Name of Company

Luis A. Figueroa - Principal

Typed Name & Title of Authorized Representative

Signature of Authorized Representative — Date Signed: 10/3/11

Check here:

☐ **If unable to certify the above statement and attach your explanation.**

DO NOT WRITE BELOW THIS LINE (FOR U.C.P. STAFF ONLY)

THE DEBARRED CONTRACTOR'S LIST WAS CHECKED ON THE ABOVE CONTRACTOR:

Check here:

9 Contractor **did appear** on the debarment list.

9 Contractor **did not appear** on the debarment list.

URBAN COUNTY COORDINATOR **DATE**

Client#: 159749 RIKEOGDE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/27/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
USI Southwest Three Memorial City 840 Gessner, Suite 600 Houston, TX 77024	PHONE (A/C, No, Ext): 713 490-4600	FAX (A/C, No): 713-490-4700
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Lloyds Insurance Comp	41262
INSURER B : Travelers Indemnity Company of	25682
INSURER C : Travelers Indemnity Company	25658
INSURER D : Lexington Insurance Company	19437
INSURER E : Charter Oak Fire Insurance Comp	25615
INSURER F :	

INSURED
Rike Ogden Figueroa Allex Archts Inc
1007 Walnut Avenue
McAllen, TX 78501-4098

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			PACP1525L22A	05/01/2011	05/01/2012	EACH OCCURRENCE	$1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$300,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$2,000,000
	POLICY X PRO-JECT LOC							$
E	AUTOMOBILE LIABILITY			BA1697L03A	05/01/2011	05/01/2012	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB / OCCUR			SFCUP6304Y93A	05/01/2011	05/01/2012	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		XVMPKUB5980Y110	05/01/2011	05/01/2012	X WC STATU-TORY LIMITS / OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE - EA EMPLOYEE	$1,000,000
							E.L. DISEASE - POLICY LIMIT	$1,000,000
D	Professional Liability			001787990	10/01/2011	10/01/2012	$1,000,000 per claim $1,000,000 annl aggr.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: DPS.

Certificate holder included as Additional Insured on a primary and non contributory basis as pertains to the General Liability and Auto Liability, as required by written contract. Waiver of Subrogation (all policies except Professional Liability)provided on a blanket basis as required by written contract but limited to the operations of the named insured.

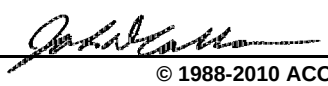
CERTIFICATE HOLDER

Hidalgo County
2812 S. Business 83
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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AI-30268 **15. D.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Pete De la Cruz **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code 262.024 (A) (4) for professional engineer services:

2. Presentation of the scoring grid for the purposes of ranking by Commissioners' Court of at least three (3) engineering firms from the County's approved "pool" as graded and evaluated by the Precinct No. 3, Urban County Program and Hidalgo County Purchasing Department in connection with and funded through the Texas Department of Agriculture (TDA) Texas Community Development Block Grant (TXCDBG) Program for the 2011 Colonia Economically Distress Area Program (CEDAP) Contract # 711195 – Rehabilitation Single-Unit Sewer Service: Construction for colonias in the City of Sullivan ETJ area in Precinct No. 3.

FIRM	GRADE	RANK
Javier Hinojosa Engineering	95.67%	
Izaguirre Engineering Group LLC	88.34%	
Barrera Torres Infrastructure	82.67%	

3. Authority to negotiate a professional service contract with the No. 1 rank firm _____ for a TDA TxCDBG CEDAP, and Urban County Program – Precinct # 3 – Rehabilitation Single-Unit Sewer Service Improvements Project.

BACKGROUND

The three firms rated from the County's approved "pool" are Javier Hinojosa Engineering, Izaquirre Engineering Group LLC and Barrera Torres Infrastructure for Rehabilitation of Single-Unit Sewer Service Improvements Project. Attached see grading grid for your review.

Funds Available for 2011 TDA CEDAP Project: $500,000.00

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

Grading Grid

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/20/2011 12:56 PM
Perla Lopez	Perla Lopez	12/20/2011 02:01 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Mary Flores Started On: 12/20/2011 12:02 PM

Final Approval Date: 12/22/2011

2011 CEDAP Grant # 711195
Colonias in the Sullivan City ETJ Area
Engineering Services
Rehabilitation of Single-unit Sewer Services

Grading-Ranking Grid

Criteria	Javier Hinojosa Engineering			Izaguirre Engineering Group LLC			Barrera Torres Infrastructure		
	Grader 1	Grader 2	Grader 3	Grader 1	Grader 2	Grader 3	Grader 1	Grader 2	Grader 3
Professional Qualifications of Team	20	20	15	20	18	20	20	18	15
Experience of Project Team	25	25	20	20	20	20	20	23	20
Experience/ Availability of Project Manager	17	20	20	12	20	20	12	20	10
Understanding of Project	25	25	25	22	20	25	22	20	20
Familiarity with Applicable Rules & Regulations	10	10	10	8	10	10	8	10	10
TOTALS	97	100	90	82	88	95	82	91	75
AVERAGES	287÷3= 95.67%			265÷3= 88.34%			248÷3= 82.67%		
RATING									

AI-30214 **16. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Elections Department **Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

1. Approval to delete one (1) vacant full-time Voter Registration Specialist I postion, slot no. 0021, grade 5.
2. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1100-414-00-130-001-0-XXX

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

BUDGETARY IMPACT:

No budgetary impact. Deletion of position will result in cost savings.

Attachments

JOB DESCRIPTION
FISCAL NOTE
REVISED SALARY SCHEDULE
PAR

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/16/2011 04:25 PM
Sylvia Solis	Sylvia Solis	12/21/2011 01:54 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Rosie Cantu Started On: 12/15/2011 02:35 PM

Final Approval Date: 12/22/2011

VOTER REGISTRATION SPECIALIST I

GRADE: 05

GENERAL DESCRIPTION

Perform entry level duties to assist in the processing voter registration applications and forms. Will work with the public to answer questions and assist with public requests. Work is performed under the immediate supervision and direction of the Elections Administrator and Voter Registrar Manager.

EXAMPLES OF WORK PERFORMED

Maintain accurate and up to date voter registration data and files.

Assist public either by telephone or in person, with voter registration application information and elections information as needed.

Provide public assistance in responding to telephone calls.

Assist public with request information and questions.

Perform manual filing and scanning of voter applications and forms.

Assist Voter Registration Specialists II & III in interpreting and reading city and county map boundaries for proper precinct locations.

Assist Election Manger and Election Specialist with mail-in ballots, provisional ballots, overseas ballots, and other duties as necessary.

Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies.

During elections, must be available to work extended hours and/or weekends when necessary

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum (1) one year experience in computer and data entry skills experience. Graduation from a high school or equivalent. Bilingual preferred.

Knowledge, Skills, and Abilities

Ability to read, interpret and accept documents such as public requests

Ability to write routine reports and correspondence

Ability to speak effectively before the general public or employees of the County

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is 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.

Agenda Item: 30214

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
ELECTIONS (1100):
Approval to delete one (1) full time Voter Registration Specialist I position, slot no. 0021, grade 5, effective 01/01/12.

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	Voter Reg. Specialist I	0021	113	5	1	25,256.00	-	-	0.00	(25,256.00)
						25,256.00			0.00	(25,256.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1100-414-00-130-001-0-	113	ELECTIONS-	REG F/T EMPLOYEES	($25,256.00)
2-1100-414-00-130-001-0-	211	ELECTIONS-	HEALTH INSURANCE	($4,164.00)
2-1100-414-00-130-001-0-	212	ELECTIONS-	LIFE INSURANCE	($27.00)
2-1100-414-00-130-001-0-	220	ELECTIONS-	FICA	($1,932.08)
2-1100-414-00-130-001-0-	230	ELECTIONS-	RETIREMENT	($2,512.97)
2-1100-414-00-130-001-0-	250	ELECTIONS-	UNEMPLOYMENT COMP	($126.28)
2-1100-414-00-130-001-0-	260	ELECTIONS-	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	($34,018.33)

2013 Budgetary Impact: ($34,018.33)

Possible Funding Sources: NO BUDGET IMPACT (COST SAVINGS)

Comments:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-414-00-130-001-0

ELECTIONS DEPT

AI - 30214

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	ELECTIONS ADMIN				$73,500.00	$73,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$73,500.00
0007	113	FIELD SERVICE SPECIALIST II	10	1	$37,109.00	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,109.00
0010	113	ACCOUNTING CLERK II	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0011	113	EXECUTIVE ASSISTANT I	11	4	$44,287.00	$44,287.00	$44,410.00	$420.00	$0.00	$0.00	$0.00	$0.00	$44,830.00
0014	113	VOTER REGISTRATION SPCLST II	6	1	$27,276.00	$27,276.00	$27,276.00	$300.00	$0.00	$0.00	$0.00	$0.00	$27,576.00
0015	113	ADMINISTRATIVE ASSISTANT III	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0016	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,500.00
0017	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0018	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0020	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
~~0021~~	~~113~~	DELETE ~~VOTER REGISTRATION SPCLST I~~	~~5~~	~~1~~	~~$25,256.00~~	~~$25,256.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0022	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0085	113	EXECUTIVE ASSISTANT I	11	2	$41,481.00	$41,481.00	$41,481.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$42,861.00
0086	113	ELECTIONS PROJECT COORDINATOR	10	1	$37,109.00	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,109.00
0109	113	ACCOUNTANT II	10	2	$38,408.00	$38,408.00	$38,408.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,408.00
0120	113	ELECTIONS SYSTEM MANAGER	15	1	$54,526.00	$54,526.00	$54,526.00	$0.00	$0.00	$0.00	$0.00	$0.00	$54,526.00
0121	113	ELECTIONS SPECIALIST II	9	1	$34,360.00	$34,360.00	$34,360.00	$300.00	$0.00	$0.00	$0.00	$0.00	$34,660.00
0122	113	FIELD SERVICE SPECIALIST I	8	1	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T123	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T124	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
T125	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
T126	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T127	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
T128	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T129	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
T130	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T131	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T132	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0133	113	GIS OPERATOR ASSISTANT	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0134	113	ELECTIONS SPECIALIST I	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0135	113	ELECTIONS SPECIALIST I	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0136	113	FIELD SERVICE SPECIALIST I	8	0	$30,224.00	$30,224.00	$30,224.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,224.00
0137	113	FIELD SERVICE SPECIALIST II	10	1	$37,109.00	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,109.00
		TOTAL			$865,402.00	$938,902.00	$801,638.00	$2,400.00	$0.00	$0.00	$0.00	$0.00	$804,038.00

APPROVAL TO DELETE ONE VACANT FULL TIME POSITION, SLOT NO. 021, GRADE 5.
PERSONNEL ACTION PENDING CC APPROVAL.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Elections Department / 130 DATE: 12-13-2011

CURRENT POSITION TITLE: Voter Registration Specialist I CURRENT SLOT. #: 0021

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Delete Position

POSITION SALARY REQUEST:

Delete (1) Position	G5, S1/25,256.00	$0.00	$ (25,256.00)
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 Deletion of position will create cost savings.

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)

This position is no longer required in our department.

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	12/13/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	12.21.11 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

AI-30321 **16. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: ELECTIONS DEPT.

Information

CAPTION

1. Discussion, consideration and approval to extend the following temporary positions approved in 2011 and needed in 2012:

Slot No.	Position Title	Grade
T123	Data Entry Clerk I	1
T124	Data Entry Clerk I	1
T125	Data Entry Clerk I	1
T126	Data Entry Clerk I	1
T127	Data Entry Clerk I	1

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

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1100-415-00-115-002-0-899

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

BUDGETARY IMPACT:

Funds available from Co. Wide Adm. - Contingency.

Attachments

Fiscal Note

JOb Descriptions

Transfer

PARS

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/22/2011 03:50 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/22/2011 01:52 PM

Final Approval Date: 12/22/2011

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: 30321

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
ELECTIONS (1100):
Approval to extend the following temporary full-time positions:

Fund	Position	Slot #	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	DATA ENTRY CLERK I	T123	121	1	0	0.00	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T124	121	1	0	0.00	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T125	121	1	0	0.00	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T126	121	1	0	0.00	17,636.00	17,636.00
1100	DATA ENTRY CLERK I	T127	121	1	0	0.00	17,636.00	17,636.00
					TOTAL:	0.00	88,180.00	88,180.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-414-00-130-001-0- 121	ELECTIONS-	TEMP F/T EMPLOYEES	$43,921.07
2-1100-414-00-130-001-0- 211	ELECTIONS-	HEALTH INSURANCE	-
2-1100-414-00-130-001-0- 212	ELECTIONS-	LIFE INSURANCE	-
2-1100-414-00-130-001-0- 220	ELECTIONS-	FICA	$3,359.96
2-1100-414-00-130-001-0- 230	ELECTIONS-	RETIREMENT	-
2-1100-414-00-130-001-0- 250	ELECTIONS-	UNEMPLOYMENT COMP	$219.61
2-1100-414-00-130-001-0- 260	ELECTIONS-	WORKER'S COMP	-
		2012 Budgetary Impact	$47,500.64

2013 Budgetary Impact: N/A

Possible Funding Sources: CO WIDE ADMINISTRATION CONTINGENCY-INTERDEPARTMENTAL TRANSFER

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

DATA ENTRY CLERK I

GRADE: 01

GENERAL DESCRIPTION

Performs entry-level data entry work. Work involves entering data and maintaining files and documentation; Works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs repetitive data entry and verification of data files

Performs editing and maintenance of data files

Transcribes source documents to machine-acceptable formats

Prepares formatting programs for simple applications and corrects entry errors

May provide clerical support

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in data entry 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 data entry equipment and of office practices and procedures

Ability to detect and resolve error conditions and to select and transcribe data

Type 35 wpm

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

DATE: December 19, 2011

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2012
Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for ELECTIONS DEPT

ACCOUNT NUMBER: 2-1100-4XX-00-XXX-00X-0-XXX

CONTACT PERSON: ROSIE CANTU **PHONE:** (956) 292-7025 Ext. 5408

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				
2-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(47,500.64)
TO				
2-1100-414-00-130-001-0-	121	ELECTIONS	TEMP F/T EMPLOYEE	43,921.07
2-1100-414-00-130-001-0-	220	ELECTIONS	FICA	3,359.96
2-1100-414-00-130-001-0-	250	ELECTIONS	UNEMPLOYMENT	219.61
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

TO FUND THE SALARIES AND FRINGE BENEFIT EXPENDITURES FOR THE EXTENSION OF TEMPORARY POSITIONS IN THE ELECTIONS DEPARTMENT

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE

ATTEST, COUNTY CLERK

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Elections Department / 130

DATE: 12-13-2011

CURRENT POSITION TITLE: Data Entry Clerk I (Temporary)

CURRENT SLOT. #: T-123 through T-127

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other Extension of Temporary Positions

POSITION SALARY REQUEST:

5	-0-	G1, S0/ $17,636.00	$ 88,180.00
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 _____

POSITION TYPE:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☐

Full Time Temporary Object 121 ☒ Part Time Temporary Object 122 ☐

8.4788
Enter hourly rate for temp. positions

$ 8.4788 x 2080 hours = $17,636.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

8.4788 x 1040 hrs = $8,818.00 (actual expenditure)

TEMPORARY POSITIONS:

1-3-2012	7-3-2012	Monday-Friday, 8a - 5p	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)

These positions are required to help the department in continuing to serve Hidalgo County's political subdivisions during the 2012 election year. CC voted on 8/30/2011 to allow the department to hire 5 additional permanent positions so we are only requesting to keep 5 of the 10 temporary positions for 2012 that were originally approved for our department.

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	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/11 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

AI-30288 **17. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Maria Medina, AUDITOR'S OFFICE

Department: AUDITOR'S OFFICE

Information

CAPTION

Resolution honoring county employee, Rolando Lopez, on his retirement.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No fiscal impact.

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/21/2011 11:29 AM
Erika Zamora	Erika Zamora	12/21/2011 02:35 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Maria Medina Started On: 12/21/2011 08:59 AM

Final Approval Date: 12/22/2011

RESOLUTION IN HONOR OF ROLANDO LOPEZ

WHEREAS, Rolando Lopez has dutifully served the County of Hidalgo throughout his 18 year tenure with the Hidalgo County Auditor's Office, spanning over more than a decade and a half of exemplary service with the agency; and

WHEREAS, Mr. Lopez joined the Hidalgo County Auditor's Office in 1993, working in the grants department, he later moved on to the Accounts Payable division, serving as an Accounts Payable Specialist II; and

WHEREAS, throughout his career, Mr. Lopez has been noted for his superior skills and dedication; having served under four Auditors over the course of his tenure; and

WHEREAS, he has contributed his entire professional career to the Hidalgo County Auditor's Office, serving his capacity with integrity and commitment; and

Now, therefore, be it RESOLVED that the Hidalgo County Commissioners' Court hereby recognizes and honors Rolando Lopez. on the occasion of his retirement with the Hidalgo County Auditor's Office, and thanks him for his outstanding service, dedication, and commitment to serving the residents of this great state of Texas.

Approved this 29th day of December, 2011.

RAMON GARCIA
County Judge

JOEL QUINTANILLA
County Commissioner, Pct. 1

HECTOR "TITO" PALACIOS
County Commissioner, Pct. 2

JOE M. FLORES
County Commissioner, Pct. 3

JOSEPH PALACIOS
County Commissioner, Pct. 4

Attest: ARTURO GUAJARDO, JR.
County Clerk

AI-30090 **18. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Comm. Pct. 1 **Submitted By:** Sylvia Solis, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Pct. #1 Rd Maint. (1200):

1. Approval to delete the following vacant full-time positions, effective 01/01/2012:

Slot No.	Position Title	Budgeted Salary
0023	Maintenance III	34,167.00
0042	Maintenance II	27,562.00
0048	Truck Driver III	26,000.00
0073	Maintenance III	33,600.00
0099	Clerk I	21,164.00

2. Approval to create the following positions, effective 01/01/2012:

Slot No.	Position Title	Budgeted Salary
0126	Maintenance II	21,653.00
0127	Maintenance II	21,653.00
0128	Maintenance II	21,653.00
0129	Maintenance II	21,653.00
0130	Maintenance II	21,653.00
0131	Clerk I (part-time)	24,000.00 ($11.5385 per hr)

3. Approval of intradepartmental transfer
4. Approval of the revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1200-431-00-121-005-0-XXX

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

BUDGETARY IMPACT:

No Budgetary Impact (Cost Savings)

Attachments

Job Descriptions

LINE ITEM TRANSFER

fiscal note
revised salary schedule
PARS

Form Review

Inbox	Reviewed By	Date
Sylvia Solis (Originator)	Sylvia Solis	12/16/2011 01:26 PM
Budget & Management	Merlen P. Munoz	12/16/2011 01:46 PM
Rosalinda Cantu	Rosie Cantu	12/20/2011 04:16 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/08/2011 03:21 PM

Final Approval Date: 12/22/2011

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

MAINTENANCE II

GRADE: 03

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Performs maintenance and repair work such as plumbing, masonry, welding, carpentry, painting, electrical, mechanical, refrigeration, ventilation, or heating

Maintains records on work orders or projects

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

May construct and repair equipment

May perform inspections of operating machinery, equipment, and systems

May make repairs to telephone systems and install wiring for new installations

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of experience in building maintenance and repair work; Graduation from a standard senior high school or equivalent is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of the repair, maintenance, and operation of buildings and electrical systems

Skill in the use of tools and equipment

Ability to perform maintenance; to follow instructions; to work from drawings, diagrams, or sketches; 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

TRUCK DRIVER III

GRADE: 07

GENERAL DESCRIPTION

Drive and safely operate a tractor-trailer combo which may include (but is not limited to) the moving of specialized heavy construction equipment involved in the maintenance and construction of County roads.

EXAMPLES OF WORK PERFORMED

Inspects truck before and after trips and submits report indicating truck condition

Reads bill of lading to determine assignment

Fastens chain or binders to secure load on trailer during transit

Loads or unloads, or assists in loading and unloading truck

Works as member of two-person team driving tractor with sleeper bunk behind cab

Services truck with oil, fuel, and radiator fluid to maintain tractor-trailer

Obtains proper signatures or authorization for deliver and/or services

Inventories and inspects goods to be moved

Wraps goods using pads, packing paper, and containers, and secures load to trailer wall using straps

Gives directions to helper in packing and moving goods to trailer

Drives tractor-trailer combination, applying knowledge of commercial driving regulations, to transport and deliver products, livestock, or materials, usually over long distance

Maneuvers truck into loading or unloading position, following signals from loading crew as needed

Drives truck to weigh station before and after loading, and along route to document weight and conform to state regulations

Maintains driver log according to I.C.C. regulations

GENERAL QUALIFICATION GUIDELINES

Experience and Education

High School Diploma, GED or equivalent experience. Four to six (4-6) years related experience. Must have and maintain a valid driver's license and a Texas Class "A" CDL license.

Knowledge, Skills, and Abilities

Advanced knowledge of equipment operation and maintenance, skilled in using specialized heavy equipment in the prescribed manner

Ability to perform multiple tasks simultaneously

Ability to communicate effectively, and to train others

May require interaction with other departmental supervisors and peers, other County agencies and staff, outside vendors or other professionals and community, state or federal agencies

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

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

DATE: December 20, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Pct. 1 Rd Maintenance

ACCOUNT NUMBER: 2-1200-431-00-121-005-0-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
113	REG F/T EMPLOYEES	114	REG P/T EMPLOYEES	12,000.00
			TOTAL	12,000.00

REASON:

Intradepartmental Transfer to fund the salary for the creation of the part-time Clerk I position, slot no. 0131, available funding for fringe benefit expenditures from the cost savings for the deletion of various positions.

DEPARTMENT HEAD SIGNATURE

____/____/____
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

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: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30090

Summary of request/proposal:
PCT. 1 RD MAINTENANCE (1200):
Approval to delete and/or create the following full-time/part-time positions, effective 01/01/2012:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	MAINTENANCE III	0023	113	34,167.00	0.00	(34,167.00)
1200	MAINTENANCE II	0042	113	27,562.00	0.00	(27,562.00)
1200	TRUCK DRIVER III	0048	113	26,000.00	0.00	(26,000.00)
1200	MAINTENANCE III	0073	113	33,600.00	0.00	(33,600.00)
1200	CLERK I	0099	113	21,164.00	0.00	(21,164.00)
1200	MAINTENANCE II	0126	113	0.00	21,653.00	21,653.00
1200	MAINTENANCE II	0127	113	0.00	21,653.00	21,653.00
1200	MAINTENANCE II	0128	113	0.00	21,653.00	21,653.00
1200	MAINTENANCE II	0129	113	0.00	21,653.00	21,653.00
1200	MAINTENANCE II	0130	113	0.00	21,653.00	21,653.00
1200	CLERK I (part-time)	0131	114	0.00	24,000.00	24,000.00
				142,493.00	132,265.00	(10,228.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1200-431-00-121-005-0-	113	PCT 1 ROAD MAINT.-	REG F/T EMPLOYEES	($34,228.00)
2-1200-431-00-121-005-0-	114	PCT 1 ROAD MAINT.-	REG P/T EMPLOYEE	$11,954.02
2-1200-431-00-121-005-0-	211	PCT 1 ROAD MAINT.-	HEALTH INSURANCE	$4,164.00
2-1200-431-00-121-005-0-	212	PCT 1 ROAD MAINT.-	LIFE INSURANCE	$27.00
2-1200-431-00-121-005-0-	220	PCT 1 ROAD MAINT.-	FICA	($1,703.96)
2-1200-431-00-121-005-0-	230	PCT 1 ROAD MAINT.-	RETIREMENT	($2,216.26)
2-1200-431-00-121-005-0-	250	PCT 1 ROAD MAINT.-	UNEMPLOYMENT COMP	($111.37)
2-1200-431-00-121-005-0-	260	PCT 1 ROAD MAINT.-	WORKER'S COMP	$0.00
			2012 Budgetary Impact	($22,114.57)

2013 Budgetary Impact: **($22,114.57)**

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

Comments:

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-121-005-0

AI - 30090

PCT 1 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0012	113	SP/PROJ COORD				$39,322.00	$39,322.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,322.00
0019	113	TRUCK DRIVER I				$34,167.00	$34,167.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,167.00
0020	113	HEAVY EQUIPMENT OPERATOR III				$34,167.00	$34,167.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$35,607.00
0022	113	HEAVY EQUIPMENT OPERATOR I				$34,167.00	$34,167.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$35,187.00
~~0023~~	~~113~~	**DELETE THE FOLLOWING:** ~~MAINTENANCE III~~				~~$34,167.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0024	113	MAINTENANCE II				$34,167.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0025	113	MAINTENANCE III				$34,167.00	$34,167.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,167.00
0029	113	MECHANIC II				$32,578.00	$32,578.00	$480.00	$0.00	$0.00	$0.00	$0.00	$33,058.00
0030	113	HEAVY EQUIPMENT OPERATOR II				$31,771.00	$31,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,771.00
0031	113	MAINTENANCE III				$31,190.00	$31,190.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,190.00
0036	113	HEAVY EQUIPMENT OPERATOR II				$29,852.00	$23,169.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,169.00
0037	113	MAINTENANCE II				$29,852.00	$26,201.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,201.00
0038	113	HEAVY EQUIPMENT OPERATOR II				$29,852.00	$29,852.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,852.00
0039	113	TRUCK DRIVER III				$29,031.00	$29,031.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,331.00
0041	113	TRUCK DRIVER III				$28,026.00	$28,026.00	$960.00	$0.00	$0.00	$0.00	$0.00	$28,986.00
~~0042~~	~~113~~	**DELETE THE FOLLOWING:** ~~MAINTENANCE II~~				~~$27,562.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0043	113	TRUCK DRIVER III				$27,562.00	$27,562.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,562.00
0044	113	TRUCK DRIVER I				$26,607.00	$26,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,607.00
0046	113	HEAVY EQUIPMENT OPERATOR I				$26,334.00	$26,334.00	$600.00	$0.00	$0.00	$0.00	$0.00	$26,934.00
~~0048~~	~~113~~	**DELETE THE FOLLOWING:** ~~TRUCK DRIVER III~~				~~$26,000.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0049	113	TRUCK DRIVER III				$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	MAINTENANCE I				$25,236.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,635.00
0055	113	DATA ENTRY CLERK				$23,988.00	$23,988.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,988.00
0056	113	TRUCK DRIVER III				$23,985.00	$23,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,985.00
0057	113	MAINTENANCE I				$23,635.00	$23,114.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,114.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-121-005-0

AI - 30090

PCT 1 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		DELETE THE FOLLOWING:											
~~0073~~	~~113~~	~~MAINTENANCE III~~				~~$33,600.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0078	113	DIESEL MECHANIC				$42,000.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,000.00
0080	113	MATERIAL MANAGEMENT MANAGER				$40,000.00	$40,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,000.00
0085	113	EXECUTIVE ASST				$59,568.00	$59,568.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	$64,568.00
0090	113	ADMINISTRATIVE ASSISTANT V	0	0	$0.00	$49,000.00	$49,000.00	$540.00	$0.00	$0.00	$0.00	$0.00	$49,540.00
0091	113	DIRECTOR OF ROAD & BRIDGE	0	0	$0.00	$70,000.00	$65,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$65,000.00
0093	113	HEAVY EQUIPMENT OPERATOR II	0	0	$0.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0095	113	MAINTENANCE III	0	0	$0.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0096	113	TRAFFIC SPECIALIST I	0	0	$0.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0097	113	TRAFFIC SPECIALIST I	0	0	$0.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
		DELETE THE FOLLOWING:											
~~0099~~	~~113~~	~~CLERK I~~	~~0~~	~~0~~	~~$0.00~~	~~$21,164.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0100	113	CLERK III	0	0	$0.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0101	113	CREW LEADER II	0	0	$0.00	$42,000.00	$39,500.00	$540.00	$0.00	$0.00	$0.00	$0.00	$40,040.00
0102	113	SUPERVISOR	0	0	$0.00	$36,766.00	$36,766.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,766.00
0103	113	ASSET MANAGEMENT SUPERVISOR	0	0	$0.00	$52,254.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,000.00
0104	113	SHOP FOREMAN	0	0	$0.00	$42,000.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,000.00
0105	113	VECTOR SPECIALIST	0	0	$0.00	$32,051.00	$32,051.00	$780.00	$0.00	$0.00	$0.00	$0.00	$32,831.00
0106	113	CREW LEADER II	0	0	$0.00	$41,578.00	$41,578.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$42,658.00
0107	113	SAFETY COORDINATOR	0	0	$0.00	$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0108	113	TRUCK DRIVER III	0	0	$0.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0109	113	HEAVY EQUIPMENT OPERATOR III	0	0	$0.00	$29,458.00	$29,458.00	$360.00	$0.00	$0.00	$0.00	$0.00	$29,818.00
0110	113	TRUCK DRIVER III	0	0	$0.00	$30,489.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0111	113	CREW LEADER II	0	0	$0.00	$38,500.00	$38,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,500.00
0112	113	CREW LEADER II	0	0	$0.00	$38,500.00	$38,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,500.00
0113	113	CREW LEADER I	0	0	$0.00	$31,520.00	$31,520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,520.00
0114	113	TRUCK DRIVER III	0	0	$0.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0115	113	MAINTENANCE III	0	0	$0.00	$38,000.00	$38,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,660.00
0116	113	ACCOUNTS PAYABLE SPECIALIST I	0	0	$0.00	$28,231.00	$28,231.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,231.00
0117	113	MECHANIC II	0	0	$0.00	$28,231.00	$28,231.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,231.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-121-005-0

AI - 30090

PCT 1 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0118	113	TRAFFIC CONTROL SUPERVISOR	0	0	$0.00	$37,000.00	$37,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,000.00
0119	113	TRUCK DRIVER II	0	0	$0.00	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,908.00
0120	113	TRUCK DRIVER III	0	0	$0.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0121	113	TRUCK DRIVER II	0	0	$0.00	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,908.00
0122	113	RIGHT OF WAY AGENT V				$64,066.00	$64,066.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$65,446.00
0123	113	RIGHT OF WAY AGENT V	0	0	$0.00	$62,475.00	$62,475.00	$0.00	$0.00	$0.00	$0.00	$0.00	$62,475.00
0124	113	SUPERVISOR	0	0	$0.00	$37,969.00	$37,969.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,969.00
0125	113	CREW LEADER II	0	0	$0.00	$40,375.00	$40,375.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,375.00
		CREATE THE FOLLOWING:											
0126	**113**	**MAINTENANCE II**	**0**	**0**	**$0.00**	**$21,653.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$40,375.00**
0127	**113**	**MAINTENANCE II**	**0**	**0**	**$0.00**	**$21,653.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$40,375.00**
0128	**113**	**MAINTENANCE II**	**0**	**0**	**$0.00**	**$21,653.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$40,375.00**
0129	**113**	**MAINTENANCE II**	**0**	**0**	**$0.00**	**$21,653.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$40,375.00**
0130	**113**	**MAINTENANCE II**	**0**	**0**	**$0.00**	**$21,653.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$40,375.00**
0131	**114**	**CLERK I**	**0**	**0**	**$0.00**	**$24,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$24,000.00**
				TOTAL	$0.00	$2,097,544.00	$1,899,871.00	$10,140.00	$0.00	$0.00	$5,000.00	$0.00	$2,140,886.00

Approval of the above highlighted personnel actions.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINT. (121-005) DATE: 12/9/2011

CURRENT POSITION TITLE: MAINTENANCE III CURRENT SLOT #: 0023

REQUESTED POSITION TITLE:

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

$ 34,167.00	$ 0	$ (34,167.00)
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Upon evaluation of the Department it is determined that this position be deleted to provide funding to create positions that are cost efficient to assist the Department with the high demand of workload.

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

POSITION RECLASSIFICATION: 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	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
2. HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	✓	YES		NO
4. COMMISSONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINT. (121-005) DATE: 12/9/2011

CURRENT POSITION TITLE: MAINTENANCE II CURRENT SLOT #: 0042

REQUESTED POSITION TITLE:

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:

$ 27,562.00	$ 0	$ (27,562.00)
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 ☐ Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ $ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt ☐
Non-Exempt ☒
N/A ☐

FLSA:
Exempt ☐
Non-Exempt ☒

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

Upon evaluation of the the department it is determinded that this position be deleted to provide funding to create positions that are cost efficient to assist the Department with the high demand of workload.

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

POSITION RECLASSIFICATION: 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	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	✓	YES		NO
4.	COMMISSONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINT. (121-005) DATE: 12/9/2011

CURRENT POSITION TITLE: TRUCK DRIVER III CURRENT SLOT #: 0048

REQUESTED POSITION TITLE:

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,000.00	$ 0	$ (26,000.00)
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Upon evaluation of the the department it is determined that this position be deleted to provide funding to create positions that are cost efficient to assist the department with the high demand of workload.

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

POSITION RECLASSIFICATION: 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	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES	NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	✓	YES	NO
4.	COMMISSONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINT. (121-005) DATE: 12/9/2011

CURRENT POSITION TITLE: MAINTENANCE III CURRENT SLOT #: 0073

REQUESTED POSITION TITLE:

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

$ 33,600.00	$ 0	$ (33,600.00)
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Upon evaluation of the department it is determined that this position be deleted to provide funding to create positions that are cost efficient to assist the Department with the high demand of workload.

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

POSITION RECLASSIFICATION: 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	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES	NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	✓	YES	NO
4.	COMMISSONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINT. (121-005) DATE: 12/9/2011

CURRENT POSITION TITLE: CLERK I CURRENT SLOT #: 0099

REQUESTED POSITION TITLE:

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

$ 21,164.00	$ 0	$ (21,164.00)
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

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

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

Upon evaluation of the department it is determined that this position be deleted in order to provide funding to create positions that are cost efficient to assist the Department with the high demand of workload.

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

POSITION RECLASSIFICATION: 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	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES	NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	✓	YES	NO
4.	COMMISSONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINT. (121-005) DATE: 12/9/2011

CURRENT POSITION TITLE: CURRENT SLOT #: 0126-0130

REQUESTED POSITION TITLE: MAINTENANCE II

REQUEST FOR:

[X] New Position [ ] Temporary Position [ ] Position Reclassification* [ ] Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00	$ 21,653.00 x 5	$ 108,265.00
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[X] Other FUNDS FROM DELETION OF POSITIONS

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Upon evaluation of the Department we are proposing to create Maintenance II positions in order to be cost efficient in assisting with the high demand of workload for the Department.

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

POSITION RECLASSIFICATION: 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	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2. HUMAN RESOURCES DIRECTOR	12/14/2011 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4. COMMISSONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 1 ROAD MAINT. (121-005) DATE: 12/9/2011

CURRENT POSITION TITLE: CURRENT SLOT #: 0131

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

[X] New Position [ ] Temporary Position [ ] Position Reclassification* [ ] Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00	$ 12,000.00	$ 12,000.00
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[X] Other From deletion of positions (est. actual expense based on 20hrs/wk for approx. 52 wks. @ 11.5385/hr = $12,000)

POSITION Type:

Full Time Employee Object 113 [ ] Part Time Employee Object 114 [X] $11.5385 Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ 11.5385/Hr. x 1040 hrs/yr = $12,000.00 Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

The Department is in need of a part-time clerical position to assist the full-time staff with clerical office workload duties.

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

POSITION RECLASSIFICATION: 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	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES	NO
2.	HUMAN RESOURCES DIRECTOR	12/14/2011 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/14/2011 Date	BUDGET PROCEDURES COMPLETED	✓	YES	NO
4.	COMMISSONERS' COURT APPROVAL	Date				

AI-30216 **19. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Commissioner Precinct No. 3 **Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

1. Approval of the following personnel actions, effective 01/01/2012:

Action	Department/Program	Position Title	Slot No.	Budgeted Salary
Delete	Sanitation (123-001)	Truck Driver III	0009	$28,000.00
Delete	Drainage Improvement Project (123-049)	Pipe Layer/ Fitter	0013	$27,000.00
Delete	Rd. Maintenance (123-005)	Heavy Equipment Operator III	0025	$29,852.00
Create	Rd. Maintenance (123-005)	Truck Driver III	0084	$32,000.00

2. Approval to transfer the following positions and employees, effective 01/01/2012:

		From		To		
Emp. No.	Position Title	Pgm.	Slot No.	Pgm.	Slot No.	Budgeted Salary
152951	Office Clerk	Rd Maintenance	0029	Drainage Imprv. Proj.	0016	29,040.00
150029	Maintenance III	Rd Maintenance	0052	Drainage Imprv. Proj.	0017	28,000.00
160776	Truck Driver I	Rd Maintenance	0045	Drainage Imprv. Proj.	0018	32,000.00
171549	Excavator/ Heavy Equipment Operator	Drainage Imprv. Proj.	0009	Rd Maintenance	0085	40,425.00
147966	Maintenance I	Sanitation	0029	Rd Maintenance	0086	24,880.00
060836	Truck Driver III	Rd Maintenance	0036	Sanitation	0040	32,000.00

3. Approval of revised salary schedules.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** See below

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

BUDGETARY IMPACT:

PCT. 3 SANITATION
2-1100-432-00-123-001-0
No budgetary impact.

PCT. 3 RD MAINTENANCE
2- 1200-431-00-123-005-0-XXX
No budgetary impact, available funds will be transferred to Pct. 3 Sanitation to fund Truck Driver III & Office Clerk positions (slot no's 0038 & 0039)

DRAIN IMPRV PRJ
2-1200-431-00-123-049-0-XXX
funding for positions placed thru emergency transfer.

Attachments

Job Descriptions
PARS
FISCAL NOTE
REVISED SALARY SCH.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/16/2011 09:37 AM
Sylvia Solis	Sylvia Solis	12/22/2011 08:37 AM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Rosie Cantu Started On: 12/15/2011 02:57 PM

Final Approval Date: 12/22/2011

HIDALGO COUNTY

DRAINAGE IMPROVEMENT PROJECT

Job Title: Pipe Layer/Fitter **FLSA: Non-Exempt**

Dept No: 121-124 **Civil Service: Non-Exempt**

SUMMARY:

Employee will be laying storm drain pipe in the County's drainage easements.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Perform maintenance duties as directed.
- Trimming; mowing grass and brush along drain ditch and guard rails.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

- High school diploma or GED preferred.
- Bilingual preferred.
- Two (2) to three (3) years experience laying storm drain lines.
- Must be able to read blueprints and cut sheets.
- Must be able to use laser level equipment.
- Must be able to read tape measures and angles.
- Must be able to set box and grade inlets.
- Have experience in concrete work.

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:

- Must be able to work extended hours during emergency circumstances; related to weather conditions.
- Will be exposed to environmental elements/weather while working.
- Must be able to sustain 6-7 hours of continuous work requiring sitting for long periods of time.
- Being able to endure tractor motion, exposure to noise, dust and dirt and working in high places.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:
Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:
Required to follow all department's safety regulations.

HIDALGO COUNTY
SANITATION/LANDFILL

Job Title:	**Truck Driver III**	**FLSA Status:**	**Non-Exempt**
Dept No:	**121-124**	**Civil Service Status:**	**Non-Exempt**

SUMMARY:
Drives and insures proper maintenance of large-class trucks and various other equipment. This is a responsible position that may involve minimal instruction or supervision. This is a skilled labor involved in the operation of large-class trucks within the county

ESSENTIAL DUTIES AND RESPONSIBILITES:
- Ability to operate large class trucks, pick up truck, dump truck, water truck, tractor, sedan, flat bed truck, roll off container and road patching truck.
- Ability to operate other heavy equipment such as backhoes, front-end loaders, compactors.
- Loads truck; hauls dirt, gravel, caliche, water, garbage or other materials and equipment to designated areas and unloads truck.
- Ability to operate generators, pumps, hand tools and a 2-way radio.
- Maintains vehicle in ready working condition, including fuel, proper lubrication and cleaning.
- Examines vehicles for needed repairs and routine maintenance and reports necessary repairs.
- Ability to operate and maintain maintenance equipment that is used during projects including brush pickups, or clearing of drainage ditches.
- Ability to work effectively and cooperatively with other crewmembers.
- Regular attendance is a must.
- Ability to work well with others.

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

EDUCATION and/or EXPERIENCE
- High School diploma or General Education Degree (GED); or
- Ability to read and write English.
- Employee must have at least five (5) years experience as a heavy class truck driver.

CERTIFICATES, LICENSES, REGISTRATIONS
- 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

- Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of large class trucks.
- Sufficient skills to operate equipment effectively and safely.
- Ability to perform strenuous work in the outdoors.
- Ability to understand and follow oral instructions.
- Possess basic knowledge of minor repairs and adjustments.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s.
- Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Bilingual ability (Spanish and English) with the ability to converse in both languages, preferred.
- Must be able to perform duties of Truck Driver I and II.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

The noise level in the work environment is usually moderate;

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

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others;
- working in a multi-task environment;

Maintain effective audio-visual discrimination and perception needed for:

- making observations;
- reading and writing;
- operating assigned equipment;
- communicating with others;

ACCIDENT PREVENTION PROGRAM:
Required to follow all department's safety regulations;

HEAVY EQUIPMENT OPERATOR III

GRADE: 07

GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (senior-level) construction and maintenance work. Work involves the specialized operation of heavy and light equipment used for repair, maintenance, and construction programs. May plan, 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

Operates a variety of types of gasoline and diesel equipment and light and heavy equipment involved in construction and maintenance projects, such as graders, backhoes, front-end loaders, forklifts, dump trucks, or related equipment

Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours, and project status

Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions

Performs general maintenance/manual labor as required

Performs traffic control set up on job sites to ensure safe working environments

Reports and/or repairs malfunctions on light and heavy equipment

May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones

May assist during emergency situations such as floods, severe weather, and accidents

May be required to read and interpret blueprints, drawings, and specifications for road or other construction

May lead crew at job sites to ensure a safe working environment and provide on-site supervision of crew task performance

May plan, assign, and/or supervise the work of others

Ability to work effectively and cooperatively with other crewmembers

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of related experience. Graduation from a high school or equivalent is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of construction maintenance, repair, and operation of light and heavy equipment, including vehicles

Ability to maintain records of materials, supplies, time, and work performed; to work effectively with the public; to train others; and plan, assign, and/or supervise the work of others

Registration, Certification, and Licensure

May be required to be licensed in a specialty area

May require a valid Texas driver's license and/or commercial 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
- 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

ROAD & BRIDGE

Job Title: Truck Driver III | FLSA Status: Non-Exempt

Dept No: 121-124 | Civil Service Status: Non-Exempt

General Job Description:

Performs highly complex motor vehicle operations work. Work involves operating and maintaining a variety of large class trucks and related equipment. Work also involves the transporting of cargo and materials. Incumbent may supervise the work of others. Incumbent also works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED:

1. Operates motor vehicles such a pickup trucks, dump trucks, water trucks, tractors, automobiles, flat bed trucks, roll off container and road patching trucks.
2. Determines the most practical routes to the traveled considering the safety, economy, and load limits over roads, highways, and bridges.
3. Prepares or oversees the preparation of records pertaining to vehicle operation and conducts safety checks of vehicle and cargo before departure and at regular intervals in transit.
4. Maintains vehicles in ready working condition, including fuel, lubrication, and cleaning.
5. Examines vehicles for needed maintenance and repairs and reports the identification of needed repairs.
6. May operate vehicle power lift gates, manual hydraulic fork lifts, and dollies.
7. Loads and unloads trucks, hauls dirt, gravel, caliche, water, garbage, or other materials and equipment to designated areas.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to operate large class vehicle (trucks and equipment).
2. Ability to operate heavy equipment, such as backhoes, front-end loaders, and compactors.
3. Ability to operate generator, pumps, hand tools and 2-way radios.
4. Knowledge of motor vehicle operations, cargo loading and unloading methods.
5. Knowledge of traffic regulations and federal motor carrier safety regulations.
6. Ability to obey traffic laws and to follow safe practices in loading and unloading cargo.
7. Ability to perform strenuous work, both indoors or outdoors.
8. Ability to communicate in English and Spanish.
9. Ability to deal with and solve problems, apply common sense and carry out written or oral instructions.
10. Employee may be assigned other related duties in addition to those listed. Duties may change according to the changing needs of the County.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

1. High School diploma or General Equivalency Diploma (GED).
2. Ability to read and write English.
3. Employee must have at least five (5) years experience as a heavy class truck driver.

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Employee must have a current valid Texas Motor Vehicle Operator's License. A Commercial Driver's License is preferred or may be required.
2. Must be able to be insured by the County's Insurance carrier;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

Must be able to perform heavy manual labor outdoors, within a five (5) day forty (40) hour week, with exposure to hazards and conditions involving extremes of heat and cold.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

1. Sitting for extended periods of time.
2. Operating assigned equipment.

ACCIDENT PREVENTION PROGRAM:

Required to follow all County and Precinct safety regulations.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT 3 DRAIN IMPRV PRJ (123-049) DATE: 11/9/2011

CURRENT POSITION TITLE: PIPE LAYER/FITTER CURRENT SLOT #: 0013

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

$ 27,000.00	$ 0.00	$ (27,000.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other FUNDS AVAILABLE FROM DELETION OF POSITION

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Position no longer needed

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

POSITION RECLASSIFICATION: 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	12-13-2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑	YES	☐ NO
2.	Esthela Conty by Rhonda Lyn HUMAN RESOURCES DIRECTOR	12-27-11 Date	PERSONNEL PROCEDURES COMPLETED	☑	YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	☑	YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: COMMISSIONER PCT NO. 3 (123-001 Sanitation) **DATE:** 11/30/11

CURRENT POSITION TITLE: TRUCK DRIVER III **CURRENT SLOT. #:** 0009

REQUESTED POSITION TITLE: N/A
(For new positions or reclassifications)

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: $ 28,000.00 (Current Budgeted Salary) $ -0- (Proposed Budgeted Salary) $ (28,000.00) (Net Change)

Position to be funded from one of the following:

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

☑ Other Funds from deleted position will help cover the salary of new Truck Driver IV position, slot no. 0038.

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)

This position not needed

NEW POSITION: Bnef 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	12-13-11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	12-27-11 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 RD MAINTENANCE (123-005) DATE: 12/19/2011

CURRENT POSITION TITLE: HEAVY EQUIPMENT OPERATOR III CURRENT SLOT #: 0025

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

$ 29,852.00 (Current G&S/ Budgeted Salary) $ 0.00 (Proposed G&S/ Budgeted Salary) $ (29,852.00) (Net Change)

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

This position is no longer needed

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

POSITION RECLASSIFICATION: 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.	[signature] DEPARTMENT HEAD	12-20-2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑	YES	☐ NO
2.	[signature] HUMAN RESOURCES DIRECTOR	12-27-11 Date	PERSONNEL PROCEDURES COMPLETED	☑	YES	☐ NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 Date	BUDGET PROCEDURES COMPLETED	☑	YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: PCT. 3 RD MAINTENANCE (123-005) DATE: 12/19/2011

CURRENT POSITION TITLE: N/A CURRENT SLOT #: 0084

REQUESTED POSITION TITLE: TRUCK DRIVER III

REQUEST FOR:

[X] New Position [ ] Temporary Position [ ] Position Reclassification* [ ] Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00 Current G&S/ Budgeted Salary $ 32,000.00 Proposed G&S/ Budgeted Salary $ 32,000.00 Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

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

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

This position is needed, it will require a CDL-A license. The regional position will require more experience as well as operating other equipment (trailers, hauling equipment, etc.)

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

POSITION RECLASSIFICATION: 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	12-20-2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑	YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	12-27-11 Date	PERSONNEL PROCEDURES COMPLETED	☑	YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22-2011 Date	BUDGET PROCEDURES COMPLETED	☑	YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

Hidalgo County
Department of Budget & Management
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

Agenda Item: 30216

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
COMMISSIONER PCT NO. 3- DRAIN IMP (1200):
Approval of the following deletions, creations and transfer of positions, effective 01/01/2012:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1200	PIPE LAYER/ FITTER	0013	113	-	-	27,000.00	-	-	0.00	(27,000.00)
1200	EXCAVATOR/ HEAVY EQUIPMENT OPERATOR	0009	113	-	-	40,425.00	-	-	0.00	(40,425.00)
1200	OFFICE CLERK	0016	113	-	-	0.00	-	-	29,040.00	29,040.00
1200	MAINTENANCE III	0017	113	-	-	0.00	-	-	28,000.00	28,000.00
1200	TRUCK DRIVER I	0018	113	-	-	0.00	-	-	32,000.00	32,000.00
			115	-	-	0.00	-	-	360.00	360.00
						67,425.00			89,400.00	21,975.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)	AMOUNT
2-1200-431-00-123-049-0-	113	PCT3 DRAIN IMP REG F/T EMPLOYEES	$21,615.00
2-1200-431-00-123-049-0-	115	PCT3 DRAIN IMP LONGEVITY PAY	$360.00
2-1200-431-00-123-049-0-	211	PCT3 DRAIN IMP HEALTH INSURANCE	$4,164.00
2-1200-431-00-123-049-0-	212	PCT3 DRAIN IMP LIFE INSURANCE	$27.00
2-1200-431-00-123-049-0-	220	PCT3 DRAIN IMP FICA	$1,708.63
2-1200-431-00-123-049-0-	230	PCT3 DRAIN IMP RETIREMENT	$2,222.33
2-1200-431-00-123-049-0-	250	PCT3 DRAIN IMP UNEMPLOYMENT COMP	$111.68
2-1200-431-00-123-049-0-	260	PCT3 DRAIN IMP WORKER'S COMP	$0.00
		2012 BUDGETARY IMPACT:	$30,208.64

2013 Budgetary Impact: **$30,208.64**

Possible Funding Sources: **WITHIN DEPT'S BUDGET (EMERGENCY TRANSFER)**

Comments:

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: 30216

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
COMMISSIONER PCT NO. 3- SANITATION (1100):
Approval of the following deletions, creations and transfer of positions, effective 01/01/2012:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	TRUCK DRIVER III	0009	113	-	-	28,000.00	-	-	0.00	(28,000.00)
1100	MAINTENANCE I	0029	113	-	-	24,880.00	-	-	0.00	(24,880.00)
1100	TRUCK DRIVER III	0040	113	-	-	0.00	-	-	32,000.00	32,000.00
			115	-	-	0.00	-	-	900.00	900.00
						52,880.00			32,900.00	(19,980.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)	AMOUNT
2-1100-432-00-123-001-0-	113	SANITAT. PCT.3- REG F/T EMPLOYEES	($20,880.00)
2-1100-432-00-123-001-0-	115	SANITAT. PCT.3- LONGEVITY	$900.00
2-1100-432-00-123-001-0-	211	SANITAT. PCT.3- HEALTH INSURANCE	($4,164.00)
2-1100-432-00-123-001-0-	212	SANITAT. PCT.3- LIFE INSURANCE	($27.00)
2-1100-432-00-123-001-0-	220	SANITAT. PCT.3- FICA	($1,528.47)
2-1100-432-00-123-001-0-	230	SANITAT. PCT.3- RETIREMENT	($1,988.01)
2-1100-432-00-123-001-0-	250	SANITAT. PCT.3- UNEMPLOYMENT COMP	($99.90)
2-1100-432-00-123-001-0-	260	SANITAT. PCT.3- WORKER'S COMP	$0.00
		2012 BUDGETARY IMPACT:	($27,787.38)

2013 Budgetary Impact: **($27,787.38)**

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

Comments:

AVAILABLE FUNDS TO BE USED TO PARTIALLY FUND TRUCK DRIVER III & OFFICE CLERK POSITIONS.
(SLOT NO'S 0038 & 0039) REFER TO AGENDA ITEM NO. 29859.

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: 30216

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
COMMISSIONER PCT NO. 3- ROAD MAINTENANCE (1200):
Approval of the following deletions, creations and transfer of positions, effective 01/01/2012:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1200	HEAVY EQUIPMENT OPERATOR III	0025	113	-	-	29,852.00	-	-	0.00	(29,852.00)
1200	TRUCK DRIVER III	0084	113	-	-		-	-	32,000.00	32,000.00
1200	OFFICE CLERK	0029	113	-	-	29,040.00	-	-	0.00	(29,040.00)
1200	MAINTENANCE III	0052	113	-	-	28,000.00	-	-	0.00	(28,000.00)
1200	TRUCK DRIVER I	0045	113	-	-	32,000.00	-	-	0.00	(32,000.00)
1200	TRUCK DRIVER III	0036	113	-	-	32,000.00	-	-	0.00	(32,000.00)
1200	EXCAVATOR/ HEAVY EQUIPMENT OPERATOR	0084	113	-	-	0.00	-	-	40,425.00	40,425.00
1200	MAINTENANCE I	0085	113	-	-	0.00	-	-	24,880.00	24,880.00
						150,892.00			97,305.00	(53,587.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2-1200-431-00-123-005-0- 113	PCT. 3 RD MAIN REG F/T EMPLOYEES	($53,587.00)
2-1200-431-00-123-005-0- 115	PCT. 3 RD MAIN LONGEVITY PAY	($1,260.00)
2-1200-431-00-123-005-0- 211	PCT. 3 RD MAIN HEALTH INSURANCE	($8,328.00)
2-1200-431-00-123-005-0- 212	PCT. 3 RD MAIN LIFE INSURANCE	($54.00)
2-1200-431-00-123-005-0- 220	PCT. 3 RD MAIN FICA	($4,195.80)
2-1200-431-00-123-005-0- 230	PCT. 3 RD MAIN RETIREMENT	($5,457.28)
2-1200-431-00-123-005-0- 250	PCT. 3 RD MAIN UNEMPLOYMENT COMP	($274.24)
2-1200-431-00-123-005-0- 260	PCT. 3 RD MAIN WORKER'S COMP	$0.00
	2012 BUDGETARY IMPACT:	($73,156.32)

2013 Budgetary Impact: **($73,156.32)**

Possible Funding Sources: **NO BUDGETARY IMPACT/ COST SAVINGS**
(PENDING APPROVAL OF INTERFUND TRANSFER - SEE COMMENTS BELOW)

Comments:

AVAILABLE FUNDS TO BE USED TO FUND TRUCK DRIVER III & OFFICE CLERK POSITIONS.
(SLOT NO'S 0038 & 0039) REFER TO AGENDA ITEM NO. 29859.

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-123-049-0

AI - 30216

PCT 3 DRAIN IMPRV PRJ

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	DIRECTOR OF OPERATIONS				$68,250.00	$68,250.00	$0.00	$0.00	$0.00	$0.00	$0.00	$68,250.00
0002	113	BACKHOE/ HEAVY EQUIPMENT OPERATOR				$32,640.00	$32,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,640.00
0003	113	HEAVY EQUIPMENT OPERATOR III				$32,640.00	$32,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,640.00
0004	113	HEAVY EQUIPMENT OPERATOR III				$32,640.00	$32,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,640.00
0005	113	BULLDOZER/HEAVY EQUIPMENT OPERATOR				$32,640.00	$32,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,640.00
0006	113	TRUCK DRIVER III				$29,756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	TRUCK DRIVER III				$29,756.00	$29,756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,756.00
0008	113	TRUCK DRIVER III				$29,756.00	$29,756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,756.00
		TRANSFER-OUT THE FOLLOWING POSITION:											
~~0009~~	~~113~~	~~EXCAVATOR/HEAVY EQUIPMENT OPERATOR~~				~~$40,425.00~~	~~$40,425.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$40,425.00~~
0011	113	LABORER-DRAINAGE/CONSTRUCTION				$24,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	PIPE LAYER/FITTER				$27,000.00	$27,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,000.00
		DELETE THE FOLLOWING POSITION:											
~~0013~~	~~113~~	~~PIPE LAYER/FITTER~~				~~$27,000.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0014	113	ASSISTANT DIRECTOR OF CONSTRUCTION				$48,000.00	$48,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$48,000.00
0015	113	PIPE LAYER/FITTER				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
		TRANSFER-IN THE FOLLOWING POSITIONS:											
0016	**113**	**OFFICE CLERK**				**$29,040.00**	**$29,040.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$29,040.00**
0017	**113**	**MAINTENANCE III**				**$28,000.00**	**$28,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$28,000.00**
0018	**113**	**TRUCK DRIVER I**				**$32,000.00**	**$32,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$32,000.00**
				TOTAL	$0.00	$258,322.00	$228,566.00	$0.00	$0.00	$0.00	$0.00	$30,216.00	$228,566.00

Approval to delete one Pipe Layer/ Fitter position, slot no. 0013, budgeted salary, $27,000.00
Approval to transfer the above highlighted positions.
PERSONNEL ACTION PENDING CC APPROVAL.

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-432-00-123-001-0

AI - 30216

SANITATION PCT. 3

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	SANIT DIRECTOR				$48,300.00	$48,300.00	$360.00	$0.00	$0.00	$0.00	$0.00	$48,660.00
0004	113	HEAVY EQUIPMENT OPERATOR II				$28,000.00	$28,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$28,660.00
0005	113	HEAVY EQUIPMENT OPERATOR II				$28,000.00	$28,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$28,660.00
0006	113	SUPERVISOR				$30,000.00	$30,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$30,660.00
0007	113	TRUCK DRIVER III				$32,000.00	$32,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,000.00
0008	113	TRUCK DRIVER III				$32,000.00	$32,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,000.00
~~0009~~	~~113~~	**DELETE THE FOLLOWING POSITION:** ~~TRUCK DRIVER III~~				~~$28,000.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0011	113	TRUCK DRIVER III				$32,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	MAINTENANCE I				$28,000.00	$28,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$28,360.00
0013	113	MAINTENANCE I				$28,000.00	$28,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$28,360.00
0014	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0015	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0016	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0017	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0018	113	TRUCK DRIVER III				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0019	113	TRUCK DRIVER III				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0020	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0021	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0023	113	TRUCK DRIVER III				$26,144.00	$26,144.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,144.00
0024	113	TRUCK DRIVER III				$26,144.00	$26,144.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,144.00
0026	113	MAINTENANCE I				$24,880.00	$24,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,880.00
0027	113	MAINTENANCE I				$24,880.00	$24,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,880.00
0028	113	MAINTENANCE I				$24,880.00	$24,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,880.00
~~0029~~	~~113~~	**TRANSFER-OUT THE FOLLOWING POSITION:** ~~MAINTENANCE I~~				~~$24,880.00~~	~~$24,880.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$24,880.00~~
0030	113	MAINTENANCE I				$24,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0031	113	MAINTENANCE I				$24,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-432-00-123-001-0

AI - 30216

SANITATION PCT. 3

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0032	113	MAINTENANCE I				$28,000.00	$28,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,300.00
0033	113	HEAVY EQUIPMENT OPERATOR III				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0034	113	MAINTENANCE II				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0035	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0036	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0037	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0038	113	TRUCK DRIVER III				$32,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0039	113	OFFICE CLERK				$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		TRANSFER-IN THE FOLLOWING POSITION:											
0040	**113**	**TRUCK DRIVER III**				**$32,000.00**	**$32,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
					TOTAL	$971,868.00	$830,108.00	$3,360.00	$0.00	$0.00	$0.00	$0.00	$801,468.00

Approval to delete one Truck Driver III position, slot no. 0009, budgeted salary, $28,000.00
Approval to transfer the above highlighted positions.
PERSONNEL ACTION PENDING CC APPROVAL.

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-123-005-0

AI - 30216

PCT 3 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	CHIEF ADMINISTRATOR				$84,357.00	$84,357.00	$420.00	$0.00	$0.00	$0.00	$0.00	$84,777.00
0002	113	COORDINATOR				$80,982.00	$80,982.00	$1,324.79	$0.00	$0.00	$0.00	$0.00	$82,306.79
0003	113	EXECUTIVE ASST				$62,986.00	$62,986.00	$612.95	$0.00	$0.00	$0.00	$0.00	$63,598.95
0004	113	FIELD OPERATIONS DIRECTOR				$60,737.00	$60,737.00	$960.00	$0.00	$0.00	$0.00	$0.00	$61,697.00
0005	113	ASSISTANT FIELD OPERATIONS DIRECTOR				$54,600.00	$54,600.00	$485.87	$0.00	$0.00	$0.00	$0.00	$55,085.87
0006	113	ASSISTANT FIELD OPERATIONS DIRECTOR				$51,739.00	$51,739.00	$0.00	$0.00	$0.00	$0.00	$0.00	$51,739.00
0007	113	ADMIN AIDE				$45,443.00	$45,443.00	$420.00	$0.00	$0.00	$0.00	$0.00	$45,863.00
0008	113	PAVING SUPVSR				$43,363.00	$43,363.00	$540.00	$0.00	$0.00	$0.00	$0.00	$43,903.00
0009	113	COMM LIAISON				$41,081.00	$41,081.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,081.00
0010	113	MECHANIC III				$42,000.00	$42,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$42,660.00
0011	113	MAINTENANCE III				$37,800.00	$37,800.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,340.00
0013	113	HEAVY EQUIPMENT OPERATOR III				$33,600.00	$33,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,600.00
0014	113	HEAVY EQUIPMENT OPERATOR III				$33,600.00	$33,600.00	$900.00	$0.00	$0.00	$0.00	$0.00	$34,500.00
0015	113	HEAVY EQUIPMENT OPERATOR III				$33,600.00	$33,600.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$34,860.00
0016	113	HEAVY EQUIPMENT OPERATOR II				$33,600.00	$33,600.00	$780.00	$0.00	$0.00	$0.00	$0.00	$34,380.00
0017	113	HEAVY EQUIPMENT OPERATOR II				$33,600.00	$33,600.00	$420.00	$0.00	$0.00	$0.00	$0.00	$34,020.00
0018	113	HEAVY EQUIPMENT OPERATOR II				$33,600.00	$33,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,600.00
0019	113	HEAVY EQUIPMENT OPERATOR II				$33,600.00	$33,600.00	$960.00	$0.00	$0.00	$0.00	$0.00	$34,560.00
0020	113	HEAVY EQUIPMENT OPERATOR II				$33,600.00	$33,600.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,200.00
0022	113	HEAVY EQUIPMENT OPERATOR III				$33,600.00	$33,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,600.00
0023	113	TRUCK DRIVER II				$32,000.00	$32,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,000.00
0024	113	SUPERVISOR				$35,700.00	$35,700.00	$780.00	$0.00	$0.00	$0.00	$0.00	$36,480.00
		DELETE THE FOLLOWING POSITION:											
~~0025~~	~~113~~	~~HEAVY EQUIPMENT OPERATOR III~~				~~$29,852.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0026	113	TRUCK DRIVER II				$32,000.00	$32,000.00	$720.00	$0.00	$0.00	$0.00	$0.00	$32,720.00
0027	113	TRUCK DRIVER II				$32,000.00	$32,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$32,420.00
		TRANSFER-OUT THE FOLLOWING POSITION:											
~~0029~~	~~113~~	~~OFFICE CLERK~~				~~$29,040.00~~	~~$29,040.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$29,040.00~~
0030	113	MECHANIC II				$28,796.00	$28,796.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,796.00
0031	113	INVOICE CLERK				$28,484.00	$28,484.00	$331.03	$0.00	$0.00	$0.00	$0.00	$28,815.03
0032	113	TRUCK DRIVER II				$32,000.00	$32,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$32,360.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-123-005-0

AI - 30216

PCT 3 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0033	113	TRUCK DRIVER III				$32,000.00	$32,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,300.00
0034	113	TRUCK DRIVER II				$32,000.00	$32,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,660.00
0035	113	TRUCK DRIVER II				$32,000.00	$32,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,660.00
~~0036~~	~~113~~	TRANSFER-OUT THE FOLLOWING POSITION: ~~TRUCK DRIVER III~~				~~$32,000.00~~	~~$32,000.00~~	~~$900.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$32,900.00~~
0037	113	MAINTENANCE II				$28,366.00	$28,366.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,366.00
0038	113	MAINTENANCE II				$28,186.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0039	113	TRUCK DRIVER I				$33,600.00	$33,600.00	$660.00	$0.00	$0.00	$0.00	$0.00	$34,260.00
0040	113	MAINTENANCE I				$30,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0041	113	TRF SA/SPC II				$28,116.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0042	113	MAINTENANCE I				$28,000.00	$28,000.00	$780.00	$0.00	$0.00	$0.00	$0.00	$28,780.00
0043	113	HEAVY EQUIPMENT OPERATOR III				$28,000.00	$28,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$28,660.00
0044	113	TRUCK DRIVER I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
~~0045~~	~~113~~	TRANSFER-OUT THE FOLLOWING POSITION: ~~TRUCK DRIVER I~~				~~$32,000.00~~	~~$32,000.00~~	~~$360.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$32,360.00~~
0046	113	MAINTENANCE III				$28,000.00	$28,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,300.00
0047	113	TRUCK DRIVER II				$32,000.00	$32,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,000.00
0049	113	TRF SA/SPC II				$28,000.00	$28,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$28,420.00
0050	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0051	113	MAINTENANCE I				$28,000.00	$28,000.00	$480.00	$0.00	$0.00	$0.00	$0.00	$28,480.00
~~0052~~	~~113~~	TRANSFER-OUT THE FOLLOWING POSITION: ~~MAINTENANCE III~~				~~$28,000.00~~	~~$28,000.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$28,000.00~~
0053	113	CUSTODIAN				$28,000.00	$28,000.00	$540.00	$0.00	$0.00	$0.00	$0.00	$28,540.00
0054	113	HEAVY EQUIPMENT OPERATOR II				$28,000.00	$28,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,300.00
0055	113	MAINTENANCE I				$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0056	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0057	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-123-005-0

AI - 30216

PCT 3 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0058	113	MAINTENANCE I				$28,000.00	$28,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,300.00
0059	113	MAINTENANCE I				$28,000.00	$28,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,300.00
0060	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0061	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0062	113	MAINTENANCE I				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0063	113	TIRE REPAIR				$30,000.00	$30,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,000.00
0067	113	WELDER				$32,760.00	$32,760.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,760.00
T070	121	OFFICE CLERK				$18,720.00	$18,720.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,720.00
T071	121	OFFICE CLERK				$18,720.00	$18,720.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,720.00
0072	113	HEAVY EQUIPMENT OPERATOR III				$33,600.00	$33,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,600.00
0074	113	HEAVY EQUIPMENT OPERATOR III				$28,000.00	$28,000.00	$720.00	$0.00	$0.00	$0.00	$0.00	$28,720.00
0075	113	HEAVY EQUIPMENT OPERATOR III				$33,600.00	$33,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,600.00
0076	113	TRUCK DRIVER III				$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0077	113	HUMAN RESOURCES COORDINATOR II				$42,000.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,000.00
0078	113	MAINTENANCE II				$32,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0079	113	ASSISTANT FIELD OPERATIONS DIRECTOR				$51,739.00	$51,739.00	$0.00	$0.00	$0.00	$0.00	$0.00	$51,739.00
0080	113	HEAVY EQUIPMENT OPERATOR I				$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0081	113	HEAVY EQUIPMENT OPERATOR I				$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0082	113	RIGHT OF WAY AGENT V				$54,526.00	$54,526.00	$0.00	$0.00	$0.00	$0.00	$0.00	$54,526.00
0083	113	RIGHT OF WAY AGENT V				$62,475.00	$62,475.00	$0.00	$0.00	$0.00	$0.00	$0.00	$62,475.00
0084	**113**	**CREATE THE FOLLOWING POSITION: TRUCK DRIVER III**				**$32,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
0085	**113**	**TRANSFER-IN THE FOLLOWING POSITIONS: EXCAVATOR/ HEAVY EQUIPMENT OPERATOR**				**$40,425.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
0086	**113**	**MAINTENANCE I**				**$24,880.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
					TOTAL	$2,651,073.00	$2,377,614.00	$21,834.64	$0.00	$0.00	$0.00	$0.00	$2,399,448.64

Approval to transfer the above highlighted positions.
PERSONNEL ACTION PENDING CC APPROVAL.

AI-30325 **19. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: COMM. PCT. #3

Information

CAPTION

Pct. 3 Rd Maintenance (1100):
1. Discussion, consideration and approval to extend the following temporary positions approved in 2011 and needed in 2012:

Slot No.	Position Title	Budgeted Salary
T070	Office Clerk	18,720.00
T071	Office Clerk	18,720.00

2. Approval of intradepartmental transfer.

BACKGROUND

Attachments

Fiscal Note
Job Description
Transfer
PARS

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/22/2011 03:51 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/22/2011 02:16 PM

Final Approval Date: 12/22/2011

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: 30325

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
PCT 3 ROAD MAINTENANCE (1200):
Approval to extend the following 2 (two) temporary full time Office Clerk positions:

Fund	Position	Slot #	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	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
					TOTAL:	0.00	37,440.00	37,440.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
2-1200-431-00-123-005-0- 121	PCT 3 ROAD MAINTENANCE-	TEMP F/T EMPLOYEES	$18,648.28
2-1200-431-00-123-005-0- 211	PCT 3 ROAD MAINTENANCE-	HEALTH INSURANCE	-
2-1200-431-00-123-005-0- 212	PCT 3 ROAD MAINTENANCE-	LIFE INSURANCE	-
2-1200-431-00-123-005-0- 220	PCT 3 ROAD MAINTENANCE-	FICA	$1,426.59
2-1200-431-00-123-005-0- 230	PCT 3 ROAD MAINTENANCE-	RETIREMENT	-
2-1200-431-00-123-005-0- 250	PCT 3 ROAD MAINTENANCE-	UNEMPLOYMENT COMP	$93.24
2-1200-431-00-123-005-0- 260	PCT 3 ROAD MAINTENANCE-	WORKER'S COMP	-
		2012 Budgetary Impact	$20,168.11

2013 Budgetary Impact: N/A

Possible Funding Sources: WITHIN DEPT BUDGET- INTRADEPT TRANSFER

Budget Office Recommendation:

Hidalgo Co. Budget Office
2/3/2005

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;

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: December 20, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Comm. Precinct No. 3 Office

ACCOUNT NUMBER: 2-1200-431-00-123-005-0-XXX ROAD MAINTENANCE

SUBJECT: **Intradepartmental transfer(s)**

Contact: Rosie Cantu
Ph#: 292-7025 ext 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

FROM Object Code	Description	TO Object Code	Description	Amount
890	OTHER	121	TEMP F/T EMPLOYEES	$ 18,648.28
890	OTHER	220	FICA	$ 1,426.59
890	OTHER	250	UNEMPLOYMENT COMP	$ 93.24
			TOTAL	**$ 20,168.11**

REASON: TRANSFER TO FUND THE SALARY AND RELATED FRINGE BENEFITS FOR THE EXTENSION OF TWO (2) OFFICE CLERK POSITIONS, SLOT T070 & T071 FOR CALENDAR YEAR 2012.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

Form DBM-201

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Precinct #3 #123 **DATE:** 12-14-11

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

REQUESTED POSITION TITLE: Office Clerk Pc
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☑ Temporary Position ☐ Position Reclassification* ☑ Other Extension of Temporary Position Pc

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

POSITION SALARY REQUEST:

Salary Amount: $ -0- Pc (Current Budgeted Salary) $ 18,720.00 X 2 (Proposed Budgeted Salary) $ 37,440.00 (2X18,720.00) (Net Change)

Position to be funded from one of the following:

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

☒ Other Transfer from w/in dept. budget. Pc

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) 9.00 X 2080 = 18,720.00 Pc
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	☑ Pc	Exempt	☑
Non-Exempt	☐	Non-Exempt	☑ Pc
N/A	☐		

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

Will assist the office in different areas, temporary office help

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

Will perform some light clerical duties as needed in different areas, will answer incoming telephones call, will greet and director walk-in clients and/or other office duties as assigned

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

Job description attach

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	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

AI-30221 **20. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Pct. 4 Rd Maintenance (1200):
1. Approval to delete one (1) vacant full-time Program Manager position, slot no. 0071, budgeted salary $58,888.00, effective 01/01/2012.
2. Approval of the revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2- 1200-431-00-124-007-0-XXX

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

BUDGETARY IMPACT:

NO BUDGETARY IMPACT. (COST SAVINGS)

Attachments

Job Description
Revised salary schedule
fiscal note
PAR

Form Review

Inbox	Reviewed By	Date
Sylvia Solis (Originator)	Sylvia Solis	12/16/2011 01:09 PM
Budget & Management	Merlen P. Munoz	12/16/2011 01:47 PM
Rosalinda Cantu	Rosie Cantu	12/21/2011 02:07 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/15/2011 03:40 PM

Final Approval Date: 12/22/2011

PROGRAM MANAGER

GRADE: 16

GENERAL DESCRIPTION

Performs routine (journey-level) administrative and supervisory program work; Work involves assisting in establishing program goals and objectives; Assisting in developing program guidelines, procedures, policies, rules, and regulations; Assisting in developing schedules, priorities, and standards for achieving program goals; and assisting in evaluating program activities; Supervises the work of others; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the work of assigned program staff

Prepares and reviews reports on the effectiveness of program activities

Confers with staff on program issues and problems

Assists in planning, implementing, coordinating, monitoring, and evaluating programs

Assists in the development of program guidelines, procedures, policies, rules, and regulations; and monitors compliance with policies and procedures

Assists in the preparation of program budget requests

Assists in the preparation of training and operational manuals, educational materials, and information programs

Assists in conducting special investigations, program analyses, and research studies

May provide training or technical assistance in a program area

Supervises the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years experience in the administration of a program relevant to assignment; Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred; Experience and education may be substituted for one another. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of public administration and management

Ability to establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures, 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
- 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
2012 SALARY SCHEDULE

2-1200-431-00-124-007-0

AI - 30221

PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 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	$76,955.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$78,695.00
0002	113	FIXED ASSET MANAGER	$48,916.00	($810.00)	$48,106.00	0	$0.00	$0.00	$48,106.00	$48,106.00	$668.65	$0.00	$4,000.00	$0.00	$0.00	$52,775.00
0003	113	SP/PROJ COORD	$47,592.00	$0.00	$47,592.00	0	$0.00	$0.00	$47,592.00	$47,592.00	$1,135.78	$0.00	$0.00	$0.00	$0.00	$48,727.78
0004	113	ACCOUNTS PAYABLE SPECIALIST III	$42,428.00	$0.00	$42,428.00	0	$0.00	$0.00	$42,428.00	$42,428.00	$1,448.72	$0.00	$2,500.00	$0.00	$0.00	$46,376.72
0006	113	CHIEF ADMINISTRATOR	$37,500.00	$0.00	$37,500.00	0	$0.00	$0.00	$37,500.00	$37,500.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	$42,500.00
0007	113	HEAVY EQUIPMENT OPERATOR III	$42,588.00	$0.00	$42,588.00	0	$0.00	$0.00	$42,588.00	$42,588.00	$600.00	$0.00	$0.00	$0.00	$0.00	$43,188.00
0008	113	HEAVY EQUIPMENT OPERATOR III	$37,659.00	$0.00	$37,659.00	0	$0.00	$0.00	$37,659.00	$37,659.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$38,679.00
0009	113	MECHANIC III	$34,433.00	$0.00	$34,433.00	0	$0.00	$0.00	$34,433.00	$34,433.00	$660.00	$0.00	$0.00	$0.00	$0.00	$35,093.00
0010	113	HEAVY EQUIPMENT OPERATOR II	$32,837.00	$0.00	$32,837.00	0	$0.00	$0.00	$32,837.00	$32,837.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$34,337.00
0012	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,915.00
0013	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0014	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$30,695.00
0015	113	CLERK/RECEPTIONIST	$29,242.00	$0.00	$29,242.00	0	$0.00	$0.00	$29,242.00	$29,242.00	$480.00	$0.00	$1,500.00	$0.00	$0.00	$31,222.00
0016	113	TRUCK DRIVER II	$28,812.00	$0.00	$28,812.00	0	$0.00	$0.00	$28,812.00	$28,812.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,112.00
0017	113	TRF SA/SPC III	$28,771.00	$0.00	$28,771.00	0	$0.00	$0.00	$28,771.00	$28,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,771.00
0018	113	TRUCK DRIVER III	$28,529.00	$0.00	$28,529.00	0	$0.00	$0.00	$28,529.00	$28,529.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,529.00
0019	113	HEAVY EQUIPMENT OPERATOR I	$28,487.00	$0.00	$28,487.00	0	$0.00	$0.00	$28,487.00	$28,487.00	$600.00	$0.00	$0.00	$0.00	$0.00	$29,087.00
0020	113	HEAVY EQUIPMENT OPERATOR II	$28,398.00	$0.00	$28,398.00	0	$0.00	$0.00	$28,398.00	$28,398.00	$600.00	$0.00	$0.00	$0.00	$0.00	$28,998.00
0021	113	TRUCK DRIVER III	$28,320.00	$0.00	$28,320.00	0	$0.00	$0.00	$28,320.00	$28,320.00	$540.00	$0.00	$0.00	$0.00	$0.00	$28,860.00
0022	113	HEAVY EQUIPMENT OPERATOR II	$28,140.00	$0.00	$28,140.00	0	$0.00	$0.00	$28,140.00	$28,140.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,160.00
0023	113	HEAVY EQUIPMENT OPERATOR II	$27,706.00	$0.00	$27,706.00	0	$0.00	$0.00	$27,706.00	$27,706.00	$600.00	$0.00	$0.00	$0.00	$0.00	$28,306.00
0024	113	HEAVY EQUIPMENT OPERATOR II	$30,294.00	$0.00	$30,294.00	0	$0.00	$0.00	$30,294.00	$30,294.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,294.00
0025	113	MAINTENANCE III	$27,706.00	$0.00	$27,706.00	0	$0.00	$0.00	$27,706.00	$27,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,706.00
0026	113	MECHANIC I	$27,706.00	$0.00	$27,706.00	0	$0.00	$0.00	$27,706.00	$27,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,706.00
0027	113	TIRE REPAIR	$27,706.00	$0.00	$27,706.00	0	$0.00	$0.00	$27,706.00	$27,706.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,006.00
0028	113	HEAVY EQUIPMENT OPERATOR II	$27,413.00	$0.00	$27,413.00	0	$0.00	$0.00	$27,413.00	$27,413.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$28,553.00
0030	113	HEAVY EQUIPMENT OPERATOR II	$25,647.00	$0.00	$25,647.00	0	$0.00	$0.00	$25,647.00	$25,647.00	$480.00	$0.00	$0.00	$0.00	$0.00	$26,127.00
0031	113	MAINTENANCE II	$25,556.00	$0.00	$25,556.00	0	$0.00	$0.00	$25,556.00	$25,556.00	$600.00	$0.00	$0.00	$0.00	$0.00	$26,156.00
0032	113	HEAVY EQUIPMENT OPERATOR II	$24,829.00	$0.00	$24,829.00	0	$0.00	$0.00	$24,829.00	$24,829.00	$600.00	$0.00	$0.00	$0.00	$0.00	$25,429.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-124-007-0

AI - 30221

PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0034	113	HEAVY EQUIPMENT OPERATOR I	$24,829.00	$0.00	$24,829.00	0	$0.00	$0.00	$24,829.00	$24,829.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,829.00
0035	113	HEAVY EQUIPMENT OPERATOR II	$23,808.00	$0.00	$23,808.00	0	$0.00	$0.00	$23,808.00	$23,808.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,808.00
0036	113	HEAVY EQUIPMENT OPERATOR II	$26,308.00	$0.00	$26,308.00	0	$0.00	$0.00	$26,308.00	$26,308.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,308.00
0037	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0038	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0039	113	MAINTENANCE II	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0040	113	MAINTENANCE II	$24,845.00	$0.00	$24,845.00	0	$0.00	$0.00	$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00
0041	113	MAINTENANCE II	$24,845.00	$0.00	$24,845.00	0	$0.00	$0.00	$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00
0042	113	HEAVY EQUIPMENT OPERATOR I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0043	113	MAINTENANCE I	$24,845.00	$0.00	$24,845.00	0	$0.00	$0.00	$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00
0044	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0045	113	HEAVY EQUIPMENT OPERATOR II	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0046	113	HEAVY EQUIPMENT OPERATOR I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0047	113	HEAVY EQUIPMENT OPERATOR II	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0048	113	TRF SA/SPC II	$25,741.00	$0.00	$25,741.00	0	$0.00	$0.00	$25,741.00	$25,741.00	$960.00	$0.00	$0.00	$0.00	$0.00	$26,701.00
0049	113	TRAFFIC SAFETY SPECIALIST II/MAINTENANCE	$25,741.00	$0.00	$25,741.00	0	$0.00	$0.00	$25,741.00	$25,741.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,741.00
0050	113	CUSTODIAN	$23,030.00	$0.00	$23,030.00	0	$0.00	$0.00	$23,030.00	$21,028.80	$0.00	$0.00	$0.00	$0.00	$0.00	$21,028.80
0051	113	HEAVY EQUIPMENT OPERATOR II	$27,329.00	$0.00	$27,329.00	0	$0.00	$0.00	$27,329.00	$27,329.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,329.00
0054	113	DIESEL MECHANIC	$42,000.00	$0.00	$42,000.00	0	$0.00	$0.00	$42,000.00	$42,000.00	$840.00	$0.00	$0.00	$0.00	$0.00	$42,840.00
0055	113	ACCOUNTS PAYABLE SPECIALIST I	$28,000.00	$0.00	$28,000.00	0	$0.00	$0.00	$28,000.00	$28,000.00	$900.00	$0.00	$0.00	$0.00	$0.00	$28,900.00
0056	113	ACCOUNTS PAYABLE SPECIALIST I	$27,276.00	$0.00	$27,276.00	0	$0.00	$0.00	$27,276.00	$27,276.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,276.00
0058	113	MECHANIC II	$31,070.00	$0.00	$31,070.00	0	$0.00	$0.00	$31,070.00	$31,070.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,070.00
0059	113	GENERAL OPERATIONS MANAGER	$84,357.00	$0.00	$84,357.00	0	$0.00	$0.00	$84,357.00	$84,357.00	$420.00	$0.00	$0.00	$0.00	$0.00	$84,777.00
0060	113	TECHNICIAN III	$36,271.00	$0.00	$36,271.00	0	$0.00	$0.00	$36,271.00	$36,271.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,271.00
0061	113	DIRECTOR OF ROAD AND BRIDGE	$65,000.00	$0.00	$65,000.00	0	$0.00	$0.00	$65,000.00	$65,000.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$66,260.00
0062	113	FIELD OPERATIONS DIRECTOR II	$0.00	$70,277.00	$70,277.00	0	$0.00	$0.00	$70,277.00	$70,277.00	$0.00	$0.00	$8,723.00	$0.00	$0.00	$79,000.00
0063	113	ASSISTANT FIELD OPERATIONS DIRECTOR	$0.00	$65,974.00	$65,974.00	0	$0.00	$0.00	$65,974.00	$65,974.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$67,594.00
0064	113	ADMINISTRATIVE ASSISTANT IV	$0.00	$58,434.00	$58,434.00	0	$0.00	$0.00	$58,434.00	$58,434.00	$0.00	$0.00	$0.00	$0.00	$0.00	$58,434.00
0065	113	HEAVY EQUIPMENT OPERATOR II	$0.00	$31,500.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

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PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0066	113	HEAVY EQUIPMENT OPERATOR II	$0.00	$31,500.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00
0067	113	RIGHT OF WAY AGENT V	$0.00	$64,066.00	$64,066.00	0	$0.00	$0.00	$64,066.00	$64,066.00	$540.00	$0.00	$0.00	$0.00	$0.00	$64,606.00
0068	113	RIGHT OF WAY AGENT V	$0.00	$62,475.00	$62,475.00	0	$0.00	$0.00	$62,475.00	$62,475.00	$0.00	$0.00	$0.00	$0.00	$0.00	$62,475.00
0069	113	EXEC. ASST. FOR COMMUNITY & INTERGOVERNM'TL RELA.	$0.00	$58,888.00	$58,888.00	0	$0.00	$0.00	$58,888.00	$58,888.00	$0.00	$0.00	$0.00	$0.00	$0.00	$58,888.00
0070	113	DIRECTOR OF CONSTRUCTION	$0.00	$48,500.00	$48,500.00	0	$0.00	$0.00	$48,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
~~0071~~	~~113~~	**DELETE THE FOLLOWING:** ~~PROGRAM MANAGER~~	~~$0.00~~	~~$58,888.00~~	~~$58,888.00~~		~~$0.00~~	~~$0.00~~	~~$58,888.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0072	113	DIRECTOR OF OPERATIONS	$0.00	$68,825.00	$68,825.00	0	$0.00	$0.00	$68,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$1,715,115.00	$434,259.00	$2,149,374.00		$0.00	$0.00	$2,149,374.00	$2,147,372.80	$23,953.15	$0.00	$16,723.00	$5,000.00	$0.00	$2,193,049.30

Approval to delete one (1) full-time Program Manager position, slot no. 0071, budgeted salary $58,888.00, effective 01/01/2012.
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: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30221

Summary of request/proposal:
PCT. 4 RD MAINTENANCE (1200):
Approval to delete the following full-time position, effective 01/01/2012:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	PROGRAM MANAGER	0071	113	58,888.00	0.00	(58,888.00)
				58,888.00	0.00	(58,888.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2- 1200-431-00-124-007-0- 113	PCT. 4 RD MAINT. - REG F/T EMPLOYEES	($58,888.00)
2- 1200-431-00-124-007-0- 211	PCT. 4 RD MAINT. - HEALTH INSURANCE	($4,164.00)
2- 1200-431-00-124-007-0- 212	PCT. 4 RD MAINT. - LIFE INSURANCE	($27.00)
2- 1200-431-00-124-007-0- 220	PCT. 4 RD MAINT. - FICA	($4,504.93)
2- 1200-431-00-124-007-0- 230	PCT. 4 RD MAINT. - RETIREMENT	($5,859.36)
2- 1200-431-00-124-007-0- 250	PCT. 4 RD MAINT. - UNEMPLOYMENT COMP	($294.44)
2- 1200-431-00-124-007-0- 260	PCT. 4 RD MAINT. - WORKER'S COMP	$0.00
	2012 Budgetary Impact	($73,737.73)

2013 Budgetary Impact: **($73,737.73)**

Possible Funding Sources: **NO BUDGETARY IMPACT**

Comments:

AVAILABLE FUNDS WILL BE UTILIZED TO CREATE THE EXECUTIVE ASSTISTANT FOR COMMUNITY
& INTERGOVERNMENTAL RELATIONS POSITION, SLOT #0069, BUDGETED SALARY $58,888.00, REFER TO AI-29859.

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 4 R&B (124-007) DATE: 12/15/11

CURRENT POSITION TITLES: Program Manager CURRENT SLOT. #:0071

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Positions ☐ Temporary Position ☐ Position Reclassification* ☒ Other Deletion

POSITION SALARY REQUEST:

NO. OF POSITIONS	CURRENT BUDGETED SALARY	PROPOSED SALARY (GRADE & STEP)	NET CHANGE
	$58,888.00	$ 0.00	$(58,888.00)

Position to be funded from one of the following:

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

☒ Other No Budget Impact

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)

This position is not required, other position was created in its place.

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.	Joseph Palacios MAB DEPARTMENT HEAD	12/15/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	Esther A Cortez HUMAN RESOURCES DIRECTOR	12/16/2011 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

AI-30120 **21. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Roy Cazares, DISTRICT ATTORNEY

Department: DISTRICT ATTORNEY

Information

CAPTION

1. D.A. HB65 Investigation Fund (1223):

a. Approval of 2012 District Attorney's Office Investigation HB65 Fund Budget.

b. Approval of appropriation of funds under the DA Investigation HB65 Fund 1223.

c. Approval to delete the following cost allocation of a vacant position:

Position Title	Grade	Slot No.	Department/Program No.	Cost Allocation %
Assistant District Attorney II	14	0065	080-007- DA Investigation HB 65	1.7000%

d. Approval of 2012 salary schedule.

2. D.A. General Fund (1100)/ Bad Checks (1222):

a. Approval of the following personnel actions:

Action	Position Title	Grade	Slot No.	Department/Program No.	Cost Allocation %
Delete	Assistant District Attorney II	14	0037	080-002- Crim DA	98.3000%
Create	Assistant District Attorney III	16	0098	080-002 Crim DA (Add Auto Allowance-$900.00)	84.2770%
Create			0025	080-006 Bad Checks	15.7230%

b. Approval of 2012 Criminal DA revised salary schedule (see caption #3.d for Bad Checks salary schedule).

3. D.A. Bad Checks Account (1222):

a. Approval of 2012 District Attorney's Office Bad Checks Budget.

b. Approval of appropriation of funds under the D.A. Bad Check Fund 1222.

c. Approval to create the following temporary part time positions:

Slot No.	Position Title	Grade
T023	Clerk II	3
T024	Clerk II	3

d. Approval of 2012 salary schedule.

4. D.A. Motor Vehicle Theft (1221):
a. Approval of 2012 District Attorney's Office DA Motor Vehicle Theft Budget.
b. Approval of appropriation of funds under the D.A. Motor Vehicle Theft Fund (new account).

5. D.A. Membership Dues:
Requesting approval to pay 2012 membership dues for TDCAA for the District Attorney's Office employees, with authority for County Treasurer to issue check after review, audit, and processing procedures are completed by County Auditor

6. D.A. BPU (1281):
Requesting approval to continue payroll in calendar year 2012 for two (2) employees in the DA Border Prosecution Intitiative grant (2-1281-412-00-080-012-1-XXX) pending grant award.

7. Pretrial Intervention Program:
Approval to collect fee not to exceed $500.00 for the purpose of administering a Pretrial Intervention Program in accordance with Texas Code of Criminal Procedure Article 102.0121 to be effective on January 1, 2012.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/19/2011 01:25 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Roy Cazares Started On: 12/12/2011 03:38 PM

Final Approval Date: 12/22/2011

AI-30323 **21. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: DISTRICT ATTORNEY

Information

CAPTION

DA Bad Ck (1222) & DA State Supplement (1281):
Discussion, consideration and approval to extend the following temporary positions approved in 2011 and needed in 2012:

Pgm.	Slot No.	Position Title	Grade
DA Bad Ck	T009	Clerk IV	7
DA Bad Ck	T011	Clerk I	1
DA Bad Ck	T020	Clerk I	1
DA State Supplement	T001	Clerk I	1
DA State Supplement	T002	Clerk I	1
DA State Supplement	T003	Clerk I	1

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** See Below

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

BUDGETARY IMPACT:

2-1222-412-00-080-006-0-XXX DA BAD CK
Appropriation of funds, refer to AI-30120

2-1281-412-00-080-010-2-XXX DA STATE SUPPLEMENT
Funds are currently in place.

Attachments

Fiscal Note
Job Descriptions
PARS

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/22/2011 03:51 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/22/2011 02:08 PM

Final Approval Date: 12/22/2011

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: 30323

To: Commissioner' Court
From: Raul Silguero Jr., Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
D.A. STATE SUPPLEMENT (1281):
Approval to extend three (3) temporary part-time positions as follows:

*********ANNUAL*********

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1281	CLERK I	T001	122	1	1	0.00	18,564.00	18,564.00
1281	CLERK I	T002	122	1	1	0.00	18,564.00	18,564.00
1281	CLERK I	T003	122	1	1	0.00	18,564.00	18,564.00
					TOTAL:	0.00	55,692.00	55,692.00

*********HRLY*********

Fund	Position	Slot#	Obj	Grade	Step	Rate of Pay	Estim. Hrs	Total Requested
1281	CLERK I	T001	122	1	1	8.48	759	6,436.32
1281	CLERK I	T002	122	1	1	9.00	657	5,913.00
1281	CLERK I	T003	122	1	1	8.48	633	5,367.84
					TOTAL:	-	2,049.00	17,717.16

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
2-1281-412-00-080-010-2- 122	D.A. STATE SUPPLEMENT-	TEMP P/T EMPLOYEES	$17,717.16
2-1281-412-00-080-010-2- 211	D.A. STATE SUPPLEMENT-	HEALTH INSURANCE	-
2-1281-412-00-080-010-2- 212	D.A. STATE SUPPLEMENT-	LIFE INSURANCE	-
2-1281-412-00-080-010-2- 220	D.A. STATE SUPPLEMENT-	FICA	$1,355.36
2-1281-412-00-080-010-2- 230	D.A. STATE SUPPLEMENT-	RETIREMENT	-
2-1281-412-00-080-010-2- 250	D.A. STATE SUPPLEMENT-	UNEMPLOYMENT COMP	$88.59
2-1281-412-00-080-010-2- 260	D.A. STATE SUPPLEMENT-	WORKER'S COMP	-
		2012 Budgetary Impact	$19,161.11

2013 Budgetary Impact: **N/A**

Possible Funding Sources: **WITHIN DEPT BUDGET- FUNDS ARE CURRENTLY IN PLACE**

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.

Agenda Item: 30323

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
DA'S OFFICE BAD CHECK (1222):
Approval to extend the following temporary part-time positions:

*********ANNUAL*********

Fund	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1222	CLERK IV	T009	122	7	11	0.00	39,768.00	39,768.00
1222	CLERK I	T011	122	1	0	0.00	20,800.00	20,800.00
1222	CLERK I	T018	122	1	1	0.00	18,564.00	18,564.00
1222	CLERK I	T019	122	1	1	0.00	18,564.00	18,564.00
1222	CLERK I	T020	122	1	1	0.00	18,564.00	18,564.00
1222	CLERK I	T021	122	1	1	0.00	18,564.00	18,564.00
1222	CLERK I	T022	122	1	1	0.00	18,564.00	18,564.00
					TOTAL	0.00	153,388.00	153,388.00

*********HRLY*********

Fund	Position	Slot#	Obj	Grade	Step	Rate of Pay	Estim. Hrs	Total Requested
1222	CLERK IV	T009	122	7	11	20.00	832	16,640.00
1222	CLERK I	T011	122	1	0	10.00	899	8,990.00
1222	CLERK I	T020	122	1	1	8.93	832	7,429.76
					TOTAL:	-	2,563.00	33,059.76

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
2-1222-412-00-080-006-0- 122	DA BAD CK-	TEMP P/T EMPLOYEES	$33,059.76
2-1222-412-00-080-006-0- 211	DA BAD CK-	HEALTH INSURANCE	-
2-1222-412-00-080-006-0- 212	DA BAD CK-	LIFE INSURANCE	-
2-1222-412-00-080-006-0- 220	DA BAD CK-	FICA	$2,529.07
2-1222-412-00-080-006-0- 230	DA BAD CK-	RETIREMENT	-
2-1222-412-00-080-006-0- 250	DA BAD CK-	UNEMPLOYMENT COMI	$165.30
2-1222-412-00-080-006-0- 260	DA BAD CK-	WORKER'S COMP	-
		2012 Budgetary Impact	$35,754.13

2013 Budgetary Impact: N/A

Possible Funding Sources: WITHIN DEPT BUDGET- APPROPRIATION OF FUNDS (SEE AI-30120)

Budget Office Comments:

Hidalgo Co. Budget Office
2/3/2005

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 V

GRADE: 09

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

Responsible to open and distribute incoming mail and prepare mail-outs

Will perform data entry and retrieval and arithmetic computations

Will maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

Will 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

Will arrange the scheduling, transfer, and display of surplus property

Will make arrangements for or obtain bids for repairs and services

Will 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

Five (5) years of progressive experience in clerical work. Graduation from a standard senior high school or equivalent is generally preferred. Certified vocational training preferred. One (1) year supervisory experience 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

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
Personnel Adjustment Request Form

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

DATE: **12/13/2011**

CURRENT POSITION TITLE: N/A

~~CURRENT~~ SLOT. #: T009

REQUESTED POSITION TITLE: CLERK IV

REQUEST FOR:

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

POSITION SALARY REQUEST:

1	**-0-**	**G7, S11/ $41,600.00**	$ **$41,600.00**
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE	NET CHANGE

Position to be funded from one of the following:

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

☒ Other **2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS**

POSITION TYPE:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☐ **$20.00** Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☒ **$20.00 * 2080 hrs = $41,600.00** Hourly Rate * 2,080 hrs. per year = Annual Salary

$20.00 * 832 hrs = $16,640.00 (ACTUAL EXPENDITURE)

TEMPORARY POSITIONS:

01/01/2012	**07/01/2012**	**Varies**	**varies**	not to exceed 6mos
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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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	12/19/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	■ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

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

DATE: **12/13/2011**

CURRENT POSITION TITLE: N/A

~~CURRENT~~ SLOT. #: T011

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

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

POSITION SALARY REQUEST:

1	**-0-**	**G1, S0/ $20,800.00**	$ **$20,800.00**
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE	NET CHANGE

Position to be funded from one of the following:

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

☒ Other **2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS**

POSITION TYPE:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☐

$10.00
Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☒

$10.00 * 2080 hrs = $20,800.00
Hourly Rate * 2,080 hrs. per year = Annual Salary
$10.00 *899hrs = $8,990.00 (ACTUAL EXPENDITURE)

TEMPORARY POSITIONS:

01/01/2012	**07/01/2011**	**varies**	**varies**	not to exceed 6mos
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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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	12/19/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	■ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

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

DATE: **12/13/2011**

CURRENT POSITION TITLE: N/A

~~CURRENT~~ SLOT. #: T020

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

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

POSITION SALARY REQUEST:

1	**-0-**	**G1, S1/ $18,564.00**	$ **$18,564.00**
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE	NET CHANGE

Position to be funded from one of the following:

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

☒ Other **2-1222-412-00-080-006-0-XXX DA BAD CHECK. APPROPRIATION OF FUNDS**

POSITION TYPE:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☐ **$8.93** Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☒ **$8.93 *2080 hrs = $18,574.00** Hourly Rate * 2,080 hrs. per year = Annual Salary

$8.93 *832hrs = $7,430.00 (ACTUAL EXPENDITURE)

TEMPORARY POSITIONS:

01/01/2012	**07/01/2011**	**varies**	**varies**	not to exceed 6mos
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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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	12/19/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	■ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S OFFICE- STATE SUPPL. 080-010

DATE: **12/13/2011**

CURRENT POSITION TITLE: N/A

~~CURRENT~~ SLOT. #: T001 & T003

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

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

POSITION SALARY REQUEST:

NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE		NET CHANGE
2	**-0-**	**G1, S1/ $17,636.00**	$	**$35,272.00**

Position to be funded from one of the following:

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

☒ Other **2-1281-412-00-080-010-2-XXX APPROPRIATION OF FUNDS**

POSITION TYPE:

Full Time Employee Object 113 ☐

Part Time Employee Object 114 ☐

$8.48

Enter hourly rate for temp. positions

Full Time Temporary Object 121 ☐

Part Time Temporary Object 122 ☒

$8.48 * 2080 hrs = $17,638.40

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

$8.48 * (759hrs + 633 hrs) = *$11,804.16 (ACTUAL EXPENDITURE)*

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
01/01/2012	**07/07/2011**	**Varies**	**varies**	not to exceed 6mos

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

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

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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	12/19/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	■ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DA'S OFFICE- STATE SUPPL. 080-010

DATE: **12/13/2011**

CURRENT POSITION TITLE: N/A

~~CURRENT~~ SLOT. #: T002

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

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

POSITION SALARY REQUEST:

1	**-0-**	**G1, S1/ $18,564.00**	$ **$18,564.00**
NO. OF POSITIONS	CURRENT GRADE & STEP/ SALARY/ ALLOWANCE	PROPOSED GRADE & STEP/ SALARY/ ALLOWANCE	NET CHANGE

Position to be funded from one of the following:

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

☒ Other **2-1281-412-00-080-010-2-XXX FUNDS IN PLACE**

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

$9.00 * 2080 hrs = $18,720.00
Hourly Rate * 2,080 hrs. per year = Annual Salary

$9.00 * 657 hrs = *$5,913.00 (ACTUAL EXPENDITURE)*

TEMPORARY POSITIONS:

01/01/2012	**07/01/2011**	**varies**	**varies**	not to exceed 6mos
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)

NEEDED TO ASSIST IN THE OFFICE WITH CLERICAL DUTIES TO KEEP FULL TIME SUPPORT STAFF WORKING ON MORE ESSENTIAL DUTIES

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	12/19/2011 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	■ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	☐ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/22/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

AI-30256 **22. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Rene Guerra, Criminal District Attorney

Submitted By: Nelda Olivarez, HIDTA

Department: HIDTA

Information

CAPTION

Authorization to purchase wireless service through the County's membership/participation with awarded vendor VERIZON WIRELESS for the following:

QTY	USER	MONTHLY PLAN	EQUIPMENT COST
2	Office Use	Broadband Access - State of Tx @$37.99 + $5.00 (taxes & fees)=$43.00x2=$86.00/mo	$0.00

BACKGROUND

Phone rates are reflected in the Quote, however, the purchase of these phones has already been previously approved by CC on 08/09/2011 (Refer to AI-27904). This request is for the purchase of two (2) data cards only.

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1254-412-00-270-014-0-532

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

BUDGETARY IMPACT:

Funds in the amount of 2,021.13 available as of 12/22/2011.

Attachments

VERIZON-Broadband

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/21/2011 08:42 AM
Sylvia Solis	Sylvia Solis	12/22/2011 11:46 AM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Nelda Olivarez Started On: 12/19/2011 03:40 PM

Final Approval Date: 12/22/2011

SERVICE PLAN, CALLING FEATURES, AND EQUIPMENT QUOTES

Wireless Proposal For OFFICE OF CRIMINAL DISTRICT ATTORNEY HIDALGO — Date: 12/22/2011

Rate Plan:	# of Lines	Discounted Monthly Access	Included Minutes	Overage	Monthly Cost	Yearly Cost
Broadband Access - State of Texas	2	$37.99	Unlimited	$0.00	$75.98	$911.76
	0	$0.00	0	$0.00	$0.00	$0.00
	0	$0.00	0	$0.00	$0.00	$0.00
Total					$75.98	$911.76

Features	# of Lines	Discounted Monthly Access			Monthly Cost	Yearly Cost
	0	$0.00			$0.00	$0.00
	0	$0.00			$0.00	$0.00
	0	$0.00			$0.00	$0.00
Total		$0.00			$0.00	$0.00

Rate Plan & Feature Estimated Yearly Cost: $911.76

Device	# of Lines	Cost per Unit	Total
Pantech 4G LTE USB Modem UML290	1	$0.00	$0.00
Verizon Wireless 4G LTE Mobile - Hotspot MiFi™ 4510L	1	$0.00	$0.00
		$0.00	$0.00
Total	2	$0.00	$0.00

Both devices priced at zero until December 31, 2011

Accessory	# of Lines	Cost per Unit	Total
			$0.00
			$0.00
			$0.00
Total	0	$0.00	$0.00

Equipment Estimated Cost: $0.00

Additional Notes:

* Charge does not include roaming charges, minutes used over allowance, etc. Please consult with your Sales Representative for more information.
** Equipment pricing and availability is subject to change.
*** All applicable price plan and feature discounts have already been applied

Service Pricing provided is for Government Liability Accounts Only and is subject to the terms, provisions and conditions of the State of Texas Department of Information Resources (DIR) Contract No. DIR-SDD-604 Coverage, service and offers not available in all areas. Full terms and conditions, along with additional price plans offered by Verizon Wireless can be found on the http://www.dir.state.tx.us/ internet website. Price quotes do not reflect Federal Universal Service, E911 and Regulatory Fees, charges, or pass-through assessments. Please see information on Regulatory Surcharges and Fees below for additional details.

All quotes contained in this proposal are subject to the terms and conditions of the State of Texas DIR contract. Your accounts must be in good standing with Verizon wireless to migrate your existing lines of service to the pricing offered in this proposal if your Agency currently has service with Verizon Wireless. Price Plan changes and discounts may take up to two bill cycles to appear on your Verizon Wireless billing statement for accounts transitioning to an approved State of Texas contract vehicle. As part of our compliance with FCC requirements, Verizon Wireless allows only GPS-compliant devices to be activated on our network. If your current device is not GPS-compliant you will not be able to activate service on our network with your existing equipment.

This Quotation is valid for ninety (90) days from date listed on quote (except for promotional pricing which may expire sooner). Data furnished in this document shall not be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the document.

AI-30065 **22. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Rene Guerra, Criminal District Attorney

Submitted By: Nelda Olivarez, HIDTA

Department: HIDTA

Information

CAPTION

HIDTA Chapter 59 (1251)/ HIDTA Task Force (1291)/ US Treasury (1252)/ US Justice (1254)
1. Approval to delete the following positions/cost allocations, effective 01/01/2012:

Action	Program	Slot No.	Position Title	Grade	Budgeted Salary
Delete	HIDTA Ch59 (1251)	G002	Assistant DA IV	18	
Delete	HIDTA Grant (1291)	G002	Assistant DA IV	18	
Delete	HIDTA Ch59 (1251)	G016	Criminal Investigator I	12	
Delete (Cost Allocation)	HIDTA Ch59 (1251)	G020	Sr. Deputy Constable Step III	-	22,388.00
Delete	HIDTA Ch59 (1251)	G021	Clerk I	1	
Delete	HIDTA Ch59 (1251)	G022	Criminal Investigator II	14	
Delete	HIDTA Ch59 (1251)	G023	Criminal Investigator II	14	
Delete	HIDTA US Treasury (1252)	G001	Criminal Investigator III	16	

2. Approval to delete, create and/or adjust the following cost allocations and pay employees as stated below, effective 01/01/2012:

Action	Emp. No.	Slot No.	Position Title	Grade	Program	Curr.% Cost Alloc.	Proposed% Cost Alloc.
Adjust Cost alloc.	057347	G012	Administrative Assistant III	8	HIDTA Ch 59 (1251)	28.3194%	100.0000%
Delete	057347	G012	Admini strative Assistant III	8	HIDTA Grant (1291)	71.6806%	-
Adjust Cost alloc.	175145	G018	Criminal Investigator II	14	HIDTA Ch 59 (1251)	100.0000%	26.7772%
Create	175145	G013	Criminal Investigator II	14	HIDTA Grant (1291)	-	73.2228%
Create	-	G024	Criminal Investigator III	16	HIDTA Ch 59 (1251)	-	28.9635%
Create	-	G014	Criminal Investigator III	16	HIDTA Grant (1291)	-	71.0365%

3. Approval of the revised salary schedules.
4. Approval to unappropriate funds in the amount of $266,258.19 from the HIDTA Chapter 59 Asset Forfeiture Budget(fund 1251).
5. Approval of 2012 HIDTA Task Force - U.S. Treasury Asset Forfeiture Fund Budget (fund 1252) and approval of overtime pay.
6. Approval of 2012 HIDTA Task Force - U.S. Justice Asset Forfeiture Fund Budget (fund 1254).

BACKGROUND

Attachments

Budgeting Purpose Salary Schedule
Job Descriptions
Treasury Funds (1252)
Justice Funds (1254)
revised salary schedule
fiscal note
Chapter 59 Funds (1251)
PARS

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	12/08/2011 11:33 AM
Sylvia Solis	Sylvia Solis	12/16/2011 01:24 PM
Rosalinda Cantu	Rosie Cantu	12/21/2011 01:58 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Nelda Olivarez Started On: 12/07/2011 03:57 PM

Final Approval Date: 12/22/2011

DATE December 27,2012
DEPAR HIDTA TASK FORCE
FUND 1291-412-00-270-003-1-XXX (2011 Grant) and 1251-412-00-270-011-0-XXX (Chapter 59-Asset Forfeiture)
Dept. N 270

SLOT NUMBER	POSITION	2011 BUDGETED SALARY	DIST. GRANT FUND	DIST. ASSET FUNDS	FY 2012 WAGES GRANT FUNDS	FY 2012 WAGES ASSET FUNDS	LONGEVITY PAY Total Longevity	LONGEVITY PAY GRANT	LONGEVITY PAY ASSET 60.00	HEALTH INSURANCE GRANT 4,164.00	HEALTH INSURANCE ASSET	LIFE INSURANCE GRANT 27.00	LIFE INSURANCE ASSET	FICA GRANT 7.65%	FICA ASSET	RETIREMENT GRANT 9.95%	RETIREMENT ASSET	UNEMPLOY COMP GRANT 0.5000%	UNEMPLOY COMP ASSET	FRINGE BENEFITS 2012 GRANT	FRINGE BENEFITS 2012 ASSET	TOTAL FRINGE 2012
G001	Commander	75,899.00	64.82%	35.18%	49,200.00	26,699.00	840.00	544.51	295.49	2,699.23	1,464.77	17.50	9.50	3,763.80	2,042.47	4,895.40	2,656.55	246.00	133.50	12,166.44	6,602.27	18,768.72
G003	Criminal Investigator I	49,344.00	74.92%	25.08%	36,968.00	12,376.00	900.00	674.27	225.73	3,119.62	1,044.38	20.23	6.77	2,828.05	946.76	3,678.32	1,231.41	184.84	61.88	10,505.33	3,516.93	14,022.26
G004	Criminal Investigator II	52,254.00	70.75%	29.25%	36,968.00	15,286.00	480.00	339.58	140.42	2,945.89	1,218.11	19.10	7.90	2,828.05	1,169.38	3,678.32	1,520.96	184.84	76.43	9,995.79	4,133.19	14,128.97
G005	Criminal Investigator II	54,021.00	68.43%	31.57%	36,968.00	17,053.00	480.00	328.48	151.52	2,849.54	1,314.46	18.48	8.52	2,828.05	1,304.55	3,678.32	1,696.77	184.84	85.27	9,887.70	4,561.10	14,448.80
G006	Criminal Investigator II	54,021.00	68.43%	31.57%	36,968.00	17,053.00	0.00	0.00	0.00	2,849.54	1,314.46	18.48	8.52	2,828.05	1,304.55	3,678.32	1,696.77	184.84	85.27	9,559.22	4,409.58	13,968.80
G007	Criminal Investigator II	54,021.00	68.43%	31.57%	36,968.00	17,053.00	720.00	492.72	227.28	2,849.54	1,314.46	18.48	8.52	2,828.05	1,304.55	3,678.32	1,696.77	184.84	85.27	10,051.94	4,636.87	14,688.80
G008	Assistant Commander	58,888.00	67.52%	32.48%	39,760.00	19,128.00	360.00	243.06	116.94	2,811.45	1,352.55	18.23	8.77	3,041.64	1,463.29	3,956.12	1,903.24	198.80	95.64	10,269.30	4,940.42	15,209.73
G009	Accountant III	50,859.00	70.19%	29.81%	35,700.00	15,159.00	840.00	589.63	250.37	2,922.88	1,241.12	18.95	8.05	2,731.05	1,159.66	3,552.15	1,508.32	178.50	75.80	9,993.16	4,243.32	14,236.48
G010	Intelligence Research Specialist	32,929.00	68.33%	31.67%	22,500.00	10,429.00		0.00	0.00	2,845.21	1,318.79	18.45	8.55	1,721.25	797.82	2,238.75	1,037.69	112.50	52.15	6,936.16	3,214.99	10,151.15
G011	Administrative Assistant IV	39,707.00	71.02%	28.98%	28,200.00	11,507.00	780.00	553.96	226.04	2,957.28	1,206.72	19.18	7.82	2,157.30	880.29	2,805.90	1,144.95	141.00	57.54	8,634.62	3,523.35	12,157.97
G012	Administrative Assistant III	36,272.00	0.00%	100.00%	0.00	36,272.00	960.00	0.00	960.00	0.00	4,164.00	0.00	27.00	0.00	2,774.81	0.00	3,609.06	0.00	181.36	0.00	11,716.23	11,716.23
G013	Criminal Investigator II	50,487.00	73.22%	26.78%	36,968.00	13,519.00		0.00	0.00	3,049.00	1,115.00	0.00	27.00	2,828.05	1,034.20	3,678.32	1,345.14	184.84	67.60	9,740.21	3,588.94	13,329.15
G014	Criminal Investigator III	58,888.00	71.04%	28.96%	41,832.00	17,056.00	0.00	0.00	0.00	2,957.96	1,206.04	19.18	7.82	3,200.15	1,304.78	4,162.28	1,697.07	209.16	85.28	10,548.73	4,300.99	14,849.73
	TOTAL	**$ 667,590.00**			**$439,000.00**	**$228,590.00**	**$ 6,360.00**	**$ 3,766.21**	**$ 2,593.79**	**$34,857.14**	**$19,274.86**	**$206.25**	**$144.75**	**$33,583.50**	**$17,487.14**	**$43,680.50**	**$22,744.71**	**$2,195.00**	**$1,142.95**	**$118,288.60**	**$ 63,388.19**	**$181,676.79**

HIDALGO COUNTY
HIDTA TASK FORCE
SALARY SCHEDULE
as of 01/01/2012

Slot No.	Employ. No.	Date Hired	Position Title	Grade	Step	Total Actual Salary	Longevity	Percentage		CC Approval			
										Salaries		Longevity	
								Grant	Chapter 59	2011 Grant	* Chapter 59	2011 Grant	* Chapter 59
G001	043354	06/23/97	Commander	18	4	75,899.00	840.00	64.82299%	35.17701%	49,200.00	26,699.00	544.51	295.49
G003	175145	06/24/96	Criminal Investigator I	12	5	49,344.00	900.00	74.91894%	25.08106%	36,968.00	12,376.00	674.27	225.73
G004	121193	01/27/03	Criminal Investigator II	14	2	52,254.00	480.00	70.74674%	29.25326%	36,968.00	15,286.00	339.58	140.42
G005	060135	02/18/03	Criminal Investigator II	14	3	54,021.00	480.00	68.43265%	31.56735%	36,968.00	17,053.00	328.48	151.52
G006	153818	03/05/07	Criminal Investigator II	14	3	54,021.00	-	68.43265%	31.56735%	36,968.00	17,053.00	0.00	0.00
G007	088994	11/01/99	Criminal Investigator II	14	3	54,021.00	720.00	68.43265%	31.56735%	36,968.00	17,053.00	492.72	227.28
G008	072192	03/21/05	Assistant Commander	16	1	58,888.00	360.00	67.51800%	32.48200%	39,760.00	19,128.00	243.06	116.94
G009	070491	05/14/97	Accountant III	12	6	50,859.00	840.00	70.19407%	29.80593%	35,700.00	15,159.00	589.63	250.37
G010	089605	04/09/07	Intelligence Research Specialist	8	2	32,929.00	0.00	68.32883%	31.67117%	22,500.00	10,429.00	0.00	0.00
G011	036625	01/05/98	Administrative Assistant IV	10	3	39,707.00	780.00	71.02022%	28.97978%	28,200.00	11,507.00	553.96	226.04
G013	175145	08/03/09	Criminal Investigator II	14	1	50,487.00	0.00	73.22281%	-	36,968.00	0.00	0.00	0.00
G014	149098	11/11/11	Criminal Investigator III	16	1	58,888.00	0.00	71.03654%	-	41,832.00	0.00	0.00	0.00
G012	057347	02/06/95	Administrative Assistant III	8	5	36,272.00	960.00	0.00000%	100.00000%	0.00	36,272.00	0.00	960.00
G018	175145	08/03/09	Criminal Investigator II	14	1	50,487.00	0.00		26.77719%		13,519.00	0.00	0.00
G024	149098	11/11/11	Criminal Investigator III	16	1	58,888.00	0.00		28.96346%		17,056.00	0.00	0.00
TOTALS						$ 776,965.00	$ 6,360.00			$ 439,000.00	$ 228,590.00	$ 3,766.21	$ 2,593.79

Expenditure Account Number are as follows:

*** 2011 Grant** **2-1291-412-00-270-003-1-xxx**

Chapter 59 **2-1251-412-00-270-011-0-xxx**

ASSISTANT DISTRICT ATTORNEY IV

GRADE: 18

GENERAL DESCRIPTION

Performs senior-level 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 supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary for this position. Investigates and litigates various cases filed with the District Attorney's office.

