

From: [Joel Rivera](#)
To: [Monica Badillo](#)
Subject: Fwd: 2012 LBSP Grant Package
Date: Monday, April 23, 2012 10:39:09 AM
Attachments: [Untitled attachment 00017.htm](#)
[Untitled attachment 00020.htm](#)
[Untitled attachment 00023.htm](#)
[Untitled attachment 00026.htm](#)
[Untitled attachment 00029.htm](#)
[Untitled attachment 00032.htm](#)
[Untitled attachment 00035.htm](#)
[Untitled attachment 00038.htm](#)

Please find the attached.

Joel Rivera, MPA
Chief Deputy
Hidalgo Co. Constable Pct . 4
2814 S. Business hwy 281
Edinburg, Texas 78539
956-383-8560
Sent from my iPhone

Begin forwarded message:

From: "Prinz, Brandy" <Brandy.Prinz@dps.texas.gov>
To: "ldtrejo@cob.us" <ldtrejo@cob.us>, "joel.rivera@co.hidalgo.tx.us" <joel.rivera@co.hidalgo.tx.us>, "aaron.moreno@co.hidalgo.tx.us" <aaron.moreno@co.hidalgo.tx.us>, "sflores@donna.tx.us" <sflores@donna.tx.us>, "andrew.maldonado@co.willacy.tx.us" <andrew.maldonado@co.willacy.tx.us>, "etrevino@cityofmercedes.net" <etrevino@cityofmercedes.net>, "mgalvan@cityofsanbenito.com" <mgalvan@cityofsanbenito.com>, "atrevino31@starrcountyso.org" <atrevino31@starrcountyso.org>, "lavillapd@yahoo.com" <lavillapd@yahoo.com>, "rodolfo.espinoza@hildalgoso.org" <rodolfo.espinoza@hildalgoso.org>, "rdelacerda@weslacotx.gov" <rdelacerda@weslacotx.gov>, "rperez0090@missionpolice.org" <rperez0090@missionpolice.org>, "jesolis@cityofrgc.com" <jesolis@cityofrgc.com>, Office Adminstrator <cityofelsa_pd.office@yahoo.com>
Cc: Donald Reay <dreay@txbsc.org>, "Barrera, Art" <Art.Barrera@dps.texas.gov>, "Garza, Ray" <Ray.Garza@dps.texas.gov>
Subject: FW: 2012 LBSP Grant Package

Please note, if you are part of the Texas Border Sheriff's Coalition you will submit your application to Donald Reay at: dreay@txbsc.org <<mailto:dreay@txbsc.org>>

Everyone else will submit the executed applications to me at the address listed below.

Thank you and please let me know if I can help you with anything further.

Brandy

Brandy Prinz
Texas Department of Public Safety
Texas Rangers - Border Security Operations Center
Grant Coordinator II
Office: 512.424.7335
Blackberry: 512.924.0491
Fax: 512.424.7041
brandy.prinz@dps.texas.gov

From: Prinz, Brandy
Sent: Monday, April 16, 2012 8:19 AM
To: 'rweise@goliadcountytexas.gov'; 'dmadrigalrefugiopd@tisd.net'
Subject: 2012 LBSP Grant Package

Good morning,

Attached you will find the finalized guidance for 2012 LBSP grant. I have attached all documents that need to be completed/returned and application instruction sheet.

Please distribute this to ALL the local jurisdictions in your areas.

The deadline to return this application is April 30, 2012. These may be mailed or emailed to the addresses listed below:

Local Border Star Program 2012

Texas Ranger Division
Texas Department of Public Safety
CO: Brandy Prinz, Grant Coordinator
PO Box 4087
Austin, TX 78773-0602

If you prefer to overnight the application you can send that to:
5805 North Lamar
Austin, TX 78752-0602

If you prefer to scan and email the application send it to:
RangerLBSP@dps.texas.gov <<mailto:RangerLBSP@dps.texas.gov>>
>

The grant performance period is May 1, 2011 through August 31, 2013.

If you have any questions further questions please contact me via email.

Thanks so much,

Brandy

Brandy Prinz
Texas Department of Public Safety
Texas Rangers - Border Security Operations Center
Grant Coordinator II
Office: 512.424.7335
Blackberry: 512.924.0491
Fax: 512.424.7041
brandy.prinz@dps.texas.gov <<mailto:brandy.prinz@dps.texas.gov>>

AI-32004

Comm. Court Executive Office 5. A.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Review terms of Guerra Construction Contract and performance by contractor thereunder

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/20/2012 02:00 PM
Purchasing Department	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Monica Badillo		Started On: 04/20/2012 01:50 PM
	Final Approval Date: 04/20/2012	

AI-31972

Comm. Court Executive Office 5. C.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Approval to process payment of claims from J. Roel Garcia, Attorney at Law totaling \$ 280.00 in connection with legal representation for indigent defendant (invoice period March 2008 to April 2008) with authority for County Treasurer to issue payment after review and auditing procedures are completed.

BACKGROUND

Attorney failed to timely bill the county (invoices from 2008)
Judge Presiding - Arnolando Cantu signed attorney vouchers on April 10, 2012.

Acct.#2-1100-412-30-115-016-0-333

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1100-412-30-115-016-0-333

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available as of 4/20/12 \$3,864,059.58.

Attachments

bills

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/18/2012 04:09 PM
Erika Zamora	Erika Zamora	04/20/2012 09:30 AM
Purchasing Department	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Monica Badillo		Started On: 04/18/2012
	Final Approval Date: 04/20/2012	



CASE INFORMATION		FEE SCHEDULE			
CASE NUMBER(S)	CR-05-8966-E	RATE		HOURS	AMOUNT
		OUT OF COURT	\$40	2.0	80.00
		IN COURT	\$70	1.0	70.00
		SUBTOTAL			
COURT NUMBER	CCL # 5	INVESTIGATOR			
		EXPERT WITNESS			
		OTHER EXPENSES			
		FEES SET BY COURT	\$	TOTAL	150.00
DEFENDANT NAME	Juan A. G. Rodriguez				

DATE	TYPE OF WORK	IN COURT HOURS	OUT OF CT HOURS
3-8-08	Computer Research; Prep. File		0.5
4-8-08	Cont. ✓ Bailiff of CCL #5		0.25
4-9-08	Computer Research		0.25
4-9-08	Prepared & filed PIT photos & Orders		1.0
4-9-08	Final Plea Hearing; Cont. / A.D.A.	1.0	
	Rev. File; Cont. W/D		
	TOTAL HOURS	1.0	2.0

PERSONAL INFORMATION		
VENDOR NUMBER	TELEPHONE NUMBER 1950867-2375	BAR CARD NUMBER C07875116
MAILING ADDRESS 125 W. Cherokee Ave. Pharr, TX 78571		
CERTIFICATION		

I, J. ROEL LAYCIA, Attorney at Law, swear or affirm to the Court and to the County Auditor that the information contained above is true and correct, and payment would not be contrary to the fee schedule adopted by the Board of Judges pursuant to Article 26.05 Code of Criminal Procedure effective September 1, 1987. I further swear or affirm that I have not received nor will receive any money or anything else of value for representing the accused, and I further affirm or swear that I have not submitted duplicate time charges for the same hours charged in any other case.

