

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

n/a

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

n/a




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

Employee was already receiving auto allowance, but was inadvertently terminated due to error.

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

Agenda item no. 25189 approved by Commissioners' Court on 2/8/11 had expiration date of 12/31/2011. This is a new request for auto allowance in the amount of \$1,500.00.

1.	 DEPARTMENT HEAD	2/3/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	02-03-12 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	2/3/2012 DATE	BUDGET PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

Expenditures

B. AI-25110 Requesting approval of accept the attached CPS-Bioterrorism Preparedness grant contract #2010-035706, Amendment No. 001A. The purpose of this Amendment is to revise contract end date to align with the end of the federal project period per federal guidance. The original contract term of 08/01/2010 through 07/31/2012 is revised to 08/01/2010 through 07/31/2011.

C. AI-25095 Approval of Business Associate Agreement between Doctors Hospital at Renaissance, LTC and Hidalgo County Health and Human Services.

10. IT Department - Renan Ramirez:

A. AI-25158 Hidalgo County Judge: Authorization to purchase a data service through the County's membership/participation (REQ # 189457) with awarded vendor AT&T for the following:

Qty:	Description:	Department:	User	Service Total:
2	Data Service	Hidalgo County Judge	Office Use	AT&T IPAD Enterprise Data Plan @ \$40.00 - 26% = \$29.60 each per month

11. Urban County - Diana Serna:

A. AI-25147 Request approval of one (1) applicant in the City of Elsa under the HOME Homeowner Occupied Housing Rehabilitation Program. *Mr. Barco signed affidavit / relative of UCP staff*

B. AI-25149 Hidalgo County Precinct No. 3 requests approval from Hidalgo County Commissioners' Court to enter into an Interlocal Agreement with AGUA Special Utility District, a sole source provider, in the amount of \$26,022.00 to install water meters in Vallejo Subdivision located off of Volcano Road in Precinct No. 3, utilizing 2005, 2007 and 2009 (YR 18, 20 & 22) UCP Water/Sewer Improvements funding.

C. AI-25120 The Urban County Program is requesting approval of an Amendment to a Professional Engineering Service contract with R. Gutierrez Engineering Corporation to increase the contract amount of \$3,200.00 by \$800.00 for a total amount of \$4,000.00. The City of Progreso will utilize FY 2010 (Year 23) Street Improvements funds.

12. WIC - Norma Longoria:

A. AI-25170 Requesting authorization to apply for the following grant:
1. FY2011 Community Obesity Prevention Project from the Texas Department of State Health Services.

13. Precinct #1 - Comm. Quintanilla: *Karina*

A. AI-25172 Consideration and Adoption of a Proclamation for Groundhog Job Shadow Day in Hidalgo County. *Feb.*

14. Precinct #4 - Comm. J. Palacios: *Best*

A. AI-25159 Approval of Resolution in Support of HJR 56 In the 82nd Texas State Legislature
Rep. Paul Solomon
Budget & Management - Raul Silguero Jr.: *not PAC sponsored by ↑*

15. Salary Schedule Changes:

A. AI-25189 Tax Office (1100): *Paul Villanest*
a. Approval of auto allowance in the amount of \$1,500.00 for slot no. 0028, and pay allowance to employee no. 176362, to expire 12/31/2011.
b. Approval of interdepartmental transfer. *Co. vehicle burned @ Co. property*
c. Approval of revised salary schedule. *(P&Z)*

** (work on policy re: Auto allowance computation)*



HIDALGO COUNTY, TEXAS

Auto Allowance Authorization Form

Department Name/Number: TAX OFFICE (140-001) Date: 1/31/2012

Position Title: DEPUTY CLERK II Position Slot No. : 140-001-0028

Position Status: Vacant **Current**
If position status is vacant go to Justification for Auto Allowance Section

Employee Name: JOSEFINA R. RODRIGUEZ Employee Number: 059838

Employee Driver License No.: TX DL#05039493

Auto Allowance Amount Request: \$1,500.00

Auto Allowance to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Required Additional Funds Other

VEHICLE INFORMATION

Year, Make, & Model: 2006 GMC Envoy Ins. Policy Number: 1287031-C17-53B

VIN Registration No. : 1GKES165266166416 Policy Holder's Name: Julian & Josefina Rodriguez

License Plate No. : JOSIER Ins. Coverage Date: 7-17-11 - 3-17-12

*Vehicle Insurance Provider: State Farm County Ins. Verified By: _____

**Employee should provide copy of current vehicle liability insurance policy and driver license to their respective department and to the Safety Division.*

JUSTIFICATION FOR AUTO ALLOWANCE

In the space provided below, please justify why the auto allowance is needed, in lieu of receiving the IRS current mileage reimbursement rate for In-County business use of personal vehicle.

To travel to the Bank as needed.
 Estimated miles travel = 50-75 miles per week.

Josefina R. Rodriguez
Employee Signature

2-03-12
Date

By signing this Auto Allowance Authorization Form, I understand that I will not be eligible to receive mileage reimbursement for using my personal vehicle for In-County business travel. I further understand that the Auto Allowance provided to me is subject to all applicable federal and state income taxes and will be included in my bi-weekly or semi-monthly paycheck (as applicable). The Auto Allowance amount is subject to change, upon Commissioners Court approval.

Jo B
Department Head/Elected Official

2/2/12
Date

Funding Available in Dept. Budget YES NO