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

Three to four (3-4) years of experience as a licensed attorney. 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. Two (2) years of experience may be substituted for one (1) year of education.

Certificates, Licenses & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must possess necessary writing skills at a seasoned level to communicate information and directions to attorneys, detectives, police agencies and citizens

Must be computer literate

Knowledge of all applicable laws and procedures

Must have good working knowledge and understanding of penal statutes and code of criminal procedures as well as case holdings and departmental policies

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

CRIMINAL INVESTIGATOR I

GRADE: 12

GENERAL DESCRIPTION

Performs entry level criminal investigation work; Investigate assigned criminal activities. Perform supplementary investigation to assist prosecutors in case preparations. Make arrests and file criminal cases.

EXAMPLES OF WORK PERFORMED

Investigates all types of criminal activities and assists prosecutors in case preparation

Assists local, state, federal and out-of-state police offices in making arrests and filing criminal cases

Prepares and executes search and arrest warrants and serves subpoenas

Interviews inmates and other people to secure intelligence data and information; takes statements and confessions

Obtains evidence from police agencies and pen packet from various prison systems

Evaluates video taped interviews of children who are victims of physical/sexual abuse

Testifies in criminal trials

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One (1) year of experience in related field functioning as a law enforcement officer. Associate's degree in Law Enforcement preferred.

Knowledge, Skills, and Abilities

Excellent verbal and written communication skills are necessary

Skill is required in preparing written products and oral presentations

Ability to think logically and objectively

Ability to analyze and evaluate facts, evidence and related information

Registration, Certification, or Licensure

Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)

Mandatory firearms qualification and physical training

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

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

CRIMINAL INVESTIGATOR II

GRADE: 14

GENERAL DESCRIPTION

Performs mid-level criminal investigation work; Investigate assigned criminal activities. Perform supplementary investigation to assist prosecutors in case preparations. Make arrests and file criminal cases.

EXAMPLES OF WORK PERFORMED

Investigates all types of criminal activities and assists prosecutors in case preparation

Assists local, state, federal and out-of-state police offices in making arrests and filing criminal cases

Prepares and executes search and arrest warrants and serves subpoenas

Prepares reports and correspondence

Interviews inmates and other people to secure intelligence data and information; takes statements and confessions

Locates and interview persons, take statements and depositions, evaluate evidence, examine records, collect data and report facts

Obtains evidence from police agencies and pen packet from various prison systems

Evaluates video taped interviews of children who are victims of physical/sexual abuse

Testifies in criminal trials

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three (3) years of experience in related field functioning as a law enforcement officer. Associate's degree in Law Enforcement preferred.

Knowledge, Skills, and Abilities

Excellent verbal and written communication skills are necessary

Skill is required in preparing written products and oral presentations

Ability to think logically and objectively

Ability to analyze and evaluate facts, evidence and related information

Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens

Registration, Certification, or Licensure

Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE)

Mandatory firearms qualification and physical training

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

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

CRIMINAL INVESTIGATOR III

GRADE: 16

GENERAL DESCRIPTION

Performs (senior-level) criminal investigation work. Investigate assigned criminal activities. Performs supplementary investigation to assist prosecutors in case preparations. Makes arrests and file cases.

EXAMPLES OF WORK PERFORMED

May train other entry and mid-level investigators to perform all related duties of investigations

Investigates all types of criminal activities and assists prosecutors in case preparation

Assists local, state, federal and out-of-state police offices in making arrests and filing criminal cases

Prepares and executes search and arrest warrants and serves subpoenas

Prepares reports and correspondence

Interviews inmates and other people to secure intelligence data and information; takes statements and confessions

Locates and interview persons, take statements and depositions, evaluate evidence, examine records, collect data and report facts

Obtains evidence from police agencies and pen packet from various prison systems

Evaluates evidence of criminal cases involving various types of victims including children

Testifies in criminal trials

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of law enforcement experience. Associate's degree in Law Enforcement, criminal justice, or related field. Graduation from an accredited four-year college or university with major course work in criminal justice or related field is generally preferred. Must have basic certification as a peace officer from the Texas Commission on Law Enforcement Officer Standards and Education (TCLOSE). Two (2) years of experience may be substituted for one (1) year of education.

Certificates, Licenses & Registration

Possession of an Advanced Certificate of Law Enforcement

Applicant must have a current valid Texas operator's driver's license. Investigators use their own private vehicle and not a county car.

Must be able to be insured by the County's insurance carrier

Mandatory firearms qualification and physical training

Knowledge, Skills, and Abilities

Must be able to use a computer with programs such as Microsoft Word, Excel and PowerPoint

Proper use and properly care for firearms

Ability to read, analyze and interpret the complex documents

Ability to think logically and objectively

Must have criminal law and criminal procedure experience with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including rules of evidence pertaining to the seizures and preservation of evidence

Must have Interview and interrogation techniques and methods

Understanding of pertinent federal, state and local laws, regulations and codes

Knowledge in principles and practices of legal document preparation including citations and arrest warrants

Ability to analyze and evaluate facts, evidence and related information

Knowledge of laws of arrest, search and seizure, service of legal process, and the legal right of citizens

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, occasionally up to 100lbs. 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

New

HIDALGO COUNTY
CONSTABLE'S OFFICE

Job Title:	**Deputy Constable**	**FLSA Status:**	**Non-Exempt**
Dept. Code:	**291-295**	**Civil Service Status:**	**Non-Exempt**

SUMMARY:
Protects county residents and property, enforces laws and serves legal documents, as appropriate. Depending on the assigned precinct, duties include primarily law enforcement and patrol or execution of civil and criminal processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Serve warrants and make arrests;
- Patrols an assigned area, generally by vehicle to prevent crimes and enforces laws and regulations;
- Issues traffic citations, directs traffic and assists other law enforcement agencies in working accidents;
- Investigates traffic accidents and crimes against persons and property, and assists federal, state and local law enforcement officials;
- Keeps record of activities and prepare reports concerning crimes, complaints, accidents and investigations;
- Questions witnesses and suspects and take statements;
- Gathers and labels evidence, takes photographs and fingerprints, guard and transports prisoners, and testifies in court;
- Transports and books prisoners;
- Serve as substitute dispatcher or bailiff as required;
- Train new deputies and reserves in performance of various job duties;
- Respond to emergency calls and routine complaints and takes action as necessary;
- May assist emergency vehicles on escorts and on traffic control;
- Regular attendance is a must;
- Ability t 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 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.
- One (1) year of law enforcement experience.
- Experience as a dispatcher or peace officer is preferred.

- Must have good computer skills.
- Bilingual is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must possess basic certification by the Texas Commission on Law Enforcement Officer Standards and Education;
- May be required to be certified as a Jailer or Radar Operator;
- Employee must have a current valid Texas Motor Vehicle Operator's license.
- Must be able to be insured by the County's insurance carrier.
- Clean driving record.
- May be required to post a bond or security.

OTHER SKILLS AND ABILITIES:

- Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws;
- Ability to establish and maintain effective working relationships with other law enforcement officials, agencies and the general public;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to communicate effectively orally and in writing.
- May be required to type accurately at a speed of at least forty (40) words per minute.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move over fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

While performing the function of this job, the employee frequently works in outside weather conditions. The employee occasionally works with explosives when searching buildings during bomb threats or discharging a firearm. Employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals when performing

the duties of a peace officer while at a hazardous spill scene or fire. The employee may possibly be exposed to AIDS or hepatitis from an infected suspect.

The noise level in the work environment is usually moderate to loud.

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

- Sitting for extended periods of time.
- Operating assigned equipment.

Maintain mental capacity which permits:

- Making sound decisions and using good judgment.
- Maintaining confidentiality.
- Demonstrating intellectual capabilities.

Effectively handle a work environment and conditions which involve:

- Working closely with others.
- Working in a multi-task environment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations.
- Reading and writing.
- Operating assigned equipment.
- Communicating with others.

ACCIDENT PREVENTION PROGRAM:
Required to follow all department's safety regulations.

DATE: December 06, 2011

DEPARTMENT HEAD: Rene Guerra,Criminal District Attorney

DEPARTMENT NAME: HIDTA Task Force

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)
2-1252-412-00-270-012-0-	131	Overtime	$	55,000.00
2-1252-412-00-270-012-0-	220	FICA / Social Security Contributions		4,210.00
2-1252-412-00-270-012-0-	230	Retirement		5,480.00
2-1252-412-00-270-012-0-	250	Unemployment Compensation		275.00
		TOTAL APPROPRIATIONS	$	64,965.00

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 December 6, 2012
DEPARTMENT HIDTA TASK FORCE
ACCOUNT **1252-412-00-270-012-0-xxx (US Treasury)**

SLOT NUMBER	EMPLOYEE NUMBER	POSITION	2011 BUDGETED OVERTIME	FRINGES BENEFIT COMPENSATION RATES		
				FICA 7.65%	Retirement 9.95%	Unemployment 0.50%
G003	037524	Criminal Investigator I	5,000.00	382.50	497.50	25.00
G004	121193	Criminal Investigator II	5,000.00	382.50	497.50	25.00
G005	060135	Criminal Investigator II	5,000.00	382.50	497.50	25.00
G006	153818	Criminal Investigator II	5,000.00	382.50	497.50	25.00
G007	088994	Criminal Investigator II	5,000.00	382.50	497.50	25.00
G008	072192	Assistant Commander	5,000.00	382.50	497.50	25.00
G013	175145	Criminal Investigator II	5,000.00	382.50	497.50	25.00
G014	149098	Criminal Investigator III	5,000.00	382.50	497.50	25.00
G020	087319	Deputy Constable Step II	5,000.00	382.50	497.50	25.00
G021	017477	DA Criminal Investgator	5,000.00	382.50	497.50	25.00
G022	141917	DA Criminal Investgator	5,000.00	382.50	497.50	25.00
		TOTAL	**$ 55,000.00**	**$ 4,207.50**	**$ 5,472.50**	**$ 275.00**

DATE: December 06, 2011

DEPARTMENT HEAD: Rene Guerra,Criminal District Attorney

DEPARTMENT NAME: HIDTA Task Force

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)
2-1254-412-00-270-014-0	342	Information & Credit Service	3,500.00
2-1254-412-00-270-014-0	346	Hauling & Freight Svcs	1,500.00
2-1254-412-00-270-014-0	411	Water/ Sewerage	2,000.00
2-1254-412-00-270-014-0	412	Cable/ Satellite Television	800.00
2-1254-412-00-270-014-0	413	Surveillance and Security	500.00
2-1254-412-00-270-014-0	423	Custodial	1,600.00
2-1254-412-00-270-014-0	431	Repair & Maintenance Service - Building & Other St	7,000.00
2-1254-412-00-270-014-0	432	Repair & Maintenance Service - Equipment & Vehic	8,500.00
2-1254-412-00-270-014-0	442	Rental of Equipment and Vehicle	7,000.00
2-1254-412-00-270-014-0	521	Property Insurance	1,000.00
2-1254-412-00-270-014-0	522	Vehicle - Liability Insurance	6,000.00
2-1254-412-00-270-014-0	523	Public Official Insurance	3,000.00
2-1254-412-00-270-014-0	524	General Insurance	5,000.00
2-1254-412-00-270-014-0	529	Surety & Notary Bonds	100.00
2-1254-412-00-270-014-0	531	Telephone	2,000.00
2-1254-412-00-270-014-0	532	Wireless Devices	7,100.00
2-1254-412-00-270-014-0	534	Internet Service	1,600.00
2-1254-412-00-270-014-0	535	Postage and Express Mail Charges	1,000.00
2-1254-412-00-270-014-0	540	Advertising	2,100.00
2-1254-412-00-270-014-0	550	Printing & Binding	1,500.00
2-1254-412-00-270-014-0	583	Out of County employee travel	10,000.00
2-1254-412-00-270-014-0	584	Registration fees	10,000.00
2-1254-412-00-270-014-0	585	Non-employee travel	200.00
2-1254-412-00-270-014-0	601	Office & computer supplies	7,000.00
2-1254-412-00-270-014-0	603	Education/Instruction Supplies	2,000.00

2-1254-412-00-270-014-0	604	Medical & Laboratory supplies	500.00
2-1254-412-00-270-014-0	611	Police Supplies	2,500.00
2-1254-412-00-270-014-0	613	Safety Supplies	1,500.00
2-1254-412-00-270-014-0	619	Other Misc Supplies	5,000.00
2-1254-412-00-270-014-0	622	Electricity	2,000.00
2-1254-412-00-270-014-0	626	Gasoline/ Diesel	25,000.00
2-1254-412-00-270-014-0	631	Bottled Water	300.00
2-1254-412-00-270-014-0	640	Reference Material	500.00
2-1254-412-00-270-014-0	661	Minor Office Furn & Equ	1,000.00
2-1254-412-00-270-014-0	664	Other Minor Equipment	500.00
2-1254-412-00-270-014-0	665	Minor Computer Equip	2,000.00
2-1254-412-00-270-014-0	668	Police Weapons & Bulletproof vests	2,000.00
2-1254-412-00-270-014-0	672	Equip R&M Supplies - equipment & vehicles	2,000.00
2-1254-412-00-270-014-0	679	Repair & Maintenance supplies - other	200.00
2-1254-412-00-270-014-0	747	Software	2,000.00
2-1254-412-00-270-014-0	748	Other Equipment	5,000.00
2-1254-412-00-270-014-0	810	Dues & Memberships	2,000.00
2-1254-412-00-270-014-0	820	Claims and Judgments	10,000.00
2-1254-412-00-270-014-0	831	Court Costs and Investigation	3,500.00
2-1254-412-00-270-014-0	855	Late Fees, penalties, and finance charges	500.00
2-1254-412-00-270-014-0	890	Other	15,000.00
		TOTAL APPROPRIATIONS	$ 175,000.00

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

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1251-412-00-270-011-0

AI - 30065

HIDTA CHAPTER 59

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G001	113	COMMANDER	18	4	$75,899.00	$26,699.00	$26,699.00	$274.38	$0.00	$0.00	$0.00	$0.00	$26,973.38
		DELETE THE FOLLOWING:											
~~G002~~	~~113~~	~~ASSISTANT DISTRICT ATTORNEY IV~~	~~18~~	~~2~~	~~$71,091.00~~	~~$18,334.00~~	~~$18,340.00~~	~~$928.42~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$19,268.42~~
G003	113	CRIMINAL INVESTIGATOR I	12	5	$49,344.00	$12,376.00	$12,376.00	$210.00	$0.00	$0.00	$0.00	$0.00	$12,586.00
G004	113	CRIMINAL INVESTIGATOR II	14	2	$52,254.00	$15,286.00	$15,286.00	$105.34	$0.00	$0.00	$0.00	$0.00	$15,391.34
G005	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$17,053.00	$17,053.00	$132.00	$0.00	$0.00	$0.00	$0.00	$17,185.00
G006	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$17,053.00	$17,053.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,053.00
G007	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$17,053.00	$17,053.00	$208.34	$0.00	$0.00	$0.00	$0.00	$17,261.34
G008	113	ASSISTANT COMMANDER	16	1	$58,888.00	$19,128.00	$19,128.00	$87.00	$0.00	$0.00	$0.00	$0.00	$19,215.00
G009	113	ACCOUNTANT III	12	6	$50,859.00	$15,159.00	$15,159.00	$232.49	$0.00	$0.00	$0.00	$0.00	$15,391.49
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	2	$32,929.00	$10,429.00	$10,429.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,429.00
G011	113	ADMINISTRATIVE ASSISTANT IV	10	3	$39,707.00	$11,507.00	$11,507.00	$208.00	$0.00	$0.00	$0.00	$0.00	$11,715.00
		REDISTRIBUTE COST ALLOCATION 100% TO HIDTA CH 59 (FUND 1251)				↓							
						$36,272.00							
G012	**113**	**ADMINISTRATIVE ASSISTANT III**	**8**	**5**	**$36,271.00**	~~**$10,272.00**~~	**$10,272.00**	**$233.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$10,505.00**
		DELETE THE FOLLOWING:											
~~G016~~	~~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~~
		REDISTRIBUTE COST ALLOCATION FROM 100% TO 26.78%				↓							
						$13,519.00							
G018	**113**	**CRIMINAL INVESTIGATOR II**	**14**	**1**	**$50,487.00**	~~**$50,487.00**~~	**$50,487.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$50,487.00**

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1251-412-00-270-011-0

AI - 30065

HIDTA CHAPTER 59

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		DELETE THE FOLLOWING:											
~~G020~~	~~113~~	~~SR. DEPUTY CONSTABLE STEP III~~				~~$22,388.00~~	~~$22,388.00~~	~~$329.99~~	~~$0.00~~	~~$600.00~~	~~$0.00~~	~~$0.00~~	~~$23,317.99~~
~~G021~~	~~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~~
~~G022~~	~~113~~	~~CRIMINAL INVESTIGATOR II~~	~~14~~	~~1~~	~~$50,487.00~~	~~$50,487.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
~~G023~~	~~113~~	~~CRIMINAL INVESTIGATOR II~~	~~14~~	~~1~~	~~$50,487.00~~	~~$50,487.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
		CREATE THE FOLLOWING COST ALLOCATION (28.96%):											
G024	113	CRIMINAL INVESTIGATOR III	16	1	$58,888.00	$17,056.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$683,295.00	$240,739.00	$263,230.00	$2,948.96	$0.00	$600.00	$0.00	$0.00	$266,778.96

Approval to delete, create and/or adjust the above cost allocations and pay employees as highlighted above, effective 01/01/2012.

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1291-412-00-270-003-1

AI - 30065

HIDTA TASK FORCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G001	113	COMMANDER	18	4	$75,899.00	$49,200.00	$49,200.00	$505.62	$0.00	$0.00	$0.00	$0.00	$49,705.62
		DELETE THE FOLLOWING:											
~~G002~~	~~113~~	~~ASSISTANT DISTRICT ATTORNEY IV~~	~~18~~	~~2~~	~~$71,091.00~~	~~$52,757.00~~	~~$52,800.00~~	~~$2,671.58~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$55,471.58~~
G003	113	CRIMINAL INVESTIGATOR I	12	5	$49,344.00	$36,968.00	$36,968.00	$630.00	$0.00	$0.00	$0.00	$0.00	$37,598.00
G004	113	CRIMINAL INVESTIGATOR II	14	2	$52,254.00	$36,968.00	$36,968.00	$314.66	$0.00	$0.00	$0.00	$0.00	$37,282.66
G005	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$36,968.00	$36,968.00	$288.00	$0.00	$0.00	$0.00	$0.00	$37,256.00
G006	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$36,968.00	$36,968.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,968.00
G007	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$36,968.00	$36,968.00	$451.66	$0.00	$0.00	$0.00	$0.00	$37,419.66
G008	113	ASSISTANT COMMANDER	16	1	$58,888.00	$39,760.00	$39,760.00	$213.00	$0.00	$0.00	$0.00	$0.00	$39,973.00
G009	113	ACCOUNTANT III	12	6	$50,859.00	$35,700.00	$35,700.00	$547.51	$0.00	$0.00	$0.00	$0.00	$36,247.51
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	2	$32,929.00	$22,500.00	$22,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,500.00
G011	113	ADMINISTRATIVE ASSISTANT IV	10	3	$39,707.00	$28,200.00	$28,200.00	$512.00	$0.00	$0.00	$0.00	$0.00	$28,712.00
		DELETE THE FOLLOWING COST ALLOCATION & REDISTRIBUTE COST ALLOCATION 100% TO HIDTA CH 59 (FUND 1251)											
~~G012~~	~~113~~	~~ADMINISTRATIVE ASSISTANT III~~	~~8~~	~~5~~	~~$36,271.00~~	~~$25,999.00~~	~~$26,000.00~~	~~$667.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$26,667.00~~
		CREATE THE FOLLOWING COST ALLOCATIONS:											
G013	**113**	**CRIMINAL INVESTIGATOR II**	**14**	**1**	**$50,487.00**	**$36,968.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
G014	**113**	**CRIMINAL INVESTIGATOR III**	**16**	**1**	**$58,888.00**	**$41,832.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
					$667,589.00	$439,000.00	$386,200.00	$6,801.03	$0.00	$0.00	$0.00	$0.00	$445,801.03

Approval to delete, create and/or adjust the above cost allocations and pay employees as highlighted above, effective 01/01/2012.

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1252-412-00-270-012-0

AI - 30065

HIDTA US TREASURY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
		DELETE THE FOLLOWING:											
~~G001~~	~~113~~	~~CRIMINAL INVESTIGATOR III~~	~~16~~	~~0~~	~~$55,944.00~~	~~$55,944.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
					$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Approval to delete the above highlighted position, effective 01/01/2012:

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: 30065

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
HIDTA CHAPTER 59 (1251)
Approval of the following personnel actions, effective 01/01/2012:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1251	ASSISTANT DA IV	G002	113	18	2	18,340.00	-	-	0.00	(18,340.00)
1251	CRIMINAL INVESTIGATOR I	G016	113	12	1	43,284.00	-	-	0.00	(43,284.00)
1251	SR. DEPUTY CONSTABLE STEP III	G020	113	-	-	22,388.00	-	-	0.00	(22,388.00)
			117	-	-	600.00	-	-	0.00	(600.00)
1251	CLERK I	G021	113	1	4	20,514.00	-	-	0.00	(20,514.00)
1251	CRIMINAL INVESTIGATOR II	G022	113	14	1	50,487.00	-	-	0.00	(50,487.00)
1251	CRIMINAL INVESTIGATOR II	G023	113	14	1	50,487.00	-	-	0.00	(50,487.00)
1251	ADMINISTRATIVE ASSISTANT III	G012	113	8	5	10,272.00	8	5	36,272.00	26,000.00
1251	CRIMINAL INVESTIGATOR II	G018	113	14	1	50,487.00	14	1	13,519.00	(36,968.00)
1251	CRIMINAL INVESTIGATOR III	G024	113	16	1	0.00	16	1	17,056.00	17,056.00
						266,859.00			66,847.00	(200,012.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1251-412-00-270-011-0-	113	HIDTA CH 59 -	REG F/T EMPLOYEES	($199,412.00)
2-1251-412-00-270-011-0-	117	HIDTA CH 59 -	SUPPLEMENTAL PAY	($600.00)
2-1251-412-00-270-011-0-	211	HIDTA CH 59 -	HEALTH INSURANCE	($16,656.00)
2-1251-412-00-270-011-0-	212	HIDTA CH 59 -	LIFE INSURANCE	($108.00)
2-1251-412-00-270-011-0-	220	HIDTA CH 59 -	FICA	($15,300.92)
2-1251-412-00-270-011-0-	230	HIDTA CH 59 -	RETIREMENT	($19,901.19)
2-1251-412-00-270-011-0-	250	HIDTA CH 59 -	UNEMPLOYMENT COMP	($1,000.06)
2-1251-412-00-270-011-0-	260	HIDTA CH 59 -	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	($252,978.17)

2013 Budgetary Impact: **($252,269.57)**

Possible Funding Sources: **NO BUDGETARY IMPACT**

Comments:

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: 30065

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
HIDTA TASK FORCE (1291)
Approval of the following personnel actions, effective 01/01/2012:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1291	ASSISTANT DA IV	G002	113	18	2	52,800.00	-	-	0.00	(52,800.00)
1291	ADMINISTRATIVE ASSISTANT III	G012	113	8	5	26,000.00	-	-	0.00	(26,000.00)
1291	CRIMINAL INVESTIGATOR II	G013	113	-	-	0.00	14	1	36,968.00	36,968.00
1291	CRIMINAL INVESTIGATOR III	G014	113	-	-	0.00	16	1	41,832.00	41,832.00
						78,800.00			78,800.00	0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)	AMOUNT
2-1291-412-00-270-003-1-	113	HIDTA TASK FORCE REG F/T EMPLOYEES	$0.00
2-1291-412-00-270-003-1-	211	HIDTA TASK FORCE HEALTH INSURANCE	$0.00
2-1291-412-00-270-003-1-	212	HIDTA TASK FORCE LIFE INSURANCE	$0.00
2-1291-412-00-270-003-1-	220	HIDTA TASK FORCE FICA	$0.00
2-1291-412-00-270-003-1-	230	HIDTA TASK FORCE RETIREMENT	$0.00
2-1291-412-00-270-003-1-	250	HIDTA TASK FORCE UNEMPLOYMENT COMP	$0.00
2-1291-412-00-270-003-1-	260	HIDTA TASK FORCE WORKER'S COMP	$0.00
		2012 BUDGETARY IMPACT:	$0.00

2013 Budgetary Impact: **$0.00**

Possible Funding Sources: **NO BUDGETARY IMPACT**

Comments:

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: 30065

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
HIDTA US TREASURY (1252)
Approval of the following personnel actions, effective 01/01/2012:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1252	CRIMINAL INVESTIGATOR III	G001	113	16	0	55,944.00	-	-	0.00	(55,944.00)
						55,944.00			0.00	(55,944.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)	AMOUNT
2-1252-412-00-270-012-0-	113	HIDTA US TREASUR REG F/T EMPLOYEES	($55,944.00)
2-1252-412-00-270-012-0-	211	HIDTA US TREASUR HEALTH INSURANCE	($4,164.00)
2-1252-412-00-270-012-0-	212	HIDTA US TREASUR LIFE INSURANCE	($27.00)
2-1252-412-00-270-012-0-	220	HIDTA US TREASUR FICA	($4,279.72)
2-1252-412-00-270-012-0-	230	HIDTA US TREASUR RETIREMENT	($5,566.43)
2-1252-412-00-270-012-0-	250	HIDTA US TREASUR UNEMPLOYMENT COMP	($279.72)
2-1252-412-00-270-012-0-	260	HIDTA US TREASUR WORKER'S COMP	$0.00
		2012 BUDGETARY IMPACT:	($70,260.87)

2013 Budgetary Impact: **($70,260.87)**

Possible Funding Sources: **NO BUDGETARY IMPACT**

Comments:

Hidalgo Co. Budget Office
2/3/2005

DATE: December 27,2012

DEPARTMENT HEAD: Rene Guerra,Criminal District Attorney

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)
2-1251-412-00-270-011-0	113	Full - time Employees	$	(203,950.99)
2-1251-412-00-270-011-0	115	Longevity pay		(4,565.80)
2-1251-412-00-270-011-0	117	Supplemental pay		(600.00)
2-1251-412-00-270-011-0	211	Health Insurance		(18,734.41)
2-1251-412-00-270-011-0	212	Life Insurance		(101.46)
2-1251-412-00-270-011-0	220	FICA / Social Security Contributions		(16,183.47)
2-1251-412-00-270-011-0	230	Retirement		(21,065.53)
2-1251-412-00-270-011-0	250	Unemployment Compensation		(1,056.53)
		TOTAL UNAPPROPRIATION	**$**	**(266,258.19)**

TO UNAPPROPRIATE 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

HIDTA CHAPTER 59

1251-412-00-270-011

Object #	Object Code Description	2011 Original Budget	2012 Budget Request	2012 Adopted Budget
113	PERMANENT FULL-TIME EMPLOYEES	$832,473.00	$432,541.00	$432,541.00
115	LONGEVITY PAY	$8,968.30	$7,165.80	$7,165.80
117	SUPPLEMENTAL PAY	$900.00	$600.00	$600.00
211	HEALTH INSURANCE	$65,374.00	$38,009.41	$38,009.41
212	LIFE INSURANCE	$492.00	$246.46	$246.46
220	SOCIAL SECURITY CONTRIBUTIONS (FICA)	$64,191.00	$33,683.47	$33,683.47
230	RETIREMENT CONTRIBUTIONS	$80,251.00	$43,810.53	$43,810.53
250	UNEMPLOYMENT COMPENSATION	$4,227.00	$2,201.53	$2,201.53
	TOTALS	$1,056,876.30	$558,258.19	$558,258.19
	SALARY EXPENSES	$1,056,876.30	$558,258.19	$558,258.19
	OPERATING EXPENSES	$0.00	$0.00	$0.00

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CH 59 (270-011) / HIDTA TASK FORCE (270-003)

DATE: 12/6/2011

CURRENT POSITION TITLE: ASSISTANT DA IV

CURRENT SLOT #: 270-011-G002 / 270-003-G002

REQUESTED POSITION TITLE: ASSISTANT DA IV

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION/COST ALLOCATIONS

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

POSITION SALARY REQUEST:

HIDTA CH 59 (270-011)

Salary Amount: (Grade 18/ Step 2)

$ 18,340.00	$ 0.00	$ (18,340.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

HIDTA TASK FORCE (270-003)

Salary Amount: (Grade 18/ Step 2)

$ 52,800.00	$ 0.00	$ (52,800.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [X]
Non-Exempt [ ]

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

DUE TO THE RE-ORGANIZATIONAL/ RESTRUCTURING PLAN, HIDTA WILL NOT BE ABLE TO FUND (WITH GRANT OR ASSET

ASSET FORFEITURE FUND) THIS POSITION

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

POSITION RECLASSIFICATION: 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	12/9/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CH 59 (270-011) DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR I CURRENT SLOT #: G016

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount: (Grade 12/ Step 1)

$ 43,284.00	$ 0.00	$ (43,284.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

DUE TO THE RE-ORGAINZATIONAL / RESTRUCTURING PLAN, THIS POSISTION IS NOT NEEDED.

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

POSITION RECLASSIFICATION: 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	12/07/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ] NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ] NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/14/2011 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ] NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CH 59 (270-011) DATE: 12/6/2011

CURRENT POSITION TITLE: SR. DEPUTY CONSTABLE STEP III CURRENT SLOT #: 270-011-G020

REQUESTED POSITION TITLE: SR. DEPUTY CONSTABLE STEP III

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETE COST ALLOCATION

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

POSITION SALARY REQUEST:

Salary Amount:

$ 22,388.00 Current G&S/ Budgeted Salary $ 0.00 Proposed G&S/ Budgeted Salary $ (22,388.00) Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [ ]
Non-Exempt [X]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

DUE TO THE RE-ORGAINZATIONAL / RESTRUCTURING PLAN, HIDTA WILL NOT BE ABLE TO FUND THIS POSITION.

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

POSITION RECLASSIFICATION: 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	12/7/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO	
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO	
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO	
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CH 59 (270-011) DATE: 12/6/2011

CURRENT POSITION TITLE: CLERK I CURRENT SLOT #: G021

REQUESTED POSITION TITLE: CLERK I

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount: (Grade 1/ Step 4)

$ 20,514.00	$ 0.00	$ (20,514.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

DUE TO THE REORGAINZATIONAL/RESTRUCTURING PLAN, THIS POSITION IS NOT REQUIRED.\

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

POSITION RECLASSIFICATION: 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	12/7/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CH 59 (270-011) DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II CURRENT SLOT #: G022 & G023

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount: (Grade 14/ Step 1)

$ 50,487.00 x 2	$ 0.00	$ (100,974.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

DUE TO THRE RE-ORGAINZATIONAL RESTRUCTURING PLAN, THESE POSITIONS ARE NOT REQUIRED

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

POSITION RECLASSIFICATION: 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	12/7/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO	
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO	
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/14/2011 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO	
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA US TREASURY (270-012) DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III CURRENT SLOT #: G001

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount: (Grade 16/ Step 0)

$ 55,944.00	$ 0.00	$ (55,944.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

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

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

DUE TO THE REORGAINZATIONAL/RESTRUCTURING PLAN/ PTHIS POSITION IS NOT REQUIRED.

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

POSITION RECLASSIFICATION: 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	12/6/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO	
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO	
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO	
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA CH 59 (270-011) / HIDTA TASK FORCE (270-003)
DATE: 12/6/2011

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT III
CURRENT SLOT #: 270-011-G012 / 270-003-G012

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT III

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other DELETING COST ALLOCATION (270-003) & REDISTRIBUTING 100% TO HIDTA CH59 (270-011)

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

POSITION SALARY REQUEST:

HIDTA CH 59 (270-011)

Salary Amount:	(Grade 8/ Step 5)	(Grade 8/ Step 5)	
	$ 10,272.00	$ 36,272.00	$ 26,000.00
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

HIDTA TASK FORCE (270-003)

Salary Amount:	(Grade 8/ Step 5)		
	$ 26,000.00	$ 0.00	$ (26,000.00)
	Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

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

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

DUE TO THE RE-ORGANIZATIONAL/ RESTRUCTURING PLAN, THIS POSITION IS NOT ALLOWED UNDE THE HIDTA GRANT AND WILL

BE PAID 100% FROM ASSET FORFEITURE FUNDS

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

POSITION RECLASSIFICATION: 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	12/7/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☑	YES	☐ NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	☑	YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	☑	YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA Task Force (270-003) / HIDTA CH 59 (270-011)

DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II

CURRENT SLOT #: 270-003-G013 / 270-011-G018

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other CREATE COST ALLOCATION (270-003) & ALLOCATE SALARY

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

POSITION SALARY REQUEST:

HIDTA Task Force (270-003)

Salary Amount:

(Grade 14/ Step 1)	(Grade 14/ Step 1)	
$ 0.00	$ 36,968.00	$ 36,968.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

HIDTA CH 59 (270-011)

Salary Amount:

(Grade 14/ Step 1)	(Grade 14/ Step 1)	
$ 50,487.00	$ 13,519.00	$ (36,968.00)
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

DUE TO THE RE-ORGAINZATIONAL / RESTRUCTURING PLAN, THIS POSITION REQUIRED DISTRUBUTION BETWEEN GRANT AND

ASSET FORFEITURE FUNDS

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

POSITION RECLASSIFICATION: 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	12/1/2011 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ] NO
2.	HUMAN RESOURCES DIRECTOR	12/16/2011 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ] NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/16/2011 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ] NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDTA Task Force (270-003) / HIDTA CH 59 (270-011)

DATE: 12/6/2011

CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III

CURRENT SLOT #: 270-003-G014 / 270-011-G024

REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other CREATE POSITION/ ALLOCATION

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

POSITION SALARY REQUEST:

HIDTA Task Force (270-003)

Salary Amount: (Grade 16/ Step 1)

$ 0.00	$ 41,832.00	$ 41,832.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

HIDTA CH 59 (270-011)

Salary Amount: (Grade 16/ Step 1)

$ 0.00	$ 17,056.00	$ 17,056.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [ ] Will Require Additional Funds

[ ] Other _____

POSITION Type:

Full Time Employee Object 113 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

Full Time Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

DUE TO THE RE-ORGANIZATIONAL / RESTUCTURING PLAN, THIS POSITION REQUIRED DISTRIBUTION BETWEEN GRANT AND

ASSET FORFEITURE FUNDS

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

POSITION RECLASSIFICATION: 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 12/7/2011	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ] NO
2.	HUMAN RESOURCES DIRECTOR	Date 12/16/2011	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ] NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	Date 12/16/2011	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ] NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

AI-30098 **23. A.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

2012 Budget Process:
1. Approval of the 2012 Budget at the Department level.
2. 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).
3. 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

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/09/2011

Final Approval Date: 12/22/2011

AI-30097 **23. B.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Dina Trevino **Submitted By:** Sylvia Solis, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Report and approval of emergency transfers for the period of January through December 2011.

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

backup

Form Review

Inbox	Reviewed By	Date
Sylvia Solis (Originator)	Sylvia Solis	12/15/2011 04:43 PM
Ivan Cantu	Ivan Cantu	12/22/2011 11:42 AM
Budget & Management	Merlen P. Munoz	12/22/2011 01:44 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/09/2011

Final Approval Date: 12/22/2011

Hidalgo County Non-Agenda Transfers
from January through December 2011

Date	JE #	Amount	Department	Reason
12/28/10	10002	$ 80,164.50	Pct. 4 P/U Rd.	To fund the difference in salary and related fringes for the creation of one (1) Director of R & B position, slot no. 061, as previously approved by CC on 11-22-10. (refer to AI #24411, item 17.E.1, CC 12-30-10).
12/28/10	10003	20,245.68	Pct. 3 P/U Rd.	To fund the difference in salary and related fringes for the extension of two (2) temporary Office Clerk positions, slot no. T070 & T071. (refer to AI #24413, item 18.E.2). Extension will be for 2011 not to exceed six (6) months and/or 6-30-11.
12/28/10	10004	12,978.00	Pct. 1 Parks	To fund the difference in salary and related fringes for the extension of one (1) temporary Maintenance III position, slot no. T021. (refer to AI #24413, item 18.E.2). Extension will be for 2011 not to exceed six (6) months and/or 6-30-11.
12/29/10	10005	5,888.00	Executive Office*	To fund supplemental pay allowance and related fringes for an Environmental Compliance Coordinator position, slot no. 125-001-0005, employee no. 121665, refer to AI #24591, item 18.E.10 CC 12-30-10.
1/4/11	05827	6,000.00	Law Library	To fund reference materials year end expenditures.
1/4/11	10033	740.00	DBM-Budget Division*	To fund equipment & vehicle r & m supplies (negative balance).
1/5/11	10036	9,418.44	Co. Auditor	To fund requisitions for rental of two (2) Xerox copiers, purchase of computer monitors and Lexis-Nexis service.
1/7/11	05863	4,917.00	Los Castillos Estates	To fund drainage related expenditures for Los Castillos Estates. Emergency transfer is needed in order to avoid further delay for completion of project, as requested by Marcie Jackson, BCAP Adm. Assistant.
1/7/11	10054	3,600.00	Colonia Access Prog.	Department is in need of equipment; however, at this time the object code classification is not known. Department will create line item transfers within their budget in order to classify equipment expenditures correctly.
1/10/11	10055	61,000.00	ICA W/URBAN ENCINAL #2/ALAMO/OLVRZ#2	To fund cost overrun expenditures (R & B portion) for Urban Co. Flood Drainage Improvements within the subdivision of Encinal #2/Los Alamos and Oliverarez #2. See AI #24707, CC 1-11-11.
1/11/11	05920	1,503.35	Various Depts*	To fund Dec. 2010 telephone expenditures.
1/11/11	05921	11,300.00	IT Countywide	To fund Dec. 2010 telephone expenditures.
1/11/11	05923	115.00	Facilities Management	To fund late fees for utility bills.
1/11/11	05924	921.05	Autopsies	To fund reclassification of expenditures for the purchase of machinery, as requested by Auditor's Office.

Hidalgo County Non-Agenda Transfers
from January through December 2011

Date	JE #	Amount	Department	Reason
1/11/11	05932	180.00	Pct. 1 Parks	To fund water/sewage expenditures. As per Joann Gonzalez, Pct. 1 A/P Clerk, there was a water leak at the Delta Lake Park. Water bill has been submitted to Auditor's Office for payment. Funding is pending posting of emergency transfer.
1/12/11	10093	178.00	CCL #4	To fund purchase of bond.
1/12/11	05950	299,000.00	Jail	To fund Room & Board expenditures for Dec. 2010
1/12/11	05951	18,000.00	Jail	To fund Room & Board expenditures for Dec. 2010
1/14/11	05954	150,000.00	CO, 2004-Pct. 2-WIC/HHS	To fund negative balance due to JE's and PO reclassification for VA Architecture due to recalculation of buildings costs.
1/18/11	05979	1,051.27	Pct. 4 Rd. Adm.	To fund capital leases and electricity year end expenditures.
1/18/11	05980	7,084.05	Pct. 4 P/U Rd.	To fund gasoline & equip. & vehicle rentals year end expenditures.
1/18/11	05981	56.44	Co. Shop	To fund electricity year end expenditures.
1/18/11	05982	100.00	Emergency Svcs-EM	To fund gasoline year end expenditures.
1/18/11	06009	156.59	DBM-Budget Division	As requested by Esther @ Auditor's, Ceiling for projection in wrong obj. code.
1/18/11	06010	698.30	Pct. 3 M4N (Tomgill-FM 2221)	To fund road material year end expenditures.
1/18/11	06011	8,771.27	Pct. 3 Sanitation	To fund disposal services expenditures provided by the City of Edinburg.
1/19/11	06013	65.00	Pct. 3 Parks	To fund year end late fees for water bill.
1/19/11	06014	100.00	Elections	To fund minor office furniture & equipment year end expenditures.
1/18/11	06016	3,267.28	Pct. 3 Sanitation*	To fund disposal services expenditures provided by the City of Edinburg.
1/18/11	06017	6,180.00	Constable Pct. 3*	To fund Nov. & Dec. 2010 fuel expenditures.
1/20/11	06022	50.00	Pct. 4 Parks	To fund electricity year end expenditures.
1/20/11	06023	3,605.00	Pct. 4 Sanitation	To fund disposal and equip. & vehicile rentals year end expenditures.
1/20/11	06024	200.00	Pct. 4 Adm.	To fund water/sewage year end expenditures.

Hidalgo County Non-Agenda Transfers
from January through December 2011

Date	JE #	Amount	Department	Reason
1/20/11	06025	1,300.00	Pct. 4 P/U Rd.	To fund R & B R & M Supplies year end expenditures.
1/20/11	06026	475.00	Health Adm.	To fund police supplies and other r & m supplies year end expenditures.
1/19/11	06027	55.00	Pct. 3 Sanitation	To fund late fees for water bill due to Agua Specialty Utility District.
1/20/11	06031	1,000.00	Constable Pct. 4*	To fund Dec. 2010 fuel invoice.
1/20/11	06038	0.63	Constable Pct. 4	To fund copier lease year end expenditures.
1/20/11	06044	2.61	Pct. 3 Parks	To fund year end water expenditures due to Agua Speciality Water District.
1/21/11	06053	497.00	Pct. 1 Parks*	To fund year end telephone expenditures.
1/21/11	06054	83.00	Road Adm.	To fund longevity pay negative balance.
1/21/11	06056	14.00	Court of Civil Appeals	To fund telephone year end expenditures.
1/21/11	06057	8,326.35	Autopsies	To fund autopsy services provided by Ceballos Funeral Home.
1/21/11	06058	373.81	Constable Pct. 3	To fund year end gasoline expendiutres.
1/21/11	06059	500.00	Health Clinics	To fund year end other prof. services expenditures.
1/21/11	10171	4,186.09	Facilities Management	To fund other equip. expenditures (Star Tele Communications).
1/25/11	10196	743.76	Pct. 1 Rd. Adm.	To fund longevity pay and related fringes for returning employee eligibile to receive longevity pay as per the involuntary seperation section of the Longevity Pay Policy (employee #84271).
1/24/11	10197	317.78	Pct. 2 Tower Rd (Moore-Balli)	To fund material testing services for the Pct. 2 Tower Rd (Moore-Balli).
1/25/11	06125	12,500.00	Pct. 4 P/U Rd.	To fund ROW expenditures (journal entry needed to be done by Auditor's Office).
1/27/11	06167	59,634.94	Juvenile Prob.*	To fund Room & Board expenditures for Dec. 2010.
1/27/11	06184	85,303.44	Info. Tech. Dept.	To fund negative balance for Dept. Heads. (obj. 112).
1/27/11	06185	250.00	TDH T.B. Elim.	To fund additional unemployment tax expenditures through the end of the grant period.

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Date	JE #	Amount	Department	Reason
1/28/11	06207	1,028.61	Sheriff	To fund the reclassification of life insurance and unemployment comp expenditures not covered under grant, as per the Grants Accounting Dept.
1/28/11	06208	617.76	Jail	To fund reclassification of fringe benefits expenditures not covered under grant, as per the Grants Accounting Dept.
1/28/11	06228	9,319.30	Truancy Grant Revenue-JP 3/2 & 1/1	Emergency transfer requested by Auditor's office to reflect revenue accounts for an interdept transfer done in Oct. 2010 (refer to AI #23591, CC 10-26-10)
1/31/11	10260	69,090.00	Emerg Srvs-EM	To fund the creation of new Emergency Management Coordinator position, slot #007. Note: Emergency Management Director position, slot #001 is to be deleted, refer to AI #25084, CC 2-1-11.
2/1/11	10368	5,888.00	Co. Wide Adm.	To sweep funds that will not be utilized for original purpose. NO ACTION on AI #24591/18.E.10., CC 12-30-10
2/2/11	06421	181.00	JP 1/1 Truancy	To cover portion of negative balance
2/2/11	06422	180.88	JP 1/2 Truancy	To cover portion of negative balance
2/2/11	06423	182.69	JP 3/2 Truancy	To cover portion of negative balance
2/2/11	06424	1,516.04	JP 4/2 Truancy	To cover portion of negative balance
2/2/11	10380	5,000.00	Pct. 1 P/U Rd.	To fund advertising expenditures for The Monitor. As per Noe Montez, Pct. 1, the account is currently "on hold" and vendor requires payment in order to bring the account current and process future advertisements. Invoices were sent to A/P, pending emergency transfer.
2/3/11	06442	834.12	JP 4/2 Truancy	To cover portion of negative balance
2/4/11	06475	21,731.88	Hurricane Alex	Adjustment to AI #24969, CC 1-25-11. Appropriated funds to cover 25% of county's portion for Hurricane Alex project repairs. Two PW's were adjusted by FEMA; therefore, decreasing County's portion.
2/7/11	BJE 1004	14,908.00	HIDTA FY 09 & 10 Travel & Training Revenue	Emergency transfer requested by Auditor's office to reflect revenue accounts for transfers done on 6-1-10 & 11-16-10, refer to AI #21352 & 23892.
2/7/11	BJE 1005	6,541.97	WIC Adm.	To fund outstanding invoices.

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Date	JE #	Amount	Department	Reason
2/8/11	10443	261.44	Pct. 3 M4N (Tomgill-FM 2221)	To fund invoice payment.
2/7/11	10447	1,183.03	WIC Adm.	To fund outstanding invoices.
2/10/11	10457	9,002.25	JP Pct. 2/Plc 2	To fund office furniture & rental expenditures
2/10/11	10465	5,000.00	TXDOT-FM88	To fund condenmation cases handled by Atlas & Hall. As per Noe Montez, Pct. 1, bills have accumulated for the past nine (9) months and are pending to be processed.
2/10/11	10466	116.40	Pct. 1 Rd. Adm.	To provide enough funds for Consent AI #25131 approved on 2-8-11 to be processed and posted by the Auditor's Office-Accounting Division, as requested by Noe Montez, Pct. 1
2/10/11	10467	4,000.00	Co. Wide Adm.	To fund balance needed for invoice for consulting services for Rolando Rios & Associates, PLLC in relation to the County's Redistricting Plan.
2/11/11	10488	400.84	Co. Auditor	To fund information & credit services and capital leases expenditures, as requested by Linda Fong from Auditor's Office.
2/14/11	10524	59,935.52	IT Countywide*	To fund telephone system for 3rd floor of Old Adm. Bldg.
2/15/11	BJE 1008	548.38	CO2009-Pct. 2 LJ Drain(S of Owassa)	To fund reclassification of expenditures in year 2010 to proper account-chk #04-13468 (11-9-10)
2/15/11	BJE 1009	7,000.00	Co. Wide Adm.	To fund Aid to NonGovt Agency expenditures for El Morillo Drain (LRGVDC).
2/15/11	10530	2,000.00	Pct. 3 Rd. Adm.	To fund cable/satellite expenditures for the offices of JP Ochoa, JP Garza, and Constable Gallardo, Pct. 3
2/15/11	10531	1,382.00	Pct. 4 Rd. Adm.	To fund data service through Link 2 Exchange and late fees to John Deere.
2/16/11	10569	65.00	Sheriff Fed Sharing-USDJ	To fund upgrade & purchase of cell phones in relation to AI #25216, CC 2-14-11.
2/16/11	10572	108,896.10	Tax Office	To correct JE #10029 and properly move monies that were transferred erroneously to the wrong account due to a typographical error in the account no.
2/16/11	10573	31,711.57	Jail	To fund emergency repairs and/or rennovations at the Hidalgo Co. Adult Dentention Facility.
2/16/11	BJE 1010	6,674.92	Sheriff	To fund year end negative balances.

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Date	JE #	Amount	Department	Reason
2/16/11	BJE 1011	5,657.97	Constable Pct. 4*	To cover overtime comp. to eligible employees who provided security services for FEMA.
2/17/11	BJE 1012	3,000.00	Facilities Management	To cover payment for Graybar Electric Co.
2/17/11	10585	1,100.00	Planning Dept*	To fund wireless devices expenditures under new Verizon plan for 9 inspectors.
2/17/11	BJE 1013	176,175.80	Co. Wide Adm.	To fund year end negative balances.
2/17/11	BJE 1014	129,850.00	Various Fire Depts.*	To fund fire call expenditures.
2/18/11	10586	2,000.00	TXDOT-US 83 Illumination	To fund lighting services for expressway 83 in the Pct. 1 area, as requested by Noe Montez. Pct. 1 has received a "disconnect" notice from CPL. Bills were sent to Auditor's A/P for payment, pending emergency transfer processing.
2/18/11	BJE 1015	31,800.00	Jail	To fund payment for S & B Inv. #U1189.100-01
2/18/11	10591	3,000.00	Facilities Management	To fund Graybar Electric Co. payment, PO #637536
2/23/11	BJE 1017	37,485.00	Public Defense*	To fund year end expenditures for attorney vouchers.
2/23/11	10637	18,211.85	Info. Tech. Dept.	To fund a server, licenses, and software in relation to the GIS project.
2/24/11	BJE 1018	257.98	Colonia Access Prog.	To fund year end negative balances.
2/24/11	BJE 1019	1,610.81	Pct. 1 P/U Rd.	To fund year end negative balances.
2/24/11	BJE 1020	80.95	DBM-W/C Div.	To fund year end negative balances.
2/24/11	BJE 1021	143.19	DBM-Health Ins. Adm.	To fund year end negative balances.
2/24/11	BJE 1022	268,645.45	Health Benefits-HC & HS	To fund year end negative balances.
2/24/11	10668	30,000.00	Pct. 2 El Dora Rd. (Retama-Cesar Chavez)	To fund materials and ROW needed for El Dora Rd in Pct. 2
2/24/11	10669	100,000.00	Pct. 2 El Gato Rd. (W Alamo-Tower)	To fund materials and ROW needed for El Gato Rd. in Pct. 2
2/24/11	10670	20,000.00	Pct. 2 CRC (S. Tower)	To fund electricity expenditures for Pct. 2 CRC (S. Tower)
2/24/11	10688	150.00	DBM-Health Ins. Adm.	To fund telephone expenditures.

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Date	JE #	Amount	Department	Reason
2/24/11	10689	800.00	DBM-W/C Div.	To fund telephone expenditures.
2/25/11	BJE 1023	176.94	Co. Shop	To fund year end negative balances.
2/25/11	BJE 1024	260.22	Pct. 1 Drain imprv Prj.	To fund year end negative balances.
2/25/11	BJE 1025	18.67	Pct. 1 BCAP	To fund year end negative balances.
2/25/11	BJE 1026	619.84	ROW Dept.	To fund year end negative balances.
2/25/11	BJE 1027	2,021.60	Pct. 3 P/U Rd.	To fund year end negative balances.
2/25/11	BJE 1028	43.98	Pct. 1 Rd. Adm.	To fund year end negative balances.
2/25/11	BJE 1029	20,604.39	Pct. 4 P/U Rd.	To fund year end negative balances.
2/25/11	BJE 1030	331.35	Pct. 3 Drain Imprv. Proj.	To fund year end negative balances.
2/25/11	BJE 1031	2,674.82	Courthouse Security	To fund year end negative balances.
2/25/11	BJE 1032	56.01	Law Library	To fund year end negative balances.
2/25/11	BJE 1033	220.02	Sheriff Investigation HB 65	To fund year end negative balances.
2/25/11	BJE 1034	18.58	CC Rec. Mgmt	To fund year end negative balances.
2/25/11	BJE 1035	734.18	DA Bad Check	To fund year end negative balances.
2/25/11	BJE 1036	209.69	DA Investigation HB 65	To fund year end negative balances.
2/25/11	BJE 1037	2.00	H.D. Adm.	To fund year end negative balances.
2/25/11	BJE 1038	243.22	Jail Commissary	To fund year end negative balances.
2/25/11	BJE 1039	2,146.30	Pct. 2 Los Encinos #2 Sub.	To fund expenses that were not allowed under grant.
2/25/11	BJE 1040	61.47	JAG	To fund year end negative balances.
2/25/11	10709	247.88	Various Depts*	To fund telephone expenditures for Jan. 2011.

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Date	JE #	Amount	Department	Reason
3/1/11	10738	1,000.00	Facilities Management	To fund late fees for utility bills.
3/1/11	10739	31,711.57	Jail	To reverse JE #10573, which was posted on 2-16-11 in error in relation to emergency repairs and/or rennovations for the County Jail. Expense was recognized in 2010 (refer to AI #25265, item 6.C., CC 2-14-11).
3/1/11	10763	2,791.41	Emergency Svcs-EM	To fund LRGVDC invoice due by 3-10-11 for continued eligibility for grant requests.
3/2/11	10771	3,000.00	JP Pct. 5/Plc 1*	To fund travel for mandatory classes, postage, and office supplies.
3/2/11	10772	300.00	CO, 2009-Pct. 3 M2N & Abram Rd.	To fund expenses to locate utility lines (Valley Boring Services)
3/4/11	10821	78,145.16	HS SHSP-LEAP	To properly allocate monies by obj. code for a future purchase with a Homeland Security grant, in which the purchase must be done within 30 days, and items must be delivered before March 2011 or funding will be swept by the LRGVDC.
3/4/11	10822	2,314.06	Crim. DA	To fund purchase of two laptops in the amount of $1157.03 each from ARC (Austin Ribbon Computer). Monies were taken from Insurance acct, dept. 125, progrm. 009, obj. 524.
3/4/11	10824	247.80	Various Depts*	To fund Feb. 2011 AT&T telephone expenditures for various depts (Child Protective Court, Master Court, JP Pct. 5/Pl 1, and Pct. 2 Parks)
3/8/11	BJE 1041	442.76	Pct. 1 P/U Rd.	To fund year end fuel expenditures for Pct. 1 R & B as requested by Noe Montez. A/P is going to close check run and is pending emergency transfer to process 2010 fuel invoice.
3/9/11	10882	2,327.20	Veteran's Svcs	To fund lease for copier.
3/10/11	10895	2,975.00	Pct. 1 Rd. Adm.	Funding is needed for repairs to the conference room as requested by Comm. Quintanilla. As per Joann Gonzalez, quotes have been obtained and were forwarded to Purchasing Dept. Requisition will be prepared today, pending emergency transfer.
3/10/11	BJE 1042	517,484.40	General Litigation*	To fund 2010 General Litigation legal services expenditures.
3/10/11	BJE 1043	171,446.30	Co. Wide Adm.	To sweep 2010 Facilities Mgmt departmental budget in order to fund 2010 General Litigation legal services expenditures.
3/10/11	BJE 1044	110,923.76	Co. Wide Adm.	To sweep 2010 Jail departmental budget in order to fund 2010 General Litigation legal services expenditures.

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Date	JE #	Amount	Department	Reason
3/10/11	BJE 1045	92,920.82	Co. Wide Adm.	To sweep 2010 Sheriff departmental budget in order to fund 2010 General Litigation legal services expenditures.
3/10/11	BJE 1046	205,264.82	Co. Wide Adm.	To sweep 2010 Elections Dept departmental budget in order to fund 2010 General Litigation legal services expenditures.
3/11/11	10951	500.00	Co. Wide Adm.	To fund AI #25678 for CCL #1.
3/14/11	10962	1,000.00	Facilities Management	To fund the purchase of fuel for two (2) generators.
3/15/11	11002	40,997.00	Pct. 4 P/U Rd.	To fund equipment & vehicle r & m supplies for Pct. 4
3/16/11	BJE 1050	4,016.76	Pct. 1 P/U Rd.	To fund equipment rental invoice to be paid in year 2010, as requested by Noe Montez, Pct. 1. Invoice was sent to A/P pending emergency transfer.
3/18/11	11061	1,556.07	Road Adm.	To fund negative balances for Road Adm. (125-030)
3/24/11	11132	600.00	Jail	To fund late fees assessed in relation to water bill payable to the City of Edinburg.
3/24/11	BJE 1054	21,103.72	Co. Clerk	To fund year end negative balances.
3/24/11	BJE 1055	0.19	Sheriff	To fund year end negative balances.
3/28/11	BJE 1056	15,955.82	Facilities Management	To fund year end negative balances.
3/28/11	BJE 1057	4,000.00	Elections Dept-Tec Sec. 13.121	To fund year end negative balances.
3/29/11	11205	20,000.00	Pct. 1 P/U Rd.	To fund guardrail for Mile 9N between Mile 6 and Mile 6 1/2 as requested by Noe Montez, Pct. 1.
3/30/11	BJE 1059	278.88	92nd DC	To fund year end negative balances.
3/30/11	BJE 1060	179.15	93rd DC	To fund year end negative balances.
3/30/11	BJE 1061	170.87	398th DC	To fund year end negative balances.

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Date	JE #	Amount	Department	Reason
3/30/11	BJE 1062	152.10	JP Pct. 1/Plc 1	To fund year end negative balances.
3/30/11	BJE 1063	120.94	Crim. DA	To fund year end negative balances.
3/30/11	BJE 1064	103.78	Co. Treasurer	To fund year end negative balances.
3/30/11	BJE 1065	2,004.56	Co. Auditor	To fund year end negative balances.
3/30/11	BJE 1066	616.00	Facilities Management	To fund year end negative balances.
3/30/11	BJE 1067	757.09	Constable Pct. 4	To fund year end negative balances.
3/30/11	BJE 1068	228.54	Juvenile Prob.	To fund year end negative balances.
3/30/11	BJE 1069	837.32	Human Services	To fund year end negative balances.
3/30/11	BJE 1070	419.72	Pct. 2 CRC (S. Tower)	To fund year end negative balances.
3/30/11	BJE 1071	797.02	Pct. 4 Rd. Adm.	To fund year end negative balances.
3/30/11	BJE 1072	341.47	Pct. 4 Drain Imprv. Prj.	To fund year end negative balances.
3/31/11	11245	100,000.00	Co. Wide Adm.	To fund various depts. funding needs.
4/1/11	11282	37,100.00	Co. Wide Adm.	To fund PO #641069 & PO #617432
4/1/11	11283	40,000.00	Co. Wide Adm.	To fund PO rollovers from 2010 for Aid to Govt. Agency (obj. 841)
4/1/11	11297	11,000.00	Co. Wide Adm.	To fund AI #26006, CC 4-5-11
4/1/11	11298	15,000.00	Co. Wide Adm.	To fund AI #26006, CC 4-5-11

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Date	JE #	Amount	Department	Reason
4/5/11	11299	6,000.00	H.D. Adm.	Funds needed to meet deadline on price discount on computer equipment that will have a total saving of an estimated $4,000.00
4/7/11	11393	601,300.00	Insurance*	To reimburse funds to Insurance accounts (obj. 522-524)
4/7/11	11394	700,000.00	Co. Wide Adm.	To reimburse funds to Insurance accounts (obj. 522-524)
4/7/11	11396	14,875.00	Pct. 3-Silver Spur (Exp. 83-Bus. 83N)	To fund reclassification of PO #652142
4/8/11	11398	6,121.53	HIDTA US Justice	To fund journal entry postings for insurance premium expenditures, as per the Auditor's Office.
4/8/11	11399	141.00	R & B Planning	To fund health & life insurance expenditures
4/12/11	11450	31,412.20	Co. Wide Adm.	Funds needed to fund Firetrol invoice to repair fire alarms at Pct. 3 Multiplex Bldg for WIC & DPS Offices and to fund Valley Metro expenditures.
4/14/11	11451	204.02	Pct. 1 P/U Rd.	To fund overtime wages for employee #175455, Martin Quintanilla, who exceeded maximum allowable comp-time hours (240) in pay period 8.
4/14/11	11452	29.02	Justice Court Tech.	To fund wireless devices telephone expenditures for Verizon Wireless.
4/15/11	11463	355.00	Veteran's Svcs	Funds needed to remove old printer due to termination of lease agreement.
4/18/11	11466	65,032.50	CW Adm	To reverse JE #05494. Funds were not used for intended purpose and closed to F/B. (Pct. 3 Rd. Maint.)
4/19/11	11469	11,296.00	Co. Clerk Record Archive	To fund salary and related fringe benefit expenditures for one (1) temporary full-time Assistant Deputy Co. Clerk position, slot #T009.
4/21/11	11519	5,500.00	Stonegardern (Donna)	Emergency transfer requested by Auditor's office because LIT needs to be done before 4-30-11. The grant will end on 4-30-11.
4/20/11	11520	100.00	JP Pct. 4/Plc 2	To purchase an office county seal for newly appointed/interim Honorable Judge Homer Jasso.
4/20/11	11521	39,214.36	Emergency Mgmt	To sweep funds for reclassification of unpaid balances to open PO's. CC approved change in account no./description on 4-12-11 (refer to AI #26153/20.C.)
4/29/11	11637	12,000.00	WIC Adm.	To fund lease agreement with BIC Investments for off-premise storage facility.
4/29/11	11638	1,020.00	Co. Auditor	Funds needed to reclassify PO #656623 for AuditWare Development Co. for annual renewal of auditware for local governments. Note: Amount available in obj. 336 is $1010.00; however, as per Linda, please approve.
5/2/11	11643	5,000.00	Co. Wide Adm.*	To fund Construction of Phase I of Parking Lot for the Substance Abuse Facility (from obj. 899 to 841).

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Date	JE #	Amount	Department	Reason
5/2/11	11689	100.00	ROW Dept.	The Auditor's Office is requesting funds be transferred to cover a journal entry for current postage expenditures.
5/2/11	11690	3,625.00	WIC Adm.	The Auditor's Office is requesting funds be transferred to cover a journal entry for current postage expenditures.
5/2/11	11691	1,200.00	Emergency Svcs-EM	To fund Reg. F/T employees current salary expenditures.
5/3/11	11752	56.07	Emergency Svcs-EM	To close out account which will become inactive as a result of account no. & description change approved by CC on 4-12-11 (refer to AI #26153/20.C.)
5/3/11	11753	917.69	Emergency Svcs-EM	To close out account which will become inactive as a result of account no. & description change approved by CC on 4-12-11 (refer to AI #26153/20.C.)
5/5/11	11754	15,398.11	Co. Wide Adm.*	To fund operating expenses related to the Mediplex Bldg for the month of May 2011 (water, property insurance, and custodial).
5/6/11	11756	806.54	Pct. 3 Rd. Maint.	To fund purchase of property for a road project in Pct. 3 (2 Mile Line Rd.)
5/6/11	11757	2,240.00	Pct. 3 Adm.	To fund reclassification of PO #650617 for Lumatec Lighting Svcs.
5/10/11	11787	79,200.00	CO's 2010A & B-Pct. 1 Roads	To fund the Drainage portion for WA's 2 & 3 in relation to M12.5N (FM 88-M4W) & M6N & Anastacia Rd., as requested by Noe Montez, Pct. 1. Engineering services to be performed by Guzman & Munoz Engineering (refer to AI #26545, item 17.B.1., CC 5-10-11)
5/10/11	11788	63,900.00	CO's 2010 A & B-Pct. 1 Mile 17N (FM 88-FM 1015)	To fund Road & Drainage portion for WA #1 in relation to Mile 17N (FM 88-FM 1015), as requested by Noe Montez, Pct. 1. Engineering services to be performed by Guzman & Munoz Engineering (refer to AI #26545, item 17.B.1., CC 5-10-11)
5/11/11	11834	1,000.00	WIC Ineligible Costs*	To fund AT & T telephone bill late fees.
5/11/11	11858	96.56	CO, 2004-Pct. 2-Tax Office	To fund various fees as invoiced from the City of Pharr (dated 4-6-11) in relation to the Pct. 2 Administrative complex-Tax Office.
5/11/11	11859	15,895.32	CO, 2004-Pct. 2-WIC/HHS	To fund various fees as invoiced from the City of Pharr (dated 4-6-11) in relation to the Pct. 2 Administrative complex-WIC/HHS.
5/11/11	11860	150.00	DBM-Budget Div.	To fund battery for courier vehicle (equip. & veh. R & M supplies).
5/12/11	11868	9,061.00	Co. Treasurer*	To replace funding used to pay 2011 Co. Treasurer bond. As per statute and at the recommendation of the Co. Auditor, the Treasurer was instructed to purchase full coverage at the maximum amount of the bond.
5/12/11	11871	184.96	Pct. 1 Rd. Maint.	To fund overtime wages for employee #175455, Martin Quintanilla, who exceeded maximum allowable comp-time hours (240) in pay period 10.

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Date	JE #	Amount	Department	Reason
5/13/11	11872	141.20	Planning & Eng.	To fund a prorated amount of fringe benefits expenditures in relation to the Supplemental Pay afforded to employee currently filling slot #210-001-0001 in the Planning Dept.
5/16/11	11873	2,300.00	Pct. 2 Rd. Maint.	To fund a prorated amount of salary and fringe benefits expenditures for Reg. P/T position, slot #055 in the Road Maintenance account. Position moved to 122-005 Pct. 2 Adm. account effective 5-3-11.
5/17/11	11874	59,600.00	WIC Adm.	To fund requisitions being processed for minor repairs on WIC Clinics.
5/17/11	11883	1,500.00	DBM-Budget Div.	Attending seminar on May 20 & May 22-25, 2011.
5/17/11	11929	3,500.00	Justice Court Tech.	To fund rental of two (2) Xerox copiers for JP Espinoza, Pct. 4, Plc. 1 (operating leases).
5/18/11	11932	175.00	Elections Dept.	To process a payment for application for graduation for Yvonne Ramon.
5/18/11	11933	15,000.00	Pct. 3 Parks	To fund repairs being done at Anzalduas Park.
5/19/11	11957	50,000.00	WIC Adm.	To fund on-going rennovations for the Edinburg WIC clinic.
5/23/11	11972	500.00	DBM-Budget Div.	Courier involved in a vehicle accident and need to have wrecked vehicle transferred to Co. propery to avoid daily storage fees.
5/24/11	12025	9,500.00	HIDTA US Justice	To fund bulletproof vests expenditures. As per Nelda Olivarez, she needs to open a PO, because the Company is going to be by their office today (5-24-11) for bullet proof vests measurements.
5/25/11	12034	10,000.00	Pct. 3 Parks	To fund construction material testing services for Anzalduas Park
5/27/11	12064	77.43	Child Welfare	To fund overtime wages for employee #144436 Norma Guzman who exceeded maximum allowable comp-time hours (240) in PP #11.
5/27/11	12065	51.41	Pct. 1 Rd. Maint.	To fund overtime wages for employee #175455 Martin Quintanilla who exceeded maximum allowable comp-time hours (240) in PP #11.
6/1/11	12126	0.10	Pct. 1 Encinal #2/Alamos/Olvrz#2 (UCP)	To fund difference in Co.'s portion of invoice for Saenz Utility Contractors, LTD in relation to Encinal #2, Los Alamos & Olivarez #2 S/D.
6/1/11	12162	3,500.00	Justice Court Tech.	To move funds to correct obj. code for lease of two copiers for JP Espinoza. Copier lease agreements should be classified under obj. 780 "Capital Leases", as per the Auditor's Office.
6/2/11	12189	2,000.00	Pct. 3 Sanitation	Transfer to cover public advertising for the Penitas Landfill Expansion. Advertisement needs to be done before June 13, 2011.
6/3/11	12203	1,230.00	Child Protective Court	To fund cabling & mounting rack to setup network from Star Telecom.

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Date	JE #	Amount	Department	Reason
6/6/11	12206	900.00	CCL #4	To fund postage expenditures through year end.
6/6/11	12214	9,000.00	HIDTA US Justice	To fund computer expenditures and registration fees related to a seminar scheduled for next week.
6/7/11	12218	182.00	*Co. Wide Adm.	To pay Texas Social Security Program fees.
6/7/11	12219	1,500.00	Facilities Management	To fund garbage collection expenditures.
6/8/11	12220	0.38	Rancho Escondido Subd	Transfer needed to complete funding for WA #2 with R. Gutierrez Engineering (refer to AI #26918, CC 6-14-11).
6/9/11	12224	367.03	Child Welfare	To fund overtime wages for employee #144436 Norma Guzman who exceeded maximum allowable comp-time hours (240) in PP #12.
6/9/11	12225	70.00	*Co. Wide Adm.	To pay Texas Social Security Program fees.
6/10/11	12226	34,500.00	Elections Dept.	To fund engineering services for warehouse rennovations/additions, refer to AI #27040, CC 6-14-11
6/10/11	12231	100,000.00	Co. Wide Adm.	To fund creation of two (2) positions; one (1) Environmental Health Svcs Div. Mgr and one (1) Public Health Tech. II under Health Adm.; and to fund other Co. Wide expenditures.
6/13/11	12241	3,490.00	Visiting Judges	To fund current temporary salary expenditures for visiting judges.
6/21/11	12355	2,500.00	Pct. 1 Adm.	To fund the printing of hurricane brochures, as requested by Noe Montez, Pct. 1.
6/22/11	12400	16,000.00	IT Countywide	To fund cabling at the Sheriff's Office.
6/22/11	12406	3,000.00	Co. Auditor	To fund travel expenditures for the remainder of the year.
6/22/11	12410	2,700.00	Executive Office*	To fund travel expenditures.
6/23/11	12412	18,000.00	CO 2009-Pct. 2 LJ Pond	To fund materials needed for the continued operation of the LJ Drain Pond project.
6/23/11	12413	700.00	Executive Office	To fund travel expenditures.
6/27/11	12431	5,000.00	Urban County*	To fund the origination fee for the renewal of the exisiting Line of Credit with First National Bank (FNB).

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
6/28/11	12482	3,933.95	CCL #1	To fund salary for one (1) temporary full-time Court Clerk position, slot #T006. Funding will cover the estimated expenditures until 7-31-11 (PP #16).
6/30/11	12506	1,000.00	Facilities Management	To fund late fees for utility bills.
7/1/11	12535	133,279.43	Pct. 3 Eyhorn Landfill*	To fund Supplemental Agreement #5, AI #27342, CC 7-5-11 and to reclassify expenditures from Co. Wide Adm. to Pct. 3 Eyhorn Landfill account.
7/6/11	12654	29,620.00	Pct. 1 Rd. Maint.	To classify invoice payment for Beto Salinas Flores Group, LLC to correct object code in relation to drainage work performed at Vaquero Estates project, as requested by Noe Montez, Pct. 1. Invoice payment was approved by CC on 7-5-11 (AI #27349/14.A.).
7/8/11	12674	2,100.00	Pct. 2 Buildings	To fund door strikes expenditures for the Hall Acres Buildings.
7/11/11	12686	57.66	Pct. 1 Rd. Maint.	To fund overtime wages for employee #175455, who exceeded the maximum allowable comp time hrs (240 hrs) in PP #14.
7/14/11	12747	4,000.00	Pct. 2 Sanitation	To fund equipment & vehicle r & m supplies in order to avoid any work stoppage.
7/19/11	12798	5,100.00	Pct. 1 Sanitation	To fund equipment & vehicle r & m supplies.
7/19/11	12803	8,000.00	Pct. 3 Rd. Maint.	To fund purchase of equipment needed for motorgraders to continue working.
7/19/11	12804	12.00	Pct. 4 Adm.	To fund telephone expenditures.
7/20/11	12850	100.00	JP Pct. 1/Plc 1	To fund registration fees for a seminar to be held on 7-26-11 in South Padre Island, TX in relation to a legislative update.
7/21/11	12883	334.77	Pct. 1 Rd. Maint.	To fund overtime wages for employee #175455 Martin Quintanilla who exceeded maximum allowable comp-time hours (240) in PP #15. No funds required to be transferred to fund fringes due to available lapsed funds from vacant positions.
7/21/11	12884	577.12	Child Welfare	To fund overtime wages for employee #144436 Norma Guzman who exceeded maximum allowable comp-time hours (240) in PP #15.
7/22/11	12885	181.02	Pct. 4 Adm.	Emergency transfer requested by Auditor's office to post LIT (AI #27531, CC 7-19-11). An expense was encumbered (PO #660841) after LIT was submitted by dept.
7/22/11	12891	13,997.00	WIC Adm.	To fund equipment purchases before grant ends.

Hidalgo County Non-Agenda Transfers
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Date	JE #	Amount	Department	Reason
7/22/11	12892	7,500.00	Transfers Out-Health Grants*	To fund the cash match portion of the Border Health EWIDS Grant. Grant period is from 8-1-11 through 7-31-12 (refer to AI #27621, CC 7-26-11).
7/25/11	12895	95.00	Veteran's Svcs	To fund bottled water expenditures through year end.
7/25/11	12896	7,500.00	Co. Wide Adm	To reverse JE #12892 posted on 7-22-11 in relation to cash match portion of the Border Health EWIDS Grant for FY 2012.
7/27/11	13002	14,000.00	WIC Adm.	To reverse emergency transfer processed on 7-21-11 (JE #12891) and fund AI #27676, CC 7-26-11
7/28/11	13013	1,500.00	Pct. 2 Parks	To fund disposal services from McAllen Public Utilities bill.
7/28/11	13054	8.47	WIC Reg. Dietician	To fund JE that will be posted for Unemployment Comp deficit.
7/28/11	13055	10.59	WIC Lactation	To fund JE that will be posted for Unemployment Comp deficit.
7/28/11	13056	18,677.03	WIC Adm.	To fund JE that will be posted for Unemployment Comp deficit.
7/28/11	13057	1,526.07	WIC B/F Prog.	To fund JE that will be posted for Unemployment Comp deficit.
7/29/11	13058	500.00	Pct. 1 Adm.	To fund reclassification of invoice payment, as requested by Noe Montez, Pct. 1.
7/29/11	13059	1,475.00	Pct. 1 Rd. Maint.	To fund emergency repair needed due to accident at Pct. 1, as requested by Noe Montez, Pct. 1.
7/29/11	13060	2,000.00	Pct. 1 Sanitation	To fund Cymez Security Svcs for the month of August 2011, as requested by Noe Montez, Pct. 1.
7/29/11	13061	1,845.00	Pct. 1 Parks	To fund other structures expenditures for ongoing work at the Pct. 1 Parks, as requested by Noe Montez, Pct. 1.
7/29/11	13062	9,812.00	Pct. 3 Sanitation	To fund repairs on two Roll-Off Trucks.
8/1/11	13095	11,872.80	Info. Tech. Dept.	To fund Out of Co. Travel expenditures for 3 employees from the IT Dept to attend the Vmware Training in Round Rock, TX on 8-8-11 to 8-12-11.
8/2/11	13203	9,711.92	HIDTA Task Force	To place funds in the appropriate expenditure accounts related to a purchase of a repeater for the HIDTA Task Force Dept.
8/3/11	13242	24.00	Bail Bond Board	To fund recording fees on an assignment of security for bail bond collateral for the Hidalgo Co. Bail Bond Board.

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Date	JE #	Amount	Department	Reason
8/5/11	13260	133,000.00	CO, 2006-Courthouse	To fund engineering services for Halff Assoc. in relation to the Courthouse Bldg.
8/5/11	13271	182.83	Pct. 1 Rd. Maint.	To fund overtime wages for employee #175455, who exceeded the maximum allowable comp time hrs (240 hrs) in PP #16. No funds required to be transferred for fringes due to available lapsed funds from vacant positions.
8/8/11	13279	15,051.52	Pct. 2 Rd. Maint.	To place funds in correct obj. code to fund WA #2 (refer to AI #27825, CC 8-9-11).
8/9/11	13315	36.47	CCL #4	To fund medical & lab supplies and household & janitorial supplies (refer to PO #660290 for obj. 607 household & janitorial supplies).
8/10/11	13329	6,000.00	Civil Service*	To fund pending bills for legal representation.
8/11/11	13350	85,682.00	WIC Adm.	To fund encumbrances that are needed.
8/12/11	13359	9,776.92	HIDTA Task Force	To fund purchase of repeater and other related equipment.
8/12/11	13360	10,490.92	HIDTA Task Force	To fund purchase of mobile radios.
8/15/11	13363	978.00	Pct. 1 Adm.	To fund quote from BigWebApps for the Pct. 1 Work Order support program, as requested by Noe Montez, Pct. 1.
8/15/11	13409	4,252.00	HIDTA Task Force	To fund expenditures related to a repeater using 2011 funds rather than the initial 2009 funds. The 2009 grant funds must be expended 100% before grant ends on 8-30-11 and the purchasing process for the repeater is going to take longer, therefore, South Texas HIDTA Task Force approved to fund it from 2011 grant funds.
8/17/11	13453	2,500.00	Pct. 1 Sanitation	To fund equip. & veh. R & M Svcs, as requested by Noe Montez, Pct. 1.
8/25/11	13579	10,000.00	TXDOT-US 83 Illumination	To fund lighting (electricity) services for Expressway 83 in the Pct. 1 area, as requested by Noe Montez, Pct. 1.
8/26/11	13617	6,000.00	Probate Court	To pay for Judge's bond.
8/29/11	13641	500.00	Justice Court Tech.	To fund online research services with Lexis Nexis (AI #28259, CC 8-30-11).
9/1/11	13731	3,500.00	Pct. 1 Parks	To fund telephone expenditures through year end.

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Date	JE #	Amount	Department	Reason
9/1/11	13732	2,100.00	Pct. 2 Adm.	To fund telephone expenditures through year end.
9/1/11	13733	940.00	430th DC	To fund telephone expenditures through year end.
9/1/11	13740	31,265.35	Pct. 3 Palmview III Headstart Cnt	To reclassify PO's #660345 & 660346
9/1/11	13741	473.00	Human Services	To fund travel request approved by CC on 8-30-11, AI #28179
9/6/11	13746	78,729.50	Pct. 2 El Gato Rd. (W Alamo-Tower)	To fund road expenditures in relation to El Gato Rd. project.
9/7/11	13848	560.00	TX Agrilife Ext.	To fund Out of Co. travel expenditures, as approved by CC on 8-30-11 (AI #28276).
9/8/11	13852	1,000.00	Facilities Management	To fund pending garbage bills.
9/8/11	13854	3,000.00	Visiting Judges	To fund temp. f/t employees
9/8/11	13855	2,000.00	WIC Adm.	To fund pending invoices to The Monitor as per direction of the Auditor's office.
9/8/11	13856	35,000.00	Crim DA.	To fund court costs & investigation.
9/9/11	13863	40,000.00	Pct. 2 Rd. Maint.	To fund purchase of Doosan Loader for Pct. 2 (AI #28469).
9/16/11	13972	30,000.00	Pct. 4 Rd. Maint.	To fund equip. & veh. R & M Supplies.
9/16/11	13973	5,000.00	WIC Adm.	To fund repairs.
9/20/11	13991	5,000.00	Visiting Judges	To fund court costs & investigation.
9/21/11	14044	189,255.97	Juvenile Probation	To fund Aug. 2011 room & board expenditures.
9/21/11	14045	313,068.06	CO 2010 A & B-Pct. 1 Various Progrms	To fund engineering services for various drainage projects in Pct. 1. Mile 17N (FM 88-FM 1015), Col. Lucero Del Norte Rd., Col. Adams & Black. Project enginer is Guzman & Munoz Engineering.
9/21/11	14046	2,100.00	Pct. 1 Adm.	To fund computer services expenditures.

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Date	JE #	Amount	Department	Reason
9/22/11	14047	36.00	Pct. 3 Parks	To fund AI #28595, CC 9-20-11
9/22/11	14056	1.00	Pct. 1-Balli Estates	To fund Change Order #1 with Asago Construction for Balli Estates S/D.
9/22/11	14057	175.00	Co. Comm.	To fund purchase of food for grievance meeting.
9/22/11	14058	35,000.00	370th DC	To fund contractual services related to Human Traffic & Violence Against Women initiative.
9/23/11	14062	5,000.00	CO 2010 A & B-Pct. 1Col. Lucero Del Norte Rd.	To fund drainage easements for WA #6 in relation to Col. Lucero Del Norte Rd. (refer to req #203160 for Guzman & Munoz Engineering).
9/23/11	14068	1,979.40	Health Adm.	To fund AI #28533 approved by CC on 9-20-11
9/27/11	11417	3,000.00	Pct. 2 Parks	To fund waste charges from McAllen Public Utilities.
9/29/11	14199	6,000.00	Pct. 1 Sanitation	To fund equip. & veh r & m supplies, as requested by Noe Montez, Pct. 1.
9/29/11	14200	7,000.00	WIC Adm.	To fund purchase of supplies before grant ends on 9-30-11
9/29/11	14201	3,000.00	Pct. 2 Parks	To fund waste charges from McAllen Public Utilities.
9/29/11	14209	100.00	Pct. 3 Parks	To fund late fee charge.
9/30/11	14239	3,111.00	WIC Adm.	To fund rent for September for AJ Martinez & Starr Co. Hospital.
9/30/11	14240	31,126.11	Co. Auditor	To fund encumbrance and purchase of computer equipment, office furniture, and equipment and computer services necessary for the migration from client server to Alio Web.
10/4/11	14321	1,979.40	Co. Wide Adm.	To reimburse funds that were transferred to Health Adm. for travel expenditures that should have been taken from Co. Wide Adm.-Travel Out of Co.
10/7/11	14418	383.29	Veteran's Svcs	To fund mileage reimbursement for travel approved by CC on 8-30-11, AI #28276.
10/7/11	14419	150,000.00	Co. Wide Adm.	To transfer surplus monies to fund pending obligations (monies were taken out from Historical Museum & IMAS).
10/7/11	14421	2,024.06	Pct. 1 CRC	To fund electricity services.

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Date	JE #	Amount	Department	Reason
10/11/11	14494	2,500.00	H.D. Adm.	To fund purchase and installation of X-Ray equipment.
10/11/11	14495	121,914.00	CO, 2010 A & B-Restitution Center	To fund building rennovations and remodeling for the Restitution Center.
10/12/11	14496	2.32	Hurricane Alex	To fund negative balance for overtime pay.
10/12/11	14500	13,248.50	Purchasing*	To fund advertising expenditures.
10/17/11	14513	50,000.00	Court Reporter	To fund court costs & investigation.
10/17/11	14514	0.46	Hurricane Alex	To fund negative balance for Unemployment Comp.
10/18/11	14515	200,000.00	Election Warehouse 317 N. Clsn	To fund Elections Warehouse building additions and rennovations project.
10/18/11	14516	200,000.00	Election Warehouse 317 N. Clsn	To fund Elections Warehouse building additions and rennovations project.
10/18/11	14517	15,550.00	Pct. 3 Rd. Maint.	To fund ongoing road project and repairs services for vehicles.
10/19/11	14592	121,597.94	Facilities Management*	To fund electricity expenditures for the month of September 2011.
10/20/11	14609	12,000.00	Pct. 1 Rd. Maint.	To fund repairs to damaged guardrail and purchase of MS-1 oil for roads, as requested by Robert Elizondo, Pct. 1. Emergency transfer is needed to expedite issuance of PO's (refer to email dated 10-20-11).
10/20/11	14610	250.00	Elections Dept.	To fund battery for vehicle which is needed for early voting duties starting on Monday, 10-24-11.
10/24/11	14666	650.00	WIC Adm.	To fund off-site training services.
10/24/11	14667	832.48	Pct. 3 Sanitation	To fund increase in PO #660359 in relation to load freight and H-GAC fee for Wastequip May FAB HSC
10/24/11	14668	63,828.00	CO 2010 A & B-Pct. 1 Mile 17N(FM 88-FM 1015)	To fund ROW acquisition services pertaining to Supplemental Agreement #1 to WA #1 for the Pct. 1 Mile 17N(FM 88-FM 1015) road project, as requested by Auditor's office & Pct. 1. Supplemental Agreement #1 was approved by CC on 9-27-11 (refer to AI #28672, 20.B.3.)
10/24/11	14669	9,285.00	Co. Judge*	To fund request for additional funds to operate through year end.

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Date	JE #	Amount	Department	Reason
10/24/11	14670	99,086.52	HAVA Program Income	To properly codify purchase of voting machines.
10/26/11	14754	27.78	Constable Pct. 4	An encumbrance was submitted for office & computer supplies expenditures after intradepartmental transfer was reviewed and approved by analyst.
10/26/11	14755	132,330.00	Co. Wide Adm.*	To fund PO for court house engineering services.
10/26/11	14756	1,200.00	CO 2010 A & B-Pct. 1 HCCID #9 Channels	To provide additional funding needed for the Pct. 1 Drainage Improvement reimbursements for July thru Sept. 2011 (PP #13-19), as requested by Auditor's office.
10/26/11	14757	27.78	Constable Pct. 4	To correct NSF in obj. 603 "Education/Instruction Supplies".
10/26/11	14759	25,000.00	Other Public Defense*	To fund legal services for public defense (i.e. attorney vouchers).
10/26/11	14761	1,074.57	TX Agrilife Ext.	To fund travel approved by CC on 10-25-11 (AI #29202) to attend District 12 Fall Faculty Conference in Corpus Christi and Master Garderner Specialist training in Huntsville.
10/26/11	14762	3,500.00	Pct. 3 Rd. Maint.	To fund reclassification of PO for Javier Hinojosa Engineering. As per Auditor's office PO#664146 needs to be reclassified to obj. 339 to pay invoice.
10/26/11	14763	750.00	Purchasing*	To fund registration fees for 10 employees to attend seminar at UTPA on Specifications Writing and Ethics contracting.
10/31/11	14801	161,438.56	Co. Wide Adm.	To transfer surplus monies to fund pending obligations (monies were taken out from Insurance-Property Insurance).
11/1/11	14900	950.82	Co. Wide Adm.*	To fund pending water bills for the Mediplex Bldg.
11/2/11	14901	41,297.62	Various Accts*	To fund electricity expenditures for Facilities Mgmt Dept and property taxes and property insurance for the Mediplex Bldg. Service period of electricity is from 9-1-11 to 10-1-11 & 9-20-11 to 10-19-11.
11/2/11	14902	4,719.70	Pct. 3 Rd. Maint.	To fund unallowable expenses for Jessan S/D BCAP project that need to be reclassified into Pct. 3 Rd. Maint due to grant ending.
11/3/11	14928	3,000.00	Facilities Mgmt	To fund disposal services expenditures provided by the City of Edinburg.
11/4/11	14943	95,563.71	Pct. 2 El Gato Rd. (W Alamo-Tower)	To fund purchase of road material.

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Date	JE #	Amount	Department	Reason
11/7/11	14969	3,200.00	Pct. 1 Adm.	To fund telephone expenditures through year end.
11/7/11	14970	220.00	Constable Pct. 1	To fund telephone expenditures through year end (monies were taken from Co. Wide Adm.-Telephone acct).
11/8/11	15068	14,843.40	CO 2009-Pct. 1-La Villa Drain & IBWC Floodway	To fund reclassification of PO's 612707 & 612708 for Dos Logistics, Inc. in relation to storm water improvements for Colonias Encinal & La Pinata. Emergency transfer is needed to process payments, as requested by Auditor's office and Pct. 1.
11/8/11	15092	3,500.00	Co. Treasurer	To fund office supplies and Out of Co. Travel expenditures, as requested by Treasurer's Office.
11/9/11	15093	10,000.00	Other Public Defense*	To fund legal services for public defense (i.e. attorney vouchers).
11/9/11	15098	800.00	Pct. 1 Adm.	To fund pending garbage bills.
11/9/11	15099	1,000.00	Pct. 2 Adm.	To fund registration fees expenditures.
11/10/11	15100	417.00	Health Adm.	To fund AI #29474 approved by CC on 11-8-11 for Health & Human Svcs Chief Administrative Officer to travel to Austin, TX to attend DSRIP Planning Conference. (Monies were taken from Co. Wide Adm.-Out of Co. Travel).
11/14/11	15106	30,000.00	Pct. 2 Parks	To fund playground equipment at the parks.
11/16/11	15186	731.10	Health Adm.	To fund AI #29480 approved by CC on 11-8-11 for 3 employees to attend an Animal Control Officer Basic Training Course Dec. 7-8. (Monies were taken from Co. Wide Adm.-Out of Co. Travel.).
11/16/11	15204	7,500.00	Constable Pct. 2*	To purchase bullet proof vests for staff.
11/16/11	15205	15,000.00	Other Public Defense*	To fund legal services for public defense (i.e. attorney vouchers).
11/17/11	15212	44,395.00	Pct. 3 Rd. Maint.	To increase PO #662900 to pay invoices and fund a new small project.
11/17/11	15213	109,445.88	WIC Adm.	To fund closing entries for FY 2011 grant.
11/18/11	15223	35,188.58	Facilities Mgmt	To fund pending electricity bill.

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Date	JE #	Amount	Department	Reason
11/23/11	15325	1,039.49	93rd DC	To fund other minor equipment to fund AI #29746.
11/28/11	15326	3,000.00	DBM-Budget Div.	To fund purchase of printer.
11/28/11	15327	6,776.52	Elections Dept.	To fund purchase of server equipment.
11/28/11	15335	50,000.00	Other Public Defense*	To fund legal services for public defense (i.e. attorney vouchers).
11/28/11	15336	50,000.00	Jury Fees*	To fund jury fees.
11/28/11	15337	1,049.98	Constable Pct. 5	To fund prorated auto allowance and related fringe benefits for appointed constable.
11/28/11	15338	41,349.00	WIC Adm.	To fund closing entries for FY 2011 grant.
11/28/11	15339	2,155.24	HIDTA Task Force	To fund computer equipment before grant ends.
11/28/11	15340	1,000.00	Safety	To fund travel for licensing conference for OSHA.
11/28/11	15341	234.56	WIC Lactation	To fund closing entries for FY 2011 grant.
11/28/11	15342	3.15	WIC Reg. Dietician	To fund closing entries for FY 2011 grant.
11/29/11	15343	2,300.00	Pct. 1 Sanitation	To fund purchase of tires for vehicle as requested by Robert Elizondo, Pct. 1. Emergency transfer is needed to prevent work stoppage.
11/29/11	15344	198.33	IT Countywide	To fund transfer that was incorrectly submitted for software licenses for initial implementation phase of the IT desktop virtualization project, CC 11-22-11, AI #29729.
11/30/11	15405	1,000.00	Facilities Mgmt	To fund pending garbage bill.
11/30/11	15406	724.17	Sheriff*	To fund a portion of pending CitiBank invoice in the amount of $28,412.98
11/30/11	15407	19,404.66	IT Countywide	To fund purchase of equipment to replace and expand the existing countywide wireless network for the Co. that will assist in other data communications in the future. Requisition needs to be entered by Friday, 12-2-11, hence the reason for an emergency transfer.

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Date	JE #	Amount	Department	Reason
12/5/11	15456	31,000.00	Elections Warehouse 317 N. Clsn	To fund pending JE to reclassify engineering expense incurred for this project.
12/5/11	15466	2,000.00	Co. Treasurer*	To fund purchase of lockable bank bags.
12/6/11	15529	255.25	Pct. 3 Parks & Crim. DA	To fund November 2011 telephone expenditures with AT & T. (Allocation: Pct. 3 Parks $55.25 & Crim DA $200.00
12/7/11	15538	20,000.00	WIC Adm.	To fund purchase of new furniture for WIC office in Rio Grande City that will be opening the last week of December.
12/7/11	15539	18,500.00	General Litigation*	To fund settlement ($15,000.00 were taken from Co. Wide Adm.-Contingency
12/7/11	15540	5,012.90	Facilities Mgmt	To cover utility bills.
12/7/11	15553	30.10	CO2010A & B-Pct. 1-Bar Ditches	To fund shortage on JE to be posted by Auditor's Office for the Pct. 1 Drainage Improvement labor reimbursements for the month of October 2011 (PP #20-21), as requested by Becky Luna from Auditor's Office.
12/7/11	15554	64.00	Hurricane Alex	To fund JE for unemployment compensation due to an increase in rate.
12/7/11	15555	291.00	Planning & Eng.	To fund JE for unemployment compensation due to an increase in rate.
12/7/11	15556	300.00	Co. Auditor	To fund cost of programming necessary to convert to Alio Web.
12/8/11	15586	350.00	TX Agrilife Ext.	To fund repairs on 2002 Econoline van.
12/12/11	15677	688.00	Facilities Mgmt	To cover pending transfer, AI #29996
12/12/11	15678	223.72	370th DC	A requisition was entered for obj. code 630 after AI #29855 was reviewed and approved by analyst; therefore, causing account to become NSF.
12/14/11	15718	1,181.46	TX Agrilife Ext.*	To fund purchase of office furniture for new 4H Agent.
12/14/11	15719	580.41	TX Agrilife Ext.	To fund purchase of three scanners for Administrative Assistants to implement a new records system.
12/14/11	15720	800.00	Jail	To fund purchase of ID bands for inmates.
12/14/11	15721	452.77	Facilities Mgmt	To fund pending utility bills.
12/15/11	15744	28,252.28	General Litigation	To correct AI #30086 for funds that should have been transferred into obj. code 525.

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Date	JE #	Amount	Department	Reason
12/15/11	15745	1,569.24	Co. Auditor	To fund r & m for Cannon Copier, purchase IPAD, and pay employment ads in The Monitor.
12/15/11	15746	7,842.33	IT Countywide	To place funding in correct object codes to purchase equipment to replace and expand the exisiting countywide wireless network for the County that will assist in other data communications in the future.
12/20/11	15786	1,677.27	TX Agrilife Ext.	To fund purchase of four tires and three scanners.
12/20/11	15787	18,000.00	CO 2010A & B-Pct. 1 Roads	To fund guardrail expenditures for Pct. 1 Drainage Improvement, as requested by Noe Montez, Pct. 1. Requisitions will be entered by Pct. 1 staff as soon as emergency transfer is processed.
12/20/11	15830	26,378.99	Co. Wide Adm.	To fund ERO invoice for phase I of courthouse master plan.
12/20/11	15831	5,317.72	Facilities Mgmt	To fund water/sewerage expenditures.
12/21/11	15849	32.01	Indigent Defense	To fund final travel expenses incurred on trip to Texas Association of Court Administrators conference on 10-7-11 (Monies were taken from Co. Wide Adm.-Out of Co. Travel)
12/20/11	15850	216,580.00	Co. Wide Adm.*	To fund AI #30063, CC 12-12-11 for payment of invoice 012-2401 in the amount of $216,580.00 for ERO Architecs.
12/21/11	15851	726.50	Constable Pct. 2	To fund office supplies expenditures.
12/21/11	15852	4,000.00	Co. Wide Comm Syst.	To fund Inv. #1004 for Rio Grande Valley Communications Group for Sept.-Dec. 2011 for Regional Radio System subscription
12/22/11	15859	260.00	Adult Probation	To fund repairs on front door of Adult Probation building that are currently not locking.
12/22/11	15860	1,413.04	IT Countywide	To fund AT & T internet expenditures.
12/22/11	15863	0.04	93rd DC	To fund negative balance for Auto Allowance
12/22/11	15864	258.54	92nd DC	To fund negative balance for Auto Allowance and Health Insurance
12/22/11	15865	258.50	CCL #6	To fund negative balance for Health Insurance

Hidalgo County Non-Agenda Transfers
from January through December 2011

Date	JE #	Amount	Department	Reason
12/22/11	15866	0.04	139th DC	To fund negative balance for Auto Allowance
12/22/11	15867	258.54	206th DC	To fund negative balance for Auto Allowance and Health Insurance
12/22/11	15868	258.54	275th DC	To fund negative balance for Auto Allowance and Health Insurance
12/22/11	15869	258.54	332nd DC	To fund negative balance for Auto Allowance and Health Insurance
12/22/11	15870	0.04	370th DC	To fund negative balance for Auto Allowance
12/22/11	15871	258.50	CCL #5	To fund negative balance for Health Insurance
12/22/11	15872	258.50	CCL #4	To fund negative balance for Health Insurance
12/22/11	15873	258.50	CCL #2	To fund negative balance for Health Insurance
12/22/11	15874	0.04	449th DC	To fund negative balance for Auto Allowance
12/22/11	15875	96.40	430th DC	To fund negative balance for Auto Allowance and Health Insurance
12/22/11	15876	258.54	398th DC	To fund negative balance for Auto Allowance and Health Insurance
12/22/11	15877	258.54	389th DC	To fund negative balance for Auto Allowance and Health Insurance
12/22/11	15880	443.54	Planning Dept.	To fund purchase of office supplies before year end.

Total Transfers as of 12/22/2011 $ 9,525,218.76

*Funded from Co. Wide Adm. - Contingency.

AI-30317 **23. C.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Damaris San Miguel, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

1. Approval to correct the following salary and/or allowances for the following positions due to a typographical error during the budget process.

Department	Slot No.	Position Title	Type of Pay	Adopted Amount	Correct Amount
Sheriff	0364	Crime Victim Coordinator	Salary	$37,109.00	$38,411.00
Sheriff	0155	Sr. Deputy Sheriff Step I	Assignment Pay	$0.00	$2,100.00
Sheriff	0155	Sr. Deputy Sheriff Step I	Clothing	$0.00	$500.00

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

BACKGROUND

Attachments

fiscal note & transfer

revised salary schedule

Form Review

Inbox	Reviewed By	Date
Damaris San Miguel (Originator)	Damaris San Miguel	12/22/2011 11:04 AM
Purchasing Department	Merlen P. Munoz	12/22/2011 11:32 AM
Damaris San Miguel (Originator)	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Damaris San Miguel Started On: 12/21/2011 05:26 PM

Final Approval Date: 12/22/2011

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: 30317

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
SHERIFF (1100):
Approval to correct the following salary and/or allowances for the following positions due to a typographical error during the budget process.

				ADOPTED			CORRECTED			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	CRIME VICTIM COORDINATOR	0364	113	10	1	37,109.00	10	2	38,411.00	1,302.00
1100	SR. DEPUTY SHERIFF STEP I	0155	117	-	-	0.00	-	-	2,100.00	2,100.00
1100	SR. DEPUTY SHERIFF STEP I	0155	119	-	-	0.00	-	-	500.00	500.00
						37,109.00			41,011.00	3,902.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1100-421-00-280-001-0-	113	SHERIFF -	REG F/T EMPLOYEES	$1,302.00
2-1100-421-00-280-001-0-	117	SHERIFF -	SUPPLEMENTAL PAY	$2,100.00
2-1100-421-00-280-001-0-	119	SHERIFF -	CLOTHING ALLOWANCE	$500.00
2-1100-421-00-280-001-0-	211	SHERIFF -	HEALTH INSURANCE	$4,164.00
2-1100-421-00-280-001-0-	212	SHERIFF -	LIFE INSURANCE	$27.00
2-1100-421-00-280-001-0-	220	SHERIFF -	FICA	$298.50
2-1100-421-00-280-001-0-	230	SHERIFF -	RETIREMENT	$388.25
2-1100-421-00-280-001-0-	250	SHERIFF -	UNEMPLOYMENT COMP	$19.51
2-1100-421-00-280-001-0-	260	SHERIFF -	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	$8,799.26

2013 Budgetary Impact: **$8,799.26**

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

Comments:

Hidalgo Co. Budget Office
2/3/2005

DATE: December 27, 2011

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2012
Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for Sheriff

ACCOUNT NUMBER: 2-1100-41X-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			
2-1100-415-00-115-002-0- 899	CO WIDE ADM -	CONTINGENCY	(8,799.26)
TO			
2-1100-421-00-280-001-0- 113	SHERIFF -	REG F/T EMPLOYEES	$1,302.00
2-1100-421-00-280-001-0- 117	SHERIFF -	SUPPLEMENTAL PAY	$2,100.00
2-1100-421-00-280-001-0- 119	SHERIFF -	CLOTHING ALLOWANCE	$500.00
2-1100-421-00-280-001-0- 211	SHERIFF -	HEALTH INSURANCE	$4,164.00
2-1100-421-00-280-001-0- 212	SHERIFF -	LIFE INSURANCE	$27.00
2-1100-421-00-280-001-0- 220	SHERIFF -	FICA	$298.50
2-1100-421-00-280-001-0- 230	SHERIFF -	RETIREMENT	$388.25
2-1100-421-00-280-001-0- 250	SHERIFF -	UNEMPLOYMENT COMP	$19.51
	TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

To fund the corrected salary and related fringe benefit expenditures for one (1) Crime Victim Coordinator position, slot no. 0364. Also, to fund assignment pay & clothing allowance plus related fringe benefit exependitures for one (1) Sr. Deputy Sheriff Step I position, slot no. 0155.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE / /

ATTEST, COUNTY CLERK

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-421-00-280-001-0

AI - 30317

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF				$136,500.00	$136,500.00	$0.00	$0.00	$3,600.00	$0.00	$500.00	$140,600.00
0002	113	CHIEF DEPUTY				$85,000.00	$85,000.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$89,880.00
0003	113	DIVISION COMM				$75,000.00	$75,000.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$78,560.00
0004	113	DIVISION COMM				$75,000.00	$75,000.00	$1,200.00	$0.00	$1,800.00	$0.00	$500.00	$78,500.00
0005	113	CAPTAIN				$65,000.00	$65,000.00	$1,320.00	$0.00	$1,800.00	$0.00	$500.00	$68,620.00
0006	113	CAPTAIN				$65,000.00	$65,000.00	$1,380.00	$0.00	$1,800.00	$0.00	$500.00	$68,680.00
0007	113	CAPTAIN				$65,000.00	$65,000.00	$1,320.00	$0.00	$1,800.00	$0.00	$500.00	$68,620.00
0008	113	CAPTAIN				$65,000.00	$65,000.00	$360.00	$0.00	$1,800.00	$0.00	$500.00	$67,660.00
0009	113	CHIEF ADMINISTRATOR	18	1	$68,687.00	$68,687.00	$68,687.00	$360.00	$0.00	$0.00	$0.00	$500.00	$69,547.00
0010	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$1,740.00	$0.00	$3,300.00	$0.00	$0.00	$59,220.00
0011	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$1,500.00	$0.00	$1,800.00	$0.00	$0.00	$57,480.00
0012	113	LIEUTENANT STEP II				$52,348.00	$52,348.00	$960.00	$0.00	$3,000.00	$0.00	$500.00	$56,808.00
0013	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$57,740.00
0014	113	LIEUTENANT STEP II				$52,348.00	$52,348.00	$960.00	$0.00	$1,200.00	$0.00	$500.00	$55,008.00
0015	113	LIEUTENANT STEP II				$52,348.00	$52,348.00	$660.00	$0.00	$0.00	$0.00	$0.00	$53,008.00
0016	113	INFORMATION TECHNOLOGY MANAGER	15	1	$54,526.00	$54,526.00	$54,526.00	$0.00	$0.00	$0.00	$0.00	$500.00	$55,026.00
0018	113	LIEUTENANT STEP II				$52,348.00	$52,348.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$54,868.00
0019	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$1,560.00	$0.00	$1,800.00	$0.00	$500.00	$58,040.00
0020	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$960.00	$0.00	$1,200.00	$0.00	$500.00	$56,840.00
0021	113	ACCOUNTANT III	12	0	$41,120.00	$41,120.00	$41,120.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,120.00
0022	113	SERGEANT STEP II				$47,589.00	$47,589.00	$900.00	$0.00	$1,800.00	$0.00	$500.00	$50,789.00
0023	113	SERGEANT STEP I				$45,980.00	$45,980.00	$960.00	$0.00	$1,200.00	$0.00	$0.00	$48,140.00
0024	113	SERGEANT STEP I				$45,980.00	$45,980.00	$540.00	$0.00	$600.00	$0.00	$500.00	$47,620.00
0025	113	SERGEANT STEP III				$49,255.00	$49,255.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$52,315.00
0026	113	SERGEANT STEP II				$47,589.00	$47,589.00	$720.00	$0.00	$1,200.00	$0.00	$500.00	$50,009.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-421-00-280-001-0

AI - 30317

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0027	113	SERGEANT STEP II				$47,589.00	$47,589.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$49,509.00
0028	113	SERGEANT STEP II				$47,589.00	$47,589.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$49,949.00
0029	113	SERGEANT STEP III				$49,255.00	$49,255.00	$1,200.00	$0.00	$1,800.00	$0.00	$500.00	$52,755.00
0030	113	SERGEANT STEP III				$49,255.00	$49,255.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$51,775.00
0031	113	SERGEANT STEP III				$49,255.00	$49,255.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$51,615.00
0032	113	SERGEANT STEP III				$45,980.00	$45,980.00	$180.00	$0.00	$1,200.00	$0.00	$0.00	$47,360.00
0033	113	SERGEANT STEP III				$49,255.00	$49,255.00	$600.00	$0.00	$600.00	$0.00	$0.00	$50,455.00
0034	113	CRIME SCENE SPECIALIST SUPERVISOR	13	1	$46,747.00	$46,747.00	$46,747.00	$1,500.00	$0.00	$0.00	$0.00	$500.00	$48,747.00
0035	113	SERGEANT STEP I				$45,980.00	$45,980.00	$420.00	$0.00	$1,500.00	$0.00	$500.00	$48,400.00
0036	113	SERGEANT STEP II				$47,589.00	$47,589.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$50,649.00
0037	113	SERGEANT STEP I				$45,980.00	$45,980.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$47,840.00
0038	113	SERGEANT STEP III				$49,255.00	$49,255.00	$960.00	$0.00	$1,200.00	$0.00	$500.00	$51,915.00
0039	113	SERGEANT STEP I				$45,980.00	$45,980.00	$300.00	$0.00	$1,200.00	$0.00	$0.00	$47,480.00
0040	113	SERGEANT STEP I				$45,980.00	$45,980.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$47,420.00
0041	113	SERGEANT STEP II				$47,589.00	$47,589.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$49,509.00
0042	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$44,799.00	$600.00	$0.00	$0.00	$0.00	$500.00	$45,899.00
0043	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$44,799.00	$600.00	$0.00	$0.00	$0.00	$500.00	$45,899.00
0044	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$44,799.00	$540.00	$0.00	$0.00	$0.00	$500.00	$45,839.00
0045	113	MECHANIC V	12	1	$43,284.00	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$43,284.00
0046	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,680.00	$0.00	$3,900.00	$0.00	$0.00	$50,357.00
0047	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,440.00	$0.00	$3,900.00	$0.00	$500.00	$50,617.00
0048	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,620.00	$0.00	$3,900.00	$0.00	$500.00	$50,797.00
0049	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$3,600.00	$0.00	$0.00	$47,283.00
0050	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$50,177.00
0051	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$960.00	$0.00	$3,600.00	$0.00	$0.00	$49,337.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-421-00-280-001-0

AI - 30317

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0052	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,440.00	$0.00	$3,900.00	$0.00	$500.00	$50,617.00
0053	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$49,657.00
0054	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,020.00	$0.00	$3,300.00	$0.00	$500.00	$49,597.00
0055	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,500.00	$0.00	$3,600.00	$0.00	$500.00	$50,377.00
0056	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0057	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$49,297.00
0058	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$2,100.00	$0.00	$500.00	$40,780.00
0059	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$49,297.00
0060	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$39,620.00
0061	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$3,300.00	$0.00	$500.00	$47,543.00
0062	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$39,680.00
0063	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,840.00
0064	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$2,100.00	$0.00	$0.00	$41,670.00
0065	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0066	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$2,700.00	$0.00	$0.00	$48,197.00
0067	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$0.00	$0.00	$0.00	$43,743.00
0068	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0069	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0070	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0071	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,600.00
0072	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$49,237.00
0073	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$49,237.00
0074	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,200.00	$0.00	$3,600.00	$0.00	$0.00	$49,577.00
0075	113	SENIOR DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$46,577.00
0076	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-421-00-280-001-0

AI - 30317

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0077	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$48,577.00
0078	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$49,177.00
0079	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$49,657.00
0080	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$44,820.00
0081	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0082	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$780.00	$0.00	$2,100.00	$0.00	$500.00	$48,157.00
0083	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$49,297.00
0084	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$900.00	$0.00	$2,100.00	$0.00	$500.00	$48,277.00
0085	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$48,037.00
0086	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$49,237.00
0087	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$1,800.00	$0.00	$0.00	$41,310.00
0088	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$49,177.00
0089	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$48,857.00
0090	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,917.00
0091	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,917.00
0092	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$47,837.00
0093	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0094	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$3,000.00	$0.00	$0.00	$48,497.00
0095	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$2,700.00	$0.00	$500.00	$48,637.00
0096	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0097	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0098	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,260.00	$0.00	$1,200.00	$0.00	$0.00	$47,237.00
0099	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,380.00	$0.00	$1,200.00	$0.00	$0.00	$47,357.00
0100	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,080.00	$0.00	$1,200.00	$0.00	$0.00	$47,057.00
0101	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$47,477.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0102	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$960.00	$0.00	$3,900.00	$0.00	$500.00	$50,137.00
0103	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0104	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$1,800.00	$0.00	$0.00	$47,237.00
0105	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$46,577.00
0106	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$47,297.00
0107	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$47,297.00
0108	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0109	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0110	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$5,100.00	$0.00	$500.00	$49,163.00
0111	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$4,500.00	$0.00	$0.00	$48,243.00
0112	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$39,320.00
0113	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0114	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$46,637.00
0115	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$47,603.00
0116	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$40,900.00
0117	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$46,637.00
0118	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$600.00	$0.00	$0.00	$44,403.00
0119	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$45,003.00
0120	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0121	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$4,200.00	$0.00	$500.00	$46,800.00
0122	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$46,943.00
0123	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$48,663.00
0124	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$46,403.00
0125	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$780.00	$0.00	$2,700.00	$0.00	$500.00	$47,243.00
0126	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,283.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0127	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,683.00
0128	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,480.00
0129	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,683.00
0130	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$3,300.00	$0.00	$500.00	$47,543.00
0131	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$600.00	$0.00	$3,000.00	$0.00	$0.00	$46,863.00
0132	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$1,800.00	$0.00	$500.00	$46,103.00
0133	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$2,700.00	$0.00	$0.00	$46,503.00
0134	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$660.00	$0.00	$2,700.00	$0.00	$500.00	$47,123.00
0135	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0136	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$47,003.00
0137	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$45,603.00
0138	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$40,400.00
0139	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,683.00
0140	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,400.00	$0.00	$0.00	$46,083.00
0141	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,283.00
0142	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$2,100.00	$0.00	$0.00	$40,220.00
0143	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,223.00
0144	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,223.00
0145	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0146	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$720.00	$0.00	$3,000.00	$0.00	$500.00	$47,483.00
0147	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$2,100.00	$0.00	$0.00	$40,280.00
0148	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$40,220.00
0149	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0150	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$40,840.00
0151	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$1,200.00	$0.00	$500.00	$45,383.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0152	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$45,363.00
0153	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$3,600.00	$0.00	$0.00	$47,163.00
0154	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$46,523.00
0155	**113**	**SR. DEPUTY SHERIFF STEP I**				**$41,800.00**	**$0.00**	**$0.00**	**$0.00**	**$2,100.00 ~~$0.00~~**	**$0.00**	**$500.00 ~~$0.00~~**	**$0.00**
0156	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$38,420.00
0157	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$3,300.00	$0.00	$500.00	$47,363.00
0158	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$46,403.00
0159	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$600.00	$0.00	$0.00	$44,403.00
0160	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$45,363.00
0161	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$44,820.00
0162	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$2,100.00	$0.00	$0.00	$45,843.00
0163	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$0.00	$0.00	$0.00	$43,743.00
0164	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$600.00	$0.00	$0.00	$44,343.00
0165	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$45,783.00
0166	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0167	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,683.00
0168	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,223.00
0169	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$47,063.00
0170	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$44,883.00
0171	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,283.00
0172	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0173	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0174	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$37,980.00
0175	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$480.00	$0.00	$0.00	$0.00	$0.00	$36,960.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0176	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$44,943.00
0177	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$3,300.00	$0.00	$0.00	$46,863.00
0178	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$2,700.00	$0.00	$500.00	$46,763.00
0179	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0180	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$3,600.00	$0.00	$500.00	$42,280.00
0181	113	ACCOUNTANT II	10	4	$41,006.00	$41,006.00	$41,006.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$42,626.00
0182	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,720.00
0183	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,940.00
0184	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$420.00	$0.00	$0.00	$0.00	$0.00	$40,360.00
0185	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$540.00	$0.00	$0.00	$0.00	$0.00	$40,480.00
0186	113	MECHANIC IV	10	0	$35,254.00	$35,254.00	$35,254.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,254.00
0187	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,240.00
0188	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0189	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$60.00	$0.00	$0.00	$0.00	$0.00	$36,540.00
0190	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$2,700.00	$0.00	$500.00	$45,300.00
0191	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$3,600.00	$0.00	$500.00	$46,200.00
0192	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0193	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$660.00	$0.00	$3,600.00	$0.00	$0.00	$46,060.00
0194	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$2,100.00	$0.00	$0.00	$40,220.00
0195	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$3,300.00	$0.00	$500.00	$43,310.00
0196	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$120.00	$0.00	$0.00	$0.00	$0.00	$36,600.00
0197	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$3,600.00	$0.00	$500.00	$43,670.00
0198	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$3,300.00	$0.00	$500.00	$45,900.00
0199	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$41,740.00
0200	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$40,770.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0201	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$240.00	$0.00	$3,000.00	$0.00	$0.00	$45,040.00
0202	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$1,800.00	$0.00	$0.00	$41,370.00
0203	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0204	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$43,850.00
0205	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$38,420.00
0206	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0207	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,570.00
0208	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$43,900.00
0209	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$44,880.00
0210	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$44,640.00
0211	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0212	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$0.00	$0.00	$0.00	$42,280.00
0213	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$44,760.00
0214	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$360.00	$0.00	$0.00	$0.00	$0.00	$42,160.00
0215	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$300.00	$0.00	$0.00	$0.00	$0.00	$36,780.00
0216	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$44,820.00
0217	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0218	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$38,420.00
0219	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$44,080.00
0220	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,570.00
0221	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$41,080.00
0222	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$240.00	$0.00	$0.00	$0.00	$0.00	$42,040.00
0223	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0224	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0225	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$42,170.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0226	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0227	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,510.00
0228	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$41,020.00
0229	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,600.00
0230	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,570.00
0231	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0232	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$3,000.00	$0.00	$500.00	$43,070.00
0233	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$1,800.00	$0.00	$0.00	$41,370.00
0234	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$39,680.00
0235	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0236	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0237	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0238	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0239	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$480.00	$0.00	$0.00	$0.00	$0.00	$38,480.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH ANALY	9	2	$35,563.00	$35,563.00	$35,563.00	$420.00	$0.00	$0.00	$0.00	$500.00	$36,483.00
0241	113	EVIDENCE TECHNICIAN	9	1	$34,360.00	$34,360.00	$34,834.00	$660.00	$0.00	$0.00	$0.00	$500.00	$35,994.00
0242	113	EVIDENCE TECHNICIAN	9	1	$34,360.00	$34,360.00	$34,834.00	$420.00	$0.00	$0.00	$0.00	$500.00	$35,754.00
0243	113	HUMAN RESOURCES SPECIALIST II	8	2	$32,929.00	$32,929.00	$33,141.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,561.00
0244	113	COMMUNICATIONS SUPERVISOR	9	1	$34,360.00	$34,360.00	$34,360.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,960.00
0246	113	COMMUNICATIONS SUPERVISOR	9	1	$34,360.00	$34,360.00	$34,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,360.00
0247	113	QUARTER MASTER	8	1	$31,815.00	$31,815.00	$31,815.00	$600.00	$0.00	$0.00	$0.00	$0.00	$32,415.00
0248	113	ADMINISTRATIVE ASSISTANT III	8	2	$32,929.00	$32,929.00	$33,075.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$34,275.00
0249	113	ACCOUNTANT I	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0250	113	COMMUNICATIONS OFFICER	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0251	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0252	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
0253	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0254	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0255	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0256	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0257	113	COMMUNICATIONS OFFICER	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0258	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0259	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0260	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0261	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
0262	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0263	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$480.00	$0.00	$0.00	$0.00	$0.00	$30,969.00
0264	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0265	113	COMMUNICATIONS OFFICER	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0266	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0267	113	COMMUNICATIONS OFFICER	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
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	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0270	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,909.00
0272	113	ADMINISTRATIVE ASSISTANT II	6	5	$31,096.00	$31,096.00	$31,096.00	$600.00	$0.00	$0.00	$0.00	$500.00	$32,196.00
0273	113	ASSISTANT QUARTER MASTER	7	1	$29,458.00	$29,458.00	$29,458.00	$600.00	$0.00	$0.00	$0.00	$0.00	$30,058.00
0274	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$27,997.00
0275	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$780.00	$0.00	$0.00	$0.00	$0.00	$27,517.00
0276	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$27,877.00
0277	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$780.00	$0.00	$0.00	$0.00	$0.00	$27,517.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0278	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$27,997.00
0279	113	ADMINISTRATIVE ASSISTANT I	4	0	$22,216.00	$22,216.00	$22,216.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,216.00
0280	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$840.00	$0.00	$0.00	$0.00	$0.00	$26,924.00
0281	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$780.00	$0.00	$0.00	$0.00	$0.00	$26,864.00
0282	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,084.00
0283	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,084.00
0284	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,504.00
0285	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$23,385.00	$23,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,385.00
0287	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,411.00
0288	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$25,021.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,321.00
0289	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$23,385.00	$23,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,385.00
0290	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$25,021.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,321.00
0291	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$23,385.00	$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	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,021.00
0293	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,021.00
0294	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$300.00	$0.00	$0.00	$0.00	$0.00	$22,711.00
0295	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$420.00	$0.00	$0.00	$0.00	$0.00	$22,831.00
0296	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$420.00	$0.00	$0.00	$0.00	$0.00	$22,831.00
0297	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$300.00	$0.00	$0.00	$0.00	$0.00	$22,711.00
0327	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0328	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$44,883.00
0329	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$360.00	$0.00	$600.00	$0.00	$0.00	$44,223.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH ANALY	9	2	$35,563.00	$35,563.00	$35,563.00	$300.00	$0.00	$0.00	$0.00	$500.00	$36,363.00
0331	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0332	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-421-00-280-001-0

AI - 30317

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0333	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0334	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$2,100.00	$0.00	$0.00	$40,280.00
0335	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0336	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$3,300.00	$0.00	$500.00	$41,980.00
0337	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,510.00
0338	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0339	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$1,500.00	$0.00	$0.00	$43,780.00
0340	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$44,760.00
0341	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$360.00	$0.00	$0.00	$0.00	$0.00	$42,160.00
0342	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0343	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$44,880.00
0344	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$44,820.00
0345	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0346	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$27,276.00	$27,276.00	$900.00	$0.00	$0.00	$0.00	$0.00	$28,176.00
0347	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$27,276.00	$27,276.00	$840.00	$0.00	$0.00	$0.00	$0.00	$28,116.00
A348	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$60.00	$0.00	$0.00	$0.00	$0.00	$0.00
A349	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
A351	113	DEPUTY SHERIFF	0	0	$0.00	$0.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
A352	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$60.00	$0.00	$0.00	$0.00	$0.00	$0.00
A353	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
A354	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
A355	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
A356	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
A357	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
A358	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-421-00-280-001-0

AI - 30317

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
A359	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
A360	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$60.00	$0.00	$0.00	$0.00	$0.00	$0.00
0361	113	BUDGET MANAGER II	17	1	$63,599.00	$63,599.00	$63,599.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$65,399.00
0362	113	PROCUREMENT SPECIALIST	12	1	$43,284.00	$43,284.00	$43,284.00	$540.00	$0.00	$0.00	$0.00	$0.00	$43,824.00
0363	113	COMMUNICATIONS SUPERVISOR	9	1	$34,360.00	$34,360.00	$34,360.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,960.00
0364	**113**	**CRIME VICTIM LIAISON**	**10**	**2 ↓ ~~1~~**	**$38,411.00 ↓ ~~$37,109.00~~**	**$38,411.00 ↓ ~~$37,109.00~~**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
					$2,450,047.00	$12,906,857.00	$12,596,763.00	$156,300.00	$0.00	$384,600.00	$0.00	$52,500.00	$13,183,003.00

Approval to correct the above highlighted salary and/or allowances for the following positions due to a typographical error during the budget process.