APPROVED [Signature] PRESIDING JUDGE (SIGNATURE)

APPROVED [Signature] COUNTY AUDITOR

THE 10th DAY OF April A.D., 2012

ATTORNEY AT LAW (SIGNATURE)

FOR USE OF AUDITOR'S OFFICE ONLY

Account No. 1100-412-20-115-016-0-333

AI-31850

Comm. Court Executive Office 5. D.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Approval to accept two settlement checks from Pronto General Agency in the amount of \$4,430.13 and \$606.21 to settle auto accident involving two County vehicles. (Precinct 2 & Precinct 4)

BACKGROUND

DOL: 03/14/12

Precinct 2-\$4,430.13

Precinct 4-\$606.21

Acct #: 2-1100-360-00-000-005-0-000

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1100-360-00-000-005-0-000

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

No fiscal impact. Checks will be receipted to Acct #: 2-1100-360-00-000-005-0-000 General Fund-Misc Rev-Insurance Claims

Attachments

Pronto Settlement Checks

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/11/2012 02:43 PM
Erika Zamora	Erika Zamora	04/13/2012 11:42 AM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Aida Alvarez		Started On: 04/11/2012 02:22 PM
	Final Approval Date: 04/17/2012	

Claims

Old American Premium
P.O. Drawer 3267
Brownsville, TX 78520
(956) 574-9787

THE FROST NATIONAL BANK
www.frostbank.com
30-009/1140

61756

4/5/2012

PAY TO THE ORDER OF Hidalgo County

\$ **4,430.13

Four Thousand Four Hundred Thirty and 13/100***** DOLLARS

Hidalgo County
Claim#47356

There will be a \$30 fee
for any reissued check

Clut Valid After 90 days

MEMO

Full & Final PD Settlement

⑈061756⑈ ⑆114000093⑆ 800344443⑈

Pronto General Agency/Claims/Old American Premium

61756

Hidalgo County

4/5/2012

Funds Held In Escrow:Cash+Cks

Claim#47356

4,430.13

Frost Claims #800344 Full & Final PD Settlement

4,430.13

03/29/2012 at 09:55 AM
104726

47356CV
28t203jb

PRONTO INSURANCE
BROWNSVILLE
805 MEDIA LUNA ST.
SUITE 401
BROWNSVILLE, TX 78520
(888)224-7740x7038 Fax: (956)547-3480

ESTIMATE OF RECORD

Written By: Javier Cuellar 03/29/2012 09:55 AM
Adjuster:

Insured: Pricilla Ashly Acosta
Owner: Hidalgo County
Address: P.O.Box 1356
Edinburg, TX 78540
Business: (956)318-2644

Claim #47356CV
Policy #
Date of Loss: 03/14/2012
Type of Loss: Liability
Point of Impact: 6. Rear

Inspect Vic's Auto Rebuilder
Location: 610 East Expressway 83
Pharr, TX 78577

Business: (956)787-3561
REPAIR_SHOP

Repair VIC'S AUTO REBUILDER
Facility: 610 East Expressway 83
Pharr, TX 78577

Business: (956)787-3561
Days to Repair
License #

2012 CHEV C1500 4X2 SILVERADO EXT WORK 8-4.8L-FI 4D SHORT White Int:Black
VIN: 1GCRCPEA2CZ227098 **Lic:** 1121146 TX **Prod Date:** 02/2012 **Odometer:** 413
Condition: Good

Air Conditioning	Tilt Wheel	Cruise Control
Intermittent Wipers	Message Center	Tinted Glass
Dual Mirrors	Clear Coat Paint	Power Steering
Power Brakes	AM Radio	FM Radio
Stereo	Search/Seek	Anti-Lock Brakes (4)
Driver Air Bag	Passenger Air Bag	Head/Curtain Air Bags
Front Side Impact Air Bag	Traction Control	Stability Control
Recline/Lounge Seats	Rear Step Bumper	Automatic Transmission
Overdrive	Styled Steel Wheels	

NO.	OP.	DESCRIPTION	QTY	EXT. PRICE	LABOR	PAINT
1		REAR BUMPER				
2	Repl	Bumper assy 1/2 ton w/o reverse sensor	1	786.00	1.1	
3#	Rpr	RT/rear frame rail end			1.0	F
4#	Rpr	LT/rear frame rail end			1.0	
5		PICK UP BOX				
6	Repl	Spare carrier 1/2 ton	1	183.34	0.4	
7	Repl	Guide tube	1	21.23		
8	Repl	Case	1	7.22	Incl.	
9	Repl	LT Outer panel Chevrolet	1	609.54	11.5	3.1
10		Add for Clear Coat				1.2
11	Repl	LT Stone guard front Chevrolet	1	22.00	0.2	

03/29/2012 at 09:55 AM
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47356CV
28t203jb

ESTIMATE OF RECORD

2012 CHEV C1500 4X2 SILVERADO EXT WORK 8-4.8L-FI 4D SHORT White Int:Black

NO.	OP.	DESCRIPTION	QTY	EXT. PRICE	LABOR	PAINT
12	Repl	LT Stone guard rear Chevrolet	1	20.74	0.2	
13	R&I	R&I box assy			2.5	
N 14*	Rpr	RT Side panel Chevrolet			<u>1.0</u>	<u>1.5</u>
15		Overlap Major Non-Adj. Panel				-0.2
16*		Add for Clear Coat				<u>0.8</u>
17	Repl	RT Stone guard front Chevrolet	1	23.11	0.2	
18	Repl	RT Stone guard rear Chevrolet	1	22.19	0.2	
19		REAR LAMPS				
20	R&I	RT Combo lamp assy Chevrolet			0.3	
		all				
21	R&I	LT Combo lamp assy Chevrolet			Incl.	
		all				
22		CAB				
23*	Rpr	LT Uniside Corner panel assy			s <u>1.5</u>	<u>1.5</u>
24		Overlap Major Non-Adj. Panel				-0.2
25		Add for Clear Coat				0.3
26#	Algn	Exhaust tail pipe			0.5	
27		FRONT BUMPER				
28		O/H front bumper			2.1	
29	Repl	Bumper primed	1	413.80	Incl.	1.4
30		Add for Clear Coat				0.6
31	Repl	RT Inner bracket	1	106.54	Incl.	
32	Repl	Air deflector w/o Z71	1	184.32	Incl.	
33#	Rpr	Set-Up and Measure			2.0	
34#	Rpr	Pull and align rear frame			2.0 F	
		rails				
35#	Subl	Haz-Waste	1	3.00 X		
Subtotals ==>				2403.03	27.7	10.0

Line 14 : Repair right rear lower damage and partial refinish with full clear coat.

Estimate Notes:

Damage to rear bumper, left/right rear quarter panels, left corner cab, rear frame rail ends and front bumper.
Vehicle is not driveable.

Prior Damage Notes:

No prior damage found at time of initial inspection.
Vehicle is not driveable.

03/29/2012 at 09:55 AM
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47356CV
28t203jb

ESTIMATE OF RECORD

2012 CHEV C1500 4X2 SILVERADO EXT WORK 8-4.8L-FI 4D SHORT White Int:Black

Parts			2400.03
Body Labor	24.7 hrs @ \$ 40.00/hr		988.00
Paint Labor	10.0 hrs @ \$ 40.00/hr		400.00
Frame Labor	3.0 hrs @ \$ 46.00/hr		138.00
Paint Supplies	10.0 hrs @ \$ 28.00/hr		280.00
Sublet/Misc.			3.00

SUBTOTAL			\$ 4209.03
Sales Tax	\$ 2680.03 @ 8.2500%		221.10

TOTAL COST OF REPAIRS			\$ 4430.13

TOTAL ADJUSTMENTS			\$ 0.00
NET COST OF REPAIRS			\$ 4430.13

03/29/2012 at 09:55 AM
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47356CV
28t203jb

ESTIMATE OF RECORD

2012 CHEV C1500 4X2 SILVERADO EXT WORK 8-4.8L-FI 4D SHORT White Int:Black

NO SUPPLEMENTS WILL BE PAID WITHOUT WRITTEN AUTHORIZATION FROM PRONTO GA APPRAISER OR ADJUSTER.