AI-30096 **23. D.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

1. Approval and acceptance of Order dated September 29, 2011 setting salary of Court Reporters for 2012.
2. Approval and acceptance of Order dated December 15, 2011 setting salary of County Court at Law No. 7 Court Reporter effective December 15, 2011 (2011) and January 02, 2012 (2012).
3. Approval and acceptance of Order dated September 29, 2011 setting salary of County Auditor, Assistant County Auditors, and Budget of County Auditor for 2012.
4. Approval of Interdepartmental/intradepartmental transfer(s).

BACKGROUND

Fiscal Impact

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

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

BUDGETARY IMPACT:

CCL No. 7- (2-1100-412-00-027-001-0-XXX)
REF: AI 29859- Funds in place from intradept. transfer.

Co Auditor-
See Attachements for funding source and availability of funds.

District & County Court At Law- Court Reporters & (2-1100-412-00-00X-001-0-XXX)
(2-1100-412-00-02X-001-0-XXX)
See attached transfers for funding.

Attachments

Court Order - Court Reporters
Court Order - County Auditor & 1st Assts
court reporter- court order
Interdept Transfer
Intradept Transfer
adopted budget
transfers

Form Review

Inbox	Reviewed By	Date
Sylvia Solis (Originator)	Sylvia Solis	12/15/2011 04:50 PM

Budget & Management	Merlen P. Munoz	12/15/2011 04:57 PM
Rosalinda Cantu	Rosie Cantu	12/21/2011 05:46 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/08/2011

Final Approval Date: 12/22/2011

THE STATE OF TEXAS

COUNTY OF HIDALGO

ORDER SETTING SALARY OF COURT REPORTERS OF THE RESPECTIVE COURTS OF HIDALGO COUNTY, TEXAS

PURSUANT TO AND IN ACCORDANCE WITH Section 152.905 of the Local Government Code, the Hidalgo County Board of Judges met at 11:30 a.m. on the 29th day of September 2011, in the 93rd District Court Courtroom, for the purpose of holding a PUBLIC HEARING on the matter of setting the salary of the Court Reporters of the respective District Courts of Hidalgo County, Texas.

IT WAS VOTED THAT the salary of the Court Reporters of the respective District Courts of Hidalgo County, Texas, be set effective January 02, 2012, as per "Exhibit C".

THEREFORE, it is the Order of the District Courts of Hidalgo County, that the aforementioned salaries be set, and are Hereby set, as of January 02, 2012.

IT IS FURTHER ORDERED that this Order be spread on the Minutes of each of the District Courts of Hidalgo County, Texas, and the District Clerk of Hidalgo County, Texas, furnish the Commissioner's Court of Hidalgo County, Texas, a certified copy of this Order.

Signed this 29th day of September 2011, as follows:

Ricardo Rodriguez, Jr., Judge
92nd Judicial District of Texas

Juan R. Partida, Judge
275th Judicial District of Texas

Rodolfo "Rudy" Delgado, Judge
93rd Judicial District of Texas

Mario E. Ramirez, Jr., Judge
332nd Judicial District of Texas

J.R. "Bobby" Flores, Judge
139th Judicial District of Texas

Noe Gonzalez, Judge
370th Judicial District of Texas

Rose Guerra Reyna, Judge
206th Judicial District of Texas

Leticia Lopez, Judge
389th Judicial District of Texas

Aida Salinas Flores, Judge
398th Judicial District of Texas

Israel Ramon, Jr., Judge
430th Judicial District of Texas

Jesse Contreras, Judge
449th Judicial District of Texas

449th

505190

1693 330 1685 479

1681 739 1691 347

1689 215

1667 944 16960339 430th

1697 000 389th

1636 258

A true copy I certify
LAURA HINOJOSA
Hidalgo County, Texas
By _____ Deputy
10/18/11

THE STATE OF TEXAS

COUNTY OF HIDALGO

ORDER SETTING SALARY OF COURT REPORTERS OF THE RESPECTIVE COURTS OF HIDALGO COUNTY, TEXAS

PURSUANT TO AND IN ACCORDANCE WITH Section 152.905 of the Local Government Code, the Hidalgo County Board of Judges met at 11:30 a.m. on the 29th day of September 2011, in the 93rd District Court Courtroom for the purpose of holding a PUBLIC HEARING on the matter of setting the salary of the Court Reporters of the respective County Courts at Law of Hidalgo County, Texas.

IT WAS VOTED THAT the salary of the Court Reporters of the respective County Courts at Law of Hidalgo County, Texas, be set effective January 02, 2012, as per "Exhibit C".

THEREFORE, it is the Order of the County Courts at Law of Hidalgo County, that the aforementioned salaries be set, and are Hereby set, as of January 02, 2012:

IT IS FURTHER ORDERED that this Order be spread on the Minutes of each of the County Courts at Law of Hidalgo County, Texas, and the District Clerk of Hidalgo County, Texas, furnish the Commissioner's Court of Hidalgo County, Texas, a certified copy of this Order.

Signed this 29th day of September 2011 as follows:

Rodolfo Gonzalez, Judge
County Court at Law No. 1

Jaime J. Palacios, Judge
County Court at Law No. 2

Homero Garza, Judge
Probate Court of Hidalgo County

Fred Garza, Judge
County Court at Law No. 4

Arnoldo Cantu, Judge
County Court at Law No. 5

Albert Garcia, Judge
County Court at Law No. 6

1693 331 1685 480

1681 740 1691 348

16591117 1689 216

1689 217 9C

1667 945 16960341

1697 001 389th

1636 259

DATE 10/18/11 A true copy I certify
LAURA HINOJOSA
District Clerk, Hidalgo County, Texas
By _____ Deputy

Exhibit C

2012 Court Reporters Salary

NAME OF COURT	AMOUNT
92nd District Court	$ 70,581.00
93rd District Court	76,440.00
139th District Court	81,436.00
206th District Court	81,356.00
275th District Court	71,000.00
332nd District Court	75,000.00
370th District Court	84,860.00
389th District Court	77,356.00
398th District Court	77,356.00
430th District Court	77,360.00
449th District Court	75,000.00
County Court at Law No. 1	82,500.00
County Court at Law No. 2	73,000.00
Probate Court of Hidalgo County	78,343.00
County Court at Law No. 4	72,709.00
County Court at Law No. 5	72,305.00
County Court at Law No. 6	71,384.00
Auxiliary Court "A"	70,428.00
Auxiliary Court "B"	70,428.00

1693 332

1685 481

1667 946

1681 741

1691 349

1697 002 359th

16591118

449th 1689 217

1636 260

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16960342

THE STATE OF TEXAS

COUNTY OF HIDALGO

ORDER SETTING SALARY OF COUNTY AUDITOR, ASSISTANT AUDITORS AND BUDGET OF THE COUNTY AUDITOR

PURSUANT TO AND IN ACCORDANCE WITH Section 152.905 of the Local Government Code, at 11:30 a.m. on the 29th day of September 2011 in the 93rd District Court Courtroom, a PUBLIC HEARING was held on the matter of setting the salary of the County Auditor and Assistant County Auditors.

IT WAS VOTED THAT the salary of the County Auditor and Assistant Auditors be set effective January 02, 2012, as per Exhibit "A".

Also, the Budget of the County Auditor's Office was approved as submitted, as per Exhibit "B". The County Auditor may amend the budget listed in Exhibit "B" to transfer an amount budgeted for one item to another budgeted item.

THEREFORE, it is the Order of the District Courts of Hidalgo County, that the aforementioned salaries and budget be set, and it is Hereby set as of January 02, 2012.

IT IS FURTHER ORDERED that this Order be spread on the Minutes of each of the District Courts of Hidalgo County, Texas, and the District Clerk of Hidalgo County, Texas, furnish the Commissioner's Court of Hidalgo County, Texas, a certified copy of this Order.

Signed this 29th day of September 2011.

Ricardo Rodriguez, Jr., Judge
92nd Judicial District of Texas

Juan R. Partida, Judge
275th Judicial District of Texas

Rodolfo "Rudy" Delgado, Judge
93rd Judicial District of Texas

Mario E. Ramirez, Jr., Judge
332nd Judicial District of Texas

J.R. "Bobby" Flores, Judge
139th Judicial District of Texas

Noe Gonzalez, Judge
370th Judicial District of Texas

Rose Guerra Reyna, Judge
206th Judicial District of Texas

Leticia Lopez, Judge
389th Judicial District of Texas

Aida Salinas Flores, Judge
398th Judicial District of Texas

Israel Ramon, Jr., Judge
430th Judicial District of Texas

Jesse Contreras, Judge
449th Judicial District of Texas

505191
1667 941
1667 941
1689 218
1693 333
1685 476
1667 941
16960338
1681 742
1691 344
1697 003
16591116
1636 259

DATE 10/18/11

A true copy I certify
LAURA HINOJOSA
District Clerk, Hidalgo County, Texas
By _____ Deputy

EXHIBIT A

2012 SALARY AND SUPPLEMENT
OF COUNTY AUDITOR AND ASSISTANT AUDITORS

POSITION	SALARY	LONGEVITY	SUPPLEMENT	AUTO ALLOWANCE	TOTAL COMPENSATION
County Auditor	$ 114,442.00	$ 360.00	$ 2,500.00	$ 6,000.00	$ 123,302.00
First Assistant Auditor	$ 92,582.00	$ 720.00	$ 1,500.00	$ -	$ 94,802.00
Director of Audit Division	$ 73,495.00	$ 960.00	$ 2,500.00	$ -	$ 76,955.00
Director of Accounting Division	$ 73,495.00	$ 720.00	$ -	$ -	$ 74,215.00
Financial Accounting Supervisor	$ 58,342.00	$ -	$ 2,500.00	$ -	$ 60,842.00
Compliance Audit Supervisor	$ 54,526.00	$ 420.00	$ -	$ -	$ 54,946.00
Revenue Audit Supervisor	$ 54,526.00	$ 540.00	$ -	$ -	$ 55,066.00
Accounts Payable Supervisor	$ 58,342.00	$ 1,320.00	$ -	$ -	$ 59,662.00
Grants Accounting Supervisor	$ 58,342.00	$ -	$ 2,500.00	$ -	$ 60,842.00
Accountant II	$ 42,305.00	$ -	$ -	$ -	$ 42,305.00
Internal Auditor I	$ 37,969.00	$ -	$ 1,500.00	$ -	$ 39,469.00
System Support Specialist I	$ 47,093.00	$ 300.00	$ -	$ -	$ 47,393.00
Internal Auditor I	$ 37,969.00	$ -	$ 1,500.00	$ -	$ 39,469.00
Accountant III	$ 50,859.00	$ 600.00	$ -	$ -	$ 51,459.00
Internal Auditor II	$ 40,078.00	$ -	$ 1,500.00	$ -	$ 41,578.00
Internal Auditor I	$ 39,172.00	$ -	$ -	$ -	$ 39,172.00
Accountant I	$ 37,385.00	$ -	$ -	$ -	$ 37,385.00
Accountant I	$ 37,385.00	$ -	$ -	$ -	$ 37,385.00
Internal Auditor I	$ 37,969.00	$ -	$ 1,500.00	$ -	$ 39,469.00
Internal Auditor II	$ 40,078.00	$ -	$ 1,500.00	$ -	$ 41,578.00
Accountant I	$ 37,385.00	$ -	$ -	$ -	$ 37,385.00
Accountant II	$ 42,305.00	$ -	$ 1,500.00	$ -	$ 43,805.00
Technician IV	$ 44,903.00	$ 480.00	$ -	$ -	$ 45,383.00
Internal Auditor I	$ 37,969.00	$ -	$ -	$ -	$ 37,969.00
Accountant I	$ 37,385.00	$ -	$ 1,500.00	$ -	$ 38,885.00
Administrative Assistant II	$ 33,961.00	$ -	$ -	$ -	$ 33,961.00
Internal Auditor I	$ 37,969.00	$ -	$ -	$ -	$ 37,969.00
Accounts Payable Specialist II	$ 37,385.00	$ 1,080.00	$ -	$ -	$ 38,465.00
Accounts Payable Specialist II	$ 34,043.00	$ -	$ -	$ -	$ 34,043.00
Accounts Payable Specialist II	$ 32,929.00	$ -	$ -	$ -	$ 32,929.00
Accounts Payable Specialist I	$ 33,006.00	$ 540.00	$ -	$ -	$ 33,546.00
Accountant I	$ 37,385.00	$ -	$ -	$ -	$ 37,385.00
Administrative Assistant II	$ 33,006.00	$ 1,500.00	$ -	$ -	$ 34,506.00
Accounts Payable Specialist III	$ 37,109.00	$ 420.00	$ -	$ -	$ 37,529.00
Accounts Payable Specialist II	$ 34,043.00	$ 300.00	$ -	$ -	$ 34,343.00
Accounts Payable Specialist I	$ 33,006.00	$ -	$ -	$ -	$ 33,006.00
Administrative Assistant I	$ 30,747.00	$ -	$ -	$ -	$ 30,747.00
Accounts Payable Specialist I	$ 33,006.00	$ -	$ -	$ -	$ 33,006.00
Accounts Payable Specialist I	$ 33,006.00	$ -	$ -	$ -	$ 33,006.00
Accounts Payable Specialist I	$ 27,276.00	$ -	$ -	$ -	$ 27,276.00
Accountant II	$ 44,903.00	$ 360.00	$ -	$ -	$ 45,263.00
Accountant II	$ 41,006.00	$ -	$ -	$ -	$ 41,006.00
Accounts Payable Specialist I	$ 33,006.00	$ -	$ -	$ -	$ 33,006.00
Accounts Payable Specialist I	$ 33,006.00	$ -	$ -	$ -	$ 33,006.00
Accounts Payable Specialist I	$ 33,006.00	$ -	$ -	$ -	$ 33,006.00
TOTAL AUDITOR'S OFFICE	$ 1,979,105.00	$ 10,620.00	$ 22,000.00	$ 6,000.00	$ 2,017,725.00

1693 334 1685 477 1689 219

1681 743 16960339 1667 942

DATE 10/18/14 505192 389th

16591119 A true copy I certify LAURA HINOJOSA District Clerk Hidalgo County, Texas By _____ Deputy 1691 345

1636 260 1697 004

EXHIBIT B

Hidalgo County Auditor's Office
2012 Budget

OBJECT CODE	OBJECT NAME	AMOUNT
111	SALARIES OF OFFICIALS	$ 114,442.00
113	SALARIES OF EMPLOYEES	$ 1,864,663.00
115	LONGEVITY PAY	$ 10,620.00
117	SUPPLEMENTAL PAY	$ 22,000.00
118	AUTO ALLOWANCE	$ 6,000.00
211	HEALTH INSURANCE	$ 187,380.00
212	LIFE INSURANCE	$ 1,215.00
220	FICA	$ 153,352.28
230	RETIREMENT	$ 199,458.20
250	UNEMPLOYMENT	$ 10,023.02
260	WORKERS COMPENSATION	$ -
336	COMPUTER SERVICES	$ 41,000.00
342	INFORMATION & CREDIT SERVICES	$ 1,400.00
350	OTHER SERVICES	$ 1,000.00
432	EQUIP & VEHICLE R&M SERVICE	$ 3,000.00
442	EQUIP & VEHICLE RENTALS	$ 100.00
529	SURETY & NOTARY BONDS	$ 75.00
531	TELEPHONE	$ 16,000.00
532	WIRELESS DEVICES	$ 1,000.00
535	POSTAGE	$ 2,000.00
540	ADVERTISING	$ 5,000.00
550	PRINTING & BINDING	$ 3,000.00
581	TRAVEL IN COUNTY	$ 1,500.00
583	TRAVEL OUT OF COUNTY	$ 14,000.00
584	REGISTRATION FEES	$ 14,000.00
601	OFFICE & COMPUTER SUPPLIES	$ 22,000.00
607	HOUSEHOLD & JANITORIAL SUPPLIES	$ 75.00
631	BOTTLED WATER	$ 1,000.00
640	REFERENCE MATERIAL	$ 5,000.00
661	MINOR OFFICE FURNITURE AND EQUIPMENT	$ 6,000.00
665	MINOR COMPUTER EQUIPMENT	$ 5,000.00
667	MINOR SOFTWARE	$ 2,000.00
780	CAPITAL LEASES	$ 6,200.00
810	DUES & MEMBERSHIPS	$ 3,000.00
TOTAL		**$ 2,722,503.50**
SALARY EXPENSES		**$ 2,569,153.50**
505195 **OPERATING EXPENSES**		***$ 153,350.00***

1693 335 1681 744 1685 1689 220

THE STATE OF TEXAS

COUNTY OF HIDALGO

ORDER SETTING SALARY OF COURT REPORTER OF COUNTY COURT AT LAW #7 OF HIDALGO COUNTY, TEXAS

PURSUANT TO AND IN ACCORDANCE WITH Section 152.905 of the Local Government Code, the Hidalgo County Board of Judges met at 11:30 a.m. on the 15th day of December 2011, in the 93rd District Court Courtroom for the purpose of holding a PUBLIC HEARING on the matter of setting the salary of the Court Reporter for County Court at Law #7 of Hidalgo County, Texas.

IT WAS VOTED THAT the salary of the Court Reporter for County Court at Law #7 of Hidalgo County, Texas, be set effective December 15, 2011 (2011) and January 2, 2012 (2012), as per "Exhibit A";

THEREFORE, it is the Order of the County Courts at Law of Hidalgo County, that the aforementioned salary be set, and is Hereby set, as of December 15, 2011 (2011) and January 2, 2012 (2012):

IT IS FURTHER ORDERED that this Order be spread on the Minutes of each of the County Courts at Law of Hidalgo County, Texas, and the District Clerk of Hidalgo County, Texas, furnish the Commissioner's Court of Hidalgo County, Texas, a certified copy of this Order.

Signed this 15th day of December 2011 as follows:

Rodolfo Gonzalez, Judge
County Court at Law No. 1

Jaime J. Palacios, Judge
County Court at Law No. 2

Homero Garza, Judge
Probate Court of Hidalgo County

Fred Garza, Judge
County Court at Law No. 4

Arnoldo Cantu, Judge
County Court at Law No. 5

Albert Garcia, Judge
County Court at Law No. 6

Rolando Cantu, Judge
County Court at Law No. 7

Exhibit A

2011 and 2012
Court Reporter Salary

NAME OF COURT	AMOUNT
County Court at Law No. 7	$73,000.00

INTERDEPARTMENTAL TRANSFER REQUEST

DATE: December 21, 2011

2012
Transfer

DEPARTMENT HEAD: SERGIO CRUZ, BUDGET OFFICER

DEPARTMENT NAME: DEPT OF BUDGET & MANAGEMENT FOR CO AUDITOR

SUBJECT: **INTERDEPARTMENTAL TRANSFER**

Contact: ROSIE CANTU
Ph#: (956) 292-7025 EXT. 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Interdepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME		Amount
FROM:			
2- 1100-415-21-170-001-0- 113	CO AUDITOR-	REG. FULL TIME	(2,518.00)
2- 1100-415-21-170-001-0- 220	CO AUDITOR-	FICA	(1,196.31)
2- 1100-415-21-170-001-0- 230	CO AUDITOR-	RETIREMENT	(1,555.98)
2- 1100-415-21-170-001-0- 250	CO AUDITOR-	UNEMPLOYMENT	(78.20)
TO:			
2-1100-415-00-115-002-0- 899		CONTINGENCY	5,348.49
		TOTAL BUDGET INCREASE/DECREASE	**0.00**

REASON: EXCESS FUNDS RETURNED TO CONTINGENCY AS A RESULT OF AUDITORS OFFICE BUDGET APPROVED BY BOARD OF JUDGES (COURT ORDER).

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE ___/___/___

ATTEST COUNTY CLERK

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: December 21, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Auditors Office

ACCOUNT NUMBER: 1-1100-415-21-170-001-0-XXX CO AUDITOR

SUBJECT: **Intradepartmental transfer(s)**

Contact: Rosie Cantu
Ph#: 292-7025 ext 5408

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

FROM Object Code	Description	TO Object Code	Description	Amount
112	DEPT HEADS	111	ELECTED/ APPOINTED OFFICIALS	$ 114,442.00
113	REGULAR FULL TIME	117	SUPPLEMENTAL PAY	$ 5,000.00
			TOTAL	**$ 119,442.00**

REASON:

TRANSFER TO ALLOCATE FUNDS ACCORDINGLY AS PER BOARD OF JUDGES APPROVED COURT ORDER.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

Form DBM-201

CO AUDITOR

1100-415-21-170-001

Object #	Object Code Description	2011 Original Budget	2012 Budget Request	2012 Adopted Budget
111	OFFICIALS	$114,442.00	$0.00	$0.00
112	DEPARTMENT HEADS AND FOREMEN	$0.00	$114,442.00	$114,442.00
113	PERMANENT FULL-TIME EMPLOYEES	$1,880,996.00	$1,872,181.00	$1,872,181.00
115	LONGEVITY PAY	$9,300.00	$10,620.00	$10,620.00
117	SUPPLEMENTAL PAY	$11,500.00	$17,000.00	$17,000.00
118	AUTO ALLOWANCE	$6,000.00	$6,000.00	$6,000.00
211	HEALTH INSURANCE	$162,000.00	$187,380.00	$187,380.00
212	LIFE INSURANCE	$1,215.00	$1,215.00	$1,215.00
220	SOCIAL SECURITY CONTRIBUTIONS (FICA)	$154,702.00	$154,548.59	$154,548.59
230	RETIREMENT CONTRIBUTIONS	$194,136.00	$201,014.18	$201,014.18
250	UNEMPLOYMENT COMPENSATION	$10,112.00	$10,101.22	$10,101.22
336	COMPUTER SERVICES	$40,000.00	$41,000.00	$41,000.00
342	INFORMATION AND CREDIT SERVICES	$75.00	$1,400.00	$1,400.00
350	OTHER CONTRACTED SERVICES	$1,000.00	$1,000.00	$1,000.00
432	EQUIPMENT REPAIR & MAINTENANCE SERVIC	$3,000.00	$3,000.00	$3,000.00
442	RENTAL OF EQUIPMENT AND VEHICLES	$6,000.00	$100.00	$100.00
529	SURETY AND NOTARY BONDS	$500.00	$75.00	$75.00
531	TELEPHONE AND TELEGRAPH	$16,000.00	$16,000.00	$16,000.00
532	MOBILE PHONE	$1,200.00	$1,000.00	$1,000.00
535	POSTAGE AND EXPRESS MAIL CHARGES	$2,000.00	$2,000.00	$2,000.00
540	ADVERTISING	$5,000.00	$5,000.00	$5,000.00
550	PRINTING AND BINDING	$3,000.00	$3,000.00	$3,000.00
581	IN-COUNTY EMPLOYEE TRAVEL	$1,500.00	$1,500.00	$1,500.00
583	OUT-OF-COUNTY EMPLOYEE TRAVEL	$15,000.00	$14,000.00	$14,000.00
584	REGISTRATION FEES	$15,000.00	$14,000.00	$14,000.00
601	OFFICE SUPPLIES	$22,000.00	$22,000.00	$22,000.00
607	CLEANING AND SANITATION SUPPLIES	$75.00	$75.00	$75.00
631	BOTTLED WATER	$1,000.00	$1,000.00	$1,000.00
640	BOOKS AND PERIODICALS	$5,000.00	$5,000.00	$5,000.00
661	MINOR OFFICE EQUIPMENT	$6,000.00	$6,000.00	$6,000.00
665	MINOR COMPUTER EQUIPMENT	$0.00	$5,000.00	$5,000.00
667	MINOR SOFTWARE	$2,000.00	$2,000.00	$2,000.00
745	COMPUTER EQUIPMENT	$5,000.00	$0.00	$0.00
780	CAPITAL LEASES	$0.00	$6,200.00	$6,200.00
810	DUES AND MEMBERSHIPS	$3,000.00	$3,000.00	$3,000.00
	TOTALS	$2,697,753.00	$2,727,851.98	$2,727,851.98
	SALARY EXPENSES	$2,544,403.00	$2,574,501.98	$2,574,501.98
	OPERATING EXPENSES	$153,350.00	$153,350.00	$153,350.00

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 139th District Court

ACCOUNT NUMBER: 2-1100-412-00-003-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	1,436.00
890	OTHER	220	FICA	109.85
890	OTHER	230	RETIREMENT	142.88
890	OTHER	250	UNEMPLOYMENT COMP	7.18
			TOTAL	1,695.91

REASON:
To fund salary increase for Court Reporter as per approved Board of Judges Court Order dated 09/29/2011.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 398th District Court

ACCOUNT NUMBER: 2-1100-412-00-009-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	369.00
890	OTHER	220	FICA	28.23
890	OTHER	230	RETIREMENT	36.72
890	OTHER	250	UNEMPLOYMENT COMP	1.85
			TOTAL	435.80

REASON:
To fund salary increase for Court Reporter as per approved Board of Judges Court Order dated 09/29/2011.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 430th District Court

ACCOUNT NUMBER: 2-1100-412-00-010-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	2,360.00
890	OTHER	220	FICA	180.54
890	OTHER	230	RETIREMENT	234.82
890	OTHER	250	UNEMPLOYMENT COMP	11.80
			TOTAL	2,787.16

REASON:
To fund salary increase for Court Reporter as per approved Board of Judges Court Order dated 09/29/2011.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-30285 **23. E.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: COMM. PCT. #2

Information

CAPTION

Sanitation Pct. #2 (1100):
1. Discussion, consideration, and approval on payment of backpay in the amount of $3,571.01 for employee no. 174696, for meeting the probationary requirements of the Law Enforcement Grade and Step Pay Plan on 12/22/2009.
2. Approval of intradepartmental transfer.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-432-00-122-001-0-XXX

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

BUDGETARY IMPACT:

Funds available as of 12/21/2011.

Attachments

Worksheet

LIT

Form Review

Inbox	Reviewed By	Date
Sylvia Solis (Originator)	Sylvia Solis	12/21/2011 05:07 PM
Budget & Management	Merlen P. Munoz	12/22/2011 08:23 AM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/20/2011

Final Approval Date: 12/22/2011

Law Enforcement Salary BackPay
for
Pct. 2 Sanitation Employee No. 174696
Calendar Years 2009-2011

2009 Salary Pay Amount

Object Code	Pay Type	Rate	Total
113	Regular F/T Employee (Prorated difference in salary eff: 12/22/09 - 12/31/09)		$46.59
220	FICA	7.65%	$3.56
230	Retirement	9.02%	$4.20
250	Unemployment Comp	0.50%	$0.23
260	Workers Comp (7720- Law Enforcement)	0.00%	$0.00
		Total	**$54.59**

2010 Salary Pay Amount

Object Code	Pay Type	Rate	Total
113	Regular F/T Employee (Prorated difference in salary from 01/01/10 - 12/31/10)		$1,520.00
220	FICA	7.65%	$116.28
230	Retirement	9.52%	$144.70
250	Unemployment Comp	0.50%	$7.60
260	Workers Comp (7720- Law Enforcement)	0.00%	$0.00
		Total	**$1,788.58**

2011 Salary Pay Amount

Object Code	Pay Type	Rate	Total
113	Regular F/T Employee (Prorated difference in salary from 01/01/11- 12/19/11)		$1,467.38
220	FICA	7.65%	$112.25
230	Retirement	9.60%	$140.87
250	Unemployment Comp	0.50%	$7.34
260	Workers Comp (7720- Law Enforcement)	0.00%	$0.00
		Total	**$1,727.84**

SUMMARY OF TOTAL PAYOUT
Calendar Years 2009 - 2011

object Code	Pay Type	*Year* 2009	2010	2011	Total Payout
113	Regular F/T Employee	$46.59	$1,520.00	$1,467.38	$3,033.97
220	FICA	$3.56	$116.28	$112.25	$232.10
230	Retirement	$4.20	$144.70	$140.87	$289.77
250	Unemployment Comp	$0.23	$7.60	$7.34	$15.17
260	Workers Comp (7720- Law Enforcement)	$0.00	$0.00	$0.00	$0.00
	TOTAL PAYOUT	**$54.59**	**$1,788.58**	**$1,727.84**	**$3,571.01**

TIMELINE OF EVENTS AS PER LAW ENFORCEMENT GRADE & STEP

Date	Position Title	Salary Amount
6/22/2009 **(Hire Date)**	SOLID WAST ENFORCEMENT OFFICER (PROBATIONARY STEP)	$36,480.00
12/22/2009 **(End of Probationary Period)**	SOLID WASTE ENFORCEMENT OFFICER (STEP I)	$38,000.00

* Employee was inadvertly not moved after completion of probationary period to the Step I title & salary on 12/22/09.

DATE: December 21, 2011

2011
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Pct. 2 Sanitation

ACCOUNT NUMBER: 1-1100-432-00-122-001-0-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
626	GASOLINE/ DIESEL	113	REG F/T EMPLOYEE	3,033.97
626	GASOLINE/ DIESEL	220	FICA	232.10
626	GASOLINE/ DIESEL	230	RETIREMENT	289.77
626	GASOLINE/ DIESEL	250	UNEMPLOYMENT COMPENSATION	15.17
			TOTAL	3,571.01

REASON:

Interdepartmental transfer to fund backpay for employee no. 174696 for meeting the probationary requirements of the Law Enforcement Grade and Step Pay Plan on December 22, 2009.

DEPARTMENT HEAD SIGNATURE

____/____/____
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-30103 **23. F.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

District Courts & County Courts At Law:

1. Acceptance of written notification by the following District Court & County Court At Law Judges, to set the salary for the Bailiff positions as follows, as per Government Code 53.009 (e), effective 01/01/2012:

Dept.	Slot No.	Position Title	Current Budgeted Salary	New Budgeted Salary
139th DC	0003	Bailiff/ Interpreter	40,870.00	42,504.00
275th DC	0003	Bailiff/ Interpreter	53,195.00	56,695.00
370th DC	0004	Bailiff/ Interpreter	46,520.00	53,460.00
389th DC	0003	Bailiff/ Interpreter	48,927.00	50,427.00
398th DC	0004	Bailiff/ Interpreter	49,580.00	51,067.00
430th DC	0005	Bailiff/ Interpreter	56,000.00	57,500.00
CCL #5	0006	Bailiff	40,077.00	45,077.00

2. Approval of intradepartmental transfers.
3. Approval of revised salary schedules.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1100-412-00-XXX-00X-0-XXX

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

BUDGETARY IMPACT:

2012 Operating Budget for each, pending approval of intradepartment transfer.

Attachments

LGC 53.009
Job Descriptions
Fiscal Notes
Transfers
PARS
revised salary schedules

Form Review

Inbox **Reviewed By** **Date**

Sylvia Solis (Originator)	Sylvia Solis	12/19/2011 02:42 PM
Budget & Management	Merlen P. Munoz	12/19/2011 02:46 PM
Rosalinda Cantu	Angela Garcia	12/20/2011 09:44 AM
Sylvia Solis (Originator)	Sylvia Solis	12/20/2011 03:00 PM
Rosalinda Cantu	Rosie Cantu	12/21/2011 02:34 PM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 12/09/2011 02:07 PM

Final Approval Date: 12/22/2011

GOVERNMENT CODE

TITLE 2. JUDICIAL BRANCH

SUBTITLE D. JUDICIAL PERSONNEL AND OFFICIALS

CHAPTER 53. BAILIFFS

Sec. 53.009. COMPENSATION. (a) Each bailiff appointed by a judge of the 30th, 78th, 89th, or 355th district court, by a district judge in Potter, Randall, or Taylor County, or by a judge of a county court at law of Potter, Randall, or Taylor County is entitled to receive a salary set by the judge and approved by the commissioners court. The salary is paid out of the general fund of the county, except in Potter and Randall counties, where the salary shall be set by the commissioners court of each respective county.

(b) Each bailiff appointed by a judge of the 142nd, 238th, 318th, or 385th district court is entitled to receive from each county in which the court sits the amount of compensation set by the judge in an amount that does not exceed the salary of the chief deputy sheriff of the county. The judge shall give each commissioners court in the district written notification of the amount of compensation to be paid by the county.

(c) The bailiff appointed by the judge of the County Court of Harrison County is entitled to receive a salary set by the judge in an amount that does not exceed the salary of a deputy sheriff of the county. The salary is paid out of the general fund of the county.

(d) The bailiff appointed by the judge of the 341st District Court is entitled to receive a salary set by the judge in an amount that is commensurate with the salary paid the bailiffs of other courts with similar duties. The salary is paid out of the general fund of the county.

(e) A bailiff is entitled to receive from the county in which he serves a salary set by the judge in an amount that does

not exceed the salary of the chief deputy sheriff of the county. The judge shall give each commissioners court in the district written notification of the amount of compensation to be paid by the county. The salary is paid out of the general fund of the county.

(f) The bailiffs and grand jury bailiffs appointed by the judges of the district courts in Tarrant County that give preference to criminal cases and the bailiffs and grand jury bailiffs appointed by the judges of the criminal district courts in Tarrant County are entitled to receive from the county general fund a salary set in writing by the judge that is in the same pay grade as the salary of certified and noncertified peace officers who are appointed as bailiffs by the sheriff. The county shall administer the bailiff salary under salary administration guidelines.

(g) Each bailiff appointed by a judge of the 15th or 59th district court or appointed by a statutory county court judge in Grayson County is entitled to receive from the county a salary equal to the salary of a jailer employed by the Grayson County sheriff.

(h) The bailiffs of the courts described in Section 53.002(e) are entitled to receive a salary set by the judge in an amount that does not exceed the salary of the highest paid officer assigned to patrol any of the counties in which the bailiff is designated to serve. The salary shall be apportioned by the judge between the counties in which the bailiff is designated to serve. The judge shall give each commissioners court in the district written notification of the amount of compensation to be paid by its county. The salary is paid out of the general fund of each county.

(i) Each bailiff appointed under Section 53.001(b) is entitled to receive a salary set by the commissioners court of the county in which the bailiff serves.

(j) The bailiff appointed by the judge of the 86th District Court is entitled to receive a salary set by the judge. The salary is paid out of the general fund of the county.

(k) The bailiffs of the 12th, 84th, 106th, 258th, 278th, and 411th district courts are entitled to receive a salary set by the judge and approved by the commissioners court of each of the counties in which the bailiff is designated to serve, except that the amount of the salary paid the bailiff of the 84th District Court must be commensurate with the salary paid the bailiffs of other courts with similar duties. The salary shall be apportioned by the judge among the counties in which the bailiff is designated to serve. The judge shall give each commissioners court in the district written notification of the amount of compensation to be paid by the county. The salary is paid out of the general fund of each county, except that the salary paid to the bailiff of the 106th District Court may be paid out of either the general fund or the courthouse security fund of each county.

(l) Each bailiff appointed by a judge of a district court having jurisdiction in Angelina County or a county court at law judge in Angelina County is entitled to receive a salary set by the commissioners court of that county in an amount that is not less than the salary of a deputy sheriff regularly assigned to patrol duty in the county.

(m) A bailiff of the 97th District Court that serves the court in more than one county is entitled to receive a salary set by the judge and approved by the commissioners court of each of the counties in which the bailiff is designated to serve. The salary shall be apportioned by the judge among the counties in which the bailiff is designated to serve. The judge shall give each commissioners court in the district written notification of the amount of compensation to be paid by the county.

(n) A bailiff appointed by the judge of the 130th District Court is entitled to receive a salary set by the Commissioners Court of Matagorda County in an amount that is not less than the salary of a deputy sheriff regularly assigned to patrol duty in that county.

Acts 1985, 69th Leg., ch. 480, Sec. 1, eff. Sept. 1, 1985. Amended by Acts 1987, 70th Leg., ch. 148, Sec. 2.71(a), eff. Sept. 1, 1987; Acts 1989, 71st Leg., ch. 2, Sec. 8.29(h), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 759, Sec. 7, eff. Sept. 1, 1989; Acts 1989, 71st Leg., ch. 919, Sec. 8, eff. Sept. 1, 1989; Acts 1991, 72nd Leg., ch. 16, Sec. 8.03(g), eff. Aug. 26, 1991; Acts 1991, 72nd Leg., ch. 401, Sec. 5, eff. Aug. 26, 1991; Acts 1991, 72nd Leg., ch. 546, Sec. 4, eff. Sept. 1, 1991; Acts 1991, 72nd Leg., ch. 819, Sec. 5, eff. Sept. 1, 1991; Acts 1993, 73rd Leg., ch. 107, Sec. 10.01(6), eff. Aug. 30, 1993; Acts 1993, 73rd Leg., ch. 154, Sec. 1, eff. Sept. 1, 1993; Acts 1993, 73rd Leg., ch. 430, Sec. 5, eff. Sept. 1, 1993; Acts 1995, 74th Leg., ch. 648, Sec. 7, eff. Aug. 28, 1995; Acts 1997, 75th Leg., ch. 868, Sec. 8, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1436, Sec. 4, eff. June 20, 1997; Acts 1999, 76th Leg., ch. 853, Sec. 8, eff. Sept. 1, 1999; Acts 1999, 76th Leg., ch. 867, Sec. 2, eff. June 18, 1999; Acts 1999, 76th Leg., ch. 1136, Sec. 2, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 575, Sec. 2, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 121, Sec. 2, eff. Sept. 1, 2003; Acts 2003, 78th Leg., ch. 928, Sec. 2, eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 83, Sec. 1, eff. September 1, 2005.

Acts 2007, 80th Leg., R.S., Ch. 5, Sec. 3, eff. September 1, 2007.

Acts 2009, 81st Leg., R.S., Ch. 890, Sec. 5, eff. June 19, 2009.

HIDALGO COUNTY

COUNTY COURT AT LAW

Job Title: **Bailiff** **FLSA Status: Non-Exempt**

Dept. Code: 021-027 **Civil Service Status: Exempt**

SUMMARY:

The Bailiff is in charge of courtroom security and procedures, overseeing the maintenance of juries and witnesses, assisting judge, coordinator and District Clerk's office with courtroom clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides for the protection of the Judge during working hours. Ensures judge's safety against violent defendants and disgruntled spectators.
- Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a deputy sheriff;
- May transport prisoners to and from courtroom;
- May perform security watch of prisoner(s) within the courtroom;
- Maintains order in the courtroom;
- May supply copies of jury lists and other resources to Judge and counsel;
- Instructs spectators, prospective jurors and jurors regarding their conduct in the courtroom;
- Escorts jurors to and from jury box and insures that all parties and counsel involved in a case are present before the proceedings begin;
- Meets with other bailiffs periodically regarding courthouse safety and security
- May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail;
- Assures that the courtroom is open and prepared for court sessions;
- Calls cases to be tried and calls witnesses to the stand;
- Acts as an escort to juries in deliberation and stands watch outside jury room during deliberation;
- Provides jurors with certificate of service.
- May pull court files for morning docket call and files away files after morning docket;
- May assist judge with docket entries in court files;
- May assist court coordinator by noting future hearings set during morning docket call;
- May supply copies of jury lists and other resources to the judge;
- May assist District Clerk's office by signing up defendants for plea bargains, stamp filing court documents and certifies court orders;

- May complete and review various court-related forms, assuring that the documents are complete, i.e., dates filled in, all necessary signatures obtained in appropriate places, etc.
- May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail
- Regular attendance
- Get along with co-workers

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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 EXPERIENCE:
- High school diploma or general education degree (GED);
- At least 21 years of age with at least two (2) years experience in a courtroom, a court's clerk's office, or a law enforcement agency; or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Must have good computer skills
- Must be Bilingual (English/Spanish)

CERTIFICATES, LICENSES, REGISTRATIONS:
- May be required to be TCLEOSE certified.
- May be required to be bondable.

OTHER SKILLS AND ABILITIES:
- Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.

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; stoop, kneel, and crouch.

The employee must occasionally lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee 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 office equipment

Maintain mental capacity, which permits:

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

Effectively handle a work environment and conditions, which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others

ACCIDENT PREVENTION PROGRAM:
Required to follow all department's safety regulations.

HIDALGO COUNTY

DISTRICT COURTS

Job Title: **Bailiff - Interpreter** **FLSA Status:** **Non-Exempt**

Dept. Code: 001-011 **Civil Service Status: Exempt**

SUMMARY:
The Bailiff is in charge of courtroom security and procedures, overseeing the maintenance of juries and witnesses, assisting judge, coordinator and District Clerk's office with courtroom clerical duties and acts as Spanish translator for the court.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides for the protection of the Judge during working hours. Ensures judge's safety against violent defendants and disgruntled spectators.
- Escorts persons found in contempt of court from the courtroom and holds them in custody until picked up by a deputy sheriff;
- May transport prisoners to and from courtroom;
- May perform security watch of prisoner(s) within the courtroom;
- Maintains order in the courtroom;
- May supply copies of jury lists and other resources to Judge and counsel;
- Instructs spectators, prospective jurors and jurors regarding their conduct in the courtroom;
- Escorts jurors to and from jury box and insures that all parties and counsel involved in a case are present before the proceedings begin;
- Meets with other bailiffs periodically regarding courthouse safety and security
- May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail;
- Assures that the courtroom is open and prepared for court sessions;
- Calls cases to be tried and calls witnesses to the stand;
- Acts as an escort to juries in deliberation and stands watch outside jury room during deliberation;
- Provides jurors with certificate of service.
- May pull court files for morning docket call and files away files after morning docket;
- May assist judge with docket entries in court files;
- May assist court coordinator by noting future hearings set during morning docket call;
- May supply copies of jury lists and other resources to the judge;
- May assist District Clerk's office by signing up defendants for plea bargains, stamp filing court documents and certifies court orders;

- May complete and review various court-related forms, assuring that the documents are complete, i.e., dates filled in, all necessary signatures obtained in appropriate places, etc.
- May conduct appropriate follow-up activities with defendants, including taking fingerprints, making copies of invoices, agreements and judgments and escorting defendants to jail
- The bailiff acts as the court's official translator;
- The bailiff interprets for Spanish speaking defendants, witnesses, and will translate documents in Spanish.
- Regular attendance
- Get along with co-workers

QUALIFICATION REQUIREMENTS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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 EXPERIENCE:
- High school diploma or general education degree (GED);
- At least 21 years of age with at least two (2) years experience in a courtroom, a court's clerk's office, or a law enforcement agency; or
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Must have good computer skills
- Bilingual

CERTIFICATES, LICENSES, REGISTRATIONS:
- May be required to be TCLEOSE certified.
- May be required to be bondable.

OTHER SKILLS AND ABILITIES:
- Employee may be assigned other duties in addition to those listed and duties may change according to changing needs of department.

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; stoop, kneel, and crouch.

The employee must occasionally lift and/or move over 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee 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 office equipment

Maintain mental capacity, which permits:

- making sound decisions and using good judgment
- 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: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30103

Summary of request/proposal:
139TH DISTRICT COURT:
Approval of the following salary adjustments

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	BAILIFF/ INTERPRETER	0003	113	40,870.00	42,504.00	1,634.00
				40,870.00	42,504.00	1,634.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-412-00-003-001-0-	113	139TH DC -	REG F/T EMPLOYEES	$1,634.00
2-1100-412-00-003-001-0-	211	139TH DC -	HEALTH INSURANCE	$0.00
2-1100-412-00-003-001-0-	212	139TH DC -	LIFE INSURANCE	$0.00
2-1100-412-00-003-001-0-	220	139TH DC -	FICA	$125.00
2-1100-412-00-003-001-0-	230	139TH DC -	RETIREMENT	$162.58
2-1100-412-00-003-001-0-	250	139TH DC -	UNEMPLOYMENT COMP	$8.17
2-1100-412-00-003-001-0-	260	139TH DC -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$1,929.75

2013 Budgetary Impact: $1,929.75

Possible Funding Sources: WITHIN DEPT.'S BUDGET

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30103

Summary of request/proposal:
275TH DISTRICT COURT:
Approval of the following salary adjustments

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	BAILIFF/ INTERPRETER	0003	113	53,195.00	56,695.00	3,500.00
				53,195.00	56,695.00	3,500.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-412-00-005-001-0-	113	275TH DC -	REG F/T EMPLOYEES	$3,500.00
2-1100-412-00-005-001-0-	211	275TH DC -	HEALTH INSURANCE	$0.00
2-1100-412-00-005-001-0-	212	275TH DC -	LIFE INSURANCE	$0.00
2-1100-412-00-005-001-0-	220	275TH DC -	FICA	$267.75
2-1100-412-00-005-001-0-	230	275TH DC -	RETIREMENT	$348.25
2-1100-412-00-005-001-0-	250	275TH DC -	UNEMPLOYMENT COMP	$17.50
2-1100-412-00-005-001-0-	260	275TH DC -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$4,133.50

2013 Budgetary Impact: $4,133.50

Possible Funding Sources: WITHIN DEPT.'S BUDGET

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30103

Summary of request/proposal:
370TH DISTRICT COURT:
Approval of the following salary adjustments

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	BAILIFF/ INTERPRETER	0004	113	46,520.00	53,460.00	6,940.00
				46,520.00	53,460.00	6,940.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-412-00-007-001-0-	113	370TH DC -	REG F/T EMPLOYEES	$6,940.00
2-1100-412-00-007-001-0-	211	370TH DC -	HEALTH INSURANCE	$0.00
2-1100-412-00-007-001-0-	212	370TH DC -	LIFE INSURANCE	$0.00
2-1100-412-00-007-001-0-	220	370TH DC -	FICA	$530.91
2-1100-412-00-007-001-0-	230	370TH DC -	RETIREMENT	$690.53
2-1100-412-00-007-001-0-	250	370TH DC -	UNEMPLOYMENT COMP	$34.70
2-1100-412-00-007-001-0-	260	370TH DC -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$8,196.14

2013 Budgetary Impact: $8,196.14

Possible Funding Sources: WITHIN DEPT.'S BUDGET

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30103

Summary of request/proposal:
389TH DISTRICT COURT:
Approval of the following salary adjustments

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	BAILIFF/ INTERPRETER	0003	113	48,927.00	50,427.00	1,500.00
				48,927.00	50,427.00	1,500.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-412-00-008-001-0-	113	389TH DC -	REG F/T EMPLOYEES	$1,500.00
2-1100-412-00-008-001-0-	211	389TH DC -	HEALTH INSURANCE	$0.00
2-1100-412-00-008-001-0-	212	389TH DC -	LIFE INSURANCE	$0.00
2-1100-412-00-008-001-0-	220	389TH DC -	FICA	$114.75
2-1100-412-00-008-001-0-	230	389TH DC -	RETIREMENT	$149.25
2-1100-412-00-008-001-0-	250	389TH DC -	UNEMPLOYMENT COMP	$7.50
2-1100-412-00-008-001-0-	260	389TH DC -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$1,771.50

2013 Budgetary Impact: $1,771.50

Possible Funding Sources: WITHIN DEPT.'S BUDGET

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30103

Summary of request/proposal:
398TH DISTRICT COURT:
Approval of the following salary adjustments

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	BAILIFF/ INTERPRETER	0004	113	49,580.00	51,067.00	1,487.00
				49,580.00	51,067.00	1,487.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-412-00-009-001-0-	113	398TH DC -	REG F/T EMPLOYEES	$1,487.00
2-1100-412-00-009-001-0-	211	398TH DC -	HEALTH INSURANCE	$0.00
2-1100-412-00-009-001-0-	212	398TH DC -	LIFE INSURANCE	$0.00
2-1100-412-00-009-001-0-	220	398TH DC -	FICA	$113.76
2-1100-412-00-009-001-0-	230	398TH DC -	RETIREMENT	$147.96
2-1100-412-00-009-001-0-	250	398TH DC -	UNEMPLOYMENT COMP	$7.44
2-1100-412-00-009-001-0-	260	398TH DC -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$1,756.16

2013 Budgetary Impact: $1,756.16

Possible Funding Sources: WITHIN DEPT.'S BUDGET

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30103

Summary of request/proposal:
430TH DISTRICT COURT:
Approval of the following salary adjustments

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	BAILIFF/ INTERPRETER	0005	113	56,000.00	57,500.00	1,500.00
				56,000.00	57,500.00	1,500.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-412-00-010-001-0-	113	430TH DC -	REG F/T EMPLOYEES	$1,500.00
2-1100-412-00-010-001-0-	211	430TH DC -	HEALTH INSURANCE	$0.00
2-1100-412-00-010-001-0-	212	430TH DC -	LIFE INSURANCE	$0.00
2-1100-412-00-010-001-0-	220	430TH DC -	FICA	$114.75
2-1100-412-00-010-001-0-	230	430TH DC -	RETIREMENT	$149.25
2-1100-412-00-010-001-0-	250	430TH DC -	UNEMPLOYMENT COMP	$7.50
2-1100-412-00-010-001-0-	260	430TH DC -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$1,771.50

2013 Budgetary Impact: $1,771.50

Possible Funding Sources: WITHIN DEPT.'S BUDGET

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 30103

Summary of request/proposal:
COUNTY COURT AT LAW NO. 5:
Approval of the following salary adjustments

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	BAILIFF	0006	113	40,077.00	45,077.00	5,000.00
				40,077.00	45,077.00	5,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-412-00-025-001-0-	113	CCL NO. 5 -	REG F/T EMPLOYEES	$5,000.00
2-1100-412-00-025-001-0-	211	CCL NO. 5 -	HEALTH INSURANCE	$0.00
2-1100-412-00-025-001-0-	212	CCL NO. 5 -	LIFE INSURANCE	$0.00
2-1100-412-00-025-001-0-	220	CCL NO. 5 -	FICA	$382.50
2-1100-412-00-025-001-0-	230	CCL NO. 5 -	RETIREMENT	$497.50
2-1100-412-00-025-001-0-	250	CCL NO. 5 -	UNEMPLOYMENT COMP	$25.00
2-1100-412-00-025-001-0-	260	CCL NO. 5 -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$5,905.00

2013 Budgetary Impact: $5,905.00

Possible Funding Sources: WITHIN DEPT.'S BUDGET

Comments:

Hidalgo Co. Budget Office
2/3/2005

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 139th District Court

ACCOUNT NUMBER: 2-1100-412-00-003-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	1,634.00
890	OTHER	220	FICA	125.00
890	OTHER	230	RETIREMENT	162.58
890	OTHER	250	UNEMPLOYMENT COMP	8.17
			TOTAL	1,929.75

REASON:
To fund salary increase and related fringe benefit expenditures for Bailiff/Interpreter (Slot#0003)

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 275th District Court

ACCOUNT NUMBER: 2-1100-412-00-005-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	3,500.00
890	OTHER	220	FICA	267.75
890	OTHER	230	RETIREMENT	348.25
890	OTHER	250	UNEMPLOYMENT COMP	17.50
			TOTAL	4,133.50

REASON:
To fund salary increase and related fringe benefit expenditures for Bailiff/Interpreter (Slot#0003)

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 370th District Court

ACCOUNT NUMBER: 2-1100-412-00-007-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	6,940.00
890	OTHER	220	FICA	530.91
890	OTHER	230	RETIREMENT	690.53
890	OTHER	250	UNEMPLOYMENT COMP	34.70
			TOTAL	8,196.14

REASON:
To fund salary increase for Bailiff/Interpreter (Slot#0004)

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 389th District Court

ACCOUNT NUMBER: 2-1100-412-00-008-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	1,500.00
890	OTHER	220	FICA	114.75
890	OTHER	230	RETIREMENT	149.25
890	OTHER	250	UNEMPLOYMENT COMP	7.50
			TOTAL	1,771.50

REASON:
To fund salary increase for Bailiff/Interpreter (Slot#0003)

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 398th District Court

ACCOUNT NUMBER: 2-1100-412-00-009-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	1,487.00
890	OTHER	220	FICA	113.76
890	OTHER	230	RETIREMENT	147.96
890	OTHER	250	UNEMPLOYMENT COMP	7.44
			TOTAL	1,756.16

REASON:
To fund salary increase for Bailiff/Interpreter (Slot#0004)

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for 430th District Court

ACCOUNT NUMBER: 2-1100-412-00-010-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	1,500.00
890	OTHER	220	FICA	114.75
890	OTHER	230	RETIREMENT	149.25
890	OTHER	250	UNEMPLOYMENT COMP	7.50
			TOTAL	1,771.50

REASON:
To fund salary increase and related fringe benefit expenditures for Bailiff/Interpreter (Slot#0005)

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 12, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for County Court at Law #5

ACCOUNT NUMBER: 2-1100-412-00-025-001-0-XXX

Contact Person: Sylvia 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
890	OTHER	113	REG F/T EMPLOYEES	5,000.00
890	OTHER	220	FICA	382.50
890	OTHER	230	RETIREMENT	497.50
890	OTHER	250	UNEMPLOYMENT COMP	25.00
			TOTAL	5,905.00

REASON:
To fund salary increase and related fringe benefit expenditures for Bailiff (Slot#0006)

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

SYLVIA REYES
COURT COORDINATOR
J.R. GAITAN
BAILIFF/INTERPRETER
PEDRO "PETE" LOBATO
CRIMINAL COURT COORDINATOR
JESSIE C. SALAZAR
OFFICIAL COURT REPORTER

J.R. "BOBBY" FLORES

JUDGE, 139TH JUDICIAL DISTRICT OF TEXAS

HIDALGO COUNTY COURTHOUSE
100 NORTH CLOSNER, SECOND FLOOR
EDINBURG, TEXAS 78539
Tel: (956) 318-2260

HIDALGO COUNTY
BUDGET OFFICE
SEP 26 PM 3 27

September 26, 2011

Mr. Sergio Cruz
Hidalgo County Budget
Courthouse Annex Building
Edinburg, Texas 78539

Re: Salary Adjustment (Increase)

Dear Mr. Cruz,

I am hereby setting the 2012 compensation for the staff of the 139th District Court salaries as follows:

Slot #	Employee Name	Position Title	2011 Budgeted base salary	2012 Adjusted Amt	2012 Adjusted Base Salary	2012 Approved Budget Salary	Actual Salary
002	Sylvia D. Reyes	Court Coordinator	56,000.00	1,680.00	57,680.00	57,680.00	57,680.00
003	Atanacio Gaitan	Bailiff/Interpreter	40,870.00	1,634.00	42,504.00	42,504.00	42,504.00
004	Pedro Saul Lobato	Assistant Court Coordinator	53,500.00	2,140.00	55,640.00	55,640.00	55,640.00

Please make appropriate budgetary adjustments.

1100-412-00-003-001-0
139th District Court

If you have any questions please feel free to call me at (956)318-2260.

Sincerely yours,

Judge Bobby Flores
139th District Court

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 139th District Court (003-001) DATE: 12/9/2011

CURRENT POSITION TITLE: BAILIFF/INTERP CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: BAILIFF/INTERP

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

$ 40,870.00	$ 42,504.00	$ 1,634.00
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [X] 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 Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

THE BAILIFF/INTERPRETER IS CROSSTRAINED TO PERFORM CERTAIN DUTIES OF THE COURT COORDINATOR, IN THE ABSENCE OF EITHER COURT COORDINATOR.

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

POSITION RECLASSIFICATION: 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	12/13/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO	
2.	Esther A. Cortez by Sylvia Luis HUMAN RESOURCES DIRECTOR	12-20-11 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO	
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2011 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO	
4.	COMMISSONERS' COURT APPROVAL	Date				

GINNA ALVAREZ
COURT COORDINATOR

JOAQUIN PENA
BAILIFF-INTERPRETER

DOLLY ROBLEDO
OFFICIAL COURT REPORTER

ALICIA SEPULVEDA
ASSISTANT COORDINATOR

JUAN R. PARTIDA
JUDGE, 275TH JUDICIAL DISTRICT COURT

HIDALGO COUNTY COURTHOUSE
FIRST FLOOR
100 N. CLOSNER
EDINBURG, TEXAS 78539
(956) 318-2270
FAX: (956) 318-2589

TO: Honorable Ramon Garcia
Hidalgo County Judge

FROM: Juan R. Partida
275th District Court
and Overseer for Auxiliary Courts

RECEIVED
OFFICE OF EXECUTIVE OFFICER
ON: 12/7/11 BY:

DATE: December 7, 2011

SUBJECT: 275TH District Court Employees

I am recommending that the employees for the 275th District Court be considered for a salary raise from their current salary. The increase if approved by Commissioner's Court will take effect on January 1, 2012, from the account number 1-1100-412-00-005-001-0-113

The employees for the 275th District Court:

Slot # 1	Virginia Masso Alvarez, employee # 047279 Court Coordinator	$3,500.00
Slot # 2	Dalia Robeldo , employee #054844 Court Reporter	$2,000.00
Slot # 3	Joaquin Pena, employee #121339 Bailiff/Interp.	$3,500.00
Slot #4	Elvia Roman, employee #186279 Asst. Court Coordinator	$1,000.00

Please be aware that the amount requested is already budgeted for the 2012 year.

If you have any questions or concerns please contact me @ 956-318-2270.

Thank you, Judge Juan R. Partrida

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HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 275th District Court (005-001) DATE: 12/9/2011

CURRENT POSITION TITLE: BAILIFF/INTERP CURRENT SLOT #: 0003

REQUESTED POSITION TITLE: BAILIFF/INTERP

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

$ 53,195.00	$ 56,695.00	$ 3,500.00
Current Budgeted Salary	Proposed Budgeted Salary	Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [X] 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 Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Produces and proofs correspondence, reports, summaries, vouchers and of other related forms. Coordinate the repairs and maintenance of office equipment.Makes arrangements for repairs and services.

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

POSITION RECLASSIFICATION: 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.	Juan X. Portela DEPARTMENT HEAD	12-13-11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒	YES	☐ NO
2.	Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	12-21-11 Date	PERSONNEL PROCEDURES COMPLETED	☐	YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2011 Date	BUDGET PROCEDURES COMPLETED	☑	YES	☐ NO
4.	 COMMISSONERS' COURT APPROVAL	 Date				

ESTER CONTRERAS
DISTRICT COURT COORDINATOR

FRANK B. MORENO, CSR-RPR
OFFICIAL COURT REPORTER

IDA L. PÉREZ
CRIMINAL CASE COORDINATOR

ALICIA SALINAS
COURT BAILIFF/INTERPRETER

NOÉ GONZALEZ
JUDGE, 370th JUDICIAL DISTRICT OF TEXAS
HIDALGO COUNTY COURTHOUSE
100 N. CLOSNER, 1st FLOOR
EDINBURG, TEXAS 78539
(956) 318-2280

December 12, 2011

TO: Sergio Cruz, Budget Officer

FROM: Hon. Noe Gonzalez
370th Judicial District
State District Judge

In August of this year, the 370th State District Court lost our Official Court Reporter, he past away. The court reporter for the 370th was one of the most trusted, knowledgeable, individuals that worked in the court system. His duties were limitless, his abilities were unmatched and, therefore, it has been difficult for the court to adjust and redistribute duties that individual was entrusted with.

It has taken us over five months to get to the point that we are at, and starting January 1, a new court reporter will take over the duties of court reporting for the court. The court reporter's salary will be lower than our previous court reporter.

The other employees, that being the coordinator in charge of civil and overseeing the court, staff, and the assistant coordinator in charge of criminal dockets, will take on some of the duties that our previous court reporter had in the courtroom. The bailiff, who is also an interpreter, will take over full interpreting duties and all additional duties that the individual that we lost had in the courtroom.

All funds that are reflected in increase in pay are merely a redistribution of funds that were already budgeted for salaries. In conclusion, the redistribution or the reallocation of salary amounts is based on the reallocation of duties on such employees.

Attachment "A"

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 370th District Court / 007 **DATE:** December 12, 2011

CURRENT POSITION TITLE: Bailiff / Interpreter **CURRENT SLOT. #:** 004

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount: $ 46,520.00 (Current Budgeted Salary) $ 53,460.00 (Proposed Budgeted Salary) $ 6,940.00 (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)

SEE ATTACHMENT "A"

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	12/10/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. Esthela A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	12.21.11 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 389th Judicial District Court **DATE:** 12/20/2011

CURRENT POSITION TITLE: Bailiff/Interpreter **CURRENT SLOT. #:** 0003

REQUESTED POSITION TITLE: Bailiff/Interpreter
(For new positions or reclassifications)

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount: $ 48,927.00 (Current Budgeted Salary) $ 50,427.00 (Proposed Budgeted Salary) $ 1,500.00 (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)

The Bailiff/Interpreter is cross-trained to perform certain duties of the court coordinator, in the absence of either court coordinator.

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

sdfsdfsdf

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	12/20/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2.	Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	12.21.11 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/20/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Chris Garcés, Jr.
Official Court Coordinator

Ester Cantu
Criminal Court Coordinator

Aída Salinas Flores
Judge, 398th State District Court

Shana Lively, CSR, RPR
Official Court Reporter

Moises Flores, Jr.
Bailiff / Interpreter

September 23, 2011

Mr. Sergio Cruz
Hidalgo County Budget
Courthouse Annex Building
Edinburg, Texas 78539

HIDALGO CO. BUDGET OFF. 11 SEP 23 PM 2:25

Re: Salary Adjustment (Increase)

Dear Mr. Cruz,

I am hereby setting the 2012 compensation for the staff of the 398th District Court salaries as follows:

Slot #	Employee Name	Position Title	2011 Budgeted base salary	2012 Adjusted Amt	2012 Adjusted Base Salary	2012 Approved Budget Salary	Actual Salary
002	Christobal Garces	Court Coordinator	58,930.00	1768.00	60,698.00	60,698.00	60,698.00
003	Maria Ester Cantu	Court Coordinator	50,780.00	2031.00	52,811.00	52,811.00	52,811.00
004	Moises Flores	Bailiff/Interpreter	49,580.00	1487.00	51,067.00	51,067.00	51,067.00

Please make appropriate budgetary adjustments to account number 1100-412-00-009-001-0.

If you have any questions please feel free to call me at (956)318-2470.

Sincerely yours,

Judge Aida Salinas Flores
398th District Court

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 398TH DISTRICT COURT (009-001) DATE: 12/9/2011

CURRENT POSITION TITLE: BAILIFF/INTERP CURRENT SLOT #: 0004

REQUESTED POSITION TITLE: BAILIFF/INTERP

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

$ 49,580.00	$ 51,067.00	$ 1,487.00
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 ☐ Enter hourly rate for temp. positions

Full Time Employee Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:		FLSA:	
Exempt	☒	Exempt	☐
Non-Exempt	☐	Non-Exempt	☒
N/A	☐		

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

Employee has been cross-trained to perform the duties of court coordinator

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

POSITION RECLASSIFICATION: 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	12/12/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2.	Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	12.21.11 Date	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2011 Date	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4.	COMMISSIONERS' COURT APPROVAL	Date			

Maricela Cortez Salinas
Court Coordinator

Eloy Garcia
Asst. Court Coordinator

Adelaido "Al" Flores, Jr.
Official Court Reporter

Fidel Perez, III
Bailiff / Interpreter

ISRAEL RAMON, JR.

Judge, 430th Judicial District Court

September 23, 2011

Mr. Sergio Cruz
Hidalgo County Budget
Courthouse Annex Building
Edinburg, Texas 78539

HIDALGO COUNTY BUDGET OFF. 2011 SEP 23 PM 3:27

Re: Salary Adjustment (Increase)

Dear Mr. Cruz,

I am hereby setting the 2012 compensation for the staff of the 430th District Court salaries as follows pursuant to section 74.104 of the Government Code:

Slot #	Employee Name	Position Title	2011 Budgeted base salary	2012 Adjusted Amt	2012 Adjusted Base Salary	2012 Approved Budget Salary	Actual Salary
002	Marisela Salinas	Court Coordinator	61,500.00	1500.00	63,000.00	63,000.00	63,000.00
003	Eloy Garcia	Asst. Court Coordinator	40,840.00	2160.00	43,000.00	43,000.00	43,000.00
005	Fidel Perez	Bailiff/Interpreter	56,000.00	1500.00	57,500.00	57,500.00	57,500.00

Please make appropriate budgetary adjustments to account number 1100-412-00-010-001-0.

If you have any questions please feel free to call me at (956)318-2900.

Sincerely yours,

Judge Israel Ramon Jr.
430th District Court

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: 430TH DISTRICT COURT (010-001) DATE: 12/9/2011

CURRENT POSITION TITLE: BAILIFF/INTERPRETER CURRENT SLOT #: 0005

REQUESTED POSITION TITLE: BAILIFF/INTERPRETER

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other SALARY INCREASE

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

POSITION SALARY REQUEST:

Salary Amount:

$ 56,000.00 Current Budgeted Salary $ 57,500.00 Proposed Budgeted Salary $ 1,500.00 Net Change

Position to be funded from one of the following:

[X] Current Department Budget [ ] Annual Budget Cycle [X] 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 Employee Object 121 [ ] Part Time Temporary Object 122 [ ] $ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt [X]
Non-Exempt [ ]
N/A [ ]

FLSA:
Exempt [ ]
Non-Exempt [X]

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

In 2010 and 2011, our court heard 759 protective order cases. Of those cases, 422 have been finalized, 145 have been dismissed by the applicant and the rest are pending. Our court has tried between 50 and 60 jury trials. My staff comes in before 8 a.m. and most days they leave after 5 p.m. Our court works from Monday to Friday. We are constantly working to take care of as many cases as possible. Our court handles contested and uncontested civil, criminal, family, juvenile, tax, protective orders, and child welfare cases.

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

POSITION RECLASSIFICATION: 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.	Judge Israel Ramon, Jr. DEPARTMENT HEAD	12/16/11 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ] NO
2.	Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	12.21.11 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ] NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	12/19/11 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ] NO
4.	COMMISSONERS' COURT APPROVAL	Date				

ARNOLDO CANTU, JR.
JUDGE, COUNTY COURT AT LAW NO. 5
HIDALGO COUNTY COURTHOUSE
100 N. Closner
Edinburg, Texas 78539
(956) 318-2460

JoAnna G. Guerra
COURT COORDINATOR

Norma Perez
ASST. COURT COORDINATOR

Gay Richey
OFFICIAL COURT REPORTER

Albert Delgado
OFFICIAL BAILIFF / INTERPRETER

10
11/28/11
1:22pm

November 21, 2011

Mr. Sergio Cruz
Budget Officer
Hidalgo County Budget & Management
2818 S. Business Hwy 281
Edinburg, Texas 78539

Re: Budget & Salary Information for County Court at Law No. Five

Dear Mr. Cruz,

As per your request enclosed are the Personnel Adjustment Request Forms and Change of Status Forms for my staff.

Thank you for your assistance in this matter. If you have any questions, please do not hesitate to contact my office.

Sincerely

Judge, Arnoldo Cantu, Jr.
County Court at Law No. Five

ARC/jg

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Court at Law #5 **DATE:** 11-17-11

CURRENT POSITION TITLE: Bailiff **CURRENT SLOT. #:** 0006

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: $ 40077 (Current Budgeted Salary) $ 45077 (Proposed Budgeted Salary) $ 5000.00 (Net Change)

Position to be funded from one of the following:

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

☐ Other Budget object # 890

POSITION Type:

Full Time Employee Object 113 ☒ Part Time Employee Object 114 ☐ _____

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____ Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS:

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:
Exempt ☒
Non-Exempt ☐
N/A ☐

FLSA:
Exempt ☐
Non-Exempt ☑

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

Salary adjustment

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	17/Nov/11 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☒ YES	☐ NO
2. Esther A. Cortez for Sylvia Rios HUMAN RESOURCES DIRECTOR	12.21.11 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	12/19/2011 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-412-00-003-001-0

AI - 30103

139TH DISTRICT COURT

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	COURT REPORTER	$79,040.00	$960.00	$80,000.00	0	$0.00	$0.00	$80,000.00	$80,000.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$81,080.00
0002	113	COURT COORDINATOR	$56,000.00	$0.00	$56,000.00	0	$0.00	$0.00	$56,000.00	$56,000.00	$840.00	$0.00	$0.00	$0.00	$0.00	$56,840.00
		SALARY INCREASE →						**$1,634.00**	**$42,504.00**							
0003	113	BAILIFF/INTERP	$40,870.00	$0.00	$40,870.00	0	$0.00	~~$0.00~~	~~$40,870.00~~	$40,870.00	$1,080.00	$6,000.00	$0.00	$0.00	$0.00	$47,950.00
0004	113	ASST CRT COOR	$53,500.00	$0.00	$53,500.00	0	$0.00	$0.00	$53,500.00	$53,500.00	$420.00	$0.00	$0.00	$0.00	$0.00	$53,920.00
0005	111	DISTRICT JUDGE	$15,000.00	$0.00	$15,000.00	0	$0.00	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$10,373.00	$0.00	$25,373.00
			$244,410.00	$960.00	$245,370.00		$0.00	$1,634.00	$247,004.00	$245,370.00	$3,420.00	$6,000.00	$0.00	$10,373.00	$0.00	$265,163.00

Acceptance of written notification by the following District Court & County Court At Law Judges, to set the salary for the Bailiff position as highlighted above, as per Government Code 53.009 (e).

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-412-00-005-001-0

AI - 30103

275TH DISTRICT COURT

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	COURT COORDINATOR	$73,707.00	$0.00	$73,707.00	0	$0.00	$0.00	$73,707.00	$73,707.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$74,727.00
0002	113	COURT REPORTER	$70,434.00	$566.00	$71,000.00	0	$0.00	$0.00	$71,000.00	$71,000.00	$540.00	$0.00	$0.00	$0.00	$0.00	$71,540.00
		SALARY INCREASE →						**$3,500.00**	**$56,695.00**							
0003	113	BAILIFF/INTERP	$53,195.00	$0.00	$53,195.00	0	$0.00	~~$0.00~~	~~$53,195.00~~	$53,195.00	$420.00	$4,000.00	$0.00	$0.00	$0.00	$57,615.00
0004	113	ASST COURT COORDINT	$45,864.00	$0.00	$45,864.00	0	$0.00	$0.00	$45,864.00	$41,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,000.00
0005	111	DISTRICT JUDGE	$15,000.00	$0.00	$15,000.00	0	$0.00	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$10,373.00	$0.00	$25,373.00
			$258,200.00	$566.00	$258,766.00		$0.00	$3,500.00	$262,266.00	$253,902.00	$1,980.00	$4,000.00	$0.00	$10,373.00	$0.00	$270,255.00

Acceptance of written notification by the following District Court & County Court At Law Judges, to set the salary for the Bailiff position as highlighted above, as per Government Code 53.009 (e).

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-412-00-007-001-0

AI - 30103

370TH DISTRICT COURT

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	COURT REPORTER	$84,850.00	$0.00	$84,850.00	0	$0.00	$0.00	$84,850.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	COURT COORDINATOR	$60,100.00	$0.00	$60,100.00	0	$0.00	$0.00	$60,100.00	$60,100.00	$900.00	$0.00	$0.00	$0.00	$0.00	$60,100.00
0003	113	ASST COORDINT	$58,220.00	$0.00	$58,220.00	0	$0.00	$0.00	$58,220.00	$58,220.00	$0.00	$0.00	$0.00	$0.00	$0.00	$58,220.00
		SALARY INCREASE →						**$6,940.00**	**$53,460.00**							
0004	113	BAILIFF/INTERP	$46,520.00	$0.00	$46,520.00	0	$0.00	~~$0.00~~	~~$46,520.00~~	$46,520.00	$480.00	$6,000.00	$0.00	$0.00	$0.00	$53,000.00
0005	111	DISTRICT JUDGE	$15,000.00	$0.00	$15,000.00	0	$0.00	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$10,373.00	$0.00	$25,373.00
			$264,690.00	$0.00	$264,690.00		$0.00	$6,940.00	$271,630.00	$179,840.00	$1,380.00	$6,000.00	$0.00	$10,373.00	$0.00	$196,693.00

Acceptance of written notification by the following District Court & County Court At Law Judges, to set the salary for the Bailiff position as highlighted above, as per Government Code 53.009 (e).

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-412-00-008-001-0

AI - 30103

389TH DISTRICT COURT

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	COURT REPORTER	$77,356.00	$0.00	$77,356.00	0	$0.00	$0.00	$77,356.00	$77,356.00	$0.00	$0.00	$0.00	$0.00	$0.00	$77,356.00
0002	113	COURT COORDINATOR	$70,685.00	$0.00	$70,685.00	0	$0.00	$0.00	$70,685.00	$70,685.00	$780.00	$0.00	$0.00	$0.00	$0.00	$71,465.00
		SALARY INCREASE →						**$1,500.00**	**$50,427.00**							
0003	113	BAILIFF/INTERP	$48,927.00	$0.00	$48,927.00	0	$0.00	~~$0.00~~	~~$48,927.00~~	$48,927.00	$720.00	$1,000.00	$0.00	$0.00	$0.00	$50,647.00
0004	113	ASST COORDINATOR	$48,836.00	$0.00	$48,836.00	0	$0.00	$0.00	$48,836.00	$48,836.00	$540.00	$4,000.00	$0.00	$0.00	$0.00	$53,376.00
0005	111	DISTRICT JUDGE	$15,000.00	$0.00	$15,000.00	0	$0.00	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$10,373.00	$0.00	$25,373.00
			$260,804.00	$0.00	$260,804.00		$0.00	$1,500.00	$262,304.00	$260,804.00	$2,040.00	$5,000.00	$0.00	$10,373.00	$0.00	$278,217.00

Acceptance of written notification by the following District Court & County Court At Law Judges, to set the salary for the Bailiff position as highlighted above, as per Government Code 53.009 (e).

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-412-00-009-001-0

AI - 30103

398TH DISTRICT COURT

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	COURT REPORTER	$76,987.00	$0.00	$76,987.00	0	$0.00	$0.00	$76,987.00	$76,987.00	$540.00	$0.00	$0.00	$0.00	$0.00	$77,527.00
0002	113	COURT COORDINATOR	$58,930.00	$0.00	$58,930.00	0	$0.00	$0.00	$58,930.00	$58,930.00	$1,140.00	$2,000.00	$0.00	$0.00	$0.00	$62,070.00
0003	113	COURT COORDINATOR	$50,780.00	$0.00	$50,780.00	0	$0.00	$0.00	$50,780.00	$50,780.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$51,800.00
		SALARY INCREASE →						**$1,487.00**	**$51,067.00**							
0004	113	BAILIFF/INTERP	$49,580.00	$0.00	$49,580.00	0	$0.00	~~$0.00~~	~~$49,580.00~~	$49,580.00	$780.00	$4,000.00	$0.00	$0.00	$0.00	$54,360.00
0005	111	DISTRICT JUDGE	$15,000.00	$0.00	$15,000.00	0	$0.00	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$10,373.00	$0.00	$25,373.00
			$251,277.00	$0.00	$251,277.00		$0.00	$1,487.00	$252,764.00	$251,277.00	$3,480.00	$6,000.00	$0.00	$10,373.00	$0.00	$271,130.00

Acceptance of written notification by the following District Court & County Court At Law Judges, to set the salary for the Bailiff position as highlighted above, as per Government Code 53.009 (e).

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-412-00-010-001-0

AI - 30103

430TH DISTRICT COURT

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	DISTRICT JUDGE	$15,000.00	$0.00	$15,000.00	0	$0.00	$0.00	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	$10,373.00	$0.00	$25,373.00
0002	113	COURT COORDINATOR	$61,500.00	$0.00	$61,500.00	0	$0.00	$0.00	$61,500.00	$61,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$61,500.00
0003	113	ASST CRT COOR	$40,840.00	$0.00	$40,840.00	0	$0.00	$0.00	$40,840.00	$40,840.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,840.00
0004	113	COURT REPORTER	$75,000.00	$0.00	$75,000.00	0	$0.00	$0.00	$75,000.00	$74,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$74,256.00
		SALARY INCREASE →						**$1,500.00**	**$57,500.00**							
0005	113	BAILIFF/INTERP	$56,000.00	$0.00	$56,000.00	0	$0.00	~~$0.00~~	~~$56,000.00~~	$56,000.00	$0.00	$4,000.00	$0.00	$0.00	$0.00	$60,000.00
			$248,340.00	$0.00	$248,340.00		$0.00	$1,500.00	$249,840.00	$247,596.00	$0.00	$4,000.00	$0.00	$10,373.00	$0.00	$261,969.00

Acceptance of written notification by the following District Court & County Court At Law Judges, to set the salary for the Bailiff position as highlighted above, as per Government Code 53.009 (e).

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1100-412-00-025-001-0

AI - 30103

COUNTY COURT AT LAW NO. 5

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	JUDGE COURT-AT-LAW	$142,915.00	$0.00	$142,915.00	0	$0.00	$0.00	$142,915.00	$142,915.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$150,915.00
0002	113	COURT REPORTER	$67,305.00	$5,000.00	$72,305.00	0	$0.00	$0.00	$72,305.00	$72,305.00	$0.00	$0.00	$0.00	$0.00	$0.00	$72,305.00
0004	113	COURT COORDINATOR	$60,469.00	$0.00	$60,469.00	0	$0.00	$0.00	$60,469.00	$60,469.00	$600.00	$0.00	$0.00	$0.00	$0.00	$61,069.00
0005	113	ASSISTANT COURT COORDINATOR	$43,659.00	$0.00	$43,659.00	0	$0.00	$0.00	$43,659.00	$43,659.00	$0.00	$0.00	$0.00	$0.00	$0.00	$43,659.00
		SALARY INCREASE						**$5,000.00**	**$45,077.00**							
0006	113	BAILIFF	$40,077.00	$0.00	$40,077.00	0	$0.00	~~$0.00~~	~~$40,077.00~~	$40,077.00	$420.00	$3,300.00	$0.00	$0.00	$0.00	$43,797.00
			$354,425.00	$5,000.00	$359,425.00		$0.00	$5,000.00	$364,425.00	$359,425.00	$1,020.00	$3,300.00	$0.00	$8,000.00	$0.00	$371,745.00

Acceptance of written notification by the following District Court & County Court At Law Judges, to set the salary for the Bailiff position as highlighted above, as per Government Code 53.009 (e).

AI-29859 **23. G. 1.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted By: Sylvia Solis, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

a. Discussion, consideration and approval of positions created, adjusted and approved after September 27, 2011 (2012 Budget Adoption date) for the following agenda items listed below, effective 01/01/2012:

1. Sheriff (1100) / Courthouse Security (1241):
Approval of employee transfers as follows, as per section 3.49 of the Civil Service Commission Rules, previously approved by CC on the dates below:

			FROM		TO		
Previous CC Approved Date	**Employee No.**	**Position Title**	**Dept. Name/No.**	**Slot No.**	**Dept. Name/No.**	**Slot No.**	**Budgeted Salary**
09/27/11	139041	Deputy Sheriff Step I	Courthouse Sec. (115-044)	0012	Sheriff (280-001)	0093	38,000.00
09/27/11	174467	Deputy Sheriff Step I	Sheriff (280-001)	0093	Courthouse Sec. (115-044)	0012	38,000.00

2. Tax Office (1100):
Approval of the following personnel actions, previously approved by CC on the dates below:

Previous CC Approved Date	Action	Slot No.	Position Title	Grade
09/27/11	Create	0136	Deputy Clerk I	5

3. WIC (1292):
Approval of the following personnel actions, previously approved by CC on the dates below:

Previous CC Approved Date	Action	Dept./Pgm	Slot No.	Position Title	Grade
09/27/11	Delete	WIC Adm.	0072	Administrative Assistant II	6
09/27/11	Delete	WIC Adm.	0230	Mobile Clinic Coordinator	6
09/27/11	Create	WIC Adm.	0241	WIC Certification Specialist I	5
09/27/11	Create	WIC Adm.	0242	Nutritionist II	13
09/27/11	Delete	WIC BF	0002	Peer Counselor I	2
09/27/11	Delete	WIC BF	0006	Peer Counselor I	2

4. Co. Wide Mechanic Shop (1200):
Approval of the following personnel actions, previously approved by CC on the dates below:

Previous CC Approved Date	Action	Slot No.	Position Title	Budgeted Salary
09/27/11	Delete	0005	Truck Driver III	29,352.00
09/27/11	Create	0007	Mechanic III	31,195.00

5. County Court At Law No. 7 (1100):
Approval of the following personnel actions, previously approved by CC on the dates below:

Previous CC Approved Date	Action	Slot No.	Position Title	Budgeted Salary
10/04/11	Create	0002	Court Reporter	73,000.00
10/04/11	Create	0003	Court Coordinator	55,000.00
10/04/11	Create	0004	Assistant Court Coordinator	45,000.00
10/04/11	Create	0005	Bailiff/ Interpreter	41,000.00
10/11/11	Create	0001	Judge Court At Law	142,915.00
10/11/11	Authorize Auto Allowance	0001	Judge Court At Law	8,000.00
10/11/11	Authorize Interpreter Pay	0005	Bailiff/ Interpreter	3,300.00

6. District Attorney (1100) & (1281):
Approval of the following personnel actions, previously approved by CC on the dates below:

Previous CC Approved Date	Action	Pgm.	Slot No.	Position Title	Grade
10/04/11	Delete	Border Prosectution Initiative (1281)	0003	Administrative Assistant I	4
10/04/11	Create	Border Prosectution Initiative (1281)	0004	Assistant D.A. IV (add Auto Allowance = $900.00)	18
10/18/11	Create	Criminal DA (1100)	0096	Administrative Assistant II	6
10/18/11	Create	Criminal DA (1100)	0097	Assistant District Attorney III (Add Auto Allowance = $900.00)	16

7. Crim DA (1100)/ Invest. HB 65 (1223):
Approval of the following personnel actions, as previously approved by CC on 10/04/11:

Action	Program	Slot No.	Position Title	Grade	% Distribution
Delete	CRIM DA 080-002	0054	Criminal Investigator I	12	90.57%
	DA INVEST. HB65 080-007	0026			9.43%
Create	CRIM DA 080-002	0095	Assistant District Attorney II (Add Auto Allowance = $900.00)	14	91.07%
	DA INVEST. HB65 080-007	0071			8.93%

8. HIDTA Task Force (1291)/ HIDTA Ch 59 (1251):
Approval to redistribute the cost allocations to one (1) vacant Criminal Investigator I position, as previously approved by CC on 10/04/11:

Position Title	Grade	Slot No.	Dept./ Fund	Current Cost Allocation Distribution (%)	Proposed Cost Allocation Distribution (%)
Criminal Investigator I	12	G003	HIDTA Chapter 59 (1251)	22.71%	25.08%
		G003	HIDTA Task Force (1291)	77.29%	74.92%

9. HIDTA (1291)/ US Treasury (1252):
Approval of the following personnel actions, previously approved by CC on the dates below:

Previous CC Approved Date	Action	Dept.	Slot No.	Position Title	Grade
10/18/11	Create	US Treasury (1252)	G001	Criminal Investigator III	16
11/08/11	Delete	HIDTA Task Force (1291)	G001	Administrative Assistant IV	10

10. Purchasing Dept. (1100):
Approval of the following personnel actions, previously approved by CC on the dates below:

Previous CC Approved Date	Action	Slot No.	Position Title	Grade	Reset Step
10/18/11	Delete	0015	Buyer II	9	-
10/18/11	Create	0031	Clerk III	5	-
11/22/11	Reset Salary	0031	Clerk III	5	3

11. District Clerk (1100):
Approval to create one (1) full time Deputy District Clerk I position, slot no. 0073, grade 5, as previously approved by CC on 10/18/2011.

12. Adult Probation - DWI Court Grant (1297):
Approval to authorize supplemental pay and pay allowance to employees, as previously approved by CC on 10/25/2011:

Dept.	Slot NO.	Emp. No.	Position Title	Allowance Amt.	Funding Source
Criminal DA *(DWI Court)*	0026 *(A001)*	127531	Assistant D.A. III	10,035.00	DWI Court grant (1-1297-423-00-320-032-2-XXX)
139th DC *(DWI Court)*	0002 *(A002)*	020524	Court Coordinator	4,955.00	DWI Court grant (1-1297-423-00-320-032-2-XXX)
139th DC *(DWI Court)*	0004 *(A003)*	088439	Asst. Court Coordinator	4,955.00	DWI Court grant (1-1297-423-00-320-032-2-XXX)

13. Adult Probation - Drug Court (1100):
Approval to create one (1) full-time Adult Supervision Officer position, slot no. 0001, budgeted salary $43,335.00, as previously approved by CC on 11/01/2011.

14. Adult Probation - Alternative Incarceration Program (AIP) (1100):
Approval to create the following full-time positions, as previously approved by CC on 11/01/2011.

Slot No.	Position Title	Budgeted Salary
0001	Adult Supervision Officer	42,000.00
0002	Adult Supervision Officer	42,000.00

0003	Security Technician	31,000.00
0004	Security Technician	31,000.00

15. Election Dept. (1100):
Approval to create the following full-time positions, as previously approved by CC on 11/01/2011.

Slot No.	Position Title	Grade
0133	GIS Operator Assistant	7
0134	Elections Specialist I	7
0135	Elections Specialist I	7
0136	Field Service Specialist I	8
0137	Field Service Specialist II	10

16. Co. Auditor (1100):
Approval to reclassify the following position, effective 01/01/2012, as approved by the Board of Judges on 09/29/2011, previously approve by CC on the dates below:

		Current		Proposed	
Previous CC Approved Date	Slot No.	Position Title	Budgeted Salary	Position Title	Budgeted Salary
11/15/11	0044	Accoutant I	37,385.00	Accounts Payable Specialist I	33,006.00

17. County Clerk (1100):
Approval to rescind action taken on 10/12/2010, (AI-23334) in reference to the following position, previously approved by CC on the dates below:

Previous CC Approved Date	Action	Slot No.	Current Position Title	Current Grade	Proposed Position Title	Proposed Grade	No. of Positions
11/15/11	Reclassify	0009	Executive Assistant I	11	Executive Assistant II	13	1

18. Constable Pct. 4 (1100):
Approval of the following personnel actions, as previously approved by CC on the dates below:

Previous CC Approved Date	Action	Slot No.	Position Title	Current Step	Reset Step
11/15/11	Delete	0004	Sr. Deputy Constable	-	-
11/15/11	Create	0019	Sergeant	-	-
11/29/11	Reset Salary	0019	Sergeant	1	3

19. Pct. 1 (1100) & (1200):
Approval of the following personnel actions, as previously approved by CC on 11/01/2011:

Action	Dept.	Slot No.	Position Title	Budgeted Salary
Delete	Parks (1100)	0011	Truck Driver III	25,032.00
Delete	Parks (1100)	0015	Heavy Equiment Operator II	23,635.00
Delete	Rd Maintenance (1200)	0028	Traffic Control Specialist I	33,619.00
Delete	Rd Maintenance (1200)	0058	Maintenance I	23,635.00
Delete	Rd Maintenance (1200)	0074	Tire Repair	24,000.00
Delete	Drainage Improv. Proj. (1200)	0006	Backhoe -Heavy Equipment Operator	31,500.00

Delete	Drainage Improv. Proj. (1200)	0012	Laborer - Drainage/ Construction	22,000.00
Create	Sanitation (1100)	0034	Supervisor	37,969.00
Create	Rd Maintenance (1200)	0124	Supervisor	37,969.00
Create	Rd Maintenance (1200)	0125	Crew Leader II	40,375.00
Create	Drainage Improv. Proj. (1200)	0017	Supervisor	37,969.00

20. Pct. 3 (1200):
Approval of the following personnel actions, as previously approved by CC on dates below:

Previously CC Approved Date	Action	Pgm.	Slot No.	Position Title	Budgeted Salary
11/15/11	Create	Drainage Improv. Proj (1200)	0015	Piper Layer/ Fitter	28,000.00
12/06/11	Create	Sanitation (1100)	0038	Truck Driver III	32,000.00
12/06/11	Create	Sanitation (1100)	0039	Office Clerk	28,000.00

21. Pct. 4 (1200):
Approval of the following personnel actions, as previously approved by CC on the dates below:

Previous CC Approved Date	Action	Pgm.	Slot No.	Position Title	Budgeted Salary
11/22/11	Create	Rd Maintenance (1200)	0069	Executive Assistant for Community & Intergovernmental Relations	58,888.00
11/29/11	Delete	Drainage Improv. Proj. (1200)	0008	Pipe Layer/ Fitter	27,000.00
11/29/11	Delete	Drainage Improv. Proj. (1200)	0011	Laborer - Drainage/ Construction	22,000.00
11/29/11	Create	Drainage Improv. Proj. (1200)	0033	Safety Specialist	36,060.00

22. Health Clinics (1100):
Approval to reclassify the following positions, reviewed and recommended by the Classification Committee, as per section 3.22 of the Civil Service Commission Rules, effective 01/01/2012. (Title Change Only)

Previous CC Approved Date	Slot No.	Current Position Title	Proposed Position Title	Grade
12/06/11	0001	Midwife	Advanced Clinical Practitioner	21
12/06/11	0002	Family Nurse Practitioner	Advanced Clinical Practitioner	21
12/06/11	0121	Family Nurse Practitioner	Advanced Clinical Practitioner	21

23. Urban County - CDBG (1288):
Approval of the following personnel actions:

Previous CC Approved Date	Action	Slot No.	Position Title	Grade
12/06/11	Delete	0016	Accountant II	10
12/06/11	Delete	0018	Administrative Assistant III	08
12/06/11	Delete	0020	Clerk III	05
12/06/11	Create	0028	Executive Assistant I	11

12/06/11	Create	0029	Accounts Payable Specialist III	10
12/06/11	Create	0030	Administrative Assistant II	06

24. Texas Indigent Defense Grant (1282):
Approval to create the following full-time positions:

Previous CC Approved Date	Slot No.	Position Title	Grade
12/06/11	G001	Public Defender III	16
12/06/11	G002	Public Defender II	14
12/06/11	G003	Social Worker	11
12/06/11	G004	Administrative Assistant I	04

b. Discussion, consideration and approval of positions not included in the 2012 Adopted Salary Schedule as listed below, effective 01/01/2012:

1. TB Control Grant (1293)
Approval to create the following full-time positions, previously approved by CC on 09/13/2011:

Slot No.	Position Title	Grade
G009	Clerk III	05
G010	Limited Medical Radiologic Technologist	09

2. Prenatal Services (1293)
Approval to change the funding source to the following positions, employees as stated below, previously approved by CC on 09/20/2011:

Emp. No	Position Title	Grade	Slot No.	Current Program/ Acct. No.	Slot No.	Proposed Program/ Acct. No.
026263	Maintenance II	3	G011	SDI 1-1293-441-00-340-018-1-113	0001	Prenatal Services 2-1293-441-00-340-052-2-113
102792	Clerk III	5	G013	SDI 1-1293-441-00-340-018-1-113	0002	Prenatal Services 2-1293-441-00-340-052-2-113
177083	Clinic Aide II	3	G018	SDI 1-1293-441-00-340-018-1-113	0003	Prenatal Services 2-1293-441-00-340-052-2-113

c. Approval of appropration of funds, interdepartmental, interfund and intradepartmental transfers.

d. Approval of revised salary schedules.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** Various

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

BUDGETARY IMPACT:

See attached Fiscal Notes and transfers.

Attachments

Back-up #16 (County Clerks Rescind)
Revised salary schedules
Transfers
fiscal note

Form Review

Inbox	Reviewed By	Date
Sylvia Solis (Originator)	Sylvia Solis	12/16/2011 04:58 PM
Budget & Management	Merlen P. Munoz	12/19/2011 08:49 AM
Purchasing Department	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Sylvia Solis Started On: 11/28/2011

Final Approval Date: 12/22/2011

AGENDA
CC REGULAR
HIDALGO COUNTY
COMMISSIONERS COURT
MEETING
November 15, 2011
9:30 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held at Edinburg Council Chambers, 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call** all present
2. **Pledge of Allegiance**
3. **Prayer**
4. **Approval of Consent Agenda**
5. **Open Forum**
   (1) Maria Herrera + Salvador Garcia Subd(s) Pct.4 Thank you to Comm. Palacios for lighting
   (2) Virginia Townsend Re: Democracy
   (3) Tim McClaughton Re: Pct.5
   (4) Bea Whitlock Re: > Pct.5
   (5) Maria Veach Re:
   (6) Tony Saucedo Re: Courts
   (7) Frank Tarra
6. **Executive Officer - Valde Guerra**

A. All
1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."
2. Requesting engagement with the firm of Thorton Sum / Com3 + Palacios for the "Provision of Legal Services/Representation in connection with Litigation"

B. AI-29646 Consideration and possible action on Constable Precinct #5:
1. Acceptance of resignation of Daniel Marichalar, Constable Precinct #5 Serve til Dec. 2012
2. Appointment and/or re-appointment of Constable Precinct #5 Rene Guerra
3. Discussion and action regarding compensation of Chief Deputy Constable Oct. 24 - Nov. 15 - Gap in pay - for when Subpoena fill a claim D.A.

C. AI-29664 Consideration and possible action on abolishing Precinct #5:
1. Discussion and action on abolishing Precinct #5, Justice of the Peace and Constable
2. Approval of Order abolishing Precinct #5 ok for 3/1 Judge Josie Ramirez

D. AI-29547 Discussion, consideration, and appropriate action on the following:
1. Redistricting Plans for the following Hidalgo County Precincts:
   a. Justices of the Peace and Constables Mike Carrera
2. Preclearance submission to the United States Department of Justice Rolando Rios - 210-413-7347

Sept 27th Co. Comm. line approved

E. AI-29572 Approval to accept a settlement check from State Farm Insurance Company in the amount of $1,108.74 to settle auto accident with County vehicle. (Sheriff Office)

F. AI-29595 Approval to accept a settlement check from Santoy Investments DBA Economy Tires & Wheels in the amount of $848.24 to settle auto accident with County vehicle. (Sheriff Office)

F. AI-29562 County Clerk (1100):

1. Approval to rescind action taken on 10/12/2010 (AI #23334) in reference to the following position:

Action	Slot No.	Dept. Name/No.	Current Position Title	Current Grade	Proposed Position Title	Proposed Grade	No. of Positions
Reclassification	0009	Co. Clerk (180-001)	Executive Assistant I	11	Executive Assistant II	13	1

2. Approval of revised salary schedule.

G. AI-29656 1. Status update on Operation Clean Slate - Phase I Online Payment. — Rey Salazar

2. Discussion, consideration and approval of Operation Clean Slate - Phase II — identify ind. to deny renewals of DL, etc. Nov. 15th

H. AI-29633 1. Discussion regarding the Scofflaw Program, implementation procedures, and designation of fees.

2. Discussion, consideration, and approval of the Texas Department of Transportation Service Agreement for the purchase of Texas Motor Vehicle Title and Registration information.

I. **Budget Appropriations:**

1. AI-29306 Constable Pct. #3 (1230):
Approval of appropriation of funds for Constable Precinct No. 3 in the amount of $13,596.00 to appropriate auction proceeds attributed to the sale of capital assets.