All requests for supplements must be made to both this appraisal company and supplementrequest@prontoinsurance.com. No supplements will be paid or honored without prior written acceptance and/or consent by Pronto Insurance. No Supplements will be considered unless the vehicle is under repair at a shop. If the shop does not have access to email, the shop must fax the request to (956) 547-3481. The subject line must state "Supplement Request" and include the claim number and the vehicle owner's name.

We will not accept any supplement requests by telephone from the vehicle owner or a shop. All supplement requests must be made by email or fax.

THIS APPRAISAL IS NOT AN AUTHORIZATION TO REPAIR. THIS IS NOT A NOTICE OR AGREEMENT OF SETTLEMENT OR PAYMENT. ANY REPAIR MUST BE PRE-AUTHORIZED BY THE REGISTERED VEHICLE OWNER.

FAILING TO PRESENT THIS ESTIMATE TO THE REPAIRING PERSON OR FACILITY PRIOR TO AUTHORIZATION TO REPAIR MAY RESULT IN ADDITIONAL EXPENSES TO THE VEHICLE OWNER. REPAIRS TO THIS VEHICLE MAY REQUIRE SPECIFIC WELDING EQUIPMENT AS RECOMMENDED BY THE MANUFACTURER.

ALL REPLACEMENT PARTS AS LISTED ON THE APPRAISAL ARE REPRESENTED TO BE OF LIKE, KIND AND QUALITY AND WILL HAVE A WARRANTY EQUAL TO, OR GREATER TO THAT OF THE PARTS BEING REPLACED. ALL PARTS LISTED ON THIS APPRAISAL ARE REPRESENTED TO BE EQUAL OR BETTER IN QUALITY, FUNCTION, FIT, SAFETY AND CORROSION PROTECTION AS THE PART OR PARTS THEY REPLACE. PRONTO HAS IDENTIFIED THE REPLACEMENT PART OR PARTS LISTED IN THIS ESTIMATE AS CERTIFIED AND VALIDATED AS REPLACEMENT PARTS.

THE VEHICLE OWNER MAINTAINS THE RIGHT TO REPAIR VEHICLE WITH A REPAIR PERSON OR REPAIR FACILITY OF THEIR CHOICE. THE VEHICLE OWNER MAINTAINS THE RIGHT TO CHOOSE THE PARTS TYPE, MATERIAL COST AND LABOR COSTS IN THE REPAIR OF THEIR VEHICLE. HOWEVER, PRONTO HAS THE RIGHT TO PAY NO MORE THAN REASONABLE AMOUNTS FOR PARTS COSTS, MATERIAL COSTS AND LABOR COSTS.

ESTIMATE OF RECORD

2012 CHEV C1500 4X2 SILVERADO EXT WORK 8-4.8L-FI 4D SHORT White Int:Black

Estimate based on MOTOR CRASH ESTIMATING GUIDE. Unless otherwise noted all items are derived from the Guide DR1GH07, CCC Data Date 03/01/2012, and the parts selected are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor information provided by MOTOR may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as AM, Qual Repl Parts or Comp Repl Parts which stands for Competitive Replacement Parts. Used parts are described as LKQ, Qual Recy Parts, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as RECOR. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries. Some 2012 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The Pathways estimator has a complete list of applicable vehicles. Part numbers and prices should be confirmed with the local dealership. The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced. SYMBOLS FOLLOWING PART PRICE: m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category. SYMBOLS FOLLOWING LABOR: D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories. OTHER SYMBOLS AND ABBREVIATIONS: Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. Comp Repl=Competitive Replacement (part). D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Qual Recy=Quality Recycled (part). Qual Repl=Quality Replacement(part). Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC Pathways - A product of CCC Information Services Inc. The following is a list of abbreviations that may be used in CCC Pathways that are not part of the MOTOR CRASH ESTIMATING GUIDE: BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA=National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

61755

Claims
Old American Premium
P.O. Drawer 3267
Brownsville, TX 78520
(956) 574-9787

THE FROST NATIONAL BANK
www.frostbank.com
30-009/1140

4/5/2012

PAY TO THE ORDER OF Hidalgo County.

\$ **606.21

Six Hundred Six and 21/100***** DOLLARS

Hidalgo County.
Claim#47356

There will be a \$30 fee
for any reissued check

Chia Vold After 90 days
MP

MEMO

Full & Final PD Settlement

⑈061755⑈ ⑆114000093⑆ 800344443⑈

Pronto General Agency/Claims/Old American Premium

61755

Hidalgo County.
Funds Held In Escrow: Cash+Cks

Claim#47356

4/5/2012

606.21

Frost Claims #800344 Full & Final PD Settlement

606.21

© 2011 INTUIT INC. # 872 1-800-433-8610

04/04/2012 at 03:53 PM
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47356CV1
28t203lf

PRONTO INSURANCE
BROWNSVILLE
805 MEDIA LUNA ST.
SUITE 401
BROWNSVILLE, TX 78520
(888)224-7740x7038 Fax: (956)547-3480

ESTIMATE OF RECORD

Written By: Javier Cuellar 04/04/2012 03:47 PM
Adjuster:

Insured: PR1973161-20 **Claim #**47356CV1
Owner: Hidalgo County **Policy #**
Address: Hidalgo County Precint 4 1051 Do **Date of Loss:** 03/14/2012
1051 Doolittle Rd
Edinburg, TX 78541 **Type of Loss:** Liability
Business: (956)383-3112 **Point of Impact:** 6. Rear

Inspect Hidalgo County Precint 4 1051 Do **Business:** (956)383-3112
Location: 1051 Doolittle Rd HOME
Edinburg, TX 78541

Repair NO SHOP SELECTED.
Facility:

Days to Repair
License #

2004 FORD F150 4X2 HERITAGE SUPERCAB 8-4.6L-FI 4D SHORT White Int:Grey
VIN: 2FTRX17W74CA88918 **Lic:** 876629 **TX** **Prod Date:** 05/2004 **Odometer:** 89072

Condition: Poor
Air Conditioning Intermittent Wipers Dual Mirrors
Clear Coat Paint Power Steering Power Brakes
AM Radio FM Radio Stereo
Cassette Anti-Lock Brakes (4) Driver Air Bag
Passenger Air Bag 4 Wheel Disc Brakes Cloth Seats
Bucket Seats Rear Step Bumper Automatic Transmission
Overdrive Styled Steel Wheels

		NO.	OP.	DESCRIPTION	QTY	EXT.	PRICE	LABOR	PAINT
		1		REAR BUMPER					
N	2*		Repl	LKQ Bumper painted +25%	1		437.50	<u>0.8</u>	<u>1.1</u>
	3			Add for Clear Coat					0.4
	4#		Subl	Haz-Waste	1		3.00	X	
Subtotals ==>							440.50	0.8	1.5

Line 2 : LKQ rear bumper assy located at LKQ Central Zone-3, 1-866-557-2677
Suppliers Part Description: Bumper Assy, Rr 4DR,GRY,REBAR HITCH
ONLY,NEW STYLE STYLESIDE TOW PKG W/O PRK

04/04/2012 at 03:53 PM
104726

47356CV1
28t2031f

ESTIMATE OF RECORD

2004 FORD F150 4X2 HERITAGE SUPERCAB 8-4.6L-FI 4D SHORT White Int:Grey

Estimate Notes:

Rear bumper damage.
Vehicle is driveable.

Prior Damage Notes:

Minor dents and paint scratches.