19. **Purchasing Department - Marty Salazar:**
Notes:
A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. **Hidalgo County**

1. **Current inter-local(s) and/or contract(s) for the "Housing of Inmates"**

2. **Presentation for discussion, consideration and action**
Including, but not limited to, the following items in connection with New Adult Detention Center:
a) Detention Facility Law Enforcement Center Design- Build Contract with including action regarding Landmark Application for payment, final punch list and release of retainage
b) Construction of additional pod(s)
c) Selection and engagement of an architect for the construction of additional pods

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-421-00-280-001-0

AI - 29859

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF				$136,500.00	$136,500.00	$0.00	$0.00	$3,600.00	$0.00	$500.00	$140,600.00
0002	113	CHIEF DEPUTY				$85,000.00	$85,000.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$89,880.00
0003	113	DIVISION COMM				$75,000.00	$75,000.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$78,560.00
0004	113	DIVISION COMM				$75,000.00	$75,000.00	$1,200.00	$0.00	$1,800.00	$0.00	$500.00	$78,500.00
0005	113	CAPTAIN				$65,000.00	$65,000.00	$1,320.00	$0.00	$1,800.00	$0.00	$500.00	$68,620.00
0006	113	CAPTAIN				$65,000.00	$65,000.00	$1,380.00	$0.00	$1,800.00	$0.00	$500.00	$68,680.00
0007	113	CAPTAIN				$65,000.00	$65,000.00	$1,320.00	$0.00	$1,800.00	$0.00	$500.00	$68,620.00
0008	113	CAPTAIN				$65,000.00	$65,000.00	$360.00	$0.00	$1,800.00	$0.00	$500.00	$67,660.00
0009	113	CHIEF ADMINISTRATOR	18	1	$68,687.00	$68,687.00	$68,687.00	$360.00	$0.00	$0.00	$0.00	$500.00	$69,547.00
0010	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$1,740.00	$0.00	$3,300.00	$0.00	$0.00	$59,220.00
0011	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$1,500.00	$0.00	$1,800.00	$0.00	$0.00	$57,480.00
0012	113	LIEUTENANT STEP II				$52,348.00	$52,348.00	$960.00	$0.00	$3,000.00	$0.00	$500.00	$56,808.00
0013	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$57,740.00
0014	113	LIEUTENANT STEP II				$52,348.00	$52,348.00	$960.00	$0.00	$1,200.00	$0.00	$500.00	$55,008.00
0015	113	LIEUTENANT STEP II				$52,348.00	$52,348.00	$660.00	$0.00	$0.00	$0.00	$0.00	$53,008.00
0016	113	INFORMATION TECHNOLOGY MANAGER	15	1	$54,526.00	$54,526.00	$54,526.00	$0.00	$0.00	$0.00	$0.00	$500.00	$55,026.00
0018	113	LIEUTENANT STEP II				$52,348.00	$52,348.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$54,868.00
0019	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$1,560.00	$0.00	$1,800.00	$0.00	$500.00	$58,040.00
0020	113	LIEUTENANT STEP III				$54,180.00	$54,180.00	$960.00	$0.00	$1,200.00	$0.00	$500.00	$56,840.00
0021	113	ACCOUNTANT III	12	0	$41,120.00	$41,120.00	$41,120.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,120.00
0022	113	SERGEANT STEP II				$47,589.00	$47,589.00	$900.00	$0.00	$1,800.00	$0.00	$500.00	$50,789.00
0023	113	SERGEANT STEP I				$45,980.00	$45,980.00	$960.00	$0.00	$1,200.00	$0.00	$0.00	$48,140.00
0024	113	SERGEANT STEP I				$45,980.00	$45,980.00	$540.00	$0.00	$600.00	$0.00	$500.00	$47,620.00
0025	113	SERGEANT STEP III				$49,255.00	$49,255.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$52,315.00
0026	113	SERGEANT STEP II				$47,589.00	$47,589.00	$720.00	$0.00	$1,200.00	$0.00	$500.00	$50,009.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-421-00-280-001-0

AI - 29859

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0027	113	SERGEANT STEP II				$47,589.00	$47,589.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$49,509.00
0028	113	SERGEANT STEP II				$47,589.00	$47,589.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$49,949.00
0029	113	SERGEANT STEP III				$49,255.00	$49,255.00	$1,200.00	$0.00	$1,800.00	$0.00	$500.00	$52,755.00
0030	113	SERGEANT STEP III				$49,255.00	$49,255.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$51,775.00
0031	113	SERGEANT STEP III				$49,255.00	$49,255.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$51,615.00
0032	113	SERGEANT STEP III				$45,980.00	$45,980.00	$180.00	$0.00	$1,200.00	$0.00	$0.00	$47,360.00
0033	113	SERGEANT STEP III				$49,255.00	$49,255.00	$600.00	$0.00	$600.00	$0.00	$0.00	$50,455.00
0034	113	CRIME SCENE SPECIALIST SUPERVISOR	13	1	$46,747.00	$46,747.00	$46,747.00	$1,500.00	$0.00	$0.00	$0.00	$500.00	$48,747.00
0035	113	SERGEANT STEP I				$45,980.00	$45,980.00	$420.00	$0.00	$1,500.00	$0.00	$500.00	$48,400.00
0036	113	SERGEANT STEP II				$47,589.00	$47,589.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$50,649.00
0037	113	SERGEANT STEP I				$45,980.00	$45,980.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$47,840.00
0038	113	SERGEANT STEP III				$49,255.00	$49,255.00	$960.00	$0.00	$1,200.00	$0.00	$500.00	$51,915.00
0039	113	SERGEANT STEP I				$45,980.00	$45,980.00	$300.00	$0.00	$1,200.00	$0.00	$0.00	$47,480.00
0040	113	SERGEANT STEP I				$45,980.00	$45,980.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$47,420.00
0041	113	SERGEANT STEP II				$47,589.00	$47,589.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$49,509.00
0042	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$44,799.00	$600.00	$0.00	$0.00	$0.00	$500.00	$45,899.00
0043	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$44,799.00	$600.00	$0.00	$0.00	$0.00	$500.00	$45,899.00
0044	113	CRIME SCENE SPECIALIST	12	2	$44,799.00	$44,799.00	$44,799.00	$540.00	$0.00	$0.00	$0.00	$500.00	$45,839.00
0045	113	MECHANIC V	12	1	$43,284.00	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$43,284.00
0046	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,680.00	$0.00	$3,900.00	$0.00	$0.00	$50,357.00
0047	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,440.00	$0.00	$3,900.00	$0.00	$500.00	$50,617.00
0048	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,620.00	$0.00	$3,900.00	$0.00	$500.00	$50,797.00
0049	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$3,600.00	$0.00	$0.00	$47,283.00
0050	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$50,177.00
0051	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$960.00	$0.00	$3,600.00	$0.00	$0.00	$49,337.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-421-00-280-001-0

AI - 29859

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0052	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,440.00	$0.00	$3,900.00	$0.00	$500.00	$50,617.00
0053	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$49,657.00
0054	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,020.00	$0.00	$3,300.00	$0.00	$500.00	$49,597.00
0055	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,500.00	$0.00	$3,600.00	$0.00	$500.00	$50,377.00
0056	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0057	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$49,297.00
0058	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$2,100.00	$0.00	$500.00	$40,780.00
0059	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$49,297.00
0060	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$39,620.00
0061	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$3,300.00	$0.00	$500.00	$47,543.00
0062	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$39,680.00
0063	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,840.00
0064	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$2,100.00	$0.00	$0.00	$41,670.00
0065	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0066	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$2,700.00	$0.00	$0.00	$48,197.00
0067	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$0.00	$0.00	$0.00	$43,743.00
0068	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0069	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0070	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0071	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,600.00
0072	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$49,237.00
0073	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$49,237.00
0074	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,200.00	$0.00	$3,600.00	$0.00	$0.00	$49,577.00
0075	113	SENIOR DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$46,577.00
0076	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-421-00-280-001-0

AI - 29859

SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0077	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$48,577.00
0078	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$49,177.00
0079	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,080.00	$0.00	$3,300.00	$0.00	$500.00	$49,657.00
0080	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$44,820.00
0081	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0082	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$780.00	$0.00	$2,100.00	$0.00	$500.00	$48,157.00
0083	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$49,297.00
0084	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$900.00	$0.00	$2,100.00	$0.00	$500.00	$48,277.00
0085	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$48,037.00
0086	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$49,237.00
0087	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$1,800.00	$0.00	$0.00	$41,310.00
0088	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$49,177.00
0089	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$48,857.00
0090	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,917.00
0091	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,917.00
0092	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,260.00	$0.00	$1,800.00	$0.00	$0.00	$47,837.00
0093	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0094	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$3,000.00	$0.00	$0.00	$48,497.00
0095	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$2,700.00	$0.00	$500.00	$48,637.00
0096	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0097	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0098	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,260.00	$0.00	$1,200.00	$0.00	$0.00	$47,237.00
0099	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,380.00	$0.00	$1,200.00	$0.00	$0.00	$47,357.00
0100	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,080.00	$0.00	$1,200.00	$0.00	$0.00	$47,057.00
0101	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$47,477.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0102	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$960.00	$0.00	$3,900.00	$0.00	$500.00	$50,137.00
0103	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0104	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$1,800.00	$0.00	$0.00	$47,237.00
0105	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$46,577.00
0106	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$47,297.00
0107	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$47,297.00
0108	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0109	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0110	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$5,100.00	$0.00	$500.00	$49,163.00
0111	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$4,500.00	$0.00	$0.00	$48,243.00
0112	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$39,320.00
0113	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0114	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$46,637.00
0115	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$3,300.00	$0.00	$500.00	$47,603.00
0116	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$40,900.00
0117	113	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$46,637.00
0118	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$600.00	$0.00	$0.00	$44,403.00
0119	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$45,003.00
0120	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0121	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$4,200.00	$0.00	$500.00	$46,800.00
0122	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$2,700.00	$0.00	$500.00	$46,943.00
0123	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$48,663.00
0124	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$46,403.00
0125	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$780.00	$0.00	$2,700.00	$0.00	$500.00	$47,243.00
0126	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,283.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0127	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,683.00
0128	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,480.00
0129	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,683.00
0130	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$3,300.00	$0.00	$500.00	$47,543.00
0131	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$600.00	$0.00	$3,000.00	$0.00	$0.00	$46,863.00
0132	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$1,800.00	$0.00	$500.00	$46,103.00
0133	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$2,700.00	$0.00	$0.00	$46,503.00
0134	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$660.00	$0.00	$2,700.00	$0.00	$500.00	$47,123.00
0135	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0136	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$47,003.00
0137	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$45,603.00
0138	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$40,400.00
0139	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,683.00
0140	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,400.00	$0.00	$0.00	$46,083.00
0141	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,283.00
0142	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$2,100.00	$0.00	$0.00	$40,220.00
0143	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,223.00
0144	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,223.00
0145	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0146	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$720.00	$0.00	$3,000.00	$0.00	$500.00	$47,483.00
0147	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$2,100.00	$0.00	$0.00	$40,280.00
0148	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$40,220.00
0149	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0150	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$40,840.00
0151	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$1,200.00	$0.00	$500.00	$45,383.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0152	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$45,363.00
0153	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$3,600.00	$0.00	$0.00	$47,163.00
0154	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$46,523.00
0155	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0156	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$38,420.00
0157	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$3,300.00	$0.00	$500.00	$47,363.00
0158	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$46,403.00
0159	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$540.00	$0.00	$600.00	$0.00	$0.00	$44,403.00
0160	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$45,363.00
0161	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$44,820.00
0162	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$2,100.00	$0.00	$0.00	$45,843.00
0163	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$0.00	$0.00	$0.00	$43,743.00
0164	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$600.00	$0.00	$0.00	$44,343.00
0165	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$45,783.00
0166	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0167	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,683.00
0168	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,223.00
0169	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$47,063.00
0170	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$44,883.00
0171	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,283.00
0172	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0173	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0174	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$37,980.00
0175	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$480.00	$0.00	$0.00	$0.00	$0.00	$36,960.00
0176	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$44,943.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0177	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$3,300.00	$0.00	$0.00	$46,863.00
0178	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$300.00	$0.00	$2,700.00	$0.00	$500.00	$46,763.00
0179	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0180	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$3,600.00	$0.00	$500.00	$42,280.00
0181	113	ACCOUNTANT II	10	4	$41,006.00	$41,006.00	$41,006.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$42,626.00
0182	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,720.00
0183	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,940.00
0184	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$420.00	$0.00	$0.00	$0.00	$0.00	$40,360.00
0185	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$540.00	$0.00	$0.00	$0.00	$0.00	$40,480.00
0186	113	MECHANIC IV	10	0	$35,254.00	$35,254.00	$35,254.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,254.00
0187	113	MECHANIC IV	10	3	$39,707.00	$39,707.00	$39,940.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,240.00
0188	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0189	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$60.00	$0.00	$0.00	$0.00	$0.00	$36,540.00
0190	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$2,700.00	$0.00	$500.00	$45,300.00
0191	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$3,600.00	$0.00	$500.00	$46,200.00
0192	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0193	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$660.00	$0.00	$3,600.00	$0.00	$0.00	$46,060.00
0194	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$2,100.00	$0.00	$0.00	$40,220.00
0195	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$3,300.00	$0.00	$500.00	$43,310.00
0196	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$120.00	$0.00	$0.00	$0.00	$0.00	$36,600.00
0197	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$3,600.00	$0.00	$500.00	$43,670.00
0198	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$3,300.00	$0.00	$500.00	$45,900.00
0199	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$540.00	$0.00	$2,700.00	$0.00	$500.00	$41,740.00
0200	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$40,770.00
0201	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$240.00	$0.00	$3,000.00	$0.00	$0.00	$45,040.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0202	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$1,800.00	$0.00	$0.00	$41,370.00
0203	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0204	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$43,850.00
0205	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$38,420.00
0206	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0207	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,570.00
0208	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$43,900.00
0209	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$44,880.00
0210	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$44,640.00
0211	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0212	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$0.00	$0.00	$0.00	$42,280.00
0213	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$44,760.00
0214	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$360.00	$0.00	$0.00	$0.00	$0.00	$42,160.00
0215	113	DEPUTY SHERIFF				$36,480.00	$36,480.00	$300.00	$0.00	$0.00	$0.00	$0.00	$36,780.00
0216	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$44,820.00
0217	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0218	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$0.00	$0.00	$0.00	$38,420.00
0219	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$44,080.00
0220	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,570.00
0221	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$41,080.00
0222	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$240.00	$0.00	$0.00	$0.00	$0.00	$42,040.00
0223	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$120.00	$0.00	$0.00	$0.00	$0.00	$38,120.00
0224	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0225	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$42,170.00
0226	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0227	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,510.00
0228	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$41,020.00
0229	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,600.00
0230	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,570.00
0231	113	DEPUTY SHERIFF STEP I				$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0232	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$3,000.00	$0.00	$500.00	$43,070.00
0233	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$240.00	$0.00	$1,800.00	$0.00	$0.00	$41,370.00
0234	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$39,680.00
0235	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0236	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$360.00	$0.00	$0.00	$0.00	$0.00	$38,360.00
0237	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0238	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0239	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$480.00	$0.00	$0.00	$0.00	$0.00	$38,480.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH ANALY	9	2	$35,563.00	$35,563.00	$35,563.00	$420.00	$0.00	$0.00	$0.00	$500.00	$36,483.00
0241	113	EVIDENCE TECHNICIAN	9	1	$34,360.00	$34,360.00	$34,834.00	$660.00	$0.00	$0.00	$0.00	$500.00	$35,994.00
0242	113	EVIDENCE TECHNICIAN	9	1	$34,360.00	$34,360.00	$34,834.00	$420.00	$0.00	$0.00	$0.00	$500.00	$35,754.00
0243	113	HUMAN RESOURCES SPECIALIST II	8	2	$32,929.00	$32,929.00	$33,141.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,561.00
0244	113	COMMUNICATIONS SUPERVISOR	9	1	$34,360.00	$34,360.00	$34,360.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,960.00
0246	113	COMMUNICATIONS SUPERVISOR	9	1	$34,360.00	$34,360.00	$34,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,360.00
0247	113	QUARTER MASTER	8	1	$31,815.00	$31,815.00	$31,815.00	$600.00	$0.00	$0.00	$0.00	$0.00	$32,415.00
0248	113	ADMINISTRATIVE ASSISTANT III	8	2	$32,929.00	$32,929.00	$33,075.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$34,275.00
0249	113	ACCOUNTANT I	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0250	113	COMMUNICATIONS OFFICER	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0251	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0252	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

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0253	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0254	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0255	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0256	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0257	113	COMMUNICATIONS OFFICER	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0258	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0259	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0260	113	COMMUNICATIONS OFFICER	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0261	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
0262	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0263	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$480.00	$0.00	$0.00	$0.00	$0.00	$30,969.00
0264	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0265	113	COMMUNICATIONS OFFICER	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0266	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0267	113	COMMUNICATIONS OFFICER	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
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	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0270	113	COMMUNICATIONS OFFICER	7	2	$30,489.00	$30,489.00	$30,489.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,909.00
0272	113	ADMINISTRATIVE ASSISTANT II	6	5	$31,096.00	$31,096.00	$31,096.00	$600.00	$0.00	$0.00	$0.00	$500.00	$32,196.00
0273	113	ASSISTANT QUARTER MASTER	7	1	$29,458.00	$29,458.00	$29,458.00	$600.00	$0.00	$0.00	$0.00	$0.00	$30,058.00
0274	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$27,997.00
0275	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$780.00	$0.00	$0.00	$0.00	$0.00	$27,517.00
0276	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$27,877.00
0277	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$780.00	$0.00	$0.00	$0.00	$0.00	$27,517.00
0278	113	ADMINISTRATIVE ASSISTANT I	4	5	$26,657.00	$26,657.00	$26,737.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$27,997.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0279	113	ADMINISTRATIVE ASSISTANT I	4	0	$22,216.00	$22,216.00	$22,216.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,216.00
0280	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$840.00	$0.00	$0.00	$0.00	$0.00	$26,924.00
0281	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$780.00	$0.00	$0.00	$0.00	$0.00	$26,864.00
0282	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,084.00
0283	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,084.00
0284	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,084.00	$420.00	$0.00	$0.00	$0.00	$0.00	$26,504.00
0285	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$23,385.00	$23,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,385.00
0287	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,411.00
0288	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$25,021.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,321.00
0289	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$23,385.00	$23,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,385.00
0290	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$25,021.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,321.00
0291	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$23,385.00	$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	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,021.00
0293	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,021.00
0294	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$300.00	$0.00	$0.00	$0.00	$0.00	$22,711.00
0295	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$420.00	$0.00	$0.00	$0.00	$0.00	$22,831.00
0296	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$420.00	$0.00	$0.00	$0.00	$0.00	$22,831.00
0297	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$300.00	$0.00	$0.00	$0.00	$0.00	$22,711.00
0327	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0328	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$44,883.00
0329	113	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$360.00	$0.00	$600.00	$0.00	$0.00	$44,223.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH ANALY	9	2	$35,563.00	$35,563.00	$35,563.00	$300.00	$0.00	$0.00	$0.00	$500.00	$36,363.00
0331	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0332	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$0.00	$0.00	$0.00	$38,180.00
0333	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0334	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$2,100.00	$0.00	$0.00	$40,280.00
0335	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$240.00	$0.00	$0.00	$0.00	$0.00	$38,240.00
0336	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$180.00	$0.00	$3,300.00	$0.00	$500.00	$41,980.00
0337	113	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,510.00
0338	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0339	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$1,500.00	$0.00	$0.00	$43,780.00
0340	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$44,760.00
0341	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$360.00	$0.00	$0.00	$0.00	$0.00	$42,160.00
0342	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0343	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$44,880.00
0344	113	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$44,820.00
0345	113	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0346	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$27,276.00	$27,276.00	$900.00	$0.00	$0.00	$0.00	$0.00	$28,176.00
0347	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$27,276.00	$27,276.00	$840.00	$0.00	$0.00	$0.00	$0.00	$28,116.00
A348	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$60.00	$0.00	$0.00	$0.00	$0.00	$0.00
A349	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$0.00
A351	113	DEPUTY SHERIFF	0	0	$0.00	$0.00	$0.00	$120.00	$0.00	$0.00	$0.00	$0.00	$0.00
A352	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$60.00	$0.00	$0.00	$0.00	$0.00	$0.00
A353	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00
A354	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$480.00	$0.00	$0.00	$0.00	$0.00	$0.00
A355	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$0.00
A356	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
A357	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$420.00	$0.00	$0.00	$0.00	$0.00	$0.00
A358	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$0.00
A359	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$360.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
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SHERIFF

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
A360	113	DEPUTY SHERIFF STEP I	0	0	$0.00	$0.00	$0.00	$60.00	$0.00	$0.00	$0.00	$0.00	$0.00
0361	113	BUDGET MANAGER II	17	1	$63,599.00	$63,599.00	$63,599.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$65,399.00
0362	113	PROCUREMENT SPECIALIST	12	1	$43,284.00	$43,284.00	$43,284.00	$540.00	$0.00	$0.00	$0.00	$0.00	$43,824.00
0363	113	COMMUNICATIONS SUPERVISOR	9	1	$34,360.00	$34,360.00	$34,360.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,960.00
0364	113	CRIME VICTIM LIAISON	10	2	$38,411.00	$38,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$2,450,047.00	$12,906,857.00	$12,596,763.00	$156,300.00	$0.00	$382,500.00	$0.00	$52,000.00	$13,183,003.00

HIDALGO COUNTY
COMMISSIONER COURT
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COURTHOUSE SECURITY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPEN SATION	
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119		
0001	113	MARTIN C. VASQUEZ	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$240.00	$0.00	$600.00	$0.00	$0.00	$42,640.00
0002	113	ORLANDO R. CANTU	SERGEANT STEP III				$49,255.00	$49,255.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$51,175.00
0003	113	JUAN R. RODRIGUEZ	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0004	113	CARLOS CORTEZ	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$46,577.00
0005	113	HECTOR GARCIA	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$600.00	$0.00	$600.00	$0.00	$0.00	$44,463.00
0006	113	ADRIAN GARZA	SR. DEPUTY SHERIFF STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$0.00	$0.00	$0.00	$45,497.00
0007	113	RONALD DOUGLASS BROOKS	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$43,900.00
0008	113	RAUL V. VENEGAS	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,300.00
0009	113	JOSE I. ZAPATA	SR. DEPUTY SHERIFF STEP I				$41,800.00	$41,800.00	$420.00	$0.00	$0.00	$0.00	$0.00	$42,220.00
0010	113	JOEL GUERRA	SR. DEPUTY SHERIFF STEP II				$43,263.00	$43,263.00	$1,020.00	$0.00	$1,200.00	$0.00	$0.00	$45,483.00
0011	113	JAVIER CASTELLANO	DEPUTY SHERIFF STEP II				$39,330.00	$39,330.00	$180.00	$0.00	$1,200.00	$0.00	$0.00	$40,710.00
0012	113	RUBEN GARZA	DEPUTY SHERIFF STEP I				$38,000.00	$38,000.00	$60.00	$0.00	$0.00	$0.00	$0.00	$38,060.00
0013	113	REYMUNDO SANCHEZ	SECURITY SPECIALIST	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0014	113	TANYA UNDINE ROCHE	SECURITY SPECIALIST	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0015	113	CODY LEE GOLDEN	SECURITY SPECIALIST	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
						$95,445.00	$599,510.00	$599,510.00	$5,460.00	$0.00	$7,800.00	$0.00	$0.00	$612,770.00

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TAX OFFICE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	TAX ASSESSOR/COLLECTOR				$87,360.00	$87,360.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$95,360.00
0002	113	CHIEF DEPUTY II	19	1	$74,182.00	$74,182.00	$74,182.00	$780.00	$0.00	$0.00	$6,940.00	$0.00	$81,902.00
0003	113	MANAGER, TAX COLLECTION SECTION	17	1	$63,599.00	$63,599.00	$63,599.00	$1,680.00	$0.00	$0.00	$2,800.00	$0.00	$68,079.00
0004	113	MANAGER, MOTOR VEHICLE LICENSE SECTI(	15	3	$58,342.00	$58,342.00	$58,348.00	$540.00	$0.00	$0.00	$5,625.00	$0.00	$64,513.00
0005	113	CHIEF FRAUD INVESTIGATOR	14	2	$52,254.00	$52,254.00	$52,624.00	$660.00	$0.00	$0.00	$0.00	$500.00	$53,784.00
0006	113	MANAGER, TAX ASSESSING SECTION	15	1	$54,526.00	$54,526.00	$54,526.00	$2,100.00	$0.00	$0.00	$0.00	$0.00	$56,626.00
0007	113	ACCOUNTS REPORT SPECIALIST	14	2	$52,254.00	$52,254.00	$52,766.00	$660.00	$0.00	$0.00	$1,500.00	$0.00	$54,926.00
0008	113	ACCOUNTANT IV	14	1	$50,487.00	$50,487.00	$50,516.00	$1,200.00	$0.00	$0.00	$1,500.00	$0.00	$53,216.00
0009	113	COMPUTER SYSTEM ADMINISTATOR	12	4	$47,829.00	$47,829.00	$47,829.00	$660.00	$0.00	$0.00	$1,500.00	$0.00	$49,989.00
0010	113	FRAUD INVESTIGATOR	12	1	$43,284.00	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$500.00	$43,784.00
0011	113	EXECUTIVE ASSISTANT II	13	2	$48,383.00	$48,383.00	$48,922.00	$1,560.00	$0.00	$0.00	$0.00	$0.00	$50,482.00
0012	113	ACCOUNTANT III	12	3	$46,314.00	$46,314.00	$46,314.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,914.00
0013	113	ACCOUNTANT III	12	3	$46,314.00	$46,314.00	$46,314.00	$0.00	$0.00	$0.00	$0.00	$0.00	$46,314.00
0014	113	ACCOUNTANT III	12	1	$43,284.00	$43,284.00	$43,284.00	$780.00	$0.00	$0.00	$0.00	$0.00	$44,064.00
0015	113	ACCOUNTANT III	12	3	$46,314.00	$46,314.00	$46,314.00	$960.00	$0.00	$0.00	$1,500.00	$0.00	$48,774.00
0017	113	DEPUTY CLERK II	7	10	$38,737.00	$38,737.00	$39,196.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,196.00
0018	113	DEPUTY CLERK III	9	5	$39,172.00	$39,172.00	$39,172.00	$1,800.00	$0.00	$0.00	$1,500.00	$0.00	$42,472.00
0019	113	DEPUTY CLERK III	9	5	$39,172.00	$39,172.00	$39,172.00	$1,860.00	$0.00	$0.00	$1,500.00	$0.00	$42,532.00
0020	113	DEPUTY CLERK III	9	5	$39,172.00	$39,172.00	$39,172.00	$780.00	$0.00	$0.00	$1,500.00	$0.00	$41,452.00
0021	113	DEPUTY CLERK III	9	5	$39,172.00	$39,172.00	$39,172.00	$1,320.00	$0.00	$0.00	$900.00	$0.00	$41,392.00
0022	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$34,971.00	$480.00	$0.00	$0.00	$1,500.00	$0.00	$36,951.00
0023	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$34,971.00	$660.00	$0.00	$0.00	$750.00	$0.00	$36,381.00
0024	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$34,971.00	$420.00	$0.00	$0.00	$0.00	$0.00	$35,391.00

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TAX OFFICE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0025	113	BOOKKEEPER II	8	2	$32,929.00	$32,929.00	$32,929.00	$600.00	$0.00	$0.00	$0.00	$0.00	$33,529.00
0026	113	DEPUTY CLERK II	7	7	$35,644.00	$35,644.00	$36,063.00	$780.00	$0.00	$0.00	$0.00	$0.00	$36,843.00
0027	113	TITLE EXAMINER II	8	3	$34,043.00	$34,043.00	$34,043.00	$660.00	$0.00	$0.00	$0.00	$0.00	$34,703.00
0028	113	DEPUTY CLERK II	7	1	$29,458.00	$29,458.00	$29,458.00	$900.00	$0.00	$0.00	$1,500.00	$0.00	$31,858.00
0029	113	BOOKKEEPER II	8	2	$32,929.00	$32,929.00	$33,249.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$34,269.00
0030	113	DEPUTY CLERK II	7	5	$33,582.00	$33,582.00	$33,582.00	$1,380.00	$0.00	$0.00	$750.00	$0.00	$35,712.00
0031	113	DEPUTY CLERK II	7	5	$33,582.00	$33,582.00	$33,582.00	$1,140.00	$0.00	$0.00	$750.00	$0.00	$35,472.00
0032	113	DEPUTY CLERK II	7	5	$33,582.00	$33,582.00	$33,582.00	$1,860.00	$0.00	$0.00	$750.00	$0.00	$36,192.00
0033	113	BOOKKEEPER II	8	3	$34,043.00	$34,043.00	$34,160.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,760.00
0034	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$34,613.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$36,413.00
0035	113	DEPUTY CLERK II	7	6	$34,613.00	$34,613.00	$34,613.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$36,353.00
0036	113	DEPUTY CLERK II	7	2	$30,489.00	$30,489.00	$30,865.00	$420.00	$0.00	$0.00	$0.00	$0.00	$31,285.00
0037	113	TITLE EXAMINER I	6	4	$30,141.00	$30,141.00	$30,588.00	$540.00	$0.00	$0.00	$0.00	$0.00	$31,128.00
0038	113	BOOKKEEPER I	6	4	$30,141.00	$30,141.00	$30,141.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$31,281.00
0039	113	BOOKKEEPER I	6	2	$28,231.00	$28,231.00	$28,231.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,231.00
0040	113	TECHNICIAN II	6	4	$30,141.00	$30,141.00	$30,141.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,141.00
0041	113	ADMINISTRATIVE ASSISTANT III	8	2	$32,929.00	$32,929.00	$32,929.00	$660.00	$0.00	$0.00	$0.00	$0.00	$33,589.00
0042	113	DEPUTY CLERK II	7	1	$29,458.00	$29,458.00	$29,598.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$30,738.00
0043	113	BOOKKEEPER I	6	3	$29,186.00	$29,186.00	$29,186.00	$420.00	$0.00	$0.00	$0.00	$0.00	$29,606.00
0044	113	DEPUTY CLERK I	5	5	$28,792.00	$28,792.00	$28,959.00	$540.00	$0.00	$0.00	$0.00	$0.00	$29,499.00
0045	113	DEPUTY CLERK I	5	5	$28,792.00	$28,792.00	$28,864.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$30,184.00
0047	113	DEPUTY CLERK I	5	4	$27,908.00	$27,908.00	$27,908.00	$540.00	$0.00	$0.00	$0.00	$0.00	$28,448.00
0048	113	DEPUTY CLERK I	5	4	$27,908.00	$27,908.00	$27,908.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$29,048.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0049	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
0050	113	DEPUTY CLERK I	5	3	$27,024.00	$27,024.00	$27,245.00	$420.00	$0.00	$0.00	$0.00	$0.00	$27,665.00
0051	113	BOOKKEEPER I	6	2	$28,231.00	$28,231.00	$28,231.00	$480.00	$0.00	$0.00	$0.00	$0.00	$28,711.00
0052	113	DEPUTY CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0053	113	DEPUTY CLERK II	7	3	$31,520.00	$31,520.00	$31,520.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$32,720.00
0054	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$26,554.00	$540.00	$0.00	$0.00	$0.00	$0.00	$27,094.00
0055	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,470.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,470.00
0056	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$26,428.00	$900.00	$0.00	$0.00	$0.00	$0.00	$27,328.00
0057	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$26,420.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$27,440.00
0058	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$26,140.00	$540.00	$0.00	$0.00	$0.00	$0.00	$26,680.00
0059	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$26,140.00	$480.00	$0.00	$0.00	$0.00	$0.00	$26,620.00
0060	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,625.00	$720.00	$0.00	$0.00	$0.00	$0.00	$26,345.00
0061	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0062	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,625.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,625.00
0063	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,625.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$26,645.00
0064	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,625.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,625.00
0065	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,625.00	$900.00	$0.00	$0.00	$0.00	$0.00	$26,525.00
0066	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,625.00	$660.00	$0.00	$0.00	$0.00	$0.00	$26,285.00
0067	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,553.00	$600.00	$0.00	$0.00	$0.00	$0.00	$26,153.00
0068	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,553.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,853.00
0069	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0070	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,375.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$26,575.00
0071	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,319.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,319.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0072	113	INVENTORY SPECIALIST I	4	3	$25,021.00	$25,021.00	$25,236.00	$0.00	$0.00	$0.00	$2,250.00	$0.00	$27,486.00
0073	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$360.00	$0.00	$0.00	$0.00	$0.00	$25,616.00
0074	113	DEPUTY CLERK I	5	3	$27,024.00	$27,024.00	$27,024.00	$300.00	$0.00	$0.00	$0.00	$0.00	$27,324.00
0075	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,556.00
0076	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$420.00	$0.00	$0.00	$0.00	$0.00	$25,676.00
0077	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,556.00
0078	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0079	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$540.00	$0.00	$0.00	$0.00	$0.00	$25,796.00
0080	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$480.00	$0.00	$0.00	$0.00	$0.00	$25,736.00
0081	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0082	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0083	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$360.00	$0.00	$0.00	$0.00	$0.00	$25,616.00
0084	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,556.00
0085	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$360.00	$0.00	$0.00	$0.00	$0.00	$25,616.00
0086	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$26,396.00
0087	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0088	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0089	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$720.00	$0.00	$0.00	$0.00	$0.00	$25,976.00
0090	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$840.00	$0.00	$0.00	$0.00	$0.00	$26,096.00
0091	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0092	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0093	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0094	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$540.00	$0.00	$0.00	$0.00	$0.00	$25,796.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0095	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$420.00	$0.00	$0.00	$0.00	$0.00	$25,676.00
0096	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,556.00
0098	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0099	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0100	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$540.00	$0.00	$0.00	$0.00	$0.00	$25,796.00
0102	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,556.00
0103	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$720.00	$0.00	$0.00	$0.00	$0.00	$25,976.00
0104	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0105	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
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	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0108	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$360.00	$0.00	$0.00	$0.00	$0.00	$25,616.00
0109	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,556.00
0110	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,556.00
0111	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$360.00	$0.00	$0.00	$0.00	$0.00	$25,616.00
0112	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,556.00
0113	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0114	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0115	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0116	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0117	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0118	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0119	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0120	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0121	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0122	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0123	113	ADMINISTRATIVE ASSISTANT III	8	2	$32,929.00	$32,929.00	$32,929.00	$420.00	$0.00	$0.00	$1,500.00	$0.00	$34,849.00
0124	113	DEPUTY CLERK II	7	3	$31,520.00	$31,520.00	$31,520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,520.00
0125	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$26,140.00	$660.00	$0.00	$0.00	$0.00	$0.00	$26,800.00
0126	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$26,140.00	$360.00	$0.00	$0.00	$0.00	$0.00	$26,500.00
0127	113	DEPUTY CLERK I	5	2	$26,140.00	$26,140.00	$26,140.00	$900.00	$0.00	$0.00	$0.00	$0.00	$27,040.00
0128	113	ADMINISTRATIVE ASSISTANT III	8	1	$31,815.00	$31,815.00	$32,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,300.00
0129	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0130	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0131	113	ACCOUNTANT II	10	1	$37,109.00	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,109.00
0132	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0133	113	DEPUTY CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0134	113	DEPUTY CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0135	113	DEPUTY CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0136	113	DEPUTY CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
					$3,970,457.00	$4,057,817.00	$4,015,391.00	$64,320.00	$0.00	$0.00	$44,515.00	$1,000.00	$4,125,226.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	WIC DIRECTOR				$98,280.00	$98,280.00	$1,920.00	$0.00	$0.00	$0.00	$0.00	$100,200.00
0002	113	AREA COORDINATOR III	18	1	$68,687.00	$68,687.00	$69,669.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$70,809.00
0003	113	AREA COORDINATOR II	16	3	$63,010.00	$63,010.00	$63,656.00	$960.00	$0.00	$0.00	$0.00	$0.00	$64,616.00
0005	113	EXECUTIVE ASSISTANT II	13	1	$46,747.00	$46,747.00	$46,747.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$48,007.00
0006	113	NUTRITIONIST III	15	3	$58,342.00	$58,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0008	113	REGISTERED DIETICIAN II	14	1	$50,487.00	$50,487.00	$50,783.00	$720.00	$0.00	$0.00	$0.00	$0.00	$51,503.00
0010	113	NUTRITIONIST I	11	2	$41,481.00	$41,481.00	$41,895.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,895.00
0011	113	NUTRITIONIST II	13	1	$46,747.00	$46,747.00	$46,747.00	$480.00	$0.00	$0.00	$0.00	$0.00	$47,227.00
0012	113	ACCOUNTANT IV	14	4	$55,788.00	$55,788.00	$55,788.00	$1,920.00	$0.00	$0.00	$0.00	$0.00	$57,708.00
0013	113	REGISTERED DIETICIAN I	12	4	$47,829.00	$47,829.00	$48,434.00	$0.00	$0.00	$0.00	$0.00	$0.00	$48,434.00
0014	113	NUTRITIONIST I	11	6	$47,093.00	$47,093.00	$47,093.00	$600.00	$0.00	$0.00	$0.00	$0.00	$47,693.00
0015	113	REGISTERED DIETICIAN I	12	0	$41,120.00	$41,120.00	$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	$44,664.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$45,804.00
0018	113	NUTRITIONIST I	11	0	$38,074.00	$38,074.00	$38,074.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,074.00
0019	113	NUTRITIONIST I	11	4	$44,287.00	$44,287.00	$44,664.00	$600.00	$0.00	$0.00	$0.00	$0.00	$45,264.00
0020	113	NUTRITIONIST I	11	4	$44,287.00	$44,287.00	$44,664.00	$420.00	$0.00	$0.00	$0.00	$0.00	$45,084.00
0021	113	NUTRITIONIST I	11	4	$44,287.00	$44,287.00	$44,664.00	$480.00	$0.00	$0.00	$0.00	$0.00	$45,144.00
0022	113	LICENSED VOCATIONAL NURSE II	11	4	$44,287.00	$44,287.00	$44,287.00	$900.00	$0.00	$0.00	$0.00	$0.00	$45,187.00
0023	113	CLINIC MANAGER	12	2	$44,799.00	$44,799.00	$44,799.00	$480.00	$0.00	$0.00	$0.00	$0.00	$45,279.00
0024	113	LICENSED VOCATIONAL NURSE II	11	5	$45,690.00	$45,690.00	$45,690.00	$780.00	$0.00	$0.00	$0.00	$0.00	$46,470.00
0025	113	CLINIC MANAGER	12	1	$43,284.00	$43,284.00	$43,489.00	$780.00	$0.00	$0.00	$0.00	$0.00	$44,269.00
0026	113	NUTRITIONIST I	11	3	$42,884.00	$42,884.00	$42,884.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,884.00
0027	113	LICENSED VOCATIONAL NURSE II	11	3	$42,884.00	$42,884.00	$42,884.00	$840.00	$0.00	$0.00	$0.00	$0.00	$43,724.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0028	113	CLINIC MANAGER	12	1	$43,284.00	$43,284.00	$43,284.00	$480.00	$0.00	$0.00	$0.00	$0.00	$43,764.00
0029	113	LICENSED VOCATIONAL NURSE II	11	3	$42,884.00	$42,884.00	$42,884.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,884.00
0030	113	NUTRITIONIST I	11	3	$42,884.00	$42,884.00	$42,884.00	$300.00	$0.00	$0.00	$0.00	$0.00	$43,184.00
0031	113	CLINIC MANAGER	12	2	$44,799.00	$44,799.00	$44,799.00	$840.00	$0.00	$0.00	$0.00	$0.00	$45,639.00
0032	113	NUTRITIONIST I	11	3	$42,884.00	$42,884.00	$42,884.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,884.00
0033	113	CLINIC MANAGER	12	1	$43,284.00	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$43,284.00
0034	113	CLINIC MANAGER	12	1	$43,284.00	$43,284.00	$43,284.00	$540.00	$0.00	$0.00	$0.00	$0.00	$43,824.00
0035	113	NUTRITIONIST I	11	0	$38,074.00	$38,074.00	$38,074.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,074.00
0036	113	LICENSED VOCATIONAL NURSE II	11	2	$41,481.00	$41,481.00	$41,844.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$42,864.00
0037	113	LICENSED VOCATIONAL NURSE II	11	2	$41,481.00	$41,481.00	$41,844.00	$660.00	$0.00	$0.00	$0.00	$0.00	$42,504.00
0039	113	LICENSED VOCATIONAL NURSE II	11	2	$41,481.00	$41,481.00	$41,725.00	$960.00	$0.00	$0.00	$0.00	$0.00	$42,685.00
0040	113	LICENSED VOCATIONAL NURSE II	11	2	$41,481.00	$41,481.00	$41,725.00	$720.00	$0.00	$0.00	$0.00	$0.00	$42,445.00
0041	113	LICENSED VOCATIONAL NURSE II	11	2	$41,481.00	$41,481.00	$41,725.00	$540.00	$0.00	$0.00	$0.00	$0.00	$42,265.00
0042	113	VENDOR LIASON	12	1	$43,284.00	$43,284.00	$43,284.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$44,364.00
0044	113	LICENSED VOCATIONAL NURSE II	11	1	$40,078.00	$40,078.00	$40,078.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,378.00
0045	113	WIC CRTFCTN SPECIALIST III	9	4	$37,969.00	$37,969.00	$38,540.00	$1,920.00	$0.00	$0.00	$0.00	$0.00	$40,460.00
0047	113	LICENSED VOCATIONAL NURSE II	11	1	$40,078.00	$40,078.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,078.00
0048	113	WIC CRTFCTN SPECIALIST III	9	3	$36,766.00	$36,766.00	$37,140.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$38,220.00
0049	113	WIC CRTFCTN SPECIALIST III	9	3	$36,766.00	$36,766.00	$37,140.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$38,400.00
0050	113	WIC CRTFCTN SPECIALIST III	9	3	$36,766.00	$36,766.00	$37,140.00	$1,980.00	$0.00	$0.00	$0.00	$0.00	$39,120.00
0051	113	WIC CERTIFICATION SPECIALIST I	5	4	$27,908.00	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,908.00
0053	113	LICENSED VOCATIONAL NURSE II	11	1	$40,078.00	$40,078.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,078.00
0054	113	LICENSED VOCATIONAL NURSE II	11	1	$40,078.00	$40,078.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,078.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0055	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0057	113	CLERK V	9	1	$34,360.00	$34,360.00	$34,360.00	$1,860.00	$0.00	$0.00	$0.00	$0.00	$36,220.00
0058	113	CLERK V	9	1	$34,360.00	$34,360.00	$34,360.00	$1,980.00	$0.00	$0.00	$0.00	$0.00	$36,340.00
0059	113	CLERK V	9	1	$34,360.00	$34,360.00	$34,360.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$35,680.00
0060	113	CLERK IV	7	4	$32,551.00	$32,552.00	$32,624.00	$1,680.00	$0.00	$0.00	$0.00	$0.00	$34,304.00
0061	113	CLERK III	5	4	$27,908.00	$27,908.00	$28,079.00	$960.00	$0.00	$0.00	$0.00	$0.00	$29,039.00
0062	113	CLERK IV	7	3	$31,520.00	$31,520.00	$31,980.00	$1,680.00	$0.00	$0.00	$0.00	$0.00	$33,660.00
0063	113	CLERK IV	7	3	$31,520.00	$31,520.00	$31,921.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$33,301.00
0064	113	CLERK IV	7	3	$31,520.00	$31,520.00	$31,849.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$33,169.00
0065	113	CLINIC AIDE III	5	8	$31,444.00	$31,444.00	$31,596.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$32,736.00
0066	113	CLERK IV	7	1	$29,458.00	$29,458.00	$29,888.00	$720.00	$0.00	$0.00	$0.00	$0.00	$30,608.00
0067	113	WIC CRTFCTN SPECIALIST II	7	3	$31,520.00	$31,520.00	$31,520.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$32,600.00
0068	113	WIC CRTFCTN SPECIALIST II	7	2	$30,489.00	$30,489.00	$30,633.00	$840.00	$0.00	$0.00	$0.00	$0.00	$31,473.00
0069	113	CLERK III	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0070	113	CLERK IV	7	1	$29,458.00	$29,458.00	$29,458.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$30,598.00
0071	113	WIC CERTIFICATION SPECIALIST I	5	6	$29,676.00	$29,676.00	$29,951.00	$720.00	$0.00	$0.00	$0.00	$0.00	$30,671.00
0072	113	ADMINISTRATIVE ASSISTANT II	6	6	$32,051.00	$32,051.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0073	113	WIC CERTIFICATION SPECIALIST I	5	6	$29,676.00	$29,676.00	$29,789.00	$780.00	$0.00	$0.00	$0.00	$0.00	$30,569.00
0074	113	WIC CERTIFICATION SPECIALIST I	5	6	$29,676.00	$29,676.00	$29,789.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$30,869.00
0075	113	CLERK IV	7	1	$29,458.00	$29,458.00	$29,458.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$30,598.00
0076	113	CLERK IV	7	1	$29,458.00	$29,458.00	$29,458.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$30,718.00
0077	113	CLERK IV	7	1	$29,458.00	$29,458.00	$29,458.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$30,718.00
0078	113	CLERK IV	7	1	$29,458.00	$29,458.00	$29,458.00	$480.00	$0.00	$0.00	$0.00	$0.00	$29,938.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0079	113	WIC CERTIFICATION SPECIALIST I	5	5	$28,792.00	$28,792.00	$28,792.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,812.00
0080	113	WIC CERTIFICATION SPECIALIST I	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
0081	113	CLERK III	5	4	$27,908.00	$27,908.00	$28,194.00	$780.00	$0.00	$0.00	$0.00	$0.00	$28,974.00
0082	113	CLINIC AIDE III	5	4	$27,908.00	$27,908.00	$28,022.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,042.00
0083	113	CLERK III	5	1	$25,256.00	$25,256.00	$25,256.00	$660.00	$0.00	$0.00	$0.00	$0.00	$25,916.00
0084	113	WIC CERTIFICATION SPECIALIST I	5	5	$28,792.00	$28,792.00	$28,831.00	$660.00	$0.00	$0.00	$0.00	$0.00	$29,491.00
0085	113	CLERK III	5	3	$27,024.00	$27,024.00	$27,090.00	$840.00	$0.00	$0.00	$0.00	$0.00	$27,930.00
0086	113	MAINTENANCE III	5	4	$27,908.00	$27,908.00	$28,000.00	$540.00	$0.00	$0.00	$0.00	$0.00	$28,540.00
0087	113	CLINIC AIDE III	5	3	$27,024.00	$27,024.00	$27,024.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$28,044.00
0088	113	CLINIC AIDE III	5	3	$27,024.00	$27,024.00	$27,024.00	$960.00	$0.00	$0.00	$0.00	$0.00	$27,984.00
0089	113	WIC CERTIFICATION SPECIALIST I	5	3	$27,024.00	$27,024.00	$27,024.00	$720.00	$0.00	$0.00	$0.00	$0.00	$27,744.00
0090	113	CLERK III	5	3	$27,024.00	$27,024.00	$27,024.00	$480.00	$0.00	$0.00	$0.00	$0.00	$27,504.00
0091	113	CLERK I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0092	113	CLERK III	5	2	$26,140.00	$26,140.00	$26,140.00	$780.00	$0.00	$0.00	$0.00	$0.00	$26,920.00
0094	113	COURIER	2	11	$27,069.00	$27,069.00	$27,069.00	$420.00	$0.00	$0.00	$0.00	$0.00	$27,489.00
0095	113	CLINIC AIDE III	5	2	$26,140.00	$26,140.00	$26,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,140.00
0096	113	CLERK III	5	1	$25,256.00	$25,256.00	$25,256.00	$360.00	$0.00	$0.00	$0.00	$0.00	$25,616.00
0097	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0098	113	CLINIC AIDE II	3	2	$22,411.00	$22,411.00	$22,411.00	$300.00	$0.00	$0.00	$0.00	$0.00	$22,711.00
0099	113	CLINIC AIDE II	3	5	$24,685.00	$24,685.00	$24,685.00	$840.00	$0.00	$0.00	$0.00	$0.00	$25,525.00
0100	113	CLERK II	3	5	$24,685.00	$24,685.00	$24,685.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,685.00
0101	113	CLINIC AIDE II	3	5	$24,685.00	$24,685.00	$24,685.00	$840.00	$0.00	$0.00	$0.00	$0.00	$25,525.00
0102	113	CLERK II	3	4	$23,927.00	$23,927.00	$24,103.00	$540.00	$0.00	$0.00	$0.00	$0.00	$24,643.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0103	113	CLERK II	3	4	$23,927.00	$23,927.00	$23,974.00	$840.00	$0.00	$0.00	$0.00	$0.00	$24,814.00
0104	113	CLERK II	3	4	$23,927.00	$23,927.00	$23,927.00	$540.00	$0.00	$0.00	$0.00	$0.00	$24,467.00
0105	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0106	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0107	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$24,189.00
0108	113	CLERK I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0109	113	CLINIC AIDE I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0110	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,649.00
0111	113	CLERK I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0112	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0113	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$540.00	$0.00	$0.00	$0.00	$0.00	$23,709.00
0114	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0115	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0116	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$780.00	$0.00	$0.00	$0.00	$0.00	$23,949.00
0117	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$420.00	$0.00	$0.00	$0.00	$0.00	$23,589.00
0118	113	CLINIC AIDE II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0119	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0120	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0121	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0122	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,649.00
0123	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$540.00	$0.00	$0.00	$0.00	$0.00	$23,709.00
0124	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$540.00	$0.00	$0.00	$0.00	$0.00	$23,709.00
0125	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$840.00	$0.00	$0.00	$0.00	$0.00	$24,009.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0126	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,649.00
0127	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$24,189.00
0128	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,169.00
0129	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$600.00	$0.00	$0.00	$0.00	$0.00	$23,769.00
0130	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,169.00
0131	113	CLERK I	1	4	$20,514.00	$20,514.00	$20,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,640.00
0132	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$420.00	$0.00	$0.00	$0.00	$0.00	$23,589.00
0133	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0134	113	CUSTODIAN II	3	3	$23,169.00	$23,169.00	$23,169.00	$960.00	$0.00	$0.00	$0.00	$0.00	$24,129.00
0135	113	CUSTODIAN II	3	3	$23,169.00	$23,169.00	$23,169.00	$540.00	$0.00	$0.00	$0.00	$0.00	$23,709.00
0136	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,649.00
0137	113	CLINIC AIDE I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0138	113	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,649.00
0139	113	CLERK I	1	1	$18,564.00	$18,564.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0140	113	CLERK II	3	2	$22,411.00	$22,411.00	$22,411.00	$360.00	$0.00	$0.00	$0.00	$0.00	$22,771.00
0141	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$840.00	$0.00	$0.00	$0.00	$0.00	$23,251.00
0142	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0143	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0144	113	CLERK II	3	2	$22,411.00	$22,411.00	$22,411.00	$420.00	$0.00	$0.00	$0.00	$0.00	$22,831.00
0145	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0146	113	CLERK II	3	2	$22,411.00	$22,411.00	$22,411.00	$420.00	$0.00	$0.00	$0.00	$0.00	$22,831.00
0147	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0148	113	CLINIC AIDE II	3	2	$22,411.00	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,411.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0149	113	CUSTODIAN II	3	2	$22,411.00	$22,411.00	$22,411.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,411.00
0150	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0151	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0152	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0153	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0154	113	CLERK II	3	2	$22,411.00	$22,411.00	$22,411.00	$360.00	$0.00	$0.00	$0.00	$0.00	$22,771.00
0155	113	CLERK II	3	2	$22,411.00	$22,411.00	$22,411.00	$300.00	$0.00	$0.00	$0.00	$0.00	$22,711.00
0156	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0157	113	CLINIC AIDE II	3	2	$22,411.00	$22,411.00	$22,411.00	$360.00	$0.00	$0.00	$0.00	$0.00	$22,771.00
0158	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0159	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0160	113	CLINIC AIDE II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0161	113	CLINIC AIDE I	1	5	$21,164.00	$21,164.00	$21,296.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,296.00
0162	113	CLINIC AIDE I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0163	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
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	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0166	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$300.00	$0.00	$0.00	$0.00	$0.00	$21,953.00
0167	113	CLERK I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0168	113	CLINIC AIDE I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0169	113	CLINIC AIDE I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0170	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0171	113	CLINIC AIDE I	1	5	$21,164.00	$21,164.00	$21,296.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,296.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0172	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$300.00	$0.00	$0.00	$0.00	$0.00	$21,953.00
0173	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0174	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0175	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0176	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0177	113	CLERK I	1	4	$20,514.00	$20,514.00	$20,763.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,763.00
0178	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0179	113	CLINIC AIDE I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0180	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0181	113	CLINIC AIDE I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0182	113	CLINIC AIDE I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0183	114	CLERK II	3	3	$23,169.00	$23,169.00	$23,169.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,169.00
0185	114	CUSTODIAN I	1	8	$23,114.00	$23,114.00	$23,114.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,114.00
0186	114	CUSTODIAN I	1	8	$23,114.00	$23,114.00	$23,114.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,114.00
0187	114	CUSTODIAN I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0188	114	CUSTODIAN I	1	8	$23,114.00	$23,114.00	$23,114.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,114.00
0190	114	CUSTODIAN I	1	8	$23,114.00	$23,114.00	$23,114.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,114.00
0191	114	CUSTODIAN I	1	8	$23,114.00	$23,114.00	$23,114.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,114.00
0192	114	CUSTODIAN I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0193	114	CUSTODIAN I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0194	114	CUSTODIAN I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0195	114	CUSTODIAN I	1	7	$22,464.00	$22,464.00	$22,464.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,464.00
0196	114	CUSTODIAN I	1	4	$20,514.00	$20,514.00	$20,514.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,514.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0197	114	CUSTODIAN I	1	4	$20,514.00	$20,514.00	$20,514.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,514.00
0198	113	NUTRITIONIST I	11	3	$42,884.00	$42,884.00	$42,884.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,884.00
0199	113	NUTRITIONIST I	11	3	$42,884.00	$42,884.00	$42,884.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,884.00
0200	113	AREA COORDINATOR I	14	4	$55,788.00	$55,788.00	$55,788.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55,788.00
0201	113	LICENSED VOCATIONAL NURSE II	11	1	$40,078.00	$40,078.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,078.00
0202	113	LICENSED VOCATIONAL NURSE II	11	1	$40,078.00	$40,078.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,078.00
0203	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0204	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0205	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0206	113	CLERK I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0207	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
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	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0210	113	CLINIC AIDE I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0211	113	CUSTODIAN I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0212	113	REGISTERED DIETICIAN I	12	3	$46,314.00	$46,314.00	$46,314.00	$0.00	$0.00	$0.00	$0.00	$0.00	$46,314.00
0213	113	CLERK I	1	3	$19,864.00	$19,864.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0214	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0215	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0216	113	NUTRITIONIST	11	3	$42,884.00	$42,884.00	$42,315.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,315.00
0218	113	NUTRITIONIST I	11	1	$40,078.00	$40,078.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,078.00
0219	113	COORDINATOR IV	15	1	$54,526.00	$54,526.00	$54,600.00	$420.00	$0.00	$0.00	$0.00	$0.00	$55,020.00
0221	113	NUTRITIONIST I	11	1	$40,078.00	$40,078.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,078.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0222	113	CUSTODIAN II	3	4	$23,927.00	$23,927.00	$23,927.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,927.00
0223	113	CLINIC AIDE I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0224	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0225	113	REGISTERED DIETICIAN I	12	2	$44,799.00	$44,799.00	$44,799.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,799.00
0226	113	REGISTERED DIETICIAN I	12	2	$44,799.00	$44,799.00	$44,799.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,799.00
0227	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0228	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0230	113	MOBILE CLINIC COORDINATOR	6	2	$28,231.00	$28,231.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0231	113	ADMINISTRATIVE ASSISTANT III	8	3	$34,043.00	$34,043.00	$34,043.00	$420.00	$0.00	$0.00	$0.00	$0.00	$34,463.00
0233	113	REGISTERED DIETICIAN I	12	2	$44,799.00	$44,799.00	$44,799.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,799.00
0234	113	CUSTODIAN II	3	4	$23,927.00	$23,927.00	$23,927.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,927.00
0235	113	CLERK I	1	1	$18,564.00	$18,564.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0236	113	CLERK I	1	1	$18,564.00	$18,564.00	$18,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,640.00
0237	113	LICENSED VOCATIONAL NURSE I	9	1	$34,360.00	$34,360.00	$34,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,360.00
0238	114	CUSTODIAN I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0239	113	CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
0240	113	ADMINISTRATIVE ASSISTANT III	8	3	$34,043.00	$34,043.00	$34,043.00	$960.00	$0.00	$0.00	$0.00	$0.00	$35,003.00
0241	113	WIC CERTIFICATION SPECIALIST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0242	113	NUTRITIONIST II	13	1	$46,747.00	$46,747.00	$46,747.00	$300.00	$0.00	$0.00	$0.00	$0.00	$47,047.00
					$6,413,920.00	$6,512,201.00	$6,324,288.00	$83,460.00	$0.00	$0.00	$0.00	$0.00	$6,407,748.00

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								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	PEER COUNSELOR II	4	2	$24,203.00	$24,348.00	$24,348.00	$420.00	$0.00	$0.00	$0.00	$0.00	$24,768.00
0003	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0004	113	PEER COUNSELOR II	4	2	$24,203.00	$24,203.00	$24,203.00	$660.00	$0.00	$0.00	$0.00	$0.00	$24,863.00
0005	113	PEER COUNSELOR II	4	1	$23,385.00	$23,385.00	$23,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,385.00
0007	113	PEER COUNSELOR II	4	1	$23,385.00	$23,385.00	$23,385.00	$300.00	$0.00	$0.00	$0.00	$0.00	$23,685.00
0008	113	PEER COUNSELOR II	4	1	$23,385.00	$23,385.00	$23,385.00	$360.00	$0.00	$0.00	$0.00	$0.00	$23,745.00
0009	113	PEER COUNSELOR II	4	2	$24,203.00	$24,203.00	$24,203.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,203.00
0010	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0011	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0012	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0013	113	PEER COUNSELOR I	2	3	$21,453.00	$21,640.00	$21,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,640.00
0014	113	PEER COUNSELOR I	2	3	$21,453.00	$21,453.00	$21,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,640.00
0015	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0016	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0017	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0018	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0019	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0020	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0021	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0022	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0023	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0024	113	PEER COUNSELOR I	2	1	$20,049.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0025	113	COMMUNITY PEER COUNSELOR	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0026	113	COMMUNITY PEER COUNSELOR	5	1	$25,256.00	$25,256.00	$25,256.00	$480.00	$0.00	$0.00	$0.00	$0.00	$25,736.00
0027	113	COMMUNITY PEER COUNSELOR	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0028	113	PEER COUNSELOR MANAGER	6	1	$27,276.00	$27,276.00	$27,276.00	$360.00	$0.00	$0.00	$0.00	$0.00	$27,636.00
0029	113	ASSISTANT BREASTFEEDING COORDINATOR	13	2	$48,383.00	$48,383.00	$48,383.00	$0.00	$0.00	$0.00	$0.00	$0.00	$48,383.00
0030	113	PEER COUNSELOR II	4	2	$24,203.00	$24,203.00	$24,203.00	$600.00	$0.00	$0.00	$0.00	$0.00	$24,803.00
0031	113	COMMUNITY PEER COUNSELOR	5	2	$26,140.00	$26,140.00	$26,140.00	$300.00	$0.00	$0.00	$0.00	$0.00	$26,440.00
0032	113	PEER COUNSELOR I	2	0	$19,047.00	$19,047.00	$19,047.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,047.00
0033	113	COMMUNITY PEER COUNSELOR	5	1	$25,256.00	$25,256.00	$25,256.00	$360.00	$0.00	$0.00	$0.00	$0.00	$25,616.00
0034	113	LACTATION CONSULTANT	14	1	$50,487.00	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50,487.00
					$762,916.00	$763,248.00	$763,435.00	$3,840.00	$0.00	$0.00	$0.00	$0.00	$767,275.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1200-431-00-122-004-0

AI - 29859

COUNTYWIDE MECHANIC SHOP

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	MECHANIC IV	$51,917.00	$0.00	$51,917.00	0	$0.00	$0.00	$51,917.00	$51,917.00	$1,560.00	$0.00	$0.00	$0.00	$0.00	$53,477.00
0002	113	MECHANIC III	$43,948.00	$0.00	$43,948.00	0	$0.00	$0.00	$43,948.00	$41,912.00	$300.00	$0.00	$0.00	$0.00	$0.00	$42,212.00
0003	113	MECHANIC III	$31,195.00	$0.00	$31,195.00	0	$0.00	$0.00	$31,195.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	MECHANIC II	$31,195.00	$0.00	$31,195.00	0	$0.00	$0.00	$31,195.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	MECHANIC III	$0.00	$31,195.00	$31,195.00	0	$0.00	$0.00	$31,195.00	$31,195.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,195.00
			$158,255.00	$31,195.00	$189,450.00		$0.00	$0.00	$189,450.00	$125,024.00	$1,860.00	$0.00	$0.00	$0.00	$0.00	$126,884.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-412-00-027-001-0

AI - 29859

CCL#7

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	JUDGE COURT-AT-LAW	$0.00	$142,915.00	$142,915.00	0	$0.00	$0.00	$142,915.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0002	113	COURT REPORTER	$0.00	$73,000.00	$73,000.00	0	$0.00	($2,572.00)	$70,428.00	$70,428.00	$540.00	$0.00	$0.00	$0.00	$0.00	$70,968.00
0003	113	COURT COORDINATOR	$0.00	$55,000.00	$55,000.00	0	$0.00	$0.00	$55,000.00	$55,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55,000.00
0004	113	ASSISTANT COURT COORDINATOR	$0.00	$45,000.00	$45,000.00	0	$0.00	$0.00	$45,000.00	$45,000.00	$540.00	$0.00	$0.00	$0.00	$0.00	$45,540.00
0005	113	BAILIFF/INTERPRETER	$0.00	$41,000.00	$41,000.00	0	$0.00	$0.00	$41,000.00	$41,000.00	$0.00	$3,300.00	$0.00	$0.00	$0.00	$44,300.00
			$0.00	$356,915.00	$356,915.00		$0.00	($2,572.00)	$354,343.00	$211,428.00	$1,080.00	$3,300.00	$0.00	$0.00	$0.00	$215,808.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

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CRIM DA

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 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	$102,549.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$108,449.00
0003	113	ASSISTANT DISTRICT ATTORNEY V	20	8	$99,745.00	$99,745.00	$99,745.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$105,645.00
0004	113	ASSISTANT DISTRICT ATTORNEY V	20	5	$91,333.00	$91,333.00	$91,333.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$97,233.00
0005	113	ASSISTANT DISTRICT ATTORNEY V	20	5	$91,333.00	$91,333.00	$91,333.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$97,233.00
0006	113	ASSISTANT DISTRICT ATTORNEY V	20	2	$82,921.00	$82,921.00	$82,921.00	$4,800.00	$0.00	$0.00	$900.00	$0.00	$88,621.00
0007	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$900.00	$0.00	$51,387.00
0008	113	ASSISTANT DISTRICT ATTORNEY V	20	3	$85,725.00	$85,725.00	$86,460.00	$3,360.00	$0.00	$0.00	$900.00	$0.00	$90,720.00
0009	113	ASSISTANT DISTRICT ATTORNEY III	16	1	$58,888.00	$49,344.00	$49,344.00	$0.00	$0.00	$0.00	$900.00	$0.00	$50,244.00
0010	113	ASSISTANT DISTRICT ATTORNEY III	16	1	$58,888.00	$58,888.00	$58,888.00	$0.00	$0.00	$0.00	$900.00	$0.00	$59,788.00
0011	113	ASSISTANT DISTRICT ATTORNEY IV	18	5	$78,303.00	$78,303.00	$78,303.00	$5,000.00	$0.00	$0.00	$900.00	$0.00	$84,203.00
0012	113	ASSISTANT DISTRICT ATTORNEY IV	18	3	$73,495.00	$73,495.00	$73,495.00	$2,160.00	$0.00	$0.00	$900.00	$0.00	$76,555.00
0013	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	$75,899.00	$75,899.00	$76,200.00	$3,120.00	$0.00	$0.00	$900.00	$0.00	$80,220.00
0014	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$71,091.00	$71,900.00	$4,320.00	$0.00	$0.00	$900.00	$0.00	$77,120.00
0015	113	ASSISTANT DISTRICT ATTORNEY IV	18	3	$73,495.00	$73,495.00	$73,980.00	$2,640.00	$0.00	$0.00	$900.00	$0.00	$77,520.00
0016	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$71,091.00	$72,180.00	$2,640.00	$0.00	$0.00	$900.00	$0.00	$75,720.00
0017	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$900.00	$0.00	$51,387.00
0018	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$71,091.00	$71,091.00	$2,160.00	$0.00	$0.00	$900.00	$0.00	$74,151.00
0019	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$66,634.00	$66,634.00	$2,400.00	$0.00	$0.00	$900.00	$0.00	$69,934.00
0020	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$60,949.00	$60,949.00	$1,200.00	$0.00	$0.00	$900.00	$0.00	$63,049.00
0021	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$58,888.00	$58,888.00	$0.00	$0.00	$0.00	$900.00	$0.00	$59,788.00
0022	113	ASSISTANT DISTRICT ATTORNEY III	16	5	$67,132.00	$63,071.00	$63,071.00	$2,400.00	$0.00	$0.00	$900.00	$0.00	$66,371.00
0023	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$67,536.00	$67,536.00	$1,680.00	$0.00	$0.00	$900.00	$0.00	$70,116.00
0024	113	ASSISTANT DISTRICT ATTORNEY II	14	3	$54,021.00	$52,600.00	$52,600.00	$0.00	$0.00	$0.00	$900.00	$0.00	$53,500.00

HIDALGO COUNTY
COMMISSIONER COURT
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CRIM DA

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0026	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$61,043.00	$61,043.00	$1,680.00	$0.00	$0.00	$900.00	$0.00	$63,623.00
0027	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$61,011.00	$61,011.00	$2,400.00	$0.00	$0.00	$900.00	$0.00	$64,311.00
0028	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$59,488.00	$59,488.00	$2,160.00	$0.00	$0.00	$900.00	$0.00	$62,548.00
0029	113	ASSISTANT DISTRICT ATTORNEY III	16	4	$65,071.00	$55,935.00	$55,935.00	$960.00	$0.00	$0.00	$900.00	$0.00	$57,795.00
0030	113	ASSISTANT DISTRICT ATTORNEY III	16	1	$58,888.00	$55,788.00	$55,788.00	$909.46	$0.00	$0.00	$900.00	$0.00	$57,597.46
0031	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$59,015.00	$59,140.00	$1,440.00	$0.00	$0.00	$900.00	$0.00	$61,480.00
0032	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$56,896.00	$56,896.00	$1,440.00	$0.00	$0.00	$900.00	$0.00	$59,236.00
0033	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$900.00	$0.00	$51,387.00
0034	113	CRIMINAL INVESTIGATOR III	16	1	$58,888.00	$54,890.00	$54,891.00	$360.00	$0.00	$0.00	$0.00	$0.00	$55,251.00
0035	113	HUMAN RESOURCES COORDINATOR IV	15	4	$60,250.00	$58,220.00	$58,220.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$59,840.00
0036	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$58,020.00	$58,100.00	$1,440.00	$0.00	$0.00	$900.00	$0.00	$60,440.00
0037	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$49,629.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0038	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$55,884.00	$55,884.00	$1,440.00	$0.00	$0.00	$900.00	$0.00	$58,224.00
0039	113	ASSISTANT DISTRICT ATTORNEY III	16	1	$58,888.00	$50,487.00	$50,487.00	$4,560.00	$0.00	$0.00	$900.00	$0.00	$55,947.00
0040	113	ASSISTANT DISTRICT ATTORNEY II	14	6	$59,322.00	$54,303.00	$54,303.00	$1,200.00	$0.00	$0.00	$900.00	$0.00	$56,403.00
0041	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$49,344.00	$49,344.00	$0.00	$0.00	$0.00	$900.00	$0.00	$50,244.00
0042	113	CRIMINAL INVESTIGATOR II	14	4	$55,788.00	$51,743.00	$51,743.00	$840.00	$0.00	$0.00	$3,600.00	$0.00	$56,183.00
0043	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$47,913.00	$47,913.00	$0.00	$0.00	$0.00	$900.00	$0.00	$48,813.00
0044	113	ASSISTANT DISTRICT ATTORNEY II	14	5	$57,555.00	$52,575.00	$52,575.00	$1,200.00	$0.00	$0.00	$900.00	$0.00	$54,675.00
0045	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$48,948.00	$48,948.00	$0.00	$0.00	$0.00	$900.00	$0.00	$49,848.00
0046	113	ASSISTANT DISTRICT ATTORNEY II	14	6	$59,322.00	$54,303.00	$54,303.00	$1,200.00	$0.00	$0.00	$900.00	$0.00	$56,403.00
0047	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$48,816.00	$48,816.00	$0.00	$0.00	$0.00	$900.00	$0.00	$49,716.00
0048	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$48,876.00	$48,876.00	$0.00	$0.00	$0.00	$900.00	$0.00	$49,776.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0049	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$48,952.00	$48,952.00	$0.00	$0.00	$0.00	$900.00	$0.00	$49,852.00
0050	111	CRIMINAL DISTRICT ATTORNEY				$48,654.00	$48,654.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$56,654.00
0051	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$47,352.00	$47,352.00	$0.00	$0.00	$0.00	$900.00	$0.00	$48,252.00
0052	113	ACCOUNTANT IV	14	2	$52,254.00	$47,227.00	$47,227.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$48,367.00
0053	113	CRIMINAL INVESTIGATOR I	12	5	$49,344.00	$44,908.00	$45,531.00	$300.00	$0.00	$0.00	$0.00	$0.00	$45,831.00
0055	113	EXECUTIVE ASSISTANT II	13	2	$48,383.00	$43,322.00	$43,322.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$44,522.00
0056	113	EXECUTIVE ASSISTANT I	11	5	$45,690.00	$40,742.00	$41,168.00	$1,920.00	$0.00	$0.00	$0.00	$0.00	$43,088.00
0057	113	EXECUTIVE ASSISTANT I	11	2	$41,481.00	$36,495.00	$36,582.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$37,842.00
0058	113	EXECUTIVE ASSISTANT I	11	2	$41,481.00	$36,495.00	$36,582.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$37,662.00
0059	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,465.00	$33,852.00	$540.00	$0.00	$0.00	$0.00	$0.00	$34,392.00
0060	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,465.00	$33,852.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$34,872.00
0061	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,365.00	$33,365.00	$540.00	$0.00	$0.00	$0.00	$0.00	$33,905.00
0062	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,323.00	$33,323.00	$960.00	$0.00	$0.00	$0.00	$0.00	$34,283.00
0063	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,323.00	$33,323.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$34,523.00
0064	113	ADMINISTRATIVE ASSISTANT IV	10	2	$38,408.00	$33,323.00	$33,323.00	$840.00	$0.00	$0.00	$0.00	$0.00	$34,163.00
0065	113	ADMINISTRATIVE ASSISTANT IV	10	1	$37,109.00	$32,122.00	$32,214.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$33,234.00
0066	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$27,276.00	$27,276.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,276.00
0067	113	ADMINISTRATIVE ASSISTANT III	8	5	$36,271.00	$31,280.00	$31,328.00	$300.00	$0.00	$0.00	$0.00	$0.00	$31,628.00
0068	113	ADMINISTRATIVE ASSISTANT III	8	4	$35,157.00	$30,221.00	$30,600.00	$660.00	$0.00	$0.00	$0.00	$0.00	$31,260.00
0069	113	CLERK II	3	0	$20,570.00	$20,570.00	$20,570.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,570.00
0070	113	ADMINISTRATIVE ASSISTANT II	6	6	$32,051.00	$27,045.00	$27,045.00	$480.00	$0.00	$0.00	$0.00	$0.00	$27,525.00
0071	113	CLERK II	3	0	$20,570.00	$20,570.00	$20,570.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,570.00
0072	113	ADMINISTRATIVE ASSISTANT II	6	5	$31,096.00	$26,080.00	$26,080.00	$480.00	$0.00	$0.00	$0.00	$0.00	$26,560.00

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Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0073	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,021.00
0074	113	ADMINISTRATIVE ASSISTANT II	6	4	$30,141.00	$25,116.00	$25,116.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,116.00
0075	113	ADMINISTRATIVE ASSISTANT II	6	1	$27,276.00	$24,278.00	$24,300.00	$360.00	$0.00	$0.00	$0.00	$0.00	$24,660.00
0076	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$24,192.00	$24,220.00	$300.00	$0.00	$0.00	$0.00	$0.00	$24,520.00
0077	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$24,154.00	$24,154.00	$300.00	$0.00	$0.00	$0.00	$0.00	$24,454.00
0078	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$24,154.00	$24,154.00	$300.00	$0.00	$0.00	$0.00	$0.00	$24,454.00
0079	113	ADMINISTRATIVE ASSISTANT II	6	3	$29,186.00	$24,154.00	$24,154.00	$300.00	$0.00	$0.00	$0.00	$0.00	$24,454.00
0080	113	ADMINISTRATIVE ASSISTANT II	6	2	$28,231.00	$23,279.00	$23,500.00	$300.00	$0.00	$0.00	$0.00	$0.00	$23,800.00
0081	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$19,054.00	$19,054.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,054.00
0082	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0083	113	ADMINISTRATIVE ASSISTANT I	4	3	$25,021.00	$25,021.00	$25,021.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,021.00
0084	113	CLERK II	3	1	$21,653.00	$21,653.00	$22,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,000.00
0085	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$23,385.00	$23,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,385.00
0086	113	CLERK II	3	1	$21,653.00	$21,653.00	$22,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,000.00
0087	113	CRIMINAL INVESTIGATOR I	12	1	$43,284.00	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$43,284.00
0088	113	CLERK II	3	1	$21,653.00	$21,653.00	$22,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,000.00
0089	113	ASSISTANT DISTRICT ATTORNEY IV	18	4	$75,899.00	$75,899.00	$75,899.00	$0.00	$0.00	$0.00	$900.00	$0.00	$76,799.00
0090	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$58,888.00	$58,888.00	$0.00	$0.00	$0.00	$900.00	$0.00	$59,788.00
0091	113	ASSISTANT DISTRICT ATTORNEY IV	18	1	$68,687.00	$68,687.00	$68,687.00	$3,600.00	$0.00	$0.00	$900.00	$0.00	$73,187.00
0092	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$900.00	$0.00	$51,387.00
0093	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$900.00	$0.00	$51,387.00
A094	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$0.00	$0.00	$0.00	$0.00	$0.00	$900.00	$0.00	$0.00
0095	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$45,977.00	$45,977.00	$0.00	$0.00	$0.00	$900.00	$0.00	$46,877.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-412-00-080-002-0

AI - 29859

CRIM DA

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0096	113	ADMINISTRATIVE ASSISTANT II	6	2	$28,231.00	$28,231.00	$28,231.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,231.00
0097	113	ASSISTANT DISTRICT ATTORNEY III	16	1	$58,888.00	$58,888.00	$58,888.00	$960.00	$0.00	$0.00	$900.00	$0.00	$60,748.00
					$4,779,957.00	$4,529,392.00	$4,487,216.00	$104,089.46	$0.00	$0.00	$58,400.00	$0.00	$4,648,805.46

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1281-412-00-080-012-1

AI - 29859

DA BORDER PROSECUTION INITIATIVE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ASSISTANT DISTRICT ATTORNEY III	16	5	$67,132.00	$59,452.00	$59,452.00	$960.00	$0.00	$0.00	$900.00	$0.00	$61,312.00
0004	113	ASSISTANT DISTRICT ATTORNEY IV	18	1	$68,687.00	$68,687.00	$68,687.00	$3,840.00	$0.00	$0.00	$900.00	$0.00	$73,427.00
					$135,819.00	$128,139.00	$128,139.00	$4,800.00	$0.00	$0.00	$1,800.00	$0.00	$134,739.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1223-412-00-080-007-0

AI - 29859

DA INVESTIGATION HB65

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 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
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
0014	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$2,574.00	$2,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,574.00
0015	113	ASSISTANT DISTRICT ATTORNEY II	14	5	$57,555.00	$4,980.00	$4,980.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,980.00
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	1	$50,487.00	$1,611.00	$1,611.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,611.00
0020	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$1,535.00	$1,535.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,535.00
0021	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$3,135.00	$3,135.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,135.00
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
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

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1223-412-00-080-007-0

AI - 29859

DA INVESTIGATION HB65

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
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
0047	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$4,331.00	$4,331.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,331.00
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
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

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1223-412-00-080-007-0

AI - 29859

DA INVESTIGATION HB65

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
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 II	14	2	$52,254.00	$52,254.00	$52,254.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,254.00
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
0061	113	ASSISTANT DISTRICT ATTORNEY II	14	2	$52,254.00	$2,910.00	$2,910.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,910.00
0062	113	ASSISTANT DISTRICT ATTORNEY III	16	1	$58,888.00	$9,544.00	$9,544.00	$0.00	$0.00	$0.00	$0.00	$0.00	$9,544.00
0063	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$1,539.00	$1,539.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,539.00
0064	113	ASSISTANT DISTRICT ATTORNEY III	16	1	$58,888.00	$3,100.00	$3,100.00	$50.54	$0.00	$0.00	$0.00	$0.00	$3,150.54
0065	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$858.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0066	113	ASSISTANT DISTRICT ATTORNEY II	14	3	$54,021.00	$1,421.00	$1,421.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,421.00
0067	113	ASSISTANT DISTRICT ATTORNEY III	16	1	$58,888.00	$8,401.00	$8,401.00	$0.00	$0.00	$0.00	$0.00	$0.00	$8,401.00
0068	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$2,061.00	$2,061.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,061.00
0069	113	ASSISTANT DISTRICT ATTORNEY III	16	2	$60,949.00	$2,061.00	$2,061.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,061.00
0070	113	ASSISTANT DISTRICT ATTORNEY III	16	3	$63,010.00	$2,061.00	$2,061.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,061.00
0071	113	ASSISTANT DISTRICT ATTORNEY II	14	1	$50,487.00	$4,510.00	$4,510.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,510.00
					$3,010,565.00	$330,056.00	$329,754.00	$50.54	$0.00	$0.00	$0.00	$0.00	$329,804.54

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1291-412-00-270-003-1

AI - 29859

HIDTA TASK FORCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G001	113	COMMANDER	18	4	$75,899.00	$49,200.00	$49,200.00	$505.62	$0.00	$0.00	$0.00	$0.00	$49,705.62
G002	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$52,757.00	$52,800.00	$2,671.58	$0.00	$0.00	$0.00	$0.00	$55,471.58
G003	113	CRIMINAL INVESTIGATOR I	12	5	$49,344.00	$36,968.00	$36,968.00	$630.00	$0.00	$0.00	$0.00	$0.00	$37,598.00
G004	113	CRIMINAL INVESTIGATOR II	14	2	$52,254.00	$36,968.00	$36,968.00	$314.66	$0.00	$0.00	$0.00	$0.00	$37,282.66
G005	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$36,968.00	$36,968.00	$288.00	$0.00	$0.00	$0.00	$0.00	$37,256.00
G006	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$36,968.00	$36,968.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,968.00
G007	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$36,968.00	$36,968.00	$451.66	$0.00	$0.00	$0.00	$0.00	$37,419.66
G008	113	ASSISTANT COMMANDER	16	1	$58,888.00	$39,760.00	$39,760.00	$213.00	$0.00	$0.00	$0.00	$0.00	$39,973.00
G009	113	ACCOUNTANT III	12	6	$50,859.00	$35,700.00	$35,700.00	$547.51	$0.00	$0.00	$0.00	$0.00	$36,247.51
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	2	$32,929.00	$22,500.00	$22,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,500.00
G011	113	ADMINISTRATIVE ASSISTANT IV	10	3	$39,707.00	$28,200.00	$28,200.00	$512.00	$0.00	$0.00	$0.00	$0.00	$28,712.00
G012	113	ADMINISTRATIVE ASSISTANT III	8	5	$36,271.00	$25,999.00	$26,000.00	$667.00	$0.00	$0.00	$0.00	$0.00	$26,667.00
					$629,305.00	$438,956.00	$439,000.00	$6,801.03	$0.00	$0.00	$0.00	$0.00	$445,801.03

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2- 1251-412-00-270-011-0

AI - 29859

HIDTA CHAPTER 59

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G001	113	COMMANDER	18	4	$75,899.00	$26,699.00	$26,699.00	$274.38	$0.00	$0.00	$0.00	$0.00	$26,973.38
G002	113	ASSISTANT DISTRICT ATTORNEY IV	18	2	$71,091.00	$18,334.00	$18,340.00	$928.42	$0.00	$0.00	$0.00	$0.00	$19,268.42
G003	113	CRIMINAL INVESTIGATOR I	12	5	$49,344.00	$12,376.00	$12,376.00	$210.00	$0.00	$0.00	$0.00	$0.00	$12,586.00
G004	113	CRIMINAL INVESTIGATOR II	14	2	$52,254.00	$15,286.00	$15,286.00	$105.34	$0.00	$0.00	$0.00	$0.00	$15,391.34
G005	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$17,053.00	$17,053.00	$132.00	$0.00	$0.00	$0.00	$0.00	$17,185.00
G006	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$17,053.00	$17,053.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,053.00
G007	113	CRIMINAL INVESTIGATOR II	14	3	$54,021.00	$17,053.00	$17,053.00	$208.34	$0.00	$0.00	$0.00	$0.00	$17,261.34
G008	113	ASSISTANT COMMANDER	16	1	$58,888.00	$19,128.00	$19,128.00	$87.00	$0.00	$0.00	$0.00	$0.00	$19,215.00
G009	113	ACCOUNTANT III	12	6	$50,859.00	$15,159.00	$15,159.00	$232.49	$0.00	$0.00	$0.00	$0.00	$15,391.49
G010	113	INTELLIGENCE RESEARCH SPECIALIST	8	2	$32,929.00	$10,429.00	$10,429.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,429.00
G011	113	ADMINISTRATIVE ASSISTANT IV	10	3	$39,707.00	$11,507.00	$11,507.00	$208.00	$0.00	$0.00	$0.00	$0.00	$11,715.00
G012	113	ADMINISTRATIVE ASSISTANT III	8	5	$36,271.00	$10,272.00	$10,272.00	$233.00	$0.00	$0.00	$0.00	$0.00	$10,505.00
G016	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	1	$50,487.00	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50,487.00
G020	113	SR. DEPUTY CONSTABLE STEP III				$22,388.00	$22,388.00	$329.99	$0.00	$600.00	$0.00	$0.00	$23,317.99
G021	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
G022	113	CRIMINAL INVESTIGATOR II	14	1	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
G023	113	CRIMINAL INVESTIGATOR II	14	1	$50,487.00	$50,487.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$844,564.00	$427,996.00	$263,230.00	$2,948.96	$0.00	$600.00	$0.00	$0.00	$266,778.96

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1252-412-00-270-012-0

AI - 29859

HIDTA US TREASURY

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
G001	113	CRIMINAL INVESTIGATOR III	16	0	$55,944.00	$55,944.00	$55,944.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55,944.00
					$55,944.00	$55,944.00	$55,944.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55,944.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-415-18-160-001-0

AI - 29859

PURCHASING

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	PURCHASE AGENT				$105,297.00	$105,297.00	$1,560.00	$0.00	$0.00	$0.00	$0.00	$106,857.00
0003	113	FIXED ASSET MANAGER	15	2	$56,434.00	$56,434.00	$56,434.00	$0.00	$0.00	$0.00	$0.00	$0.00	$56,434.00
0004	113	PROCUREMENT MANAGER	14	2	$52,254.00	$52,254.00	$52,254.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$53,454.00
0005	113	ASSISTANT FIXED ASSET MANAGER	13	1	$46,747.00	$46,747.00	$46,956.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$48,036.00
0006	113	PROCUREMENT PROCESS COORD	12	2	$44,799.00	$44,799.00	$44,799.00	$720.00	$0.00	$0.00	$0.00	$0.00	$45,519.00
0007	113	CONTRACTS MANAGER	12	3	$46,314.00	$46,314.00	$46,314.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$47,334.00
0008	113	CONTRACTS MANAGER	12	3	$46,314.00	$46,314.00	$46,314.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,914.00
0009	113	CONTRACTS MANAGER	12	3	$46,314.00	$46,314.00	$46,314.00	$720.00	$0.00	$0.00	$0.00	$0.00	$47,034.00
0010	113	BUYER III	11	2	$41,481.00	$41,481.00	$41,950.00	$840.00	$0.00	$0.00	$0.00	$0.00	$42,790.00
0011	113	BUYER III	11	1	$40,078.00	$40,078.00	$40,078.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$41,098.00
0012	113	INVENTORY SPECIALIST IV	10	3	$39,707.00	$39,707.00	$39,707.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,707.00
0013	113	INVENTORY SPECIALIST III	8	6	$37,385.00	$37,385.00	$37,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,385.00
0014	113	BUYER II	9	4	$37,969.00	$37,969.00	$37,969.00	$300.00	$0.00	$0.00	$0.00	$0.00	$38,269.00
0016	113	BUYER II	9	4	$37,969.00	$37,969.00	$37,969.00	$900.00	$0.00	$0.00	$0.00	$0.00	$38,869.00
0017	113	BUYER II	9	2	$35,563.00	$35,563.00	$36,000.00	$600.00	$0.00	$0.00	$0.00	$0.00	$36,600.00
0018	113	BUYER II	9	4	$37,969.00	$37,969.00	$37,969.00	$780.00	$0.00	$0.00	$0.00	$0.00	$38,749.00
0019	113	PURCHASE ORDER SPECIALIST II	9	1	$34,360.00	$34,360.00	$34,418.00	$600.00	$0.00	$0.00	$0.00	$0.00	$35,018.00
0020	113	ADMINISTRATIVE ASSISTANT II	6	4	$30,141.00	$30,141.00	$30,378.00	$720.00	$0.00	$0.00	$0.00	$0.00	$31,098.00
0021	113	PURCHASE ORDER SPECIALIST I	7	2	$30,489.00	$30,489.00	$30,489.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$31,989.00
0022	113	SURPLUS SPECIALIST	7	2	$30,489.00	$30,489.00	$30,489.00	$540.00	$0.00	$0.00	$0.00	$0.00	$31,029.00
0023	113	PURCHASE ORDER SPECIALIST I	7	1	$29,458.00	$29,458.00	$29,458.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,758.00
0024	113	CLERK III	5	4	$27,908.00	$27,908.00	$27,908.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$29,108.00
0025	113	TRAVEL CARD SPECIALIST	11	1	$40,078.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

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PURCHASING

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0026	113	CLERK II	3	1	$21,653.00	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
0027	113	BUYER III	11	2	$41,481.00	$41,481.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0028	113	INVENTORY SPECIALIST III	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0029	113	BUYER III	11	2	$41,481.00	$41,481.00	$41,481.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,481.00
0030	113	INVENTORY SPECIALIST III	8	5	$36,271.00	$36,271.00	$36,271.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,271.00
0031	113	CLERK III	5	3	$27,024.00	$27,024.00	$27,024.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,024.00
					$1,069,945.00	$1,175,242.00	$1,095,093.00	$16,200.00	$0.00	$0.00	$0.00	$0.00	$1,111,293.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

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AI - 29859

DISTRICT CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	DISTRICT CLERK				$87,360.00	$87,360.00	$0.00	$0.00	$0.00	$8,000.00	$0.00	$95,360.00
0002	113	CHIEF DEPUTY II	19	1	$74,182.00	$74,182.00	$74,182.00	$0.00	$0.00	$0.00	$0.00	$0.00	$74,182.00
0003	113	CHIEF OF APPEALS	15	1	$54,526.00	$54,526.00	$54,600.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$56,220.00
0004	113	ASSISTANT CHIEF DEPUTY	15	1	$54,526.00	$54,526.00	$54,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$54,600.00
0005	113	EXECUTIVE ASSISTANT II	13	3	$50,019.00	$50,019.00	$50,232.00	$480.00	$0.00	$0.00	$0.00	$0.00	$50,712.00
0006	113	ACCOUNTANT III	12	3	$46,314.00	$46,314.00	$46,314.00	$840.00	$0.00	$0.00	$0.00	$0.00	$47,154.00
0007	113	ACCOUNTANT III	12	3	$46,314.00	$46,314.00	$46,314.00	$0.00	$0.00	$0.00	$0.00	$0.00	$46,314.00
0008	113	DEPUTY DISTRICT CLERK I	5	6	$29,676.00	$29,676.00	$29,676.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,976.00
0009	113	DEPUTY DISTRICT CLERK II	7	5	$33,582.00	$33,582.00	$33,582.00	$420.00	$0.00	$0.00	$0.00	$0.00	$34,002.00
0010	113	DEPUTY DISTRICT CLERK II	7	1	$29,458.00	$29,458.00	$29,458.00	$360.00	$0.00	$0.00	$0.00	$0.00	$29,818.00
0011	113	DEPUTY DISTRICT CLERK II	7	4	$32,551.00	$32,551.00	$32,985.00	$480.00	$0.00	$0.00	$0.00	$0.00	$33,465.00
0012	113	DEPUTY DISTRICT CLERK II	7	1	$29,458.00	$29,458.00	$29,458.00	$840.00	$0.00	$0.00	$0.00	$0.00	$30,298.00
0013	113	DEPUTY DISTRICT CLERK II	7	4	$32,551.00	$32,551.00	$32,684.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,104.00
0014	113	DEPUTY DISTRICT CLERK II	7	4	$32,551.00	$32,551.00	$32,551.00	$540.00	$0.00	$0.00	$0.00	$0.00	$33,091.00
0015	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0016	113	DEPUTY DISTRICT CLERK II	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0017	113	DEPUTY DISTRICT CLERK II	7	3	$31,520.00	$31,520.00	$31,896.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$33,516.00
0018	113	DEPUTY DISTRICT CLERK II	7	3	$31,520.00	$31,520.00	$31,896.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$32,976.00
0019	113	DEPUTY DISTRICT CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0020	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0021	113	DEPUTY DISTRICT CLERK II	7	3	$31,520.00	$31,520.00	$31,520.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,180.00
0022	113	DEPUTY DISTRICT CLERK II	7	3	$31,520.00	$31,520.00	$31,520.00	$720.00	$0.00	$0.00	$0.00	$0.00	$32,240.00
0023	113	DEPUTY DISTRICT CLERK II	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00

HIDALGO COUNTY
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DISTRICT CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0024	113	DEPUTY DISTRICT CLERK II	7	2	$30,489.00	$30,489.00	$30,489.00	$300.00	$0.00	$0.00	$0.00	$0.00	$30,789.00
0025	113	DEPUTY DISTRICT CLERK II	7	2	$30,489.00	$30,489.00	$30,489.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$31,509.00
0026	113	EXECUTIVE ASSISTANT IV	17	1	$63,599.00	$63,599.00	$63,599.00	$0.00	$0.00	$0.00	$0.00	$0.00	$63,599.00
0027	113	DEPUTY DISTRICT CLERK II	7	2	$30,489.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0028	113	DEPUTY DISTRICT CLERK I	5	4	$27,908.00	$27,908.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0029	113	DEPUTY DISTRICT CLERK II	7	1	$29,458.00	$29,458.00	$29,728.00	$600.00	$0.00	$0.00	$0.00	$0.00	$30,328.00
0030	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0031	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,500.00
0032	113	DEPUTY DISTRICT CLERK I	5	2	$26,140.00	$26,140.00	$26,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,500.00
0033	113	DEPUTY DISTRICT CLERK I	5	4	$27,908.00	$27,908.00	$28,313.00	$360.00	$0.00	$0.00	$0.00	$0.00	$28,673.00
0034	113	DEPUTY DISTRICT CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0035	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0036	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0037	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0038	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0039	113	DEPUTY DISTRICT CLERK I	5	6	$29,676.00	$29,676.00	$29,676.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,676.00
0040	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0041	113	DEPUTY DISTRICT CLERK I	5	3	$27,024.00	$27,024.00	$27,128.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,728.00
0042	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0043	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0044	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0045	113	DEPUTY DISTRICT CLERK I	5	4	$27,908.00	$27,908.00	$28,000.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,300.00
0046	113	COLLECTIONS ENFORCEMENT OFFICER I	5	2	$26,140.00	$26,140.00	$26,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,140.00

HIDALGO COUNTY
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DISTRICT CLERK

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0047	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0048	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0053	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0054	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0055	113	DEPUTY DISTRICT CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0056	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,500.00
0057	113	COLLECTIONS ENFORCEMENT OFFICER I	5	5	$28,792.00	$28,792.00	$28,792.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,792.00
0058	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,500.00
0059	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0060	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,500.00
0061	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0062	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0063	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,500.00
0064	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0065	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$480.00	$0.00	$0.00	$0.00	$0.00	$25,736.00
0066	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0067	113	ACCOUNTANT IV	14	1	$50,487.00	$50,487.00	$50,554.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50,554.00
0071	113	ASSISTANT DEPUTY DISTRICT CLERK	3	0	$20,570.00	$20,570.00	$20,570.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,570.00
0072	113	ASSISTANT DEPUTY DISTRICT CLERK	3	1	$21,653.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0073	113	DEPUTY DISTRICT CLERK I	5	0	$23,993.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0074	113	DEPUTY DISTRICT CLERK I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
					$1,983,093.00	$2,070,453.00	$2,051,827.00	$14,040.00	$0.00	$0.00	$8,000.00	$0.00	$2,073,867.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1297-423-00-320-032-2

AI - 29859

DWI COURT

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
A001	113	ASSISTANT DISTRICT ATTORNEY III	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,035.00	$0.00	$0.00	$10,035.00
A002	113	COURT COORDINATOR	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,955.00	$0.00	$0.00	$4,955.00
A003	113	ASST CRT COOR	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$4,955.00	$0.00	$0.00	$4,955.00
			$0.00	$0.00	$0.00		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,945.00	$0.00	$0.00	$19,945.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-423-00-320-014-0

AI - 29859

DRUG COURT

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ADULT SUPERVISION OFFICER	$0.00	$43,335.00	$43,335.00	0	$0.00	$0.00	$43,335.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$0.00	$43,335.00	$43,335.00		$0.00	$0.00	$43,335.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-423-00-320-034-0

AI - 29859

ALTERNATIVE INCARCERATION PRG

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	ADULT SUPERVISION OFFICER	$0.00	$42,000.00	$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
0002	113	ADULT SUPERVISION OFFICER	$0.00	$42,000.00	$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
0003	113	SECURITY TECHNICIAN	$0.00	$31,000.00	$31,000.00	0	$0.00	$0.00	$31,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0004	113	SECURITY TECHNICIAN	$0.00	$31,000.00	$31,000.00	0	$0.00	$0.00	$31,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$0.00	$146,000.00	$146,000.00		$0.00	$0.00	$146,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-414-00-130-001-0

AI - 29859

ELECTIONS

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	ELECTIONS ADMIN				$73,500.00	$73,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$73,500.00
0007	113	FIELD SERVICE SPECIALIST II	10	1	$37,109.00	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,109.00
0010	113	ACCOUNTING CLERK II	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0011	113	EXECUTIVE ASSISTANT I	11	4	$44,287.00	$44,287.00	$44,410.00	$420.00	$0.00	$0.00	$0.00	$0.00	$44,830.00
0014	113	VOTER REGISTRATION SPCLST II	6	1	$27,276.00	$27,276.00	$27,276.00	$300.00	$0.00	$0.00	$0.00	$0.00	$27,576.00
0015	113	ADMINISTRATIVE ASSISTANT III	8	1	$31,815.00	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,815.00
0016	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,500.00
0017	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0018	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0020	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0021	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	VOTER REGISTRATION SPCLST I	5	1	$25,256.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0085	113	EXECUTIVE ASSISTANT I	11	2	$41,481.00	$41,481.00	$41,481.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$42,861.00
0086	113	ELECTIONS PROJECT COORDINATOR	10	1	$37,109.00	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,109.00
0109	113	ACCOUNTANT II	10	2	$38,408.00	$38,408.00	$38,408.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,408.00
0120	113	ELECTIONS SYSTEM MANAGER	15	1	$54,526.00	$54,526.00	$54,526.00	$0.00	$0.00	$0.00	$0.00	$0.00	$54,526.00
0121	113	ELECTIONS SPECIALIST II	9	1	$34,360.00	$34,360.00	$34,360.00	$300.00	$0.00	$0.00	$0.00	$0.00	$34,660.00
0122	113	FIELD SERVICE SPECIALIST I	8	1	$31,815.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T123	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T124	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
T125	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
T126	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T127	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-414-00-130-001-0

AI - 29859

ELECTIONS

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
T128	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T129	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$17,636.00
T130	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T131	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T132	121	DATA ENTRY CLERK I	1	0	$17,636.00	$17,636.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0133	113	GIS OPERATOR ASSISTANT	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0134	113	ELECTIONS SPECIALIST I	7	1	$29,458.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0135	113	ELECTIONS SPECIALIST I	7	0	$27,985.00	$27,985.00	$27,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,985.00
0136	113	FIELD SERVICE SPECIALIST I	8	0	$30,224.00	$30,224.00	$30,224.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,224.00
0137	113	FIELD SERVICE SPECIALIST II	10	1	$37,109.00	$37,109.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,109.00
					$890,658.00	$964,158.00	$801,638.00	$2,400.00	$0.00	$0.00	$0.00	$0.00	$804,038.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-415-21-170-001-0

AI - 29859

CO. AUDITOR

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	COUNTY AUDITOR	$0.00	$114,442.00	$114,442.00	0	$0.00	$0.00	$114,442.00	$114,442.00	$300.00	$0.00	$2,500.00	$6,000.00	$0.00	$123,242.00
0002	113	FIRST ASSISTANT AUDITOR	$92,582.00	$0.00	$92,582.00	0	$0.00	$0.00	$92,582.00	$89,554.00	$660.00	$0.00	$1,500.00	$0.00	$0.00	$91,714.00
0003	113	DIRECTOR OF AUDIT DIVISION	$73,495.00	$0.00	$73,495.00	0	$0.00	$0.00	$73,495.00	$73,495.00	$900.00	$0.00	$1,500.00	$0.00	$0.00	$75,895.00
0004	113	DIRECTOR OF ACCOUNTING DIVISION	$73,495.00	$0.00	$73,495.00	0	$0.00	$0.00	$73,495.00	$73,495.00	$660.00	$0.00	$0.00	$0.00	$0.00	$74,155.00
0005	113	FINANCIAL ACCOUNTING SUPERVISO	$58,342.00	$0.00	$58,342.00	0	$0.00	$0.00	$58,342.00	$54,526.00	$0.00	$0.00	$0.00	$0.00	$0.00	$54,526.00
0006	113	COMPLIANCE AUDIT SUPERVISOR	$53,291.00	$1,235.00	$54,526.00	0	$0.00	$0.00	$54,526.00	$54,526.00	$360.00	$0.00	$0.00	$0.00	$0.00	$54,886.00
0007	113	REVENUE AUDIT SUPERVISOR	$53,291.00	$1,235.00	$54,526.00	0	$0.00	$0.00	$54,526.00	$54,526.00	$480.00	$0.00	$0.00	$0.00	$0.00	$55,006.00
0008	113	ACCOUNTS PAYABLE SUPERVISOR	$58,342.00	$0.00	$58,342.00	0	$0.00	$0.00	$58,342.00	$56,434.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$57,694.00
0009	113	GRANTS ACCOUNTING SUPERVISOR	$58,342.00	$0.00	$58,342.00	0	$0.00	$0.00	$58,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0010	113	ACCOUNTANT II	$42,305.00	$0.00	$42,305.00	0	$0.00	$0.00	$42,305.00	$41,006.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,006.00
0011	113	INTERNAL AUDITOR I	$37,969.00	$0.00	$37,969.00	0	$0.00	$0.00	$37,969.00	$36,766.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$38,266.00
0012	113	SYSTEM SUPPORT SPECIALIST I	$47,093.00	$0.00	$47,093.00	0	$0.00	$0.00	$47,093.00	$46,200.00	$0.00	$0.00	$0.00	$0.00	$0.00	$46,200.00
0013	113	INTERNAL AUDITOR I	$37,969.00	$0.00	$37,969.00	0	$0.00	$0.00	$37,969.00	$36,766.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$38,266.00
0014	113	ACCOUNTANT III	$50,859.00	$0.00	$50,859.00	0	$0.00	$0.00	$50,859.00	$50,859.00	$540.00	$0.00	$0.00	$0.00	$0.00	$51,399.00
0015	113	INTERNAL AUDITOR II	$51,302.00	($11,224.00)	$40,078.00	0	$0.00	$0.00	$40,078.00	$40,078.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$41,578.00
0016	113	INTERNAL AUDITOR I	$39,172.00	$0.00	$39,172.00	0	$0.00	$0.00	$39,172.00	$34,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,360.00
0017	113	ACCOUNTANT II	$44,903.00	$0.00	$44,903.00	0	$0.00	$0.00	$44,903.00	$36,271.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,271.00
0018	113	ACCOUNTANT I	$37,385.00	$0.00	$37,385.00	0	$0.00	$0.00	$37,385.00	$35,157.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,157.00
0019	113	INTERNAL AUDITOR I	$37,969.00	$0.00	$37,969.00	0	$0.00	$0.00	$37,969.00	$35,563.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,563.00
0020	113	INTERNAL AUDITOR II	$40,078.00	$0.00	$40,078.00	0	$0.00	$0.00	$40,078.00	$40,078.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$41,578.00
0021	113	ACCOUNTANT I	$37,385.00	$0.00	$37,385.00	0	$0.00	$0.00	$37,385.00	$37,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,385.00
0022	113	ACCOUNTANT II	$42,305.00	$0.00	$42,305.00	0	$0.00	$0.00	$42,305.00	$41,006.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$42,506.00
0023	113	TECHNICIAN IV	$44,903.00	$0.00	$44,903.00	0	$0.00	$0.00	$44,903.00	$44,903.00	$420.00	$0.00	$0.00	$0.00	$0.00	$45,323.00
0024	113	INTERNAL AUDITOR I	$37,969.00	$0.00	$37,969.00	0	$0.00	$0.00	$37,969.00	$35,563.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,563.00
0025	113	ACCOUNTANT I	$37,385.00	$0.00	$37,385.00	0	$0.00	$0.00	$37,385.00	$32,929.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$34,429.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1100-415-21-170-001-0

AI - 29859

CO. AUDITOR

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0026	113	ADMINISTRATIVE ASSISTANT II	$34,043.00	($82.00)	$33,961.00	0	$0.00	$0.00	$33,961.00	$31,096.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,096.00
0027	113	INTERNAL AUDITOR I	$37,969.00	$0.00	$37,969.00	0	$0.00	$0.00	$37,969.00	$35,563.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,563.00
0028	113	ACCOUNTS PAYABLE SPECIALIST II	$37,385.00	$0.00	$37,385.00	0	$0.00	$0.00	$37,385.00	$37,385.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$38,405.00
0029	113	ACCOUNTS PAYABLE SPECIALIST II	$34,043.00	$0.00	$34,043.00	0	$0.00	$0.00	$34,043.00	$32,929.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,929.00
0030	113	ACCOUNTS PAYABLE SPECIALIST II	$32,929.00	$0.00	$32,929.00	0	$0.00	$0.00	$32,929.00	$30,141.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,141.00
0031	113	ACCOUNTS PAYABLE SPECIALIST I	$33,006.00	$0.00	$33,006.00	0	$0.00	$0.00	$33,006.00	$32,051.00	$480.00	$0.00	$0.00	$0.00	$0.00	$32,531.00
0032	113	ACCOUNTING CLERK I	$33,006.00	$0.00	$33,006.00	0	$0.00	$0.00	$33,006.00	$27,276.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,276.00
0033	113	ADMINISTRATIVE ASSISTANT II	$33,006.00	$0.00	$33,006.00	0	$0.00	$0.00	$33,006.00	$33,006.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$34,446.00
0034	113	ACCOUNTS PAYABLE SPECIALIST III	$37,109.00	$0.00	$37,109.00	0	$0.00	$0.00	$37,109.00	$37,109.00	$360.00	$0.00	$0.00	$0.00	$0.00	$37,469.00
0035	113	ACCOUNTS PAYABLE SPECIALIST II	$34,043.00	$0.00	$34,043.00	0	$0.00	$0.00	$34,043.00	$34,043.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,043.00
0036	113	ACCOUNTS PAYABLE SPECIALIST I	$33,006.00	$0.00	$33,006.00	0	$0.00	$0.00	$33,006.00	$30,141.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,141.00
0037	113	ADMINISTRATIVE ASSISTANT I	$30,726.00	$21.00	$30,747.00	0	$0.00	$0.00	$30,747.00	$24,203.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,203.00
0038	113	ACCOUNTS PAYABLE SPECIALIST I	$33,006.00	$0.00	$33,006.00	0	$0.00	$0.00	$33,006.00	$31,096.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,096.00
0039	113	ACCOUNTS PAYABLE SPECIALIST I	$33,006.00	$0.00	$33,006.00	0	$0.00	$0.00	$33,006.00	$29,186.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,186.00
0040	113	ACCOUNTS PAYABLE SPECIALIST I	$27,276.00	$0.00	$27,276.00	0	$0.00	$0.00	$27,276.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,000.00
0041	113	ACCOUNTANT II	$44,903.00	$0.00	$44,903.00	0	$0.00	$0.00	$44,903.00	$44,903.00	$300.00	$0.00	$0.00	$0.00	$0.00	$45,203.00
0042	113	ACCOUNTANT II	$41,006.00	$0.00	$41,006.00	0	$0.00	$0.00	$41,006.00	$38,408.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,408.00
0043	113	ACCOUNTS PAYABLE SPECIALIST I	$33,006.00	$0.00	$33,006.00	0	$0.00	$0.00	$33,006.00	$29,186.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,186.00
0044	113	ACCOUNTS PAYABLE SPECIALIST I	$37,385.00	$0.00	$37,385.00	0	$0.00	($4,379.00)	$33,006.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0045	113	ACCOUNTS PAYABLE SPECIALIST I	$33,006.00	$0.00	$33,006.00	0	$0.00	$0.00	$33,006.00	$30,141.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,141.00
			$1,880,996.00	$105,627.00	$1,986,623.00		$0.00	($4,379.00)	$1,982,244.00	$1,833,007.00	$9,180.00	$0.00	$14,500.00	$6,000.00	$0.00	$1,862,687.00

HIDALGO COUNTY
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AI - 29859

CONSTABLE PCT. 4

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	CONSTABLE				$68,190.00	$68,190.00	$0.00	$0.00	$3,300.00	$8,000.00	$0.00	$79,490.00
0002	113	CHIEF DEPUTY CONSTABLE II STEP I				$50,578.00	$50,578.00	$300.00	$0.00	$4,800.00	$0.00	$0.00	$55,678.00
0003	113	SR. DEPUTY CONSTABLE STEP II				$43,263.00	$43,263.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$44,943.00
0005	113	DEPUTY CONSTABLE STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0006	113	SR. DEPUTY CONSTABLE STEP I				$41,800.00	$41,800.00	$300.00	$0.00	$1,800.00	$0.00	$0.00	$43,900.00
0007	113	DEPUTY CONSTABLE STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$39,200.00
0008	113	ADMINISTRATIVE ASSISTANT I	4	4	$25,839.00	$25,839.00	$26,090.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,090.00
0009	113	DEPUTY CONSTABLE STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$600.00	$0.00	$0.00	$38,600.00
0010	113	SR. DEPUTY CONSTABLE STEP III				$44,777.00	$44,777.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$46,697.00
0011	113	DEPUTY CONSTABLE STEP I				$38,000.00	$38,000.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$41,000.00
0012	113	SR. DEPUTY CONST STEP III - PEACE OFF BP	0	0	$0.00	$44,777.00	$44,777.00	$540.00	$0.00	$1,200.00	$0.00	$0.00	$46,517.00
0013	113	SR. DEPUTY CONSTABLE STEP I	0	0	$0.00	$41,800.00	$41,800.00	$0.00	$0.00	$0.00	$0.00	$0.00	$41,800.00
0014	113	SR. DEPUTY CONST STEP I-PEACE OFF BP	0	0	$0.00	$41,800.00	$41,800.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$43,000.00
0016	113	SR. DEP CONST STEP I - BIKE PATROL	0	0	$0.00	$41,800.00	$41,800.00	$300.00	$0.00	$0.00	$0.00	$0.00	$42,100.00
0017	113	DEPUTY CONSTABLE STEP I	0	0	$0.00	$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0018	113	ADMINISTRATIVE ASSISTANT I	4	1	$23,385.00	$23,385.00	$23,385.00	$420.00	$0.00	$0.00	$0.00	$0.00	$23,805.00
0019	113	SERGEANT STEP III	0	0	$0.00	$49,255.00	$49,255.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$51,295.00
					$49,224.00	$707,264.00	$707,515.00	$3,900.00	$0.00	$20,700.00	$8,000.00	$0.00	$740,115.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

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SANITATION PCT.1

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0004	113	ACCOUNTS PAYABLE CLERK	$34,817.00	$0.00	$34,817.00	0	$0.00	$0.00	$34,817.00	$34,817.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,817.00
0005	113	MAINTENANCE III	$33,093.00	$0.00	$33,093.00	0	$0.00	$0.00	$33,093.00	$33,093.00	$0.00	$0.00	$0.00	$0.00	$0.00	$33,093.00
0006	113	TRUCK DRIVER III	$31,245.00	$0.00	$31,245.00	0	$0.00	$0.00	$31,245.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,000.00
0007	113	HEAVY EQUIPMENT OPERATOR I	$28,980.00	$0.00	$28,980.00	0	$0.00	$0.00	$28,980.00	$28,980.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,980.00
0008	113	TRUCK DRIVER III	$27,552.00	$0.00	$27,552.00	0	$0.00	$0.00	$27,552.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,000.00
0009	113	ATTENDANT	$27,245.00	$0.00	$27,245.00	0	$0.00	$0.00	$27,245.00	$27,245.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,245.00
0012	113	MAINTENANCE II	$25,236.00	$0.00	$25,236.00	0	$0.00	$0.00	$25,236.00	$25,236.00	$420.00	$0.00	$0.00	$0.00	$0.00	$25,656.00
0014	113	MAINTENANCE I	$24,350.00	$0.00	$24,350.00	0	$0.00	$0.00	$24,350.00	$23,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,385.00
0017	113	ATTENDANT	$23,985.00	$0.00	$23,985.00	0	$0.00	$0.00	$23,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0018	113	ATTENDANT	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0019	113	ATTENDANT	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0023	113	HEAVY EQUIPMENT OPERATOR II	$28,000.00	$0.00	$28,000.00	0	$0.00	$0.00	$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0027	113	GENERAL FOREMAN	$41,481.00	$13,519.00	$55,000.00	0	$0.00	$0.00	$55,000.00	$49,975.00	$660.00	$0.00	$0.00	$0.00	$0.00	$50,635.00
0030	113	HEAVY EQUIPMENT OPERATOR II	$0.00	$29,458.00	$29,458.00	0	$0.00	$0.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0031	113	HEAVY EQUIPMENT OPERATOR II	$0.00	$29,458.00	$29,458.00	0	$0.00	$0.00	$29,458.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,908.00
0032	113	HEAVY EQUIPMENT OPERATOR II	$0.00	$29,458.00	$29,458.00	0	$0.00	$0.00	$29,458.00	$29,458.00	$360.00	$0.00	$0.00	$0.00	$0.00	$29,818.00
0033	113	ACCOUNTS PAYABLE SPECIALIST I	$0.00	$28,231.00	$28,231.00	0	$0.00	$0.00	$28,231.00	$28,231.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,231.00
0034	113	SUPERVISOR	$0.00	$37,969.00	$37,969.00	0	$0.00	$0.00	$37,969.00	$37,969.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,969.00
			$370,674.00	$168,093.00	$538,767.00		$0.00	$0.00	$538,767.00	$500,445.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$501,885.00

HIDALGO COUNTY
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2012 SALARY SCHEDULE - REVISED

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PCT 1 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0012	113	SP/PROJ COORD	$39,322.00	$0.00	$39,322.00	0	$0.00	$0.00	$39,322.00	$39,322.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,322.00
0019	113	TRUCK DRIVER I	$34,167.00	$0.00	$34,167.00	0	$0.00	$0.00	$34,167.00	$34,167.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,167.00
0020	113	HEAVY EQUIPMENT OPERATOR III	$34,167.00	$0.00	$34,167.00	0	$0.00	$0.00	$34,167.00	$34,167.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$35,607.00
0022	113	HEAVY EQUIPMENT OPERATOR I	$34,167.00	$0.00	$34,167.00	0	$0.00	$0.00	$34,167.00	$34,167.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$35,187.00
0023	113	MAINTENANCE III	$34,167.00	$0.00	$34,167.00	0	$0.00	$0.00	$34,167.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	MAINTENANCE II	$34,167.00	$0.00	$34,167.00	0	$0.00	$0.00	$34,167.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
0025	113	MAINTENANCE III	$34,167.00	$0.00	$34,167.00	0	$0.00	$0.00	$34,167.00	$34,167.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,167.00
0029	113	MECHANIC II	$32,578.00	$0.00	$32,578.00	0	$0.00	$0.00	$32,578.00	$32,578.00	$480.00	$0.00	$0.00	$0.00	$0.00	$33,058.00
0030	113	HEAVY EQUIPMENT OPERATOR II	$31,771.00	$0.00	$31,771.00	0	$0.00	$0.00	$31,771.00	$31,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,771.00
0031	113	MAINTENANCE III	$31,190.00	$0.00	$31,190.00	0	$0.00	$0.00	$31,190.00	$31,190.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,190.00
0036	113	HEAVY EQUIPMENT OPERATOR II	$29,852.00	$0.00	$29,852.00	0	$0.00	$0.00	$29,852.00	$23,169.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,169.00
0037	113	MAINTENANCE II	$29,852.00	$0.00	$29,852.00	0	$0.00	$0.00	$29,852.00	$26,201.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,201.00
0038	113	HEAVY EQUIPMENT OPERATOR II	$29,852.00	$0.00	$29,852.00	0	$0.00	$0.00	$29,852.00	$29,852.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,852.00
0039	113	TRUCK DRIVER III	$29,031.00	$0.00	$29,031.00	0	$0.00	$0.00	$29,031.00	$29,031.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,331.00
0041	113	TRUCK DRIVER III	$28,026.00	$0.00	$28,026.00	0	$0.00	$0.00	$28,026.00	$28,026.00	$960.00	$0.00	$0.00	$0.00	$0.00	$28,986.00
0042	113	MAINTENANCE II	$27,562.00	$0.00	$27,562.00	0	$0.00	$0.00	$27,562.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0043	113	TRUCK DRIVER III	$27,562.00	$0.00	$27,562.00	0	$0.00	$0.00	$27,562.00	$27,562.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,562.00
0044	113	TRUCK DRIVER I	$26,607.00	$0.00	$26,607.00	0	$0.00	$0.00	$26,607.00	$26,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,607.00
0046	113	HEAVY EQUIPMENT OPERATOR I	$26,334.00	$0.00	$26,334.00	0	$0.00	$0.00	$26,334.00	$26,334.00	$600.00	$0.00	$0.00	$0.00	$0.00	$26,934.00
0048	113	TRUCK DRIVER III	$26,000.00	$0.00	$26,000.00	0	$0.00	$0.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0049	113	TRUCK DRIVER III	$26,000.00	$0.00	$26,000.00	0	$0.00	$0.00	$26,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0053	113	MAINTENANCE I	$25,236.00	$0.00	$25,236.00	0	$0.00	$0.00	$25,236.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,635.00
0055	113	DATA ENTRY CLERK	$23,988.00	$0.00	$23,988.00	0	$0.00	$0.00	$23,988.00	$23,988.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,988.00
0056	113	TRUCK DRIVER III	$23,985.00	$0.00	$23,985.00	0	$0.00	$0.00	$23,985.00	$23,985.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,985.00
0057	113	MAINTENANCE I	$23,635.00	$0.00	$23,635.00	0	$0.00	$0.00	$23,635.00	$23,114.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,114.00

HIDALGO COUNTY
COMMISSIONER COURT
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AI - 29859

PCT 1 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0073	113	MAINTENANCE III	$33,600.00	$0.00	$33,600.00	0	$0.00	$0.00	$33,600.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0078	113	DIESEL MECHANIC	$42,000.00	$0.00	$42,000.00	0	$0.00	$0.00	$42,000.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,000.00
0080	113	MATERIAL MANAGEMENT MANAGER	$40,000.00	$0.00	$40,000.00	0	$0.00	$0.00	$40,000.00	$40,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,000.00
0085	113	EXECUTIVE ASST	$59,568.00	$0.00	$59,568.00	0	$0.00	$0.00	$59,568.00	$59,568.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	$64,568.00
0090	113	ADMINISTRATIVE ASSISTANT V	$49,000.00	$0.00	$49,000.00	0	$0.00	$0.00	$49,000.00	$49,000.00	$540.00	$0.00	$0.00	$0.00	$0.00	$49,540.00
0091	113	DIRECTOR OF ROAD & BRIDGE	$57,555.00	$12,445.00	$70,000.00	0	$0.00	$0.00	$70,000.00	$65,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$65,000.00
0093	113	HEAVY EQUIPMENT OPERATOR II	$25,256.00	$0.00	$25,256.00	0	$0.00	$0.00	$25,256.00	$25,256.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,256.00
0095	113	MAINTENANCE III	$23,993.00	$0.00	$23,993.00	0	$0.00	$0.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0096	113	TRAFFIC SPECIALIST I	$20,049.00	$0.00	$20,049.00	0	$0.00	$0.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0097	113	TRAFFIC SPECIALIST I	$20,049.00	$0.00	$20,049.00	0	$0.00	$0.00	$20,049.00	$20,049.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,049.00
0099	113	CLERK I	$21,164.00	$0.00	$21,164.00	0	$0.00	$0.00	$21,164.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0100	113	CLERK III	$23,993.00	$0.00	$23,993.00	0	$0.00	$0.00	$23,993.00	$23,993.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,993.00
0101	113	CREW LEADER II	$0.00	$42,000.00	$42,000.00	0	$0.00	$0.00	$42,000.00	$39,500.00	$540.00	$0.00	$0.00	$0.00	$0.00	$40,040.00
0102	113	SUPERVISOR	$0.00	$36,766.00	$36,766.00	0	$0.00	$0.00	$36,766.00	$36,766.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,766.00
0103	113	ASSET MANAGEMENT SUPERVISOR	$0.00	$52,254.00	$52,254.00	0	$0.00	$0.00	$52,254.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,000.00
0104	113	SHOP FOREMAN	$0.00	$42,000.00	$42,000.00	0	$0.00	$0.00	$42,000.00	$42,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,000.00
0105	113	VECTOR SPECIALIST	$0.00	$32,051.00	$32,051.00	0	$0.00	$0.00	$32,051.00	$32,051.00	$780.00	$0.00	$0.00	$0.00	$0.00	$32,831.00
0106	113	CREW LEADER II	$0.00	$41,578.00	$41,578.00	0	$0.00	$0.00	$41,578.00	$41,578.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$42,658.00
0107	113	SAFETY COORDINATOR	$0.00	$38,000.00	$38,000.00	0	$0.00	$0.00	$38,000.00	$38,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,000.00
0108	113	TRUCK DRIVER III	$0.00	$30,489.00	$30,489.00	0	$0.00	$0.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0109	113	HEAVY EQUIPMENT OPERATOR III	$0.00	$29,458.00	$29,458.00	0	$0.00	$0.00	$29,458.00	$29,458.00	$360.00	$0.00	$0.00	$0.00	$0.00	$29,818.00
0110	113	TRUCK DRIVER III	$0.00	$30,489.00	$30,489.00	0	$0.00	$0.00	$30,489.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0111	113	CREW LEADER II	$0.00	$38,500.00	$38,500.00	0	$0.00	$0.00	$38,500.00	$38,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,500.00
0112	113	CREW LEADER II	$0.00	$38,500.00	$38,500.00	0	$0.00	$0.00	$38,500.00	$38,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,500.00
0113	113	CREW LEADER I	$0.00	$31,520.00	$31,520.00	0	$0.00	$0.00	$31,520.00	$31,520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,520.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

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AI - 29859

PCT 1 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0114	113	TRUCK DRIVER III	$0.00	$30,489.00	$30,489.00	0	$0.00	$0.00	$30,489.00	$30,489.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,489.00
0115	113	MAINTENANCE III	$0.00	$38,000.00	$38,000.00	0	$0.00	$0.00	$38,000.00	$38,000.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,660.00
0116	113	ACCOUNTS PAYABLE SPECIALIST I	$0.00	$28,231.00	$28,231.00	0	$0.00	$0.00	$28,231.00	$28,231.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,231.00
0117	113	MECHANIC II	$0.00	$28,231.00	$28,231.00	0	$0.00	$0.00	$28,231.00	$28,231.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,231.00
0118	113	TRAFFIC CONTROL SUPERVISOR	$0.00	$37,000.00	$37,000.00	0	$0.00	$0.00	$37,000.00	$37,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,000.00
0119	113	TRUCK DRIVER II	$0.00	$27,908.00	$27,908.00	0	$0.00	$0.00	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,908.00
0120	113	TRUCK DRIVER III	$0.00	$29,458.00	$29,458.00	0	$0.00	$0.00	$29,458.00	$29,458.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,458.00
0121	113	TRUCK DRIVER II	$0.00	$27,908.00	$27,908.00	0	$0.00	$0.00	$27,908.00	$27,908.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,908.00
0122	113	RIGHT OF WAY AGENT V	$0.00	$64,066.00	$64,066.00	0	$0.00	$0.00	$64,066.00	$64,066.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$65,446.00
0123	113	RIGHT OF WAY AGENT V	$0.00	$62,475.00	$62,475.00	0	$0.00	$0.00	$62,475.00	$62,475.00	$0.00	$0.00	$0.00	$0.00	$0.00	$62,475.00
0124	113	SUPERVISOR	$0.00	$37,969.00	$37,969.00	0	$0.00	$0.00	$37,969.00	$37,969.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,969.00
0125	113	CREW LEADER II	$0.00	$40,375.00	$40,375.00	0	$0.00	$0.00	$40,375.00	$40,375.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,375.00
			$1,159,612.00	$948,160.00	$2,107,772.00		$0.00	$0.00	$2,107,772.00	$1,899,871.00	$10,140.00	$0.00	$0.00	$5,000.00	$0.00	$1,915,011.00

HIDALGO COUNTY
COMMISSIONER COURT
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PARKS PCT.1

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0002	113	FOREMAN	$39,966.00	$0.00	$39,966.00	0	$0.00	$0.00	$39,966.00	$39,966.00	$660.00	$0.00	$0.00	$0.00	$0.00	$40,626.00
0003	113	MECHANIC III	$34,989.00	$0.00	$34,989.00	0	$0.00	$0.00	$34,989.00	$34,989.00	$660.00	$0.00	$0.00	$0.00	$0.00	$35,649.00
0004	113	ACCOUNTS PAYABLE CLERK	$36,750.00	$0.00	$36,750.00	0	$0.00	$0.00	$36,750.00	$36,750.00	$540.00	$0.00	$0.00	$0.00	$0.00	$37,290.00
0007	113	CLERK/RECEPTIONIST	$28,301.00	$0.00	$28,301.00	0	$0.00	$0.00	$28,301.00	$28,301.00	$600.00	$0.00	$0.00	$0.00	$0.00	$28,901.00
0008	113	MAINTENANCE II	$26,607.00	$0.00	$26,607.00	0	$0.00	$0.00	$26,607.00	$26,607.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,607.00
0010	113	HEAVY EQUIPMENT OPERATOR III	$26,607.00	$0.00	$26,607.00	0	$0.00	$0.00	$26,607.00	$26,607.00	$900.00	$0.00	$0.00	$0.00	$0.00	$27,507.00
0012	113	MAINTENANCE I	$25,032.00	$0.00	$25,032.00	0	$0.00	$0.00	$25,032.00	$20,710.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,710.00
0013	113	MAINTENANCE I	$24,350.00	$0.00	$24,350.00	0	$0.00	$0.00	$24,350.00	$21,814.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,814.00
0014	113	MAINTENANCE I	$24,350.00	$0.00	$24,350.00	0	$0.00	$0.00	$24,350.00	$24,204.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,204.00
0016	113	MAINTENANCE II	$23,635.00	$0.00	$23,635.00	0	$0.00	$0.00	$23,635.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,635.00
0017	113	MAINTENANCE II	$23,635.00	$0.00	$23,635.00	0	$0.00	$0.00	$23,635.00	$23,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,635.00
0018	113	MAINTENANCE II	$23,635.00	$0.00	$23,635.00	0	$0.00	$0.00	$23,635.00	$23,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,635.00
0019	113	MAINTENANCE I	$22,710.00	$0.00	$22,710.00	0	$0.00	$0.00	$22,710.00	$22,710.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,710.00
0020	113	MAINTENANCE II	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$21,635.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,635.00
0022	113	DIRECTOR OF PARKS	$0.00	$55,000.00	$55,000.00	0	$0.00	$0.00	$55,000.00	$50,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$50,000.00
0023	113	TRUCK DRIVER III	$0.00	$29,458.00	$29,458.00	0	$0.00	$0.00	$29,458.00	$29,458.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$30,478.00
0024	113	TRAFFIC SPECIALIST I	$0.00	$27,276.00	$27,276.00	0	$0.00	$0.00	$27,276.00	$27,276.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,276.00
			$382,912.00	$111,734.00	$494,646.00		$0.00	$0.00	$494,646.00	$479,932.00	$4,380.00	$0.00	$0.00	$0.00	$0.00	$484,312.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

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PCT 1 DRAIN IMPRV PRJ

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0004	113	HEAVY EQUIP OP	$40,425.00	$0.00	$40,425.00	0	$0.00	$0.00	$40,425.00	$40,425.00	$780.00	$0.00	$0.00	$0.00	$0.00	$41,205.00
0005	113	EXCAVATOR/HEAVY EQUIPMENT OPERATOR	$40,425.00	$0.00	$40,425.00	0	$0.00	$0.00	$40,425.00	$40,425.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,905.00
0007	113	BACKHOE-HEAVY EQUIPMENT OPERATOR	$31,500.00	$0.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00
0008	113	HEAVY EQUIPMENT OPERATOR III	$31,500.00	$0.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00
0009	113	PIPE LAYER/FITTER	$27,000.00	$0.00	$27,000.00	0	$0.00	$0.00	$27,000.00	$24,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,000.00
0010	113	PIPE LAYER/FITTER	$27,000.00	$0.00	$27,000.00	0	$0.00	$0.00	$27,000.00	$23,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,000.00
0011	113	LABORER-DRAINAGE/CONSTRUCTION	$22,000.00	$0.00	$22,000.00	0	$0.00	$0.00	$22,000.00	$22,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,000.00
0014	113	LABORER-DRAINAGE/CONSTRUCTION	$22,000.00	$0.00	$22,000.00	0	$0.00	$0.00	$22,000.00	$22,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,000.00
0015	113	DIRECTOR OF CONSTRUCTION	$47,963.00	$0.00	$47,963.00	0	$0.00	$0.00	$47,963.00	$47,963.00	$0.00	$0.00	$0.00	$0.00	$0.00	$47,963.00
0016	113	GENERAL FOREMAN	$0.00	$55,000.00	$55,000.00	0	$0.00	$0.00	$55,000.00	$49,500.00	$600.00	$0.00	$0.00	$0.00	$0.00	$50,100.00
0017	113	SUPERVISOR	$0.00	$37,969.00	$37,969.00	0	$0.00	$0.00	$37,969.00	$37,969.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,969.00
			$289,813.00	$92,969.00	$382,782.00		$0.00	$0.00	$382,782.00	$370,282.00	$1,860.00	$0.00	$0.00	$0.00	$0.00	$372,142.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1200-431-00-123-049-0

AI - 29859

PCT 3 DRAIN IMPRV PRJ

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	DIRECTOR OF OPERATIONS	$68,250.00	$0.00	$68,250.00	0	$0.00	$0.00	$68,250.00	$68,250.00	$0.00	$0.00	$0.00	$0.00	$0.00	$68,250.00
0002	113	BACKHOE/ HEAVY EQUIPMENT OPERATOR	$32,640.00	$0.00	$32,640.00	0	$0.00	$0.00	$32,640.00	$32,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,640.00
0003	113	HEAVY EQUIPMENT OPERATOR III	$32,640.00	$0.00	$32,640.00	0	$0.00	$0.00	$32,640.00	$32,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,640.00
0004	113	HEAVY EQUIPMENT OPERATOR III	$32,640.00	$0.00	$32,640.00	0	$0.00	$0.00	$32,640.00	$32,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,640.00
0005	113	BULLDOZER/HEAVY EQUIPMENT OPERATOR	$32,640.00	$0.00	$32,640.00	0	$0.00	$0.00	$32,640.00	$32,640.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,640.00
0006	113	TRUCK DRIVER III	$29,756.00	$0.00	$29,756.00	0	$0.00	$0.00	$29,756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	TRUCK DRIVER III	$29,756.00	$0.00	$29,756.00	0	$0.00	$0.00	$29,756.00	$29,756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,756.00
0008	113	TRUCK DRIVER III	$29,756.00	$0.00	$29,756.00	0	$0.00	$0.00	$29,756.00	$29,756.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,756.00
0009	113	EXCAVATOR/HEAVY EQUIPMENT OPERATOR	$40,425.00	$0.00	$40,425.00	0	$0.00	$0.00	$40,425.00	$40,425.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,425.00
0011	113	LABORER-DRAINAGE/CONSTRUCTION	$24,880.00	$0.00	$24,880.00	0	$0.00	$0.00	$24,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0012	113	PIPE LAYER/FITTER	$27,000.00	$0.00	$27,000.00	0	$0.00	$0.00	$27,000.00	$27,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,000.00
0013	113	PIPE LAYER/FITTER	$27,000.00	$0.00	$27,000.00	0	$0.00	$0.00	$27,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	ASSISTANT DIRECTOR OF CONSTRUCTION	$48,000.00	$0.00	$48,000.00	0	$0.00	$0.00	$48,000.00	$48,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$48,000.00
0015	113	PIPE LAYER/FITTER	$0.00	$28,000.00	$28,000.00	0	$0.00	$0.00	$28,000.00	$28,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,000.00
			$455,383.00	$28,000.00	$483,383.00		$0.00	$0.00	$483,383.00	$401,747.00	$0.00	$0.00	$0.00	$0.00	$0.00	$401,747.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

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AI - 29859

PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 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	$76,955.00	$1,740.00	$0.00	$0.00	$0.00	$0.00	$78,695.00
0002	113	FIXED ASSET MANAGER	$48,916.00	($810.00)	$48,106.00	0	$0.00	$0.00	$48,106.00	$48,106.00	$668.65	$0.00	$4,000.00	$0.00	$0.00	$52,775.00
0003	113	SP/PROJ COORD	$47,592.00	$0.00	$47,592.00	0	$0.00	$0.00	$47,592.00	$47,592.00	$1,135.78	$0.00	$0.00	$0.00	$0.00	$48,727.78
0004	113	ACCOUNTS PAYABLE SPECIALIST III	$42,428.00	$0.00	$42,428.00	0	$0.00	$0.00	$42,428.00	$42,428.00	$1,448.72	$0.00	$2,500.00	$0.00	$0.00	$46,376.72
0006	113	CHIEF ADMINISTRATOR	$37,500.00	$0.00	$37,500.00	0	$0.00	$0.00	$37,500.00	$37,500.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	$42,500.00
0007	113	HEAVY EQUIPMENT OPERATOR III	$42,588.00	$0.00	$42,588.00	0	$0.00	$0.00	$42,588.00	$42,588.00	$600.00	$0.00	$0.00	$0.00	$0.00	$43,188.00
0008	113	HEAVY EQUIPMENT OPERATOR III	$37,659.00	$0.00	$37,659.00	0	$0.00	$0.00	$37,659.00	$37,659.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$38,679.00
0009	113	MECHANIC III	$34,433.00	$0.00	$34,433.00	0	$0.00	$0.00	$34,433.00	$34,433.00	$660.00	$0.00	$0.00	$0.00	$0.00	$35,093.00
0010	113	HEAVY EQUIPMENT OPERATOR II	$32,837.00	$0.00	$32,837.00	0	$0.00	$0.00	$32,837.00	$32,837.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$34,337.00
0012	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,915.00
0013	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0014	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$30,695.00
0015	113	CLERK/RECEPTIONIST	$29,242.00	$0.00	$29,242.00	0	$0.00	$0.00	$29,242.00	$29,242.00	$480.00	$0.00	$1,500.00	$0.00	$0.00	$31,222.00
0016	113	TRUCK DRIVER II	$28,812.00	$0.00	$28,812.00	0	$0.00	$0.00	$28,812.00	$28,812.00	$300.00	$0.00	$0.00	$0.00	$0.00	$29,112.00
0017	113	TRF SA/SPC III	$28,771.00	$0.00	$28,771.00	0	$0.00	$0.00	$28,771.00	$28,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,771.00
0018	113	TRUCK DRIVER III	$28,529.00	$0.00	$28,529.00	0	$0.00	$0.00	$28,529.00	$28,529.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,529.00
0019	113	HEAVY EQUIPMENT OPERATOR I	$28,487.00	$0.00	$28,487.00	0	$0.00	$0.00	$28,487.00	$28,487.00	$600.00	$0.00	$0.00	$0.00	$0.00	$29,087.00
0020	113	HEAVY EQUIPMENT OPERATOR II	$28,398.00	$0.00	$28,398.00	0	$0.00	$0.00	$28,398.00	$28,398.00	$600.00	$0.00	$0.00	$0.00	$0.00	$28,998.00
0021	113	TRUCK DRIVER III	$28,320.00	$0.00	$28,320.00	0	$0.00	$0.00	$28,320.00	$28,320.00	$540.00	$0.00	$0.00	$0.00	$0.00	$28,860.00
0022	113	HEAVY EQUIPMENT OPERATOR II	$28,140.00	$0.00	$28,140.00	0	$0.00	$0.00	$28,140.00	$28,140.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,160.00
0023	113	HEAVY EQUIPMENT OPERATOR II	$27,706.00	$0.00	$27,706.00	0	$0.00	$0.00	$27,706.00	$27,706.00	$600.00	$0.00	$0.00	$0.00	$0.00	$28,306.00
0024	113	HEAVY EQUIPMENT OPERATOR II	$30,294.00	$0.00	$30,294.00	0	$0.00	$0.00	$30,294.00	$30,294.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,294.00
0025	113	MAINTENANCE III	$27,706.00	$0.00	$27,706.00	0	$0.00	$0.00	$27,706.00	$27,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,706.00
0026	113	MECHANIC I	$27,706.00	$0.00	$27,706.00	0	$0.00	$0.00	$27,706.00	$27,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,706.00
0027	113	TIRE REPAIR	$27,706.00	$0.00	$27,706.00	0	$0.00	$0.00	$27,706.00	$27,706.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,006.00
0028	113	HEAVY EQUIPMENT OPERATOR II	$27,413.00	$0.00	$27,413.00	0	$0.00	$0.00	$27,413.00	$27,413.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$28,553.00
0030	113	HEAVY EQUIPMENT OPERATOR II	$25,647.00	$0.00	$25,647.00	0	$0.00	$0.00	$25,647.00	$25,647.00	$480.00	$0.00	$0.00	$0.00	$0.00	$26,127.00
0031	113	MAINTENANCE II	$25,556.00	$0.00	$25,556.00	0	$0.00	$0.00	$25,556.00	$25,556.00	$600.00	$0.00	$0.00	$0.00	$0.00	$26,156.00
0032	113	HEAVY EQUIPMENT OPERATOR II	$24,829.00	$0.00	$24,829.00	0	$0.00	$0.00	$24,829.00	$24,829.00	$600.00	$0.00	$0.00	$0.00	$0.00	$25,429.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1200-431-00-124-007-0

AI - 29859

PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0034	113	HEAVY EQUIPMENT OPERATOR I	$24,829.00	$0.00	$24,829.00	0	$0.00	$0.00	$24,829.00	$24,829.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,829.00
0035	113	HEAVY EQUIPMENT OPERATOR II	$23,808.00	$0.00	$23,808.00	0	$0.00	$0.00	$23,808.00	$23,808.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,808.00
0036	113	HEAVY EQUIPMENT OPERATOR II	$26,308.00	$0.00	$26,308.00	0	$0.00	$0.00	$26,308.00	$26,308.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,308.00
0037	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0038	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0039	113	MAINTENANCE II	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0040	113	MAINTENANCE II	$24,845.00	$0.00	$24,845.00	0	$0.00	$0.00	$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00
0041	113	MAINTENANCE II	$24,845.00	$0.00	$24,845.00	0	$0.00	$0.00	$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00
0042	113	HEAVY EQUIPMENT OPERATOR I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0043	113	MAINTENANCE I	$24,845.00	$0.00	$24,845.00	0	$0.00	$0.00	$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00
0044	113	MAINTENANCE I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0045	113	HEAVY EQUIPMENT OPERATOR II	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0046	113	HEAVY EQUIPMENT OPERATOR I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0047	113	HEAVY EQUIPMENT OPERATOR II	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0048	113	TRF SA/SPC II	$25,741.00	$0.00	$25,741.00	0	$0.00	$0.00	$25,741.00	$25,741.00	$960.00	$0.00	$0.00	$0.00	$0.00	$26,701.00
0049	113	TRAFFIC SAFETY SPECIALIST II/MAINTENANCE	$25,741.00	$0.00	$25,741.00	0	$0.00	$0.00	$25,741.00	$25,741.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,741.00
0050	113	CUSTODIAN	$23,030.00	$0.00	$23,030.00	0	$0.00	$0.00	$23,030.00	$21,028.80	$0.00	$0.00	$0.00	$0.00	$0.00	$21,028.80
0051	113	HEAVY EQUIPMENT OPERATOR II	$27,329.00	$0.00	$27,329.00	0	$0.00	$0.00	$27,329.00	$27,329.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,329.00
0054	113	DIESEL MECHANIC	$42,000.00	$0.00	$42,000.00	0	$0.00	$0.00	$42,000.00	$42,000.00	$840.00	$0.00	$0.00	$0.00	$0.00	$42,840.00
0055	113	ACCOUNTS PAYABLE SPECIALIST I	$28,000.00	$0.00	$28,000.00	0	$0.00	$0.00	$28,000.00	$28,000.00	$900.00	$0.00	$0.00	$0.00	$0.00	$28,900.00
0056	113	ACCOUNTS PAYABLE SPECIALIST I	$27,276.00	$0.00	$27,276.00	0	$0.00	$0.00	$27,276.00	$27,276.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,276.00
0058	113	MECHANIC II	$31,070.00	$0.00	$31,070.00	0	$0.00	$0.00	$31,070.00	$31,070.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,070.00
0059	113	GENERAL OPERATIONS MANAGER	$84,357.00	$0.00	$84,357.00	0	$0.00	$0.00	$84,357.00	$84,357.00	$420.00	$0.00	$0.00	$0.00	$0.00	$84,777.00
0060	113	TECHNICIAN III	$36,271.00	$0.00	$36,271.00	0	$0.00	$0.00	$36,271.00	$36,271.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,271.00
0061	113	DIRECTOR OF ROAD AND BRIDGE	$65,000.00	$0.00	$65,000.00	0	$0.00	$0.00	$65,000.00	$65,000.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$66,260.00
0062	113	FIELD OPERATIONS DIRECTOR II	$0.00	$70,277.00	$70,277.00	0	$0.00	$0.00	$70,277.00	$70,277.00	$0.00	$0.00	$8,723.00	$0.00	$0.00	$79,000.00
0063	113	ASSISTANT FIELD OPERATIONS DIRECTOR	$0.00	$65,974.00	$65,974.00	0	$0.00	$0.00	$65,974.00	$65,974.00	$1,620.00	$0.00	$0.00	$0.00	$0.00	$67,594.00
0064	113	ADMINISTRATIVE ASSISTANT IV	$0.00	$58,434.00	$58,434.00	0	$0.00	$0.00	$58,434.00	$58,434.00	$0.00	$0.00	$0.00	$0.00	$0.00	$58,434.00
0065	113	HEAVY EQUIPMENT OPERATOR II	$0.00	$31,500.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

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AI - 29859

PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0066	113	HEAVY EQUIPMENT OPERATOR II	$0.00	$31,500.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00
0067	113	RIGHT OF WAY AGENT V	$0.00	$64,066.00	$64,066.00	0	$0.00	$0.00	$64,066.00	$64,066.00	$540.00	$0.00	$0.00	$0.00	$0.00	$64,606.00
0068	113	RIGHT OF WAY AGENT V	$0.00	$62,475.00	$62,475.00	0	$0.00	$0.00	$62,475.00	$62,475.00	$0.00	$0.00	$0.00	$0.00	$0.00	$62,475.00
0069	113	EXEC. ASST. FOR COMMUNITY & INTERGOVERNM'TL RELA.	$0.00	$58,888.00	$58,888.00	0	$0.00	$0.00	$58,888.00	$58,888.00	$0.00	$0.00	$0.00	$0.00	$0.00	$58,888.00
0070	113	DIRECTOR OF CONSTRUCTION	$0.00	$48,500.00	$48,500.00	0	$0.00	$0.00	$48,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0071	113	PROGRAM MANAGER	$0.00	$58,888.00	$58,888.00		$0.00	$0.00	$58,888.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0072	113	DIRECTOR OF OPERATIONS	$0.00	$68,825.00	$68,825.00	0	$0.00	$0.00	$68,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$1,715,115.00	$434,259.00	$2,149,374.00		$0.00	$0.00	$2,149,374.00	$2,147,372.80	$23,953.15	$0.00	$16,723.00	$5,000.00	$0.00	$2,193,049.30

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1200-431-00-124-036-0

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PCT 4 DRAIN IMPRV PRJ

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	DIRECTOR OF OPERATIONS	$75,000.00	($9,175.00)	$65,825.00	0	$0.00	$0.00	$65,825.00	$65,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$65,825.00
0003	113	EXCAVATOR- HEAVY EQUIP OP	$40,425.00	$0.00	$40,425.00	0	$0.00	$0.00	$40,425.00	$40,425.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,425.00
0004	113	HEAVY EQUIP OP	$40,425.00	$0.00	$40,425.00	0	$0.00	$0.00	$40,425.00	$40,425.00	$0.00	$0.00	$0.00	$0.00	$0.00	$40,425.00
0005	113	HEAVY EQUIPMENT OPERATOR III	$31,500.00	$0.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0006	113	BACKHOE-HEAVY EQUIPMENT OPER	$31,500.00	$0.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0007	113	HEAVY EQUIPMENT OPERATOR III	$31,500.00	$0.00	$31,500.00	0	$0.00	$0.00	$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00
0009	113	PIPE LAYER/FITTER	$27,000.00	$0.00	$27,000.00	0	$0.00	$0.00	$27,000.00	$27,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,000.00
0010	113	LABORER - DRAINAGE/CONSTRUCTI	$22,000.00	$0.00	$22,000.00	0	$0.00	$0.00	$22,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0014	113	CONSTRUCTION MANAGER	$44,625.00	$0.00	$44,625.00	0	$0.00	$0.00	$44,625.00	$44,625.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,625.00
0015	113	EXCAVATOR/HEAVY EQUIPMENT OP	$42,425.00	$0.00	$42,425.00	0	$0.00	$0.00	$42,425.00	$42,425.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,425.00
0016	113	EXCAVATOR/HEAVY EQUIPMENT OP	$42,425.00	$0.00	$42,425.00	0	$0.00	$0.00	$42,425.00	$42,425.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,425.00
0017	113	EXCAVATOR/HEAVY EQUIPMENT OP	$42,425.00	$0.00	$42,425.00	0	$0.00	$0.00	$42,425.00	$42,425.00	$0.00	$0.00	$0.00	$0.00	$0.00	$42,425.00
0018	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0019	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0020	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0021	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0022	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0023	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0025	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0026	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0027	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0028	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0029	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0030	113	TRUCK DRIVER III	$29,615.00	$0.00	$29,615.00	0	$0.00	$0.00	$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0031	113	DIRECTOR OF CONSTRUCTION	$48,500.00	$0.00	$48,500.00	0	$0.00	$0.00	$48,500.00	$48,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$48,500.00
0032	113	PROGRAM MANAGER	$0.00	$58,888.00	$58,888.00	0	$0.00	$0.00	$58,888.00	$58,888.00	$0.00	$0.00	$0.00	$0.00	$0.00	$58,888.00
0033	113	SAFETY SPECIALIST	$0.00	$36,060.00	$36,060.00	0	$0.00	$0.00	$36,060.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE - REVISED

2-1200-431-00-124-036-0

AI - 29859

PCT 4 DRAIN IMPRV PRJ

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
			$875,130.00	$85,773.00	$960,903.00		$0.00	$0.00	$960,903.00	$810,228.00	$0.00	$0.00	$0.00	$0.00	$0.00	$810,228.00

DATE: December 27, 2011

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2012
Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for Various Departments

ACCOUNT NUMBER: 2-1100-41X-00-XXX-XXX-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				
2-1100-415-00-115-002-0-	899	CO WIDE ADM -	CONTINGENCY	(421,965.64)
TO				
2-1100-421-00-280-001-0-	115	SHERIFF -	LONGEVITY PAY	240.00
2-1100-421-00-280-001-0-	220	SHERIFF -	FICA	18.36
2-1100-421-00-280-001-0-	230	SHERIFF -	RETIREMENT	23.88
2-1100-421-00-280-001-0-	250	SHERIFF -	UNEMPLOYMENT COMP	1.20
2-1100-415-15-140-001-0-	113	TAX OFFICE -	REG F/T EMPLOYEES	25,256.00
2-1100-415-15-140-001-0-	211	TAX OFFICE -	HEALTH INSURANCE	4,164.00
2-1100-415-15-140-001-0-	212	TAX OFFICE -	LIFE INSURANCE	27.00
2-1100-415-15-140-001-0-	220	TAX OFFICE -	FICA	1,932.08
2-1100-415-15-140-001-0-	230	TAX OFFICE -	RETIREMENT	2,512.97
2-1100-415-15-140-001-0-	250	TAX OFFICE -	UNEMPLOYMENT COMP	126.28
2-1100-412-00-080-002-0-	113	CRIMINAL DA -	REG F/T EMPLOYEES	87,064.00
2-1100-412-00-080-002-0-	118	CRIMINAL DA -	AUTO ALLOWANCE	900.00
2-1100-412-00-080-002-0-	211	CRIMINAL DA -	HEALTH INSURANCE	8,328.00
2-1100-412-00-080-002-0-	212	CRIMINAL DA -	LIFE INSURANCE	54.00
2-1100-412-00-080-002-0-	220	CRIMINAL DA -	FICA	6,660.40
2-1100-412-00-080-002-0-	230	CRIMINAL DA -	RETIREMENT	8,662.87
2-1100-412-00-080-002-0-	250	CRIMINAL DA -	UNEMPLOYMENT COMP	435.32
2-1100-412-00-080-002-0-	113	DISTRICT CLERK -	REG F/T EMPLOYEES	25,256.00
2-1100-412-00-080-002-0-	211	DISTRICT CLERK -	HEALTH INSURANCE	4,164.00
2-1100-412-00-080-002-0-	212	DISTRICT CLERK -	LIFE INSURANCE	27.00
2-1100-412-00-080-002-0-	220	DISTRICT CLERK -	FICA	1,932.08
2-1100-412-00-080-002-0-	230	DISTRICT CLERK -	RETIREMENT	2,512.97
2-1100-412-00-080-002-0-	250	DISTRICT CLERK -	UNEMPLOYMENT COMP	126.28
2-1100-423-00-320-034-0	113	ALTERNATIVE INCARCER. PGM	REG F/T EMPLOYEES	146,000.00
2-1100-423-00-320-034-0	211	ALTERNATIVE INCARCER. PGM	HEALTH INSURANCE	20,931.84
2-1100-423-00-320-034-0	212	ALTERNATIVE INCARCER. PGM	LIFE INSURANCE	106.56
2-1100-423-00-320-034-0	220	ALTERNATIVE INCARCER. PGM	FICA	11,169.00
2-1100-423-00-320-034-0	230	ALTERNATIVE INCARCER. PGM	RETIREMENT	14,527.00
2-1100-423-00-320-034-0	250	ALTERNATIVE INCARCER. PGM	UNEMPLOYMENT COMP	730.00
2-1100-423-00-320-034-0	432	ALTERNATIVE INCARCER. PGM	R&M SVCS - EQUIP & VEH	2,000.00
2-1100-423-00-320-034-0	522	ALTERNATIVE INCARCER. PGM	VEHICLE LIABILITY INSURANCE	2,000.00
2-1100-423-00-320-034-0	626	ALTERNATIVE INCARCER. PGM	GASOLINE/ DIESEL	12,000.00
2-1100-423-00-320-034-0	741	ALTERNATIVE INCARCER. PGM	VEHICLES	25,000.00

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-421-00-294-001-0- 113	CONSTABLE PCT. 4 -	REG F/T EMPLOYEES	5,992.00
2-1100-421-00-294-001-0- 220	CONSTABLE PCT. 4 -	FICA	458.39
2-1100-421-00-294-001-0- 230	CONSTABLE PCT. 4 -	RETIREMENT	596.20
2-1100-421-00-294-001-0- 250	CONSTABLE PCT. 4 -	UNEMPLOYMENT COMP	29.96
	TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer to fund deletions, creations, adjusted and reclassification of positions approved after September 27, 2011 (2012 Budget Adoption date) and to fund the Alternative Incarceration Program (AIP) budget.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

/ /

DATE

ATTEST, COUNTY CLERK

DATE: December 15, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for CW MECH SHOP

ACCOUNT NUMBER: 2-1200-431-00-122-004-0-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
748	OTHER EQUIPMENT	113	REG F/T EMPLOYEES	1,843.00
748	OTHER EQUIPMENT	220	FICA	140.99
748	OTHER EQUIPMENT	230	RETIREMENT	183.38
748	OTHER EQUIPMENT	250	UNEMPLOYMENT COMP	9.22
			TOTAL	2,176.59

REASON:
Intradepartmental transfer to fund salary and related fringe benefit for one Mechanic III position, slot. 0007.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 14, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for County Court At Law No. 7

ACCOUNT NUMBER: 2-1100-412-00-027-001-0-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
890	OTHER	113	REG F/T EMPLOYEES	$356,915.00
890	OTHER	116	INTERPRETER PAY	$3,300.00
890	OTHER	118	AUTO ALLOWANCE	$8,000.00
890	OTHER	211	HEALTH INSURANCE	$20,820.00
890	OTHER	212	LIFE INSURANCE	$135.00
890	OTHER	220	FICA	$28,168.45
890	OTHER	230	RETIREMENT	$36,637.39
890	OTHER	250	UNEMPLOYMENT COMP	$1,841.08
			TOTAL	**455,816.92**

REASON:
Intradepartmental Transfer to fund salary and allowances plus related fringe benefit expenditures for the positions created under the CCL #7 after the adoption of the 2012 Budget.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 15, 2011

2012
Appropriation

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Dept. of Budget & Mgmt for Adult Probation - Drug Court

ACCOUNT NUMBER: 2-1100-423-00-320-014-0-XXX

Contact Person: Sylvia Solis **Ph#:** (956) 292-7025 ext. 5423

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

Honorable Commissioners' Court of Hidalgo County:

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

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-423-00-320-014-0-113	Drug Court -	Reg F/T Employees	43,335.00
2-1100-423-00-320-014-0-211	Drug Court -	Health Insurance	5,232.96
2-1100-423-00-320-014-0-212	Drug Court -	Life Insurance	26.64
2-1100-423-00-320-014-0-220	Drug Court -	FICA	3,315.13
2-1100-423-00-320-014-0-230	Drug Court -	Retirement	4,311.83
2-1100-423-00-320-014-0-250	Drug Court -	Unemployment Comp	216.68
	TOTAL BUDGET INCREASE (DECREASE)		**56,438.24**

REASON: To appropriate funding to cover the salary and related fringe benefit expenditures assoiciated with the creation of one (1) full time Adult Supervision Officer position, slot no. 0001, budgeted salary $43,335.00.
Note: Monies are to be unreserved from acct #2-1100-250-10-000-011-0-000 "RESERVED F/B-DRUG COURT COST FEES"

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

__/__/__
DATE

ATTEST COUNTY CLERK

DATE: December 16, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Elections

ACCOUNT NUMBER: 2-1100-414-00-130-001-0-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
123	ELECTION POLL WORKERS	113	REG F/T EMPLOYEES	157,298.00
123	ELECTION POLL WORKERS	211	HEALTH INSURANCE	20,820.00
123	ELECTION POLL WORKERS	212	RETIREMENT	135.00
123	ELECTION POLL WORKERS	220	FICA	12,033.30
123	ELECTION POLL WORKERS	230	RETIREMENT	15,651.15
123	ELECTION POLL WORKERS	250	UNEMPLOYMENT COMP	786.49
			TOTAL	**206,723.94**

REASON:
Intradepartmental transfer to fund salary and related fringe benefit exependitures for the creation of various positions approved by CC after the adoption of the 2012 Budget.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 15, 2011

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2012
Transfer

DEPARTMENT NAME: Dept. of Budget & Mgmt for Pct. 1 Sanitation

ACCOUNT NUMBER: 2-1100-4X2-00-121-0XX-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				
2-1100-452-00-121-013-0-	113	PCT. 1 PARKS -	REG F/T EMPLOYEE	(37,969.00)
2-1100-452-00-121-013-0-	211	PCT. 1 PARKS -	HEALTH INSURANCE	(3,600.00)
2-1100-452-00-121-013-0-	212	PCT. 1 PARKS -	LIFE INSURANCE	(27.00)
2-1100-452-00-121-013-0-	220	PCT. 1 PARKS -	FICA	(2,904.63)
2-1100-452-00-121-013-0-	230	PCT. 1 PARKS -	RETIREMENT	(3,645.02)
2-1100-452-00-121-013-0-	250	PCT. 1 PARKS -	UNEMPLOYMENT COMP	(189.85)
TO				
2-1100-432-00-121-001-0-	113	PCT. 1 SANITATION -	REG F/T EMPLOYEE	37,969.00
2-1100-432-00-121-001-0-	211	PCT. 1 SANITATION -	HEALTH INSURANCE	3,600.00
2-1100-432-00-121-001-0-	212	PCT. 1 SANITATION -	LIFE INSURANCE	27.00
2-1100-432-00-121-001-0-	220	PCT. 1 SANITATION -	FICA	2,904.63
2-1100-432-00-121-001-0-	230	PCT. 1 SANITATION -	RETIREMENT	3,645.02
2-1100-432-00-121-001-0-	250	PCT. 1 SANITATION -	UNEMPLOYMENT COMP	189.85
		TOTAL BUDGET INCREASE (DECREASE)		**0.00**

REASON:

Interdepartmental transfer from Pct. 1 Parks to Pct. 1 Sanitation to cover the salaries and related fringe benefit expenditures for the creation of one (1) Supervisor position, slot no. 0034, budgeted salary $37,969.00 under the Sanitation.

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT

DATE / /

ATTEST, COUNTY CLERK

DATE: December 15, 2011

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Pct. 3 Drainage Improvement Project

ACCOUNT NUMBER: 2-1200-431-00-123-049-0-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
890	OTHER	113	REG F/T EMPLOYEES	28,000.00
890	OTHER	211	HEALTH INS.	4,164.00
890	OTHER	212	LIFE INS.	27.00
890	OTHER	220	FICA	2,142.00
890	OTHER	230	RETIREMENT	2,786.00
890	OTHER	250	UNEMPLOYMENT COMP	140.00
			TOTAL	**37,259.00**

REASON:
Intradepartmental transfer to fund salary and related fringe benefit expenditure for one (1) Pipe Layer/ Fitter position, slot. 0015.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

DATE: December 19, 2011

DEPARTMENT HEAD: Sergio Cruz

2012
Interfund Transfer

DEPARTMENT NAME: Department of Budget & Management for Pct. 3 Sanitation

ACCOUNT NUMBER: **2-1X00-4XX-00-121-0XX-0-XXX**

CONTACT PERSON: Sylvia V. Solis **PHONE:** 292-7025 ext. 5423

SUBJECT: **Interfund & BA - Transfer/s (transfer in/out) (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioner's Court of Hidalgo County:

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

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
FROM			
2-1200-431-00-123-005-0-	113	PCT3 RD MAINT. - REG F/T EMPLOYEES	(39,120.00)
2-1200-431-00-123-005-0-	211	PCT3 RD MAINT. - HEALTH INS	(4,164.00)
2-1200-431-00-123-005-0-	212	PCT3 RD MAINT. - LIFE INS	(27.00)
2-1200-431-00-123-005-0-	220	PCT3 RD MAINT. - FICA	(2,992.68)
2-1200-431-00-123-005-0-	230	PCT3 RD MAINT. - RETIREMENT	(3,892.44)
2-1200-431-00-123-005-0-	250	PCT3 RD MAINT. - UNEMPLOYMENT COMP	(195.60)
2-1200-391-01-000-100-0-	**000**	**Transfers In - General Fund**	**(50,391.72)**
TO			
2-1100-491-01-000-200-0-	**891**	**Transfers Out - R&B CO. WIDE**	**(50,391.72)**
2-1100-432-00-123-001-0-	113	PCT. 3 SANITATION - REG F/T EMPLOYEES	39,120.00
2-1100-432-00-123-001-0-	211	PCT. 3 SANITATION - HEALTH INSURANCE	4,164.00
2-1100-432-00-123-001-0-	212	PCT. 3 SANITATION - LIFE INSURANCE	27.00
2-1100-432-00-123-001-0-	220	PCT. 3 SANITATION - FICA	2,992.68
2-1100-432-00-123-001-0-	230	PCT. 3 SANITATION - RETIREMENT	3,892.44
2-1100-432-00-123-001-0-	250	PCT. 3 SANITATION - UNEMPLOYMENT COMP	195.60
		TOTAL BUDGET INCREASE (DECREASE)	**(50,391.72)**

REASON: Interfund transfer from Pct. 3 Rd Maintenance to Pct.3 Sanitation to fund salary and related fringe benefit expenditures related to the creation of one (1) Truck Driver III & Office Clerk position , slot no.'s 0038 & 0039

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT **DATE** / / **ATTEST COUNTY CLERK**

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: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
Sheriff (1100) / Courthouse Security (1241):
Approval of employee transfers as follows, pursuant to section 3.49 of the Civil Service Commission Rules, previously approved by CC on 09/27/11:

SHERIFF (280-001)

Employee No.	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1100	Dep. Sheriff Step I	0093	113	-	-	38,000.00	0.00	(38,000.00)
1100	Dep. Sheriff Step I (transfer in from crthse sec)	0093	113	-	-	0.00	38,000.00	38,000.00
							TOTAL SALARY	*0.00*
1100	Dep. Sheriff Step I	0093	115	-	-	60.00	0.00	(60.00)
1100	Dep. Sheriff Step I (transfer in from crthse sec)	0093	115	-	-	0.00	300.00	300.00
							TOTAL LONGEVITY	*240.00*
					TOTAL:	38,060.00	38,300.00	240.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-421-00-280-001-0-	113	SHERIFF-	REG F/T EMPLOYEES	$0.00
2-1100-421-00-280-001-0-	115	SHERIFF-	LONGEVITY	$240.00
2-1100-421-00-280-001-0-	211	SHERIFF-	HEALTH	$0.00
2-1100-421-00-280-001-0-	212	SHERIFF-	LIFE	$0.00
2-1100-421-00-280-001-0-	220	SHERIFF-	FICA	$18.36
2-1100-421-00-280-001-0-	230	SHERIFF-	RETIREMENT	$23.88
2-1100-421-00-280-001-0-	250	SHERIFF-	UNEMPLOYMENT COMP	$1.20
2-1100-421-00-280-001-0-	260	SHERIFF-	WORKERS COMP	$0.00
			2012 Budgetary Impact	$283.44

2013 Budgetary Impact: **$283.44**

Possible Funding Sources:
CO. WIDE ADM. - CONTINGENCY

COURTHOUSE SECURITY (115-044)

Employee No.	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1241	Dep. Sheriff Step I	0012	113	-	-	38,000.00	0.00	(38,000.00)
1241	Dep. Sheriff Step I (transfer in from SHERIFF)	0012	113	-	-	0.00	38,000.00	38,000.00
							TOTAL SALARY	*0.00*
1241	Dep. Sheriff Step I	0012	115	-	-	300.00	0.00	(300.00)
1241	Dep. Sheriff Step I (transfer in from SHERIFF)	0012	115	-	-	0.00	60.00	60.00
							TOTAL LONGEVITY	*(240.00)*
					TOTAL:	38,300.00	38,060.00	(240.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1241-421-23-115-044-0-	113	COURTHOUSE SECURITY-	REG F/T EMPLOYEES	$0.00
2-1241-421-23-115-044-0-	115	COURTHOUSE SECURITY-	LONGEVITY	($240.00)
2-1241-421-23-115-044-0-	211	COURTHOUSE SECURITY-	HEALTH	$0.00
2-1241-421-23-115-044-0-	212	COURTHOUSE SECURITY-	LIFE	$0.00
2-1241-421-23-115-044-0-	220	COURTHOUSE SECURITY-	FICA	($18.36)
2-1241-421-23-115-044-0-	230	COURTHOUSE SECURITY-	RETIREMENT	($23.88)
2-1241-421-23-115-044-0-	250	COURTHOUSE SECURITY-	UNEMPLOYMENT COMP	($1.20)
2-1241-421-23-115-044-0-	260	COURTHOUSE SECURITY-	WORKERS COMP	$0.00
			2012 Budgetary Impact	($283.44)

2013 Budgetary Impact: **($283.44)**

Possible Funding Sources:
NO BUDGETARY IMPACT

COMMENTS:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
TAX OFFICE (1100)
Approval to create one (1) regular full time Deputy Clerk I position, slot no. 0136, grade 5, previously approved by CC on 09/27/2011.

				CURRENT			PROPOSED			
Fund	Position	Slot#	Obj	G	S	Salary/ Allowance	G	S	Salary/ Allowance	Total Requested
1100	DEPUTY CLERK I	0136	113	-	-	0.00	5	1	25,256.00	25,256.00
				TOTAL		0.00			25,256.00	25,256.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-415-15-140-001-0-	113	TAX OFFICE-	REG F/T EMPLOYEES	$25,256.00
2-1100-415-15-140-001-0-	211	TAX OFFICE-	HEALTH INSURANCE	$4,164.00
2-1100-415-15-140-001-0-	212	TAX OFFICE-	LIFE INSURANCE	$27.00
2-1100-415-15-140-001-0-	220	TAX OFFICE-	FICA	$1,932.08
2-1100-415-15-140-001-0-	230	TAX OFFICE-	RETIREMENT	$2,512.97
2-1100-415-15-140-001-0-	250	TAX OFFICE-	UNEMPLOYMENT COMP	$126.28
2-1100-415-15-140-001-0-	260	TAX OFFICE-	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$34,018.33

2013 Budgetary Impact: **$34,018.33**

Possible Funding Sources: **CO. WIDE ADM - CONTINGENCY**
(REVENUES FROM INTERLOCAL AGREEMENTS WITH THE CITY OF HIDALGO & HIDALGO ISD.)

Budget Office Comments: ***SALARIES AND FRINGE BENEFITS WILL BE REIMBURSED AS PER INTERLOCAL AGREEMENT WITH THE CITY OF HIDALGO & HIDALGO ISD.***

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
WIC ADM.
Approval to delete and/or create the following full-time positions, previously approved by CC on 09/27/2011:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1292	ADMINISTRATIVE ASST. II	0072	113	6	6	32,051.00			0.00	(32,051.00)
1292	MOBILE CLINIC COORDINATOR	0230	113	6	2	28,231.00			0.00	(28,231.00)
1292	WIC CERTIFICATION SPECIALIST I	0241	113			0.00	5	1	25,256.00	25,256.00
1292	NUTRITIONIST	0242	113			0.00	13	1	46,747.00	46,747.00
						60,282.00			72,003.00	11,721.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1292-441-00-350-001-1-	113	WIC ADM. -	REG F/T EMPLOYEES	$11,721.00
2-1292-441-00-350-001-1-	211	WIC ADM. -	HEALTH INSURANCE	$0.00
2-1292-441-00-350-001-1-	212	WIC ADM. -	LIFE INSURANCE	$0.00
2-1292-441-00-350-001-1-	220	WIC ADM. -	FICA	$896.66
2-1292-441-00-350-001-1-	230	WIC ADM. -	RETIREMENT	$1,166.24
2-1292-441-00-350-001-1-	250	WIC ADM. -	UNEMPLOYMENT COMP	$58.61
2-1292-441-00-350-001-1-	260	WIC ADM. -	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	$13,842.51

2013 Budgetary Impact: **$13,842.51**

Possible Funding Sources: **WIC ADM FUNDS**

Comments:

FUNDS APPROPRIATED AS OF 09/27/11.

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
WIC BF
Approval to delete the following full-time positions, previously approved by CC on 09/27/2011:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1292	PEER COUNSELOR I	0002	113	2	1	20,049.00			0.00	(20,049.00)
1292	PEER COUNSELOR I	0006	113	2	1	20,049.00			0.00	(20,049.00)
						40,098.00			0.00	(40,098.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1292-441-00-350-002-1-	113	WIC BF -	REG F/T EMPLOYEES	($40,098.00)
2-1292-441-00-350-002-1-	211	WIC BF -	HEALTH INSURANCE	($8,328.00)
2-1292-441-00-350-002-1-	212	WIC BF -	LIFE INSURANCE	($54.00)
2-1292-441-00-350-002-1-	220	WIC BF -	FICA	($3,067.50)
2-1292-441-00-350-002-1-	230	WIC BF -	RETIREMENT	($3,989.75)
2-1292-441-00-350-002-1-	250	WIC BF -	UNEMPLOYMENT COMP	($200.49)
2-1292-441-00-350-002-1-	260	WIC BF -	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	($55,737.74)

2013 Budgetary Impact: **($55,737.74)**

Possible Funding Sources: **WIC BF FUNDS**

Comments:

FUNDS APPROPRIATED AS OF 09/27/11.

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
COUNTYWIDE MECHANIC SHOP (1200):
Approval to create and/or delete the following full-time positions, previously approved by CC on 09/27/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	TRCK DRVER III	0005	113	29,352.00	0.00	(29,352.00)
1200	MECHANIC III	0007	113	0.00	31,195.00	31,195.00
				29,352.00	31,195.00	1,843.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-122-004-0- 113	CO. MECHANIC SHOP- REG F/T EMPLOYEES	$1,843.00
2-1200-431-00-122-004-0- 211	CO. MECHANIC SHOP- HEALTH INSURANCE	$0.00
2-1200-431-00-122-004-0- 212	CO. MECHANIC SHOP- LIFE INSURANCE	$0.00
2-1200-431-00-122-004-0- 220	CO. MECHANIC SHOP- FICA	$140.99
2-1200-431-00-122-004-0- 230	CO. MECHANIC SHOP- RETIREMENT	$183.38
2-1200-431-00-122-004-0- 250	CO. MECHANIC SHOP- UNEMPLOYMENT COMP	$9.22
2-1200-431-00-122-004-0- 260	CO. MECHANIC SHOP- WORKER'S COMP	$0.00
	2012 Budgetary Impact	$2,176.59

2013 Budgetary Impact: $2,176.59

Possible Funding Sources: FUND 1200 (SEE INTRADEPT. TRANSFER)

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
COUNTY COURT AT LAW NO. 7 (1100):
Approval to create the following full-time positions, previously approved by CC on 10/04/2011 & 10/11/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	JUDGE COUT AT LAW	0001	111	0.00	142,915.00	142,915.00
1100	COURT REPORTER	0002	113	0.00	73,000.00	73,000.00
1100	COURT COORDINATOR	0003	113	0.00	55,000.00	55,000.00
1100	ASSISTANT COURT COORDINATOR	0004	113	0.00	45,000.00	45,000.00
1100	BAILIFF/ INTERPRETER	0005	113	0.00	41,000.00	41,000.00
			TOTAL SALARY	0.00	356,915.00	356,915.00
1100	BAILIFF/ INTERPRETER (Interpreter Pay Allowance)	0005	116	0.00	3,300.00	3,300.00
			TOTAL INTERPRETER PAY:	0.00	3,300.00	3,300.00
1100	JUDGE COUT AT LAW (Auto Allowance)	0001	118	0.00	8,000.00	8,000.00
			TOTAL AUTO ALLOWANCE PAY:	0.00	8,000.00	8,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-412-00-027-001-0- 113	CCL #7 - REG F/T EMPLOYEES	$356,915.00
2-1100-412-00-027-001-0- 116	CCL #7 - INTERPRETER PAY	$3,300.00
2-1100-412-00-027-001-0- 118	CCL #7 - AUTO ALLOWANCE	$8,000.00
2-1100-412-00-027-001-0- 211	CCL #7 - HEALTH INSURANCE	$20,820.00
2-1100-412-00-027-001-0- 212	CCL #7 - LIFE INSURANCE	$135.00
2-1100-412-00-027-001-0- 220	CCL #7 - FICA	$28,168.45
2-1100-412-00-027-001-0- 230	CCL #7 - RETIREMENT	$36,637.39
2-1100-412-00-027-001-0- 250	CCL #7 - UNEMPLOYMENT COMP	$1,841.08
2-1100-412-00-027-001-0- 260	CCL #7 - WORKER'S COMP	$0.00
	2012 Budgetary Impact	$455,816.92

2013 Budgetary Impact: $455,816.92

Possible Funding Sources: CCL#7 BUDGET (SEE INTRADEPT. TRANSFER)

Comments:

SALARY INCREASE FROM $70,428.00 TO $73,000.00 FOR COURT REPORTER POSITION, APPROVED BY BOARD
OF JUDGES, COURT ORDER DATED 12/15/2011. (REFER TO AI-30096)

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
DISTRICT ATTORNEY (1100):
Approval of the following personnel actions, previously approved by CC on 10/04/2011 & 10/18/11:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	ADMINISTRATIVE ASSIST II	0096	113	-	-	0.00	6	1	27,276.00	27,276.00
1100	ASST. DISTRICT ATTORNEY III	0097	113	-	-	0.00	16	1	58,888.00	58,888.00
1100	*(AUTO ALLOWANCE)*	0097	118	-	-	0.00	16	1	900.00	900.00
						0.00			87,064.00	87,064.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1100-412-00-080-002-0-	113	CRIMINAL DA-	REG F/T EMPLOYEES	$87,064.00
2-1100-412-00-080-002-0-	118	CRIMINAL DA-	AUTO ALLOWANCE	$900.00
2-1100-412-00-080-002-0-	211	CRIMINAL DA-	HEALTH INSURANCE	$8,328.00
2-1100-412-00-080-002-0-	212	CRIMINAL DA-	LIFE INSURANCE	$54.00
2-1100-412-00-080-002-0-	220	CRIMINAL DA-	FICA	$6,660.40
2-1100-412-00-080-002-0-	230	CRIMINAL DA-	RETIREMENT	$8,662.87
2-1100-412-00-080-002-0-	250	CRIMINAL DA-	UNEMPLOYMENT COMP	$435.32
2-1100-412-00-080-002-0-	260	CRIMINAL DA-	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	$112,104.59

2013 Budgetary Impact: **$112,104.59**

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

Comments:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
DA BORDER PROSECUTION INITIATIVE FUND (1281)
Approval to delete and/or create the following positions/ cost allocations, previously approved by CC on 10/04/2011:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1281	ADMINISTRATIVE ASSIST II	0003	113	4	0	22,216.00	-	-	0.00	(22,216.00)
1281	ASST. DISTRICT ATTORNEY III	0004	113	-	-	0.00	18	1	68,687.00	68,687.00
1281	*(AUTO ALLOWANCE)*	0004	118	-	-	0.00	18	1	900.00	900.00
						22,216.00			69,587.00	47,371.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)	AMOUNT
2-1281-412-00-080-012-1-	113	DA BORDER PROSEC REG F/T EMPLOYEES	$47,371.00
2-1281-412-00-080-012-1-	118	DA BORDER PROSEC AUTO ALLOWANCE	$900.00
2-1281-412-00-080-012-1-	211	DA BORDER PROSEC HEALTH INSURANCE	$0.00
2-1281-412-00-080-012-1-	212	DA BORDER PROSEC LIFE INSURANCE	$0.00
2-1281-412-00-080-012-1-	220	DA BORDER PROSEC FICA	$3,623.88
2-1281-412-00-080-012-1-	230	DA BORDER PROSEC RETIREMENT	$4,713.41
2-1281-412-00-080-012-1-	250	DA BORDER PROSEC UNEMPLOYMENT COMP	$236.86
2-1281-412-00-080-012-1-	260	DA BORDER PROSEC WORKER'S COMP	$0.00
		2012 BUDGETARY IMPACT:	$56,845.15

2013 Budgetary Impact: **$56,845.15**

Possible Funding Sources: DA BORDER PROSECUTION INITIATIVE FUNDS (1281)

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
DA INVESTIGATION HB65 (1223)
Approval to delete and/or create the following positions/ cost allocations, previously approved by CC on 10/04/2011:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1223	CRIMINAL INVESTIGATOR I	0026	113	12	4	4,510.00	-	-	0.00	(4,510.00)
1223	ASSISTANT DA II	0071	113	-	-	0.00	14	1	4,510.00	4,510.00
						4,510.00			4,510.00	0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)	AMOUNT
2-1223-412-00-080-007-0-	113	DA INVESTIGATION REG F/T EMPLOYEES	$0.00
2-1223-412-00-080-007-0-	118	DA INVESTIGATION AUTO ALLOWANCE	$0.00
2-1223-412-00-080-007-0-	211	DA INVESTIGATION HEALTH INSURANCE	$0.00
2-1223-412-00-080-007-0-	212	DA INVESTIGATION LIFE INSURANCE	$0.00
2-1223-412-00-080-007-0-	220	DA INVESTIGATION FICA	$0.00
2-1223-412-00-080-007-0-	230	DA INVESTIGATION RETIREMENT	$0.00
2-1223-412-00-080-007-0-	250	DA INVESTIGATION UNEMPLOYMENT COMP	$0.00
2-1223-412-00-080-007-0-	260	DA INVESTIGATION WORKER'S COMP	$0.00
		2012 BUDGETARY IMPACT:	$0.00

2013 Budgetary Impact: **$0.00**

Possible Funding Sources: **NO BUDGETARY IMPACT**

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
HIDTA Task Force (1291)/ HIDTA Ch 59 (1251):
Approval to redistribute the cost allocations to one (1) vacant Criminal Investigator I position, as listed below, effective 01/01/2012, previously approved by CC on 10/04/2011:

HIDTA TASK FORCE(1291)

Employee No.	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1291	CRIMINAL INVESTIGATOR I	G003	113	12	4	36,968.00	35,833.00	(1,135.00)
					TOTAL:	36,968.00	35,833.00	(1,135.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1291-412-00-270-003-1-	113	HIDTA TASK FORCE-	REG F/T EMPLOYEES	($1,135.00)
2-1291-412-00-270-003-1-	211	HIDTA TASK FORCE-	HEALTH	$0.00
2-1291-412-00-270-003-1-	212	HIDTA TASK FORCE-	LIFE	$0.00
2-1291-412-00-270-003-1-	220	HIDTA TASK FORCE-	FICA	($86.83)
2-1291-412-00-270-003-1-	230	HIDTA TASK FORCE-	RETIREMENT	($112.93)
2-1291-412-00-270-003-1-	250	HIDTA TASK FORCE-	UNEMPLOYMENT COMP	($5.68)
2-1291-412-00-270-003-1-	260	HIDTA TASK FORCE-	WORKERS COMP	$0.00
			2012 Budgetary Impact	($1,340.44)

2013 Budgetary Impact: **($1,340.44)**

Possible Funding Sources: NO BUDGETARY IMPACT/ COST SAVINGS

HIDTA CHAPTER 59 (1251)

Employee No.	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1251	CRIMINAL INVESTIGATOR I	G003	113	12	4	10,861.00	11,996.00	1,135.00
					TOTAL:	10,861.00	11,996.00	1,135.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1251-412-00-270-011-0-	113	HIDTA CHAPTER 59 -	REG F/T EMPLOYEES	$1,135.00
2-1251-412-00-270-011-0-	211	HIDTA CHAPTER 59 -	HEALTH	$0.00
2-1251-412-00-270-011-0-	212	HIDTA CHAPTER 59 -	LIFE	$0.00
2-1251-412-00-270-011-0-	220	HIDTA CHAPTER 59 -	FICA	$86.83
2-1251-412-00-270-011-0-	230	HIDTA CHAPTER 59 -	RETIREMENT	$112.93
2-1251-412-00-270-011-0-	250	HIDTA CHAPTER 59 -	UNEMPLOYMENT COMP	$5.68
2-1251-412-00-270-011-0-	260	HIDTA CHAPTER 59 -	WORKERS COMP	$0.00
			2012 Budgetary Impact	$1,340.44

2013 Budgetary Impact: **$1,340.44**

Possible Funding Sources:
HIDTA CH. 59 FUNDS (REFER TO AI-30065)

COMMENTS:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
HIDTA TASK FORCE (1291):
Approval to delete the following full-time position, previously approved by CC on 11/08/11:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1291	ADMINISTRATIVE ASSISTANT IV	G001	113	10	0	35,254.00	-	-	0.00	(35,254.00)
						35,254.00			0.00	(35,254.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)	AMOUNT
2-1291-412-00-270-016-1-	113	HIDTA TASK FOR(REG F/T EMPLOYEES	($35,254.00)
2-1291-412-00-270-016-1-	211	HIDTA TASK FOR(HEALTH INSURANCE	($4,164.00)
2-1291-412-00-270-016-1-	212	HIDTA TASK FOR(LIFE INSURANCE	($27.00)
2-1291-412-00-270-016-1-	220	HIDTA TASK FOR(FICA	($2,696.93)
2-1291-412-00-270-016-1-	230	HIDTA TASK FOR(RETIREMENT	($3,507.77)
2-1291-412-00-270-016-1-	250	HIDTA TASK FOR(UNEMPLOYMENT COMP	($176.27)
2-1291-412-00-270-016-1-	260	HIDTA TASK FOR(WORKER'S COMP	$0.00
		2012 BUDGETARY IMPACT:	($45,825.97)

2013 Budgetary Impact: **($45,825.97)**

Possible Funding Sources: **NO BUDGETARY IMPACT**
(AVAILABLE FUNDS TO COMPLY WITH GRANT REDUCTION)

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
PURCHASING DEPT (1100):
1. Approval to delete one (1) vacant regular full time Buyer II position, slot no. 015, grade 09, previously approved by CC on 10/18/11.
2. Approval to create one (1) regular full-time Clerk III position, slot no. 031, grade 05, previously approved by CC on 10/18/11.
3. Approval to reset the salary for one (1) regular full-time Clerk III position, slot no. 031, grade 05 from step 0 to step 3, previously approved by CC on 11/22/11.

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	BUYER II	0015	113	9	2	35,563.00	-	-	0.00	(35,563.00)
1100	CLERK III	0031	113	-	-	0.00	5	1	25,256.00	25,256.00
1100	CLERK III	0031	113	5	1	25,256.00	5	3	27,024.00	1,768.00
						60,819.00			52,280.00	(8,539.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1100-415-18-160-001-0-	113	PURCHASING-	REG F/T EMPLOYEES	($8,539.00)
2-1100-415-18-160-001-0-	211	PURCHASING-	HEALTH INSURANCE	$0.00
2-1100-415-18-160-001-0-	212	PURCHASING-	LIFE INSURANCE	$0.00
2-1100-415-18-160-001-0-	220	PURCHASING-	FICA	($653.23)
2-1100-415-18-160-001-0-	230	PURCHASING-	RETIREMENT	($849.63)
2-1100-415-18-160-001-0-	250	PURCHASING-	UNEMPLOYMENT COMP	($42.70)
2-1100-415-18-160-001-0-	260	PURCHASING-	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	($10,084.56)

2013 Budgetary Impact: **($10,084.56)**

Possible Funding Sources: NO BUDGETARY IMPACT.

Comments: POSITION TO BE FUNDED FROM DELETED BUYER II POSITION.

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
DISTRICT CLERK (1100):
Approval to create one (1) full-time Deputy District Clerk I position, slot no. 0073, grade 05, previously approved by CC on 10/18/11.

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current G	Current S	Current Salary	Proposed G	Proposed S	Proposed Salary	Total Requested
1100	-	DEPUTY DISTRICT CLERK I	0073	113				5	1	$25,256.00	$25,256.00
					TOTAL:		$0.00			$25,256.00	$25,256.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-412-00-090-001-0-	113	DISTRICT CLERK -	REG F/T EMPLOYEES	$25,256.00
2-1100-412-00-090-001-0-	211	DISTRICT CLERK -	HEALTH INSURANCE	$4,164.00
2-1100-412-00-090-001-0-	212	DISTRICT CLERK -	LIFE INSURANCE	$27.00
2-1100-412-00-090-001-0-	220	DISTRICT CLERK -	FICA	$1,932.08
2-1100-412-00-090-001-0-	230	DISTRICT CLERK -	RETIREMENT	$2,512.97
2-1100-412-00-090-001-0-	250	DISTRICT CLERK -	UNEMPLOYMENT COMP	$126.28
2-1100-412-00-090-001-0-	260	DISTRICT CLERK -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$34,018.33

2013 Budgetary Impact: $34,018.33

Possible Funding Sources: CO. WIDE ADM. - CONTINGENCY

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
Approval to authorized supplemental pay for the following positions under the District Attorney and 139th District Court, as stated below, previously approved by CC on 10/25/11.

DISTRICT ATTORNEY

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	ASSISTANT DISTRICT ATTORNEY III	0026	117	0.00	10,035.00	10,035.00
				0.00	10,035.00	10,035.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1297-423-00-320-032-2-	117	DWI COURT -	SUPPLEMENTAL PAY	$10,035.00
2-1297-423-00-320-032-2-	211	DWI COURT -	HEALTH INSURANCE	$465.03
2-1297-423-00-320-032-2-	212	DWI COURT -	LIFE INSURANCE	$3.49
2-1297-423-00-320-032-2-	220	DWI COURT -	FICA	$767.68
2-1297-423-00-320-032-2-	230	DWI COURT -	RETIREMENT	$963.36
2-1297-423-00-320-032-2-	250	DWI COURT -	UNEMPLOYMENT COMP	$50.44
2-1297-423-00-320-032-2-	260	DWI COURT -	WORKER'S COMP	$0.00
			2012-2013 Budgetary Impact	$12,285.00

Possible Funding Sources: **ADULT PROBATION - DWI Court grant funds (Acct. #2-1297-423-00-320-032-1-XXX)**

139TH DISTRICT COURT

Fund	Position	Slot#	Obj	Salary	Adjustment Requested	Total Requested
1100	COURT COORDINATOR	0002	117	0.00	4,955.00	4,955.00
1100	ASSISTANT COURT COORD.	0004	117	0.00	4,955.00	4,955.00
				0.00	9,910.00	9,910.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1297-423-00-320-032-2-	117	DWI COURT -	SUPPLEMENTAL PAY	$9,910.00
2-1297-423-00-320-032-2-	211	DWI COURT -	HEALTH INSURANCE	$591.65
2-1297-423-00-320-032-2-	212	DWI COURT -	LIFE INSURANCE	$4.44
2-1297-423-00-320-032-2-	220	DWI COURT -	FICA	$758.12
2-1297-423-00-320-032-2-	230	DWI COURT -	RETIREMENT	$951.36
2-1297-423-00-320-032-2-	250	DWI COURT -	UNEMPLOYMENT COMP	$69.43
2-1297-423-00-320-032-2-	260	DWI COURT -	WORKER'S COMP	$0.00
			2011 - 2012 Budgetary Impact	$12,285.00

Possible Funding Sources: **ADULT PROBATION - DWI Court grant funds (Acct. #2-1297-423-00-320-032-1-XXX)**

Comments:

FUNDING HAS BEEN APPROPRIATED AS OF 10/25/2011.

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
ADULT PROBATION - DRUG COURT (1100)
Approval to create one (1) full-time Adult Supervision Officer position, slot # 0001, budgeted salary $43,335.00, previously approved by CC on 11/01/11.

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	ADULT SUPERVISION OFFICER	0001	113						43,335.00	43,335.00
						0.00			43,335.00	43,335.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2-1100-423-00-320-014-0- 113	DRUG COURT - REG F/T EMPLOYEES	$43,335.00
2-1100-423-00-320-014-0- 211	DRUG COURT - HEALTH INSURANCE	$5,232.96
2-1100-423-00-320-014-0- 212	DRUG COURT - LIFE INSURANCE	$26.64
2-1100-423-00-320-014-0- 220	DRUG COURT - FICA	$3,315.13
2-1100-423-00-320-014-0- 230	DRUG COURT - RETIREMENT	$4,311.83
2-1100-423-00-320-014-0- 250	DRUG COURT - UNEMPLOYMENT COMP	$216.68
2-1100-423-00-320-014-0- 260	DRUG COURT - WORKER'S COMP	$0.00
	2012 BUDGETARY IMPACT:	$56,438.24

2013 Budgetary Impact: **$56,438.24**

Possible Funding Sources: **DRUG COURT FEES - SEE APPROPRIATION OF FUNDS**

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
ADULT PROBATION - ALTERNATIVE INCARCERATION PROGRAM (AIP) (1100):
Approval to create the following full-time positions, previously approved by CC on 11/01/11.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	ADULT SUPERVISION OFFICER	0001	113	0.00	42,000.00	42,000.00
1100	ADULT SUPERVISION OFFICER	0002	113	0.00	42,000.00	42,000.00
1100	SECURITY TECHNICIAN	0003	113	0.00	31,000.00	31,000.00
1100	SECURITY TECHNICIAN	0004	113	0.00	31,000.00	31,000.00
				0.00	146,000.00	146,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-423-00-320-034-0-	113	ALTERN. INCARCERATN PGM - REG F/T EMPLOYEES	$146,000.00
2-1100-423-00-320-034-0-	211	ALTERN. INCARCERATN PGM - HEALTH INSURANCE	$20,931.84
2-1100-423-00-320-034-0-	212	ALTERN. INCARCERATN PGM - LIFE INSURANCE	$106.56
2-1100-423-00-320-034-0-	220	ALTERN. INCARCERATN PGM - FICA	$11,169.00
2-1100-423-00-320-034-0-	230	ALTERN. INCARCERATN PGM - RETIREMENT	$14,527.00
2-1100-423-00-320-034-0-	250	ALTERN. INCARCERATN PGM - UNEMPLOYMENT COMP	$730.00
2-1100-423-00-320-034-0-	260	ALTERN. INCARCERATN PGM - WORKER'S COMP	$0.00
		2012 Budgetary Impact	**$193,464.40**

2013 Budgetary Impact: **$193,464.40**

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

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
ELECTIONS DEPT:
1. Approval to create the following full-time positiions, previously approved by CC on 11/01/2011:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	GIS OPERATOR ASSISTANT	0133	113	-	-	0.00	7	1	29,458.00	29,458.00
1100	ELECTIONS SPECIALIST I	0134	113	-	-	0.00	7	1	29,458.00	29,458.00
1100	ELECTIONS SPECIALIST I	0135	113	-	-	0.00	7	1	29,458.00	29,458.00
1100	FIELD SERVICE SPECIALIST I	0136	113	-	-	0.00	8	1	31,815.00	31,815.00
1100	FIELD SERVICE SPECIALIST II	0137	113	-	-	0.00	10	1	37,109.00	37,109.00
						0.00			157,298.00	157,298.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1100-414-00-130-001-0-	113	ELECTIONS -	REG F/T EMPLOYEES	$157,298.00
2-1100-414-00-130-001-0-	211	ELECTIONS -	HEALTH INSURANCE	$20,820.00
2-1100-414-00-130-001-0-	212	ELECTIONS -	LIFE INSURANCE	$135.00
2-1100-414-00-130-001-0-	220	ELECTIONS -	FICA	$12,033.30
2-1100-414-00-130-001-0-	230	ELECTIONS -	RETIREMENT	$15,651.15
2-1100-414-00-130-001-0-	250	ELECTIONS -	UNEMPLOYMENT COMP	$786.49
2-1100-414-00-130-001-0-	260	ELECTIONS -	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	$206,723.94

2013 Budgetary Impact: **$206,723.94**

Possible Funding Sources: **ELECTIONS POLL WORKERS ACCOUNT (SEE INTRADEPT. TRANSFER)**

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
COUNTY AUDITOR (1100):
Approval to reclassify one (1) full-time Accountant I position to Accounts Payable Specialist I position, slot no. 0044, budgeted salary $37,385.00 to $33,006.00. Approved by the Board of Judges on 09/29/2011, previously approved by CC on 11/15/11:

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current G	Current S	Current Salary	Proposed G	Proposed S	Proposed Salary	Total Requested
1100	ACCOUNTANT I	ACCOUNTS PAYABLE SPECIALIST I	0044	113			$37,385.00			$33,006.00	($4,379.00)
					TOTAL:		$37,385.00			$33,006.00	($4,379.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-415-21-170-001-0-	113	CO. AUDITOR -	REG F/T EMPLOYEES	($4,379.00)
2-1100-415-21-170-001-0-	211	CO. AUDITOR -	HEALTH INSURANCE	$0.00
2-1100-415-21-170-001-0-	212	CO. AUDITOR -	LIFE INSURANCE	$0.00
2-1100-415-21-170-001-0-	220	CO. AUDITOR -	FICA	($334.99)
2-1100-415-21-170-001-0-	230	CO. AUDITOR -	RETIREMENT	($435.71)
2-1100-415-21-170-001-0-	250	CO. AUDITOR -	UNEMPLOYMENT COMP	($21.90)
2-1100-415-21-170-001-0-	260	CO. AUDITOR -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	($5,171.60)

2013 Budgetary Impact: **($5,171.60)**

Possible Funding Sources: **NO BUDGETARY IMPACT**

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
CONSTABLE PRECINCT NO. 4 (1100):
1. Approval to delete one full time Sr. Deputy Constable (Step II) position, slot no. 0004, previously approved by CC on 11/15/11.
2. Approval to create one (1) full time Sergeant (Step I) position, slot 0019, previously approved by CC on 11/15/11.
3. Approval to reset the salary for one (1) regular full-time Sergeant position, slot no. 019, from step I to step III, previously approved by CC on 11/29/11.

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	SR. DEP. CONST. (STEP II)	0004	113	-	-	43,263.00	-	-	0.00	(43,263.00)
1100	SERGEANT (STEP I)	0019	113	-	-	0.00	-	-	45,980.00	45,980.00
1100	SERGEANT (STEP III)	0019	113			45,980.00			49,255.00	3,275.00
						89,243.00			95,235.00	5,992.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1100-421-00-294-001-0-	113	CONST.PCT.4-	REG F/T EMPLOYEES	$5,992.00
2-1100-421-00-294-001-0-	211	CONST.PCT.4-	HEALTH INSURANCE	$0.00
2-1100-421-00-294-001-0-	212	CONST.PCT.4-	LIFE INSURANCE	$0.00
2-1100-421-00-294-001-0-	220	CONST.PCT.4-	FICA	$458.39
2-1100-421-00-294-001-0-	230	CONST.PCT.4-	RETIREMENT	$596.20
2-1100-421-00-294-001-0-	250	CONST.PCT.4-	UNEMPLOYMENT COMP	$29.96
2-1100-421-00-294-001-0-	260	CONST.PCT.4-	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	$7,076.55

2013 Budgetary Impact: **$7,076.55**

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

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
PCT. 1 PARKS & SANITATION (1100):
Approval to delete and/or create the following full-time positions, previously approved by CC on 11/01/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	TRUCK DRIVER III	0011	113	25,032.00	0.00	(25,032.00)
1100	HEAVY EQUIPMENT OPERATOR II	0015	113	23,635.00	0.00	(23,635.00)
			TOTAL:	48,667.00	0.00	(48,667.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-452-00-121-013-0-	113	PARKS PCT. 1 -	REG F/T EMPLOYEES	($48,667.00)
2-1100-452-00-121-013-0-	211	PARKS PCT. 1 -	HEALTH INSURANCE	($8,328.00)
2-1100-452-00-121-013-0-	212	PARKS PCT. 1 -	LIFE INSURANCE	($54.00)
2-1100-452-00-121-013-0-	220	PARKS PCT. 1 -	FICA	($3,723.03)
2-1100-452-00-121-013-0-	230	PARKS PCT. 1 -	RETIREMENT	($4,842.37)
2-1100-452-00-121-013-0-	250	PARKS PCT. 1 -	UNEMPLOYMENT COMP	($243.34)
2-1100-452-00-121-013-0-	260	PARKS PCT. 1 -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	($65,857.74)

2013 Budgetary Impact: ($65,857.74)

Possible Funding Sources: COST SAVINGS - AVAILABLE FUNDS TRANSFERRED TO SANITATION, PENDING APPROVAL OF INTRADEPT. TRANSFER

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1100	SUPERVISOR	0034	113	0.00	37,969.00	37,969.00
			TOTAL:	0.00	37,969.00	37,969.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-432-00-121-001-0-	113	PCT. 1 SANITATION -	REG F/T EMPLOYEES	$37,969.00
2-1100-432-00-121-001-0-	211	PCT. 1 SANITATION -	HEALTH INSURANCE	$3,600.00
2-1100-432-00-121-001-0-	212	PCT. 1 SANITATION -	LIFE INSURANCE	$27.00
2-1100-432-00-121-001-0-	220	PCT. 1 SANITATION -	FICA	$2,904.63
2-1100-432-00-121-001-0-	230	PCT. 1 SANITATION -	RETIREMENT	$3,645.02
2-1100-432-00-121-001-0-	250	PCT. 1 SANITATION -	UNEMPLOYMENT COMP	$189.85
2-1100-432-00-121-001-0-	260	PCT. 1 SANITATION -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$48,335.50

2013 Budgetary Impact: 44,708.50

Possible Funding Sources: PARK FUNDS

Comments:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
PCT. 1 DRAINAGE IMPROVEMENT PROJECT (1200):
Approval to delete and/or create the following full-time positions, previously approved by CC on 11/01/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	BACKHOE - HEAVY EQUIPMENT OPERATOR	0006	113	31,500.00	0.00	(31,500.00)
1200	LABORER - DRAINAGE/ CONSTRUCTION	0012	113	22,000.00	0.00	(22,000.00)
1200	SUPERVISOR	0017	113	0.00	37,969.00	37,969.00
			TOTAL:	53,500.00	37,969.00	(15,531.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-121-052-0-	113	Pct. 1 DRAIN. IMPRV PR REG F/T EMPLOYEES	($15,531.00)
2-1200-431-00-121-052-0-	211	Pct. 1 DRAIN. IMPRV PR HEALTH INSURANCE	($4,164.00)
2-1200-431-00-121-052-0-	212	Pct. 1 DRAIN. IMPRV PR LIFE INSURANCE	($27.00)
2-1200-431-00-121-052-0-	220	Pct. 1 DRAIN. IMPRV PR FICA	($1,188.12)
2-1200-431-00-121-052-0-	230	Pct. 1 DRAIN. IMPRV PR RETIREMENT	($1,545.33)
2-1200-431-00-121-052-0-	250	Pct. 1 DRAIN. IMPRV PR UNEMPLOYMENT COMP	($77.66)
2-1200-431-00-121-052-0-	260	Pct. 1 DRAIN. IMPRV PR WORKER'S COMP	$0.00
		2012 Budgetary Impact	($22,533.11)

2013 Budgetary Impact: ($22,533.11)

Possible Funding Sources: NO BUDGETARY IMPACT - COST SAVINGS

Comments:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
PCT. 1 ROAD MAINTENANCE (1200):
Approval to delete and/or create the following full-time positions, previously approved by CC on 11/01/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	TRAFFIC CONTROL SPECIALIST I	0028	113	33,619.00	0.00	(33,619.00)
1200	MAINTENANCE I	0058	113	23,635.00	0.00	(23,635.00)
1200	TIRE REPAIR	0074	113	24,000.00	0.00	(24,000.00)
1200	SUPERVISOR	0124	113	0.00	37,969.00	37,969.00
1200	CREW LEADER II	0125	113	0.00	40,375.00	40,375.00
			TOTAL:	81,254.00	78,344.00	(2,910.00)

Budgetary Impact:

40,375.00

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1200-431-00-121-005-0-	113	PCT. 1 RD MAINT. -	REG F/T EMPLOYEES	($2,910.00)
2-1200-431-00-121-005-0-	211	PCT. 1 RD MAINT. -	HEALTH INSURANCE	($4,164.00)
2-1200-431-00-121-005-0-	212	PCT. 1 RD MAINT. -	LIFE INSURANCE	($27.00)
2-1200-431-00-121-005-0-	220	PCT. 1 RD MAINT. -	FICA	($222.62)
2-1200-431-00-121-005-0-	230	PCT. 1 RD MAINT. -	RETIREMENT	($289.55)
2-1200-431-00-121-005-0-	250	PCT. 1 RD MAINT. -	UNEMPLOYMENT COMP	($14.55)
2-1200-431-00-121-005-0-	260	PCT. 1 RD MAINT. -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	($7,627.72)

2013 Budgetary Impact: ($16,009.72)

Possible Funding Sources: NO BUDGETARY IMPACT - COST SAVINGS

Comments:

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: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
PCT. 3 DRAINAGE IMPROVEMENT PROJECT (1200):
Approval to create the following full-time position, previously approved by CC on 11/15/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	PIPE LAYER/FITTER	0015	113	0.00	28,000.00	28,000.00
				0.00	28,000.00	28,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-123-049-0-	113	PCT 3 DRAIN IMPRV PRJ REG F/T EMPLOYEES	$28,000.00
2-1200-431-00-123-049-0-	211	PCT 3 DRAIN IMPRV PRJ HEALTH INSURANCE	$4,164.00
2-1200-431-00-123-049-0-	212	PCT 3 DRAIN IMPRV PRJ LIFE INSURANCE	$27.00
2-1200-431-00-123-049-0-	220	PCT 3 DRAIN IMPRV PRJ FICA	$2,142.00
2-1200-431-00-123-049-0-	230	PCT 3 DRAIN IMPRV PRJ RETIREMENT	$2,786.00
2-1200-431-00-123-049-0-	250	PCT 3 DRAIN IMPRV PRJ UNEMPLOYMENT COMP	$140.00
2-1200-431-00-123-049-0-	260	PCT 3 DRAIN IMPRV PRJ WORKER'S COMP	$0.00
		2012 Budgetary Impact	$37,259.00

2013 Budgetary Impact: $36,695.00

Possible Funding Sources: DEPT'S OPERATING BUDGET (SEE INTRADEPT TRANSFER)

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
PCT. 3 SANITATION (1100):
Approval to create the following full-time positions, previously approved by CC on 12/06/11:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1100	TRUCK DRIVER III	0038	113	-	-	0.00	-	-	32,000.00	32,000.00
1100	OFFICE CLERK	0039	113	-	-	0.00	-	-	28,000.00	28,000.00
						0.00			60,000.00	60,000.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2-1100-432-00-123-001-0- 113	SANIT. PCT.3 - REG F/T EMPLOYEES	$60,000.00
2-1100-432-00-123-001-0- 211	SANIT. PCT.3 - HEALTH INSURANCE	$8,328.00
2-1100-432-00-123-001-0- 212	SANIT. PCT.3 - LIFE INSURANCE	$54.00
2-1100-432-00-123-001-0- 220	SANIT. PCT.3 - FICA	$4,590.00
2-1100-432-00-123-001-0- 230	SANIT. PCT.3 - RETIREMENT	$5,970.00
2-1100-432-00-123-001-0- 250	SANIT. PCT.3 - UNEMPLOYMENT COMP	$300.00
2-1100-432-00-123-001-0- 260	SANIT. PCT.3 - WORKER'S COMP	$0.00
	2012 BUDGETARY IMPACT:	$79,242.00

2013 Budgetary Impact: **$79,242.00**

Possible Funding Sources: **R&B FUNDS**
(SEE INTERFUND TRANSFER)

POSITIONS PARTIALLY FUNDED FROM AVAILABLE FUNDS IN SANITATION RELATED TO VARIOUS PERSONNEL ACTIONS,
REFER TO AI-30216. ADDITIONAL FUNDS FROM R&B AVAILABLE FUNDS, REFER TO AI-30216, PENDING
APPROVAL OF INTERFUND TRANSFER

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
PCT. 4 RD MAINTENANCE (1200):
Approval to create the following full-time position, previously approved by CC on 11/22/11:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	EXECUTIVE ASSTISTANT FOR COMMUNITY & INTERGOVERNMENTAL RELATIONS	0069	113	0.00	58,888.00	58,888.00
				0.00	58,888.00	58,888.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2- 1200-431-00-124-007-0-	113	PCT. 4 RD MAINT. -	REG F/T EMPLOYEES	$58,888.00
2- 1200-431-00-124-007-0-	211	PCT. 4 RD MAINT. -	HEALTH INSURANCE	$4,164.00
2- 1200-431-00-124-007-0-	212	PCT. 4 RD MAINT. -	LIFE INSURANCE	$27.00
2- 1200-431-00-124-007-0-	220	PCT. 4 RD MAINT. -	FICA	$4,504.93
2- 1200-431-00-124-007-0-	230	PCT. 4 RD MAINT. -	RETIREMENT	$5,859.36
2- 1200-431-00-124-007-0-	250	PCT. 4 RD MAINT. -	UNEMPLOYMENT COMP	$294.44
2- 1200-431-00-124-007-0-	260	PCT. 4 RD MAINT. -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$73,737.73

2013 Budgetary Impact: $73,737.73

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

FUNDS AVAILABLE FROM DELETION OF PROGRAM MANAGER POSITION, SLOT 0071, BUDGETED SALARY
$58,888.00, REFER TO AI-30221

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
PCT. 4 DRAINAGE IMP PROJECT (1200):
Approval of the following personnel actions, previously approved by CC on 11/29/2011:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment/ Salary Requested	Total Requested
1200	PIPE LAYER/ FITTER	0008	113	27,000.00	0.00	($27,000.00)
1200	LABORER - DRAINAGE/ CONST.	0011	113	22,000.00	0.00	($22,000.00)
1200	SAFETY SPECIALIST	0033	113	0.00	36,060.00	$36,060.00
				49,000.00	36,060.00	($12,940.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-124-036-0-	113	PCT. 4 DRAIN IMP.PRJ. - REG F/T EMPLOYEES	($12,940.00)
2-1200-431-00-124-036-0-	211	PCT. 4 DRAIN IMP.PRJ. - HEALTH INSURANCE	($4,164.00)
2-1200-431-00-124-036-0-	212	PCT. 4 DRAIN IMP.PRJ. - LIFE INSURANCE	($27.00)
2-1200-431-00-124-036-0-	220	PCT. 4 DRAIN IMP.PRJ. - FICA	($989.91)
2-1200-431-00-124-036-0-	230	PCT. 4 DRAIN IMP.PRJ. - RETIREMENT	($1,287.53)
2-1200-431-00-124-036-0-	250	PCT. 4 DRAIN IMP.PRJ. - UNEMPLOYMENT COMP	($64.70)
2-1200-431-00-124-036-0-	260	PCT. 4 DRAIN IMP.PRJ. - WORKER'S COMP	$0.00
		2012 Budgetary Impact	($19,473.14)

2013 Budgetary Impact: ($19,473.14)

Possible Funding Sources: COST SAVINGS (NO BUDGETARY IMPACT)

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
URBAN COUNTY - CDBG (1288):
Approval to delete and/or create the following positions, previously approved by CC on 10/1/11 & 11/22/11:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1288	ACCOUNANT II	0016	113	10	5	42,305.00				(42,305.00)
1288	ADMINISTRATIVE ASST. III	0018	113	8	3	34,043.00				(34,043.00)
1288	CLERK III	0020	113	5	2	26,140.00				(26,140.00)
1288	EXECUTIVE ASSISTANT I	0028	113				11	1	40,078.00	40,078.00
1288	ACCTS PAYABLE SPECIALIST III	0029	113				10	1	37,109.00	37,109.00
1288	ADMINISTRATIVE ASST. II	0030	113				6	1	27,276.00	27,276.00
						102,488.00			104,463.00	1,975.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)	AMOUNT
2-1288-463-00-250-001-6-	113	URB. CO. CDBG - REG F/T EMPLOYEES	$1,975.00
2-1288-463-00-250-001-6-	211	URB. CO. CDBG - HEALTH INSURANCE	$0.00
2-1288-463-00-250-001-6-	212	URB. CO. CDBG - LIFE INSURANCE	$0.00
2-1288-463-00-250-001-6-	220	URB. CO. CDBG - FICA	$151.09
2-1288-463-00-250-001-6-	230	URB. CO. CDBG - RETIREMENT	$196.51
2-1288-463-00-250-001-6-	250	URB. CO. CDBG - UNEMPLOYMENT COMP	$9.88
2-1288-463-00-250-001-6-	260	URB. CO. CDBG - WORKER'S COMP	$0.00
		2012 BUDGETARY IMPACT:	$2,332.48

2013 Budgetary Impact: **$2,332.48**

Possible Funding Sources: **URBAN CO. CDBG FUNDS**

Comments:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011 **Agenda Item:** 29859

Summary of request/proposal:
HEALTH CLINICS (1100):
Approval to reclassify the following positions, as stated below, reviewed and recommended by the Classification Committee, as per section 3.22 of the Civil Service Commission Rules, previously approved by CC on 12/06/11 (Title Change Only)

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current G	Current S	Current Salary	Proposed G	Proposed S	Proposed Salary	Total Requested
1100	MIDWIFE	ADVANCED CLINICAL PRACTITIONER	0001	113	21	3	92,582.00	21	3	92,582.00	$0.00
1100	FAMILY NURSE PRACTITIONER	ADVANCED CLINICAL PRACTITIONER	0002	113	21	2	89,554.00	21	2	89,554.00	$0.00
1100	FAMILY NURSE PRACTITIONER	ADVANCED CLINICAL PRACTITIONER	0121	113	21	3	92,582.00	21	3	92,582.00	$0.00
				TOTAL:			$274,718.00			$274,718.00	$0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-441-00-340-003-0-	113	HEALTH CLIN. -	REG F/T EMPLOYEES	$0.00
2-1100-441-00-340-003-0-	211	HEALTH CLIN. -	HEALTH INSURANCE	$0.00
2-1100-441-00-340-003-0-	212	HEALTH CLIN. -	LIFE INSURANCE	$0.00
2-1100-441-00-340-003-0-	220	HEALTH CLIN. -	FICA	$0.00
2-1100-441-00-340-003-0-	230	HEALTH CLIN. -	RETIREMENT	$0.00
2-1100-441-00-340-003-0-	250	HEALTH CLIN. -	UNEMPLOYMENT COMP	$0.00
2-1100-441-00-340-003-0-	260	HEALTH CLIN. -	WORKER'S COMP	$0.00
			2012 Budgetary Impact	$0.00

2013 Budgetary Impact: $0.00

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
T.B. CONTROL (1293):
Approval to create the following full-time positions, previously approved on 09/13/2011:

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1293	CLERK III	G009	113				5	1	25,256.00	25,256.00
1293	LIMITED MEDICAL RADIOLOGIST TECHNOLOGIST	G010	113				9	1	34,360.00	34,360.00
						0.00			59,616.00	59,616.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2-1293-441-00-340-008-2- 113	TB CONTROL - REG F/T EMPLOYEES	$39,972.41
2-1293-441-00-340-008-2- 211	TB CONTROL - HEALTH INSURANCE	$2,791.95
2-1293-441-00-340-008-2- 212	TB CONTROL - LIFE INSURANCE	$18.10
2-1293-441-00-340-008-2- 220	TB CONTROL - FICA	$3,057.89
2-1293-441-00-340-008-2- 230	TB CONTROL - RETIREMENT	$3,977.26
2-1293-441-00-340-008-2- 250	TB CONTROL - UNEMPLOYMENT COMP	$199.86
2-1293-441-00-340-008-2- 260	TB CONTROL - WORKER'S COMP	$0.00
	2012 BUDGETARY IMPACT:	$50,017.47

2013 Budgetary Impact: N/A

Possible Funding Sources: T.B. CONTROL FUNDS

Comments:

FUNDING HAS BEEN APPROPRIATED AS OF 09/13/2011.

Hidalgo Co. Budget Office
2/3/2005

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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Agenda Item: 29859

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Thursday, December 29, 2011

Summary of request/proposal:
SDI (1293) & PRENATAL SERVICES (1293):
Approval to change the funding source to the following positions/ employees as stated below, previously approved by CC on 09/20/2011:

SDI GRANT (1293)

Employee No.	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1293	Maintenance II	G011	113	3	4	21,436.00	0.00	(21,436.00)
1293	Clerk III	G013	113	5	1	20,250.00	0.00	(20,250.00)
1293	Clinic Aide II	G018	113	3	4	18,596.00	0.00	(18,596.00)
					TOTAL:	60,282.00	0.00	(60,282.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
1-1293-441-00-340-018-1	113	SDI-	REG F/T EMPLOYEES	($60,282.00)
1-1293-441-00-340-018-1	211	SDI-	HEALTH	($12,492.00)
1-1293-441-00-340-018-1	212	SDI-	LIFE	($81.00)
1-1293-441-00-340-018-1	220	SDI-	FICA	($4,611.57)
1-1293-441-00-340-018-1	230	SDI-	RETIREMENT	($5,998.06)
1-1293-441-00-340-018-1	250	SDI-	UNEMPLOYMENT COMP	($301.41)
1-1293-441-00-340-018-1	260	SDI-	WORKERS COMP	$0.00
			2012 Budgetary Impact	($83,766.04)

2013 Budgetary Impact: **($83,766.04)**

Possible Funding Sources: NO BUDGETARY IMPACT/ COST SAVINGS

PRENATAL GRANT (1293)

Employee No.	Position	Slot#	Obj	Grade	Step	Current Grade & Step Salary	Proposed Grade & Step Salary	Total Requested
1293	Maintenance II	G001	113	3	4	0.00	21,436.00	21,436.00
1293	Clerk III	G002	113	5	1	0.00	20,250.00	20,250.00
1293	Clinic Aide II	G003	113	3	4	0.00	18,596.00	18,596.00
					TOTAL:	0.00	60,282.00	60,282.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1293-441-00-340-052-2	113	PRENATAL GRANT-	REG F/T EMPLOYEES	$60,282.00
2-1293-441-00-340-052-2	211	PRENATAL GRANT-	HEALTH	$12,492.00
2-1293-441-00-340-052-2	212	PRENATAL GRANT-	LIFE	$81.00
2-1293-441-00-340-052-2	220	PRENATAL GRANT-	FICA	$4,611.57
2-1293-441-00-340-052-2	230	PRENATAL GRANT-	RETIREMENT	$5,998.06
2-1293-441-00-340-052-2	250	PRENATAL GRANT-	UNEMPLOYMENT COMP	$301.41
2-1293-441-00-340-052-2	260	PRENATAL GRANT-	WORKERS COMP	$0.00
			2012 Budgetary Impact	$83,766.04

2013 Budgetary Impact: **$83,766.04**

Possible Funding Sources:
PRENATAL GRANT FUNDS

COMMENTS:
FUNDS APPROPRIATED AS OF 09/20/2011.

AI-30328 **23. G. 2.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Dina Treviño **Submitted By:** Erika Zamora, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

JP's (1100):

a. Approval to change employment status from regular part-time to regular full-time for the following positions, effective 01/01/2012:

Slot #	Department	Position Title	Budgeted Salary
0006	JP Pct 1/PL 1	Case Manager I	$33,000.00
0006	JP Pct 1/PL 2	Case Manager I	$33,000.00
0007	JP Pct 3/PL 2	Case Manager I	$33,000.00

b. Approval to delete the following regular part-time/full-time positions, effective 01/01/2012:

Slot #	Department	Position Title	Budgeted Salary
0006	JP Pct 4/PL 2	Asst Crt Coor	$29,674.00
0009	JP Pct 4/PL 2	Court Clerk	$25,932.00
0011	JP Pct 4/PL 2	Case Manager I	$33,000.00
0012	JP Pct 4/PL 2	Case Manager I	$33,000.00

c. Approval to create the following regular full-time positions, effective 01/01/2012:

Slot #	Department	Position Title	Budgeted Salary
0011	JP Pct 4/PL 2	Case Manager II	$37,000.00
0012	JP Pct 4/PL 2	Case Manager II	$37,000.00
0013	JP Pct 4/PL 2	Clerk	$28,000.00
0014	JP Pct 4/PL 2	Clerk	$28,000.00

BACKGROUND

Attachments

Job Descriptions

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Angela Garcia	12/22/2011 05:38 PM

Form Started By: Erika Zamora Started On: 12/22/2011 02:26 PM

Final Approval Date: 12/22/2011

CASE MANAGER I

GENERAL DESCRIPTION

Performs routine (journey-level) case management work. Work involves developing and maintaining long-term contact with clients, client families, and service providers for medical, social, educational, and related service needs; May train other staff members; Will work under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Interviews clients or authorized representatives to gather information to assess service needs

Develops and implements service plans to meet client needs

Coordinates service provider activities

Provides ongoing case management and serves as a liaison between clients, client families, and service providers

Identifies problem areas and service gaps

Documents case records

Assists in identifying areas that are barriers to services for clients

Assists in providing policy and procedure changes and making recommendations

May train others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Six (6) months experience in social work, eligibility determination, information, and referral activities; Graduation from an accredited four-year college or university with major course work in social work or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of community resources, of case management delivery systems, and of program policies and procedures

Ability to assess client needs, to coordinate client services, 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

CASE MANAGER II

GENERAL DESCRIPTION

Provides moderately complex (journey-level) case management work. Work involves developing and maintaining long-term contact with clients, client families, and service providers for medical, social, educational, and related service needs; May supervise the work of others; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Identifies problem areas, service gaps, and areas that are barriers to services for clients

Makes recommendations on policy and procedure changes

Interviews clients or authorized representatives to gather information to assess service needs

Develops and implements service plans to meet client needs

Coordinates service provider activities

Provides ongoing case management and serves as a liaison between clients, client families, and service providers

Documents case records

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years experience in social work, eligibility determination, information, and referral activities. Graduation from an accredited four-year college or university with major course work in social work or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of community resources; of case management principles, objectives, standards, and methods; and of program policies and procedures

Ability to assess client needs, to coordinate client services, 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

CLERK

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

AI-30252 **24. A. 4.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Marty Salazar **Submitted By:** Moises Salazar, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

a. Pursuant to the sole source declaration approved by CC in February of 2011 (including statutory provisions under the Health and Safety code attached hereto), requesting acceptance and approval of invoices received from Palm Valley Animal Center for the months of October, November and December in the amount of $112,500.00;

b. Requesting exemption from competitive bidding requirements under Texas Local Government Code 262.024 (a)(7)...'an item that can be obtained from only one source;

c. Approval of a "Sole Source Declaration" for PALM VALLEY ANIMAL CENTER for the provision of: Impoundment and the Quarantine of Small Animals in Hidalgo County;

d. Approval of Contract #C-12-033-12-29 with Palm Valley Animal Center Sole Source vendor for "Hidalgo County-Impoundment and Quarantine of Small Animals" effective January 1, 2012 through December 31, 2014 with terms, rates and conditions as stated in proposal and made part of agreement by reference.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-461-00-125-027-0-350

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

BUDGETARY IMPACT:

Funds available as of 12-22-11 $125,000.36. Invoices for the months of Oct. thru Dec. 2011 total $112,500.00

2012 Adopted budget is $500,000.00 to fund new contract for calendar year 2012.

Attachments

Health and Safety Code Ch 826

Sole Source -Palm Valley -CC Approv Feb 22 2011

October Invoice -Palm Valley

November Invoice -Palm Valley

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/21/2011 04:50 PM
Budget & Management	Merlen P. Munoz	12/22/2011 08:21 AM

Ivan Cantu	Ivan Cantu	12/22/2011 01:01 PM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Moises Salazar Started On: 12/19/2011 02:51 PM

Final Approval Date: 12/22/2011

HEALTH AND SAFETY CODE

TITLE 10. HEALTH AND SAFETY OF ANIMALS

CHAPTER 826. RABIES

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 826.001. SHORT TITLE. This chapter may be cited as the Rabies Control Act of 1981.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.002. DEFINITIONS. In this chapter:

(1) "Animal" means a warm-blooded animal.

(2) "Board" means the Texas Board of Health.

(3) "Cat" means Felis catus.

(4) "Commissioner" means the commissioner of health.

(5) "Department" means the Texas Department of Health.

(6) "Dog" means Canis familiaris.

(7) "Epizootic" means the occurrence in a given geographic area or population of cases of a disease clearly in excess of the expected frequency.

(8) "Licensed veterinarian" means a veterinarian licensed to practice veterinary medicine in one or more of the 50 states.

(9) "Quarantine" means strict confinement of an animal specified in an order of the board or its designee:

(A) on the private premises of the animal's owner or at a facility approved by the board or its designee; and

(B) under restraint by closed cage or paddock or in any other manner approved by board rule.

(10) "Rabies" means an acute viral disease of man and animal affecting the central nervous system and usually transmitted by an animal bite.

(11) "Stray" means roaming with no physical restraint beyond the premises of an animal's owner or keeper.

(12) "Livestock" means an animal raised for human consumption or an equine animal.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended

by Acts 1995, 74th Leg., ch. 44, Sec. 1, eff. May 5, 1995.

SUBCHAPTER B. GENERAL POWERS AND DUTIES OF BOARD AND LOCAL GOVERNMENTS

Sec. 826.011. GENERAL POWERS AND DUTIES OF BOARD. (a) The board or its designee, with the cooperation of the governing bodies of counties and municipalities, shall administer the rabies control program established by this chapter.

(b) The board shall adopt rules necessary to effectively administer this chapter.

(c) The board or its designee may enter into contracts or agreements with public or private entities to carry out this chapter. The contracts or agreements may provide for payment by the state for materials, equipment, and services.

(d) Subject to any limitations or conditions prescribed by the legislature, the board or its designee may seek, receive, and spend funds received through appropriations, grants, or donations from public or private sources for the rabies control program established by this chapter.

(e) The board or its designee may compile, analyze, publish, and distribute information relating to the control of rabies for the education of physicians, veterinarians, public health personnel, and the public.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.012. MINIMUM STANDARDS FOR RABIES CONTROL. This chapter and the rules adopted by the board under this chapter are the minimum standards for rabies control.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.013. COUNTIES AND MUNICIPALITIES MAY ADOPT CHAPTER. The governing body of a municipality or the commissioners court of a county may adopt this chapter and the standards adopted by the board.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.014. COUNTIES MAY ADOPT ORDINANCES AND RULES. (a) The commissioners court of a county may adopt ordinances or rules that establish a local rabies control program in the county and set local standards that are compatible with and equal to or more stringent than the program established by this chapter and the rules adopted by the board.

(b) County ordinances or rules adopted under this section supersede this chapter and the rules of the board within that county so that dual enforcement will not occur.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.015. MUNICIPALITIES MAY ADOPT ORDINANCES OR RULES. (a) The governing body of a municipality may adopt ordinances or rules that establish a local rabies control program in the municipality and set local standards that are compatible with and equal to or more stringent than:

(1) the ordinances or rules adopted by the county in which the municipality is located; and

(2) the program established by this chapter and the rules adopted by the board.

(b) Municipal ordinances or rules adopted under this section supersede ordinances or rules adopted by the county in which the municipality is located, this chapter, and the rules of the board within that municipality so that multiple enforcement will not occur.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.016. CONTRACTS. The governing body of a municipality and the commissioners court of a county may enter into contracts or agreements with public or private entities to carry out the activities required or authorized under this chapter.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.017. DESIGNATION OF LOCAL RABIES CONTROL AUTHORITY. (a) The commissioners court of each county and the governing body of each municipality shall designate an officer to act as the local rabies control authority for the purposes of this

chapter.

(b) Except as restricted by board rule, the officer designated as the local rabies control authority may be the county health officer, municipal health officer, animal control officer, peace officer, or any entity that the commissioners court or governing body considers appropriate.

(c) Among other duties, the local rabies control authority shall enforce:

(1) this chapter and the board rules that comprise the minimum standards for rabies control;

(2) the ordinances or rules of the municipality or county that the local rabies control authority serves; and

(3) the rules adopted by the board under the area rabies quarantine provisions of Section 826.045.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 2, eff. May 5, 1995.

SUBCHAPTER C. RABIES VACCINATIONS

Sec. 826.021. VACCINATION OF DOGS AND CATS REQUIRED. (a) Except as otherwise provided by board rule, the owner of a dog or cat shall have the animal vaccinated against rabies by the time the animal is four months of age and at regular intervals thereafter as prescribed by board rule.

(b) A veterinarian who vaccinates a dog or cat against rabies shall issue to the animal's owner a vaccination certificate in a form that meets the minimum standards approved by the board.

(c) A county or municipality may not register or license an animal that has not been vaccinated in accordance with this section.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.0211. CONFIDENTIALITY OF CERTAIN INFORMATION IN RABIES VACCINATION CERTIFICATE; CRIMINAL PENALTY. (a) Information contained in a rabies vaccination certificate or in any record compiled from the information contained in one or more certificates that identifies or tends to identify an owner or an

address, telephone number, or other personally identifying information of an owner of a vaccinated animal is confidential and not subject to disclosure under Chapter 552, Government Code. The information contained in the certificate or record may not include the social security number or the driver's license number of the owner of the vaccinated animal.

(b) The information may be disclosed only to a governmental entity or a person that, under a contract with a governmental entity, provides animal control services or animal registration services for the governmental entity for purposes related to the protection of public health and safety. A governmental entity or person that receives the information, including a county or municipality that registers dogs and cats under Subchapter D, must maintain the confidentiality of the information, may not disclose the information under Chapter 552, Government Code, and may not use the information for a purpose that does not directly relate to the protection of public health and safety.

(c) A person commits an offense if the person distributes information that is confidential under this section. An offense under this subsection is a misdemeanor punishable by:

(1) a fine of not more than $1,000;

(2) confinement in the county jail for not more than 180 days; or

(3) both the fine and confinement.

Added by Acts 1999, 76th Leg., ch. 1069, Sec. 1, eff. Sept. 1, 1999.
Amended by:

Acts 2005, 79th Leg., Ch. 1235, Sec. 1, eff. September 1, 2005.

Acts 2007, 80th Leg., R.S., Ch. 686, Sec. 1, eff. June 15, 2007.

Sec. 826.022. VACCINATION; CRIMINAL PENALTY. (a) A person commits an offense if the person fails or refuses to have each dog or cat owned by the person vaccinated against rabies and the animal is required to be vaccinated under:

(1) Section 826.021 and board rules; or

(2) ordinances or rules adopted under this chapter by

a county or municipality within whose jurisdiction the act occurs.

(b) An offense under this section is a Class C misdemeanor.

(c) If on the trial of an offense under this section the court finds that the person has been previously convicted of an offense under this section, the offense is a Class B misdemeanor.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 3, eff. May 5, 1995.

Sec. 826.023. USE AND SALE OF RABIES VACCINE. (a) Rabies vaccine for animals may be administered only by or under the direct supervision of a veterinarian.

(b) A veterinarian may not administer or directly supervise the administration of rabies vaccine in this state unless the person is:

(1) licensed by the State Board of Veterinary Medical Examiners to practice veterinary medicine; or

(2) practicing veterinary medicine on an installation of the armed forces or National Guard.

(c) A person may not sell or distribute rabies vaccine for animals to any person except a licensed veterinarian or to a person working in a veterinary clinic who accepts the vaccine on behalf of the veterinarian.

(d) This section does not prohibit a pharmacy licensed by the Texas State Board of Pharmacy from supplying rabies vaccine for animals to a licensed veterinarian.

(e) This section does not prohibit a veterinarian licensed by the State Board of Veterinary Medical Examiners from selling or dispensing rabies vaccine to an individual with whom the veterinarian has a veterinarian-client-patient relationship as described by Chapter 801, Occupations Code, for the sole purpose of allowing that individual to administer the rabies vaccine to that individual's own livestock.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 5, eff. May 5, 1995; Acts 2001, 77th Leg., ch. 1420, Sec. 14.810, eff. Sept. 1, 2001.

Sec. 826.024. USE AND SALE OF RABIES VACCINE; CRIMINAL

PENALTY. (a) A person commits an offense if the person:

(1) administers or attempts to administer rabies vaccine in a manner not authorized by Section 826.023;

(2) dispenses or attempts to dispense rabies vaccine in a manner not authorized by Section 826.023; or

(3) sells or distributes rabies vaccine for animals in violation of Section 826.023(c).

(b) An offense under this section is a Class C misdemeanor.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.025. PROVISION OF VACCINE AND SERUM. (a) The department may provide vaccine and hyperimmune serum in accordance with board policies or procedures for the use and benefit of a person exposed, or suspected of having been exposed, to rabies.

(b) In accordance with board rules and eligibility standards, the department is entitled to be reimbursed by or on behalf of the person receiving the vaccine or serum for actual costs incurred in providing the vaccine or serum.

(c) At the written request of the department, the attorney general or the county or district attorney for the county in which the recipient of the vaccine or serum resides may bring suit or start other proceedings in the name of the state to collect the reimbursement owed the department for the vaccine or serum.

(d) A suit or other proceeding may be brought against:

(1) the recipient;

(2) the parent, guardian, or other person legally responsible for the support of the recipient; or

(3) a responsible third party.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

SUBCHAPTER D. REGISTRATION AND RESTRAINT OF DOGS AND CATS

Sec. 826.031. REGISTRATION OF DOGS AND CATS BY LOCAL GOVERNMENTS. (a) The governing body of a municipality and the commissioners court of a county may adopt ordinances or rules under Section 826.014 or 826.015 requiring the registration of each dog and cat within the jurisdiction of the municipality or county.

(b) A dog or cat may not be subject to dual registration.

(c) The enforcing agency may collect a fee set by ordinance for the registration of each dog or cat and may retain the fees collected. The fees may be used only to help defray the cost of administering this chapter or the ordinances or rules of the enforcing agency within its jurisdiction.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.0311. CONFIDENTIALITY OF CERTAIN INFORMATION IN DOG AND CAT REGISTRY; CRIMINAL PENALTY. (a) Information that is contained in a municipal or county registry of dogs and cats under Section 826.031 that identifies or tends to identify the owner or an address, telephone number, or other personally identifying information of the owner of the registered dog or cat is confidential and not subject to disclosure under Chapter 552, Government Code. The information contained in the registry may not include the social security number or the driver's license number of the owner of the registered animal.

(b) The information may be disclosed only to a governmental entity or a person that, under a contract with a governmental entity, provides animal control services or animal registration services for the governmental entity for purposes related to the protection of public health and safety. A governmental entity or person that receives the information must maintain the confidentiality of the information, may not disclose the information under Chapter 552, Government Code, and may not use the information for a purpose that does not directly relate to the protection of public health and safety.

(c) A person commits an offense if the person distributes information that is confidential under this section. An offense under this subsection is a misdemeanor punishable by:

(1) a fine of not more than $1,000;

(2) confinement in the county jail for not more than 180 days; or

(3) both the fine and confinement.

Added by Acts 1999, 76th Leg., ch. 1069, Sec. 2, eff. Sept. 1, 1999.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 686, Sec. 2, eff. June 15, 2007.

Sec. 826.032. REGISTRATION; CRIMINAL PENALTY. (a) A person commits an offense if:

(1) the person fails or refuses to register or present for registration a dog or cat owned by the person; and

(2) the animal is required to be registered under the ordinances or rules adopted under this chapter by a county or municipality within whose jurisdiction the act occurs.

(b) An offense under this section is a Class C misdemeanor. Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.033. RESTRAINT, IMPOUNDMENT, AND DISPOSITION OF DOGS AND CATS. (a) The governing body of a municipality and the commissioners court of a county may adopt ordinances or rules under Section 826.014 or 826.015 to require that:

(1) each dog or cat be restrained by its owner;

(2) each stray dog or cat be declared a public nuisance;

(3) each unrestrained dog or cat be detained or impounded by the local rabies control authority or that officer's designee;

(4) each stray dog or cat be impounded for a period set by ordinance or rule; and

(5) a humane disposition be made of each unclaimed stray dog or cat on the expiration of the required impoundment period.

(b) A jurisdiction may not be subject to dual restraint ordinances or rules.

(c) The enforcing agency may adopt an ordinance setting a fee for the impoundment and board of a dog or cat during the impoundment period. The animal's owner must pay the fee before the animal may be released.

(d) The enforcing agency shall deposit the fees collected in the treasury of the enforcing agency. The fees may be used only to help defray the cost of administering this chapter or the

ordinances or rules of the enforcing agency within its jurisdiction.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 6, eff. May 5, 1995.

Sec. 826.034. RESTRAINT; CRIMINAL PENALTY. (a) A person commits an offense if:

(1) the person fails or refuses to restrain a dog or cat owned by the person; and

(2) the animal is required to be restrained under the ordinances or rules adopted under this chapter by a county or municipality within whose jurisdiction the act occurs.

(b) An offense under this section is a Class C misdemeanor.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

SUBCHAPTER E. REPORTS AND QUARANTINE

Sec. 826.041. REPORTS OF RABIES. (a) A person who knows of an animal bite or scratch to an individual that the person could reasonably foresee as capable of transmitting rabies, or who knows of an animal that the person suspects is rabid, shall report the incident or animal to the local rabies control authority of the county or municipality in which the person lives, in which the animal is located, or in which the exposure occurs.

(b) The report must include:

(1) the name and address of the victim and of the animal's owner, if known; and

(2) any other information that may help in locating the victim or animal.

(c) The local rabies control authority shall investigate a report filed under this section.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 7, eff; May 5, 1995.

Sec. 826.042. QUARANTINE OF ANIMALS. (a) The board shall adopt rules governing the testing of quarantined animals and the procedure for and method of quarantine.

(b) The local rabies control authority or a veterinarian shall quarantine or test in accordance with board rules any animal that the local rabies control authority or veterinarian has probable cause to believe is rabid, may have been exposed to rabies, or may have exposed a person to rabies.

(c) An owner shall submit for quarantine an animal that:

(1) is reported to be rabid or to have exposed an individual to rabies; or

(2) the owner knows or suspects is rabid or has exposed an individual to rabies.

(d) The owner shall submit the animal to the local rabies control authority of the county or municipality in which the exposure occurs.

(e) A veterinarian shall quarantine an animal that:

(1) is in the possession of the veterinarian; and

(2) the veterinarian knows or suspects is rabid or has exposed an individual to rabies.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 8, eff. May 5, 1995.

Sec. 826.043. RELEASE OR DISPOSITION OF QUARANTINED ANIMAL. (a) If a veterinarian determines that a quarantined animal does not show the clinical signs of rabies, the veterinarian or local rabies control authority shall release the animal to its owner when the quarantine period ends if:

(1) the owner has an unexpired rabies vaccination certificate for the animal; or

(2) the animal is vaccinated against rabies by a licensed veterinarian at the owner's expense.

(b) If a veterinarian determines that a quarantined animal shows the clinical signs of rabies, the veterinarian or local rabies control authority shall humanely destroy the animal. If an animal dies or is destroyed while in quarantine, the veterinarian or local rabies control authority shall remove the head or brain of the animal and submit it to the nearest department laboratory for testing.