Parts		437.50
Body Labor	0.8 hrs @ \$ 38.00/hr	30.40
Paint Labor	1.5 hrs @ \$ 38.00/hr	57.00
Paint Supplies	1.5 hrs @ \$ 26.00/hr	39.00
Sublet/Misc.		3.00

SUBTOTAL		\$ 566.90
Sales Tax	\$ 476.50 @ 8.2500%	39.31

TOTAL COST OF REPAIRS		\$ 606.21

TOTAL ADJUSTMENTS		\$ 0.00
NET COST OF REPAIRS		\$ 606.21

04/04/2012 at 03:53 PM
104726

47356CV1
28t2031f

ESTIMATE OF RECORD

2004 FORD F150 4X2 HERITAGE SUPERCAB 8-4.6L-FI 4D SHORT White Int:Grey

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THIS APPRAISAL IS NOT AN AUTHORIZATION TO REPAIR. THIS IS NOT A NOTICE OR AGREEMENT OF SETTLEMENT OR PAYMENT. ANY REPAIR MUST BE PRE-AUTHORIZED BY THE REGISTERED VEHICLE OWNER.

FAILING TO PRESENT THIS ESTIMATE TO THE REPAIRING PERSON OR FACILITY PRIOR TO AUTHORIZATION TO REPAIR MAY RESULT IN ADDITIONAL EXPENSES TO THE VEHICLE OWNER. REPAIRS TO THIS VEHICLE MAY REQUIRE SPECIFIC WELDING EQUIPMENT AS RECOMMENDED BY THE MANUFACTURER.

ALL REPLACEMENT PARTS AS LISTED ON THE APPRAISAL ARE REPRESENTED TO BE OF LIKE, KIND AND QUALITY AND WILL HAVE A WARRANTY EQUAL TO, OR GREATER TO THAT OF THE PARTS BEING REPLACED. ALL PARTS LISTED ON THIS APPRAISAL ARE REPRESENTED TO BE EQUAL OR BETTER IN QUALITY, FUNCTION, FIT, SAFETY AND CORROSION PROTECTION AS THE PART OR PARTS THEY REPLACE. PRONTO HAS IDENTIFIED THE REPLACEMENT PART OR PARTS LISTED IN THIS ESTIMATE AS CERTIFIED AND VALIDATED AS REPLACEMENT PARTS.

THE VEHICLE OWNER MAINTAINS THE RIGHT TO REPAIR VEHICLE WITH A REPAIR PERSON OR REPAIR FACILITY OF THEIR CHOICE. THE VEHICLE OWNER MAINTAINS THE RIGHT TO CHOOSE THE PARTS TYPE, MATERIAL COST AND LABOR COSTS IN THE REPAIR OF THEIR VEHICLE. HOWEVER, PRONTO HAS THE RIGHT TO PAY NO MORE THAN REASONABLE AMOUNTS FOR PARTS COSTS, MATERIAL COSTS AND LABOR COSTS.

Recycled Part Costs based on information provided by Car-Part.com. For assistance, call CCC at 800-637-8511.

ESTIMATE OF RECORD

2004 FORD F150 4X2 HERITAGE SUPERCAB 8-4.6L-FI 4D SHORT White Int:Grey

Estimate based on MOTOR CRASH ESTIMATING GUIDE. Unless otherwise noted all items are derived from the Guide DE2MA97, CCC Data Date 03/01/2012, and the parts selected are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor information provided by MOTOR may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as AM, Qual Repl Parts or Comp Repl Parts which stands for Competitive Replacement Parts. Used parts are described as LKQ, Qual Recy Parts, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as RECOR. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries. Some 2012 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The Pathways estimator has a complete list of applicable vehicles. Part numbers and prices should be confirmed with the local dealership. The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced. SYMBOLS FOLLOWING PART PRICE: m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category. SYMBOLS FOLLOWING LABOR: D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories. OTHER SYMBOLS AND ABBREVIATIONS: Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. Comp Repl=Competitive Replacement (part). D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Qual Recy=Quality Recycled (part). Qual Repl=Quality Replacement(part). Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC Pathways - A product of CCC Information Services Inc. The following is a list of abbreviations that may be used in CCC Pathways that are not part of the MOTOR CRASH ESTIMATING GUIDE: BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA=National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

04/04/2012 at 03:53 PM
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ESTIMATE OF RECORD

2004 FORD F150 4X2 HERITAGE SUPERCAB 8-4.6L-FI 4D SHORT White Int:Grey

RECYCLED PART SUPPLIERS

Line	Line Description		Price
2	LKQ Bumper painted +25%	Stock No.: 10D010	\$ 437.50
	DELUXE AUTO PARTS - KOLT	(800)654-3589	
	230 OMAHA ST.	GLENN STANFORD	
	CORPUS CHRISTI, TX 78408		

AI-31939

Comm. Court Executive Office 5. E.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Valde Guerra **Submitted By:** Sylvia Solis, BUDGET & MANAGEMENT

Department: FACILITIES MANAGEMENT

Information

CAPTION

Facilities Management (1100):

1. Approval of the following personnel actions:

Action	Slot No.	Position Title	Grade
Delete	0091	Administrative Assistant IV	10
Create	0112	Administrative Assistant I	4

2. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1100-419-40-220-001-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

No Budgetary Impact.

Attachments

Fiscal Note

PARS

Job Descriptions

Revised salary schedule

Form Review

Inbox
Sylvia Solis (Originator)
Budget & Management
Purchasing Department

Reviewed By
Sylvia Solis
Merlen P. Munoz
Angela Garcia

Date
04/18/2012 04:15 PM
04/18/2012 04:19 PM
04/20/2012 03:48 PM

Form Started By: Sylvia Solis

Started On: 04/17/2012 10:00 AM

Final Approval Date: 04/20/2012

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.

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Tuesday, April 24, 2012
Agenda Item: 31939

Summary of request/proposal:
Facilities Management (1100):
Approval to delete and/or create the following positions:

Fund	Current Position Title	Proposed Position Title	Slot#	Obj	Current			Proposed			Total Requested
					G	S	Salary	G	S	Salary	
1100	ADMINISTRATIVE ASSISTANT IV	-	0091	113	10	4	\$41,006.00				(\$41,006.00)
1100	-	ADMINISTRATIVE ASSISTANT I	0112	113				4	1	\$23,385.00	\$23,385.00
TOTAL:							\$41,006.00			\$23,385.00	(\$17,621.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
2-1100-419-40-220-001-0-	113	FACILITIES MGMT -	REG F/T EMPLOYEES	(\$12,895.06)
2-1100-419-40-220-001-0-	211	FACILITIES MGMT -	HEALTH INSURANCE	\$0.00
2-1100-419-40-220-001-0-	212	FACILITIES MGMT -	LIFE INSURANCE	\$0.00
2-1100-419-40-220-001-0-	220	FACILITIES MGMT -	FICA	(\$986.47)
2-1100-419-40-220-001-0-	230	FACILITIES MGMT -	RETIREMENT	(\$1,283.06)
2-1100-419-40-220-001-0-	250	FACILITIES MGMT -	UNEMPLOYMENT CO	(\$64.48)
2-1100-419-40-220-001-0-	260	FACILITIES MGMT -	WORKER'S COMP	\$0.00
2012 Budgetary Impact				(\$15,229.07)

2013 Budgetary Impact: (\$20,810.41)

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: FACILITIES MANAGEMENT (220-001)

DATE: 4/17/2012

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT IV

CURRENT SLOT #: 0091

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☒ Other DELETION OF POSITION

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

POSITION SALARY REQUEST:

Salary Amount:

Grade 10/ Step 4

\$ 41,006.00 \$ 0.00 \$ (41,006.00)
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 ☐ 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

☐

FLSA:

Exempt

☐

Non-Exempt

☒

Non-Exempt

☒

N/A

☐

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

Upon review of the needs of department, position is no longer needed.