(c) The owner of an animal that is quarantined under this

chapter shall pay to the veterinarian or local rabies control authority the reasonable costs of the quarantine and disposition of the animal. The veterinarian or local rabies control authority may bring suit to collect those costs. The county in which the veterinarian is located may reimburse the veterinarian in a reasonable amount set by the county for the costs of the quarantine and disposition of an animal whose owner is unable to pay.

(d) The veterinarian or local rabies control authority may sell the animal and retain the proceeds or keep, grant, or destroy an animal if the owner or custodian does not take possession of the animal before the fourth day following the final day of the quarantine period.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 9, eff. May 5, 1995.

Sec. 826.044. QUARANTINE; CRIMINAL PENALTY. (a) A person commits an offense if the person fails or refuses to quarantine or present for quarantine or testing an animal that:

(1) is required to be placed in quarantine or presented for testing under Section 826.042 and board rules; or

(2) is required to be placed in quarantine under ordinances or rules adopted under this chapter by a county or municipality within whose jurisdiction the act occurs.

(b) An offense under this section is a Class C misdemeanor.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.045. AREA RABIES QUARANTINE. (a) If rabies is known to exist in an area, the board or its designee may declare an area rabies quarantine to prevent or contain a rabies epizootic.

(b) On the declaration that a quarantine exists, the board shall:

(1) define the borders of the quarantine area; and

(2) adopt permanent or emergency rules.

(c) The rules adopted under Subsection (b)(2) may include conditions for the restraint of carnivorous animals and the transportation of carnivorous animals into and out of the quarantine area.

(d) The quarantine remains in effect until the 181st day after the date on which the last case of rabies is diagnosed in a dog, cat, or other animal species that caused the board or its designee to declare a quarantine, unless the board or its designee, by declaration, removes the quarantine before that date.

(e) While the quarantine is in effect, the rules adopted by the board supersede all other applicable ordinances or rules applying to the quarantine area and apply until the board or its designee removes the quarantine by declaration or until the rules expire or are revoked by the board.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.046. VIOLATION OF AREA RABIES QUARANTINE; CRIMINAL PENALTY. (a) A person commits an offense if the person violates or attempts to violate a rule of the board adopted under Section 826.045 governing an area rabies quarantine.

(b) An offense under this section is a Class C misdemeanor.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

Sec. 826.047. LIMITATION ON LIABILITY. A veterinarian performing duties under this chapter is not liable to the owner of an animal for the death of or injury to the animal except in a case of wilful misconduct or gross negligence.

Added by Acts 1995, 74th Leg., ch. 44, Sec. 11, eff. May 5, 1995.

Sec. 826.048. EXEMPTION FROM QUARANTINE REQUIREMENT FOR POLICE SERVICE ANIMALS. (a) In this section, "handler or rider" and "police service animal" have the meanings assigned by Section 38.151, Penal Code.

(b) A police service animal is exempt from the quarantine requirement of this subchapter if the animal bites a person while the animal is under routine veterinary care or while the animal is being used for law enforcement, corrections, prison or jail security, or investigative purposes. If after biting the person the animal exhibits any abnormal behavior, the law enforcement agency and the animal's handler or rider shall make the animal available within a reasonable time for testing by the local health

authority.

Added by Acts 2001, 77th Leg., ch. 979, Sec. 2, eff. Sept. 1, 2001.

SUBCHAPTER F. QUARANTINE AND IMPOUNDMENT FACILITIES

Sec. 826.051. MINIMUM STANDARDS FOR QUARANTINE AND IMPOUNDMENT FACILITIES. (a) The board shall adopt rules governing the types of facilities that may be used to quarantine animals.

(b) The board by rule shall establish minimum standards for impoundment facilities and for the care of impounded animals.

(c) In accordance with board rules, a local rabies control authority may contract with one or more public or private entities to provide and operate a quarantine facility.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 12, eff. May 5, 1995.

Sec. 826.052. INSPECTIONS. An employee of the department, on the presentation of appropriate credentials to the local rabies control authority or the authority's designee, may conduct a reasonable inspection of a quarantine or impoundment facility at a reasonable hour to determine if the facility complies with:

(1) the minimum standards adopted by the board for those facilities; and

(2) the requirements for animal control officer training adopted under Chapter 829.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 13, eff. May 5, 1995.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 1331, Sec. 3, eff. September 1, 2007.

Sec. 826.053. HEARING. (a) A person aggrieved by an action of the department in amending, limiting, suspending, or revoking any approval required of the department by this chapter may request a hearing before the department.

(b) The department shall conduct the hearing held under this section in accordance with Chapter 2001, Government Code and the

department's formal hearing rules.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 76, Sec. 5.95(49), eff. Sept. 1, 1995.

Sec. 826.054. SUITS TO ENJOIN OPERATION OF QUARANTINE OR IMPOUNDMENT FACILITY. (a) At the request of the commissioner, the attorney general may bring suit in the name of the state to enjoin the operation of a quarantine or impoundment facility that fails to meet the minimum standards established by this chapter and board rules.

(b) The suit shall be brought in a district court in the county in which the facility is located.

(c) When a court issues an order to a facility to cease operation, the local rabies control authority shall remove all animals housed in the facility to a shelter approved by the department. The county or municipality within whose jurisdiction the facility is located shall pay the cost of relocating the animals to an approved shelter.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989. Amended by Acts 1995, 74th Leg., ch. 44, Sec. 14, eff. May 5, 1995.

Sec. 826.055. QUARANTINE OR IMPOUNDMENT FACILITY; CRIMINAL PENALTY. (a) A person commits an offense if the person operates a facility for quarantined or impounded animals that fails to meet standards for approval established by:

(1) board rules; or

(2) ordinances or rules adopted under this chapter by a county or municipality.

(b) An offense under this section is a Class C misdemeanor.

Acts 1989, 71st Leg., ch. 678, Sec. 1, eff. Sept. 1, 1989.

PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM
SOLE SOURCE DECLARATION

"ORDER"

To: Hidalgo County Commissioners Court

From: Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

Date: February 22, 2011

Re: "Sole Source Declaration" - Palm Valley Animal Center

Hidalgo County currently contracts with Palm Valley Animal Center for Impoundment and Quarantine of Small Animals. Contract term is from September 30, 2010 through September 29, 2011 at the rates specified in said agreement.

Palm Valley Animal Center was the only bidder/participant of the procurement process that was attempted at least three times.

Operating costs for the center has prompted the request to amend the amount paid annually for the services requested and needed by Hidalgo County.

Therefore, Hidalgo County requires the continued contracting with the sole provider of Palm Valley Animal Center.

S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PALM VALLEY ANIMAL CENTER
2501 W. TRENTON RD.
EDINBURG, TX 78539

STATEMENT

TO: COUNTY OF HIDALGO
PO BOX 1356
EDINBURG, TX 78540

ATTENTION: MONICA BADILLO

DATE: NOVEMBER 3, 2011

TERMS: AS PER CONTRACT

ANNUAL CONTRACT AGREEMENT	$450,000.00
AMOUNT DUE FOR OCTOBER 2011	$37,500.00
TOTAL AMOUNT DUE BY NOVEMBER 15, 2011	$37,500.00

INVOICE RECEIVED BY:

_____ ON _____

GOODS/SERVICES RECEIVED BY:

_____ ON _____

RECEIVED
OFFICE OF EXECUTIVE OFFICER
ON: 11/7/11 BY: _____

Agency Activity Report

Print Date **Tuesday, November 01, 2011**

Agency Type	**Animal Control**
Date From	**10/1/2011 12:00 AM**
Date To	**10/31/2011 11:59 PM**
Agency	**All**
Operation Type	**All**

Animal# / ARN	Name / Species	Primary Breed / Secondary Breed	Operation Type / Operation SubType	Age Group / Transfer Reason	Operation Date / Agency Type	Person#	Person Name
Alamo					Status: Active	Intakes: 110	Unique Animals: 110
Alton					Status: Active	Intakes: 30	Unique Animals: 30
Donna					Status: Active	Intakes: 118	Unique Animals: 118
Edcouch					Status: Active	Intakes: 6	Unique Animals: 6
Edinburg					Status: Active	Intakes: 469	Unique Animals: 469
Hidalgo					Status: Active	Intakes: 13	Unique Animals: 13
Hidalgo County					Status: Active	Intakes: 803	Unique Animals: 803
LA JOYA					Status: Active	Intakes: 0	Unique Animals: 0
La Villa					Status: Active	Intakes: 4	Unique Animals: 4
McAllen					Status: Active	Intakes: 555	Unique Animals: 555
Mercedes					Status: Active	Intakes: 132	Unique Animals: 132
Mission					Status: Active	Intakes: 8	Unique Animals: 8
Palm View					Status: Active	Intakes: 5	Unique Animals: 5
Palmhurst					Status: Active	Intakes: 0	Unique Animals: 0
PEÑITAS					Status: Active	Intakes: 5	Unique Animals: 5
Pharr					Status: Active	Intakes: 404	Unique Animals: 404
San Juan					Status: Active	Intakes: 261	Unique Animals: 261
Weslaco					Status: Active	Intakes: 153	Unique Animals: 152
			Total Intakes:	3076			

PALM VALLEY ANIMAL CENTER
2501 W. TRENTON RD.
EDINBURG, TX 78539

STATEMENT

TO: COUNTY OF HIDALGO
PO BOX 1356
EDINBURG, TX 78540

ATTENTION: MONICA BADILLO

DATE: DECEMBER 2, 2011

TERMS: AS PER CONTRACT

ANNUAL CONTRACT AGREEMENT	$450,000.00
AMOUNT DUE FOR NOVEMBER2011	$37,500.00
TOTAL AMOUNT DUE BY DECEMBER 15, 2011	$37,500.00

INVOICE RECEIVED BY:
_____ on _____
GOODS/SERVICES RECEIVED BY:
_____ on _____

Agency Activity Report

Print Date **Thursday, December 01, 2011**

Agency Type	**Animal Control**
Date From	**11/1/2011 12:00 AM**
Date To	**11/30/2011 11:59 PM**
Agency	**All**
Operation Type	**All**

Animal# / ARN	Name / Species	Primary Breed / Secondary Breed	Operation Type / Operation SubType	Age Group / Transfer Reason	Operation Date / Agency Type	Person#	Person Name
Alamo					Status: Active	Intakes: 83	Unique Animals: 83
Alton					Status: Active	Intakes: 23	Unique Animals: 23
Donna					Status: Active	Intakes: 99	Unique Animals: 99
Edcouch					Status: Active	Intakes: 4	Unique Animals: 4
Edinburg					Status: Active	Intakes: 381	Unique Animals: 381
Hidalgo					Status: Active	Intakes: 7	Unique Animals: 7
Hidalgo County					Status: Active	Intakes: 655	Unique Animals: 655
LA JOYA					Status: Active	Intakes: 0	Unique Animals: 0
La Villa					Status: Active	Intakes: 0	Unique Animals: 0
McAllen					Status: Active	Intakes: 501	Unique Animals: 501
Mercedes					Status: Active	Intakes: 92	Unique Animals: 92
Mission					Status: Active	Intakes: 3	Unique Animals: 3
Palm View					Status: Active	Intakes: 2	Unique Animals: 2
Palmhurst					Status: Active	Intakes: 0	Unique Animals: 0
PEÑITAS					Status: Active	Intakes: 6	Unique Animals: 6
Pharr					Status: Active	Intakes: 369	Unique Animals: 369
San Juan					Status: Active	Intakes: 156	Unique Animals: 156
Weslaco					Status: Active	Intakes: 107	Unique Animals: 107
			Total Intakes:	2488			

AI-30295 **24. A. 5.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha L.Salazar **Submitted By:** Letty Saenz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

a. Requesting approval to exercise option to "terminate" agreement with Video Sound & Lights by issuing the contractual stated thirty (30) day written notice under contract #s-E-11-273-09-27-(C-09-163-09-15) for: “Repairs, Removal & Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment” (on an as needed basis) for Hidalgo County;

b. Requesting authority to advertise the Request for Bids (RFB): “Repairs, Removal & Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment” (on an as needed basis) for Hidalgo County with approval of procurement packet. (RFB No. 2012-035-00-00-SMA)

BACKGROUND

Current Contract E#11-273-09-27 (C-09-163-09-15)
Draft Specs-RFB-2012-035-00-SMA

Fiscal Impact

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

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

BUDGETARY IMPACT:

Currently No fiscal impact. Request is to terminate current contract and go out for bids, therefore, funding will be identified when bid is awarded.

Attachments

Draft Specs- RFB#2012-035-00-00-SMA

Contract#E-11-273-09-27-VSL-HC

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/21/2011 04:03 PM
Budget & Management	Merlen P. Munoz	12/21/2011 04:31 PM
Erika Zamora	Erika Zamora	12/22/2011 10:21 AM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Letty Saenz Started On: 12/21/2011 11:50 AM

Final Approval Date: 12/22/2011

EXHIBIT "A"

Specifications/Requirements
HIDALGO COUNTY (all funding sources)
"Repair, Removal, & Installation of Mobile Radios and Other Emergency Miscellaneous Equipment"
Bid No.: 2012-035-00-00-SMA

PROJECT OVERVIEW

Hidalgo County is seeking to contract with a qualified bidder to conduct all "Repairs, Removal and Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment" **on an as needed basis**. But not limited to

SPECIFICATIONS, TERMS AND CONDITIONS:

1. The bid contract will be for mobile radios, computers & other miscellaneous equipment that is currently installed in, or will be installed on County vehicles. This bid will exclude repairs to base radio consoles, tower site repeaters or equipment, or specialty surveillance equipment.

2. The contract shall be for a period of one (1) year with the County's option to extend for an additional two (2) one year terms under the same rates, terms and conditions. The new contract will not take effect until the last day of the existing contract.

3. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for new contract term.

4. 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 or (c) terminated by County with thirty days written notice prior to cancellation.

5. Vendors submitting bid should be currently performing repairs, removals and installations for other law enforcement and emergency response agencies.

6. Vendors submitting bid require working knowledge of *REPAIRS, INSTALLATION & REMOVAL* of Emergency Equipment, Radios & Other Misc. Equipment".

7. Vendor(s) shall have a covered working area to protect vehicles and equipment against inclement weather and ample space to store property being repaired, removed and/or installed while conducting repairs, installations and removals.

8. Vendor(s) shall be able to refurbish and/or repair any and all non-working overhead light bars, radios, sirens, and emergency miscellaneous equipment unless equipment is beyond repair.

9. Vendor(s) must be able to complete a vehicle installation in two (2) working days and a removal in one (1) working day.

10. Vendor(s) must be able to work on multiple vehicles at one time.

11. Vendor(s) must have the proposed facility insured for loss's resulting in theft, fire, employee negligence or hazardous weather condition.

12. Vendor(s) must have a service facility to be able to complete work specified located in Hidalgo County and have ample space to store property being repaired, removed and/or installed and the ability to tract and document the storage of property.

13. Vendor must have an area to keep vehicles secured for overnight and weekends.

14. Vendor must guarantee work performed.

15. **Vendors must be able to come and conduct repairs, installations and removals at any of the departments' locations on an emergency basis**. If the vendor will charge for a service call for this request, the vendor must include the cost of that service call within this bid.

16. Vendor must be able to pickup and/or deliver vehicles to and from any Hidalgo County department upon request and only when necessary.

17. If a unit price or extension already entered is to be altered, it shall be crossed out and initialed in ink by the BIDDER.

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18. All charges for repairs, removals and installations' shall be included in the bid price. Unless other-wise stated
19. Equipment used can change on a day-to-day basis depending on new product lines available. The enclosed list does not limit the scope of repairs to those items only. The repairs will be for anything installed or assigned to a County unit, both marked and unmarked, that is considered emergency equipment. Other miscellaneous equipment includes flashlight chargers, additional power sources, shotgun racks and vehicle floor mounting brackets.

20. Vendor must thoroughly fill in each section of the Bid Form (Exhibit "B") if applicable. Incomplete submittals shall be considered a probable cause for disqualification.

21. Hidalgo County reserves the right to award this contract on the basis of **lowest and best bid** in accordance with the laws of the State of Texas, to waive any formality or irregularity, and/or to reject any or all bids.

22. Hidalgo County reserves the right to award this contract to more than one (1) vendor at the County's discretion.

23. Unless otherwise specified, any reference to make, manufacturer and/or model used in the bid specifications is merely descriptive and not restrictive, and is used only to indicate type, style, or quality of material desired.

QUALIFICATIONS/REQUIREMENTS:

1. Vendor shall have been in business (in this field) for a minimum of three (3) years.

2. Vendor must have a service facility within Hidalgo County where all work will be performed.

3. A list of a minimum of four (4) current references/contracts for any state, local political subdivision, private sector or any other law enforcement agency must be submitted with your bid for qualification. Information should include, but not limited to the following:
   a) Company
   b) Contact Person
   c) Phone Number
   d) Work Performed
   e) Contract Term

4. Vendor must have appropriate insurance to operate our vehicles. Vendor must comply and submit all insurances as specified in Exhibit "C".

PART I- REPAIRS

REPAIRS on Mobile two-way Radios, Portable (handheld) two-way radios, Computers and Other Emergency Miscellaneous Equipment installed in Hidalgo County vehicles. (to exclude Sheriff's Office)

Hidalgo County has the following equipment installed in its vehicles.

RADIOS	LIGHTBARS	OTHER MISC. ITEMS
Motorola Syntor X	Code 3 Excalibar Package	Sho-Me Grille Lights
Motorola Syntor 9000	Whelen Edge 9004 SL	Whelen Strobes
Motorola Maxtrac	Federal Signal Jet Sonic	Whelen Cen Com Gold
Motorola Radias Line Radios	Federal Signal Jet Stream	Whelen siren with PA 295SL100
Vertex Line Radios	Whelen Lightbar 500 Series/Liberty Light Bar LED	Whelen Siren Control Head Model 1295 HFRSA
Motorola Astro Spectra Radio	Federal Signal Corp Aero Dynic	Code Three
Motorola XTL 1500 Astro	Federal Signal Corp Street Hawk	Motorola Antennas for Radios
Jensen Line Radios	Code 3 MX 7000	Galls Wig Wag Flashers
Midland Line Radios		Galls Strobe Power Supplies
EF Johnson/Johnson Line Radios		Push Bumpers
SP-130 Scanning Radio		LED flashing lights (various models)
QPA-Dual Slot Charger		
Ma-Comm Line Radios (mobile & portable)		

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PART II- REMOVAL

REMOVAL of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment in Hidalgo County vehicles (to exclude Sheriff's Office)

- **RADIO:** The departments use a variety of radios. Some radios are easier to remove compared to the others. The interested vendor must give the price per radio and all radios must include the power cables and interfaces.

  Below is a list of the radios currently installed in our County vehicles.

  1. Motorola Syntor (X, 9000, Etc.)
  2. Motorola Maxtrac
  3. Johnson Line Radios
  4. EF Johnson Line Radios
  5. Vertex Line Radios
  6. Motorola Radius Line Radios (GM 300, M 120, M 1225 Etc.)
  7. Jensen Line Radios
  8. Midland Line Radios
  9. Sp-130 Scanning Radio
  10. QPA-1125 Dual Slot Charger

- **ANTENNAS:** (to include disguise antennas)

- **SIRENS:** **12 volt sirens, to include but not limited to siren speakers mounted under the grill**

- **LIGHTS & LIGHTBARS:** (to include power cable and control panels)
  - **GRILLE LIGHTS:** (halogen, led or strobe)
  - **REAR DECK LIGHTS:** (halogen, led or strobe)
  - **DASH LIGHTS:** (Either mounted on dash or roof area near sun visor)
  - **STROBE OR LED LIGHT INSERTS By Pairs, Front or Back**
  - **HALOGEN LIGHT INSERTS By Pairs Front or Back**
  - **FUSE PANEL**
  - **STROBE POWER SUPPLIES**
  - **INTERIOR MOUNTED DIRECTIONAL LIGHT BARS**
  - **WIG-WAG FLASHER**

- **OTHER**
  - **PRISONER CAGES**
  - **SHOTGUN/ RIFLE RACK** (floor or ceiling mounted)
  - **SHOTGUN/ RIFLE RACK** (trunk lid mounted non-electrical)
  - **FLASHLIGHT CHARGER**
  - **PUSH BUMPERS**
  - **CENTER CONSOLE**
  - **VIDEO CAMERA SYSTEM**
  - **RADARS WITH ANTENNAS**
  - **MOBILE DATA COMPUTERS AND STANDS WITH POWER SUPPLY**

PART III- INSTALLATION

INSTALLATION of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment in Hidalgo County vehicles. (to exclude Sheriff's Office)

- **RADIO:** The departments use a variety of radios. Some radios are easier to install compared to the others. The interested vendor must give the price per radio and all radios must include the power cables and interfaces.

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1. Motorola Syntor (X, 9000, Etc.)
2. Motorola Maxtrac
3. Johnson Line Radios
4. EF Johnson Line Radios
5. Vertex Line Radios
6. Motorola Radius Line Radios (GM 300, M 120, M 1225 Etc.)
7. Jensen Line Radios
8. Midland Line Radios
9. Sp-130 Scanning Radio
10. QPA-1125 Dual Slot Charger
11. **MaComm Brand Radios**

- **ANTENNAS:** (to include disguised antennas)
- **SIRENS:** **12 volt sirens, grill mounted, light bar mounted, and disguised mounted**
  - **SIREN SPEAKERS PUSH BAR MOUNTED**
  - **SIREN SPEAKERS CONCEALED MOUNTED**
- **LIGHTBAR:** To include interface cables to console and include the installation and interface with switch panels.
  - **CODE 3 EXCALIBAR PACKAGE** (with interface box and switch)
  - **WHELEN EDGE 9004 SL** (with interface box and switch)
  - **FEDERAL SIGNAL JET SONIC**
  - **FEDERAL SIGNAL JET STREAM**
  - **DIRECTIONAL LIGHTBAR** (Federal Signal, Code Three)
  - **HALOGEN OR LED GRILL LIGHTS** (to include flasher and interface with the switch panel)
  - **STROBE GRILL LIGHTS** (to include interface with strobe power supply)
  - **HALOGEN OR LED REAR DECK LIGHTS** (to include flasher and interface with the switch panel)
  - **STROBE REAR DECK LIGHTS** (to include interface with strobe power supply)
  - **DASH LIGHTS** (to include strobe, halogen or LED, either mounted on dash or roof area near sun visor to include interface with switch panel)
  - **STROBE LIGHT INSERTS by Pairs, Front or Back** (to include interface with the strobe power supply)
  - **HALOGEN OR LED LIGHT INSERTS by Pairs Front or Back** (to include flasher and interface with switch panel)
  - **FUSE PANEL**
  - **STROBE POWER SUPPLY** (to include interface to switch panel)
  - **WIG-WAY FLASHER** (to include interface with switch panel)
- **OTHER**
  - **PRISONER CAGES** (to include lower extension and side panels)
  - **SHOTGUN/ RIFLE RACK FLOOR MOUNT** (interface with the switch panel and lock timers available)
  - **SHOTGUN/ RIFLE RACK OVERHEAD MOUNT** (interface with the switch panel and lock timers if available)
  - **SHOTGUN/ RIFLE RACK TRUNK LID MOUNT** (non-electrical)
  - **FLASHLIGHT CHARGER**
  - **PUSH BUMPER**
  - **CENTER CONSOLE**
  - **WIG-WAG FLASHER**
  - **VIDEO CAMERA SYSTEM**
  - **RADARS WITH ANTENNAS**

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MARKET VOLATILITY AND UNIT PRICE ADJUSTMENTS:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1. **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.

    - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
    - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
    - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
    - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier=s notice.
    - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.

2. **PRICE REDUCTION:** Vendor shall notify the County at the time when the Vendor=s costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

3. **TIME FRAME FOR ADJUSTED PRICE INCREASES:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4. **ALLOWABLE REVIEW PERIODS:** Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

5. **DOLLAR LIMIT TO PRICE CHANGES:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

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, 2812 S. Business Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

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ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE TO (956) 292-7612 OR VIA E-MAIL TO sandra.montalvo@co.hidalgo.tx.us by NO LATER THAN WEDNESDAY, , 2012 BY 5:00 P.M. Responses will be sent to all applicants via facsimile or e-mail by no **later than FRIDAY, , 2012 BY 5:00 P.M.**

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Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

August 30, 2011

E-11-273-09-27

Valentin Cardenas, President or
Diana Cardenas, Vice President
VIDEO SOUNDS & LIGHT, INC.
3716 South US Hwy 281
Edinburg, Texas 78539
P (956) 383-6855 **C** (956) 239-6855

via email facsimile (956) 380-1513
via email vslinc@aol.com
via certified mail #
7099 3220 0002 9744 9496

Re: ***Extension of Contract No. E-10-345-09-28 (C-09-163-09-15)-"Repairs, Removal & Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment" (on an as needed basis)-Hidalgo County***

Dear Mr. & Mrs. Cardenas:

Hidalgo County Purchasing Department will be requesting Commissioners' Court to consider the County's sole option to exercise the extension/renewal for the **SECOND (2ND) & FINAL YEAR** of the additional **TWO (2) ONE (1) YEAR** periods as provided in the current contract (under the same rates, terms and conditions). Please acknowledge receipt of this notice of placement on the next Commissioners' Court agenda/meeting for discussion, consideration and action, by signing below and returning to the Purchasing Department, via facsimile to (956) 956-318-2629 or email to: leticia.saenz@co.hidalgo.tx.us , so as to meet the agenda request form deadlines.

By: _____ Date: 8/31/2011
Valentin Cardenas, President or Diana Cardenas, Vice President

Additionally, we are requesting your company to provide an "Updated Certificate of Insurance" as required through Hidalgo County's Request for (Bid, Quote, Proposal, Statements of Qualifications).

Should you have any questions or require additional information, please do not hesitate to contact me at (956) 318-2626. Your cooperation in this matter is greatly appreciated and we hope your company continues its business relationship with Hidalgo County.

Sincerely,

Leticia H. Saenz, CPPB/Contracts Manager
Hidalgo County Purchasing Department

xc: file

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/15/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Specialty Insurance Managers
8601 RR 2222, Bldg III, Ste 100
Austin TX 78730

CONTACT NAME: Theresa Mazur, CIC, ACSR
PHONE (A/C, No, Ext): (512) 451-6551
FAX (A/C, No): (512) 454-0183
E-MAIL ADDRESS: tmazur@centralins.com
PRODUCER CUSTOMER ID #: 00030765

INSURED
VSL Tech, Inc., DBA: Video, Sound & Lights
3716 S. US Hwy 281
Edinburg TX 78539

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Western Heritage Insurance Co.	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: 11/12 GL MASTER REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC			SCP0856212	6/16/2011	6/16/2012	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 200,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					WC STATU-TORY LIMITS / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Insured's copy for bid purposes only.
To be replaced with certificate holder's and address when bid is accepted.

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/13/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

SEP 15 2011

PRODUCER
Central Insurance Agency
6000 N. Lamar Blvd
Austin TX 78752

CONTACT NAME: Theresa Mazur, CIC, ACSR
PHONE (A/C, No, Ext): (512) 451-6551 FAX (A/C, No): (512) 454-0183
E-MAIL ADDRESS: tmazur@centralins.com
PRODUCER CUSTOMER ID #: 00030765

INSURED
VSL, INC. VIDEO, SOUND AND
3716 S. US. HWY 281
EDINBURG TX 78539

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Progressive County Mutual	29203
INSURER B: Texas Mutual Insurance Company	055
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2010-2011 auto & WC REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
								$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 500,000
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS			06117138-3	12/20/2010	12/20/2011	BODILY INJURY (Per accident)	$
	X SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS						ROAD	$
	NON-OWNED AUTOS						Uninsured motorist property	$ 500,000
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A		SBP-0001186743 20101221	12/21/2010	12/21/2011	E.L. EACH ACCIDENT	$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Hildago County
3804 S. US Hwy 281
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Raper/CIA13

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AGENDA
CC CONSENT
HIDALGO COUNTY
COMMISSIONERS COURT MEETING
September 27, 2011
9:30 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Commissioners' Court will be held in the Commissioners' Courtroom of the Administration Building, 100 E. Cano, 1st floor, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

NOTICE TO THE PUBLIC
CONSENT AGENDA

The following items are of a routine or administrative nature. The Commissioners' Court has been furnished with background and support on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Commissioner, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

1. **Approval of check register and payment of claims and bills** - (Payments from Juvenile Probation, Adult Probation, LEOSE Fund, DA Motor Vehicle Theft Fund, DA Bad Check Processing Fund, DA Forfeiture Fund, Sheriff Forfeiture Funds, Constable Forfeiture Funds, HIDTA Forfeiture Funds and VIT Interest Fund are presented for recording purposes only.)

approved

2. **2011 Intradepartmental Transfers:**

A.	**AI-28782**	2011 - Emergency Management (1100)
B.	**AI-28633**	2011 - Tax Office (1100)
C.	**AI-28724**	2011 - 389th District Court (1100)
D.	**AI-28726**	2011 - 398th District Court (1100)

all approved

B. **AI-28681** 1. Approval to transfer $441,470.93 to the Hidalgo County Claims Bank Account for Blue Cross Blue Shield Insurance Claims paid for period 09/03/2011 to 09/16/2011.

approved 1-2

09/03-09/2011	$188,744.18
09/10-16/2011	$252,726.75
TOTAL	$441,470.93

2. Approval of wire transfer to cover claims paid.

13. **Purchasing Dept:**

Notes:

A. FOR ANY CONTRACTS(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. **AI-28606** **Elections Department:**

approved

Acceptance and approval to pay Invoice #15216 (PO #660949) as submitted by Separation Systems Consultants, Inc. (SSCI) awarded vendor with TCPN Contract #R5068 in connection with asbestos abatement and monitoring services for the Elections Department main office located at 101 S. 10th ave. in Edinburg in the amount of $9,844.01 with authority for County Treasurer to issue check after County Auditor's review and processing procedures are completed.

B. **AI-28759** Acceptance and approval of payment for the JP Morgan Travel Card Program in the total amount of $1224.72.

approved

C. **AI-28757** Requesting authority to enter into a 12-month software renewal maintenance agreement with (ESRI) Environmental Systems Research Institution awarded vendor through our membership/participation with (DIR) Department of Information Resource contract #DIR-SDD-1637 for the Information Technology Department through the following requisition #202836 for the following services. Effective dates below: (1-1100-415-00-200-002-0-336)

approved

Software Maintenance	Effective Date	Price
ArcInfo Concurrent Use Primary Maintenance	10/04/2011 - 10/03/2012	$2,985.00

"Licensed Professional Psychologist" RFP# 12-15-00-00-YSI.

Q.	**AI-28694**	Requesting approval to enter into a 12-month license support center/remote support subscriber agreement with Cisco Webex, LLC for the (I. T.) Information Technology Department for the amount of $150.00/month through requisition #202601 effective: 9/1/2011 - 8/31/2012 (1-1100-415-00-200-002-0-336):
approved		
R.	**AI-28655**	Requesting approval of payment for Inv.#7597(Final) in the amount of $5,200.00 submitted by Quintanilla, Headley & Associates, Inc. in connection with contract #C-08-380-11-04(PO #617432)- for the (Subdividing of Land) "Primary Care and Substance Abuse Facility"with authority for County Auditor to review and complete processing procedures and for County Treasurer to issue payment.
approved		
S.	**AI-28649**	**Elections Department:** Requesting approval & authority to enter into (3) years of commercial alarm monitoring services for (Burglar, Panic, Low Batt) and execute required commercial alarm monitoring agreement with Superior Alarms for the Elections Department located at 101 10th St. in Edinburg Texas through the requisition #199493 in the amount of $180.00/yr.
approved		
T.	**AI-28597**	Requesting authority to exercise the Second (2nd) & Final Year of the additional two (2) one (1) year periods as provided in the current contract for: "Repairs, Removal & Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment" (on an as needed basis) for Hidalgo County, under the same rates, terms and conditions with: VIDEO SOUNDS & LIGHT, INC. - effective 09/28/11 - 09/27/12.
approved		

APPROVED

AI-28597 **16. 0.**

CC CONSENT

Meeting Date: 09/27/2011

Submitted For: Martha L Salazar

Submitted By: Letty Saenz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting authority to exercise the Second (2nd) & Final Year of the additional two (2) one (1) year periods as provided in the current contract for: "Repairs, Removal & Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment" (on an as needed basis) for Hidalgo County, under the same rates, terms and conditions with: VIDEO SOUNDS & LIGHT, INC. - effective 09/28/11 - 09/27/12.

BACKGROUND

Extension letter-VSL
Current Conract #E-10-345-09-28 (C-09-163-09-15)
Updated Insurance Certificate

Fiscal Impact

FISCAL YEAR: ACCT. #:

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

BUDGETARY IMPACT:

County Wide Contract with various accounts under obj code 432

Attachments

Letter of Extension-VSL
Insurance
Current Contract-E-10-345-09-28 (C-09-163-09-15)-VSL

Form Review

Inbox	Reviewed By	Date
Purchasing Department		
Budget & Management		
Auditor's Office		

Form Started By: Letty Saenz Started On: 09/14/2011 05:14 PM

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-09-163-09-15

THIS CONTRACT is made and entered into this **15th** day of **September**, **2009** by and between the **County of Hidalgo, Texas** ("County"), and **VSL, INC.** d/b/a **Video, Sound & Light, Inc.** ("Company").

WHEREAS, Company responded to advertised notices for bids for **"Repairs, Removal & Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment" (on an as needed basis)** (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with Exhibit "A" Request for Bids (RFB) Procurement Packet attached hereto respectively, and incorporated herein for all purposes of (the "RFB"); and;

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications within Exhibit "A" Request for Bids (RFB) Procurement Packet, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agree that this Contract is entered into in order to provide the Services to within **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

Contract, and shall be obligated to render and provide the services in accordance with the Specifications contained in Exhibit "A" Request for Bids (RFB) Procurement Packet within **Hidalgo County**. 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. Further Hidalgo County reserves the right to request these services from other sources other than the successful vendor and shall not be in violation of any terms or conditions of said contract.

3. This Contract shall be for a period of **one (1) year**, commencing on **September 28, 2009** and expiring on **September 27, 2010** and may be extended at the sole discretion of the County for an additional two (2) one (1) year terms under the same rates, terms and conditions. Hidalgo County also 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 of award for the next term and contingent upon cost remaining unchanged.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of

such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. Company shall indemnify and hold harmless County, its elected officials, employees and agents from any and all claims, damages, losses, and expenses including attorney's fees for the defense of any action against County arising out of, resulting from, or connected with the provision of the Service by Company under this Contract. Said indemnity shall cover any act or failure to act by the Company, its agents or employees.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County:	The County of Hidalgo Attn: County Judge 100 E. Cano, 2nd Floor (Admin. Bldg) Edinburg, Texas 78539
If to Company:	VSL, INC. Attn: Valentin Cardenas, President or Diana Cardenas, Vice President 3716 South US Hwy 281 Edinburg, Texas 78539

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 County 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 15th day of September, 2009.

APPROVED AS TO FORM
Atlas & Hall, LLP

By: _____
Stephen L. Crain, Attorney

COUNTY OF HIDALGO

By: _____
Juan D. Salinas, III, County Judge

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

COMPANY:
VSL, INC. d/b/a VIDEO, SOUND & LIGHTS, IN

By: _____
Printed Name: Valentin A. Cardenas
Title: President

EXHIBIT "A"

REQUEST FOR BIDS (RFB) PROCUREMENT PACKET

PURCHASING DEPARTMENT
County Of Hidalgo

REQUEST FOR BID (RFB) CHECKLIST
HIDALGO COUNTY

"Repairs, Removal & Installation of Mobile Radios, Computers & Other Emergency Miscellaneous Equipment"
BID No. 2009-163-08-19-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 __6__pages.**

4. **Exhibit "B"- Bid Form, consisting of__3__pages.**
   (Must be submitted with bid)

5. **Exhibit "C"- Insurance Requirements, consisting of __5__ pages.**
   (Must be submitted with bid)

6. **Exhibit "D" CIQ Conflict of Interest Questionnaire, consisting of __2__ pages.**
   (Copy of receipt and this form must be submitted with bid)

7. **Vendor/Bidder Application and W-9 form consisting of __7__ pages.**
   (Must be submitted with bid)

8. **Certification Regarding Debarment, consisting of __2__ pages.**
   (Must be submitted with bid)

9. **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 RV

Martha L. Salazar, CPPB
Purchasing Agent

August 3, 2009
Date

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

PURCHASING DEPARTMENT
County Of Hidalgo

August 3, 2009

(Company's name and address)

_____

_____

_____

_____

Re: **HIDALGO COUNTY**
Request for Bids -**"Repairs, Removal & Installation of Mobile Radios, Computers and other Emergency Misc. Equipment"**
Bid No: 2009-163-08-19 -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

Bid No: 2009-163-08-12-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626 ext, 4865

REQUEST FOR BIDS

HIDALGO COUNTY

"REPAIR, REMOVAL AND INSTALLATION OF MOBILE RADIOS, COMPUTERS & OTHER EMERGENCY MISCELLANOUS EQUIPMENT"

BID OPENING DATE
AUGUST 19, 2009 @ 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

Form HCPD-03

1. Sealed bids will be received for **"HIDALGO COUNTY- REPAIR, REMOVAL AND INSTALLATION OF MOBILE RADIOS, COMPUTERS & OTHER EMERGENCY MISCELLANOUS EQUIPMENT"** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. **ONE (1) ORIGINAL AND THREE (3) COPIES** of all bids are required with the bidders name and return address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package: **"BID-2009-163-08-19-SMA-HIDALGO COUNTY- REPAIR, REMOVAL AND INSTALLATION OF MOBILE RADIOS, COMPUTERS & OTHER EMERGENCY MISCELLANOUS EQUIPMENT"** and in 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, AUGUST 19 , 2009. 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 "REQUEST FOR BIDS-2009-163-08-19-SMA-HIDALGO COUNTY- REPAIR, REMOVAL AND INSTALLATION OF MOBILE RADIOS, COMPUTERS & OTHER EMERGENCY MISCELLANOUS EQUIPMENT"**

   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- REPAIR, REMOVAL AND INSTALLATION OF MOBILE RADIOS, COMPUTERS & OTHER EMERGENCY MISCELLANOUS EQUIPMENT"** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
    - Discount payments will be considered when offered.
    - Contact person for Billing and Payment questions:

HIDALGO COUNTY AUDITOR'S OFFICE
2802 S. BUSINESS HWY 281
Edinburg, Texas 78539
956-318-2511
Attn: Accounts Payable

17. **SCHEDULE OF EVENTS**

Bid Opening, 9:30 AM	**AUGUST 19, 2009**
Award of Contract	_____, 2009
Commence Work or Deliver Products	_____, 2009

18. **BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT:**

- 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 thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services

23. Minimum Standards For Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- **Possess 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. To secure a certificate of "Good Standing", you may access the following website: www.window.state.tx.us/taxinfo/coastintr.htlm .**
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 with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

29. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

30. The successful bidder shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

Bid
for
HIDALGO COUNTY
"REPAIR, REMOVAL & INSTALLTION OF MOBILE RADIOS, COMPUTERS AND OTHER EMERGENCY MISCELLANEOUS EQUIPMENT"

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
2802 S. Bus. 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 SUBMITTED WITH BID PACKET)

EXHIBIT "A"

HIDALGO COUNTY

"Repair, Removal, & Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment"

Bid No.: 2009-163-08-19-SMA

SPECIFICATIONS

PROJECT OVERVIEW

Hidalgo County is seeking to contract with a qualified bidder to conduct all "Repairs, Removal and Installation of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment" **on an as needed basis**. But not limited to

SPECIFICATIONS, TERMS AND CONDITIONS:

1. The bid contract will be for mobile radios, computers & other miscellaneous equipment that is currently installed in, or will be installed on County vehicles. This bid will exclude repairs to base radio consoles, tower site repeaters or equipment, or specialty surveillance equipment.

2. The contract shall be for a period of one (1) year with the County's option to extend for an additional two (2) one year terms under the same rates, terms and conditions. The new contract will not take effect until the last day of the existing contract.

3. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for new contract term.

4. 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 or (c) terminated by County with thirty days written notice prior to cancellation.

5. Vendors submitting bid should be currently performing repairs, removals and installations for other law enforcement and emergency response agencies.

6. Vendor(s) must use only certified service technicians in performing repairs, installations and/or removals (proof of certification must be submitted with packet).

7. Vendor(s) shall have a covered working area to protect vehicles and equipment against inclement weather and ample space to store property being repaired, removed and/or installed while conducting repairs, installations and removals.

8. Vendor(s) shall be able to refurbish and/or repair any and all non-working overhead light bars, radios, sirens, and emergency miscellaneous equipment unless equipment is beyond repair.

9. Vendor(s) must be able to complete a vehicle installation in two (2) working days and a removal in one (1) working day.

10. Vendor(s) must be able to work on multiple vehicles at one time.

11. Vendor(s) must have the proposed facility insured for loss's resulting in theft, fire, employee negligence or hazardous weather condition.

12. Vendor(s) must have a service facility to be able to complete work specified located in Hidalgo County and have ample space to store property being repaired, removed and/or installed and the ability to tract and document the storage of property.

13. Vendor must have an area to keep vehicles secured for overnight and weekends.

14. Vendor must guarantee work performed.

15. **Vendors must be able to come and conduct repairs, installations and removals at any of the departments' locations on an emergency basis**. If the vendor will charge for a service call for this request, the vendor must include the cost of that service call within this bid.

16. Vendor must be able to pickup and/or deliver vehicles to and from any Hidalgo County department upon request and only when necessary.

17. If a unit price or extension already entered is to be altered, it shall be crossed out and initialed in ink by the BIDDER.

18. All charges for repairs, removals and installations' shall be included in the bid price. Unless other-wise stated

19. Equipment used can change on a day-to-day basis depending on new product lines available. The enclosed list does not limit the scope of repairs to those items only. The repairs will be for anything installed or assigned to a County unit, both marked and unmarked, that is considered emergency equipment. Other miscellaneous equipment includes flashlight chargers, additional power sources, shotgun racks and vehicle floor mounting brackets.

20. Vendor must thoroughly fill in each section of the Bid Form (Exhibit "B") if applicable. Incomplete submittals shall be considered a probable cause for disqualification.

21. Hidalgo County reserves the right to award this contract on the basis of **lowest and best bid** in accordance with the laws of the State of Texas, to waive any formality or irregularity, and/or to reject any or all bids.

22. Hidalgo County reserves the right to award this contract to more than one (1) vendor at the County's discretion.

23. Unless otherwise specified, any reference to make, manufacturer and/or model used in the bid specifications is merely descriptive and not restrictive, and is used only to indicate type, style, or quality of material desired.

QUALIFICATIONS/REQUIREMENTS:

1. Vendor shall have been in business (in this field) for a minimum of three (3) years.

2. Vendor must have a service facility within Hidalgo County where all work will be performed.

3. A list of a minimum of four (4) current references/contracts for any state, local political subdivision, private sector or any other law enforcement agency must be submitted with your bid for qualification. Information should include, but not limited to the following:
   a) Company
   b) Contact Person
   c) Phone Number
   d) Work Performed
   e) Contract Term

4. Vendor must have appropriate insurance to operate our vehicles. Vendor must comply and submit all insurances as specified in Exhibit "C".

PART I- REPAIRS

REPAIRS on Mobile two-way Radios, Portable (handheld) two-way radios, Computers and Other Emergency Miscellaneous Equipment installed in Hidalgo County vehicles. (to exclude Sheriff's Office)

Hidalgo County has the following equipment installed in its vehicles.

RADIOS	LIGHTBARS	OTHER MISC. ITEMS
Motorola Syntor X	Code 3 Excalibar Package	Sho-Me Grille Lights
Motorola Syntor 9000	Whelen Edge 9004 SL	Whelen Strobes
Motorola Maxtrac	Federal Signal Jet Sonic	Whelen Cen Com Gold
Motorola Radias Line Radios	Federal Signal Jet Stream	Whelen siren with PA 295SL100
Vertex Line Radios	Whelen Lightbar 500 Series/Liberty Light Bar LED	Whelen Siren Control Head Model 1295 HFRSA
Motorola Astro Spectra Radio	Federal Signal Corp Aero Dynic	Code Three
Motorola XTL 1500 Astro	Federal Signal Corp Street Hawk	Motorola Antennas for Radios
Jensen Line Radios	Code 3 MX 7000	Galls Wig Wag Flashers
Midland Line Radios		Galls Strobe Power Supplies
EF Johnson/Johnson Line Radios		Push Bumpers
SP-130 Scanning Radio		LED flashing lights (various models)
QPA-Dual Slot Charger		
Ma-Comm Line Radios (mobile & portable)		

PART II- REMOVAL

REMOVAL of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment in Hidalgo County vehicles (to exclude Sheriff's Office)

- **RADIO:** The departments use a variety of radios. Some radios are easier to remove compared to the others. The interested vendor must give the price per radio and all radios must include the power cables and interfaces.

  Below is a list of the radios currently installed in our County vehicles.

  1. Motorola Syntor (X, 9000, Etc.)
  2. Motorola Maxtrac
  3. Johnson Line Radios
  4. EF Johnson Line Radios
  5. Vertex Line Radios
  6. Motorola Radius Line Radios (GM 300, M 120, M 1225 Etc.)
  7. Jensen Line Radios
  8. Midland Line Radios
  9. Sp-130 Scanning Radio
  10. QPA-1125 Dual Slot Charger

- **ANTENNAS:** (to include disguise antennas)

- **SIRENS:** **12 volt sirens, to include but not limited to siren speakers mounted under the grill**

- **LIGHTS & LIGHTBARS:** (to include power cable and control panels)
  - **GRILLE LIGHTS:** (halogen, led or strobe)
  - **REAR DECK LIGHTS:** (halogen, led or strobe)
  - **DASH LIGHTS:** (Either mounted on dash or roof area near sun visor)
  - **STROBE OR LED LIGHT INSERTS By Pairs, Front or Back**
  - **HALOGEN LIGHT INSERTS By Pairs Front or Back**
  - **FUSE PANEL**
  - **STROBE POWER SUPPLIES**
  - **INTERIOR MOUNTED DIRECTIONAL LIGHT BARS**
  - **WIG-WAG FLASHER**

- **OTHER**
  - **PRISONER CAGES**
  - **SHOTGUN/ RIFLE RACK** (floor or ceiling mounted)
  - **SHOTGUN/ RIFLE RACK** (trunk lid mounted non-electrical)
  - **FLASHLIGHT CHARGER**
  - **PUSH BUMPERS**
  - **CENTER CONSOLE**
  - **VIDEO CAMERA SYSTEM**
  - **RADARS WITH ANTENNAS**
  - **MOBILE DATA COMPUTERS AND STANDS WITH POWER SUPPLY**

PART III- INSTALLATION

INSTALLATION of Mobile Radios, Computers and Other Emergency Miscellaneous Equipment in Hidalgo County vehicles. (to exclude Sheriff's Office)

- **RADIO:** The departments use a variety of radios. Some radios are easier to install compared to the others. The interested vendor must give the price per radio and all radios must include the power cables and interfaces.

1. Motorola Syntor (X, 9000, Etc.)
2. Motorola Maxtrac
3. Johnson Line Radios
4. EF Johnson Line Radios
5. Vertex Line Radios
6. Motorola Radius Line Radios (GM 300, M 120, M 1225 Etc.)
7. Jensen Line Radios
8. Midland Line Radios
9. Sp-130 Scanning Radio
10. QPA-1125 Dual Slot Charger
11. **MaComm Brand Radios**

- **ANTENNAS:** (to include disguised antennas)
- **SIRENS: 12 volt sirens, grill mounted, light bar mounted, and disguised mounted**
  - **SIREN SPEAKERS PUSH BAR MOUNTED**
  - **SIREN SPEAKERS CONCEALED MOUNTED**
- **LIGHTBAR:** To include interface cables to console and include the installation and interface with switch panels.
  - **CODE 3 EXCALIBAR PACKAGE** (with interface box and switch)
  - **WHELEN EDGE 9004 SL** (with interface box and switch)
  - **FEDERAL SIGNAL JET SONIC**
  - **FEDERAL SIGNAL JET STREAM**
  - **DIRECTIONAL LIGHTBAR** (Federal Signal, Code Three)
  - **HALOGEN OR LED GRILL LIGHTS** (to include flasher and interface with the switch panel)
  - **STROBE GRILL LIGHTS** (to include interface with strobe power supply)
  - **HALOGEN OR LED REAR DECK LIGHTS** (to include flasher and interface with the switch panel)
  - **STROBE REAR DECK LIGHTS** (to include interface with strobe power supply)
  - **DASH LIGHTS** (to include strobe, halogen or LED, either mounted on dash or roof area near sun visor to include interface with switch panel)
  - **STROBE LIGHT INSERTS by Pairs, Front or Back** (to include interface with the strobe power supply)
  - **HALOGEN OR LED LIGHT INSERTS by Pairs Front or Back** (to include flasher and interface with switch panel)
  - **FUSE PANEL**
  - **STROBE POWER SUPPLY** (to include interface to switch panel)
  - **WIG-WAY FLASHER** (to include interface with switch panel)
- **OTHER**
  - **PRISONER CAGES** (to include lower extension and side panels)
  - **SHOTGUN/ RIFLE RACK FLOOR MOUNT** (interface with the switch panel and lock timers available)
  - **SHOTGUN/ RIFLE RACK OVERHEAD MOUNT** (interface with the switch panel and lock timers if available)
  - **SHOTGUN/ RIFLE RACK TRUNK LID MOUNT** (non-electrical)
  - **FLASHLIGHT CHARGER**
  - **PUSH BUMPER**
  - **CENTER CONSOLE**
  - **WIG-WAG FLASHER**
  - **VIDEO CAMERA SYSTEM**
  - **RADARS WITH ANTENNAS**

MARKET VOLATILITY AND UNIT PRICE ADJUSTMENTS:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1. **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.

- A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
- The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
- The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
- No price escalation will be authorized in excess of the amount of the increase referred to in the supplier=s notice.
- The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.

2. **PRICE REDUCTION:** Vendor shall notify the County at the time when the Vendor=s costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

3. **TIME FRAME FOR ADJUSTED PRICE INCREASES:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4. **ALLOWABLE REVIEW PERIODS:** Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

5. **DOLLAR LIMIT TO PRICE CHANGES:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

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, 2812 S. Business Hwy. 281, Edinburg, Texas 78539. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE TO (956) 292-7612 OR VIA E-MAIL TO sandra.montalvo@co.hidalgo.tx.us by NO LATER THAN WEDNESDAY, AUGUST 12, 2009 BY 5:00 P.M. Responses will be sent to all applicants via facsimile or e-mail by no **later than FRIDAY, AUGUST 14, 2009 BY 5:00 P.M.**

EXHIBIT "B"

BID FORM

HIDALGO COUNTY

"Repairs, Removal and Installation of Mobile Radios, Computers & Other Emergency Miscellaneous Equipment"

BID NO. 2008-163-08-19-SMA

ITEMS	REMOVAL PRICE	INSTALLATION PRICE	REPAIR PRICE (PER HOUR)	MARK UP RATE WITH PARTS	LIST ALL WARRANTIES
RADIOS					
Motorola Syntor (X, 9000, Etc)	$	$	$	$	
Motorola Maxtrac	$	$	$	$	
Johnson Line Radios	$	$	$	$	
EF Johnson Line Radios	$	$	$	$	
Vertex Line Radios	$	$	$	$	
Motorola Radius Line Radios (GM 300, M120, M1225 etc.)	$	$	$	$	
Jensen Line Radios	$	$	$	$	
Midland Line Radios	$	$	$	$	
Sp-130 Scanning Radio	$	$	$	$	
Antennas	$	$	$	$	
Ma-Comm Line Radios (mobile & portable)	$	$	$	$	
LIGHT BAR					
Code 3 Excalibur Package	$	$	$	$	
Whelen Edge 9004 SL	$	$	$	$	
Federal Signal Jet Sonic	$	$	$	$	
Federal Signal Jet Stream	$	$	$	$	
Directional Light Bar	$	$	$	$	
SIRENS					
12 Volt Sirens	$	$	$	$	
Siren Speakers Push Bar Mounted	$	$	$	$	
Siren Speakers Concealed Mounted	$	$	$	$	
Siren with PA (295SL100)	$	$	$	$	
Siren Control Head (model #1295HFRSA)	$	$	$	$	
Undercover Siren with position switch	$	$	$	$	
OTHER MISC. ITEMS					
Video Camera System	$	$	$	$	
Radars with Antennas	$	$	$	$	
Mobile Data Computers & stands with power supply	$	$	$	$	
QPA-1125 Dual Slot Charger	$	$	$	$	
Grille Lights (Halogen, LED or Strobe)	$	$	$	$	
Rear Deck Lights	$	$	$	$	
Dash Lights	$	$	$	$	
Prisoner Cages	$	$	$	$	
Shotgun/Rifle Rack (all mounts & types)	$	$	$	$	
LED Lights	$	$	$	$	
Grille Lights (Halogen, LED or Strobe)	$	$	$	$	
LED Dash Lights	$	$	$	$	
Light Inserts by Pairs, Front or Back (Halogen, LED or Strobe)	$	$	$	$	
Fuse Panel	$	$	$	$	
Strobe Power Supplies	$	$	$	$	
Wig-Wag Flasher	$	$	$	$	
Flash Light Charger	$	$	$	$	
Push Bumpers	$	$	$	$	
Center Console	$	$	$	$	

(THIS PAGE MUST BE SUBMITTED WITH BID)

EXHIBIT "B"

BID FORM

HIDALGO COUNTY

"Repairs, Removal and Installation of Mobile Radios, Computers & Other Emergency Miscellaneous Equipment"

BID NO. 2008-163-08-19-SMA

BIDDER /COMPANY'S NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE NUMBER/: _____

CELLULAR NUMBER: _____

FAX NUMBER: _____

AUTHORIZED SIGNATURE: _____

EMAIL ADDRESS: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

(THIS PAGE MUST BE SUBMITTED WITH BID)

EXHIBIT "C"

Insurance Requirements
Applicable to the Acquisition of Goods and /or Services
(other than Professional Services)

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

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.

INSURED

INSURERS AFFORDING COVERAGE

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 EXP (Any one person) $ PERSONAL & 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 OCCURRENCE $ AGGREGATE $ $ $ $
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**				WC STATU- ☐ OTHER TORY LIMITS E.L. EACH ACCIDENT $ E.L. DISEASE-EA EMPLOYEE $ E.L. DISEASE-POLICY LIMIT $
	OTHER				

SAMPLE

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

Hidalgo County
Attn: Purchasing Department
2812 S Highway Bus. 281
Edinburg, Texas 78539

ADDITIONAL INSURED; INSURER LETTER:

CANCELLATION

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

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 05/29/2007

(Copy of receipt and this form must be submitted with bid)

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.:**

Revised12/14/06

(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,

(THIS PAGE MUST BE SUBMITTED WITH BID)

• 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, 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"
VENDOR'S BID

EXHIBIT "B"

BID FORM

HIDALGO COUNTY

"Repairs, Removal and Installation of Mobile Radios, Computers & Other Emergency Miscellaneous Equipment"

BID NO. 2008-163-08-19-SMA

ITEMS	REMOVAL PRICE	INSTALLATION PRICE	REPAIR PRICE (PER HOUR)	MARK UP RATE WITH PARTS	LIST ALL WARRANTIES
RADIOS					
Motorola Syntor (X, 9000, Etc)	$ 21.50	$ 40.00	$ 29.95	$ 13 %	
Motorola Maxtrac	$ 10.50	$ 21.00	$ 29.95	$ 13 %	See
Johnson Line Radios	$ 10.50	$ 21.00	$ 29.95	$ 13 %	Attach.
EF Johnson Line Radios	$ 21.50	$ 40.00	$ 29.95	$ 13 %	
Vertex Line Radios	$ 10.50	$ 21.00	$ 29.95	$ 13 %	
Motorola Radius Line Radios (GM 300, M120, M1225 etc.)	$ 10.50	$ 21.00	$ 29.95	$ 13 %	
Jensen Line Radios	$ 0.01	$ 0.01	$ 29.95	$ 13 %	
Midland Line Radios	$ 0.01	$ 0.01	$ 29.95	$ 13 %	
Sp-130 Scanning Radio	$ 0.01	$ 0.01	$ 29.95	$ 13 %	
Antennas	$ 7.00	$ 13.00	$ 29.95	$ 13 %	
Ma-Comm Line Radios (mobile & portable)	$ 21.50	$ 40.00	$ 29.95	$ 13 %	
LIGHT BAR					
Code 3 Excalibur Package	$ 19.50	$ 55.00	$ 29.95	$ 13 %	
Whelen Edge 9004 SL	$ 19.50	$ 55.00	$ 29.95	$ 13 %	See
Federal Signal Jet Sonic	$ 19.50	$ 55.00	$ 29.95	$ 13 %	Attach
Federal Signal Jet Stream	$ 19.55	$ 55.00	$ 29.95	$ 13 %	
Directional Light Bar	$ 15.00	$ 25.00	$ 29.95	$ 13 %	
SIRENS					
12 Volt Sirens	$ 13.00	$ 25.00	$ 29.95	$ 13 %	
Siren Speakers Push Bar Mounted	$ 12.00	$ 18.00	$ 29.95	$ 13 %	
Siren Speakers Concealed Mounted	$ 12.00	$ 18.00	$ 29.95	$ 13 %	See
Siren with PA (295SL100)	$ 15.00	$ 30.00	$ 29.95	$ 13 %	Attach
Siren Control Head (model #1295HFRSA)	$ 15.00	$ 30.00	$ 29.95	$ 13 %	
Undercover Siren with position switch	$ 13.00	$ 25.00	$ 29.95	$ 13 %	
OTHER MISC. ITEMS					
Video Camera System	$ 18.00	$ 89.00	$ 29.95	$ 13 %	
Radars with Antennas	$ 15.00	$ 60.00	$ 29.95	$ 13 %	
Mobile Data Computers & stands with power supply	$ 30.00	$ 95.00	$ 29.95	$ 13 %	See
QPA-1125 Dual Slot Charger	$ 0.01	$ 0.01	$ 29.95	$ 13 %	Attach.
Grille Lights (Halogen, LED or Strobe)	$ 11.00	$ 25.00	$ 29.95	$ 13 %	
Rear Deck Lights	$ 11.00	$ 25.00	$ 29.95	$ 13 %	
Dash Lights	$ 7.00	$ 16.00	$ 29.95	$ 13 %	
Prisoner Cages	$ 15.00	$ 29.00	$ 29.95	$ 13 %	
Shotgun/Rifle Rack (all mounts & types)	$ 9.00	$ 18.00	$ 29.95	$ 13 %	
LED Lights	$ 11.00	$ 25.00	$ 29.95	$ 13 %	
Grille Lights (Halogen, LED or Strobe)	$ 11.00	$ 25.00	$ 29.95	$ 13 %	
LED Dash Lights	$ 11.00	$ 20.00	$ 29.95	$ 13 %	
Light Inserts by Pairs, Front or Back (Halogen, LED or Strobe)	$ 10.00	$ 20.00	$ 29.95	$ 13 %	OPENED
Fuse Panel	$ 10.00	$ 19.00	$ 29.95	$ 13 %	
Strobe Power Supplies	$ 10.00	$ 16.00	$ 29.95	$ 13 %	9:44 a.m.
Wig-Wag Flasher	$ 10.00	$ 14.00	$ 29.95	$ 13 %	8-19-08
Flash Light Charger	$ 5.00	$ 11.00	$ 29.95	$ 13 %	
Push Bumpers	$ 15.00	$ 25.00	$ 29.95	$ 13 %	
Center Console	$ 15.00	$ 25.00	$ 29.95	$ 13 %	Witnessed

(THIS PAGE MUST BE SUBMITTED WITH BID)

EXHIBIT "B"

BID FORM

HIDALGO COUNTY

"Repairs, Removal and Installation of Mobile Radios, Computers & Other Emergency Miscellaneous Equipment"

BID NO. 2008-163-08-19-SMA

BIDDER /COMPANY'S NAME: V2L INC

ADDRESS: 3716 S. US Hwy 281

CITY/STATE/ZIP CODE: Edinburg TX 78539.

PHONE NUMBER/: 956 383 6855

CELLULAR NUMBER: 956 239 6855

FAX NUMBER: 956 380 1513.

AUTHORIZED SIGNATURE:

EMAIL ADDRESS: V2LINC@AOL.COM.

PRINTED NAME: VALENTIN A. CARDENAS.

TITLE: V. PRESIDENT.

DATE: 08/18/09.

(THIS PAGE MUST BE SUBMITTED WITH BID)

VSL INC.
3716 S. US HWY 281
EDINBURG, TX. 78539
(956) 383-6855
FAX (956) 380-1513

TO: HIDALGO COUNTY PURCHASING DEPARTMENT.

VSL INC WARRANTIES ALL REMOVAL AND INSTALLATIONS FOR 2 YEARS AGAINST DEFECTS ON OUR LABOR. OUR WARRANTIE DOES NOT EXTEND TO THIRD PARTY INVOLMENT AND ANY FORCE OF NATURE AND ACTS OF GOD.

VSL INC WARRANTIES OUR REPAIRS FOR ONE YEAR ON LABOR AND MANUFACTURER WARRANTIES ON PARTS. OUR WARRANTIE DOES NOT EXTEND TO THIRD PARTY INVOLMENT AND ANY FORCE OF NATURE AND ACTS OF GOD.

MARKUP PRICE IN REPAIR PARTS 13%.

VSL INC
VALENTIN CARDENAS

EXHIBIT "C"
INSURANCE REQUIREMENTS

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/08/2009

PRODUCER 512.451.6551 FAX 512.454.0183
Central Insurance Agency, Inc.
6000 N. Lamar Blvd
Austin, TX 78752

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 VSL, Inc
DBA: Video, Sound & Lights
3716 S US HWY 281
EDINBURG, TX 78539

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: First National Ins Co of Am	24724
INSURER B: Progressive County Mutual	29203
INSURER C: Texas Mutual Insurance Company	055
INSURER D:	
INSURER E:	

COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC	25CC25267310	12/20/2008	12/20/2009	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 200,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B		AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [X] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	06117138-1	12/20/2008	12/20/2009	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS / UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	SBP-0001186743 20071221	12/21/2008	12/21/2009	[ ] 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

CERTIFICATE HOLDER

BID ONLY
THIS CERTIFICATE TO BE REPLACED WITH CERTIFICATE HOLDER'S NAME AND ADDRESS WHEN THE BID IS ACCEPTED

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 00 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

SIGNATURE INTENTIONALLY LEFT BLANK

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AI-17370 **27.A.9.**

Award-Repair/Removal/Installation- Mobile Radios/Computers/& Other Emergency Misc. Equipment

CC REGULAR

Date: 09/15/2009
Submitted By: Sandra Montalvo, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department **Purchasing only:** Hidalgo County

Information

CAPTION

Presentation of bids received for the purposes of award with approval of contract to the bidder meeting all the specifications and/or requirements as attached hereto for "Hidalgo County-Repair, Removal & Installation of Mobile Radios, Computers & Other Emergency Misc. Equipment"- Bid #2009-163-08-19-SMA.

BACKGROUND

1. Current Contract expires on September 27, 2009
2. Contract Document has been sent to legal counsel for review and approval as to form.
3. Recommended Vendor is "VSL, Inc."

Fiscal Impact

FISCAL YEAR: 2009 **ACCT. #:** VARIOUS
FUNDS AVAILABLE Y/N?: y **MATCHING FUNDS Y/N?:**
BUDGETARY IMPACT:
See attached expenditure report for availability of funds. rc

Attachments

Link: Participation,tabulation,dept's recommendation
Link: dept's recommendation
Link: expenditure report- object code 432
Link: contract

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
	(Originator)	Sandra Montalvo	09/09/2009 08:34 AM	CREATED
1	Purchasing Department	Marty Salazar	09/10/2009 11:32 AM	APRV
2	Budget & Management	Erika Zamora	09/10/2009 11:37 AM	APRV
3	Rosalinda Cantu	Rosie Cantu	09/10/2009 03:58 PM	APRV
4	Auditor's Office			NEW
Form Started By: Sandra Montalvo			Started On: 09/09/2009 08:34 AM	

AI-30289 **24. A. 6.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha Salazar **Submitted By:** Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval of the following work authorizations through Contract #C-11-117-08-02 with Brian Godinez in connection to the "Professional Consulting Services To Assist, Assess, Review, And Facilitate The County's Revenue And Expenditure Efficiencies" as follow:

a. WA#2-Provide planning, organization, facilitation, communications and reporting and support services for the County's Indigent Defense And Jail Overcrowding, in the amount of $36,815.00.

b. WA#3-Provide communications and public engagement strategies and services to Hidalgo County Precinct No. 4, to assist raising the awareness and education of County and Precinct 4 Services and Programs for the Community, in the amount of $34,965.00.

BACKGROUND

WA #2 & WA #3 - C-11-117-08-02 with Brian Godinez

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

DBM WILL IDENTIFY FUNDING WITHIN THIS AGENDA MEETING. ALSO, REQUISITION#S WILL BE PROVIDED ONCE FUNDING HAS BEEN IDENTIFIED BY DBM.

Attachments

WA#2-Brian Godinez-C-11-117-08-02

WA#3-Brian Godinez-C-11-117-08-02

Contract #C-11-117-08-02-Brian Godinez

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/22/2011 04:47 PM
Auditor's Office	Angela Garcia	12/22/2011 05:38 PM

Form Started By: Vangie Garcia Started On: 12/21/2011 09:14 AM

Final Approval Date: 12/22/2011

HIDALGO COUNTY
Professional Consulting Services
Contract # C-11-117-08-02

WORK AUTHORIZATION No.2

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of the Service Contract made by and between **HIDALGO COUNTY,** action herein by and through the **Commissioner's Court,** hereinafter called the **"Owner,"** and, **"GODINEZ COMMUNICATIONS," professional consultant of McAllen, Texas , hereinafter called "Consultant."**

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the CONSULTANT to provide professional consulting services as it pertains to the following:

Provide planning, organization, facilitation, communications and reporting services and support for the Hidalgo County Judge Ramon Garcia's Office and any other County departments or groups related to the County's indigent defense and jail overcrowding.

The scope of services to be provided by the **CONSULTANT** is identified in ***EXHIBIT "B"- Scope of Services to be Provided by the Consultant*** attached hereto. The project work schedule is identified in ***EXHIBIT "C" – Project Work Schedule*** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is $ 36,815. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as ***EXHIBIT "C" – Project Work Schedule and EXHIBIT "D" - Consultant Cost/Rates*** attached hereto.

PART 3. PAYMENT

Compensation and payment to the **CONSULTANT** for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 3 of the Agreement.

PART 4. FUNDING

This Work Authorization NO.1 shall be funded through funding source:

Account No. **(DBM WILL DETERMING FUNDING SOURCE AT THIS AGENDA)**
Requisition Number **(REQUISTION # WILL BE PROVIDED ONE FUNDING SOURCE IS DETERMINED)**

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work.

PART 6. RESPONSIBILITIES AND OBLIGATIONS
This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION
Acknowledgement and confirmation by Hidalgo County Judge Ramon Garcia as to content and detail of this Work Authorization No. 2.

HIDALGO COUNTY JUDGE's Office

BY: _____

Ramon Garcia, County Judge

PART 8. ACCEPTANCE AND APPROVAL
This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on as indicated below and effective as of _____ day of , 2011.

THE CONSULTANT:
GODINEZ COMMUNICATIONS

BY: _____
Brian Godinez

THE OWNER:
HIDALGO COUNTY

BY: _____
Ramon Garcia, County Judge

ATTEST:

BY: _____
Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A" - Services to be Provided by the Owner
ATTACHMENT "B" - Scope of Services to be Provided by the Consultant
ATTACHMENT "C" - Work Schedule
ATTACHMENT "D" - Consultant Cost/Rates
ATTACHMENT "E" - Insurance Requirements Provided by the Consultant

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.

The **OWNER** will provide to the **CONSULTANT** the following:

(1) Authorization to the **CONSULTANT** to begin work in accordance with Section 3 of this Agreement.

(2) Payment for work performed by the **CONSULTANT** and accepted by the **OWNER** in accordance with Section 6 of the Agreement.

(3) Assistance to the **CONSULTANT,** as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **CONSULTANT** cannot easily obtain.

(4) Provide any available relevant data the **OWNER** may have on file concerning the project.

(5) Provide timely review and decisions in response to the **CONSULTANT'S** request for information and/or required submittals and deliverables, in order for the **CONSULTANT** to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.

(6) Attend and participate in progress meetings as required and as coordinated and conducted by the **CONSULTANT.**

(7) Assist the **CONSULTANT** in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:

Public Meetings

(a) Approve agenda and all exhibits prior to public meeting.
(b) Approve date and location of the meeting.
(c) Review/approve Public Meeting Report.

(8) Attend the Preliminary Concept Conference coordinated and conducted by the CONSULTANT and more particularly identified in Attachment "B" of the

ATTACHMENT "B"

Scope of Services to be Provided by the Consultant

The project will consist of working closely (daily, weekly and/or monthly) with the Hidalgo County Judge's Office and County Officials/Representatives for Hidalgo County, and provide planning, organization, facilitation, presentation, communications and reporting professional consulting services to focus on issues, strategies and solutions related to indigent defense and jail overcrowding, including:.

- Discover and evaluate the current issues, conditions, impact and plans for addressing the County's indigent defense and jail overcrowding;

- Assist, plan, prepare, organize, facilitate, communicate and/or coordinate meetings, workshops, work sessions, briefings, presentations, materials and/or reports on a weekly, monthly and/or quarterly basis for the Hidalgo County Judge's Office and County Officials/Representatives for Hidalgo County related to indigent defense and jail overcrowding (or as requested by County Commissioner's Court);

- Coordinate with the County to jointly develop plans, strategies and actions for indigent defense and jail overcrowding;

- If needed, submit a proposed plan, schedule and tasks required to implement any recommended strategies that may develop;

- Assist the Hidalgo County Judge's Office and County Officials/Representatives with developing appropriate action addressing indigent defense and jail overcrowding;

- Cooperate and coordinate fully with the County Commissioners' Court, as well as with the professional and administrative staffs of the County;

- Report and consult to the County Judge's Office and County Commissioners' Court as often as reasonably necessary;

- Prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal as authorized by the County.

Agreement.

(9) Review and approve the Project design criteria.

(10) Review and approve change as required and prepared by the CONSULTANT.

ATTACHMENT "D"
Consultant Cost/Rates

For and in consideration of the **Services** attached to this Agreement and to be rendered by the **Consultant**, the **Owner** shall pay the **Consultant** the **fee** as defined in this Agreement, and as more particularly identified as follows:

Description - All Inclusive	**Hourly Fees**
Principal-in-Charge	$135
Graphic Design	$65
Copy Writing	$55
Administrative Support	$45

Material Rates	
Item	**Unit Rate**
Mileage (outside of Hidalgo County)	IRS Allowable Rate
Sub-consultant Fees	Billable Hourly Rate + 10%
Reimbursement expenses (e.g. travel out of area, printing)	At cost plus 10% (pre-approved by the County)

ATTACHMENT "E"
Insurance Requirements Provided by the Consultant

HIDALGO COUNTY
Professional Consulting Services
Contract # C-11-117-08-02

ATTACHMENT "A"

WORK AUTHORIZATION No.3

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of the Service Contract made by and between **HIDALGO COUNTY,** action herein by and through the **Commissioner's Court,** hereinafter called the **"Owner,"** and**, "GODINEZ COMMUNICATIONS," professional consultant of McAllen, Texas , hereinafter called "Consultant."**

PART 1. SCOPE OF WORK
The purpose of this Work Authorization is for the CONSULTANT to provide professional consulting services as it pertains to the following:

Provide communications and public engagement strategies and services to Hidalgo County Precinct 4 to assist raising the awareness and education of County and Precinct 4 services and programs for the community.

The scope of services to be provided by the **CONSULTANT** is identified in ***EXHIBIT "B"- Scope of Services to be Provided by the Consultant*** attached hereto. The project work schedule is identified in ***EXHIBIT "C" – Project Work Schedule*** attached hereto.

PART 2. ESTIMATED COST
The estimated cost for services under this Work Authorization is $ 34,965. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as ***EXHIBIT "C" – Project Work Schedule and EXHIBIT "D" - Consultant Cost/Rates*** attached hereto***.***

PART 3. PAYMENT
Compensation and payment to the **CONSULTANT** for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 3 of the Agreement.

PART 4. FUNDING
This Work Authorization NO.1 shall be funded through funding source:

Account No. **(DBM WILL IDENTIFY FUNDING WITHIN THIS AGENDA)**
Requisition Number **(REQUISTION # TO BE PROVIDED ONCE FUNDING HAS BEEN IDENTIFIED)**

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work.

PART 6. RESPONSIBILITIES AND OBLIGATIONS
This Authorization does not waive the parties' responsibilities and obligations provided under the **Agreement**.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION
Acknowledgement and confirmation by Hidalgo County Commissioner Joseph Palacios as to content and detail of this Work Authorization No. 1.

HIDALGO COUNTY PRECINCT 4

BY: _____

Joseph Palacios, County Commissioner Precinct 4

PART 8. ACCEPTANCE AND APPROVAL
This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on as indicated below and effective as of _____ day of , 2011.

THE CONSULTANT:
GODINEZ COMMUNICATIONS

BY: _____
Brian Godinez

THE OWNER:
HIDALGO COUNTY

BY: _____
Ramon Garcia, County Judge

ATTEST:

BY: _____
Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

ATTACHMENT “B” - Scope of Services to be Provided by the Consultant
ATTACHMENT “C” - Work Schedule
ATTACHMENT “D” - Consultant Cost/Rates
ATTACHMENT “E” - Insurance Requirements Provided by the Consultant

ATTACHMENT "B"

Scope of Services to be Provided by the Consultant

The project will consist of working closely (daily, weekly and/or monthly) with Hidalgo County, County Commissioner Joseph Palacios, Precinct 4 staff and resources, as well as with the communities of Hidalgo County Precinct 4, and provide professional communications and public engagement strategies and services to assist raising the awareness and education of County and Precinct 4 services and programs for the community, including:

- Assist with the development and coordination of objectives, strategies and message for Hidalgo County Precinct 4's communications and public engagement plan;

- Assist with the implementation of a communications and public engagement plan including the possible design and development of tactics, tools and materials for community wide distribution and dissemination;

- Possible design and development of various tactics, tools and materials that may include but is not limited to research, survey, message, photography, video, graphics, newsletters, news releases, brochure, website, fact sheets, online banners, news conferences, periodic progress reports, presentations, briefings, fliers, television programming, editorial pieces, advertisements, outreach events or forums utilized to raise the awareness and education of community services and programs.

- Cooperate and coordinate fully with the County Commissioners' Court, Precinct 4 staff and resources;

- Report and consult to the County and Precinct 4 as often as reasonably necessary;

- Prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal as authorized by the County;

ATTACHMENT "D"
Consultant Cost/Rates

For and in consideration of the **Services** attached to this Agreement and to be rendered by the **Consultant**, the **Owner** shall pay the **Consultant** the **fee** as defined in this Agreement, and as more particularly identified as follows:

Description - All Inclusive	**Hourly Fees**
Principal-in-Charge	$135
Graphic Design	$65
Copy Writing	$55
Administrative Support	$45

Material Rates	
Item	**Unit Rate**
Mileage (outside of Hidalgo County)	IRS Allowable Rate
Sub-consultant Fees	Billable Hourly Rate + 10%
Reimbursement expenses (e.g. travel out of area, printing)	At cost plus 10% (pre-approved by the County)

ATTACHMENT “E”

Insurance Requirements Provided by the Consultant

ATTACHMENT C

PROJECT WORK SCHEDULE - Precinct 4 Communications - Consulting Services & Costs

Consulting Elements, Hours & Fees	JAN '12	FEB '12	MAR '12	APR '12	MAY '12	JUN '11	JUL '11	2012
PRINCIPAL IN CHARGE HOURS								TOTALS
Planning hours	8	8	8	8	8	8	8	56
Meeting Facilitation Hours	5	5	5	5	5	5	5	35
Development Hours	12	12	12	12	12	12	12	84
Implementation Hours	12	12	12	12	12	12	12	84
Principal-in-charge TTL Hours	37	37	37	37	37	37	37	259
Principal-in-charge Fees (@ $135/hr)	$ 4,995	$ 4,995	$ 4,995	$ 4,995	$ 4,995	$ 4,995	$ 4,995	$ 34,965
TOTAL CONSULTING COSTS	$ 4,995	$ 4,995	$ 4,995	$ 4,995	$ 4,995	$ 4,995	$ 4,995	$ 34,965

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES
C-11-117-08-02

THIS AGREEMENT is made, by and between **HIDALGO COUNTY**, acting herein by and through the **Commissioner's Court**, hereinafter called the **"Owner"**, and **Brian Godinez, dba Godinez Communications**, Professional Consultant, of **McAllen, Texas**, hereinafter called the **"Consultant".**

WITNESSETH:

WHEREAS, the **Owner** desires to contract with the **Consultant** to provide professional consulting services related to **"Professional Consulting Services To Assist, Assess, Review, And Facilitate Hidalgo County's Revenue And Expenditure Efficiencies In Various Public And Private Sector (Including All Funding Sources, Programs, And Entities)"** hereinafter referred to as the **"Project"**.

NOW, THEREFORE, the **Owner** and the **Consultant** in consideration of the mutual covenants and agreements herein contained do mutually agree as follows:

ARTICLE 1. Employment of Consultant. The **Owner** agrees to employ the **Consultant** and the **Consultant** agrees to perform professional consulting services in connection with the **Project** as stated in the articles to follow and for having rendered such services, the owner agrees to pay **the Consultant** compensation as stated in the articles to follow.

ARTICLE 2. Character and Extent of Services. This Agreement will provide for the development of the **Project** with the following:

2.1 Scope of Work. The **Owner** will furnish items and provide those services for the development of the **Project** and fulfillment of this Agreement, as identified in **EXHIBIT "A"** *Services to be Provided by the Owner*, attached hereto and made a part of this Agreement. **CONSULTANT** agrees

to provide those services more particularly as described on **EXHIBIT "B"** attached hereto and made part of this agreement. **CONSULTANT** shall provide the services for the rates and fees described on **EXHIBIT "B"** attached hereto and made part of this agreement. Consultant shall commence work upon receipt of a Work Authorization issued by County.

2.2 Classification of Services For this Agreement, the professional services to be provided by the **Consultant**, as more particularly identified in **EXHIBIT "B"**, attached hereto.

2.3 Schedule of Work. The **Consultant** shall prepare a schedule of work (hereinafter referred to as "**Work Schedule**") in accordance with the terms identified in **EXHIBIT "C"** - ***Work Schedule***, attached hereto and made a part of this Agreement.

2.4 Non-Exclusive Services of Consultant, Hidalgo County reserves the right to request these services from other sources other than the consultant and shall not be in violation of any terms or conditions of this Agreement.

ARTICLE 3. Period of Service. Upon execution of this Agreement, the **Consultant** shall proceed with the work outlined under Article 2 hereof.

3.1 Termination Date. This Agreement will terminate on **August 2, 2012** hereinafter referred to as the "**Termination Date**"), unless extended by written supplemental agreement, as provided in Article 8 hereof, duly executed by the **Consultant** and the **Owner** prior to the **Termination Date**, or otherwise terminated as provided in Article 3.4 herein and below. The **Owner** assumes no liability or obligation for payment to the **Consultant** for work performed or costs incurred by the **Consultant** prior to the date authorized by the **Owner** for the **Consultant** to begin work, during periods when work is suspended, or subsequent to the **Termination Date.**

3.2 Extension of the Termination Date. The **Consultant** shall notify the **Owner** in writing as soon as possible if it is determined, or reasonably anticipated, that the work under this Agreement cannot be completed before the **Termination Date,** and the **Owner** may , at the **Owner's** sole discretion, extend the

Termination Date by written supplemental agreement as provided in Article 8 hereof. The **Consultant** shall allow adequate time for review and approval by the **Owner** of the written notice and request by the **Consultant** to extend the **Termination Date.**

3.3 Suspension of Work. Should the **Owner** desire to suspend the work under this Agreement, but not terminate this Agreement, the **Owner** shall provide thirty (30) calendar days verbal notification to the **Consultant**, followed by written confirmation from the **Owner** to the **Consultant** to that effect. The thirty-day notice may be waived as agreed in writing by both the **Owner** and the **Consultant**. The work under this Agreement may be reinstated and resumed in full force and effect within sixty (60) days of receipt of written notice from the **Owner** to the **Consultant**. The sixty-day notice may be waived as agreed in writing by both the **Owner** and the **Consultant.**

If the **Owner** suspends the work, the **Termination Date** as identified above is not affected, and this Agreement will terminate on the date specified, unless extended by written supplemental agreement, as provided in Article 8 hereof, duly executed by the **Consultant** and the **Owner** prior to the **Termination Date.**

3.4 Termination of Agreement. This Agreement may be terminated before the stated **Termination Date** identified in Article 3.1 herein by any of the following conditions:

(1) **Commitment of Current Revenues**. In the event that, during any term hereof, the **Owner** does not appropriate sufficient funds to meet to the obligations of this Agreement, the **Owner** may terminate this Agreement upon thirty (30) days written notice to the **Consultant.** The **Owner** agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of the **Owner** pursuant to the provisions of Tex. Loc. Govt. Code Ann. §271.903 (Vernon Supp. 1995).

(2) By mutual agreement and consent, in writing, of both the **Consultant** and the **Owner**.

(3) By the **Owner,** upon failure of the **Consultant** to fulfill the **Consultant's** obligations set forth herein in a satisfactory manner as determined by the **Owner** and in sole opinion of the **Owner**, after the **Owner** provides written notice to the **Consultant** of such failure and the **Consultant** has not corrected such failure within (30) days of such written notice by the **Owner.**

(4) By the **Consultant**, upon failure of the **Owner** to fulfill the **Owner's** obligations set forth herein, after the **Consultant** provides written notice to the **Owner** of such failure and the **Owner** has not corrected such failure within thirty (30) days of such written notice by the **Consultant.**

(5) By the **Owner** without cause upon thirty (30) days written notice to the **Consultant.**

(6) By satisfactory completion of all services and obligations described herein.

Should the **Owner** terminate this Agreement as herein provided, no fees other than fees due and payable at the time of termination shall thereafter be paid to the **Consultant** notwithstanding anything herein to the contrary. In determining the value of the work performed by the **Consultant** prior to termination, the **Owner** shall be the sole judge of the value of such work performed. Compensation for work at termination will be based on a percentage of the work completed at that time. Should the **Owner** terminate this Agreement under (5) of the paragraph above, the amount charged during the thirty (30) day notice period shall not exceed the amount charged during the preceding ninety (90) days.

If the termination of this Agreement is due to the failure of the **Consultant** to fulfill the **Consultant's** obligations under this Agreement, the **Owner** may take over the Project and prosecute the

work to completion. In such case, the **Consultant** shall be liable to the Owner for any additional cost occasioned by the Owner.

If the **Consultant** defaults in the performance of this Agreement or if the **Owner** terminates this Agreement for fault on the part of the **Consultant**, the **Owner** will give consideration to payment of an amount in settlement to include: the actual costs incurred by the **Consultant** in performing the work to the date of default, the amount of work required which was satisfactorily completed to date of default, the value of the work which is usable to the **Owner**, the cost to the **Owner** of employing another consultant and/or firm to complete the work required and the time required to do so, and other factors which affect the value to the **Owner** of the work performed at the time of default. This Agreement shall not be considered as specifying the exclusive remedy for any default by the **Consultant,** but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

The termination of the Agreement and payment of an amount is settlement as prescribed above shall extinguish all rights, duties, and obligations of the **Owner** and the **Consultant** under this Agreement, except the obligations set forth in Articles 11, 12, 13, 15, 16, 17, 19, 22 and 26 hereto.

ARTICLE 4. Progress and Coordination. The **Consultant** shall, from time to time during the progress of the work, confer with the **Owner**. The **Consultant** shall prepare and present such information as may be pertinent and necessary, or as may be requested by the **Owner**, in order to evaluate features of the **Consultant's** services and work.

At the request of the **Owner** or the **Consultant**, conferences shall be provided at the **Consultant's** office, the office of the **Owner,** or at other locations designated by the **Owner.** These conferences shall also include evaluation of the **Consultant's** services and work when requested by the **Owner.**

All applicable study reports shall be submitted in preliminary form for approval by the **Owner** before the final report is issued. The **Owner's** comments regarding the **Consultant's** preliminary report will be addressed by the **Consultant** in the final report.

If funds by other agencies or entities are to be used for the development of the project under this Agreement, the **Consultant's** services and work will be subject to periodic review and approval by other agencies or entities, including those of the city, county, state and/or federal agencies.

Should it be determined that the progress in the production of the **Consultant's** services and work does not satisfy the requirements of the approved **Work Schedule** as provided by **Exhibit "C",** attached hereto, the **Owner** shall review the approved **Work Schedule** with the **Consultant** to determine the corrective action needed by either the **Owner** or the **Consultant.**

The **Consultant** shall promptly advise the **Owner** in writing of events which have a significant impact upon the progress of the **Consultant's** services and work and the approved **Work Schedule**, including:

(1) problems, delays, adverse conditions which will materially affect the ability to attain contract objectives, prevent the meeting of time schedules and goals, or preclude the timely completion and submittal of **Project** deliverables by the **Consultant** within established time periods; this disclosure will be accompanied by a statement by the **Consultant** of recommended or immediate action taken, or contemplated, and any **Owner** or other agency or entity assistance needed to resolve the situation: and

(2) favorable developments or events which enable meeting the **Work Schedule** goals sooner than anticipated.

ARTICLE 5. Compensation and Fees. For and in consideration of the services to be rendered by the Consultant, the Owner shall compensate the Consultant as follows:

5.1 ***Basic Services***. For and in consideration of the ***Services*** to be rendered by the **Consultant**, as identified in Article 2 and more particularly identified in **EXHIBIT "B"**, attached hereto, the maximum amount payable by the **Owner** to the **Consultant** for ***Services***, subject to adjustment in accordance with Article 6.1 herein, will be provided in each work authorization issued. Payments to the **Consultant** for

Services shall be made by the **Owner**, upon presentation by the **Consultant** of the monthly **Request for Payment**, in accordance with the terms and provisions of Article 6 herein.

5.2 ***Special Services***. Those services that may be required to provided by the **Consultant** as ***Special Services*** are set forth below and more particularly described in **EXHIBIT "B"**, attached hereto. For and in consideration of these ***Special Services*** rendered as required by the **Consultant,** the **Owner** shall pay the **Consultant** a negotiated lump sum fee (hereafter referred to as "**Special Services Fee**") at the hourly labor rates and non-labor rates (hereinafter referred to as "**Contract Rates**") specified in **EXHIBIT "D"** - ***Contract Rates***, attached hereto and made a part of this Agreement.

ARTICLE 6. Method of Payment.

6.1 Request for Payment. Payments to the **Consultant** for services rendered will be made while work is in progress as executed through a lump sum fee assigned to each work authorization (hereinafter referred to as **"Work Authorization**") in accordance with **Article 7** herein. For each **Work Authorization,** the **Consultant** shall prepare and submit to the **Owner** monthly progress reports in sufficient detail to support the progress of the work and in support of a request for payment (hereinafter referred to as "**Request for Payment**"). The progress report shall indicate the percent completion of the work accomplished by the **Consultant** during the billing period and to the date of the **Request for Payment**. On or before noon of the first Monday of each month during the performance of the services, the **Consultant** shall submit to the **Owner** for approval a **Request for Payment**. Payment of the lump sum fee for each **Work Authorization** identified in the **Request for Payment** will be in proportion to the percent completion of the work tasks identified in such **Work Authorizations** together with a detailed breakdown of the amount and the sum of all prior payments. The **Owner** shall review each such **Request for Payment** and may make such exceptions as the **Owner** reasonably deems necessary or appropriate under the circumstances then existing. About ten (10) working days after the Commissioners Court of the **Owner**

meets approving such payment, the **Owner** shall make payment to the **Consultant** in the amount approved as aforesaid subject to Article 6.4 herein and below.

If the **Project**, or any portion(s) thereof, are deleted or otherwise not constructed, compensation to the **Consultant** by the **Owner** for the **Project** or such portions of the project shall be only the amounts paid the **Consultant** for actual work performed in accordance with the **Work Authorization**(s) approved by the **Owner.**

6.2 Final Payment. After final completion of the work and acceptance thereof by the **Owner,** the **Consultant** shall submit a final request for payment (**"Final Request for Payment"**) which shall set forth all amounts due and remaining unpaid to the **Consultant** and upon approval thereof by the **Owner,** the **Owner** shall pay to the **Consultant** the amount due (**"Final Payment"**) under such **Final Request for Payment** in accordance with the provisions of Article 6.1 hereof. The **Final Payment** shall not be made until the **Consultant** delivers to the **Owner** an affidavit that so far as the **Consultant** has knowledge or information any and all amounts due for materials and services over which the **Consultant** has control have been paid.

6.3 Qualification on Obligations to Pay. Any provision hereof to the contrary notwithstanding, the **Owner** shall not be obligated to make any payment (whether a payment under Article 6.1 hereof or **Final Payment**) to the **Consultant** hereunder if any one or more of the following conditions precedent exist:

The **Consultant** is in default of any of its obligations hereunder or otherwise is in default under this Agreement or under any contract documents related to this Agreement;

(1) Any part of such payment is attributable to the **Consultant's** services which are not performed in accordance with this Agreement; provided, however, such payment shall be made as to the part thereof attributable to the **Consultant's** services which were performed in accordance with this Agreement.

(2) The **Consultant** has failed to make payments promptly to consultants or other third parties used in connection with the **Project** for which the **Owner** has made payment to the **Consultant;**

(3) If the **Owner,** in good faith judgment, determines that the portion of the compensation then remaining unpaid will not be sufficient to complete the **Consultant's** services in accordance with this Agreement, no additional payments will be due the **Consultant** hereunder unless and until the **Consultant,** at its sole cost, performs a sufficient portion of the **Consultant's** services so that such portion of the compensation then remaining unpaid is determined by the **Owner** to be sufficient to so complete the **Consultant's** services.

6.4 No partial payment made hereunder shall be or construed to be final acceptance or approval of that part of the **Consultant's** services to which such partial payment related or relieves the **Consultant** of any of its obligations hereunder with respect thereto.

6.5 The **Consultant** shall promptly pay all bills for labor and material performed and furnished by others in connection with the performance of the **Consultant's** services.

6.6 Waiver. The making of the **Final Payment** shall constitute a waiver of all claims by the **Owner** except those arising from (1) faulty or defective services of the **Consultant** appearing after completion of the **Project.** (2) failure of the **Consultant's** services to comply with the requirements of this Agreement or any contracts or Agreements related to the **Project**, or (3) terms of any special warranties required by this Agreement or provided at law or in equity. The acceptance of **Final Payment** shall constitute a waiver of all claims by the **Consultant** except those previously made in writing and identified by the **Consultant** as unsettled at the time of the **Final Request for Payment**.

ARTICLE 7. Work Authorization. After execution of this Agreement, the **Consultant** shall proceed with the work outlined under Article 2 hereof, only as authorized by the **Owner** through an agreed **Work Authorization** document in the form identified in **EXHIBIT "E"**- ***Work Authorization Form***, attached hereto and made a part of this Agreement. The **Consultant** will identify, as approved by the **Owner,** the needed services for the **Project,** as required through the course of the development to the **Project.** The **Owner** shall authorize the **Consultant** to perform one or more of the agreed tasks identified in **EXHIBIT "B",** attached hereto, in the form of individual work authorizations. Upon authorization from the **Owner,** the **Consultant** will prepare a **Work Authorization** document, which will include a

description of the work to be performed, including a description of the tasks and milestones, a work schedule, and an estimated cost proposal agreed upon by the **Owner** and the **Consultant**. The estimated cost proposal shall set forth in detail the computation of the cost of each work task, at the hourly rates established and identified in **EXHIBIT "D",** attached hereto. The **Work Authorizations** shall not waive the **Owner's** and the **Consultant's** responsibilities and obligations established in this Agreement.

The estimated cost proposal for each **Work Authorization**, developed by the **Consultant** and approved by the **Owner** shall be used by the **Owner** to appropriate a purchase order for the **Work Authorization.** Each executed **Work Authorization** shall become a part of this **Agreement**. Upon satisfactory completion of the **Work Authorization**, the **Consultant** shall submit the **Project's** deliverables as specified in the executed **Work Authorization** to the **Owner** for review and acceptance.

Work included in a **Work Authorization** shall not begin until the **Owner** and the **Consultant** have signed the **Work Authorization**. All work must be completed on or before the completion date specified in the **Work Authorization**, unless extended by written agreement by the **Consultant** and the **Owner.** The **Consultant** shall promptly notify the **Owner** of any event that will affect completion of the **Work Authorization.** All **Work Authorizations** must be executed and completed by both the **Consultant** and the **Owner** within the period established for this Agreement as specified in Article 3 hereof.

The final acceptance by the **Owner** of each **Work Authorization** for the **Project** shall serve as evidence of completion, on the part of the **Consultant,** of all services under this Agreement insofar as they pertain to that portion of work on the **Project** identified in the applicable work authorization.

ARTICLE 8. Supplemental Agreements. The terms of this Agreement may be amended by supplemental agreement if the Owner determines that (1) there is a need to extend the **Termination Date** identified in Article 3.1 hereof, (2) there has been a significant change in the scope, complexity or character of the services to be performed by the **Consultant,** and/or (3) for any other reason agreeable to the **Owner** and the Consultant. All supplemental agreements will be developed in the form identified in **EXHIBIT**

"F" - ***Supplemental Agreement Form***, attached hereto and made a part of this Agreement, and incorporated herein by reference as **"Supplemental Agreement".**

If determined appropriate by the **Owner,** additional compensation to the **Consultant** for (1), (2) and/or (3) above shall be paid as a negotiated lump sum fee at the **Contract Rates** specified in **EXHIBIT "D"**, attached hereto. The negotiated lump sum fee shall be incorporated into the **Supplemental Agreement.**

Any **Supplemental Agreement** must be executed by both the **Consultant** and the **Owner** prior to the **Termination Date** specified in Article 3 hereof.

It is distinctly understood and agreed that no claim by the **Consultant** for additional work, as identified in Article 9 hereof, or changes or revisions in work, as identified in Article 10 hereof, shall be made by the **Consultant** until full execution of the **Supplemental Agreement** and authorization to proceed is granted by the **Owner**. The **Owner** reserves the right to withhold payment to the **Consultant** pending verification of satisfactory work performed by the **Consultant.**

ARTICLE 9. Additional Work. If the **Consultant** is of the opinion that any work it has been directed to perform is beyond the scope of this Agreement and constitutes extra work, the **Consultant** shall promptly notify the **Owner** in writing, In the event the **Owner** finds that such work does constitute extra work, the **Owner** shall so advise the **Consultant** and a written supplemental agreement will be executed between the **Owner** and the **Consultant** as provided herein. The **Consultant** shall not perform any proposed additional work or incur any additional cost prior to the execution by both the **Consultant** and the **Owner** of a supplemental agreement. Additional compensation from the **Owner** to the **Consultant** shall be paid as a negotiated lump sum fee at the Contract Rates specified in **EXHIBIT "D"** attached hereto. The negotiated lump sum fee shall be incorporated into the supplemental agreement as specified in Article 8 hereof. The **Owner** shall not be liable or under any obligation to compensate the **Consultant** for work

performed or costs incurred by the **Consultant** relating to additional work not directly associated with the performance of the work authorized in this Agreement or as amended through supplemental agreement.

ARTICLE 10. Changes or Revisions in Work. If the **Owner** finds it necessary to request changes to the work, and the changes are within the applications of sound Consulting principles, the **Consultant** shall make such revisions if requested and directed by the **Owner.**

10.1 Preliminary Work. The **Consultant** will make, without expense to the **Owner,** such revisions of any preliminary reports or drawings as may be required to meet the needs of the **Owner** and the applications of sound Consulting principles.

10.2 Previously Approved or Satisfactorily Completed Work. If the **Owner** funds it necessary to request the **Consultant** to make changes to work previously approved by the **Owner** or work satisfactorily completed for which the **Owner** approves or, after a definite plan has been approved by the **Owner**, if a decision is subsequently made by the **Owner**, which for proper execution involves extra services and expenses for changes in or additions to the drawings specifications or other documents, this will be considered as additional work, and compensation from the **Owner** to the Consultant will be in accordance with Article 9 hereof.

10.3 Project Delays. If the **Consultant** is required to perform additional work due to delays by the imposition of causes not within the **Consultant's** control, such as by the re-advertisement of bids or by the delinquency or insolvency of contractors, such work associated with these delays shall be considered additional work, and the **Consultant** shall be compensated by the **Owner** for such extra services and expense in accordance with Article 9 hereof.

10.4 Reduction of Project Cost. Notwithstanding any provision herein to the contrary, in the event it is necessary for the **Owner** to require changes in the final plan of the **Project** to enable it to the reduce the cost of the **Project** to an amount within the sum estimated by the **Consultant,** the **Consultant** will be required to make such revisions or changes. These changes will only be considered additional work

by the **Consultant,** if the **Consultant** previously provided these same changes as options to the **Owner** at the stage of preliminary work or prior to the approval of the final plan for the Project, and the option or options were not selected or approved by the **Owner** to be incorporated into the final plan of the Project. Payment for this additional work will then be made to the **Consultant** in accordance with Article 9 hereof. If **the Consultant** failed to provide these changes as an option or options to the **Owner** at the stage of preliminary work or prior to the approval of the final plan of the **Project**, these changes will not be considered additional work and no additional compensation will be made to the **Consultant.**

ARTICLE 11. Ownership and **Release of Documents**.

11.1 Ownership of Documents. All documents furnished to the **Consultant** by the **Owner** shall be delivered to the **Owner** upon completion or termination of this Agreement. The **Consultant,** at the **Consultant's** own expense, may retain copies of such documents or any other data under this Agreement.

11.2 Release of Documents or Information. Release of information to the public or others regarding the **Project** will be accordance with the Texas Public Information Act.

ARTICLE 12. Discounts, Rebates, Refunds. In connection with procurement services rendered by the **Consultant,** if procurement services are required of the **Consultant** hereunder, all discounts, rebates and refunds shall accrue to the **Owner**. For some purchases, the **Consultant** may deem that payment within the discount period is not safe; and/or inspection, guarantees, or other considerations may dictate delay. In such cases, the **Consultant** shall promptly notify the **Owner** so that a course of action may be mutually agreed upon by the **Owner** and the **Consultant.**

ARTICLE 13. Records, Accounting, Inspection. The **Consultant** shall keep full and detailed records and accounts in a manner approved by the **Owner.** The **Consultant** shall afford the **Owner's** authorized personnel and independent auditors, if any, full access to the work performed by the **Consultant** regarding the **Project** and to all of the **Consultant's** books, records, correspondence, instructions, drawings, receipts, vouchers and other documents relating to such work under this Agreement and the **Consultant** shall

preserve all such records for three (3) years after final payment. The **Consultant** shall deliver to the **Owner** upon completion of such work, a statement of the cost of such work detailed according to the accounting procedure and requirements of the **Owner.**

ARTICLE 14. Subcontracting and Assignment. The **Consultant** shall not assign, subcontract or transfer the **Consultant's** interest in this Agreement without the prior written consent of the **Owner.** The **Consultant** shall bind every subconsultant by written subcontract to observe all the terms of this Agreement to the extent that they may be applicable to each subconsultant. No subcontract relieves the **Consultant** of any responsibilities under this Agreement.

The **Consultant,** and the **Owner,** do hereby bind themselves, their successors, executors, administrators and assigns to each other party of this Agreement and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this contract.

ARTICLE 15. Patents. The **Consultant** shall indemnify and save the **Owner** harmless from all liability for alleged or actual infringement of any patent resulting from the use of apparatus or equipment furnished or designed by the **Consultant** or from the use of any process designed by the **Consultant** or effected by said apparatus or equipment, and the **Consultant** shall indemnify and save the **Owner** harmless from and against all costs, legal fees, expenses and liabilities incurred in or about any claim of or action for such infringement: provided, however, that the **Owner** shall promptly transmit to the **Consultant** all papers served on the **Owner** in any suit involving such claim of infringement, and provided further, that the **Owner** permits the **Consultant** to have entire charge and control of the defense of any such suit. If because of actual infringement the use of such apparatus, equipment, or process is enjoined, the **Consultant** shall refund the purchase price thereof in proportion to the length of service uncompleted, the life of such apparatus or equipment being assumed as five years. The **Consultant** hereby grants to the **Owner** a non-exclusive, royalty-free license under patents now or hereafter owned by the **Consultant** covering any machines, apparatus, processes, articles, or products included in the **Consultant's** work hereunder.

ARTICLE 16. Confidential Information, Inventions and Other Restrictions.

16.1 Confidential Information. The **Consultant** shall not use in any way, commercial or otherwise, except to the extent required by the proper performance of this Agreement; and shall hold in confidence and not disclose to any person, for any reason or at any time, any information relating to the secret processes, products, compositions, machinery, apparatus or trade secrets of the **Owner**, or any other confidential information given to the **Consultant** by any of the **Owner's** commissioners, elected officials, employees, or representatives or acquired by the **Consultant** during the term of or as a result of this Agreement. Any information not generally available to the public shall be considered secret and confidential for the foregoing purposes; provided, however, that any technical information which was lawfully in the **Consultant's** possession prior to such disclosure to the **Consultant** by the **Owner** or which is or shall lawfully be published or become part of general knowledge from sources other than the **Consultant** or which otherwise shall lawfully become available to the **Consultant** from a source other than the **Owner**, shall not be subject to these provisions. All the foregoing stipulations shall apply to such information and work hereunder as well as to any information and ideas originated or developed by the **Consultant** in performing such work. Such information may, of course, be disclosed to the proper officials or employees of the **Owner** if necessary to perform the work hereunder. The **Consultant** shall, however, inform each of its employees who receive such information of these restrictions and the **Consultant** shall take all reasonable precautions and exert all reasonable efforts to assure conformance with such restrictions by all of its officers, employees, and agents, obtaining from them if necessary, agreements satisfactory to the **Owner,** effectuating the purposes of this Article.

16.2 Inventions. The **Consultant** shall communicate to the **Owner** at once, and require the **Consultant's** employees assigned to this **Project** to communicate to the **Owner** all inventions and improvements which any of the **Consultant's** employees, either alone or in conjunction with any of the **Owner's** employees may conceive, make or discover during the course of or as a result of work on this

Project under this or any ensuing agreement with the **Owner** that relates to the processes, products, compositions, machinery or plants of the **Owner**, or relating in any way to any of the operations in which the **Owner** may be obligated to pay to the **Consultant** as compensation for services rendered by the **Consultant** under contract with the **Owner**. The **Consultant** shall require its employees to execute patent applications and assignments thereof to the **Owner** or its nominees, and powers of attorney relating thereto for any country the **Owner** may designate, and shall take all other actions as the **Owner** may request to maintain and protect such inventions and improvements. The **Owner** shall pay all costs or charges incurred in protecting such inventions and improvements if the **Owner** desires to protect them. Before assigning any of the **Consultant's** employees to work under any contract with the **Owner** concerning this **Project,** the **Consultant** shall obtain from them agreements satisfactory to **Owner** complying in all respects with the terms and provisions of this Article.

16.3 The rights and obligations set forth in Article 16 shall survive the performance of this Agreement, or any termination, discharge or cancellation thereof

ARTICLE 17. Consultant's Responsibility and Warranties.

17.1 Consultant's Responsibility. The **Consultant** shall be responsible for the accuracy of the work for the **Project** and shall promptly make necessary revisions or corrections resulting from errors, omissions, or negligent acts by the **Consultant**. No additional compensation will be made to the **Consultant** for any necessary revisions or corrections resulting from errors, omissions, or negligent acts by the **Consultant.**

17.2 Warranties.

(a) Notwithstanding anything to the contrary contained in this Agreement, the **Owner** and the **Consultant** agree and acknowledge that the **Owner** is entering into this Agreement in reliance on the **Consultant's** experience and abilities with respect to performing the **Consultant's** services hereunder. The **Consultant** accepts the relationship of trust and confidence established between it and the **Owner** by this

Agreement. The **Consultant** covenants with the **Owner** to use the **Consultant's** best efforts, skill, judgement and abilities to perform work on the **Project** and to further the interests of the **Owner** in accordance with the **Owner's** requirements and procedures, in accordance with all professional standards, and in compliance with all applicable national, federal, state, county and municipal laws, regulations, codes, ordinances, orders and with those of any other body having jurisdiction.

(b) The **Consultant** represents, covenants and agrees that all of **Consultant's** services to be furnished by the **Consultant** under or pursuant to this Agreement form the inception of the Agreement until the **Project** has been fully completed, shall be of the standard and quality which prevail among Consultants of similar experience, knowledge, skill and ability engaged in Consulting practice throughout Texas under the same or similar circumstances involving the request of **Project.**

(c) The **Consultant** represents, covenants and agrees that the **Consultant's** special talent, training and experience cause the **Consultant** to be the prime professional on the **Project;** that because of such talent and training, the **Consultant** envisions of the **Project** in its entirely and possesses the special skills which enable the **Consultant** to recognize dangerous conditions that a reasonable, prudent Consultant having such special skills could anticipate may arise from the proper use of the **Project** after acceptance by **Owner;** and that the **Consultant** recognizes that any commissioners, elected officials, employees and agents of the **Owner,** plus residents and owners of property within the area affected by the **Project** are within a class of foreseeable persons who will be relying on the project being designed in a professional and safe manner.

(d) If the development of **work schedule** identified in this Agreement under Article 2 hereof or **EXHIBIT "B"**, attached hereto, as part of the services to be provided by the **Consultant** for the **Project,** the **Consultant** represents, covenants and agrees that the **work schedule** of the **Project** will be accurate and free from any material errors. The **Consultant** additionally represents, covenants and agrees to the following: that the design of the **Project** will conform to its foreseeable use as a **Project** with all the

amenities as set forth in any **work schedule** developed by the **Consultant** for the **Project;** that the result of such **work schedule**, if built in accordance therewith, will be suitable for purposes for which the **Project** is designed; and the **Project** will be inspected in a workmanlike, professional manner and will be suitable for the **Project's** intended purpose. The **Consultant's** responsibilities as set forth herein shall at no time be in any way diminished by reason of any approval by the **Owner** of any **work schedule** developed by the **Consultant** for the **Project**, nor shall the **Consultant** be released from any liability by reason of such approval by the **Owner**, it being understood that the **Owner** at all times is ultimately relying upon the **Consultant**'s skill and knowledge in preparing such **work schedule.**

(e) In connection with the **Consultant**'s performance of procurement services hereunder, if any, the **Consultant** use its best efforts to obtain from all vendors of equipment and materials, fullest possible warranties against defective materials and workmanship for the benefit of the **Owner.**

ARTICLE 18. Consultant's Resources. The **Consultant** shall furnish and maintain, at the **Consultant's** own expense, office space for the performance of all services, skilled and sufficient personnel, as well as adequate and sufficient equipment to perform the services as required under this Agreement.

18.1 Employees of the Consultant. All employees of the **Consultant** shall have such knowledge and experience as will enable them to perform the duties assigned to them and required for the services under this Agreement. Any employee of the **Consultant** who, in the opinion of the **Owner**, is incompetent, or whose conduct becomes detrimental to the work required under this Agreement, shall immediately be removed form association with the **Project** when so instructed by the **Owner.** The **Consultant** certifies that the **Consultant** presently has employed sufficient and qualified personnel, and will maintain sufficient and qualified personnel for performance of the services under this Agreement.

18.2 Documents/Information Exchange The purpose of this Article is to define the required automated resources, format for graphics files, and information exchange pertaining to the **Project.** Taking into consideration that the **Owner** has a significant investment is the development of the **Project,** there is a

need for the **Consultant** to provide consistency in document development for information exchange. Consistency in document development for information exchange and production will help facilitate an economically efficient **Project**. Therefore, the **Consultant** shall provide the **Owner** with documents and information in accordance with the special requirement outlined in **EXHIBIT "B"** attached hereto.

ARTICLE 19. Indemnification. To the fullest extent permitted by applicable law, the **Consultant** and its agents, partners, subcontractors, and consultants (collectively **"Indemnitors"**) shall and do agree to indemnify, and hold harmless the **Owner**, the **Owner's** respective directors, elected officials, employees and agents (collectively **"Indemnitees"**) from and against all claims, damages, losses, liens, causes of action, suits, judgments and expenses, including attorney fees, of any nature, kind or description (collectively "Liabilities") of any person or entity whomsoever arising out of, caused by or resulting from the negligent performance of the **Consultant's** services through activities of the **Consultant**, its agents, partners, subcontractors and/or consultants performed under this Agreement, and which are caused by or result from error, omission, or negligent act of the **Consultant** or of any person employed or contracted by the **Consultant** provided that any such **Liabilities** (1) are attributable to bodily injury, personal injury, sickness, disease or death of any person, or to the injury to or destruction of tangible personal property including the loss of use and consequential damages resulting there from and (2) are caused in whole or in part by any negligent act or omission of the **Consultant,** anyone directly or indirectly employed by the **Consultant** or anyone for whose acts the **Consultant** may be legally liable. The **Consultant** shall also save harmless the **Owner** from any and all expense, including but not limited to, attorney fees which may be incurred by the **Owner** in litigation or otherwise resisting said claim or liabilities which may be imposed on the **Owner** as a result of such activities by the **Consultant,** its agents partners, subcontractors and/or consultants. In this connection, it is agreed and understood that the **Consultant** shall not be responsible for any portion of the liability proximately caused by the **Owner's** negligence.

ARTICLE 20. Joint and Several Liability. In the event more than one of the **Indemnitors** are connected with an accident or occurrence covered by the indemnification in Article 19 hereof, then each of such **Indemnitors** shall be jointly and severally responsible to the **Indemnitees** for indemnification and the ultimate responsibility among such **Indemnitors** for the loss and expense of any such indemnification shall be settled by separate proceedings and without jeopardy to any **Indemnitee**. The provisions of this Article shall not be construed to eliminate or reduce any other indemnification or right which the **Owner** or any of the **Indemnitees** has by law.

ARTICLE 21. Insurance The **Consultant** shall obtain and maintain insurance in the limits of liability for each of the types of insurance coverage identified as follows.

(1) **Workers' Compensation**, endorsed with a waiver of subrogation in favor of the **Owner** in accordance with the statutory obligations imposed by Worker's Compensation or Occupational Disease laws under the Texas Workers' Compensation Law (**"Statutory Texas"**)

(2) **Commercial General Liability**, endorsed with the **Owner** as an additional insured and endorsed with a waiver of subrogation in favor of the **Owner** ***all to the extent of the liabilities assumed by the Consultant under Article 19 and Article 20*** herein, in limits of liability not less than one million dollars (**$1,000,000**) combined single limit each occurrence and in the aggregate for bodily injury and property damage.

(3) **Texas Business Automobile Policy**, endorsed with the **Owner** as an additional insured and endorsed with a waiver of subrogation in favor of the **Owner** *all to the extent of the liabilities assumed by the Consultant under Article 19 and Article 20 herein*, in limits of liability not less than two hundred fifty thousand dollars (**$250,000**) each person for bodily injury, five hundred thousand dollars (**$500,000**)

each occurrence for bodily injury, and one hundred thousand dollars (**$100,000**) each occurrence for property damage.

(4) **Professional Liability** in limits of **$1,000,000** each claim and aggregate.