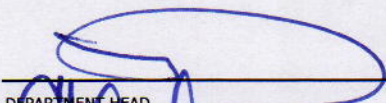
NEW POSITION: Brief job description and attach a copy of the new job description.

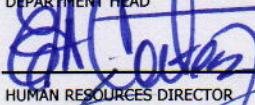
POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1. 
DEPARTMENT HEAD

2. 
HUMAN RESOURCES DIRECTOR

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

4/18/12
Date

4/19/2012
Date

4/18/2012
Date

FUNDING AVAILABLE IN DEPT. BUDGET

☒ YES ☐ NO

PERSONNEL PROCEDURES COMPLETED

☒ YES ☐ NO

BUDGET PROCEDURES COMPLETED

☒ YES ☐ NO

4. _____
COMMISSIONERS' COURT APPROVAL

Date



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: FACILITIES MANAGEMENT (220-001)

DATE: 4/17/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT #: 0112

REQUESTED POSITION TITLE: ADMINISTRATIVE ASSISTANT I

REQUEST FOR:

☒ New Position ☐ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount:

	Grade 4/ Step 1
\$ 0.00	\$ 23,385.00
Current G&S/ Budgeted Salary	Proposed G&S/ Budgeted Salary
	\$ 23,385.00
	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 ☐ _____
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 ☐ FLSA: Exempt ☐

Non-Exempt ☒ Non-Exempt ☒

N/A ☐

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

Upon review of the needs of department; position is needed.

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

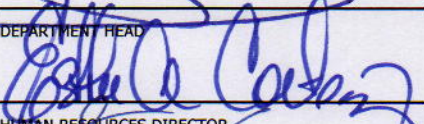
POSITION RECLASSIFICATION: Explain change and/or increase in duties and responsibility. (Attach new job description)

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

2. 
HUMAN RESOURCES DIRECTOR

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

4/18/12
Date

4/19/2012
Date

4/18/2012
Date

FUNDING AVAILABLE IN DEPT. BUDGET

☒ YES ☐ NO

PERSONNEL PROCEDURES COMPLETED

☒ YES ☐ NO

BUDGET PROCEDURES COMPLETED

☒ YES ☐ NO

4. _____
COMMISSIONERS' COURT APPROVAL

_____ Date

ADMINISTRATIVE ASSISTANT I

GRADE: 04

GENERAL DESCRIPTION

Employee performs entry-level administrative support or technical program work. Work involves disseminating information, maintaining filing systems, and performing internal administrative support work. Employee works under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Prepares, edits, and distributes correspondence, reports, forms, and documents

Maintains files and records

Performs data entry

Assists in compiling statistical data and preparing various charts, graphs, and written summaries

May receive and review forms and applications for completeness of information

May interpret and explain rules, regulations, policies, and procedures

May review applications for agency services to ensure forms are filled out completely and accurately

May review and route mail

May provide assistance answering phone calls, routing incoming calls, taking messages, greeting visitors, and directing them to the appropriate staff

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in clerical work or administrative support work; Graduation from a standard senior high school or equivalent is generally preferred.

Knowledge, Skills, and Abilities

Knowledge of office practices and administrative procedures

Skill in the use of standard office equipment and software

Ability to communicate effectively

PHYSICAL DEMANDS:

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

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

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing

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

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 may be 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



**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-419-40-220-001-0

FACILITIES MANAGEMENT

AI- 31939

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	BLDG MAINTENANCE MANAGER	17	1	\$63,599.00	\$63,599.00	\$63,882.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64,482.00
0002	113	EXECUTIVE ASSISTANT I	11	4	\$44,287.00	\$44,287.00	\$44,491.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,511.00
0004	113	AIR CONDITION TECHNICIAN II	9	1	\$34,360.00	\$34,360.00	\$34,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,650.00
0005	113	PLUMBER I	8	4	\$35,157.00	\$35,157.00	\$35,157.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,817.00
0006	113	ELECTRICIAN I	8	4	\$35,157.00	\$35,157.00	\$35,157.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,817.00
0007	113	MAINTENANCE SUPERVISOR	11	1	\$40,078.00	\$40,078.00	\$40,078.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,378.00
0008	113	ELECTRICIAN 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
0010	113	BUDGET CLERK I	6	4	\$30,141.00	\$30,141.00	\$30,600.00	\$1,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,160.00
0011	113	ADMINISTRATIVE ASSISTANT II	6	2	\$28,231.00	\$28,231.00	\$28,415.00	\$840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29,255.00
0012	113	MAINTENANCE III	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,276.00
0013	113	MAINTENANCE III	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0014	113	ADMINISTRATIVE ASSISTANT I	4	2	\$24,203.00	\$24,203.00	\$24,535.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,895.00
0015	113	ADMINISTRATIVE ASSISTANT I	4	2	\$24,203.00	\$24,203.00	\$24,535.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,015.00
0017	113	AC TECHNICIAN HELPER	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,503.00
0018	113	PLUMBER HELPER	4	2	\$24,203.00	\$24,203.00	\$24,203.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,503.00
0019	113	CUSTODIAN 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
0020	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,371.00
0021	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
0022	113	CUSTODIAN 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
0023	113	CUSTODIAN 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
0024	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,011.00
0025	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,951.00
0026	113	MAINTENANCE 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
0027	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,891.00

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-419-40-220-001-0

FACILITIES MANAGEMENT

AI- 31939

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	
0028	113	MAIL CLERK	4	1	\$23,385.00	\$23,385.00	\$23,385.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,385.00
0030	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
0031	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,611.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,811.00
0032	113	MAINTENANCE II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,131.00
0033	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
0034	113	MAIL CLERK	4	1	\$23,385.00	\$23,385.00	\$23,385.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,585.00
0035	113	CUSTODIAN 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
0036	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,951.00
0037	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
0038	113	CUSTODIAN 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
0039	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,071.00
0040	113	CUSTODIAN 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
0041	113	CUSTODIAN II	3	0	\$20,570.00	\$20,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0042	113	CUSTODIAN 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
0043	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,071.00
0044	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,131.00
0045	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
0046	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
0047	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,951.00
0048	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
0049	113	CARPENTER I	3	0	\$20,570.00	\$20,570.00	\$20,570.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,570.00
0050	113	MAINTENANCE 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
0051	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,891.00
0052	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

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-419-40-220-001-0

FACILITIES MANAGEMENT

AI- 31939

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	
0053	113	MAINTENANCE 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
0054	113	MAINTENANCE III	5	2	\$26,140.00	\$26,140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0055	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,011.00
0056	113	MAINTENANCE 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
0057	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,011.00
0059	113	MAINTENANCE 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
0060	113	MAINTENANCE 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
0061	113	MAINTENANCE II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,371.00
0062	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$1,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,491.00
0063	113	MAINTENANCE 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
0064	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,191.00
0065	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
0066	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,311.00
0067	113	CUSTODIAN 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
0068	113	CUSTODIAN 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
0069	113	CUSTODIAN II	3	2	\$22,411.00	\$22,411.00	\$22,411.00	\$780.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,191.00
0070	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
0071	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
0073	113	MAINTENANCE I	1	1	\$18,564.00	\$20,720.00	\$20,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,720.00
0074	113	MAINTENANCE I	1	1	\$18,564.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0075	113	PLUMBER I	8	2	\$32,929.00	\$32,929.00	\$32,929.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,929.00
0076	113	ELECTRICIAN I	8	2	\$32,929.00	\$32,929.00	\$32,929.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,929.00
0077	113	AIR CONDITION TECHNICIAN 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
0078	113	WELDER II	6	0	\$25,912.00	\$25,912.00	\$25,912.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,912.00