The **Consultant** covenants and agrees to maintain an insurance policy in the minimum limits of liability for each of the types of insurance coverage identified above. The **Consultant** shall furnish the **Owner** with a certificate of insurance (***Hidalgo County* Certificate of Insurance**) showing the said policy to be in full force and effect during the period of service, identified in Article 3 hereto, for this Agreement. The completed Hidalgo County Certificate of Insurance shall be attached hereto and identified as **EXHIBIT "G"**- *Hidalgo County Certificate of Insurance.* The **Consultant** will be considered in breach of contract should the **Consultant** fail to maintain an insurance policy in the minimum limits of liability and requirements identified above while performing services for and under this Agreement, and will be subject to default and termination of the Agreement as outlined in Article 3.4 hereto. Additionally, the **Consultant** covenants and agrees to use its best efforts to maintain an insurance policy in the minimum limits of liability and requirements identified above until one year following the date of the acceptance of the **Project** by **Owner.**

ARTICLE 22. Compliance with Laws. The **Consultant** shall comply with all applicable Federal, State and local laws, statutes, codes, ordinances, rules and regulations and the orders and decrees of any court, or administrative bodies or tribunals in any manner affecting the performance of this Agreement including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations and licensing laws and regulations. When required the **Consultant** shall furnish the **Owner** with satisfactory proof of its compliance therewith.

ARTICLE 23. Non-collusion. The **Consultant** warrants that the **Consultant** has not employed or retained any company or persons, other than a bona fide employee working solely for the **Consultant**, to solicit or secure this Agreement, and that the **Consultant** has not paid or agreed to pay any company,

Consultant or any other person or entity any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or execution of this Agreement. For breach or violation of this warranty the **Owner** shall have the right to annul this Agreement without liability or, in the **Owner's** discretion, to deduct from the *Services Fee*, or otherwise recover, the full amount of each fee, commission, percentage, brokerage fee, gift or contingent fee.

ARTICLE 24. Gratuities. The **Owner** mandates that employees of the **Owner** shall not accept any benefits, gifts or favors from any person doing business or who reasonably speaking may do business with the **Owner** under this Agreement; the only exceptions allowed are ordinary business meals. Any person doing business with or who may reasonably seeking to do business with the **Owner** under this Agreement may not make any offer of benefits, gifts or favors to **Owner** employees, except as mentioned herein above. Failure on the part of the **Consultant** to adhere to this provision may result in the termination of this Agreement.

ARTICLE 25. Payment of Franchise Tax. The **Consultant** hereby certifies that the **Consultant** is not delinquent in Texas franchise tax payments, or that the **Consultant** is exempt from, or not subject to, such as tax. A false statement concerning corporation's franchise tax status shall constitute grounds for termination of the Agreement at the sole option of the **Owner.**

ARTICLE 26. Disputes. The **Consultant** shall be responsible for the settlement of all contractual and administrative issues arising out of any procurement made by the **Consultant** in support of the services under this Agreement.

ARTICLE 27. Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason, be held to be invalid, illegal, or unenforceable in any respect such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein .

ARTICLE 28. Notices. All notices to either party by the other required under this Agreement shall be personally delivered or mailed to such party at the following respective addresses:

OWNER:	Hidalgo County 100 E. Cano, 2nd Floor Edinburg, Texas 78539	**CONSULTANT**:	Brian Godinez dba Godinez Communications 300 S. 8th Street McAllen, Texas 78501

The Address may be changed by either party by written notice and notice sol mailed shall be effective upon mailing.

ARTICLE 29. Miscellaneous Provisions.

(a) This Agreement constitutes the entire Agreement between the **Consultant** and the **Owner** relating to the work herein described and supersedes any prior understanding or written or oral contracts between the parties respecting the subject matter defined herein. These are no previous or contemporary representations or warranties of the **Owner** or the **Consultant** not set forth herein.

(b) Except as specifically provided herein no modification, waiver, termination, rescission, discharge or cancellation of this Agreement or of any terms thereof shall be binding on the **Owner** unless in writing and executed by an officer or employee of the **Owner** specifically authorized to do so.

(c) No waiver of any provision of or a default under this Agreement shall affect the right of the **Owner** thereafter to enforce said provision or to exercise any right or remedy in the event of any other default whether or not similar.

(d) No modification, waiver, termination, discharge or cancellation of this Agreement or of any terms thereof shall impair the **Owner's** right with respect to any liabilities whether or not liquidated of the **Consultant** to the **Owner** theretofore accrued.

(e) All rights and remedies of the **Owner** specified in this Agreement are in addition to the Owner's other rights and remedies.

(f) The **Consultant** shall remain an independent contractor and shall have no power nor shall the **Consultant** represent that the **Consultant** has any power to bind the **Owner** or to assume or to

create any obligation express or implied on behalf of the **Owner** except as specifically authorized in advance by the **Owner.**

(g) The Agreement shall be construed under the laws of the State of Texas and is performable in Hidalgo County, Texas.

(h) This Agreement may only be amended by a written document executed by the Owner and the **Consultant** as provided by Article 8 herein.

ARTICLE 30. Signatory Warranty The undersigned signatory or signatories for the **Consultant** hereby represent and warrant that the signatory is an officer of the organization for which he or she has executed this Agreement and that he or she has full and complete authority to enter into this Agreement on behalf of the **Consultant.** The above-stated representations and warranties are made for the purpose of inducing the **Owner** to enter into this Agreement.

WITNESS WHEREOF, the **Consultant** and the **Owner** have caused this **Agreement for Professional Consulting Services** to be effective as of the _____ day of _____, 2011.

CONSULTANT:

BY: _____

OWNER:
HIDALGO COUNTY

BY: _____
Ramon Garcia, County Judge

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

Approved by Commissioners' Court
on 8-2-11 RO

APPROVED AS TO FORM:

Atlas & Hall, L.L.P.

By:_____
Stephen L. Crain

Approved on Commissioners' Court: August 2, 2011

ATTACHMENTS:

EXHIBIT A	-Scope of Services to be provided by the Owner-Exhibit "A"-Requirements Of RFP
EXHIBIT B	-Scope of Services to be provided by the Consultant
EXHIBIT C	-Work Schedule
EXHIBIT D	-Consultant's Rates
EXHIBIT E	-Work Authorization Form
EXHIBIT F	-Supplemental Agreement Form
EXHIBIT G	-Certificate of Insurance (*Hidalgo County)*

EXHIBIT A
SCOPE OF SERVICES TO BE PROVIDED BY THE OWNER

EXHIBIT "A"

Services to be provided by the OWNER

"Requirements-RFP"

The following provides an outline of the services to be provided by the **OWNER** in the development of the Project.

The **OWNER** will provide to the **CONSULTANT** the following:

(1) Authorization to the **CONSULTANT** to begin work in accordance with Section 3 of this Agreement.

(2) Payment for work performed by the **CONSULTANT** and accepted by the **OWNER** in accordance with Section 6 of the Agreement.

(3) Assistance to the **CONSULTANT**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **CONSULTANT** cannot easily obtain.

(4) Provide any available relevant data the **OWNER** may have on file concerning the project.

(5) Provide timely review and decisions in response to the **CONSULTANT'S** request for information and/or required submittals and deliverables, in order for the **CONSULTANT** to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.

(6) Attend and participate in progress meetings as required and as coordinated and conducted by the **CONSULTANT.**

(7) Assist the **CONSULTANT** in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:

Public Meetings

(a) Approve agenda and all exhibits prior to public meeting.
(b) Approve date and location of the meeting.
(c) Review/approve Public Meeting Report.

(8) Attend the Preliminary Concept Conference coordinated and conducted by the CONSULTANT and more particularly identified in Attachment "B" of the Agreement.

(9) Review and approve the Project design criteria.

(10) Review and approve change as required and prepared by the CONSULTANT.

EXHIBIT B
SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT

EXHIBIT B
SCOPE OF SERVICES TO BE PROVIDED BY THE CONSULTANT

- Discover and evaluate the current conditions and plans for County's drainage, indigent defense, communications and economic development initiatives related to revenue and expenditure efficiencies;

- Plan, prepare, facilitate, communicate and coordinate meetings, work sessions, briefings, presentations and reports for County Officials/Representatives for County's drainage, indigent defense, communications and economic development initiatives related to revenue and expenditure efficiencies on a weekly, monthly and/or quarterly basis; (or as requested by County Commissioner's Court);

- Coordinate with the County to jointly develop objectives and strategies for County's drainage, indigent defense, communications and economic development relating to County's revenue and expenditure efficiencies;

- Assist with providing appropriate input on any studies identifying concerns that impact the County relating to County's revenue and expenditure efficiencies for drainage, indigent defense, communications and economic development;

- Determine and communicate the various impacts to the County of any and/or such concerns relating to county revenue and expenditure efficiencies drainage, indigent defense, communications and economic development;

- Prepare a schedule of work;

- Prepare and present such information as may be pertinent and necessary, or as may be requested by the County, in order to evaluate features of the Consultant services and work.

- Prepare preliminary study reports for approval by the County;

- Advise the County of events which have a significant impact upon the progress of the Consultant's services and work and the approved Work Schedule;

- Prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal as authorized by the County;

- Cooperate and coordinate fully with the County Commissioners' Court, as well as with the professional and administrative staffs of the County;

- Report and consult to the County Commissioners as often as reasonably necessary;

- Identify, define, and develop funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission activities and programs for drainage, indigent defense, communications and economic development;

- Collect, analyze, and report data on the performance of program activities that are funded by public and private sources for drainage, indigent defense, communications and economic development;

- Research County's revenue and expenditure efficiencies in various public and private sectors including communications, online technologies, public outreach, and awareness;

- Provide sound recommendations for addressing any current and long-term problems, including detailed recommendations to improve management and effectiveness through increased or decreased funding;

- Submit a proposed schedule and tasks required to implement recommended changes;

- Develop procedures for administering the proposed expenditure efficiencies.

EXHIBIT C
WORK SCHEDULE

EXHIBIT C
WORK SCHEDULE

- Work with County Officials/Representatives to research, discover and evaluate the current conditions and plans for County's drainage, indigent defense, communications and economic development initiatives related to revenue and expenditure efficiencies;

- Organize a series of meetings, work sessions, briefings with County Officials/Representatives to discuss, address and develop strategies and implementation plans for County's drainage, indigent defense, communications and economic development initiatives related to revenue and expenditure efficiencies;

- Develop, coordinate, communicate and facilitate with presentations, materials and logistics for meetings, work sessions and briefings with County Officials/Representatives to discuss, address and develop the concerns, objectives, strategies and plans for County's drainage, indigent defense, communications and economic development initiatives related to revenue and expenditure efficiencies;

- Develop impact and conclusion reports for County Officials/Representatives for County's drainage, indigent defense, communications and economic development initiatives related to revenue and expenditure efficiencies and communicate these reports on a weekly, monthly and/or quarterly basis; (or as requested by County Commissioner's Court);

- Assist with providing appropriate input on any preliminary studies identifying strategies that impact the County relating to County's revenue and expenditure efficiencies for drainage, indigent defense, communications and economic development for approval by the County;

- Identify, define, and develop funding sources to possibly support existing and planned program activities as well as coordinate the development, writing, and submission activities and programs for drainage, indigent defense, communications and economic development;

- Collect, analyze, and report data on the performance of possible program activities that are funded by public and private sources for drainage, indigent defense, communications and economic development;

- Provide sound recommendations for addressing any current and long-term problems, including detailed recommendations to improve management and effectiveness through increased or decreased funding;

- Submit a proposed schedule and tasks required to implement recommended changes;

- Develop procedures for administering the proposed expenditure efficiencies.

EXHIBIT D
CONSULTANT'S RATES

EXHIBIT D
CONSULTANT COST / RATES

Description - All Inclusive	Hourly Fees
Principal-in-Charge	$135
Graphic Design	$65
Copy Writing	$55
Administrative Support	$45

Material Rates

Item	Unit Rate
Mileage (outside of Hidalgo County)	IRS Allowable Rate
Sub-consultant Fees	Billable Hourly Rate + 10%
Reimbursement expenses (e.g. travel out of area, printing)	At cost plus 10% (pre-approved by the County)

EXHIBIT E
WORK AUTHORIZATION FORM

HIDALGO COUNTY

Professional Consulting Services

Contract # _____

Work Authorization Form

WORK AUTHORIZATION NO. ___

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between **HIDALGO COUNTY**, action herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**," and, _____, professional consultant of _____, Texas, hereinafter called "_____".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the to provide _____

_____

The scope of services to be provided by the **Owner** is identified in *EXHIBIT "A" - Scope of Services to be Provided by the Owner* attached hereto.

The scope of services to be provided by the **Consultant** is identified in *EXHIBIT "B" - Scope of Services to be Provided by the* **Consultant** attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is $ _____. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as EXHIBIT "D".

PART 3. PAYMENT

Compensation and payment to the for the services established under this Work Authorization shall be made in accordance with Article/Part/Section____ of the Agreement.

PART 4. FUNDING

This Work Authorization No.1 shall be funded through funding source:

Account No. _____

Requisition Number _____ (MUST BE INCLUDED AFTER CC APPROVAL)

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate on _____, 2011 as indicated in the "Exhibit C-Preliminary Work Schedule".

PART 6. RESPONSIBILITIES AND OBLIGATIONS

This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by Hidalgo County, County Judge as to content and detail of this Work Authorization No.____.

COUNTY OF HIDALGO

BY: _____

Ramon Garcia, County Judge

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on _____ as indicated below and effective as of ____ day of _____, 2011.

THE :	THE OWNER:
(Firms Name)	HIDALGO COUNTY
_____	_____
By: (Name of)	By: Ramon Garcia, County Judge

ATTEST:

_____

By: Arturo Guajardo, Jr., County Clerk

LIST OF ATTACHMENTS

ATTACHMENT "A" - Service to be Provided by the Owner
ATTACHMENT "B" - Services to be Provided by the Consultant
ATTACHMENT "C" - Work Schedule
ATTACHMENT "D" - Cost Proposal

EXHIBIT F
SUPPLEMENTAL AGREEMENT FORM

EXHIBIT "F"

Supplemental Agreement Form

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SUPPLEMENTAL AGREEMENT NO. ___

TO AGREEMENT FOR PROFESSIONAL SERVICES

THIS **SUPPLEMENTAL AGREEMENT** is made pursuant to the terms and conditions of Article 8 of the Agreement made by and between **HIDALGO COUNTY**, acting herein by and through the **Commissioner's Court**, hereinafter called the "**Owner**", and _____, Professional Consultant of, _____, Texas, hereinafter called the "**CONSULTANT**".

WITNESSETH

WHEREAS, the **Owner** and the **CONSULTANT** executed the **Agreement** on the _____ day of _____ 2011 concerning **CONSULTANT** for _____ _____ (hereinafter referred to as the "**Project**"); and,

WHEREAS, Article ___ of the **Agreement**, (article title), establishes _____; and,

WHEREAS, it has become necessary to amend the contract to

_____

_____

A. AGREEMENT

NOW THEREFORE, premises considered, the **Owner** and the **CONSULTANT** agree that said **Agreement** is amended as follows:

I. Article ___ of the **Agreement**, (article title), is revised to

---

All other provisions are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the **Consultant** and the Owner have caused this Supplemental Agreement to the Agreement for Professional Services to be executed as of the _____ day of _____, 2011.

THE CONSULTANT:
CONSULTANT

BY:_____

THE OWNER:
HIDALGO COUNTY

BY:_____
Ramon Garcia, County Judge

ATTEST:

BY:_____
Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:

ATLAS & HALL, L.L.P.

BY:_____
Stephen L. Crain

APPROVED BY COMMISSIONERS COURT:_____

LIST OF ATTACHMENTS

(as required)

EXHIBIT G
CERTIFICATE OF INSURANCE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/23/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
MORALES INSURANCE SERVICES
1618 W PECAN SUITE 1
MCALLEN, TX 78501

CONTACT NAME: YESENIA LOZANO
PHONE (A/C, No, Ext): 956-630-4343 FAX (A/C, No): 956-630-4374
E-MAIL ADDRESS: YLOZANO8181@SBCGLOBAL.NET

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : THE HARTFORD	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
BRIAN GODINEZ
DBA: GODINEZ COMMUNICATIONS
300 S 8TH STREET
MCALLEN TX 785001

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY							
	[X] COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [ ] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
		X		46SBMZW6973	12/03/2010	12/03/2011	MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[X] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS [ ] NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
HIDALGO COUNTY ADDED AS AN ADDITIONAL INSURED UNDER THE GENERAL LIABILITY POLICY .

CERTIFICATE HOLDER
HIDALGO COUNTY
2802 SOUTH BUSINESS HWY 281
EDINBURG, TX 78539

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/22/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Liz Cruz
Alamo Insurance Group 3201 Cherry Ridge Drive Suite D405 San Antonio TX 78230	PHONE (A/C, No, Ext): (210) 930-6665 FAX (A/C, No): (210) 930-1838 E-MAIL ADDRESS: lcruz@alamoinsgrp.com
	INSURER(S) AFFORDING COVERAGE / NAIC #
	INSURER A: Progressive Casualty Ins Co.
INSURED	INSURER B:
Brian Godinez d/b/a Godinez Communications 300 S. 8th Street McAllen TX 78501	INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 11/12 Auto **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS			08255095-0	9/22/2011	9/22/2012	BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
							PIP-Basic	$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Hidalgo County is an additional insured on the Auto policy.

CERTIFICATE HOLDER

Hidalgo County
Attn: Purchasing Department
2812 S. Highway Bus. 281
Edingburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John McMahan/LIZ Pat McMahan

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/19/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Emily Rodriguez
Alamo Insurance Group 3201 Cherry Ridge Drive Suite D405 San Antonio TX 78230	PHONE (A/C, No, Ext): (210) 930-6665 FAX (A/C, No): (210) 930-1838 E-MAIL ADDRESS: Erodriguez@alamoinsgrp.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A: The United States Liability Ins
INSURED Godinez Communications 300 S. 8th Street McAllen TX 78501	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 2011/2012E&OMASTER **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			SP1022568	8/18/2011	8/18/2012	$1,000,000/$1,000,000 Limit $1,000 Deductible	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificateholder is hereby named as additional insured on professional liability as their interest may appear.

CERTIFICATE HOLDER

Hidalgo County
Attn: Evangelina Garcia
100 E. Cano
2nd Floor
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John McMahan/EMILY Pat McMahan

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Affidavit Agreement

Date: **May 24, 2011**

Affiant: **Brian Godinez d.b.a. Godinez Communications**

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant.

Affiant **Brian Godinez** states he is a sole proprietor doing business as **Godinez Communications** with Hidalgo County under RFP # **2011-117** dated **May 18, 2011**. Affiant will provide services for **Hidalgo County** under a Hidalgo County RFP /Q Description: **Professional Consultant Services to Assist, Assess, Review and Facilitate the County's Revenue and Expenditure Efficiencies,** which will be approved upon receipt by the Hidalgo County Purchasing Department.

Affiant further states that he has no employees and does not anticipate employing any during the term of this contract. In the event Affiant does employee any staff during the contract, Affiant shall immediately notify Hidalgo County and obtain the Workers Compensation required by law. Affiant further acknowledges that failure to do so will result in cancellation of the purchase order.

Further Affiant sayeth not.

GLADYS BARRERA
Notary Public, State of Texas
My Commission Expires
June 28, 2014

Printed Name of Affiant: **Brian Godinez**

SWORN AND SUBSCRIBED TO under oath before me on May 25, 2011

Gladys Barrera

Notary Public, State of Texas

See Alamo Insurance's Correspondence below.

Evangelina Garcia

From: Yolanda Velasquez [yolanda.velasquez@co.hidalgo.tx.us]
Sent: Wednesday, August 17, 2011 4:14 PM
To: 'Evangelina Garcia'
Subject: FW: Godinez Communications

FYI: Rec'd from Darlene not Ms. Marty.

From: Darlene Betancourt [mailto:darlene.betancourt@co.hidalgo.tx.us]
Sent: Wednesday, August 17, 2011 1:42 PM
To: 'Yolanda Velasquez'
Subject: FW: Godinez Communications

FYI Mr. Looney

Darlene H. Betancourt, CPPB
Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, TX. 78539
Phone (956) 292-7000 x-4852 Fax: (956) 292-7612

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Wednesday, August 17, 2011 1:41 PM
To: 'RocKio'; 'Darlene Betancourt'
Cc: 'ramon garcia'; 'Yolanda'; 'Jaime Longoria'
Subject: FW: Godinez Communications

FYI for project and contract file documentation.
Marty

From: Gary Looney [mailto:glooney@alamoinsgrp.com]
Sent: Tuesday, August 16, 2011 5:13 PM
To: Martha Salazar
Subject: Godinez Communications

We were able to find a carrier for Godinez Communications for the E&O Liability insurance you required in the RFP. Annual cost is approximately $1,300. The 5 yr extended coverage is not available and will not be shown on the certificate of insurance. There is an option to buy upon termination for 3 yrs. Based on the RFP I don't think the extended coverage provision is applicable in this case. It will take the completion of an application and issuance by the carrier for the coverage, it should take less than a week. I will be in your offices tomorrow if you have additional questions. I'll drop by after noon my meeting is scheduled for 2 – 4 with Flora and crew.

Hope all this helps Gary

Gary Looney *REBC*

Senior Vice President
ALAMO INSURANCE GROUP
3201 Cherry Ridge Street Suite D405
San Antonio, Texas 78230
210.524-7104 voice
210.524-7183 fax

Evangelina Garcia

From: Martha Salazar [martha.salazar@co.hidalgo.tx.us]
Sent: Wednesday, April 27, 2011 3:37 PM
To: 'Steve Crain'
Cc: 'Yolanda Velasquez'; 'Evangelina Garcia'
Subject: RE: Draft Professional Consulting Services Agreement With Draft Attachments For "RFP-Professional Consultign Services To Assist, Assess, Review,And Facilitate Hidalgo County's Revenue And Expenditure Efficiencies In Various Public And Private Sectors Proj

Thank you

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Wednesday, April 27, 2011 2:25 PM
To: 'Martha Salazar'
Subject: RE: Draft Professional Consulting Services Agreement With Draft Attachments For "RFP-Professional Consultign Services To Assist, Assess, Review,And Facilitate Hidalgo County's Revenue And Expenditure Efficiencies In Various Public And Private Sectors Proj

It is ready to go.

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Wednesday, April 27, 2011 1:56 PM
To: 'Steve Crain'
Cc: 'Evangelina Garcia'; 'Yolanda Velasquez'
Subject: FW: Draft Professional Consulting Services Agreement With Draft Attachments For "RFP-Professional Consultign Services To Assist, Assess, Review,And Facilitate Hidalgo County's Revenue And Expenditure Efficiencies In Various Public And Private Sectors Proj

Mr. Crain,
Revision has been made as indicated (see attachment), having made this last revision is it safe to state that the buyer can utilized this draft contract with her packet and proceed to release. There are about three potential participants who are requesting to have a packet sent to them. Please let me know.

Thank you

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Wednesday, April 27, 2011 1:50 PM
To: 'Martha Salazar'
Subject: FW: Draft Professional Consulting Services Agreement With Draft Attachments For "RFP-Professional Consultign Services To Assist, Assess, Review,And Facilitate Hidalgo County's Revenue And Expenditure Efficiencies In Various Public And Private Sectors Proj

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From: Yolanda Velasquez [mailto:yolanda.velasquez@co.hidalgo.tx.us]
Sent: Wednesday, April 27, 2011 11:10 AM
To: 'Vangie'
Subject: FW: Draft Professional Consulting Services Agreement With Draft Attachments For "RFP-Professional Consultign Services To Assist, Assess, Review,And Facilitate Hidalgo County's Revenue And Expenditure Efficiencies In Various Public And Private Sectors Proj

CC Approved on August 02, 2011

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. Hidalgo County

nothing to report

1. Current inter-local(s) and/or contract(s) for the "Housing of Inmates"

2. **Presentation for discussion, consideration and action**
Including, but not limited to, the following items in connection with New Adult Detention Center:

nothing to report a-c

a) Detention Facility Law Enforcement Center Design- Build Contract with including action regarding Landmark Application for payment, final punch list and release of retainage
b) Construction of additional pod(s)
c) Selection and engagement of an architect for the construction of additional pods

3. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:

nothing to report a-c

a) Renovations of administration building
b) Other ongoing county owned building construction, renovation repair projects
c) Emergency situations occurring since last agenda meeting

4. AI-27809 Acceptance and approval of the final negotiated contract document with Brian Godinez dba/Godinez Communications for the provision of "Professional Consulting Services to Assit, Assess, Review and Facilitate Hidalgo County's Revenue and Expenditure Efficiencies in Various Public and Private Sector (Including All Funding Sources, Programs and entities)"

approved

5. AI-27780 a. Approval to nominate at least three (3) architectural and/or engineering firms (whichever professional service is most appropriate for task requested) from the approved "pools" for evaluation through the County's protocol for engagement to perform services for the development of a County-wide study assesing all buildings (as determined & identified by CC) by precinct, including an Existing Condition Analysis, a Needs Analysis, and the development of a twenty (20) year Facilities Capital Improvement Program.

no action

no action

b. Approval to select an evaluation committee to score/grade the Statements of Qualifications of the nominated firms.

6. AI-27779 Discussion,and applicable action on County's option to issue the sixty (60) day notice of renewing the last year's extension (as per Article 1.2 Renewal or Termination), with Edinburg Real Estate Network, Inc., for the "Lease of Office Space at the Mediplex Building."

approved

7. AI-27775 Recommending award of bid and approval of contract document to sole bidder (Rochester Armored Car Co.) meeting all specifications and/or requirements as attached hereto for: "Hidalgo County-Armored Car Services" RFB No. 2011-058-07-06-SMA.

approved

8. AI-27719 a. Recommendation to reject submitted Statements of Qualifications received only and as yet unopened for the Request For Qualifications No. 2011-175-07-20-YZV "Legal Consultant to Assist with Negotiation of Contracts" and cancel title as originally published;

approved

b. Authority to re-advertise a new Request for Qualifications Project titled: "Professional Architectural and Engineering Consultants to assist Hidalgo County with the Negotiation of

CC Approved on August 02, 2011

APPROVED

AI-27809 **21. A. 4.**
CC REGULAR
Meeting Date: 08/02/2011
Submitted By: Yolanda Velasquez, PURCHASING DEPT.
Department: PURCHASING DEPT.

CAPTION

Acceptance and approval of the final negotiated contract document with Brian Godinez dba/Godinez Communications for the provision of "Professional Consulting Services to Assit, Assess, Review and Facilitate Hidalgo County's Revenue and Expenditure Efficiencies in Various Public and Private Sector (Including All Funding Sources, Programs and entities)"

BACKGROUND

AI - 26799 Presented on May 31, 2011 for Approval of sole response -Acceptance of the scoring/evaluation grid and Authority for Purchasing Department to negotiate a contract.

Fiscal Impact

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

BUDGETARY IMPACT:

Funding to be apppropriated at issuance of work authoriztion. Each WA will need approval and funding.

Attachments

CONTRACT DOCUMENTATION
LEGAL'S APPROVAL OF CONTRACT
COPY OF AI-26799

Form Review

Inbox	Reviewed By	Date
Martha Salazar	Marty Salazar	07/28/2011 04:39 PM
Budget & Management	Merlen P. Munoz	07/28/2011 04:56 PM
Rosalinda Cantu	Rosie Cantu	07/29/2011 04:25 PM
Purchasing Department	Angela Garcia	07/29/2011 05:02 PM

Form Started By: Yolanda Velasquez Started On: 07/28/2011 04:20 PM

Final Approval Date: 07/29/2011

CC approved on August 30, 2011

b) Other ongoing county owned building construction, renovation repair projects
c) Emergency situations occurring since last agenda meeting

4. AI-28195 Recommendation and request to waive the five (5) year extended reporting clause required by Hidalgo County under the professional liability insurance Exhibit C inasmuch as level of risk/liability is very low and thus not available for such professional services for the contract awarded to Brian Godinez Communiations and as further explained in supporting documentation contained and attached herein;

approved

5. AI-28229 Presentation and discussion of scoring grid of the firms responding to City of Edinburg's procurement of qualified firms for the provision of engineering services for the: Safe Routes to Schools Project participated by ECISD, City of Edinburg, County of Hidalgo (through AFA from TxDOT);

no action

6. AI-28259 a. Requesting exemption from competitive procurement requirements under the Texas Local Government Code, Section 262.024(a)(7)(a) proprietary software in connection with On-line Research Services for Hidalgo County;

approved

b. Requesting approval of agreement(s) if applicable for "On-line Research Services" with Lexis Nexis including but not limited to the following Hidalgo County department(s):

approved

1. Criminal District Attorney s Office
2. Hidalgo County JP Technology
3. Hidalgo County Clerk

7. AI-28293 A. Request authority to have "on call" contracted architect firm, Dannenbaum Engineering Co., conduct walk-through of vacant county-owned restitution center located on M Road in Precinct #4 for the purpose of drafting and developing plans, specifications, scopes of work to remodel building to accommodate county departments, programs, agencies and/or elected offices including to have project completed utilizing job order contractors proposals;

approved

B. Approval of an AIA form of agreement between Hidalgo County (owner) and Dannenbaum Engineering Co. (architect) for the Building Repairs and/or Additions, Renovations and Alterations to the Hidalgo County Elections Warehouse in the amount of $26,402.74;

approved

B. **Pct. 1**

1. AI-28202 a. Acceptance and approval of Change Order #1 in the amount of $7,000.00 as submitted by Saenz Utility Contractors to Urban County (UCP-Contract #C-5209-91-0309-5000-9100-UCP-MC) and Precinct #1 (approved by CC 01-11-11) as the result of the addition and subtraction of quantities for Encinal #2 Subdivision due to redesign changes; and

approved

b. Approval to pay the Change Order #1 amount of $7,000.00 as included in Invoice No. 4 with a grand total amount of $67,172.10 (previously approved by CC on 07/19/11) subject to Auditor's Office processing procedures with County Treasurer issuing check; and

approved

c. Acceptance and approval of the "Certificate Of Construction Completion" for the construction of Encinal No.2, Los Alamos and Olivarez #2 Subdivision project as submitted to Urban County and Precinct #1 by Saenz Utility Contractors pursuant to UCP Contract #5209-91-0309-5000-9100-UCP-ML (previously submitted and approved by CC on 07/19/11).

2. AI-28222 Requesting approval of reimbursement in the amount of $91,193.00 (owed to the State of Texas) payable to Texas Department of Transportation (Case #CCD-0009-A & TxDOT CSJ No. 0698-03-086) as recommended by L&G Engineering (ROW Acquisition provider for and on behalf of Hidalgo County) in relation to Highway FM 88 Project in Precinct #1 for ***Parcel 10 CCD-009-A*** with authority for County Treasurer to issue check after Auditor's processing procedures are completed.

approved

C. **Pct. 2**

1. AI-28169 Acceptance and approval of Work Authorization No. 5 for R. Gutierrez Engineering Corporation (Contract #C-110-376-12-14) with estimated fee of $19,200.00 for Boundary Surveying on McColl Road Off-Site Drainage Ditch.

approved

D. **Pct. 3**

CC approved on August 30, 2011

APPROVED

AI-28195 **23. A. 4.**
CC REGULAR
Meeting Date: 08/30/2011
Submitted For: Martha Salazar **Submitted By:** Vangie Garcia, PURCHASING DEPT.
Department: PURCHASING DEPT.

Information

CAPTION

Recommendation and request to waive the five (5) year extended reporting clause required by Hidalgo County under the professional liability insurance Exhibit C inasmuch as level of risk/liability is very low and thus not available for such professional services for the contract awarded to Brian Godinez Communiations and as further explained in supporting documentation contained and attached herein;

BACKGROUND

Pursuant to Mr. Godinez's Insurance Company (Alamo Insurance Group), the five (5) year extended coverage is not available and will not be shown on the certificate of insurance. Based on the RFP, the required extended provision is not applicable in this case (see correspondence attached).

Contract document was approved for award by Commissioners Court on August 2, 2011 and has been pending execution until this is resolved.

Fiscal Impact

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

BUDGETARY IMPACT:

This agenda item does have have a budget impact, this is for approval of a request to waive a requirement under our Exhibit C Insurance Docuement.

Attachments

Exhibit C Insurance Requirement
Alamo Insurance Correspondence
Professional Liaibility Certificate Of Accord

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	08/24/2011 03:40 PM
Budget & Management	Merlen P. Munoz	08/24/2011 03:58 PM
Rosalinda Cantu	Rosie Cantu	08/25/2011 09:44 AM
Auditor's Office	Angela Garcia	08/25/2011 10:13 AM

Form Started By: Vangie Garcia Started On: 08/23/2011 10:17 AM

Final Approval Date: 08/25/2011

AI-30247 **24. B. 1.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha Salazar **Submitted By:** Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting approval of a professional services agreement #C-11-305-12-29 with HARVEY L. HEERSSEN d/b/a HLH APPRAISAL SERVICES for the purposes of "Review of Appraisal Services" (on an as needed basis) for projects located with Hidalgo County Precinct No. 1 and (as selected for negotiations through County's protocol from the "POOL" of Appraisers by C.C. on 06/14/11).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** Pct. 1 obj. 339

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

BUDGETARY IMPACT:

Funding will be identified once Pct. 1 identifies project(s) on an "as needed basis". Cost will be $450.00 for each Appraisal Review of each parcel.

Possible funding source is 339 "Other Prof. Svcs". Please refer to attached expense report as of 12-21-11 for funds availability.

Attachments

Contract Documentation

Pct. 1 Exp. Report 12-21-11

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/20/2011 05:13 PM
Budget & Management	Merlen P. Munoz	12/21/2011 08:41 AM
Ivan Cantu	Ivan Cantu	12/21/2011 01:40 PM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Vangie Garcia Started On: 12/19/2011 11:37 AM

Final Approval Date: 12/22/2011

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

PROFESSIONAL SERVICES CONTRACT
C-11-305-12-29

THIS AGREEMENT is made effective the day of **29th Day, December, 2011**, by and between the **County of Hidalgo, Texas** ("County") and **HARVEY L. HEERSSEN** d/b/a **HLH APPRAISAL SERVICES** ("Appraiser").

W I T N E S S E T H:

WHEREAS, the County requires review of appraisal services for: **"REVIEW OF APPRAISAL SERVICES" (on an as needed basis)** for projects located within **HIDALGO COUNTY PRECINCT No. 1**; and

WHEREAS, the County of Hidalgo solicited Request for Qualifications (RFQ) for the development and establishment of a yearly pool for "Professional Appraisal Services", and

WHEREAS, from which "Professional Appraiser" has been selected from the "Pool" of pre-qualified Appraisers from response to the Request for Qualifications (RFQ), and

WHEREAS, County has determined that the services of "Professional Appraiser" are sometimes necessary to carry out the required appraisal activities; and

WHEREAS, pursuant to Texas Government Code Section 2254.002, "The Professional Services Procurement Act," Government Code, the County requested proposals from professional right-of-way appraiser to assist the County by providing review of appraisal services; and

WHEREAS, County has selected the Appraiser to provide the review appraisal services within Hidalgo County Precinct No. 1, in accordance to Exhibit "A-1", Request for Qualifications (RFQ) Procurement Packet and through its procured approved pool of Appraisers.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, County and Appraiser do mutually agree as follows:

1. Scope of Services. Appraiser agrees to provide to County ***"Review of Appraisal Services (on an as needed basis)*** for projects located within **Hidalgo County Precinct No. 1** as shown in Exhibit "A" attached hereto and entitled Services to be provided by the Appraiser. "***In the event the Appraiser does not provide the "Review of Appraisal Services" prior to the date specified on the purchase order, the Purchase Order will become NULL and VOID. If such Purchase Order becomes NULL and VOID and "Review of Appraisal Services" is secured from another firm, Appraiser will be responsible for any additional charges or expenses incurred by Hidalgo County.***

Further, in the event that it is demonstrated by Appraiser that Hidalgo County has caused or delayed thus preventing the Appraiser from meeting the specified agreed upon deadline to provide the "Review of Appraisal Services" ordered, Appraiser must advise the Purchasing Department in written notice to authorize and to secure additional time to comply.

2. Non-Exclusive Services of Appraiser. Hidalgo County reserves the right to request these services from other sources other than the Appraiser and shall not be in violation of any terms or conditions of this Agreement.

3. Term. This Contract for a period of **one (1) year**, effective **December 29th, 2011**, and will expire **December 28, 2012** or unless sooner terminated as provided herein. The Appraiser will not begin to work or incur costs until authorized in writing by the County with a **"Purchase Order".**

4. Compensation. As consideration for rendering the Services provided for in this Contract, the County agrees to pay the Appraiser the amounts specified in Exhibit "B" attached

hereto payable against written invoice submitted by Appraiser. The Appraiser is authorized to submit periodic requests for payment within thirty days after completion of each purchase order. The request for payment shall be made using forms acceptable to the County and shall show the total amount earned to the date of submission and the amount due and payable as of the date of the current billing. Upon receipt of said request for payment, County shall submit a requisition for payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Appraiser agrees to separately account for the receipt and/or expenditure of funds received pursuant to this Contract and to keep adequate books and records of all such receipts and/or expenditures. All payments to Appraiser shall be mailed to the address shown in numbered paragraph 21, hereof.

5. Progress. Upon acceptance of a purchase order, the Appraiser shall undertake and complete the authorized work. The County or the Appraiser can request conferences to be provided at the Appraiser's office, the office of the County, or at other agreed upon locations.

6. Inspection of Work. The County has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed. If any inspection or evaluation is made on the premises of the Appraiser, or a subcontractor, the Appraiser shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7. Amendments. If it becomes necessary at any time during the contract period to change the scope of work, the contract period, the maximum amount payable, the complexity, or the character of this contract, an amendment must be prepared and executed within the contract period. The County retains the right to reject any such amendment proposed by the Appraiser unless the

County finds the proposed amendment necessary to complete the work authorized herein. Any such amendments be made in writing agreed to by all parties hereto and duly executed before the end of the contract period as specified.

If the County finds it necessary to require changes in completed work because of errors made by the Appraiser, the County shall require the Appraiser to correct the work at no cost to the County and without amendment to the contract. If the changes are made at the request of the County and are not due to errors of the Appraiser, the County will reimburse the Appraiser for the additional work at the same rate of pay established in Exhibit "B," (Basis for Payment.) If payment for the additional work will cause the maximum amount payable to be exceeded, an amendment shall be executed in accordance with the terms of this provision.

8. Reporting. The Appraiser shall promptly advise the County in writing of events which have a significant impact upon the contract, including:

1. Problems, delays, or adverse conditions which will materially affect the ability to meet time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any County or, if Federal funds are involved, Federal assistance needed to resolve the situation.

2. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

9. Ownership of Documents. Upon completion or termination of this contract, all documents prepared by the Appraiser or furnished to the Appraiser by the County shall be delivered to and become the property of the County. All sketches, photographs, calculations, and other data prepared under this contract shall be made available, upon request, to the County without restriction or limitation on their further use. The Appraiser may, at its own expense, have copies made of the documents or any other data furnished the County under this contract.

10. Independent Contractor. Appraiser must comply with all applicable Hidalgo County policies and with any applicable federal, state or local laws, regulations, orders or ordinances applicable to the services provided by Appraiser under this Contract. Notwithstanding the foregoing sentence, Appraiser represents and maintains that it is an independent contractor and is not an employee of Hidalgo County, Texas, or any agency thereof, and represents and warrants that it does not desire or request any fringe benefits provided to employees of Hidalgo County, Texas, and/or any agency thereof, including, but not limited to benefits associated with Hidalgo County's civil service program. Appraiser agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

11. Voluntary Termination. County may terminate this Contract at any time for any reason or no reason at all upon the giving of thirty (30) days prior written notice to the other party.

12. Insurance. Appraiser agrees to provide liability insurance covering its activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, ' 100.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish department a certificate of insurance, Exhibit "C", issued by the insurer that such insurance is in full force and effect.

13. No Assignment. Except as otherwise herein provided, Appraiser, may not assign the obligations or rights under this contract to any person without the prior written consent of County.

14. Conflict. Nothing in this Contract shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Contract and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Contract shall be modified

only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

15. Termination by County. If Appraiser fails to deliver quality service, fails to achieve the defined goals, outcomes, strategies and outputs set by County, or if Appraiser fails to comply with any conditions in this Contract, then County shall have the right to terminate this Contract upon the giving of ten (10) days prior written notice to Appraiser.

16. No Waiver. No waiver by County of any breach of any provision of this Contract shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

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

18. Venue. This Contract 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.

19. Hold Harmless. In the event Appraiser should cause, either directly or indirectly, damage, loss, destruction, liability, or claims against the other party as a result of intentional conduct, negligence or otherwise, Appraiser shall hold harmless and indemnify County from any and all obligations, liabilities, causes of action, lawsuits, damages, and assessments, including legal fees, etc., that result from the Appraiser's intentional actions or negligence. This indemnification clause shall survive this Contract and be enforceable as a separate agreement in the event its survival and

enforcement becomes necessary.

20. Attorney's Fees. In the unlikely event that a dispute occurs which is litigated or arbitrated, or a cause of action in law or equity is filed concerning the operation, construction, interpretation, or enforcement of this Contract, the losing party shall bear the cost of the attorney's fees incurred by the prevailing party and any and all costs applicable thereto, including, but not limited to, court costs, deposition fees, expert witness fees, out-of-pocket expenses and travel expenses which are incurred by the prevailing party.

21. Notices. Except as may be otherwise specifically provided in this Contract, 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 County:	County of Hidalgo Attention: County Judge 100 E. Cano, 2nd Floor Edinburg, Texas 78539
If to Appraiser:	Harvey L. Heerssen d/b/a **HLH APPRAISAL SERVICES** 6107 Aberton Forest Drive Houston, Texas 77084

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

22. Execution of 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 Contract.

. **23. Binding Contract.** This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this contract.

24. Gender. All pronouns used in this Contract shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate

25. Authority. The execution and performance of this Contract by County and Appraiser have been duly authorized by all necessary laws, resolutions or corporate action, and this Contract constitutes the valid and enforceable obligations of County and Appraiser in accordance with its terms.

26. Commitment of Current Revenues. In the event that, during any term hereof, the County does not appropriate sufficient funds to meet to the obligations of this Contract, the County may terminate this Contract upon thirty (30) days written notice to the Surveyor. The County agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Contract. The parties intend this provision to be a continuing right to terminate this Contract at the expiration of each budget period of the County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1995).

EXECUTED, as of the day and year first written above.

COUNTY OF HIDALGO, TEXAS

By:_____
Ramon Garcia, County Judge

APPRAISER: Harvey L. Heerssen d/b/a HLH APPRAISAL SERVICES

By:_____

Printed Name: Harvey L. Heerssen

Title: Owner

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:
Atlas & Hall, L.L.P.

By:_____
Stephen L. Crain, Attorney

APPROVED BY COMMISSIONER'S COURT ON THE: _____

EXHIBIT "A-1"

REQUEST FOR QUALIFICATIONS (RFQ) PROCUREMENT PACKET

PURCHASING DEPARTMENT
County Of Hidalgo

December 13, 2010

_____
_____
_____
_____

Re: **HIDALGO COUNTY**
Request for Qualifications - **"Real Estate Appraisers-Hidalgo County"**
(Including all funding sources, programs, and entities)
RFQ No: 2011-003-01-05-SMA

Dear Respondents:

Enclosed please find a Request for Qualifications (RFQ) packet for you review and consideration. Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFQ process.

If any further assistance is required, please do not hesitate to call the Purchasing Department at (956) 318-2626.

Sincerely,

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 QUALIFICATIONS (RFQ) CHECKLIST

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
"Real Estate Appraisers-Pool"
RFQ No: 2011-003-01-05-SMA

1. **Request for Qualifications Letter, consists of 1 page.**
2. **Request for Qualifications, Legal Notice, consisting of 7 pages.**
3. **Exhibit "A", Requirements, consisting of 7 pages.**
4. **Exhibit " B", Evaluation Criteria, consisting of 2 pages.**
5. **Exhibit "C", Insurance Requirements, consisting of 4 pages.**
6. **Exhibit "D", CIQ Conflict of Interest Questionnaire, consists of 1 page.**
7. **Exhibit "E", Proposer's Affidavit, consists of 1 page.**
8. **Vendor/Bidder Application and W-9 form consisting of 6 pages.**
9. **Certification Regarding Debarment, consists of 1 page.**
10. **Attachment "A"-Documentation required on Bldg., Road & Bridge Construction Project consists of 1 page.**
11. **Attachment "B"-Procurement Form, consists of 1 page.**

The above mentioned items shall be found in the Request for Qualifications (RFQ) 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, CPPB, Purchasing Agent

December 13, 2010
Date

2812 S. Business Highway 281 ★ Edinburg, Texas 78539 ★ (956) 318-2626 ★ Fax (956) 318-2629

RFQ No: 2011-003-01-05-SMA	Buyer: Sandra Montalvo	Tel. No: (956) 292-7000 ext. 4865

REQUEST FOR QUALIFICATIONS

Hidalgo County
REAL ESTATE APPRAISERS - POOL

(Including all funding sources, Programs, and Entities)

JANUARY 05, 2011

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2626

Form HCPD-04

1. **Sealed Statements of Qualifications** will be received for **"Real Estate Appraisers - Pool-Hidalgo County"(including all funding sources, Programs, and Entities),** in accordance with the requirements attached hereto as Exhibit "A." RFQs should address all requirements set forth. Vendors 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 requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall RFQ.

2. **One (1) original and seven (7) copies** of RFQs are required, with vendor's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, **RFQ No. 2011-003-01-05-SMA "Real Estate Appraisers Pool--Hidalgo County"** and in County's Purchasing Department, **physical address**: 2802 S. Business Hwy. 281; **mailing address**: 2812 S. Hwy. Business 281, New Administration Building, Edinburg, Texas, **on or before 9:30 AM, Wednesday, January 05, 2011.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFQ 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 IN REFERENCE TO RFQ.

   Hidalgo County reserves the right to refuse and reject any/all RFQ's and to waive any/all formalities or technicalities, or to accept the RFQ considered the best and most advantageous to Hidalgo County.

   WRITTEN QUESTIONS WILL BE ACCEPTED via facsimile to (956)292-7612 or via e-mail to sandra.montalvo@co.hidalgo.tx.us BY NO LATER THAN Monday, December 27, 2010 at 5:00 p.m. Responses will be sent to all applicants by **Wednesday, December 29th, 2010. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this proposal that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all proposals submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal for approval. Receipt of any proposal shall under no circumstances obligate County to accept the lowest dollar proposal. The award of this contract shall be made to the responsible offeror whose proposal is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. Failure of the delivered item(s) to perform as specified, or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible vendor, or to reject all RFQ's and re-advertise.

5. For work to be performed at a County-owned or operated location, each vendor shall, in its sole discretion, visit the job site before preparing the RFQ and thoroughly familiarize himself/herself with existing conditions. Vendor should take field dimensions and note all circumstances which affect the RFQ.

6. No RFQ may be withdrawn within ninety (90) days from the scheduled time to accept RFQs.

7. Any interpretations, amendments, corrections or changes to this RFQ 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 Qualifications. Vendors shall acknowledge receipt of all addenda as a part of their RFQ.

8. County reserves the right to accept or reject any or all RFQs.

9. Costs are to be net F.O.B. destination, County Prepaid.

10. County is exempt from Federal Excise Tax, State Tax and Local Tax. Tax exemption certificates will be furnished upon request.

11. 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 proposal 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.

12. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security card 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 of their Federal ID Number Certificate.

13. **DELIVERY INSTRUCTIONS** (for applicable goods and/or services):

- 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, CPPB, Purchasing Agent, before delivery will be accepted.
- If you need additional information call the office listed below:

  Hidalgo County Purchasing Department
  Martha L. Salazar, CPPB, Purchasing Agent
  (956) 318-2626

14. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
  a) Name and address of successful vendor
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)
  d) Notation - **"Real Estate Appraisers Pool-Hidalgo County"**
  e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

Hidalgo County Auditor's Office
Ray Eufracio, County Auditor
2802 S. Business Hwy. 281
Edinburg, TX 78539
(956) 318-2511

15. SCHEDULE OF EVENTS

RFQ Acceptance, 9:30 A.M.	**January 05, 2011**
Award of Contract	2011
Commence Work or Deliver Products	2011

16. ~~BID OR PERFORMANCE BOND AND~~ DEBARMENT CERTIFICATION; ~~PAYMENT UNDER CONTRACT~~:

- ~~If the contract proposed is for the construction of public works or is for a contract for goods and 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 participating firms are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.**

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a proposal, and prior to commencement of the actual work, the proposer 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 materialmen 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.~~

17. 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 therefor 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.

18. **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 participant 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 REPONSIBILITY OF THE PROSPECTIVE PARTICIPANT.

19. If, during the life of any contract or proposal awarded, the successful proposer'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.

20. Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

21. Minimum Standards For Responsible Prospective Proposers: A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer, by submitting a proposal, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the proposal;
- 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.

22. Successful proposer 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 proposer'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.

23. Any contract award to a successful proposer 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 (30) day's written notice prior to cancellation.

24. 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 proposer; County reserves the right to terminate any contract immediately in the event a successful proposer fails to:

    A. Meet schedules;
    B. Pay any required fees or taxes; or
    C. Otherwise perform in accordance with the requirements.

25. Successful proposer 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 proposer, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful proposer indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful proposer 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 proposer'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 or services provided by successful proposer.

26. Successful proposer shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful proposer 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.

27. 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.

28. The successful proposer 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.

29. Proposers shall provide with the proposal response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.

30. Proposers must provide **all** documentation requested with this Proposal in their response. Failure to provide this information may result in rejection of the proposal as non-conforming.

Request for Qualifications
Real Estate Appraisers Pool-Hidalgo County
(Including all funding sources, Programs, and Entities)
RFQ No: 2011-003-01-05-SMA

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281
Mailing/US Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned participating firm proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned participant further agrees, upon acceptance of its proposal, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Participant acknowledges receipt of all of the pages of the documents referenced in the Request For Qualifications Checklist presented in connection with this procurement. Participant understands that Hidalgo County reserves the right to reject any or all RFQs and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best proposal.

Participant agrees that this proposal shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for accepting RFQs, as contained in the Requirements.

Respectfully submitted,

Participant:_____

Address:_____

By:_____

Printed Name:_____

Title:_____

EXHIBIT A
REQUIREMENTS

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
REQUEST FOR QUALIFICATIONS

"REAL ESTATE APPRAISERS-POOL"

RFQ No. 2011-003-01-05-SMA

The County of Hidalgo will be accepting Statements of Qualifications from qualified State of Texas registered Real Estate Appraisers (firms) in order to establish a pre-qualified pool on an "As Needed Basis" per project by all County Departments and/or applicable Programs requiring said services as set forth in the requirements.

Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the pre-qualified pool of Real Estate Appraisers will be for a **February 9, 2011 and ending February 8, 2012.**

The Hidalgo County Purchasing Department will receive sealed envelopes containing Statements of Qualifications for the provision of **"REAL ESTATE APPRAISERS POOL-Hidalgo County"** (including all funding sources, Programs, and Entities)-**Request For Qualifications** as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, January 05, 2011. ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

Deliver Submittal to:
RFQ Number: 2011-003-01-05-SMA

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The Submittal Envelope/Packet Must Show The RFQ Number, Name And Opening Date.

The following outlines the Request for Qualifications:

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that statements of qualifications be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

WRITTEN QUESTIONS WILL BE ACCEPTED via facsimile to (956)292-7612 or via e-mail to Sandra.montalvo@co.hidalgo.tx.us BY NO LATER THAN MONDAY, December 27, 2010 at 5:00 p.m. Responses will be sent to all applicants **by Wednesday, December 29, 2010. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant of 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 of 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 contract 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 Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage 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 complete CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.

PROPOSER'S AFFIDAVIT:
Respondents to this RFQ must submit a signed Proposer's Affidavit (attached herein in Exhibit D) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit, or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:
Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF RFQ's:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the vendor's ability.

SUBMITTER DEFAULT:
Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the submitter to review the Request for Qualifications (RFQ) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or request for qualifications procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFQ DELIVERY:
Hidalgo County requires submitters, when hand delivering statements of qualifications, to have a Purchasing Department representative time/date stamp and initial the envelope when dropping RFQ off.

SIGNING OF QUALIFICATIONS:
In order to be considered, all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:
Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING:
The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF POOL:
The pool term is for a period of one (1) year, or upon completion of project(s) unless project specific for more than one (1) year.

DAVIS BACON ACT:
All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing project specifications.

SECTION II -RFQ REQUIREMENTS

REQUEST FOR QUALIFICATIONS:
The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFQ. A total of **one (1) original and seven (7) copies** of the RFQ shall be submitted to the address on the cover letter.

UNDERSTANDING OF THE PROJECT:
This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

FIRM QUALIFICATIONS:
The County of Hidalgo is seeking to contract with a competent Appraisal firm(s), registered and licensed to practice in the State of Texas that has had experience in, but not limited to, the following areas:

A. Scope of Appraisal and/or Review Appraisal Services:

1) Property appraisals will be based on "Fair Market Value" unless otherwise specified or requested. Two copies of the appraisal report shall be bound, clearly labeled and signed by the primary certified appraiser and any other certified appraiser and /or licensed trainee which aided in the process. Four additional copies will be furnished.

2) All photographs used within the report must be originals. No digital photos shall be used for subject property. Digital photos shall only be used comparable sales. All adjustments to any comparable sales must be clearly explained in a narrative format. All comparable sales must be with a two year time frame. If any sales which have occurred prior to the two year limit, they just be clearly explained and added to the conventional three comparable sales typically used in the appraisal process.

3) Current location maps of the subject property including, area regional, plat and flood maps must be included and clearly labeled for the subject property.

4) All reports shall be a "Self Contained Narrative Report" unless otherwise requested and shall follow the 2009 or most current Uniform Standard of Professional Appraisal Practice (USPAP) rules and regulations. Each appraisal report must be physically inspected, photographed, and personally signed by the primary-general certified appraiser of the firm. Appraiser trainees may aid in the collection of the information, however, all analysis and conclusion must be performed by the primary general certified appraiser.

5) Appraisal reports are due within four weeks of request (20 business days) and receipt of a fully executed purchase order.

Additionally, this section should include, but not restricted to the following information:

A. Firm name, address, phone number and person to contact regarding the Statement of Qualification.

B. Qualifications and recent experience of the firm and key personnel relative to the per formance of similar services for public entities. This should also include the following information:

1) Copy of current license certification with the state seal
2) History certification from the Texas Appraiser Licensing & Certification Board.
3) General list of property types appraised within the past year.

C. List of State references including the name, address and phone number of the person most closely associated with the firm's prior project performance.

D. Ability to commence services immediately after successfully negotiating a contract for services.

E. Familiarity with the geographical area.

F. Statement regarding an Affirmative Action Program.

G. Minimum of $1,000,000.00 Professional liability, errors and omissions, insurance.

PERSONNEL AND STAFFING:
The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

REQUIRED CERTIFICATIONS AND SUBMITTAL:
This section will contain any licenses and certifications and assurance as required by FEDERAL HIGHWAY ADMINISTRATION, the STATE OF TEXAS, HIDALGO COUNTY, LOCAL MUNICIPALITIES, etc. The Appraisers should include copies of their Professional Liability Insurance.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL:
The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann. 2254.001, et seq. Once selected, proposer is to provide a fee proposal for the following scope of work.

NUMBER OF COPIES TO BE SUBMITTED:
Hidalgo County requires **one (1) original submittal, seven (7) copies and two (2) CD in PDF Format.**

PART III -SELECTION / EVALUATION

SELECTION/EVALUATION PROCESS:
The evaluation system consists of a 100-point system. The firms will be ranked after evaluation on a per project basis upon approval of roster by Hidalgo County Commissioner's Court. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation will be based on the criteria outlined below, and will be scored on the scales shown on the enclosed "RFQ Evaluation Form."
The respondent's Statement of Qualifications will be evaluated based on the criteria presented below.

1) ***Responsiveness:*** 30 points
   a) Requested Information
   b) Thoroughness
   c) Understanding of Project
   d) List of references provided
   e) Clarity - Brevity
   f) Degree of Interest

2) ***Firm Capabilities:*** 45 points
   a) Background
   b) Relevant experience
   c) Experience with similar projects
   d) Knowledge of area
   e) Timeliness of schedule
   f) Quality services previously provided to Hidalgo County
   g) Current workload
   h) Ability to commence various re-quested projects simultaneously
   i) Completion of projects within budgets

3) ***Staffing:*** 15 points
   a) Required discipline skills
   b) Key personnel
   c) Qualifications of personnel

4) ***Equal Opportunity Employer*** 05 points

5) ***Meets minimum Hidalgo County Insurance Requirements*** 05 points

STATEMENT OF QUALIFICATIONS GRADING AND RANKING:

Once a Project has been identified and it is determined that Real Estate Appraiser Services are required, approval to seek engagement for professional services is sought from Hidalgo County Commissioners Court. The following protocol and procedures are utilized;

1) Hidalgo County Commissioners' Court and/or the User Department in need of Real Estate Appraiser Services will nominate (at the minimum) three (3) firms from Hidalgo County's approved pool of firms;

2) Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by County Commissioner's Court) will review, score, and evaluate the proposals received in response to this Hidalgo County Request for Proposals;

3) A grid of the scores will be presented to Commissioners' Court for the purpose of ranking and approval for the Purchasing Department to enter into negotiations with the number one (1) ranked firm;

NEGOTIATION PROCESS:
Negotiations will commence with Commissioners' Court approved number one ranked firm;

1. Firms will be asked to submit (as part of those negotiations) a "scope of service" including fees;

2. The negotiated contract including best and final offer with the successful firm will be presented to Commissioners' Court (including compliance with all requirements as well as insurances) for consideration and final approval.

3. If negotiations with the number one (1) ranked firm fail, the Purchasing Department will recommend to Commissioners' Court that negotiations cease with the number one (1) ranked firm and commence to negotiate with the next highest ranked firm;

RFQ SUBMITTED TO: **One (1) original, seven (7) copies and two (2) CD in PDF Format** of RFQs should be submitted to:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The Submittal Envelope/Packet Must Show The RFQ Number, Participate Name And Opening Date.

RFQs must be submitted by no later than **9:30 a.m. on Wednesday, January 05, 2011.**

All costs and expenses associated with the preparation and submission of (rfq's, bids, proposals and/or quotes) shall be the responsibility of the participant and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.

EXHIBIT "B"

EVALUATION CRITERIA
REAL ESTATE APPRAISERS POOL
RFQ No. 2011-003-01-05-SMA

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

1. RESPONSIVENESS **(30) POINTS**

A. Requested Information
B. Thoroughness
C. Understanding of Project
D. List of references provided
E. Clarity – Brevity
F. Degree of Interest

2. FIRM CAPABILITIES **(45) POINTS**

A. Background
B. Relevant experience
C. Experience with similar projects
D. Knowledge of area
E. Timeless of schedule
F. Quality services previously provided to Hidalgo County
G. Current workload
H. Ability to commence various re-quested projects simultaneously
I. Completion of projects within budgets

3. STAFFING **(15) POINTS**

A. Required discipline skills
B. Key personnel
C. Qualifications of personnel

4. EQUAL OPPORTUNITY EMPLOYER **(05) POINTS**

5. MEETS MINIMUM HIDALGO COUNTY INSURANCE REQUIREMENTS **(05) POINTS**

GRAND TOTAL **100 Points**

Selection Criteria	Points	Score
1. **RESPONSIVENESS** ----- (30 pts)		
➢ Requested information	5	
➢ Thoroughness	5	
➢ Understanding of Project	5	
➢ List of references provided	5	
➢ Clarity-Brevity	5	
➢ Degree if Interest	5	
Comments/Rationale For Points:		**TOTAL**
2. **FIRM CAPABILITIES** ---- (45 pts)		
➢ Background	5	
➢ Relevant experience	5	
➢ Experience with similar projects	5	
➢ Knowledge of area	5	
➢ Timeliness of schedule	5	
➢ Quality services previously provided to Hidalgo County	5	
➢ Current workload	5	
➢ Ability to commence various re-quested projects simultaneously	5	
➢ Completion of projects within budgets	5	
Comments/Rationale For Points:		**TOTAL**
3. **STAFFING**-------- (15 pts)		
➢ Required discipline skills	5	
➢ Key personnel	5	
➢ Qualification of personnel	5	
Comments/Rationale For Points:		**TOTAL**
4. EQUAL OPPORTUNITY EMPLOYER ----- (05 pts)	5	
Comments/Rationale For Points:		**TOTAL**
5. MEETS MINIMUM HIDALGO COUNTY INSURANCE REQUIREMENTS (05 pts)	5	
Comments/Rationale For Points:		**TOTAL**
	Total Score	

Provider: _____

Evaluator: _____ Date: _____

EXHIBIT "C"

Insurance Requirements
Professional Services
(i.e...Engineers, Architects, Appraisers & Surveyors)

The proposer awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the proposer 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. Professional liability insurance policy with limits of at least One Million Dollars ($1,000,000) per occurrence, or limited to claims made, include at least a five (5) year extended reporting period.

2. A Five Hundred Thousand Dollars ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

3. 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 Dollars ($500,000.00) arising out of the services provided to County hereunder.

4. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

5. 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.

<u>Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto).</u> Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

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 award of project 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 award of project by the Hidalgo County Commissioners' Court; currently carry the following

  Professional Liability (Errors & Omissions): $_____

  Automobile Liability: $_____ General Liability: $_____

- have already been met, see attached copy of insurance certificate.

_____ _____
Authorized Representative Date

Notice to Proposer:

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 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 award to be rescinded and re-awarded to next qualified vendor. Certificates of Insurance will be monitored and verified on a **quarterly basis** to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY YOUR PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____
2. Bonds: _____
3. Certificates: _____
4. Permits: _____
5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this project, 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 packet in order to expedite the evaluation process. Failure to provide said documentation will result in the disqualification of your proposal/qualification.

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

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

EXHIBIT "E"
PROPOSER'S AFFIDAVIT

PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING
FOR "REAL ESTATE APPRAISERS POOL"

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, _____, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the Proposer nor any of the Proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the Proposer is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

Signature/Title: _____

Subscribed and sworn to before me this _____day of _____, 20__.

_____

Notary Public

My commission expires:_____, 20__

HIDALGO COUNTY
PURCHASING DEPARTMENT
Proposer/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629, in person or regular mail to: 2802 South 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:

- Less than 125,000 annual gross receipt
- Less than 250,000 annual gross receipt
- Less than 499,000 annual gross receipt
- More than 500,000 annual gross receipt

Disadvantaged Business (At Least 51% Ownership)

- Black American
- Hispanic American
- Asian Pacific American
- Native American
- Women
- Other

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.:** _____

Revised12/14/06

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: • Yes • No

If yes, by whom?: • Texas Building & Procurement Commission • Other_____

Indicate Certification No(s).:_____ or Are Certificate(s) Attached?: • Yes • No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP,or RFQ is to be subcontracted with Certified HUB sources?: _____% (List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): • Texas Building & Procurement Commission • Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): • Texas Building & Procurement Commission • Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): • Texas Building & Procurement Commission • Other _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

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, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

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

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature:_____

Print Name:_____

Title:_____

Telephone Number:_____

Date:_____

If the proposer is unable to certify to all of the statements in this Certification, such proposer should attach an explanation to this proposal.

HIDALGO COUNTY PURCHASING DEPARTMENT
ATTACHEMENT "A"
DOCUMENTATION REQUIRE ON BUILDING & ROAD & BRIDGE CONSTRUCTION PROJECTS

NOTE: All Payments require Commissioners' Court Approval and the Documentations Listed Below.

PROJECT IN PROCESS		DOCUMENT SOURCE	"X" Denotes Where Applicable		
Item #	Document Required for Payment		New Building	Building Renovations	Road Projects
1	Application & Certificate of Payment	Contractor/Architect	X	X	X
2	Schedule of Values	Contractor	X	X	X
3	List of Supplier and Sub-Contractors (as applicable)	Contractor	X	X	X
4	Partial Waiver of Liens (Sub-Contractors/Suppliers)	Contractor	X	X	
5	Progress Report of Project	Engineer	X	X	X
6	Copies of Permits (Building/Plumbing/Mechanical, etc)	Contractor	X	X	
7	Certificate of Liability Insurance	Contractor	X	X	X

For item #s 1-7, the architect and/or engineer is responsible for ensuring the performance of the work. The list of suppliers and waiver of liens is necessary that the County is not held liable for activities not under its control.

PROJECT IN PROCESS		DOCUMENT SOURCE	"X" Denotes Where Applicable		
Item #	Document Required for Payment		New Building	Building Renovations	Road Projects
8	Punch List	Architect	X	X	
9	Certificate of Partial Substantial Completion	Architect	X	X	X
10	Consent of Sureties*	Bonding Agent	X	X	X
11	Consent of Surety to Reduction In or Partial Release of Retainage* (Only required when a retainage will be reduced by a portion)	Bonding Agent	X	X	X

For Payment of retainage, the above items are required to confirm partial completion of work and compliance with the contract.
*Must be accompanied by a power of attorney.

PROJECT IN PROCESS		DOCUMENT SOURCE	"X" Denotes Where Applicable		
Item #	Document Required for Payment		New Building	Building Renovations	Road Projects
12	Certificate of Construction Completion	Architect	X	X	X
13	General Contractor Warranty	Contractor	X	X	X
14	Certificate of Occupancy	Architect	X	X	
15	*Contractor's Affidavits of Release of Liens	Bonding Agent	X	X	X
16	*Contractor's Affidavit of Payment of Debts and Claims	Bonding Agent	X	X	X
17	*Consent of Surety Company of Final Payment	Architect	X	X	X
18	Final Blue Prints	Architect	X	X	X
19	Manufacturer Warranties	Contractor	X	X	

These items are necessary before the County can assume ownership as well as for insurance and capitalization.
*Must be accompanied by a power of attorney.

ATTACHMENT "B"
PROCUREMENT FORM
HIDALGO COUNTY
REAL ESTATE APPRAISERS- POOL
RFQ NO: 2011-003-01-05-SMA

Name and Address of Firm:	_____ _____ _____
Principals of Firm and Titles:	_____ _____ _____
Architect's Registration No.:	_____

Area of Specialization:

	Design and Construction of Multi-Level Parking Structures		Design for New Construction
	Pre-Design Services		Design for Alterations/Renovations
	Space Planning		Interior Design
	Needs Assessment		Programming
	ADA Compliance		Forensic Studies
	Code Analysis		Cost Estimating
	Master Planning		

Local References (Rio Grande Valley) List Four (4) Only:

Reference #1: _____

Reference #2: _____

Reference #3: _____

Reference #4: _____

Recent Projects (Within Two [2] Years) List Four (4) Only:

Project #1: _____

Project #2: _____

Project #3: _____

Project #4: _____

Submitted By: _____

Signature: _____

Typed Name: _____

EXHIBIT "A"

SERVICES TO BE PROVIDED BY APPRAISER

HLH APPRAISAL SERVICES

Specializing in Appraisal Review of Road and Drainage Projects

December 9, 2011

Ms. Vangie Y. Garcia
Contract's Manager
Hidalgo County Purchasing Department
New Administration Building
2802 S. Business Highway 281
Edinburg, TX. 78539

RE: "Review of Appraisal Services" on an as needed basis for projects located within Hidalgo County Precinct No. 1.

Dear Ms. Garcia:

This letter is in reference to your recent request regarding my Scope of Services, Proposed Rate/Fee Schedule and Current Insurance Certificates to begin the negotiation process for a "Professional Services Agreement" in connection for **"Review of Appraisal Services" on an as needed basis for projects located within Hidalgo County Precinct No. 1.**

The Scope of Work Services for this appraisal review assignment is to prepare appraisal review reports of appraisal reports prepared by the primary appraiser on projects within Hidalgo County Precinct No. 1 on an as needed basis. This is necessary to complete a Professional Services Agreement with Hidalgo County.

More specifically, the scope of work also includes (1) to physically inspect the project and each parcel from the road right of way, (2) to review each appraisal report for USPAP compliance, and (3) to prepare and submit electronically an appraisal review submission for each parcel to the Hidalgo County Right of Way Department, Precinct No. 1.

My fee schedule for this project is $450.00 for each appraisal review report of each parcel. My commitment is to complete all appraisal review reports within the time line requested and specified by Hidalgo County, Precinct No. 1.

My insurance is current as I have the Professional Liability (Errors and Emissions), General Liability, and Commercial Auto in compliance with Hidalgo County requirements. These certificates are attached along with a Workers Compensation Affidavit stating that I am a sole proprietor and have no employees working for me.

Please advise if any additional information is needed. Thank you.

Sincerely,



Harvey L. Heerssen
TX.State Certified General Appraiser
No. TX-1327190-G

6107 Aberton Forest Drive, Houston, TX. 77084. 281-799-5652. heerssen@sbcglobal.net

EXHIBIT "B"
FEE SCHEDULE

HLH APPRAISAL SERVICES

Specializing in Appraisal Review of Road and Drainage Projects

December 9, 2011

Ms. Vangie Y. Garcia
Contract's Manager
Hidalgo County Purchasing Department
New Administration Building
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The Scope of Work Services for this appraisal review assignment is to prepare appraisal review reports of appraisal reports prepared by the primary appraiser on projects within Hidalgo County Precinct No. 1 on an as needed basis. This is necessary to complete a Professional Services Agreement with Hidalgo County.

More specifically, the scope of work also includes (1) to physically inspect the project and each parcel from the road right of way, (2) to review each appraisal report for USPAP compliance, and (3) to prepare and submit electronically an appraisal review submission for each parcel to the Hidalgo County Right of Way Department, Precinct No. 1.

My fee schedule for this project is $450.00 for each appraisal review report of each parcel. My commitment is to complete all appraisal review reports within the time line requested and specified by Hidalgo County, Precinct No. 1.

My insurance is current as I have the Professional Liability (Errors and Emissions), General Liability, and Commercial Auto in compliance with Hidalgo County requirements. These certificates are attached along with a Workers Compensation Affidavit stating that I am a sole proprietor and have no employees working for me.

Please advise if any additional information is needed. Thank you.

Sincerely,



Harvey L. Heerssen
TX.State Certified General Appraiser
No. TX-1327190-G

6107 Aberton Forest Drive, Houston, TX. 77084. 281-799-5652. heerssen@sbcglobal.net

EXHIBIT "C"
INSURANCE REQUIREMENTS

OP ID: SW

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/20/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Stanley McDonald Agency IL Inc 2018 State Road P.O. Box 1446 La Crosse, WI 54602-1446 David R. Mc Donald 608-788-6160 608-788-7012	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: HEERHA1
INSURED Mr. Harvey L Heerssen dba HLH Appraisal Services 6107 Aberton Forest Drive Houston, TX 77084	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : United National Insurance Co. INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	POLICY PRO-JECT LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Prof Liability			ROW0000067	04/14/11	04/14/12	Each Clm	1,000,000
	Claims Made			RETRO DATE: 4/14/2010			Aggregate	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Professional Services Definition: Right of Way services including property identification, negotiation, acquisition and real estate appraisals, appraisals under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and related state regulations, relocation and property/project management and appraisal review

CERTIFICATE HOLDER

Hidalgo County Purchasing Dept
New Administrative Building
2812 South Business Hwy 281
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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AFFIDAVIT & INDEMNITY AGREEMENT

Date: July 26, 2011

Affiant: Harvey L. Heerssen

Affiant on oath swears that the following statements are true and are within the personal Knowledge of Affiant.

Affiant Harvey L. Heerssen is a sole proprietor doing business as

HLH Appraisal Services with Hidalgo County. Affiant will provide service for all of Hidalgo County.

Affiant further states that he has no employees and does not anticipate employing any. In the event Affiant does employ any staff during the contract, Affiant must immediately notify Hidalgo County and obtain the Workers Compensation required by law.

Affiant agrees to indemnify, defend and hold harmless the County of Hidalgo and its agents, employees and elected officials from and against any and all claims, suits, demands and causes of action, of any kind or nature, arising out of or in any way relating to the services performed by Affiant.

Further Affiant sayeth not

Harvey L. Heerssen

Printed Name of Affiant: Harvey L. Heerssen

SWORN AND SUBSRIBED TO UNDER OATH BEFORE ON July 26, 2011

Notary Public, State of Texas

ROBIN SLAYTON GRAHAM
Notary Public, State of Texas
My Commission Expires
April 28, 2015

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/18/11

PRODUCER

The Pisani Agency
8588 HWY 6 N
Houston, TX 77095
(281) 855-7115

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

HARVEY L HEERSSEN D/B/A HLH APPRAISAL SERVICES
6107 ABERTON FOREST DR
HOUSTON, TX 77084

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: ALLSTATE INSURANCE COMPANY	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [ ] LOC				EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $ $
B		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS [X] SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	048963714 BAP	04/16/2011	04/16/2012	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY OCCUR [ ] CLAIMS MADE DEDUCTIBLE RETENTION				EACH OCCURRENCE AGGREGATE	$ $
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

2010 FORD F150
1FTEW1C87AFD03660

CERTIFICATE HOLDER [X]

HIDALGO COUNTY PURCHASING DEPARTMENT, 2812 S. BUSINESS HIGHWAY 281, NEW ADMINISTRATIVE BUILDING, 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

© ACORD CORPORATION 1988

Evangelina Garcia

From: Martha Salazar [martha.salazar@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 5:29 PM
To: 'Evangelina Garcia'
Subject: FW: CONTRACT #C-11-305-12-27-HLH APPRAISL SERVICES

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Monday, December 19, 2011 4:32 PM
To: 'Martha Salazar'
Subject: RE: CONTRACT #C-11-305-12-27-HLH APPRAISL SERVICES

The agreement is fine.

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 3:08 PM
To: 'Steve Crain'
Cc: 'Evangelina Garcia'
Subject: FW: CONTRACT #C-11-305-12-27-HLH APPRAISL SERVICES
Importance: High

Mr. Crain:
Here is the GL insurance. Sorry, we left it out.
Marty

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 2:18 PM
To: 'Martha Salazar'
Subject: RE: CONTRACT #C-11-305-12-27-HLH APPRAISL SERVICES

Marty,
Here you go, thought I had it in the contract.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 11:51 AM
To: 'Evangelina Garcia'
Subject: FW: CONTRACT #C-11-305-12-27-HLH APPRAISL SERVICES

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Monday, December 19, 2011 11:47 AM
To: 'Martha Salazar'
Subject: RE: CONTRACT #C-11-305-12-27-HLH APPRAISL SERVICES

Where is general liability insurance?

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 11:13 AM
To: 'Steve Crain'
Cc: 'Evangelina Garcia'
Subject: FW: CONTRACT #C-11-305-12-27-HLH APPRAISL SERVICES
Importance: High

Mr. Crain:
Please review and comment as to form.
Marty

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 11:03 AM
To: 'Martha Salazar'
Subject: CONTRACT #C-11-305-12-27-HLH APPRAISL SERVICES

Marty:
Attached for legal review as to form of document is the contract with HLH Appraisal Services for the "Review Of Appraisal Services" project on an as needed basis for Precinct One so as to proceed in placing an agenda item for the approval of services.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

Account Number / Description		Original Budget	Adjusted Budget	Y-T-D Encumbrance	Y-T-D Expended	Available Balance	Percent Used
1100 GENERAL FUND							
1-1100-452-00-121-013-0-339	PCT1 PARKS-OTHER PROF SRV	.00	390.00	.00	390.00	.00	100.00
1100 GENERAL FUND		**.00**	**390.00**	**.00**	**390.00**	**.00**	**100.00**
1200 ROAD AND BRIDGE							
1-1200-431-00-121-005-0-339	PCT1 RD MAINT-OTHER PROF SRV	20,000.00	.00	.00	.00	.00	.00
1200 ROAD AND BRIDGE		**20,000.00**	**.00**	**.00**	**.00**	**.00**	**.00**
1311 BORDER COLONIA ACCESS PROGRAM ROUND 2							
1-1311-431-00-121-461-0-339	MID VALLEY ESTATES-OTHER PROF SRV	.00	-170.00	.00	-170.00	.00	100.00
1-1311-431-00-121-804-0-339	WEST MER-OTHER PROF SRV	.00	-110.00	.00	-110.00	.00	100.00
1311 BORDER COLONIA ACCESS PROGRAM ROUND 2		**.00**	**-280.00**	**.00**	**-280.00**	**.00**	**100.00**
1312 BORDER COLONIA ACCESS PROGRAM ROUND 3							
1-1312-431-00-121-063-0-339	BALLI ESTATES-OTHER PROF SRV	.00	12,697.87	12,697.87	.00	.00	100.00
1-1312-431-00-121-103-1-339	BERNAL HEIGHTS #1-OTHER PROF SRV	.00	2,489.36	.00	.00	2,489.36	.00
1-1312-431-00-121-181-0-339	COLONIA SAENZ-OTHER PROFESSIONAL SERVICE	.00	1,370.14	22.83	1,347.31	.00	100.00
1-1312-431-00-121-185-0-339	COLONIA WHALEN ROAD-OTHER PROF SRV	.00	2,775.63	260.00	2,515.63	.00	100.00
1-1312-431-00-121-215-0-339	DE ANDA SUBDIVISION-OTHER PROF SRV	.00	1,235.07	1,235.07	.00	.00	100.00
1-1312-431-00-121-220-1-339	DELTA WEST SUBDIVISION-OTHER PROF SRV	.00	8,152.53	8,152.53	.00	.00	100.00
1-1312-431-00-121-228-1-339	DIAZ SUBDIVISION-OTHER PROF SRV	.00	1,324.25	1.04	1,323.21	.00	100.00
1-1312-431-00-121-230-1-339	DIMAS #3-OTHER PROF SRV	.00	8,684.73	.00	.00	8,684.73	.00
1-1312-431-00-121-244-1-339	EL MESQUITE-OTHER PROF SRV	.00	6,946.28	.00	.00	6,946.28	.00
1-1312-431-00-121-387-0-339	LA MESA SUBDIVISION-OTHER PROF SRV	.00	4,675.99	.00	4,675.99	.00	100.00
1-1312-431-00-121-423-0-339	LOS CASTILLOS ESTATES-OTHER PROFESSL SRV	.00	701.33	.00	701.33	.00	100.00
1-1312-431-00-121-461-0-339	MID-VALLEY ESTATES-OTHER PROF SRV	.00	4,992.99	4,822.99	170.00	.00	100.00
1-1312-431-00-121-495-1-339	NORTH CAPISALLO-OTHER PROF SRV	.00	3,095.32	.00	.00	3,095.32	.00
1-1312-431-00-121-727-1-339	TIJERINA ESTATES-OTHER PROF SRV	.00	7,578.20	.00	.00	7,578.20	.00
1-1312-431-00-121-779-0-339	VALLEY VIEW ESTATES-OTHER PROFESSNL SRV	.00	3,107.70	3,107.70	.00	.00	100.00
1-1312-431-00-121-790-0-339	VILLAGE GROVE #2-OTHER PROF SRV	.00	720.88	720.88	.00	.00	100.00
1-1312-431-00-121-804-0-339	WES-MER SUBDIVISION-OTHER PROF SRV	.00	2,089.69	31.77	2,057.92	.00	100.00
1-1312-431-00-121-855-0-339	ASH COUNTY-OTHER PROF SRV	.00	2,915.79	2,915.79	.00	.00	100.00
1-1312-431-00-121-895-0-339	MARY ANN-OTHER PROFESSIONAL SERVICES	.00	1,816.83	.00	1,816.83	.00	100.00
1312 BORDER COLONIA ACCESS PROGRAM ROUND 3		**.00**	**77,370.58**	**33,968.47**	**14,608.22**	**28,793.89**	**62.78**
1 YEAR 1		**20,000.00**	**77,480.58**	**33,968.47**	**14,718.22**	**28,793.89**	**62.84**

AI-30274 **24. B. 2.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha Salazar **Submitted By:** Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval of the Interlocal Cooperation Agreement between Hidalgo County and City Of Edcouch for the provision of assisting each other in multiple projects as defined in the agreement.

BACKGROUND

Approved as to form by Legal Counsel.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

AS PER PRECINCT ONE-PROJECT WILL BE ON AN "AS NEEDED BASIS" ON "PER PROJECT BASIS"-NO FUNDING IS REQUIRED AT THIS TIME. FUNDING WILL BE IDENTIFIED UNTIL THERE IS A NEED TO UTILIZE THE INTERLOCAL.

Attachments

Interlocal with City of Edcouch

Legal's Approval of interlocal

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/21/2011 09:53 AM
Budget & Management	Merlen P. Munoz	12/21/2011 10:19 AM
Ivan Cantu	Ivan Cantu	12/21/2011 04:32 PM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Vangie Garcia Started On: 12/20/2011 03:00 PM

Final Approval Date: 12/22/2011

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

INTERLOCAL COOPERATION AGREEMENT BETWEEN HIDALGO COUNTY AND CITY OF EDCOUCH, TEXAS

THIS Agreement is made on this the **29th** day of **December**, **2011** by and between **COUNTY OF HIDALGO, TEXAS**, hereinafter referred to as "County," and **CITY OF EDCOUCH, TEXAS**, hereinafter referred to as "City", pursuant to the provisions of the Texas Local Cooperation Act, as follows:

WITNESSETH:

WHEREAS, Hidalgo County is a county created in the State Of Texas;

WHEREAS, City is a home rule municipality located in Hidalgo County, Texas

WHEREAS, City and County desires to assist each other in multiple projects to be defined by mutual agreement in which both the City and the County would benefit from the outcome of the work (the "Work");

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

1. County agrees to allow City to use equipment and materials owned by County at the current prices to the County for such equipment and materials for the furtherance of the Work. Prior to City utilizing any County equipment or materials, City shall request and receive a statement of County's current hourly rates for use of equipment and County's current rate for its equipment and County's cost of materials. Any request for use by County of City equipment and materials shall be subject to the approval of Commissioner of Precinct No. 1 determining that such equipment and materials are not retained by the Commissioner for the times requested by the City.

2. County shall provide City with man power at the current hourly rates for individuals required to complete the Work. Prior to City utilizing County manpower, City shall request and receive the current hourly rates of County individuals, required to complete the Work. Hourly rates shall include all benefits and other costs associated with the employment of each individual. County shall be solely responsible for determining the current rate of its employees. Any request for use by City of County individuals shall be subject to the approval by the Commissioner of Precinct No. 1 determining that the County individuals so requested by

the City are not required for projects of Precinct No. 1 at the time requested by City.

3. City agrees to allow County to use equipment and materials owned by City at their current prices to the City for such equipment and materials for the furtherance of the Work. City shall be solely responsible for determining the current rate for its equipment and City's current prices of materials. County agrees to reimburse City for such costs within thirty (30) days of receipt of invoice from City. Any request for use by County of City equipment and materials shall be subject to the approval of the City Manager determining that such equipment and materials are not retained by the City for the times requested by the County.

4. City shall provide County with man power at the current hourly rates for individuals required to complete the Work. Prior to County utilizing City manpower, County shall request and receive the current hourly rates of City individuals required to complete the work. Hourly rates shall include all benefits and other costs associated with the employment of each individual. City shall be solely responsible for deterring the current rate of its employees and County agrees to reimburse City such costs within thirty (30) days of receipt of invoice from City. Any request for use by County of City individuals shall be subject to the approval by the City Manager determining that the City individuals so requested by the County are not required for projects of City at the time requested by County.

5. Prior to County commencing any such City project, City shall escrow the amount of County's estimate for each such City requested project with the Hidalgo County Treasurer (the "Escrow"). Should City deposit such Escrow with the County Treasurer City agrees County may draw from the Escrow the costs of materials, equipment and personnel for such project. County's cost for the use of the equipment and personnel shall be on hourly basis as described in Exhibit A. In the event, the cost of the materials, equipment and personnel for any such project exceeds the amount of the Escrow (the "Excess") for such project, City agrees to make payments of the Excess to County within thirty (30) days of receipt of invoices from County for same. In the event the actual cost of the Project is finally determined to be less than the amount of the Escrow, County agrees to remit such difference to City.

6. The parties agree that any additional costs associated or incurred with the Work shall be the responsibility of each respective entity in its entirety.

7. The term of this Agreement shall be for one (1) year with automatic renewals for five (5) additional one year terms upon the same terms and conditions described herein except that all prices for manpower, equipment and materials are subject to change at any time and without

notice to the other party unless terminated pursuant to numbered paragraph 9 of this Agreement.

8. Upon a change in price for manpower for County employees, equipment or materials, the County shall notify the city within ten (10) working days for any on-going Work and before beginning any new Work.

9. Upon a change in price for manpower for City employees, equipment or materials, the City shall notify the County within ten (10) working days for any on-going Work and before beginning any new Work.

10. Either party may terminate this Agreement with or without cause upon thirty (30) days written notice to the other.

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

12. **No Waiver.** No waiver by Buyer of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

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

14. **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.

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

may have been theretofore specified by written notice delivered in accordance herewith:

If to City: City Of Edcouch
Attention: City Manager
P.O. Box 100
Edcouch, Texas 78538

If to County: Hidalgo County
Attention: Ramon Garcia County Judge
P.O. Box 758
Edinburg, Texas 78540-0758

With copy to: Commissioner Joel Quintanilla
1902 Joe Stephens Avenue
Weslaco, Texas 78596

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

16. **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.

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

18. **Assignment.** This Agreement shall not be assignable.

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

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

21. **Authority to Execute.** The execution and performance of this Agreement by Buyer and Seller have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement

constitutes the valid and enforceable obligations of City and County in accordance with its terms.

22. **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.

23. **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 Buyer under this Agreement, then any party may terminate this Agreement upon ninety (90) days written notice to the other party. Each of the parties 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 pursuant to the provisions of Tex. Loc. Govt. Code Ann. 271.903.

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

CITY OF EDCOUCH

_____
Mayor

ATTEST:

_____
City Secretary

HIDALGO COUNTY

_____
Ramon Garcia, County Judge

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:
ATLAS & HALL, LLP

BY:_____
Stephen L. Crain

Approved by Commissioners Court:_____

EXHIBIT A

COST

"FEMA'S SCHEDULE OF EQUIPMENT RATES"

FEMA's SCHEDULE OF EQUIPMENT RATES

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
RECOVERY DIRECTORATE
PUBLIC ASSISTANCE DIVISION
WASHINGTON, D.C. 20472

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 *Allowable Costs*. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 *Appeals*.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 15, 2010.

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 ft	to 15	Articulated, Telescoping, Scissor.	hour	$8.25
8491	Aerial Lift, Self-Propelled	Max. Platform Height	60 ft	to 30	Articulated, Telescoping, Scissor.	hour	$12.25
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 ft	to 50	Articulated, Telescoping, Scissor.	hour	$21.00
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 ft	to 85	Articulated and Telescoping.	hour	$55.00
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 ft	to 130	Articulated and Telescoping.	hour	$67.00
8486	Aerial Lift, Truck Mntd	Max. Platform Height	40 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	$6.75
8487	Aerial Lift, Truck Mntd	Max. Platform Height	61 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	$12.25
8488	Aerial Lift, Truck Mntd	Max. Platform Height	80 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	$23.50
8489	Aerial Lift, Truck Mntd	Max. Platform Height	100 ft		Articulated and Telescoping. Add to Truck rate for total rate.	hour	$34.00
8010	Air Compressor	Air Delivery	41 cfm	to 10	Hoses included.	hour	$1.50
8011	Air Compressor	Air Delivery	103 cfm	to 30	Hoses included.	hour	$7.00
8012	Air Compressor	Air Delivery	130 cfm	to 50	Hoses included.	hour	$9.25
8013	Air Compressor	Air Delivery	175 cfm	to 90	Hoses included.	hour	$20.00
8014	Air Compressor	Air Delivery	400 cfm	to 145	Hoses included.	hour	$27.50
8015	Air Compressor	Air Delivery	575 cfm	to 230	Hoses included.	hour	$45.50
8016	Air Compressor	Air Delivery	1100 cfm	to 355	Hoses included.	hour	$51.00
8017	Air Compressor	Air Delivery	1600 cfm	to 500	Hoses included.	hour	$80.00
8040	Ambulance			to 150		hour	$25.50
8041	Ambulance			to 210		hour	$32.50
8060	Auger, Portable	Hole Diameter	16 in	to 6		hour	$1.30
8061	Auger, Portable	Hole Diameter	18 in	to 13		hour	$3.50
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 in	to 13	Includes digger, boom and mounting hardware. Add to Tractor rate for total rate.	hour	$1.30
8063	Auger, Truck Mntd	Max. Auger Size	24 in	to 100	Includes digger, boom and mounting hardware. Add to Truck rate for total rate.	hour	$29.00
8070	Automobile			to 130	Transporting people.	mile	$0.50
8071	Automobile			to 130	Transporting cargo.	hour	$13.00
8072	Automobile, Police			to 250	Patrolling.	mile	$0.60
8073	Automobile, Police			to 250	Stationary with engine running.	hour	$16.25
8110	Barge, Deck	Size	50'x35'x7.25'			hour	$34.00
8111	Barge, Deck	Size	50'x35'x9'			hour	$49.00
8112	Barge, Deck	Size	120'x45'x10'			hour	$60.00
8113	Barge, Deck	Size	160'x45'x11'			hour	$75.00
8050	Board, Arrow			to 8	Trailer Mounted.	hour	$3.15
8051	Board, Message			to 5	Trailer Mounted.	hour	$8.50
8133	Boat, Push	Size	45'x21'x6'	to 435	Flat hull.	hour	$150.00
8134	Boat, Push	Size	54'x21'x6'	to 525	Flat hull.	hour	$200.00
8135	Boat, Push	Size	58'x24'x7.5'	to 705	Flat hull.	hour	$250.00
8136	Boat, Push	Size	64'x25'x8'	to 870	Flat hull.	hour	$300.00

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8130	Boat, Row				Heavy duty.	hour	$0.85
8131	Boat, Runabout	Size	13'x5'	to 50	Outboard.	hour	$14.00
8132	Boat, Tender	Size	14'x7'	to 100	Inboard with 360 degree drive.	hour	$26.00
8120	Boat, Tow	Size	55'x20'x5'	to 870	Steel.	hour	$250.00
8121	Boat, Tow	Size	60'x21'x5'	to 1050	Steel.	hour	$300.00
8122	Boat, Tow	Size	70'x30'x7.5'	to 1350	Steel.	hour	$450.00
8123	Boat, Tow	Size	120'x34'x8'	to 2000	Steel.	hour	$830.00
8140	Boat, Tug	Length	16 ft	to 100		hour	$33.50
8141	Boat, Tug	Length	18 ft	to 175		hour	$53.00
8142	Boat, Tug	Length	26 ft	to 250		hour	$65.00
8143	Boat, Tug	Length	40 ft	to 380		hour	$150.00
8144	Boat, Tug	Length	51 ft	to 700		hour	$225.00
8419	Breaker, Pavement, Hand-Held	Weight	25-90 lb			hour	$0.65
8420	Breaker, Pavement			to 70		hour	$31.25
8150	Broom, Pavement	Broom Length	72 in	to 35		hour	$12.30
8151	Broom, Pavement	Broom Length	96 in	to 100		hour	$19.75
8153	Broom, Pavement, Mntd	Broom Length	72 in	to 18	Add to Prime Mover rate for total rate.	hour	$6.00
8154	Broom, Pavement, Pull	Broom Length	84 in	to 20	Add to Prime Mover rate for total rate.	hour	$10.25
8270	Bucket, Clamshell	Capacity	1.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	$3.60
8271	Bucket, Clamshell	Capacity	2.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	$6.75
8272	Bucket, Clamshell	Capacity	5.0 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	$11.25
8273	Bucket, Clamshell	Capacity	7.5 cy		Includes teeth. Does not include Clamshell & Dragline.	hour	$14.50
8275	Bucket, Dragline	Capacity	2.0 cy		Does not include Clamshell & Dragline.	hour	$2.90
8276	Bucket, Dragline	Capacity	5.0 cy		Does not include Clamshell & Dragline.	hour	$6.50
8277	Bucket, Dragline	Capacity	10 cy		Does not include Clamshell & Dragline.	hour	$10.50
8278	Bucket, Dragline	Capacity	14 cy		Does not include Clamshell & Dragline.	hour	$13.50
8180	Bus			to 150		hour	$20.00
8181	Bus			to 210		hour	$23.00
8182	Bus			to 300		hour	$27.00
8190	Chain Saw	Bar Length	16 in			hour	$1.75
8191	Chain Saw	Bar Length	25 in			hour	$3.20
8192	Chain Saw, Pole	Bar Size	18 in			hour	$1.60
8200	Chipper, Brush	Chipping Capacity	6 in	to 35	Trailer Mounted.	hour	$7.50
8201	Chipper, Brush	Chipping Capacity	9 in	to 65	Trailer Mounted.	hour	$16.00
8202	Chipper, Brush	Chipping Capacity	12 in	to 100	Trailer Mounted.	hour	$21.75
8203	Chipper, Brush	Chipping Capacity	15 in	to 125	Trailer Mounted.	hour	$30.75
8204	Chipper, Brush	Chipping Capacity	18 in	to 200	Trailer Mounted.	hour	$45.50
8210	Clamshell & Dragline, Crawler		149,999 lb	to 235	Bucket not included in rate.	hour	$86.00
8211	Clamshell & Dragline, Crawler		250,000 lb	to 520	Bucket not included in rate.	hour	$121.00
8212	Clamshell & Dragline, Truck			to 240	Bucket not included in rate.	hour	$130.00
8712	Cleaner, Sewer/Catch Basin	Hopper Capacity	5 cy		Truck Mounted. Add to Truck rate for total rate.	hour	$16.00
8713	Cleaner, Sewer/Catch Basin	Hopper Capacity	14 cy		Truck Mounted. Add to Truck rate for total rate.	hour	$21.50
8220	Compactor			to 10		hour	$11.00
8221	Compactor, Towed, Vibratory Drum			to 45		hour	$17.50
8222	Compactor, Vibratory, Drum			to 75		hour	$25.00
8223	Compactor, Pneumatic, Wheel			to 100		hour	$29.00
8225	Compactor, Sanitation			to 300		hour	$96.00
8226	Compactor, Sanitation			to 400		hour	$163.00
8227	Compactor, Sanitation			to 535		hour	$225.00
8228	Compactor, Towed, Pneumatic, Wheel		10000 lb		Add to Prime Mover rate for total rate.	hour	$7.50

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8229	Compactor, Towed, Drum Static		20000 lb		Add to Prime Mover rate for total rate.	hour	$12.25
8500	Crane	Max. Lift Capacity	8 MT	to 80		hour	$27.00
8501	Crane	Max. Lift Capacity	15 MT	to 150		hour	$55.00
8502	Crane	Max. Lift Capacity	50 MT	to 200		hour	$95.00
8503	Crane	Max. Lift Capacity	70 MT	to 300		hour	$155.00
8504	Crane	Max. Lift Capacity	110 MT	to 350		hour	$220.00
8496	Crane, Truck Mntd	Max. Lift Capacity	24000 lb		Add to Truck rate for total rate.	hour	$10.00
8497	Crane, Truck Mntd	Max. Lift Capacity	36000 lb		Add to Truck rate for total rate.	hour	$16.00
8498	Crane, Truck Mntd	Max. Lift Capacity	60000 lb		Add to Truck rate for total rate.	hour	$30.00
8195	Cutter, Brush	Cutter Size	8 ft	to 150		hour	$90.00
8196	Cutter, Brush	Cutter Size	8 ft	to 190		hour	$100.00
8197	Cutter, Brush	Cutter Size	10 ft	to 245		hour	$120.00
8670	Derrick, Hydraulic Digger	Max. Boom Length	60 ft		Includes hydraulic pole alignment attachment. Add to Truck rate.	hour	$21.00
8671	Derrick, Hydraulic Digger	Max. Boom Length	90 ft		Includes hydraulic pole alignment attachment. Add to Truck rate.	hour	$39.00
8580	Distributor, Asphalt	Tank Capacity	500 gal		insulated tank, and circulating spray bar.	hour	$12.00
8581	Distributor, Asphalt	Tank Capacity	1000 gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Add to Truck rate.	hour	$13.00
8582	Distributor, Asphalt	Tank Capacity	4000 gal		Truck Mounted. Includes burners, insulated tank, and circulating spray bar. Add to Truck rate.	hour	$25.00
8250	Dozer, Crawler			to 75		hour	$31.00
8251	Dozer, Crawler			to 105		hour	$40.00
8252	Dozer, Crawler			to 160		hour	$65.00
8253	Dozer, Crawler			to 250		hour	$80.00
8254	Dozer, Crawler			to 360		hour	$135.00
8255	Dozer, Crawler			to 565		hour	$250.00
8256	Dozer, Crawler			to 850		hour	$340.00
8260	Dozer, Wheel			to 300		hour	$55.00
8261	Dozer, Wheel			to 400		hour	$110.00
8262	Dozer, Wheel			to 500		hour	$150.00
8263	Dozer, Wheel			to 625		hour	$200.00
8280	Excavator, Hydraulic	Bucket Capacity	0.5 cy	to 45	Crawler, Truck & Wheel. Includes bucket.	hour	$18.00
8281	Excavator, Hydraulic	Bucket Capacity	1.0 cy	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	$39.00
8282	Excavator, Hydraulic	Bucket Capacity	1.5 cy	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	$65.00
8283	Excavator, Hydraulic	Bucket Capacity	2.5 cy	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	$120.00
8284	Excavator, Hydraulic	Bucket Capacity	4.5 cy	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	$200.00
8285	Excavator, Hydraulic	Bucket Capacity	7.5 cy	to 650	Crawler, Truck & Wheel. Includes bucket.	hour	$240.00
8286	Excavator, Hydraulic	Bucket Capacity	12 cy	to 1000	Crawler, Truck & Wheel. Includes bucket.	hour	$400.00
8240	Feeder, Grizzly			to 35		hour	$17.00
8241	Feeder, Grizzly			to 55		hour	$30.00
8242	Feeder, Grizzly			to 75		hour	$44.00
8300	Fork Lift	Capacity	6000 lb	to 60		hour	11.75
8301	Fork Lift	Capacity	12000 lb	to 90		hour	$17.00
8302	Fork Lift	Capacity	18000 lb	to 140		hour	$23.00
8303	Fork Lift	Capacity	50000 lb	to 215		hour	$50.00
8310	Generator	Prime Output	5.5 kW	to 10		hour	$3.25
8311	Generator	Prime Output	16 kW	to 25		hour	$8.00
8312	Generator	Prime Output	43 kW	to 65		hour	$17.00
8313	Generator	Prime Output	100 kW	to 125		hour	$34.00
8314	Generator	Prime Output	150 kW	to 240		hour	$50.00
8315	Generator	Prime Output	210 kW	to 300		hour	$60.00
8316	Generator	Prime Output	280 kW	to 400		hour	$85.00

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8317	Generator	Prime Output	350 kW	to 500		hour	$95.00
8318	Generator	Prime Output	530 kW	to 750		hour	$150.00
8319	Generator	Prime Output	710 kW	to 1000		hour	$200.00
8320	Generator	Prime Output	1100 kW	to 1500		hour	$375.00
8321	Generator	Prime Output	2500 kW	to 3000		hour	$500.00
8755	Golf Cart	Capacity	2 person			hour	$3.20
8330	Graders	Moldboard Size	10 ft	to 110	Includes Rigid and Articulate	hour	$34.50
8331	Graders	Moldboard Size	12 ft	to 150	Includes Rigid and Articulate	hour	$58.00
8332	Graders	Moldboard Size	14 ft	to 225	Includes Rigid and Articulate	hour	$70.00
8350	Hose, Discharge	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	$0.13
8351	Hose, Discharge	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	$0.19
8352	Hose, Discharge	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	$0.50
8353	Hose, Discharge	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	$0.75
8354	Hose, Discharge	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	$1.35
8355	Hose, Discharge	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	$2.20
8356	Hose, Suction	Diameter	3 in		Per 25 foot length. Includes couplings.	hour	$0.23
8357	Hose, Suction	Diameter	4 in		Per 25 foot length. Includes couplings.	hour	$0.43
8358	Hose, Suction	Diameter	6 in		Per 25 foot length. Includes couplings.	hour	$0.90
8359	Hose, Suction	Diameter	8 in		Per 25 foot length. Includes couplings.	hour	$1.35
8360	Hose, Suction	Diameter	12 in		Per 25 foot length. Includes couplings.	hour	$2.45
8361	Hose, Suction	Diameter	16 in		Per 25 foot length. Includes couplings.	hour	$3.90
8517	Jackhammer (Dry)	Weight Class	25-45 lb			hour	$1.00
8518	Jackhammer (Wet)	Weight Class	30-55 lb			hour	$1.15
8380	Loader, Crawler	Bucket Capacity	0.5 cy	to 32	Includes bucket.	hour	$11.50
8381	Loader, Crawler	Bucket Capacity	1 cy	to 60	Includes bucket.	hour	$19.00
8382	Loader, Crawler	Bucket Capacity	2 cy	to 118	Includes bucket.	hour	$42.00
8383	Loader, Crawler	Bucket Capacity	3 cy	to 178	Includes bucket.	hour	$76.00
8384	Loader, Crawler	Bucket Capacity	4 cy	to 238	Includes bucket.	hour	$115.00
8540	Loader, Skid-Steer	Operating Capacity	1000 lb	to 35		hour	$11.00
8541	Loader, Skid-Steer	Operating Capacity	2000 lb	to 65		hour	$18.00
8542	Loader, Skid-Steer	Operating Capacity	3000 lb	to 85		hour	$22.00
8401	Loader, Tractor, Wheel			to 81		hour	$25.00
8390	Loader, Wheel	Bucket Capacity	0.5 cy	to 38		hour	$15.50
8391	Loader, Wheel	Bucket Capacity	1 cy	to 60		hour	$21.50
8392	Loader, Wheel	Bucket Capacity	2 cy	to 105		hour	$28.75
8393	Loader, Wheel	Bucket Capacity	3 cy	to 152		hour	$40.00
8394	Loader, Wheel	Bucket Capacity	4 cy	to 200		hour	$52.00
8395	Loader, Wheel	Bucket Capacity	5 cy	to 250		hour	$66.00
8396	Loader, Wheel	Bucket Capacity	6 cy	to 305		hour	$82.00
8397	Loader, Wheel	Bucket Capacity	7 cy	to 360		hour	$95.00
8398	Loader, Wheel	Bucket Capacity	8 cy	to 530		hour	$140.00
8570	Loader-Backhoe, Wheel	Loader Bucket Capacity	0.5 cy	to 40	Loader and Backhoe Buckets included.	hour	$14.75
8571	Loader-Backhoe, Wheel	Loader Bucket Capacity	1 cy	to 70	Loader and Backhoe Buckets included.	hour	$23.50
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 cy	to 95	Loader and Backhoe Buckets included.	hour	$33.00
8573	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.75 cy	to 115	Loader and Backhoe Buckets included.	hour	$38.00
8410	Mixer, Concrete Portable	Batching Capacity	10 cft			hour	$3.25
8411	Mixer, Concrete Portable	Batching Capacity	12 cft			hour	$4.25
8412	Mixer, Concrete, Trailer Mntd	Batching Capacity	11 cft	to 10		hour	$8.75
8413	Mixer, Concrete, Trailer Mntd	Batching Capacity	16 cft	to 25		hour	$15.25
8075	Motorcycle, Police					mile	$0.35
8633	Mulcher, Trailer Mntd	Working Capacity	7 tph	to 35		hour	$10.25
8634	Mulcher, Trailer Mntd	Working Capacity	10 tph	to 55		hour	$15.75
8635	Mulcher, Trailer Mntd	Working Capacity	20 tph	to 120		hour	$24.75
8430	Paver, Asphalt, Towed				Does not include Prime Mover.	hour	$7.00
8431	Paver, Asphalt			to 50	Includes wheel and crawler equipment.	hour	$65.00
8432	Paver, Asphalt			to 125	Includes wheel and crawler equipment.	hour	$115.00
8433	Paver, Asphalt			to 175	Includes wheel and crawler equipment.	hour	$125.00
8434	Paver, Asphalt			to 250	Includes wheel and crawler equipment.	hour	$140.00
8436	Pick-up, Asphalt			to 110		hour	$55.00
8437	Pick-up, Asphalt			to 150		hour	$83.00
8438	Pick-up, Asphalt			to 200		hour	$110.00
8439	Pick-up, Asphalt			to 275		hour	$140.00
8660	Plow, Cable	Plow Depth	24 in	to 30		hour	$10.25

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8661	Plow, Cable	Plow Depth	36 in	to 65		hour	$27.75
8662	Plow, Cable	Plow Depth	48 in	to 110		hour	$31.75
8450	Plow, Snow, Grader Mntd	Width	to 10 ft		Add to Grader for total rate.	hour	$16.00
8451	Plow, Snow, Grader Mntd	Width	to 14 ft		Add to Grader for total rate.	hour	$24.00
8452	Plow, Snow, Truck Mntd	Width	to 15 ft		Add to Truck rate for total rate.	hour	$10.75
8453	Plow, Snow, Truck Mntd	Width	to 15 ft		With leveling wing. Add to Truck rate for total rate.	hour	$18.50
8470	Pump			to 4	Does not include Hoses.	hour	$2.15
8471	Pump			to 6	Does not include Hoses.	hour	$3.20
8472	Pump			to 10	Does not include Hoses.	hour	$4.10
8473	Pump			to 15	Does not include Hoses.	hour	$7.75
8474	Pump			to 25	Does not include Hoses.	hour	$9.25
8475	Pump			to 40	Does not include Hoses.	hour	$16.00
8476	Pump			to 60	Does not include Hoses.	hour	$18.75
8477	Pump			to 95	Does not include Hoses.	hour	$26.50
8478	Pump			to 140	Does not include Hoses.	hour	$31.00
8479	Pump			to 200	Does not include Hoses.	hour	$36.00
8480	Pump			to 275	Does not include Hoses.	hour	$80.00
8481	Pump			to 350	Does not include Hoses.	hour	$95.00
8482	Pump			to 425	Does not include Hoses.	hour	$120.00
8483	Pump			to 500	Does not include Hoses.	hour	$135.00
8484	Pump			to 575	Does not include Hoses.	hour	$155.00
8485	Pump			to 650	Does not include Hoses.	hour	$180.00
8510	Saw, Concrete	Blade Diameter	14 in	to 14		hour	$6.00
8511	Saw, Concrete	Blade Diameter	26 in	to 35		hour	$13.50
8512	Saw, Concrete	Blade Diameter	48 in	to 65		hour	$23.00
8513	Saw, Rock			to 100		hour	$30.00
8514	Saw, Rock			to 200		hour	$60.00
8521	Scraper	Scraper Capacity	16 cy	to 250		hour	$90.00
8522	Scraper	Scraper Capacity	23 cy	to 365		hour	$130.00
8523	Scraper	Scraper Capacity	34 cy	to 475		hour	$200.00
8524	Scraper	Scraper Capacity	44 cy	to 600		hour	$240.00
8560	Snow Blower	Capacity	2,000 tph	to 400		hour	$140.00
8561	Snow Blower	Capacity	2,500 tph	to 500		hour	$160.00
8562	Snow Blower	Capacity	3,500 tph	to 600		hour	$180.00
8550	Snow Blower, Truck Mntd	Capacity	600 tph	to 75	Does not include Truck.	hour	$37.50
8551	Snow Blower, Truck Mntd	Capacity	1400 tph	to 200	Does not include Truck.	hour	$70.00
8552	Snow Blower, Truck Mntd	Capacity	2000 tph	to 340	Does not include Truck.	hour	$110.00
8553	Snow Blower, Truck Mntd	Capacity	2500 tph	to 400	Does not include Truck.	hour	$120.00
8558	Snow Thrower, Walk Behind	Cutting Width	25 in	to 5		hour	$3.25
8559	Snow Thrower, Walk Behind	Cutting Width	60 in	to 15		hour	$7.00
8630	Sprayer, Seed	Working Capacity	750 gal	to 30	Trailer & Truck mounted. Does not include Prime Mover.	hour	$9.75
8631	Sprayer, Seed	Working Capacity	1250 gal	to 50	Trailer & Truck mounted. Does not include Prime Mover.	hour	$15.00
8632	Sprayer, Seed	Working Capacity	3500 gal	to 115	Trailer & Truck mounted. Does not include Prime Mover.	hour	$25.75
8458	Spreader, Chemical	Capacity	5 cy	to 4	Trailer & Truck mounted. Does not	hour	$4.00
8423	Spreader, Chip	Spread Hopper Width	12.5 ft	to 152		hour	$50.00
8424	Spreader, Chip	Spread Hopper Width	16.5 ft	to 215		hour	$80.00
8425	Spreader, Chip, Mntd	Hopper Size	8 ft	to 8	Trailer & Truck mounted.	hour	$3.30
8455	Spreader, Sand	Mounting	Tailgate, Chassis			hour	$3.30
8456	Spreader, Sand	Mounting	Dump Body			hour	$5.50
8457	Spreader, Sand	Mounting	Truck (10 yd)			hour	$7.50
8440	Striper	Paint Capacity	40 gal	to 22		hour	$8.75
8441	Striper	Paint Capacity	90 gal	to 60		hour	$19.00
8442	Striper	Paint Capacity	120 gal	to 122		hour	$37.00
8445	Striper, Truck Mntd	Paint Capacity	120 gal	to 460		hour	$70.00
8446	Striper, Walk-behind	Paint Capacity	12 gal			hour	$3.35
8157	Sweeper, Pavement			to 110		hour	$59.00
8158	Sweeper, Pavement			to 230		hour	$74.00
8590	Trailer, Dump	Capacity	20 cy		Does not include Prime Mover.	hour	$8.00

FEMA's SCHEDULE OF EQUIPMENT RATES

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8591	Trailer, Dump	Capacity	30 cy		Does not include Prime Mover.	hour	$14.00
8600	Trailer, Equipment	Capacity	30 ton			hour	$10.25
8601	Trailer, Equipment	Capacity	40 ton			hour	$12.50
8602	Trailer, Equipment	Capacity	60 ton			hour	$15.00
8603	Trailer, Equipment	Capacity	120 ton			hour	$25.00
8640	Trailer, Office	Trailer Size	8' x 24'			hour	$1.70
8641	Trailer, Office	Trailer Size	8' x 32'			hour	$1.75
8642	Trailer, Office	Trailer Size	10' x 32'			hour	$2.60
8610	Trailer, Water	Tank Capacity	4000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	$11.00
8611	Trailer, Water	Tank Capacity	6000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	$14.00
8612	Trailer, Water	Tank Capacity	10000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	$16.50
8613	Trailer, Water	Tank Capacity	14000 gal		Includes a centrifugal pump with sump and a rear spraybar.	hour	$20.50
8650	Trencher			to 40	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	$11.75
8651	Trencher			to 85	Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.	hour	$25.00
8290	Trowel, Concrete	Diameter	48 in	to 12		hour	$4.50
8680	Truck, Concrete Mixer	Mixer Capacity	13 cy	to 300		hour	$75.00
8720	Truck, Dump	Struck Capacity	8 cy	to 220		hour	$35.00
8721	Truck, Dump	Struck Capacity	10 cy	to 320		hour	$45.00
8722	Truck, Dump	Struck Capacity	12 cy	to 400		hour	$60.00
8723	Truck, Dump	Struck Capacity	18 cy	to 400		hour	$65.00
8724	Truck, Dump, Off	Struck Capacity	28 cy	to 450		hour	$105.00
8690	Truck, Fire	Pump Capacity	1000 gpm			hour	$70.00
8691	Truck, Fire	Pump Capacity	1250 gpm			hour	$80.00
8692	Truck, Fire	Pump Capacity	1500 gpm			hour	$85.00
8693	Truck, Fire	Pump Capacity	2000 gpm			hour	$90.00
8694	Truck, Fire Ladder	Ladder length	75 ft			hour	$125.00
8695	Truck, Fire Ladder	Ladder length	150 ft			hour	$150.00
8700	Truck, Flatbed	Maximum Gvw	15000 lb	to 200		hour	$20.00
8701	Truck, Flatbed	Maximum Gvw	25000 lb	to 275		hour	$22.00
8702	Truck, Flatbed	Maximum Gvw	30000 lb	to 300		hour	$25.00
8703	Truck, Flatbed	Maximum Gvw	45000 lb	to 380		hour	$43.00
8730	Truck, Garbage	Capacity	25 cy	to 255		hour	$47.00
8731	Truck, Garbage	Capacity	32 cy	to 325		hour	$55.00
8800	Truck, Pickup				Transporting people.	mile	$0.50
8801	Truck, Pickup		½ ton			hour	$14.00
8802	Truck, Pickup		1 ton			hour	$20.00
8803	Truck, Pickup		1¼ ton			hour	$22.00
8804	Truck, Pickup		1½ ton			hour	$25.00
8805	Truck, Pickup		1¾ ton			hour	$30.00
8790	Truck, Tractor	4 x 2	30000 lb	to 220		hour	$32.00
8791	Truck, Tractor	4 x 2	45000 lb	to 310		hour	$45.00
8792	Truck, Tractor	6 x 4	50000 lb	to 400		hour	$55.00
8780	Truck, Water	Tank Capacity	2500 gal	to 175	Include pump and rear spray system.	hour	$31.00
8781	Truck, Water	Tank Capacity	4000 gal	to 250	Include pump and rear spray system.	hour	$42.00
8620	Tub Grinder			to 440		hour	$85.00
8621	Tub Grinder			to 630		hour	$120.00
8622	Tub Grinder			to 760		hour	$150.00
8623	Tub Grinder			to 1000		hour	$270.00
8753	Vehicle, Recreational			to 10		hour	$3.00
8750	Vehicle, Small			to 30		hour	$7.00
8761	Vibrator, Concrete			to 4		hour	$1.15
8770	Welder, Portable			to 16	Includes ground cable and lead cable.	hour	$5.00
8771	Welder, Portable			to 34	Includes ground cable and lead cable.	hour	$11.50
8772	Welder, Portable			to 50	Includes ground cable and lead cable.	hour	$16.00
8773	Welder, Portable			to 80	Includes ground cable and lead cable.	hour	$22.00

Evangelina Garcia

From: Martha Salazar [martha.salazar@co.hidalgo.tx.us]
Sent: Tuesday, December 20, 2011 8:11 AM
To: 'Evangelina Garcia'
Subject: FW: Draft Interlocal-City Of Edouch and Precinct One

Importance: High

You're a good student Ms. Vangie. Congrats!