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-419-40-220-001-0

FACILITIES MANAGEMENT

AI- 31939

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	
0079	113	MAINTENANCE II	3	3	\$23,169.00	\$23,169.00	\$23,169.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,469.00
0080	113	MAINTENANCE II	3	1	\$21,653.00	\$21,653.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0081	113	MAINTENANCE II	3	3	\$23,169.00	\$23,169.00	\$23,169.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,169.00
0082	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
0083	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
0084	113	MECHANIC I	4	1	\$23,385.00	\$23,385.00	\$23,725.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,085.00
0085	113	MAINTENANCE 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
0086	113	MAINTENANCE III	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,256.00
0087	113	MAINTENANCE III	5	1	\$25,256.00	\$25,256.00	\$25,256.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,736.00
0088	113	MAINTENANCE 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
0089	113	MAINTENANCE III	5	10	\$33,212.00	\$33,212.00	\$33,212.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,812.00
0090	113	INFRASTRUCTURE SYSTEMS MNGR	17	2	\$65,825.00	\$65,825.00	\$65,825.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,825.00
		DELETE THE FOLLOWING:											
0091	113	ADMINISTRATIVE ASSISTANT IV	10	4	\$41,006.00	\$41,006.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0092	113	CARPENTER III	7	3	\$31,520.00	\$31,520.00	\$31,520.00	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,240.00
0093	113	CARPENTER III	7	3	\$31,520.00	\$31,520.00	\$31,520.00	\$1,020.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,540.00
0094	113	CARPENTER III	7	1	\$29,458.00	\$29,458.00	\$29,934.00	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,894.00
0095	113	CARPENTER III	7	1	\$29,458.00	\$29,458.00	\$29,458.00	\$660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,118.00
0096	113	CARPENTER II	5	3	\$27,024.00	\$27,024.00	\$27,024.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,384.00
0097	113	WELDER I	4	0	\$22,216.00	\$22,216.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0098	113	CARPENTER I	3	4	\$23,927.00	\$23,927.00	\$23,927.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,427.00
0099	113	CARPENTER I	3	4	\$23,927.00	\$23,927.00	\$23,927.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,927.00
0100	113	CARPENTER I	3	4	\$23,927.00	\$23,927.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0101	113	CARPENTER I	3	3	\$23,169.00	\$23,169.00	\$23,169.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,169.00

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-419-40-220-001-0

FACILITIES MANAGEMENT

AI- 31939

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	
0102	113	CARPENTER I	3	3	\$23,169.00	\$23,169.00	\$23,169.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,169.00
0103	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
0106	113	CUSTODIAN 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	ELECTRICIAN II	10	1	\$37,109.00	\$37,109.00	\$37,109.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$37,409.00
0108	113	ELECTRICIAN I	8	0	\$30,224.00	\$30,224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0109	113	CUSTODIAN 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
0110	113	MAINTENANCE 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
0111	113	A/C TECHNICIAN 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
		CREATE THE FOLLOWING:											
0112	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
					\$2,663,895.00	\$2,666,051.00	\$2,441,466.00	\$33,960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,475,426.00

Approval to delete and/or create the above highlighted full-time positions.

All personnel actions pending CC approval.

AI-31902

Comm. Court Executive Office 5. F.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Texas AgriLife Extension:

1. Requesting permission for Barbara Storz to travel to San Antonio, TX to attend the 2012 Texas Master Gardener Conference from 05/03/2012-05/05/2012
2. Requesting permission for Brad Cowan and employees to travel to Laredo, TX to attend the 2012 District 12 4-H Roundup on May 5, 2012 (no expenses - use of county vehicle only)

BACKGROUND

2-1100-461-00-380-001-0-583/584

Attachments

travel

Travel Back up

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/12/2012 04:30 PM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Monica Badillo		Started On: 04/12/2012
	Final Approval Date: 04/17/2012	



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 04/11/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Barbara Storz, CEA-Horticulture

EVENT INFORMATION

TITLE OF EVENT: 2012 Texas Master Gardener Conference
EVENT DATE(S) FROM: 05/03/12 TO: 05/05/12
DEPARTURE DATE: 05/03/12 RETURN DATE: 05/05/12
LOCATION OF EVENT: CITY: San Antonio STATE: Texas

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

- ☒ To obtain statutorily required continuing professional education.
- ☐ To obtain continuing education related to an employee's work or maintenance of a license or certification.
- ☐ To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
- ☐ To participate in professional organizations related to the employee or official's job assignment.
- ☐ To conduct essential research & information-gathering for improvement of County operations or compliance with law.
- ☐ To monitor the development of state or federal legislation or implementation of legislation that might affect the County.
- ☐ To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County.
- ☐ To pursue the County's interests in litigation or criminal justice.
- ☒ To promote the economic development interests of the County.
- ☐ To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$260.00		AIRFARE*
Subtotal for Object Code 584	\$ 260.00	\$	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car**
3. TAXI FARE	\$ -		County Vehicle**
4. BUS FARE	\$ -		Private Vehicle**
5. RENTAL CAR	\$ -		OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		
9. PARKING	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
10. LODGING	\$ 176.55		
11. MEALS	\$57.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 233.55		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 493.55	\$	
14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:			

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- ☒ Trip expenses are necessary and will be incurred for official county business.
- ☒ Reasonable efforts to minimize the use of county funds have been explored.
- ☒ Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: Barbara Storz DATE: 4/11/12 DEPARTMENT CONTACT PERSON: Nora Linda Cruz PHONE NO.: 363-1026
FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY

TRAVEL IS **APPROVED** for the individuals listed below:

TRAVEL IS **NOT APPROVED** for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:



HIDALGO COUNTY, TEXAS
OUT-OF-COUNTY – TRAVEL ADVANCE REQUEST

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME:	Barbara Storz	EMPLOYEE I.D. NO.:	078921	EMPLOYEE TITLE:	CEA-Horticulture
DEPARTMENT:	Hidalgo County Extension Service	DO YOU HAVE AN OUTSTANDING TRAVEL ADVANCE?	No		
DEPARTURE DATE:	5/3/12	RETURN DATE:	5/5/12		
TIME OF DEPARTURE:	5:30 AM	TIME OF RETURN:	10:00 PM		
TO CITY:	San Antonio	STATE:	TX		
SEMINAR/CONFERENCE/MEETING:	START DATE: 5/3/2012	END DATE: 5/5/2012	ACTUAL NO. OF DAYS	3	
TITLE OF WORKSHOP/CONFERENCE:	2012 Texas master Gardener Conference				
METHOD OF TRAVEL (AIR TRAVEL/ PERSONAL VEHICLE/ COUNTY VEHICLE/ CAR RENTAL):	County Vehicle	IS COORDINATION OF TRAVEL REQUIRED? IF NO, ATTACH WRITTEN EXPLANATION FROM THE COUNTY OFFICIAL.	Yes		
LIST NAMES OF COUNTY EMPLOYEES TRAVELING WITH YOU IN THE COUNTY VEHICLE, CAR RENTAL, OR PERSONAL VEHICLE?	None				
DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT?	Yes	IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE?	I am using the Ford F150		
PURPOSE/BENEFIT TO HIDALGO COUNTY:	To obtain continuing education related to an employee's work or maintenance of a license or certification. To promote the economic development interest of the County.				

B. ESTIMATED EXPENSES:

I. MEALS: (Meals for one-day travel not requiring an overnight stay will not be advanced)								
Meals will be prorated for partial days	Meal Rate	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	MONTH / DAY	Total
		3-May	4-May	5-May				
Breakfast	\$9.00	\$9.00	\$-0-	\$-0-				\$9.00
Lunch	\$12.00	\$12.00	\$-0-	\$-0-				\$12.00
Dinner	\$18.00	\$18.00	\$-0-	\$18.00				\$36.00
Total	\$39.00	\$39.00	\$0.00	\$18.00	\$0.00	\$0.00	\$0.00	\$57.00
Meal per diems must be prorated for 1st day and last day of travel as follows:								
Departure:				Arrival:				
Before 8:00 a.m. (breakfast, lunch, & dinner)				\$ 39.00	Before 8:00 a.m. (breakfast)			\$ 9.00
8:00 a.m. - 1:00 p.m. (lunch & dinner)				\$ 30.00	8:00 a.m. - 6:00 p.m. (breakfast & lunch)			\$ 21.00
After 1:00 p.m. (dinner)				\$ 18.00	After 6:00 p.m. (breakfast, lunch, & dinner)			\$ 39.00
II. INCIDENTAL EXPENSES (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking):								
Expense type:		days @ \$ 20.00						\$ -
III. PERSONAL VEHICLE MILEAGE _____ Miles @ \$ 0.555 (Current Rate) \$ -								
(Note: Mileage may be advanced calculated on a point-to-point basis using "Mapquest" at the current county adopted rate per highway mile. Incidental mileage will not be advanced. In addition, "Coordination of Travel" may apply (see Section 7 of the Travel Policies, Guidelines, and Procedures). When traveling out of state, if the most economical means of travel is driving, traveler must supply documentation to support the price of the airfare at the time of travel.								
IV. OTHER (Itemize)								
								\$
								\$
V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:					VI. TOTAL TRAVEL ADVANCE REQUESTED: \$ 57.00			
VII. COMMENTS:					VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-461-00-380-001-0-583			

C. CERTIFICATION AND AUTHORIZATION TO PAYROLL DEDUCTIONS

I hereby certify that information provided on this form is true and estimated expenditures are reasonable and necessary. The funds will be used by me for the specific trip listed above and not given to or used by another county employee. If my trip is cancelled, I will immediately return the travel advance funds to the County Treasurer no later than 20 calendar days after the seminar/conference/ meeting end date by submitting a Final Travel Expense Claim. In addition, I agree to account for all travel expenditures including the travel advance by submitting a Final Travel Expense Claim, accompanied by required original supporting documentation, no later than 20 days after my seminar/conference/meeting end date. Any unused funds will also be returned to the County Treasurer's Office no later than 20 days after my seminar/conference/meeting end date.

Should I fail to submit a Final Travel Expense Claim, I understand that I will not be allowed to obtain another travel advance until the pending travel advance is settled. In addition, I agree to repay Hidalgo County and further consent to payroll deductions by the County Treasurer to recover the pending travel advance amount.

	Barbara Storz	
EMPLOYEE SIGNATURE	DEPARTMENT OFFICIAL'S NAME (Print Name)	DEPARTMENT OFFICIAL'S APPROVAL (Signature)

Travel Outside of Hidalgo County in County Vehicle

TO: D.B.M. SAFETY DIVISION
318-2658FAX

FROM: Hidalgo County Extension Service
DATE: 4/11/2012

Notice to be processed
minimum of 24 hours
prior to trip

Date(s) Requested: From: 5/3/2012 To: 5/5/2012
Estimated Time Leave: 5:30 AM Est. Time Return: 10:00 PM
Destination: San Antonio, Texas
Reason for Trip: 2012 Texas Master Gardener Conference

The following person(s) are requesting to take the following County vehicle(s) out of County:

Name of Driver: Barbara Storz
DL Number: #10272682 (Texas Only)
Birth Date: 1/20/1945
Expiration Date: 1/20/2014

Checklist:

Ins. Card in Vehicle
Jack in Vehicle
Drivers License with Driver
This approval with Driver

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Name of Driver: _____
DL Number: _____ (Texas Only)
Birth Date: _____
Expiration Date: _____

Vehicle VIN#: #1FTRX17W22NA62928 ✓
Tag Number: #824-673 ✓
Asset Number: #37765

Vehicle VIN#: _____
Tag Number: _____
Asset Number: _____

Signed: Barbara C. Storz
Department Head/Designee

D.B.M. Safety Division Checked Insurances:

Dated: 4/11/2012

Date: 4/11/12 2:55pm

Barbara Storz

From: Jayla Fry
Sent: Monday, March 19, 2012 12:50 PM
To: Aaron Sumrall; Allison Watkins; Anthony Camerino; Arlan Gentry; Barbara Storz; Blaine Jernigan; Brandon Boughen; Brandon Hawkins; Brent Batchelor; Bryson Dalrymple; Carolyn McDowell; Cary Sims; Cayla Christianson; Chadd Caperton; Charla Anthony; Chelsea Farris; Chuck Jones; Cindy Gill; Clint Perkins; Cody R. Gfeller; Corrie Bowen; Dale Groom; Daphne Richards; David Parish; David Rodriguez; Denise Rodriguez; Dennis Smith; Dustin Coufal; Dwight Sexton; Enrique Perez; Frank Escobedo; Fred Hall; Gene Bobo; Ginger Easton-Smith; Glenn Avriett; Greg Church; Gregg County Office; Jamie Sugg; Janet Laminack; JD Ragland; Jennifer Herrera; Jon Gersbach; Jon Green; Joseph Janak; Justin Hansard; Kara Matheney; Karen Oestmann; Kathy Ball; Keith Hansen; Kenny Rollins; Kim Bartholet; Kim Conway; Langdon Reagan; Larry Pierce; Leslie Neve; Margo McDowell; Marilyn Hale; Mario Villarino; Mark Brown; Mark Price; Martha Joyce; Marty Vahlenkamp; Michael Clawson; Michael Hiller; Michael Potter; Mike Berry; Mike Morrow; Peggy Coleman; Philip Shackelford; Ralph Davis; Randall Rakowitz; Randy Reeves; Ray Bader; Reginald Lepley; Richard Parrish; Robert Pritz; Robert Richter; Roger Skipper; Ronald Holcomb; Roy Walston; Sara Allen; Scott Anderson; Scott Mauney; Scott Willey; Shane Jennings; Shane McLellan; Steve Chaney; Steven Sparkman; Thomas LeRoy; Todd Swift; Todd Williams; Tommy Yeater; Travis Franke; Vance Christie; W. Mark Arnold; Wade Hibler; Wayne Becker; Wendy Neyland; William Johnson; Zach T. Davis
Subject: FW: The 2012 State Master Convention in San Antonio

From: David Rodriguez
Sent: Thursday, March 15, 2012 9:43 AM
To: Ginger Easton-Smith; Charla Anthony; Jennifer Herrera; Kim Conway; Greg Church; Dale Groom; Janet Laminack; Denise Rodriguez; William Johnson; r-richter@tamu.edu; Barbara Storz; Thomas LeRoy; Michael Potter; Roy Stanford; Keith Hansen; Steve Chaney; Laura Miller; Allison Watkins; Daphne Richards
Cc: Larry Stein; Doug Welsh; Jayla Fry
Subject: The 2012 State Master Convention in San Antonio

Hello fellow Co-Hort's,

The 2012 State Master Gardener Convention in San Antonio is just around the corner.

<http://www.2012tmgaconference.org/index.html>

The dates are from Thursday, May 3 – Saturday, May 5 and will be held at the Norris Conference Center.

<http://www.2012tmgaconference.org/hotels.html>

We have a lot of great speaker's lined-up, hands-on workshops and some awesome tours on Saturday.

<http://www.2012tmgaconference.org/speakers.html>

<http://www.2012tmgaconference.org/workshops.html>

Don't forget the kick-off dinner on Thursday night!