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Tuesday, December 20, 2011 7:34 AM
To: 'Martha Salazar'
Subject: RE: Draft Interlocal-City Of Edouch and Precinct One

Looks good.

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 4:25 PM
To: 'Steve Crain'
Cc: 'Evangelina Garcia'
Subject: FW: Draft Interlocal-City Of Edouch and Precinct One
Importance: High

Mr. Crain:
Corrections made. Please review and comment as to form.
Marty

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 4:07 PM
To: 'Martha Salazar'
Subject: RE: Draft Interlocal-City Of Edouch and Precinct One

Marty,
Done, please resend again for legal review with the changes.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 3:16 PM
To: 'Evangelina Garcia'
Subject: FW: Draft Interlocal-City Of Edouch and Precinct One

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Monday, December 19, 2011 3:07 PM
To: 'Martha Salazar'
Subject: RE: Draft Interlocal-City Of Edouch and Precinct One

In the third whereas clause change the word project to projects. In numbered paragraph 10 correct to thirty (30) days.

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 2:12 PM
To: 'Steve Crain'
Cc: 'Evangelina Garcia'
Subject: FW: Draft Interlocal-City Of Edouch and Precinct One
Importance: High

Mr. Crain:
Please review and comment as to form.
Marty

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Monday, December 19, 2011 1:29 PM
To: 'Martha Salazar'
Subject: Draft Interlocal-City Of Edouch and Precinct One

Marty,
Please forward the above attachments for legal's review as to form of documentation inasmuch as this Interlocal is similar to the one with the City Of Mercedes and the Precinct.

Need to place an agenda item for December 27, 2011 court date given that the Precinct has requested for this item to be placed.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

AI-30206 **24. C. 1.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha L. Salazar **Submitted By:** Gricelda Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Recommending bid award to sole bidder (W.D. Moschel & J.M. Moffitt Partnership) meeting all specifications and requirements for the request for bids for "Lease of A Tract of Land for Precinct No. 2., and approval of lease/contract.(RFB No.: 2011-184-11-23-CGA)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 1 **ACCT. #:** 1-1200-431-00-122-006-0-346

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

BUDGETARY IMPACT:

Fiscal impact would be the expense of hauling Pct. #2 excavated dirt/soil to bidder's site.

Attachments

Participation-Tabulation Sheets

Bid Page

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/21/2011 10:31 AM
Budget & Management	Merlen P. Munoz	12/21/2011 11:28 AM
Roland Garcia	Rolando Garcia	12/21/2011 02:03 PM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Gricelda Villarreal Started On: 12/14/2011 04:57 PM

Final Approval Date: 12/22/2011

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG
SPECIFICATIONS/BID PACKETS

IBF-RFP-RFQ-RFI

BID OPENING DATE: November 23, 2011 **BID OPENING TIME: 9:30 A.M.**

DEPARTMENT/BID DESCRIPTION: "RFB- Lease of a Tract of Land - Precinct No. 2"

BID NO: 2011-284-11-23-CGA

NAME OF BIDDER: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAILOUT	DATE	PHYSICAL ADDRESS CITY-STATE-ZIP PHONE & FAX NO.s
1. M.D Moschel	IP	Lupe Rodriguez	11-01-11	
2. Keith F. Hunt	Email	CGA	11-01-11	4909 E. Grimes St Harlingen, Tx 78550 459-1696
3. bids17 Prime Vendor Inc	email	CGA 800-746-9554	11-01-11	4622 Cedar Ave. Ste 123 Wilmington, NC 28403
4.Roy Ibanez	Email	CGA	11-02-11	
5.				
6.				
7.				
8.				
9.				
10.				

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: Hidalgo County Right of Way

BID OPENING DATE: November 23, 2011	**BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID: RFB- Lease of a Tract of Land - Precinct No. 2

BID NO: 2011-284-11-23-CGA

BID # RFB#	NAME OF COMPANY	Total Amount of Acres	TOTAL PRICE
#1	W.D Moschel and J.M. Moffit McAllen,Texas	5 (+/-) Acres	3,000 cu/yard Of fill dirt
#2			
#3			
#4			
#5			
#6			
#7			
#8			
#9			
#10			

EXHIBIT "B"

OPENED
9:35
11-23-11
Witnessed

BID FORM

HIDALGO COUNTY
"LEASE OF A TRACT OF LAND-PRECINCT NO. 2"

BID NO.: 2011-284-11-23-CGA

Term of Lease is for an initial two (2) years term with option to renew for an additional ~~one (1) year~~, under the same rates, terms and conditions.

Monthly charge for "Lease of A Tract of Land" and total amount of acres as requested, but not limited to, in the Specifications as listed in Exhibit "A" of this bid packet.

Price at $ 3,000 Cu. Yds. of fill dirt for the amount of 5 (+/-) acres

- Proposed location: (include Appraisal District's Property ID number and/or Geographical ID number with bid)

(See Attached) Where needed in Lot 5, Block 19, and Lot 2, Block 20, Steele & Pershing Subdivision (S5950-00-019-0005-00 & S5950-00-020-0002-01)

- Physical Location: Between Orangewood Ave. & Dicker

Bidder/Company Name: W.D. MOSCHEL & J.M. MOFFITT

Address: P.O. BOX 2814

City/State/Zip Code: McALLEN, TX 78502-2814

Phone: (956)682-8373 Fax: (956)686-1821 Cell Phone: (956)648-2414

Authorized Signature: W.D. Moschel

Printed Name: W.D. MOSCHEL

Title: Co-Owner Date: 11/22/2011

AI-30267 **24. D. 1.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha L. Salazar **Submitted By:** Nielda Cavazos, PURCHASING DEPT.

Department: PURCHASING DEPT.

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 and evaluated through the County's approved "pool" of Construction Materials Testing Firms for Precinct No. 4;

Evaluators	RABA_Kistner Consulting Services	Earth Co.	PSI Eng. Consulting Services
Evaluator 1	100	95	98
Evaluator 2	99	93	96
Average	99.5	94	97
Ranked			

c. Authority for the Purchasing Department to negotiate a professional (Construction Materials Testing Services) contract with the No. 1 ranked firm of _____ for the provision of professional services for Hidalgo County Precinct # 4.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1342-431-00-124-075-0-720

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

BUDGETARY IMPACT:

Available balance as of 12-21-11 $1,156,562.08

Attachments

Memo

Grid

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/21/2011 10:31 AM
Budget & Management	Merlen P. Munoz	12/21/2011 11:28 AM
Manuel Chapa	Manuel Chapa	12/22/2011 09:51 AM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Nielda Cavazos Started On: 12/20/2011 11:37 AM

Final Approval Date: 12/22/2011

MEMORANDUM
(THOROUGH REVIEW RECOMMENDED/REQUIRED)

TO: Mr. Joseph Palacios, Commissioner
Hidalgo County Commissioners Precinct No. 4

ATTN: Gloria Beltran, Executive Assistant

FROM: Martha L. Salazar, CCPB-Hidalgo County Purchasing Agent
Nielda Cavazos, Hidalgo County Purchasing Department, Administrative Assistant

DATE: December 13, 2011

SUBJECT: SOQ –Selection of Construction Material Testing Services

Attached you will find Statements of Qualifications as per your request for grading, scoring and evaluating Statements of Qualifications from Hidalgo County's approved "Pool" of Construction Material Testing Services.

Enclosed for your grading, scoring and evaluation task are the following firms as per your request dated December 13, 2011, 2011. We ask that the firms you have nominated provide the type of engineering services you require for the project. The "Pool" list specifically identifies the area of engineering services as identified in the submitted Statements of Qualifications.

1) A complete Statements of Qualifications packet for Engineering Services for
a) Earth Co.
b) PSI Engineering Consulting Services
c) Raba- Kistner Consulting, Inc.

All approved through Hidalgo County's Pool of Professional Engineering. **We recommend that a close review of the SOQ Packet be made so as to completely familiarize yourselves with the firms qualifications contained in the SOQ's. Scoring Sheets for each SOQ are provided. Please make any notations necessary to document your scores**

2) Upon scoring the engineering firms, please submit your scoring sheets to the Purchasing Department along with **All Statements of Qualifications Packets must be returned to the Purchasing Department after completing the evaluations**. The information contained in the Statements of Qualifications is confidential and may not be reproduced or provided to any other third parties. Thereafter, the Purchasing Department will proceed to place on Commissioners' Court agenda for action.

Thank you for your cooperation in this important matter. If you have any questions or require additional information, contact Martha L. Salazar or Nielda Cavazos at (956) 292-7000, ext 4853 respectively.

Enclosures

ACKNOWLEDGEMENT OF RECIEPT OF MEMO AND SOQ PACKET
Remit to: Martha L. Salazar or Nielda Cavazos- Hidalgo County Purchasing Department

Received by _____ Print Name/Title _____ Date _____

HIDALGO COUNTY PRECINCT NO 4
FOR
Construction Materials Testing Services
Scoring & Evaluation
GRID

GEO- Technical Services

Total Scores	RABA Kistner Consulting	Earth Co.	PSI Engineering
Evaluator 1	100	95	98
Evaluator 2	99	93	96
Average	99.5	94	97
RANKING			

*Scoring & Evaluation was completed by Pct No 4 *

AI-30253 **24. E. 1.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha L. Salazar **Submitted By:** Matilde Faz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

a. Requesting exemption from competitive bidding requirements under Texas Local Government Code, 262.024 (a) (7), and item that can only be obtained from one source, and (A) "Items for which competition is precluded because of existence of patents, copyrights, secret processes or monopolies";

b. Requesting approval of a "Sole Source Declaration" for "Holt Texas, LTD, dba, Holt Cat" with authority to purchase in connection with maintaining the CAT-ISO Package Software and/or components for the Sheriff Department's screen and software/hardware for CAT engines and CAT generators through requisition #207241.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 1-1100-423-21-280-002-0-432

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

BUDGETARY IMPACT:

Amount available for requisition# 207241 as of 12-21-11 $9,286.50 for Holt Texas LTD.

Attachments

Holt - Requisition

262..Local Government Code

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/20/2011 05:28 PM
Budget & Management	Merlen P. Munoz	12/21/2011 08:41 AM
Manuel Chapa	Manuel Chapa	12/21/2011 11:22 AM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Matilde Faz Started On: 12/19/2011 02:53 PM

Final Approval Date: 12/22/2011

Requisition

HIDALGO COUNTY JAIL

Req # 00207241

PO #

Date: 12/08/11

Regular
#30253
12/27/11

Bill To: x
x

Vendor : 94366
HOLT TEXAS, LTD. DBA HOLT CAT
P.O. BOX 911975
DALLAS TX 75391-1975
FAX (361)854-3367

Ship To: HIDALGO COUNTY JAIL
701 EL CIBOLO RD
EDINBURG Tx 78539

Contact: SGT. MONCIVAIS
956-393-6023

Contract No:

Special Instructions:
ok

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		TO HAVE TECH REPLACE AN ISO MONITOR THAT ELECTRONICALLY CONTROLS THE LOAD FOR THE DIESEL. ALLOW US TO MONITOR ALL TEMPS, PRESSURES AND ELECTRICAL LOAD, START-STOP OF BOTH GENERATORS, DO NOT DUPLICATE ORDER		
1.00	EACH	FIELD ENGINNEER ON SITE	1,815.00	1,815.00
1.00	EACH	TRAVEL AND LODGIN EXPENSES	2,700.00	2,700.00
1.00	EACH	PARTS: ELO 17" ISO TOUCHSCREEN TS-17-24VDC-ISO-VI	2,900.00	2,900.00
1.00	EACH	PARTS: BEZEL 17IN BLACK 20 TS-166248DT8	650.00	650.00
11.00	HRS	HOLTCAT TECH TO ASSIST ISO-TECH	104.50	1,149.50
1.00	EACH	MILEAGE: TO AND FROM JOB SITE	72.00	72.00
		Account No	Encumbrance	
		1-1100-423-21-280-002-0-432	9,286.50	
			Freight	.00
			Total	9,286.50
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Added by Acts 2001, 77th Leg., ch. 1063, Sec. 3, eff. Sept. 1, 2001.

Sec. 262.024. DISCRETIONARY EXEMPTIONS. (a) A contract for the purchase of any of the following items is exempt from the requirement established by Section 262.023 if the commissioners court by order grants the exemption:

(1) an item that must be purchased in a case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the county;

(2) an item necessary to preserve or protect the public health or safety of the residents of the county;

(3) an item necessary because of unforeseen damage to public property;

(4) a personal or professional service;

(5) any individual work performed and paid for by the day, as the work progresses, provided that no individual is compensated under this subsection for more than 20 working days in any three month period;

(6) any land or right-of-way;

(7) an item that can be obtained from only one source, including:

(A) items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies;

(B) films, manuscripts, or books;

(C) electric power, gas, water, and other utility services; and

(D) captive replacement parts or components for equipment;

(8) an item of food;

(9) personal property sold:

(A) at an auction by a state licensed auctioneer;

(B) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code; or

(C) by a political subdivision of this state, a state agency of this state, or an entity of the federal government;

(10) any work performed under a contract for community and economic development made by a county under Section 381.004; or

(11) vehicle and equipment repairs.

(b) The renewal or extension of a lease or of an equipment maintenance agreement is exempt from the requirement established by Section 262.023 if the commissioners court by order grants the exemption and if:

(1) the lease or agreement has gone through the competitive bidding procedure within the preceding year;

Pg 1 of 8 x 4

Req #207241

HOLT POWER SYSTEMS CAT

Austin • Brownsville • Corpus Christi • Dallas • Edinburg • Ft Worth • Laredo • Longview • Pflugerville • San Antonio • Victoria • Waco

To Whom It May Concern:

Regarding the CAT-ISO Touch screen and hardware can not be supplied by any vendor. HoltCat is the sole source vendor for this part that is required on your Cat generator. We are the Cat distributor and CAT-ISO only provides parts and support to us for our Cat engines and Cat generators. If you have any questions or problems please feel free to contact me at 361-698-5724.

Gabriel Fonseca

Gabriel Fonseca
EPG/CSA Coordinator

1319 South Padre Island Drive • Corpus Christi, TX 78416 • (361) 698-5703 • Fax (361) 852-3237
www.holtpower.com

AI-30310 **24. E. 2.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha L. Salazar **Submitted By:** Letty Saenz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting authority to advertise a Request for Proposals (RFP):"Housing of Hidalgo County Inmates" for Hidalgo County Sheriff's Office with draft procurement packet modeled after the original RFP project with any/all final modifications as recommended by the SO-RFB No. 2012-034-00-00-CGA.

BACKGROUND

Current Contract# E-11-116-03-28-LCS Correcrtions Services, Inc.
Draft Specs--RFP# 2012-034-00-00-CGA

Fiscal Impact

FISCAL YEAR: 2011 **ACCT. #:** 2-1100-423-21-280-002-0-590

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

BUDGETARY IMPACT:

2012 Proposed Budget $1,178,750

Attachments

Current Contract#E11-116-03-28-LCS-HCSO

Specifications-Housing of Inmates

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/21/2011 04:50 PM
Budget & Management	Merlen P. Munoz	12/22/2011 08:24 AM
Manuel Chapa	Manuel Chapa	12/22/2011 09:43 AM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Letty Saenz Started On: 12/21/2011 03:42 PM

Final Approval Date: 12/22/2011

E-11-116-03-28

LCS CORRECTIONS SERVICES, INC.
2475 ENTERPRISE ROAD, SUITE 300
CLEARWATER, FL 33763
(727) 799-0232 OR (800) 741-0232
FAX (727) 791-8090

March 27, 2011

Hidalgo County, Texas
Attention: Honorable Ramon Garcia
Hidalgo County Administration Building
100 East Cano, 2nd Floor
Edinburg, Texas 78539

IN RE: Contract Renewal

Dear Judge Garcia:

We are pleased to have recently received notification from Leticia H. Saenz, CPPB that Hidalgo County wishes to renew the *Contract for Services* which the County has with *LCS Corrections Services, Inc*. for the housing of County inmates in the *LCS* facility in Hidalgo County.

We agree that it would be in everyone's best interest for County to exercise its right to renew the contract for an additional one (1) year term. Due to increased costs, we would like to propose that the renewal be at an increased per diem rate, as set forth in §4.03, of Forty-five dollars ($45.00). We believe that such an increase is reasonable based on our operating costs, as set forth in §1.02 of the contract. All other terms and conditions of the contract shall remain unchanged. We also agree that in consideration of this increase, we will not propose any further increase for next year's renewal. We further acknowledge that this will be the 8th year of renewals, rather than 9th as appears in some of the documents.

The contract permits the County to extend the current term by written notice of such intent. This letter is to advise that we will agree to such renewal. If you would like to proceed on the forgoing basis, please sign the attached copy of this letter where indicated and return it to me in the enclosed envelope.

Should you have any questions or require further information, please feel free to contact the undersigned at the above phone number. Thank you for your assistance in this matter.

Sincerely yours,



By:

Jerry Gottlieb
Chairman of the Board
Jerry@Gottlaw.com

ms

Leticia Saenz

From: Jerry Gottlieb [JWGottlieb@Frontier.com]
Sent: Friday, March 25, 2011 6:59 AM
To: leticia.saenz@co.hidalgo.tx.us
Cc: 'Michael LeBlanc'; 'Richard Harbison'
Subject: LCS Contract Renewal

Leticia:

This will confirm that we have agreed to renew the current agreement at the per diem rate of $45.00 (representing an increase of $3.00). We have agreed that in consideration of this increase LCS will hold this rate for at least a two year period. We also understand and agree with your computation that this is in fact the 8th year of the agreement rather than the 9th. If you would like to have the Judge's letter revised to reflect these two changes I will be glad to countersign it and return a copy.

Should you have any questions or require further information, please feel free to contact us.

Jerry Gottlieb, Esq.
Chairman of the Board
LCS Corrections Services, Inc.
(727) 791-1977

APPROVED

AI-25904 **19.A.11.**

HCSO-Extension/Renewal-LCS Corrections Services, Inc.-E-10-154-03-23

CC REGULAR

Date: 03/28/2011
Submitted By: Letty Saenz, PURCHASING DEPT.
Submitted For: Marty Salazar
Department: PURCHASING DEPT.
Agenda Category: Purchasing Department

Information

CAPTION

a. Approval of a correction to the current agreement (w/extension expiration date-3-30-11) between Hidalgo County and LCS Corrections Services, Inc. to reflect that last year's extension would be the seventh (7) of up to ten (10) possible term extensions and not the eighth as reflected on CC records;

b. Requesting authority to exercise the eigth (8th) year of the additional ten (10) one (1) year term extensions with LCS Corrections Services, Inc. as provided in contract for the: "Housing of Inmates" for Hidalgo County through Sheriff's Office, under the negotiated rate of $45.00/diem/inmate for 2 years with all other terms and conditions remaining the same effective: 03/31/11-03/30/12.

BACKGROUND

Memo approved by HCSO to proceed w/extension on 03/08/11
Letter of negotiations by LCS Corrections Svc Inc.
Contract document w/LCS

Fiscal Impact

FISCAL YEAR: 2011 ACCT. #: 1-1100-423-21-280-002-0-590
FUNDS AVAILABLE Y/N?: MATCHING FUNDS Y/N?:
BUDGETARY IMPACT:
Available balance as of 3-24-11 $810,664.00

Attachments

Link: 03/08/11-memo apprvd by HCSO-
Link: 03/14/11-Letter from LCS (Increase)
Link: contract document
Link: 2010-Ext-E-10-154-0.-23 w/CC Mins
Link: letter
Link: letter from chief mtz

Form Routing/Status

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department	Marty Salazar	03/24/2011 03:36 PM	APRV
2	Budget & Management	Erika Zamora	03/24/2011 03:40 PM	APRV
3	Manuel Chapa	Manuel Chapa	03/24/2011 03:50 PM	APRV

March 28, 2011

Nielda Cavazos

AGENDA

CC REGULAR
HIDALGO COUNTY
COMMISSIONERS' COURT MEETING
March 28, 2011
9:30 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held in the Commissioners' Courtroom of the Administration Building, 100 E. Cano, 1st floor, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call** All Present
2. **Pledge of Allegiance**
3. **Prayer** Com Quintanilla
4. **Approval of Consent Agenda** 12 A 13 D, 13 E 3 (all approved subject to correction)
5. **Open Forum**
6. **Executive Officer - Valde Guerra:**

A. approved
1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."

approved
2. Requesting engagement with the firm of _____ for the "Provision of Legal Services/Representation in connection with Litigation"

B. **AI-25834** approved
Requesting permission by CASA of Hidalgo County, Inc. to use open forum area of the courthouse for Candlelight Vigil to be held on April 6, 2011 (including the posting of banner and six (6) wooden crosses to represent children who lost their lives)

C. **AI-25870** approved 1-2
Tropical Texas Behavioral Health (1100):
Ratification of action taken on 3/21/11 of the following:
1. Approval of payment to Tropical Texas Behavioral Health for FY 2011 county allocation of required local match in the amount of $578,485.00 in accordance with Texas Health & Safety Code Section 534.066 with authority for County Treasurer to issue check after review, audit, and processing procedures are completed by County Auditor
2. Approval of payment to Tropical Texas Behavioral Health for FY 2011 county allocation match in the amount of $159,333.00 for physicians emergency crisis services - DSHS Contract #2011-03313.002 with authority for County Treasurer to issue check after review, audit, and processing procedures are completed by County Auditor

D. **AI-25888** approved
Palmer Drug Abuse Program:
1. Approval to enter into a services agreement between Hidalgo County and Palmer Drug Abuse Program-McAllen, Inc. (PDAP) to provide substance abuse counseling and education services.
2. Approval of 2011 appropriation of funds for the Drug Abuse Prevention & Rehabilitation fund (1224) in the amount of $2,199.00 to fund the payment to Palmer Drug Abuse Program-McAllen, Inc.
3. Approval to make payment in accordance with services agreement between Hidalgo County and Palmer Drug Abuse Program-McAllen, Inc. in the amount of $2,199.00 with authority for County Treasurer to issue check after review, audit, and processing procedures are completed by the County Auditor

March 28, 2011

March 28, 2011

b. Approval of revised salary schedule.

19. Purchasing Department - Marty Salazar:

Notes:

A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. Hidalgo County

1. Current inter-local(s) and/or contract(s) for the "Housing of Inmates"

nothing to report

2. Presentation for discussion, consideration and action
Including, but not limited to, the following items in connection with New Adult Detention Center:

nothing to report a-c

a) Detention Facility Law Enforcement Center Design- Build Contract with including action regarding Landmark Application for payment, final punch list and release of retainage
b) Construction of additional pod(s)
c) Selection and engagement of an architect for the construction of additional pods

3. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:

nothing to report a-c

a) Renovations of administration building
b) Other ongoing county owned building construction, renovation repair projects
c) Emergency situations occurring since last agenda meeting

4. AI-25884 Pursuant to an informal request by District Attorney's office, approval to transfer three (3) TV's, from Sheriff's Abandoned and Unclaimed property to the District Attorney's Office for the purpose of courtroom use.

approved

5. AI-25877 a. Discussion and action on recommendation by Purchasing Department to reject proposals received and and approval to re-advertise procurement packet with modifications: such as, awarding the project as a Master Agreement and deciding as to County's preference for a fee structure to coincide with specific project assignment basis through a work authorization format;

approved a-c

b. Designation and assignment of grading committee for project; Purchasing, Yolanda Chapa, Marcos Lopez, Mona Parras, Raul Lozano

6. AI-25851 Selection/Assignment/Designation of Grading Committe to evaluate and score the Statements Of Qualifications received for RFQ NO: 2011-070-03-16-VYG-Arbitrage Calculation Services for Hidalgo County and HC Drainage District No. 1. Audior, Budge Office , Raul Silguero, Purchasing

approved

7. AI-25848 Ratification of the merger notice received from Beck Disaster Recovery Services, Inc.-BDR (awarded vendor for the provision of Consulting-Debris Removal Monitoring And Related Disaster Recovery Services through-HGAC (C-10-230-05-25) with "Science Applications International Corporation-SAIC (also awarded vendor-HGAC) with effective date of said merger December 24, 2010 and will operate as a division of Science Applications International Corporation (SAIC).

approved

8. AI-25843 Recommending award of bid and approval of contract document to a sole participant meeting all specifications and/or requirements as attached hereto for "Hidalgo County-"Striping/Markings for County Roads, County Parking Lots, etc" RFB No. 2011-007-MEG.

approved

9. AI-25839 Recommending award of bid and approval of contract to lowest bidder (multiple vendors) meeting all specifications/requirements attached hereto for Hidalgo County-"Traffic Road Signs and Misc. Equipment" RFB No.: 2011-027-01-12-SGS.

approved

10. AI-25797 Recommending award of bid and approval of contract to sole bidder meeting all specifications/requirements as attached hereto for Hidalgo County-"Welding Supplies and Other

approved

March 28, 2011

March 28, 2011

Misc. Items" RFB No.: 2011-028a-02-02-SGS.

11.	AI-25904	a. Approval of a correction to the current agreement (w/extension expiration date-3-30-11) between Hidalgo County and LCS Corrections Services, Inc. to reflect that last year's extension would be the seventh (7) of up to ten (10) possible term extensions and not the eighth as reflected on CC records; approved b. Requesting authority to exercise the eigth (8th) year of the additional ten (10) one (1) year term extensions with LCS Corrections Services, Inc. as provided in contract for the: "Housing of Inmates" for Hidalgo County through Sheriff's Office, under the negotiated rate of $45.00/diem/inmate for 2 years with all other terms and conditions remaining the same effective: 03/31/11-03/30/12. approved

B. Sheriff's Office

1.	AI-25893	Appointment/Designation by Commissioner's Court of grading committee to evaluate and score the Proposals received for Hidalgo County Sheriff Department - RFP #2011-019-02-09-YZV"Inmate Pay Telephone System & Services" with Sheriff Dept. request to have three (3) members on said committee and requesting that Purchasing facilitate and supervise process. approved IT Dept.
20.		**Closed Session:** Commissioners' Court may go into Closed Session pursuant to Chapter 551, Texas Government Code, Sections 551.071 & 551.072 to discuss the following: 11: 10 am
A.		Real Estate Acquisition
B.		Cause No. C-3123-03-I; Hidalgo County, Texas v. Landmark Organization, L.P. et al
C.		Pending and/or potential litigation
D.	AI-25943	CL-09-1958-D; Maria Anita Soliz v. County of Hidalgo
E.	AI-25929	CL-09-1306-B; Fernando Elizondo vs. Daniel Rodriguez
F.	AI-25868	Civil Action No. 7:09-cv-00316; Alma Sanchez v. Hidalgo County Sheriff's Department & Sheriff Lupe Trevino
21.		**Open Session:** 11:39a.m.
A.		approved Real Estate Acquisition and appropriation for same $ 9250.00
B.		approved Cause No. C-3123-03-I; Hidalgo County, Texas v. Landmark Organization, L.P. et al
C.		Pending and/or potential litigation
D.	AI-25944	CL-09-1958-D; Maria Anita Soliz v. County of Hidalgo approved
E.	AI-25930	CL-09-1306-B; Fernando Elizondo vs. Daniel Rodriguez approved
F.	AI-25869	approved Civil Action No. 7:09-cv-00316; Alma Sanchez v. Hidalgo County Sheriff's Department & Sheriff Lupe Trevino
22.		**Closed Session:** Commissioners' Court may reconvene into Closed Session for the discussion regarding the agenda items listed
23.		**Open Session:** Commissioners' Court may reconvene into Open Session for the discussion regarding the agenda items listed
24.		**Adjourn**

March 28, 2011

4	Auditor's Office	03/25/2011 07:32 AM	NEW
Form Started By: Letty Saenz		Started On: 03/23/2011 10:00 AM	
Final Approval Date: 03/25/2011			

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/23/2010

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh USA Inc.
601 Poydras Street, Suite 1850
New Orleans, LA 70130-6031

RECEIVED JAN 06 2011 BY

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #:

972022-LCS-CAS-10-11

INSURED
LCS Corrections Services, Inc.
100-D William O. Stutes St.
Lafayette, LA 70506-3011

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Ironshore Specialty Ins. Company	25445
INSURER B : N/A	N/A
INSURER C : New Hampshire Insurance Company	23841
INSURER D : National Union Fire Insurance Co. of PA	19445
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** HOU-001631617-06 **REVISION NUMBER:** 1

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY			000882801	12/31/2010	12/31/2011	EACH OCCURRENCE	$	1,000,000
	[X] COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$	
	[ ] CLAIMS-MADE [X] OCCUR						MED EXP (Any one person)	$	EXCLUDED
	[X] SIR $150,000						PERSONAL & ADV INJURY	$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$	5,000,000
	[X] POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$	1,000,000
								$	
D	AUTOMOBILE LIABILITY			CA4576428	12/31/2010	12/31/2011	COMBINED SINGLE LIMIT (Ea accident)	$	1,000,000
	[X] ANY AUTO						BODILY INJURY (Per person)	$	
	[ ] ALL OWNED AUTOS						BODILY INJURY (Per accident)	$	
	[ ] SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$	
	[ ] HIRED AUTOS							$	
	[ ] NON-OWNED AUTOS							$	
A	[X] UMBRELLA LIAB [X] OCCUR			000882901	12/31/2010	12/31/2011	EACH OCCURRENCE	$	2,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$	2,000,000
	[ ] DEDUCTIBLE							$	
	[X] RETENTION $ 10,000							$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N	N/A		WC006506863	12/31/2010	12/31/2011	[X] WC STATU-TORY LIMITS [ ] OTH-ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] (Mandatory in NH)						E.L. EACH ACCIDENT	$	1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$	1,000,000
							E.L. DISEASE - POLICY LIMIT	$	1,000,000
A	Health Care			000073600	12/31/2010	12/31/2011	Aggregate Limit		2,000,000
	Professional Liability						Each Medical Incident		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Hidalgo County Purchasing Dept.
Attn: Leticia Saenz
2802 South Business Hwy. 281
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE of Marsh USA Inc.
James Laborde

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ADDITIONAL INFORMATION

HOU-001631617-06

DATE (MM/DD/YY)
12/23/2010

PRODUCER
Marsh USA Inc.
601 Poydras Street, Suite 1850
New Orleans, LA 70130-6031

972022-LCS-CAS-10-11

INSURERS AFFORDING COVERAGE	NAIC #
INSURER G:	
INSURER H:	
INSURER I:	
INSURER J:	

INSURED
LCS Corrections Services, Inc.
100-D William O. Stutes St.
Lafayette, LA 70506-3011

TEXT

Other
Limits
SIR : 150,000

CERTIFICATE HOLDER

Hidalgo County Purchasing Dept.
Attn: Leticia Saenz
2802 South Business Hwy. 281
Edinburg, TX 78539

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.
James Laborde

James F. Laborde

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

CONTRACT FOR SERVICES

This Agreement for Services (the "Agreement") is made and entered into by and between *HIDALGO COUNTY, TEXAS* (the "County"), a Texas political subdivision, and *LCS - HIDALGO, LLC.* (the "Contractor"), a Nevada limited liability company, effective as of the 29th day of January 2002.

WHEREAS, the County advertised a request for proposals and bids for the housing, management, supervision and care of County inmates as it deems necessary on "an as needed basis" incarcerated or to be incarcerated by the County (the "inmates");

WHEREAS, pursuant to the request for proposals and bids issued and advertised by the County, the Contractor timely submitted a proposal and bid in compliance with the County's advertisement and requirements;

WHEREAS, the Contractor's proposal and bid was found by the Commissioners Court of Hidalgo County to be beneficial and in the best interests of the public safety and welfare of the citizens of the County, and the best proposal and bid received by the County;

WHEREAS, contracting for the housing of inmates at a facility within the County, within the City of La Villa, will produce material benefits, efficiencies and savings for the County;

WHEREAS, the Sheriff of Hidalgo County, Texas (the "Sheriff") recommended the County advertise for proposals and bids for the housing and confinement of inmates as it deems necessary on "an as needed basis", and has recommended and requested the Commissioners Court to approve this Agreement; and

WHEREAS, the County and the Contractor desire to enter into the Agreement for the Contractor to provide housing and care for certain inmates incarcerated or to be incarcerated by the County;

NOW, THEREFORE, for and in consideration of the promises and the mutual covenants hereinafter contained, and subject to the conditions herein set forth, the parties hereto contract, covenant and agree as follows:

ARTICLE ONE
TERM AND TERMINATION OF AGREEMENT

Section 1.01. Term of Agreement. This Agreement shall be and become effective upon the execution by the County and the Contractor, and, subject to all the terms and provisions hereof, the initial term of this Agreement shall begin on the effective date. The initial term of this Agreement shall be for two (2) years (the "Term"). Thereafter, the County shall have the option to extend this Agreement annually as provided in Section 1.02.

Section 1.02. Renewal and Extension. For a period of up to ten (10) years after the expiration of the Term, the County may, in its sole discretion, extend this Agreement for successive one-year terms, if permitted by then-applicable purchasing laws and regulations. In the event the County elects to extend this Agreement beyond the Term under Section 1.01, the County shall notify the Corporation, in writing, of its desire to so extend this Agreement, no later than sixty (60) days following the end of County's fiscal year occurring during the Term, or the then-applicable extension term under this Section 1.02. The continuing option of the County to extend this Agreement annually shall be subject to the right of the Contractor to negotiate reasonable increases in the per diem rates, based upon increases in its detention facility and operating costs.

Section 1.03. Termination. Notwithstanding anything to the contrary herein, County may terminate this Agreement without cause on thirty (30) days written notice.

ARTICLE TWO
SPECIFICATION OF FACILITY AND LOCATION

The housing, confinement and detention services described in this Agreement will be provided at the *East Hidalgo Detention Center*, 1300 N. Hwy. 107, La Villa, Hidalgo County, Texas (the "facility"), save and except as necessary for the Contractor to provide the transportation, required off-site medical services and similar services specified in this Agreement to be provided by the Contractor.

ARTICLE THREE
OPERATION OF THE FACILITY

Section 3.01. Minimum Conditions of Confinement. The Contractor shall operate, manage, supervise and maintain the facility, and provide for the secure custody, care and safekeeping of inmates of the County at the facility, in accordance with state and local law, including the minimum regulations and standards promulgated by the *Texas Commission on Jail Standards* (the "TCJS") and this Agreement; provided that the level and the quality of services provided

by the Contractor pursuant to this Agreement shall meet or exceed the minimum regulations and standards promulgated by the TCJS. The Contractor shall further provide housing, care, meals and routine medical services for such inmates that are at least equal to the level and quality of such services the County provides to its own inmates confined in its own jail, subject to the terms and conditions of this Agreement. In addition to such regulations and standards, the minimum conditions of confinement during the entire period of this Agreement are:

(a) Staffing shall be provided 24 hours per day to supervise inmates.

(b) Three (3) meals (including two hot meals) shall be provided per day for County inmates. The meals must meet the nationally recommended dietary allowances published by the *National Academy of Sciences*.

(c) Emergency medical care will be provided for the inmates twenty-four (24) hours per day.

(d) The Contractor will maintain automatic smoke and fire detection and alarm systems, and shall maintain written policies, procedures and practices regarding fire and other safety emergency standards.

(e) The Contractor will maintain a water supply that is certified to be in compliance with applicable laws and regulations, and the Contractor will maintain a waste disposal program.

Section 3.02. Applicable Standards. The Contractor shall operate and maintain the facility in accordance with all applicable regulations and standards of the TCJS and this Agreement, and/or the variances granted by the TCJS and/or the Sheriff. The physical facility, and the combined services and programs, will meet or exceed the requirements of the TCJS.

Section 3.03. Physical Plant. The physical plant will meet or exceed the requirements of the TCJS and the Contractor shall maintain the plant in compliance with all applicable codes, including, but not limited to, the *National Electric Code*, *Uniform Plumbing Code*, *Uniform Mechanical Code*, *National Fire Protection Association Life Safety Code 101*, and local zoning ordinances applicable to the facility. The Contractor shall provide written documentation of compliance with these codes upon the request of the County.

Section 3.04. Food Services. The Contractor will provide food and beverage services in compliance with all the applicable regulations and standards, sanitation and health codes, with menus (planned and reviewed in advance by a registered dietitian or physician) that meet the nationally recommended dietary allowances published by the *National Academy of*

Sciences. The Contractor will provide two (2) hot meals daily, and one (1) other daily meal that need not be hot, with no more than 14 hours elapsed between meals. Special diets shall be available to inmates as prescribed by appropriate medical or dental personnel, and where inmates' religious beliefs require the adherence to universally recognized religious dietary laws.

Section 3.05. Laundry Services. The Contractor shall provide laundry facilities and services to inmates, and be responsible for the issuance of clean clothing, linen, bath and hand towels, when each inmate arrives at the facility. Laundering of linens and clothing shall be in accordance with the Contractor's policies and procedures. Pillows and mattresses shall be sanitized with chemicals approved by the *Texas Department of Health* (the "TDH") for sanitizing bedding, before being reissued to a newly received inmate.

Section 3.06. Transportation. The Contractor agrees to provide transportation of inmates of the County to and from the County's jail and courthouse and the Contractor's facility and if required from the Contractor's facility to *Texas Department of Criminal Justice-ID* (the "TDCJ-ID") at no additional cost to the County. The Contractor also agrees to provide transportation of the County's inmates from other sites in the State (where the County inmates are currently located) to the Contractor's facility at no additional cost to the County. In the event the County requires the Contractor to provide transportation to sites other than specified above, the County will reimburse the Contractor for transportation costs at a mutually agreeable rate per mile or per trip. Such services shall be performed and provided in compliance with the following:

(a) Transportation and escort guard services will be performed, pursuant to policies, procedures and practices established by the Contractor, by armed qualified officers employed by the Contractor, and the Contractor will implement such practices as may be requested by the Sheriff (as used in this Agreement the term Sheriff shall include his authorized deputies, representatives and agents) to enhance specific requirements for security, monitoring, and contraband control;

(b) Upon arrival at the Courthouse, jail facility or TDCJ-ID, transportation and escort guards will turn inmates over to a Deputy Sheriff or authorized agent, only upon presentation by such Deputy or authorized agent of proper law enforcement credentials;

(c) The Contractor will transport inmates to any Courthouse or designated jail facility upon a specific request from the Sheriff who will designate the inmate, the Courthouse or jail facility, and the date the inmate is to be transported;

(d) Each inmate will be restrained in hand cuffs, waist chains and leg irons during transportation.

(e) The Contractor will continue to be liable for the actions of its employees while they are transporting inmates on behalf of the Sheriff. Workers' compensation shall be provided for the Contractor's employees while on duty, including while they are providing transport services.

(f) The Contractor agrees to and shall hold harmless and indemnify the County and the Sheriff and their officials, in their official and individual capacities, from any liability, including third party liability or workers' compensation claims, arising from the conduct of the Contractor's employees during the course of the transportation of inmates on behalf of the Sheriff pursuant to the terms of this Agreement.

(g) The Contractor will provide other transportation for inmates as determined necessary and as agreed upon with the Sheriff.

Section 3.07. Medical Guidelines and Reporting. The Contractor will comply with *Texas Health and Safety Code*, Sections 85.112, 85.113 and 85.114.

(a) The Contractor will, prior to accepting any of County's inmates, develop workplace guidelines that address HIV policies, confidentiality, and employee/inmate education programs. The guidelines shall, at a minimum, incorporate the *model workplace guidelines* developed by the TDH. The Contractor shall maintain the written policies and guidelines at the facility.

(b) The Contractor will, prior to accepting any of County's inmates, develop confidentiality guidelines regarding AIDS and HIV medical information for employees and inmates. These policies shall be consistent with guidelines published by the TDH and with state and federal laws and regulations.

Section 3.08. Health Services. The Contractor shall provide access to basic health care needs by the inmates, who will not be charged and shall not be required by the Contractor to pay their own medical expenses. Medical and basic health care services shall comply with the following provisions:

(a) The per diem rate as set forth in section 4.03 below, covers only routine medical services such as: on-site sick call (when provided by on-site staff), nonprescription (over-the counter/non-legend) and routine drugs and medical supplies. The per diem rate does not cover medical/health care services provided outside of the facility or by other than facility staff, prescription drugs or treatments, or surgical, optical, dental care and does not include the costs associated with any hospitalization of an inmate. The County shall pay the Contractor an amount equal to the amount the Contractor is required to expend

for medical services other than those routine medical services provided for under the per diem rate. When it becomes necessary for an inmate to be hospitalized, the Contractor shall contact the County, through the Sheriff or his designated representative, as soon as possible (and prior to admission unless the inmate is suffering from a life-threatening condition) to inform the County of the fact that the inmate has been, or is to be, hospitalized and of the nature of the illness or injury that has required the hospitalization.

(b) State certification and licensing requirements shall apply to all health care personnel responsible for dispensing medical services to inmates. The Contractor shall provide and certify all direct care employees in standard first aid procedures and cardiopulmonary resuscitation (CPR).

(c) The Contractor shall have sufficient first aid supplies and equipment adequately maintained at all times to support the overall medical treatment requirements of the assigned inmate population. Medical first aid supplies shall be maintained in accordance with prescribed standards recognized or approved by a licensed, recognized health authority, which possess the expertise to evaluate, assess, and determine the potential need or conditions of the required first aid supplies and equipment. The Contractor shall implement a system of inventory management to ensure that first aid equipment and supplies are adequately replaced and replenished.

(d) All costs associated with hospital or health care services provided outside the facility will be paid directly by the County, or promptly reimbursed to the Contractor. In the event that a contract with a medical facility/physician exists which allows the Contractor to receive discounted rates, the inmates' services shall be charged at that rate.

(e) The Contractor shall notify the Sheriff as soon as possible of all emergency medical cases requiring removal of an inmate from the facility and to obtain prior authorization for removal for all other medical services required.

(f) When an inmate is being transferred to another County facility, he/she will (as applicable) be provided with all of his/her remaining prescription medication (if any) that is being held at the facility.

(g) Medical records will always travel with inmates being transferred to another County facility. It shall be the Contractor's responsibility to obtain and maintain such records for each inmate.

(h) Subject to the following paragraph (i), the Contractor will submit invoices for such medical services along with its regular monthly billings for detention services, and such invoices shall be paid on the same terms as the regular monthly billings.

(i) If the hospitalization of an inmate is to be for a duration of more than 24 hours, or the cost of any medical care or hospitalization is to exceed $2,000, the Contractor has the right to arrange for the hospital or health care provider to bill the County directly for the costs of the hospitalization and/or medical care, rather than the Contractor paying the costs and billing the same to the County. If the hospital or health care provider refuses to bill the County directly, the County shall reimburse the Contractor for such costs within thirty (30) business days of receipt of an invoice from the Contractor thereof, which invoice may be delivered personally, by facsimile, by mail or by other reliable courier.

(j) The County will provide the Contractor with medical information for all inmates sought to be transferred to the Contractor's facility under this Agreement, including information regarding any special medication, diet or exercise regimen applicable to each inmate.

(k) The Contractor is not required to accept or to retain any inmate who is suffering from a chronic or terminal disease or condition, and the County agrees to accept the return of any such inmate upon delivery to its jail or other agreed upon detention or health care facility by the Contractor.

Section 3.09. Recreation and Exercise. The Contractor shall provide adequate physical exercise facilities, equipment, and supplies for a recreation program that meets all applicable regulations and standards of the TCJS.

Section 3.10. Visitation. The Contractor shall provide adequate space for family visitation which area shall include furniture, equipment, and supervision necessary to implement a visitation program that meets all applicable regulations and standards of the TCJS.

Section 3.11. Safety Requirements. The Contractor shall operate and maintain the facility in compliance with all applicable codes. Such operation and maintenance shall comply with the terms and provisions of this Agreement and the applicable regulations and standards of the TCJS. The Contractor shall further maintain the facility, adopt and establish safety plans and provide safety reports as follows:

(a) The facility shall be maintained in compliance with all applicable codes, including, but not limited to, the *National Fire Protection Life Safety Code 101*, the *National Electric Code*, *Uniform Plumbing Code*, *Uniform Mechanical Code*, local ordinances, and all applicable regulations and standards of the TCJS, relative to safety.

(b) The Contractor will establish an emergency fire plan and written procedures for the safe evacuation of inmates and staff. Each new inmate shall be briefed on evacuation procedures during admission. Written emergency fire exit plans shall be posted in all major meeting rooms, dining rooms, hallways,

and living areas.

(c) The Contractor shall complete an injury report as provided in the event that any injury to an inmate results in one (1) full day's loss of work or programmatic activity, and/or that results in medical treatment, provided that first aid treatment shall not be deemed medical treatment. The Contractor shall complete an injury report and shall forward it to the Sheriff's designated representative within 24 hours of the injury.

Section 3.12. Inmate Correspondence. The Contractor shall handle inmate correspondence in accordance with all applicable regulations and standards of the TCJS.

Section 3.13. Inmate Funds. The Contractor shall have written policies and procedures governing the operations of any fund established for the inmates. These funds shall be held by the Contractor and shall be controlled consistent with generally accepted accounting principles.

Section 3.14. Religious Services. The Contractor shall cause religious services to be conducted for inmates in accordance with all applicable regulations and standards of the TCJS. Participation in religious services shall be voluntary for all inmates.

Section 3.15. Security. The Contractor shall provide adequate security with respect to the inmates in accordance with all requirements of this Agreement and all applicable regulations and standards of the TCJS. As part of such security program, the Contractor will comply with the following census and reporting requirements:

(a) The Contractor will develop, implement and document a daily system for physically counting all inmates in the facility, assuring strict accountability for inmates and that at least one (1) inmate count occurs per shift.

(b) The Contractor will notify the Sheriff immediately whenever an inmate is involved in an escape, attempted escape, or conspiracy to escape from the facility.

Section 3.16. Programs. The Contractor shall provide programming to meet the needs of the inmate population as requested by the Sheriff. Programs may include but not be limited to educational, counseling, substance abuse education, and case management. The per diem rate set forth in Section 4.03 below, only covers basic custodial care and supervision and does not include any special educational, vocational or other programs. The parties may agree by a written amendment to this Agreement, or by separate agreement, for the provision of special programs on terms mutually agreed to by the parties. The

Contractor may, at no cost to the County and not inconsistent with the applicable regulations and standards of the TCJS and the purposes of this Agreement, provide special programs for the inmates, and permit or require selected inmates to participate in selected programs provided in other segments of the facility.

Section 3.17. Receiving and Discharging. The Contractor agrees to accept and release inmates only to authorized persons, in compliance with the following:

(a) The Contractor shall accept inmates presented by the Sheriff, only upon presentation by the officer of proper law enforcement credentials.

(b) The Contractor agrees to release inmates only to law enforcement officers of agencies authorized by the Sheriff or to a Deputy Sheriff. Those inmates who are remanded to custody by the Sheriff may only be released to the Sheriff, or an agent specified by the Sheriff.

(c) Inmates may not be released from the facility or placed in the custody of any federal, state or local official other than the Sheriff for any reason except for medical emergency situations, a court order, or authorization by the Sheriff.

Section 3.18. Disciplinary Procedures. The Contractor shall establish written "Disciplinary Procedures", to include the processing of violations and graduated sanctions that may be imposed. Each inmate shall be informed of the disciplinary procedures and provided with a copy of the same upon admission. The Contractor shall maintain a master file of all discipline reports and actions taken, and shall provide the Sheriff with a copy of each report in the event an inmate commits a violation.

Section 3.19. Grievance Procedures. The Contractor shall establish written grievance procedures, which procedures shall be provided to all inmates upon admission. At a minimum, the procedures shall utilize a two-step process and shall conform to the applicable regulations and standards of the TCJS. The Contractor shall maintain a master file of all grievances filed and the actions taken.

Section 3.20. Use of Force. The Contractor shall establish written procedures governing the use of force against inmates. These procedures shall conform to all of the applicable regulations and standards of the TCJS. The Contractor shall maintain a master file of all incidents that occur.

Section 3.21. Inspection and Technical Assistance. The Contractor agrees to periodic inspections of the facility by the Sheriff. Findings of the inspection will be shared with the Contractor in order to promote improvements to facility operations, conditions of confinement and service levels.

Section 3.22. Access to Books and Records. The Contractor agrees to maintain and make available for inspection, audit or reproduction by the County, the TCJS and/or their employees, attorneys, agents and/or independent auditors, all books, documents and other records pertaining to the services provided hereunder, and/or to the sums billed to the County by the Contractor. Such records shall be maintained by the Contractor for at least three (3) years following termination of this Agreement, and thereafter until any pending audit or litigation and all questions arising there from and involving this Agreement or such records has been finally resolved.

ARTICLE IV
COUNTY'S RIGHT TO HOUSE INMATES AND PAYMENT

Section 4.01. County's Right to House Inmates. The County may house up to four hundred fifty-six (456) County inmates in the facility at any time during the Term of this Agreement on a space available basis, and agrees to pay the per diem rate specified in Section 4.03 below for the housing and care of such inmates, and the detention services to be provided by the Contractor pursuant to this Agreement. The foregoing notwithstanding, the County shall only be required to pay for inmates actually housed at the facility. The term "County inmates" as used herein includes only inmates being held by the County, or sentenced by courts of the County, or being held in the County by reason of their residence in the County; it does not, however, include inmates coming from other counties, states or federal jurisdictions or agencies.

Section 4.02. Scheduling of Usage. The Contractor and the Sheriff shall develop a mutually agreeable schedule for the assignment of inmates to the facility during the Term of this Agreement, and any extensions thereof. The Sheriff may, at his discretion and subject to section 4.01 above, assign as many inmates to the facility on "an as needed basis", as he shall determine without special arrangement or notice, and the Contractor shall accept, house and provide services to such inmates pursuant to this Agreement.

Section 4.03. Per Diem Rate. The per diem rate for the actual housing and care of County inmates on "an as needed basis" and related detention and transportation services specified in this Agreement is Thirty-six and 25/100 dollars ($36.25) per inmate per day. A portion of any day shall count as an inmate day under this Agreement; however, the County shall be billed for the day of arrival, but not for the day of departure for any inmate. If the County elects to house inmates from other counties, states or federal jurisdictions or agencies ("non-county inmates"), then the per diem rate for such non-county inmates shall be the greater of the foregoing per diem rate of $36.25 or ninety-eight percent (98%) of the actual per diem fee allowed and paid to the County by such other counties, states or federal jurisdictions or agencies for the housing and care of such non-county inmates. In the event that the County chooses to

house any non-county inmates in the facility, the County shall be solely responsible for billing and collecting from such counties, states or federal jurisdictions or agencies, and the Contractor shall be entitled to bill the County and be paid for the housing and care of such non-county inmates in accordance with the procedures set forth in Section 4.04 below. If the Contractor is required to transport any such non-county inmates, then in addition to the fee for housing and caring for such non-county inmates as set forth above, the County shall pay to LCS, the same amount of transportation fees that the County is permitted to bill and collect from the counties, states or federal agencies responsible for those prisoners, if any.

Section 4.04. **Billing Procedure.** The Contractor shall submit an itemized invoice for the services provided hereunder (together with an invoice for any reimbursable medical expenses as set forth in Section 3.08(h) above) each month to the County, in arrears. Invoices will be submitted to the SHERIFF of the County designated to receive the same on behalf of the County. The County shall make payments to the Contractor within thirty (30) days after receipt of the invoice. Payment shall be made payable to "*LCS - Hidalgo, LLC.*" and shall be delivered to the Contractor at the address set forth in section 6.04 below.

Amounts that are not timely paid in accordance with the above procedure shall bear interest at the lesser of the annual percentage rate of 10%, or the maximum legal rate applicable to the County. The County further agrees that the Contractor shall be entitled to recover its reasonable and necessary attorneys fees and costs incurred in collection of amounts due under this Agreement.

Section 4.05. **Regulation of Maximum Occupancy.** Nothing herein shall create any obligation upon the Contractor to house the County's inmates where the housing of said inmates will raise the population of the facility above the permissible number of inmates allowed by law, or will create a condition of overcrowding or create conditions which endanger the life and/or welfare of personnel and inmates at the facility, or result in possible violation of the constitutional rights of the inmates at the facility. At any time that the Contractor determines that a condition exists at the facility necessitating the removal of any of the inmates, or any specified number thereof, the Contractor shall following at least eight (8) hours prior notice to the Sheriff (unless a different deadline is agreed to by the parties) return said inmate, to the County or to the TDCJ-ID.

Section 4.06. **Inmate Eligibility.** The only inmates eligible for incarceration in the facility pursuant to this Agreement are adult male inmates that are classified in accordance with the custody level of the facility in accordance with the applicable regulations and standards of the TCJS and meeting the classification requirements for the facility beds as described in the

TCJS Manual, Chapter 271, "Objective Jail Classification Manual."

All inmates proposed by the County to be transferred to the facility under this Agreement must meet the eligibility requirements set forth above. Inmates shall not (1) have a history of escape or attempted escape from custody; (2) be in need of psychiatric care or have a history of mental illness; and (3) shall not require chronic health care (to include but not limited to those inmates known by the County to have an unstable cardiac condition, those requiring renal dialysis, those known to have an infectious disease, those known to be HIV positive or diagnosed as having Acquired Immune Deficiency Syndrome (AIDS), those known to have unresolved orthopedic problems and those known to be unstable diabetics).

Prior to the Contractor receiving inmates for transportation the facility, the County shall furnish the following: (1) complete information and documentation relating to the inmate's case history; (2) all of the inmate's records concerning classification, including conduct records; (3) medical and clinical records, including certification of tuberculosis screening or treatment; and (4) any information necessary to advise the Contractor in regard to any special medication, diet or special exercise regimen requirements applicable to each prospective inmate.

Section 4.07. Continuing Reservation Regarding Inmates. The Contractor reserves the right for its designated representative to review the background of all inmates sought to be transferred to the facility, and the County shall cooperate with and provide information requested regarding any inmate by the Contractor. The Contractor reserves the right to refuse, for good cause, acceptance of any inmate. Likewise, if any inmate's behavior, medical or psychological condition, or other circumstance of reasonable concern to the Contractor makes that inmate unacceptable for continued incarceration in the facility in the opinion of the Contractor, the Contractor shall following at least eight (8) hours prior notice to the Sheriff (unless a different deadline is agreed to by the parties) return said inmate, to the County or to the TDCJ-ID. Inmates may also be removed from the facility when their classification changes for any purpose, including long-term medical segregation.

Section 4.08. Inmate Sentences. The Contractor shall not be in charge of, or responsible for, the computation or processing of inmates' time of confinement, including, but not limited to, computation of good time awards/credits and discharge dates. All such computations and record keeping shall continue to be the responsibility of the County. It shall be the responsibility of the County to notify the Contractor of any discharge date for an inmate at least ten (10) days before such date. The Contractor will release inmates of the County only when such release is specifically requested in writing by the Sheriff.

However, it is agreed that the preferred and usual course of dealing between the parties shall be for the Contractor to transport and return inmates to the County shortly before their discharge date, and for the County to discharge the inmate from its own facility. The County accepts the responsibility for the calculations and determinations set forth above and for giving the Contractor notice of the same, and shall indemnify and hold the Contractor harmless for all liability or expenses of any kind arising there from. The County is responsible for all paperwork and arrangements for inmates to be transferred to the TDCJ-ID.

ARTICLE V.
INSURANCE AND INDEMNIFICATION

Section 5.01. Indemnification. The Contractor hereby agrees to indemnify and hold the County and its agents, officers and employees harmless from all costs, claims, expenses, and liabilities (including attorney's fees) whatsoever that may be incurred by the County, its agents, officers or employees, arising from any and all acts done or omitted to be done by the Contractor, or the employees, agents, subcontractors or assigns, in connection with the operation of the facility or the provision of services by the Contractor pursuant to this Agreement, and from any and all claims or causes of action that may be brought by any third party by reason of or pursuant to this Agreement; provided that this section shall not be construed as creating any right, cause of action, or claim of waiver or estoppels for or on behalf of any third party nor shall it be construed as a waiver or modification of the availability of the defense of governmental immunity or any other legal defense available to either the Contractor or the County.

Section 5.02. Contractor to Provide Defense. In case any action or proceeding is brought against the County regarding any claim or matter referenced in the foregoing section, the County shall provide immediate notice to the Contractor and the Contractor shall defend against such action by counsel reasonably satisfactory to the County, unless such action or proceeding is defended against by counsel for any carrier of liability insurance provided for herein. The aforementioned indemnification shall not be affected by a claim that negligence of the County or its respective agents, employees, or licensees contributed in part to the loss or damage indemnified against. The County shall have the right to utilize separate counsel to participate in the investigation and defense of any such claims, the fees and expenses of such counsel shall be paid by the County unless the employment of such counsel has been previously authorized in writing by the Contractor.

Section 5.03. Waiver and Releases. Neither the Contractor nor the County shall waive, release, or otherwise forfeit any possible defense that the Contractor or the County may have regarding any claim arising from or made in connection with the operation of the facility by the Contractor, without the written

consent of the other party to this Agreement; provided that the Contractor shall have authority to compromise and settle any claim for monetary consideration only, for which the Contractor is indemnifying the County. The County and the Contractor shall preserve all such available defenses and cooperate with each other to make such defenses available for each other's benefit to the maximum extent allowed by law, including any defenses the County may have regarding litigation, losses, and costs resulting from claims or litigation pending at the time this Agreement becomes effective or arising thereafter from occurrences prior to the effective date of this Agreement.

Section 5.05. Insurance. The Contractor shall secure and maintain in effect, or shall cause to be secured and maintained, an insurance policy or policies providing (i) coverage against all claims arising from services performed under this Agreement; and (ii) coverage to protect the County from actions by third parties against the Contractor as a result of this Agreement. The insurance policy, or policies, required by this section shall be for not less than any limits of liability specified herein, or required by law, whichever is greater, and shall include coverage for liabilities assumed by this Agreement, as applicable to the obligations of the Contractor hereunder. The County shall be named as an additional insured on each such insurance policy.

Section 5.06. Additional Insurance. The Contractor shall continuously maintain such accident, general liability, worker's compensation, and automobile insurance, as required by law, to include protecting the Contractor, its officers, employees, and agents from and against any and all liability caused by or arising out of any aspect of the operation of the facility and the furnishing of services pursuant to this Agreement, including the payment of damages and attorney's fees. The Contractor shall provide proof of insurance coverage to the County upon request.

Section 5.07. Coverage Amounts. The general liability and automotive insurance and coverage shall be maintained in an amount that is not less than $1,000,000 per occurrence and $2,000,000 general aggregate. The Contractor shall further maintain statutory worker's compensation insurance in not less than the statutory amounts.

ARTICLE VI.
GENERAL PROVISIONS

Section 6.01. County Liability. To the extent permitted by applicable law, the County shall be fully responsible and liable for all suits, claims, damages, losses, or expenses, including reasonable attorney's fees, arising out of the County performance or nonperformance of the services and duties herein stated in regard to duties herein assigned to the County, and specifically excluding the actual transportation or incarceration of inmates by the Contractor.

The County retains full liability for each inmate until that inmate has been received by the Contractor at the County's facility for transportation, holding and incarceration by the Contractor, and again after the Contractor has returned and delivered the inmate back to the County.

Section 6.02. **Contractor Liability**. The Contractor shall be fully responsible and liable for all suits, claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of the Contractor's performance or nonperformance of the services and duties herein stated, in regard to the actual transportation, holding and incarceration of inmates by the Contractor.

Section 6.03. **Binding Agreement**. This Agreement is contractual and is binding upon the parties hereto and their successors, assigns and representatives in accordance with and subject to all the terms and conditions hereof.

Section 6.04. **Notices.** All notices, demands, payments and other writings may be delivered by either party hereto to the other by United States Mail or other reliable courier at the following addresses:

To the Contractor: ***LCS - HIDALGO, LLC.***

147 Easy Street
Lafayette, LA 70506

with a copy to: ***GOTTLIEB & GOTTLIEB, P.A.***
2475 Enterprise Road, Ste. 100
Clearwater, FL 33763

To the County: ***HIDALGO COUNTY, TEXAS***
Attention: Judge José Eloy Pulido
Hidalgo County Administration Building
100 East Cano, 2nd Floor
Edinburg, Texas 78539

The address to which any notice, demand or other writing may be delivered to any party as above provided may be changed by written notice given by such party as above provided.

Section 6.06. **Amendment**. This Agreement shall not be modified or amended except by a written instrument executed by the duly authorized representatives of both parties and approved by Commissioners Court of the County.

Section 6.07. **Prior Agreements.** Except as expressly provided in this Section, this agreement contains all of the agreements and undertakings, either oral or written, of the parties with respect to any matter mentioned herein, and no prior agreement or understanding pertaining to any such matter shall be effective. The preceding sentence to the contrary notwithstanding, the provisions of County's Request for Proposals Issued January 07, 2002, (Proposal No. 2002-024-01-23) (the "Proposal") consisting of 160 consecutively numbered pages (save and except pages 147-160, inclusive) and Contractor's response dated January 18, 2002 (the "Response") are incorporated herein by reference. Unless expressly indicated to the contrary in this Agreement, and in the event of a conflict between or among this Agreement and the Proposal and Response, the terms and conditions of the Proposal shall govern. The representations and warranties of the Contractor as contained in the Response are hereby reaffirmed by the Contractor as of the date of this Agreement.

Section 6.08. **Funding Sources.** The County represents that it has current funds available sufficient to meet its obligations pursuant to this Agreement through the remainder of this fiscal year, and the signature of the County's Auditor below certifies that there are sufficient funds from current revenues available to the County to meet its obligations under this Agreement.

Section 6.09. **Non-Appropriation of Funds.** Notwithstanding anything contained in this Agreement to the contrary, all the financial obligations of the County pursuant to this Agreement are subject to appropriations, and, in the event no funds or insufficient funds are appropriated or budgeted therefore, or that current funds are otherwise unavailable in any fiscal period for the payment of the per diem fees, expenses, defenses and amounts due to be paid by the County to the Contractor pursuant to this Agreement, the County will immediately notify the Contractor or its assignee of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the County of any kind whatsoever, except as to the portions of the payments and funds herein agreed upon for which funds shall have been so appropriated or budgeted or are otherwise lawfully available. The County further agrees that, after giving notice of such termination, the County shall withdraw all inmates from the facility on the last day for which sufficient funds are available to the County to pay the per diem amounts and fees due to the Contractor pursuant to this Agreement. Notwithstanding the foregoing, and to the extent permitted by law, the County agrees that it will not cancel this Agreement under the provisions of this Section for any fiscal year in which funds are appropriated to it, or by it, for the intended purpose of paying the per diem fees and amounts due to be paid by the County pursuant to this Agreement.

Section 6.10. Assignment. The Contractor may assign the revenues and payments payable by the County pursuant to this Agreement. The Contractor may assign its rights, title and interest in and to this Agreement and any documents executed with respect to this Agreement and/or grant or assign a security interest in this Agreement. Any such assignees shall have all of the rights of the Contractor under this Agreement. Subject to the foregoing, this Agreement inures to the benefit of and is binding upon the successors and assigns of the parties hereto. The County covenants and agrees not to assert against the assignees any claims or defenses by way of abatement, set-off, counterclaim, recoupment or the like which the County may have against the Contractor. Upon assignment of the Contractor's interests herein, the Contractor will cause written notice of such assignment to be sent to the County which will be sufficient if it discloses the name of the assignee and address to which further payments hereunder should be made.

Section 6.11. Section Headings. All section headings contained herein are for the convenience of reference only and are not intended to define or limit the scope of any provision of this Lease.

Section 6.12. Governing Law. This Agreement shall be construed in accordance with, and governed by, the laws of the State of Texas. Venue shall lie exclusively in Hidalgo County, Texas.

Section 6.13. Severability. In the event any one or more of the sections, provisions or clauses contained herein 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 of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

Section 6.14. Counterparts. This Agreement may be executed in duplicate original counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one in the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their respective duly authorized representatives on this the 29 day of January 2002.

LCS - HIDALGO, LLC.

By: _____
PATRICK L. LEBLANC, PRESIDENT
LCS Corrections Services, Inc.
the sole managing member.

WITNESSES:

_____
_____
[Dianne Roger]

[Katherine Blackburn]

HIDALGO COUNTY, TEXAS

By: _____
JOSE ELOY PULIDO
Hidalgo County Judge

Date:

ATTEST:

_____
JUAN D. SALINAS,
Hidalgo County Clerk

Date: 1/31/02

_____
ANTONIO SANDOVAL,
Hidalgo County Auditor

Date:

APPROVED:

_____
ENRIQUE (HENRY) ESCALON,
Hidalgo County Sheriff

Date:

Hidalgo County Sheriff's Office
Placement, Housing, Detention & Supervision of Hidalgo County Inmates
RFP No.: 2012-034-00-12-CGA

REQUIREMENTS

The County of Hidalgo is seeking proposals for placement, housing, detention and supervision for up to _____inmates in Hidalgo County, within a 200 miles radius of Hidalgo County. Services will include, but not be limited to, the provisions for secure custody, transportation, health care, meals, and clothing, on a per diem basis per inmate. These services will comply with all applicable regulations and standards established by the Texas Commission on Jail Standards (the "Commission") and the Hidalgo County Sheriff. The primary term of this Agreement is for a _____period from the date of the bid award. Hidalgo County reserves the right to extend the contract for an additional year based on prior year's performance evaluation and contingent upon proposed cost.

Eligibility for incarceration at facility under contractor's agreement are inmates that are classified in accordance with custody level of the assigned facility in accordance with the Texas Commission on Jail Standards (the "Commission").

DRAFT

HOUSING AND CARE OF INMATES –

Contractor will provide secure custody, care and safekeeping of inmates of the County in accordance with applicable regulations and standards established by the Texas Commission on Jail Standards. Contractor will provide housing, care, meals and routine medical services for such inmates on the same basis as Hidalgo County provides for its own inmates confined in its own jail subject to the terms and conditions of this Agreement.

MEDICAL SERVICES –

The per diem rate under this agreement covers only routine medical services such as:
on-site sick call (when provided by on-site staff), non-prescription (over-the counter/non-legend) and routine drugs and medical supplies. The per diem rate does not cover medical/health care services provided outside of the Contractor's facility or by other than facility staff, prescription drugs or treatments, or surgical, optical, dental care and does not include the costs associated with any hospitalization of an inmate. The County shall pay the contractor an amount equal to the amount the Contractor is required to expend for medical services other than those routine medical services provided for by the per diem rate. When it becomes necessary for an inmate to be hospitalized, the Contractor shall contract the County, through its Sheriff or designated representative, as soon as possible to inform the County of the fact that the inmate has been, or is to be, hospitalized and of the nature of the illness or injury that has required the hospitalization. Contractor will use its best efforts to obtain the lowest available price for reimbursable expenses; provided, however, that contractor's obligation to obtain the lowest available price shall not in any way diminish or excuse Contractor from seeking and/or providing medical care or supplies necessary to protect the health, safety and well-being of any inmate under Contractor's custody and control.

The Contractor shall submit invoices for such medical services along with its regular monthly billings for detention services, and such invoices shall be paid on the same terms as the regular monthly billings.

It is understood and agreed that if the hospitalization of inmate is to be for a duration of more than 24 hours, or the cost of any medical care or hospitalization is to exceed $2,000.00, the Contractor has the right to arrange for the hospital or health care provider. If the hospital or health care provider refuses to bill the County directly, the County shall reimburse the Contractor.

MEDICAL INFORMATION: The County shall provide the Contractor with medical information for all inmates sought to be transferred to the Contractor's facility, including information regarding any special medication, diet or exercise regimen applicable to each inmate.

III. TRANSPORTATION / OFF-SITE SECURITY:

A. Contractor agrees to provide transportation of inmates of County to and from the Hidalgo County Jail and/or courthouse and Contractor's facility and if required from Contractors facility to Texas Department of Criminal Justice-ID at no additional cost to the County.

B. The Contractor also agrees to provide transportation of County inmates from other sites in the State where County inmates are currently located to the Contractors facility at no additional cost to County.

C. In the event the County request the Contractor to provide transportation to sites other than specified above, the County agrees to reimburse the Contractor for transportation costs at a mutually agreeable rate per mile/trip, as specified in the contract.

IV. PER DIEM RATE:

A. The per diem rate for detention services and transportation specified in Section III A and B per man per day. (This rate covers one inmate per day up to _____ inmates.)

B. If an excess of_____inmates can be accommodated and the inmate per diem varies to house these inmates, this rate must be provided separately.

V. BILLING PROCEDURE: Contractor shall submit an itemized invoice for the services provided each month to the County, in arrears. Invoices will be submitted to the officer of the County designated to receive the same on behalf of the County. The County shall make payments to the Contractor within thirty (30) days after receipt of the invoice. Payment shall be in the name of Contractor and shall be remitted to:

CONTRACTOR AT
THE ADDRESS
PROVIDED TO COUNTY

Amounts which are not timely paid in accordance with the above procedure shall bear interest at the lesser of the annual percentage rate of 10%, or the maximum legal rate applicable thereto, which shall be a contractual obligation of the County under this agreement. County further agrees that the Contractor shall be entitled to recover its reasonable necessary attorney's fees and costs incurred in collection of amounts due under this agreement.

VI. LIABILITY OF COUNTY: County shall be fully responsible for all suits, claims, damages, losses, or expenses, including reasonable attorney's fees, arising out of County performance or nonperformance of the services and duties herein stated, but only in regard to duties herein assigned to County, and specifically excluding the actual transportation or incarceration of inmates by Contractor. County retains

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full liability for each inmate until that inmate has been received by Contractor at County's facility for transportation, holding and incarceration of inmates by Contractor.

VII. LIABILITY OF CONTRACTOR: Contractor shall be fully responsible for all suits, claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of Contractor's performance or nonperformance of the services and duties herein stated, in regard to the actual transportation, holding and incarceration of inmates by Contractor.

RFP EVALUATION CRITERIA

The categories below will be evaluated and graded using the following points scale.

1. Housing of Inmates -	Contractors meeting the minimum standards established by the Texas Commission on Jail Standards shall receive:	10 Points
	Contractor exceeding those standards shall receive up to:	20 Points
2. Medical Services -	Contractors providing routine medical services shall receive:	10 Points
	Contractors providing more extensive medical services other than hospitalization shall receive up to:	20 Points
3. Transportation -	Contractors providing transportation to and from County Jail, Courthouse and Contractor's facility shall receive:	5 Points
	Contractors providing transportation from Contractor's facility to Texas Department of Criminal Justice shall receive:	5 Points
	Contractors providing transportation from other sites in the State to the Contractor's facility shall receive:	10 Points
4. Per Diem Rate -	Contractors providing rates up to inmates shall receive:	10 Points
	Contractors providing rates exceeding _____ inmates shall receive up to:	25 Points
5. Completeness of Proposal -		15 Points

TOTAL SCORE SHALL NOT EXCEED 100 POINTS

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AI-30222 **24. F. 1.**

CC REGULAR

Meeting Date: 12/29/2011

Submitted For: Martha L. Salazar **Submitted By:** Gricelda Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Approval for Hidalgo County to exercise the final year of two (2) -one (1) year renewal options as provided under the specifications/requirements of the RFP-Section 125 Voluntary Products, through agent, Alamo Insurance Group as follows:

a. All State Products/ Individual Policies for: Critical Illness; Group Accidental, Universal Life, Group Cancer, Heart & Stroke and Term Life;

b. Met Life for: Dental and Vision; and,

c. UNUM for Disability

BACKGROUND

Renewal/Extension commencing February 1, 2012 thru January 31, 2013.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

These are "Voluntary Products" that Hidalgo County offers to its County Employees. It is at the cost of the County Employee and not to Hidalgo County. All products are fiscal responsibility of eligible participants (employees).

Attachments

Exhibit A-Requirements

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	12/20/2011 05:12 PM
Budget & Management	Merlen P. Munoz	12/21/2011 08:40 AM
Olga Garza	Olga Garza	12/22/2011 09:49 AM
Auditor's Office	Angela Garcia	12/22/2011 04:42 PM

Form Started By: Gricelda Villarreal Started On: 12/15/2011 04:06 PM

Final Approval Date: 12/22/2011

EXHIBIT A

REQUIREMENTS/SCOPE OF SERVICES
AND PLAN FORMS

HIDALGO COUNTY
REQUEST FOR PROPOSAL

"SECTION 125 VOLUNTARY INSURANCE PRODUCTS"

RFP NO.: 2009-350-09-30CGV

HIDALGO COUNTY

Request for Proposals
For
"Section 125 Voluntary Insurance Products"

Date: September 8, 2009

RFP No.: 09-350-09-30CGV

Voluntary Short & Long Term Disability Insurance, Voluntary Dental, Voluntary Vision, Voluntary Cancer Plan, Voluntary Accident Plan, Voluntary Critical Illness, Voluntary Heart/Stroke, Voluntary Life Insurance, COBRA Administration, and an Online Enrollment System

Effective Date: 2/1/2010

Proposals Due: September 30, 2009 at 9:30 a.m.

HIDALGO COUNTY
PURCHASING DEPARTMENT

EDINGURG, TX 78539

HIDALGO COUNTY
"Section 125 Voluntary Insurance Products"
RFP No: 2009-350-09-30CGV

Hidalgo County is inviting for sealed proposals from qualified Insurance Carriers to provide insurance benefits for its employees and employee's dependents for Section 125 Voluntary Insurance Products including but not limited to: Voluntary Short Term and Long Term Disability, Voluntary Dental, Voluntary Vision, Voluntary Cancer, Voluntary Accident, Voluntary Critical Illness, Voluntary Heart/Stroke, Voluntary Life Insurance, an Online Enrollment System and COBRA Administration. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of "Section 125 Voluntary Insurance Products" as specified herein. Sealed proposals will be accepted until 9:30 A.M., Wednesday, September 30, 2009. ANY RFP's RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.

The Hidalgo County Drainage District No. 1 Board of Director's may, at their option, utilize the "Section 125 Voluntary Insurance Products" provider(s) selected by Hidalgo County for Hidalgo County Drainage District No. 1. Should the Board of Director's of Hidalgo County Drainage District No. 1 decide the firm(s) selected as the Provider(s) are the same as the ones selected by Hidalgo County, the Provider(s) shall offer Hidalgo County Drainage District No. 1 the same terms and provisions as it offers Hidalgo County.

The Hidalgo County Appraisal District Board of Directors may, at their option, utilize the "Section 125 Voluntary Insurance Products" providers selected by Hidalgo County for Hidalgo County Appraisal District Board of Directors. Should the Board of Director's of Hidalgo County Appraisal District decide the firm selected as the Provider is the same as the one selected by Hidalgo County, the provider shall offer Hidalgo County Appraisal District the same terms and provisions as it offers Hidalgo County.

ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.

Deliver Submittal to:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The Submittal Envelope Must Show The RFP Number, Name And Opening Date.

The following outlines the Request for Proposals:

SECTION I -GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION: Hidalgo County is requesting that request for proposals be routed to Martha L. Salazar, CPPB, Purchasing Agent, at:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA EMAIL TO cris.villarreal@co.hidalgo.tx.us, BY NO LATER THAN Wednesday, September 21, 2009 at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, September 23, 2009. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

PROPOSER'S AFFIDAVIT:
Respondents to this RFP must submit a signed Proposer's Affidavit (attached herein in Exhibit "D") certifying that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit; (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's Affidavit; or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any Physician, 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 Physician, 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 participant fails to comply with Texas Local Government Code Chapter 176. Physicians, 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 PROPOSPECTIVE BIDDER.

NON-DISCRIMINATION:
Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:
Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:
Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess cost occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the submitter to review the Request for Proposals (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict the submitter's ability to comply with. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

RFP DELIVERY:
Hidalgo County requires submitters, when hand delivering sealed proposals, to have a Purchasing Department representative time/date stamp and initial the envelope.

SIGNING OF PROPOSALS:
In order to be considered all proposals must be signed. Please sign the original in blue ink.

WAIVING OF INFORMALITIES:
Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING- ASIGNMENTS:
The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

DAVIS BACON ACT:
All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

ADDITIONAL INFORMATION TO TERMS AND CONDITIONS:

EMPLOYEE ENROLLMENT:
In the event that a provider has not been awarded by the time the County has scheduled open enrollment, then upon Commissioner's Court approval of proposal award, the awarded number one ranked provider(s) must commence enrollment immediately.

Awarded number one ranked provider must make arrangements under the direction of Insurance Division of Benefits through point of contact, Flora Vazquez, Employee Benefits Manager at (956) 318-2663 or email address: flora.vazquez@co.hidalgo.tx.us

SECTION II-RFP REQUIREMENTS:

Please review this document in its entirety. Be sure your proposal is complete, and double check that all forms required to be submitted with your proposal are filled out completely.

Experience /Qualifications: Proposers shall posses the following experience, including but not limited to:

- Must have previous experience within the State of Texas, and will furnish bona fide references within their proposal to substantiate this experience;
- Must provide proof of financial stability to ensure continued services throughout the contract term.

- Proposer certifies they are a duly qualified, capable, bondable business entity, and have not filed for bankruptcy, and that they are not in receivership, nor contemplates the same.
- Specific experience with public entities in the area.
- Must have the personnel level and equipment necessary to provide immediate service and ensure minimal "down" time.

Request for Proposal: The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP unless otherwise determined by Hidalgo County. A total of one (1) original and seven (7) copies of the RFP shall be submitted to the address on the cover letter, with the proposers name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, "RFP NO.: 2009-350-09-30CGV – "SECTION 125 VOLUNTARY INSURANCE PRODUCTS" in County's Purchasing Department, 2802 So. Business Hwy 281, Edinburg Texas, on or before 9:30 a.m., Wednesday, September 30, 2009.

NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY PROPOSAL 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 THE FOLLOWING REFERENCE: RFP NO. 2009-350-09-30CGV – "SECTION 125 VOLUNTARY INSURANCE PRODUCTS".

Contents: The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

UNDERSTANDING THE PROJECT: This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

Personnel and Staffing: The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

Required Certifications and Submittal: This section will contain any licenses and certifications as required by the STATE OF TEXAS and HIDALGO COUNTY. Proposers should add copies of their Professional Liability Insurance.

DURATION OF CONTRACT: The initial term of the contract shall be for a three (3) year rate guarantee. In addition, any renewal must be delivered to the County of Hidalgo ninety (90) days prior to renewal. Hidalgo County reserves the right to continue the awarded proposals under the same rates, terms and conditions for an additional sixty (60) day Grace Period at the end of the contract term in the event new providers have not been awarded.

All costs and expenses associated with the preparation and submission of proposals shall be the responsibility of the vendor and no reimbursement for such charges or expenses shall be passed onto Hidalgo County, Hidalgo County Drainage District #1 or Hidalgo County Appraisal District and any other applicable programs and agencies under Hidalgo County.

SCOPE OF SERVICES: Hidalgo County is requesting sealed proposals from insurance carriers to provide all the Section 125 Voluntary Insurance Products to the employees and employees' dependents. The insurance contract will encompass all project-related insurance services, an Online Enrollment System to the County of Hidalgo and Hidalgo County Drainage District No. 1, including, but not limited to, the following:

PART I: Section 125 Voluntary Insurance Products:

A. Voluntary Products:
Short Term and Long Term Disability, Dental, Vision, Cancer, Accident, Critical Illness, Heart/Stroke Insurances;

1. Hidalgo County reserves the right to refuse and reject any/all proposals and to waive any/all formalities or technicalities, or to accept the proposal considered the best and most advantageous to Hidalgo County;

2. Proposals are to be submitted on the basis of the specifications contained herein. Each proposing company will be required to complete the specific attachment requested. Alternate proposals will also be considered, provided the alternatives are clearly marked as alternates and are clearly explained. All deviations from the specifications must be clearly identified and explained;

3. The information contained herein is believed to be accurate and up-to-date, but is not intended to be an express or implied warranty;

4. The Hidalgo County employs approximately 3800 employees;

5. No electronic, telephone, or fax proposals will be accepted. Proposals will only be accepted if delivered by U.S. Postal Service, Federal Express, UPS, hand delivery, etc. Hidalgo County will not be responsible for missing, lost, or late mail. Any proposals received after the time set for opening will be returned to the proposer unopened;

B. Legal

All parties submitting proposals are expected to comply with federal, state and local insurance laws and regulations relative to the preparation and submission of insurance proposals. Specifically, the services to be provided are expected to be in compliance with the Americans with Disabilities Act (ADA), insurance laws and insurance regulations. All proposals that are submitted will be presumed to be in compliance with all applicable laws.

C. Number Or Copies To Be Submitted:

1. Proposals are to be sealed in an envelope clearly labeled "RFP # 2009-350-09-30CGV- "Section 125 Voluntary Insurance Products". Please submit one (1) original and seven (7) copies of your proposals to:

US Postal Mail Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2812 S. Business Hwy 281
Edinburg, Texas 78539

Physical Address:
Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
New Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

2. WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE OR VIA EMAIL TO cris.villarreal@co.hidalgo.tx.us, BY NO LATER THAN Wednesday, September 21, 2009 at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, September 23, 2009. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

3 HIDALGO COUNTY reserves the right to provide copies of all correspondence relevant to this assignment to interested participants.

D. Time Frame

1. The RFP requirements and/or requirement will be available to interested parties on/after, Wednesday, September 9, 2009 at 3:00 P.M.

Hidalgo County Purchasing Department
New Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

2. The sealed envelopes will be opened in public at 9:30 a.m. on September 30, 2009. The envelopes shall be opened in a manner to avoid disclosure of contents to competing vendors and the contents shall be kept confidential during the process of proposal negotiations.

3. The parties submitting the selected proposal will be notified on or about October, 2009, of HIDALGO COUNTY's decision.

4. Contract effective date is February 1, 2010

E. Proposals

1. Each party submitting a proposal is asked to screen their designated proposals for correctness and compliance with the specifications. A good understanding of your products is a must. A narrative summary of all deviations from the RFP specifications is required as part of your proposal (if applicable). A detailed explanation and description of price quotation deviations should be submitted as well.

2. Requests for interpretation of the requirements will be provided by Flora Vazquez, Employee Benefits Manager. All such responses will be made in writing. Oral explanations will not be binding.

3. The contents of the proposals shall be kept confidential during the process of negotiations. After the insurance contracts are awarded, all proposals will be available for public inspection. Any trade secrets and confidential information shall be so labeled to avoid public disclosure of such information.

4. Hidalgo County may issue an addendum of this proposal by email and/or by fax. Proposals shall include name and fax number of the person to whom addenda should be sent.

F. Guaranteed Rates

All rates shall be guaranteed for at minimum 3 years beginning Feb. 1, 2010.

G. Plan Designs- Requirements and Specifications:

1. The Disability – Long Term/Short Term should be income replacement insurance with different options of elimination periods and benefit periods, i.e., educator/political subdivision plans. Hidalgo County desires an income replacement plan with various periods and maximum benefit periods. Hidalgo County desires this benefit to be offered on a guarantee issue basis annually with no evidence of insurability second year and beyond. Pre-existing condition clause would apply. Your company definition of disability is required – we are seeking at minimum a 3 year own occupation definition - along with offset requirements. We are requesting at minimum a 3 year rate guarantee. Please complete attached format.

2. The Dental Plans offered should include a high and low option. High option must be an Indemnity Plan, while the low option can be either a PPO or a Scheduled type plan. Plans should offer a $25 and/or a $50 deductible, with

endodontic and periodontal services paid at the basic benefit level. Plans should include both child and adult orthodontics. Maximum benefits should start at no less than $1000 per year with an annual rollover benefit type feature. No waiting periods preferred for open enrollment. Request at minimum 3 year rate guarantee. Please complete attached format.

3. The Vision Plan should include a 12-month Exam – 12-month Frames - 12 – month Lenses option with and without eye exam Copay and with and without materials Copay. We are requesting at minimum a $50 wholesale/$130-$150 retail on frames and $130 minimum on contacts. We request at minimum 3 year rate guarantee. Please complete attached format.

4. Cancer plans must be submitted with a high / low option. These products must be offered on a guarantee issued basis for first year's open enrollment. Pre existing condition clause can apply. Request at minimum 3 year rate guarantee. Please complete attached format.

5. Accident plans must be 24 hour coverage (on and off the job) and be submitted with a high/ low option. These products must be offered on a guarantee issued basis for first year, pre existing condition clause can apply. Request at minimum 3 year rate guarantee. Please complete attached format.

6. Critical Illness plans must be submitted with a high / low option. Requesting face amounts of $5,000 for the low plan and $10,000 for the high plan. These products must be offered on a guarantee issued basis for first year's open enrollment. Pre existing condition clause can apply. Request at minimum 3 year rate guarantee. Please complete attached format.

7. Heart/Stroke products must be offered on a guarantee issued basis for first year's open enrollment. Request at minimum 3 year rate guarantee.

H. QUALIFICATIONS

1. All companies (including agents) submitting proposals must be licensed by the State of Texas and have a demonstrated level of good performance with public entities in Texas. The Company and Agent must have an organization that has demonstrated the ability to deliver cost-effective service and efficient claims processing.
Please enclose a list of at least (3) three South Texas Public Entity references with your proposal.

2. The Company and Agent must provide proof of Insurance for E&O. Minimum of $1,000,000 required. Please enclose a copy with your proposal.

3. The Company must be recommended in the latest edition of A.M. Best's Life Insurance Reports with a general policyholder's rating of A or better. *Please furnish the Best's policyholder rating for each company with which coverage is being quoted*.

4. The Company and Agent must have a willingness to commit to specified levels of performance for service and quality.

5. The Company and Agent must provide sufficient telephone service, preferably toll-free and local service, to handle inquiries directly from plan participants as well as Hidalgo County business officials.

6. The company must have the capability to provide loss run reports on a monthly basis and/or upon request of the school district. Samples of standard financial and utilization reports should be provided in your proposal

7. The selected Company and Agent must provide sufficient representatives and staff for County meetings and during the enrollment process.

8. The selected company should agree to submit monthly billings by employee and dependents showing separate dollar amounts for individual employee(s) and for each of the coverage(s).

I. Other Requirements:

a) Online Enrollment System: The County is seeking an online enrollment system that will consolidate all of the County core and voluntary employee plans.
   - o Submit with your proposal your systems capabilities to accomplish this requirement.
   - o Include a specific detail description timeline using an effective date of all products effective 02/01/2010.

J. QUESTIONNAIRES AND WORKSHEETS

1. The questionnaires and worksheets provided in this RFP are designed to verify the Proposer's ability and willingness to meet various requirements and expectations about the services provided to Hidalgo County.

2. When responding to the worksheets please be concise yet specific with your answers. If a numbered question is adequately addressed in a section of your proposal, please reference that section, but still respond to question on the questionnaire. The response could be highlighted in the body of the proposal for further clarification.

K. Disqualification and Rejection of Proposals

Failure to comply with the requirements or the procedures set forth herein, or to satisfy the insurance and servicing criteria as set forth in the requirements, may result in disqualification. It is not intended that exceptions to the requirements will, in and of themselves, result in disqualification.

L. Terms of Contracts

Hidalgo County is seeking a three-year contract with the option to terminate during the term of the contract, or at each anniversary date, with cancellation provisions (except for non-payment) and sixty (60) days notice for non-renewal or plan changes. All products must be guarantee issued.

M. Authorized Signature

Persons who have legal authority to represent the insurer and administrator to the services that are proposed must sign the proposal signature sheet.

N. Continuity of Coverage

All employees and dependents covered by the current plans are to receive immediate coverage under any new plan selected. Continuity of Coverage for current participants is to be on a "no loss-no gain basis" for all insurance coverages.

O. Enrollment

1. The basis for "take-over" is as of February 1, 2010. Each selected provider will be expected to provide trained enrollers to explain benefit provisions during annual enrollment meetings and throughout the year

for newly hired employees. The selected providers will also be responsible for providing enrollment materials prior to the employee benefit enrollment meetings.

2. Hidalgo County will review online web based enrollment applications. Company must be able to transmit information to all selected vendors via EDI feed. Company must be able to capture pin signature and/or electronic signature per carrier specifications.

3. The proposing enrollment system must be able to enroll a single employee in all products offered for 2010 plan year including all voluntary insurance vendors and medical provider. Once the employee has completed their individual enrollment, system must then be able to save the enrollment data, and offer a benefits confirmation sheet. It must then be able to log out and allow new employee to log in and enroll.

4. An employee shall be able to make changes to a benefit election if done within the same enrollment period window. Information and changes shall be stored and be able to provide synchronization of enrolled data to a main data source.

5. *Hidalgo County will not set up premium deductions for any pending application, until policy is issued and confirmations have been sent to County and applicant.*

6. Enrollers will be responsible for providing confirmations of elections and changes to the employee as opted, electronic or mailed copy.

7. Bilingual enrollers are mandatory for classified personnel assistance.

P Connectivity

1. A mandatory requirement is that your company / carrier provide the technology for this benefit enrollment program to be effectively executed, and in a timely manner process the application of the products you are proposing on.

2. Participating carriers must be able to accept enrollment data via web-based enrollment system. The enrollment will be run on laptops and have the capability to send and receive data from the approved carrier's enrollment system data warehouse via electronic data information feeds.

3. The proposing system may require a pre-population of a census from the enrollment system or Excel file, which contains information about an employee. Some general demographic information will be provided to insure validation of current or elected coverage.

4. *If you cannot meet our requirements you should decline as a proposing carrier.*

Q. Responsiveness

1. Your responsiveness and ability to provide customer services, manage and participate in your portion of the open enrollment, including but not limited to, communications, reporting, policy issue and back end data files to set up payroll will be considered. The timeline for accomplishing this project is limited to 90 days and you must guarantee that your company / carrier will be able to have the enrollment eligibility loaded to Payroll by the deadline as described below.

R. FOR INITIAL ENROLLMENT

1. If premiums are paid current, the electronic data is needed by 9:00 am on January 6, 2010.

2. Your proposal must identify all key personnel that will be assigned to administer your insurance product with Hidalgo County. We request a local presence for agency support.

S. Billing & Reconciliation

1. Hidalgo County will require a system that will allow for list billing format if requested. Electronic billing format data of covered members will include the type of product, social security number, first name, last name, monthly premium amount, volume if applicable and carrier/product specifics.

2. For current deductions, this information is needed by the 10th of the month. Billing will be reconciled to payroll deductions, identifying variances and communicated to the carriers for corrections for the following cycle. Remittance will be processed by the 10th day of the following month.

T. Additional Requirements-Attachments for each product proposal shall include:

1. Company Full Benefit Description - include any and all waiting periods
2. Company Limitations and Exclusions Description
3. Specimen Policy
4. Underwriting Specifications for first year and thereafter
5. Pre existing condition clauses
6. Schedule of Rates-four tier rating structure

U. Companies with an A.M. Best rating of A or better are preferred

V. All data developed and submitted in connection with this RFP will be considered property of Hidalgo County.

W. SELECTION CRITERIA:

1. Hidalgo County reserves the right to reject any or all of the proposals, in whole or in parts; to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of Hidalgo County.

2. Proposals will be carefully evaluated for cost effectiveness, for coverage provisions, and for compliance with the coverage and servicing criteria contained in the specifications. The contract will be awarded to the responsible vendor who submits a superior but economical proposal based on the relative importance of the following selection criteria:

3. The evaluation criteria will include, but not limited to, the following:

a) Experience

1. Provides voluntary products for similar organizations;
2. Has worked with political subdivisions entities within the State of Texas;
3. Ability to deliver cost-effective services and efficient claims processing experience;
4. Licensed in the State of Texas;

b) Voluntary Benefits

1. Comprehensiveness of benefit offerings

2.Quantitative analysis of benefits versus cost

c) Capacity to Perform Services

1. Representative/Staffing level and specified levels of performance;
2. Adequacy of Resources;
3. Professional of financial stability;
4. On-Line Enrollment System Capabilities;
5. Cobra Administration Experience;

d) Broker / Agent

1. Local office (Within Hidalgo County)
2. Bilingual staffing capabilities;
3. Level of commitment to servicing the account;

Part II: **COBRA ADMINISTRATION SERVICES (GROUP HEALTH PLANS)**

OVERVIEW:

"Group Health Plans" – Includes any plan that is provided to the employees, former employees, or the families of such employees, through insurance or "otherwise". This includes many forms of arrangements such as insured plans, self-funded plans, and informal employer/employee arrangements: i.e. Major Medical Plans, Mental Health Plans, EAP Plans, Dental Plans, Vision Plans, Flexible Spending Accounts, HMP PPO Plans, Drug Programs, and Section 125 Plans. "

I. COBRA ADMINISTRATION:

Qualifying Event Submission – Report qualifying events online, instead of days via mail

- COBRA Initial Rights Notice Submission – Accelerate the process of notifying newly covered employees and their families
- Qualified Beneficiary Takeover Submission – Transfer existing participants to COBRA administrative services as soon as account is set up
- Online Reporting – View entire account history online, including participant detail
- Client Web Site Training Guide – Find answers to questions county might have concerning COBRA Administrative processes or procedures
- COBRA Administration Guide - Find answers to questions county might have concerning COBRA Administrative processes or procedures
- Online Resource Center – Review federal guidelines; have knowledge of latest IRS rulings, DOL opinions, and research current issues and court cases

II. HIPAA Administration:

- Initial Rights Communications
- Certificates of Creditable Coverage, via US Postal Service confirmed mailing service, including COBRA Coverage periods
- Track, maintain and report activities for audit support
- Prepare a tailored "address needed" communication requesting employee to notify employer of accurate address

- Provide a duplicate Certificate of Coverage upon request up to 24 months from the loss of coverage
- Track and respond to HIPAA inquiries
- Bilingual customer support to assist participants
- Prepare Past HIPAA Certificates of Coverage for employees and eligible dependents losing coverage
- Prepare and distribute open enrollment, rate and carrier change communication for active employees and eligible dependents

III. For Participants:

- Online Elections – Our secure online election process is protected by assigning a unique username and password, and is automated so beneficiaries can immediately use the Web Site
- View Account History – Beneficiaries can access their entire account in real time and view elections, payments and plan history
- FAQs – Beneficiaries can mail monthly COBRA payments or have premiums automatically paid through other ACH (payroll) deductions

IV. COBRA Administration Questionnaire:

1. Will you provide timely initial notification of COBRA rights to new participants and qualified beneficiaries?
2. Will you shelter Hidalgo County from non-compliance penalties?
3. Will you provide timely and accurate eligibility and premium reporting?
4. Will you provide toll-free customer service line for qualified beneficiaries?
5. Will you ensure compliance with COBRA requirements?
6. Please provide a sample COBRA administration letter.
7. Will you provide COBRA participant notification as needed (qualifying events notification, notice of change of program i.e. changes in premium rates, billing changes in law, etc...)?
8. Will you monitor government legislation and communicate changes in the law to Hidalgo County and COBRA participants?
9. Will you collect COBRA premium and disburse to all vendors as appropriate?
10. Will you charge to 2% administrative surcharge (for disabled employees)?
11. Who retains the surcharge?
12. Will you handle the COBRA annual enrollment?
13. Will you produce HIPAA certificates on behalf of Hidalgo County to any employees terminating coverage? If so, is there an additional cost for this?

SECTION III-SELECTION AND SCHEDULES

SELECTION PROCEDURES: The RFP shall be submitted according to the schedule below. The County of Hidalgo is not required to select the proposal(s) with the lowest rates/fees, but shall take into consideration other factors, including past experience, evidence of good organization, references, ability to provide requested services and any other factors found necessary for quality service and further detailed herein under Exhibit "B"-Selection Criteria.

1) It is the responsibility of all vendors to examine the entire proposal package, seek clarification of any item or requirement that may not be clear to them, and check all responses for accuracy before submitting a response.

2) Awards shall be made with reasonable promptness to the vendor(s) whose proposal best conforms to the invitation and will be the most advantageous to Hidalgo County with respect to conformity to the specifications and other factors.

3) It is not the policy of Hidalgo County to purchase on the basis of low price alone. In evaluating the proposals submitted for the items listed, the following considerations will be taken into account: price, the reputation of the vendor and of the vendor's goods or services; the quality of the vendor's goods or services; the extent to which the goods or services meet the county's needs; the vendor's past relationship with the county; the total long-term cost to the county to acquire the vendor's goods or services; and other relevant factor that a private business entity would consider in selecting a vendor.

4) The Hidalgo County Commissioner's Court, not withstanding any other provisions of this Request for Proposal (including all attached documents) expressly reserves the right to:

   - Waive any insignificant defect or informality in any proposal procedure.
   - Reject any or all proposals.
   - Reissue a Request for Proposal.

5) Hidalgo County's Enrollment will begin in November, 2009, for a February 1, 2010 effective date of coverage. Please be prepared to have enrollers prepared to enroll for the Month of November through January 2010.

6) A MANDATORY enrollment coordination meeting will be held after the award of this RFP to discuss and instruct on enrollment meetings with the staff of County of Hidalgo after the award of these products.

Proposal Ranking: A "Committee" complies of staffing by the Department of Budget and Management-Insurance Division and Purchasing Department will score and evaluate the proposals and present a grid for recommendation. Thereafter the Hidalgo County Commissioners' Court and the Board of Directors will rank and/or award the proposals.

Additional Information to Terms and Conditions: All costs and expenses with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

Any contract awarded to a successful proposer 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 (30) day's written notice prior to cancellation.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH SUBMITTAL: Proposers are to provide a fee schedule based on the scope of services.

Number Of Copies To Be Submitted: Hidalgo County requires one (1) original submittal and seven (7) copies.

HIDALGO COUNTY
Agent Felony Conviction Notification
RFP Submission Form

State of Texas legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person of business entity that enters into a contract with a HIDALGO COUNTY must give advance notice to HIDALGO COUNTY if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a HIDALGO COUNTY may terminate a contract with a person or business entity if HIDALGO COUNTY determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. HIDALGO COUNTY must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Please check off one box and sign the form in the appropriate space(s)

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the information furnished is true to the best of my knowledge.

Agent's Name _____
Authorized Company Official's Name (Printed): _____

☐ A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.
Signature of Company Official: _____

☐ B. My firm is not owned nor operated by anyone who has been convicted of a felony.
Signature of Company Official: _____

☐ C. My firm is owned and operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s):_____

Details of Conviction(s):_____

_____

Signature of Company Official:_____

Date:_____

HIDALGO COUNTY
RFP Submission Form for All Product Lines

References:

1) Provide four current, and four former client references (preferably school districts):

Name of Client	Contact Person	Phone Numbers	Employee Count

HIDALGO COUNTY reserves the right to make any inquiry to any current and or former client whether or not the clients are identified by the offeror in this proposal.

Pricing and Product Summaries:

1) Please complete the worksheets attached to this proposal (Attachment C) in excel and remit in CD form with your proposal.

Product Support:

Please address and respond to the following: Yes or No

1. Your company has the ability to process and issue policies within 2 weeks of the end of enrollment period? _____
2. Your company has the ability to notify Payroll of closed applications within 30 days of rejections? _____
3. Your company has the ability to provide all letters and reports electronically? _____
4. Your company has the ability to provide electronic bill reconciliation to HIDALGO COUNTY? _____
5. Your company's proposed products, riders and amendments are currently filed and approved by the State of Texas? _____
6. Does your company currently have any legal actions pending on any of the products being proposed? _____
7. Does your Agency currently have any legal actions pending on any of the products being proposed? _____

8. Does your company have any actions brought against you by any State Department of Insurance for any of the products being proposed? _____

9. Does your company pay for enroller appointments? _____

11. Your company must disclose all commissions paid to any producer, GA or MGA in each quote submitted.
_____

12. What type of rate guarantees are available? _____

13. What type of notice will you give before raising rates? _____

14. Under what circumstances can your company raise the rates in this proposal? _____

_____

_____

15. Will a Master Contract be issued to HIDALGO COUNTY?_____

16. Will semi-annual claims experience reports be provided to District?_____

If so, provide sample of reports.

HIDALGO COUNTY
Anti-Collusion Certification
RFP Submission Form

By submission of this proposal, the Proposer certifies that:

(1) This proposal has been independently arrived at without collusion with any other Proposer or with any competitor;

(2) This proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of proposals for this project, to any other proposer competitor or potential competitor;

(3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a proposal;

(4) The person signing this proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the proposer as well as to the person signing in its behalf.

_____	_____
Company Name	Authorized Signature & Title
_____	_____
Address	Type Signatory's Name & Title
_____	_____
	Telephone Number
_____	_____
Federal I.D. #	E-mail address

SUBSCRIBED AND SWORN to before me by the above named_____

On the _____day of _____, 20____.

Notary Public in and for the State of _____

My commission expires:_____

PROPOSAL SIGNATURE SHEET

My signature certifies that the proposal as submitted complies with all General contract terms and conditions as set forth in RFP# 09-350-09-30CGV

My signature also certifies that by submitting a proposal in response to the Request for Proposal, the offeror represents that in the preparation and submission of this proposal, said offeror did not, either directly or indirectly, enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Anti-Trust Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Texas.

I certify that I am authorized to sign as a representative for the offeror:

NAME OF OFFEROR:_____

ADDRESS:_____

FED. ID #: _____

SIGNATURE:_____

NAME (PRINT):_____

TITLE:_____

TELEPHONE NO: _____

FAX NO:_____

DATE:_____

CONTACT NAME: _____

CONTACT TITLE: _____

E-MAIL ADDRESS:_____

TELEPHONE NO: _____

FAX NO:_____

SUBMIT THIS FORM WITH YOUR PROPOSAL

Agent Information:

HIDALGO COUNTY requests the insurance company submit one proposal through the named agent selected by the insurance company. Please provide the following information for the agent selected by the insurance company. If multiple agents are used HIDALGO COUNTY reserves the right to disqualify your quote submission. Please provide the following information for your selected agent.

a) Copy of agent's E & O Insurance certificate._____

b) Name / Address of agent:_____

c) Agent's experience with insurance company (Length of association, number of groups, Premium generated):
_____

_____

d) Will a "Hold Harmless Agreement" with provisions comparable to those presented in the RFP specifications be executed Yes _____No_____

Attachment A:

Available in CD
(all in excel format)

Complete Employee Census
Current Disability Census
Current Dental Census
Current Vision Census

Current Carriers Experience, Brochures & Rates

Attachment C:

Product spreadsheets to be completed by each individual company
Included in CD

Voluntary Products:

1. Disability (Please Specify Long or Short Term)
2. Dental Plans
3. Vision Plans
4. Cancer Plans
5. Accidental Plans
6. Critical Ilness
7. Heart/Stroke

On-Line Services

1. On-Line Enrollment Form

Disability Plan
Please complete information below

Name of Carrier							
Plan Name							
AM Best Rating							
Elimination Periods	0/3, 7/7, 14/14, 30/30, 60/60, 90/90, 180/180						
Benefit Length Maximum	Until age 65 (SSRA)						
Minimum Monthly Benefit Available	$200						
Maximum Monthly Benefit Available (annual compensation divided by 12)	60% of gross annual salary						
Physician Expense (office visit) Benefit							
1st Day Hospitalization Benefit							
Hospital Confinement Benefit							
Partial Disability Benefit							
Return to Work Benefit							
Workplace / Accommodation Benefit							
Survivor Benefit							
Online Claims Tracking							
Pregnancy Benefit							
Disability Definition:							
Disability Payment Definition:							
List all Offsets applicable							
Waiver of Premium							
Portability							
Monthly Rates:							
Elimination Periods:	0/3	7/7	14/14	30/30	60/60	90/90	180/180
Employee Only Rate Per $1000 of Benefit:							

Dental Plans
Please complete format below

Name of Carrier	High Plan		Low Plan	
Plan Name	Voluntary Indemnity			
AM Best Rating				
General Information:	In Network	Out of Network	In Network	Out of Network
UCR		90th %		
Preventive	%	%	%	%
Basic	%	%	%	%
Major	%	%	%	%
Adult & Child Ortho	%	%	%	%
Plan Design Features:				
Annual Deductible	$_____Ind / $ _____Family		$_____Ind / $ _____Family	
Max. Benefit (Calendar Year)	$ _____		$ _____	
Endodontic Coverage	%	%	%	%
Periodontal Coverage	%	%	%	%
Adult and Child Ortho (Lifetime Maximum)	$ _____		$ _____	
Specialists	%	%	%	%
Monthly Rates:	Monthly Rate		Monthly Rate	
Employee Only:				
Employee & Spouse:				
Employee & Child:				
Employee & Family:				

Vision Plan
Please complete format below

Name of Carrier		
Plan Name		
AM Best Rating		
General Information:		
	In Network	Out of Network
Examination Co-pay	$ Co-pay	$
Lenses and/or Frames Co-pay	$ Co-pay	$
Frame Allowance	$ Wholesale	$ Retail
Standard Single Vision Lenses	$ Copay	$
Standard Bifocal Lenses	$ Copay	$
Standard Trifocal Lenses	$ Copay	$
Standard Lenticular Lenses	$ Copay	$
Progressive Lenses	$ Copay	$
Polycarbonate Lenses	$ Copay	$
Tint	$ Copay	$
Ultra Violet Coating	$ Copay	$
Scratch Resistant Coating	$ Copay	$
Anti-Reflection	$ Copay	$
Contact Lenses – Elective	$ Allowance	$
Contact Lenses – Medically necessary	Paid in Full	$
Exam/Lenses/Contacts/Frames Frequencies, ie, 12/12/12/12	/ / / months	/ / / months
Contact Lenses Fitting	$ Copay	$
Contact Lenses Follow Up	$ Copay	$
Lasik Benefit		
Monthly Rates:	Monthly Rates	
Employee Only:		
Employee & Spouse:		
Employee & Child:		
Employee & Family:		

Voluntary Cancer
Please complete format below

Name of Carrier		
Plan Name	Low Plan	High Plan
AM Best Rating		
General Information:		
Initial Diagnosis		
Hosp Confinement		
Extended Benefits		
Intensive Care		
Bone Marrow or Stem Cell		
Drugs/Rx		
Physician Attendance		
Ambulance		
Blood & Plasma		
Physical Therapy		
New / Experimental Treatment		
Prosthesis		
Wellness / Cancer screening		
Chemo/Radiation		
Surgical Procedure		
Waiver of Premium		
Portability		
Monthly Rates:		
Employee Only:		
Employee + Spouse:		
Employee + Child/ren:		
Employee + Family:		

Voluntary Accident (On and off job)
Please complete format below

Name of Carrier		
Plan Name	Low Plan	High Plan
AM Best Rating		
General Information:		
On & Off Job Coverage		
Accidental Death Benefit		
Employee/Spouse/Child/ren	$ /$ /$	$ /$ /$
Common Carrier Accidental Death		
Dismemberment		
Initial Hospital Accident		
Hosp Confinement – Accident		
Intensive Care-Accident		
Emergency Treatment		
Medical Expense Benefit		
Disability (Primary Insured)		
Specific Sum – Dislocations		
Specific Sum – Fracture		
Prosthesis		
Wellness Benefit		
Major Diagnostic Exams		
Surgical Procedure		
Accident Follow Up Treatment		
Waiver of Premium		
Portability		
Monthly Rates		
Employee Only:		
Employee + Spouse:		
Employee + Child/ren:		
Employee + Family:		
Underwriting Criteria:		

Voluntary Critical Illness
Please complete format below

Carrier		
Group Critical Illness	Low - $5,000	High - $10,000
AM Best Rating		
Employee:	$5,000	$10,000
Spouse:		
Child/ren:		
Initial Diagnosis		
Coronary artery bypass		
Heart Attack		
Invasive cancer		
In situ cancer		
Major organ transplant		
Renal failure		
Stroke		
Health Screening		
Portability		
Recurrence of a Diagnosis		
Monthly Rates:		
	Employee Only Non Smoker	
Age Banded	$5,000	$10,000
18-35		
36-49		
50-59		
60-64		
65-69		
70+		
	Employee Only Smoker	
Age Banded	$5,000	$10,000
18-35		
36-49		
50-59		
60-64		
65-69		
70+		

Voluntary Heart/Stroke
Please completet format below

Name of Carrier		
Plan Name		
AM Best Rating		
General Information:		
Physician Services		
Hosp Confinement		
Inpatient Drugs & Medicine		
Private Duty Nursing		
Cardiograms		
Drugs/Rx		
Surgery & Anesthesia		
Thromboendarterectomy		
Coronary Artery Bypasss		
Heart Transplant		
Pacemaker Insertion		
Coronary Angioplasty		
Oxygen		
Physiotherapy		
Ambulance		
Cardiac Catherization		
Portability		
Monthly Rates:		
Employee Only:		
Employee + Spouse:		
Employee + Child/ren:		
Employee + Family:		

Online Enrollment Services
Please complete information below

Name of Carrier	
Plan Name	
AM Best Rating	
General Information:	
Where is your headquarters located?	
# of years in service?	
# of agents that use your service?	
# of clients that use your service?	
# of total lives on system?	
How many enrollees in largest client?	
How many clients are school districts?	
How many clients are counties?	
Will you work with all TRS/BCBS?	
Will your system interact with payroll?	
What is the set up/lead time for case implementation?	
Is your system strictly an online web based enrollment system or can it be done via laptop or notebook?	
If so, do you provide laptops or notebooks?	
If you provide laptops or notebooks is there a cost? If so what is it?	
Do you have a call center available for the open enrollment period? If so, is Spanish language spoken?	
Who is owner of the data in system?	
What is length of contract?	
What is the charge for material changes to system?	Per Hour Rate _____
Does your system map the applications or is the information sent via electronic feed?	
Are the feeds automated?	
Are the feeds HIPAA compliant?	
What is the total # of feed interfaces with carriers to date?	
Does the system hold historical data on feeds?	
If so, is this history viewable by agent & client?	
Will your system accept internal client specific employee id's as identifiers as well as social security #'s?	

Does your system display information in Spanish?	
In the last 90 days, how much down time has your system had? If any please explain.	
When does your system recycle for updates?	
Can the client turn on/off evidence of insurability capabilities?	
How do you drop / cancel / delete / dependants?	
How do you supply drop / cancel / delete information to respective carriers? As drop or change or cancellation?	
Will your system capture/allow both pre tax/post tax calculations?	
What type of system security do you have in place?	
How many back up security locations do you have?	
Does the system have a calculator employees can view as he/she enrolls?	
Can the system capture multiple payroll modes?	
Will EOI auto adjudicate Guarantee Issue amounts on voluntary insurances?	
Can client access all data at will via reporting mechanism?	
What reporting system are reports based on?	
Can reports be scheduled to be delivered to specific parties daily, weekly, monthly, etc? If so, who has capability to accomplish this objective?	
Are Training modules available for continuing education, etc?	
How are second year renewals handled? For positive enrollments?	
How are second year renewals handled? For passive enrollments?	
Can a note section be added to the benefits module for HR purposes?	
What is the cost? Base monthly cost or PEPM?	

Provide a timeline for implementation using an effective date of February 1, 2010.