We are filling up registration pretty quickly.

<http://www.2012tmgaconference.org/reg.html>

Also, are Bexar County Master Gardeners will be running the plant sale on Thursday, May 3 and Friday, May 4 outside the Norris Conference Center.

This plant sale will include old and future Texas Superstar plants (including limited numbers of the new 'Orange Frost' Satsuma) and hard to find plants for sale.

Various vendors will be present selling and promoting their company and products.
This will also be open to the general public.

Please encourage your Master Gardener's to attend this event and register A.S.A.P., since space is limited.
Any help in encouraging weekly E-mail blast reminders, monthly newsletters, announcements at General meetings in promoting this event, would be appreciated.

Call me or send me an E-mail if you have any questions.
210-837-0047

Thanks,



David Rodriguez
County Extension Agent – Horticulture
Bexar County
3355 Cherry Ridge, Suite 212
San Antonio, TX 78230
210-467-6575



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 04/18/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 6
DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S): Christina L. Perez, CEA-4-H & Youth Dev.; Adelita Munoz, CEA-FCS; Brad Cowan, CEA-Ag;
TRAVELING: Nora N. Garza, CEA-FR; Alonso Lopez, 4-H Outreach Coord.

EVENT INFORMATION

TITLE OF EVENT: 2012 District 12 4-H Roundup
EVENT DATE(S) FROM: 05/05/12 TO: 05/05/12
DEPARTURE DATE: 05/05/12 RETURN DATE: 05/05/12
LOCATION OF EVENT: CITY: Laredo STATE: Texas

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.

- ☐ To obtain statutorily required continuing professional education.
☐ To obtain continuing education related to an employee's work or maintenance of a license or certification.
☐ To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
☒ To participate in professional organizations related to the employee or official's job assignment.
☐ To conduct essential research & information-gathering for improvement of County operations or compliance with law.
☐ To monitor the development of state or federal legislation or implementation of legislation that might affect the County
☐ To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
☐ To pursue the County's interests in litigation or criminal justice.
☐ To promote the economic development interests of the County.
☐ To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$0.00		AIRFARE*
Subtotal for Object Code 584	\$ -	\$ -	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car**
3. TAXI FARE	\$ -		County Vehicle**
4. BUS FARE	\$ -		Private Vehicle**
5. RENTAL CAR	\$ -		OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists. ** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
7. MILEAGE REIMBURSEMENT	\$ -		
8. TELEPHONE CALLS	\$ -		
9. PARKING	\$ -		
10. LODGING	\$0.00		
11. MEALS	\$0.00		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ -		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ -	\$ -	
14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:			

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- ☒ Trip expenses are necessary and will be incurred for official county business.
☒ Reasonable efforts to minimize the use of county funds have been explored.
☒ Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: [Signature] DATE: 4/19/12 DEPARTMENT CONTACT PERSON: Nora Linda Cruz PHONE NO.: 383-7026

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:

TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:

March 7, 2012

MEMORANDUM

TO: All District 12 County Extension Agents

FROM: District 12 4-H Roundup Committee - West Cluster
Isaac Cavazos, Chair
Andrea Becker
Jennifer Hofferichter
Jaime Lopez
Larry Perez
Dale Rankin
Joe Taylor

SUBJECT: 2012 DISTRICT 12 4-H ROUNDUP

District 12 4-H Roundup is one of our largest district events and takes place on multiple dates and locations over April & May. This letter, the attached Roundup Rules and Guidelines and registration information is for your use in preparing for the district contests. Check the dates of your county contests to make sure that you can meet the district deadlines as listed below. If you have a conflict, let us know as soon as possible.

1. **Contest and Registration Information:**

- Registration for all Roundup events will be online through 4-H CONNECT and will require certification at the county and district level. The registration fee will be **\$12.00 per person per contest**.
- **District Judging Contest** (Group A) will be held on April 14th, April 21st, or April 28th based on the list provided. Individual online registration will open on March 11, 2012 through the deadline of April 3, 2012.
- **District 4-H Roundup** (Groups B & C) will be held on May 5, 2012 at Zaffirini Elementary in Laredo. Individual online registration will open on March 12, 2012 through April 18th. Contestants must sign in prior to the designated time when their contest begins.

2. **Age Eligibility:** Age division for all contests will follow the Texas 4-H age categories of Seniors, Intermediates and Juniors. Age division should be determined based on their age on August 31, 2011. Any 4-H'er who meets the minimum 4-H age requirements may participate in district contests.

South District 12 4-H
2401 E. Highway 83
Weslaco, Texas 78596-8398

Tel. 956.968.5581
Fax. 956.969.5639
<http://d124-h.tamu.edu>



3. **Rules and Guidelines:** All contestants, leaders, parents, and agents should be familiar with the 2012 District 12 4-H Roundup and Guidelines and the 2012 Texas 4-H Roundup Rules and Guidelines.

4. **CEA Responsibilities:**

- District 12 4-H Roundup - Contests held on May 5th - **ALL agents are expected to attend and assist during District 12 4-H Roundup** to be held at Zaffirini Elementary in Laredo, so make plans to be there.
- Multi District Horse Judging contest on April 14th and Multi-District Judging contests to be held on April 21st in College Station - Agents with teams participating must attend the event and assist on those days. Please plan accordingly. **This specific assignment will be sent separately.**
- Agents attending Multi District Judging events in College Station on April 21st must also attend the May 5th event in Laredo.
- The County Extension Agent that serves as 4-H Coordinator must submit the names and contact information of three (3) leaders willing and qualified to serve as judges on May 5th in Laredo. The information should be posted online on the District 12 4-H Roundup page by the **deadline of April 18th**. You may use the attached Volunteer List to assist you in gathering and posting the online information. Superintendent and judging assignments will be made immediately after the entry deadline. One County Extension Agent will serve as the superintendent of each judging committee. Each judging committee may be assigned one or more contests based on the number of entries. Up to five people will be assigned to serve on each judging committee. It is the superintendent's responsibility (prior to the contest date) to gather and prepare any resources necessary to conduct the contest. It is also the responsibility of the superintendent to ensure the contest is conducted in accordance with the rules and guidelines.

5. **Contest Details:**

- To participate in ONE contest, 4-H'ers may select a contest from Group A, Group B or Group C.
- To participate in MORE THAN ONE contest, 4-H'ers may select one contest from Group A & C, **or B & C only.**

6. **Sweepstakes Award:** A sweepstakes award will be given to the overall best educational presentation in each of the judging groups. One award will be presented for each age division in which there are at least two presentations in the respective age divisions.

7. **Community Service Project:** Individuals and clubs are asked to coordinate an event or effort locally to collect age appropriate books as a part of Leadership Through Literacy and distribute to local Head Start programs or other childcare programs to promote literacy in your county. Collect and distribute locally. Please submit a report online (District Roundup Page) of your county's accomplishments to the District Office prior to the event. Please ensure that this information is distributed and shared with all county faculty.

Attachments for 4-H Coordinators:

Contest Groups
D12 4-H Rules and Guidelines
Volunteer List
Map

cc: Council Officers

AI-31968

Comm. Court Executive Office 5. G.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Veterans Services:

Requesting permission to allow Emilio de los Santos, Rey Oropez & Felix Rodriguez to travel to Corpus Christi, Texas to attend the TVC Spring Training Conference on May 01-03, 2012 (Texas Veterans Commission will cover travel expenses except mileage)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1100-444-00-370-001-0-583

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Amount available through Requisition#214862 in the amount of \$162.57 as of 4/20/12 for Reymundo Oropez.

Attachments

travel

Form Review

Inbox
Budget & Management
Erika Zamora
Purchasing Department

Reviewed By
Merlen P. Munoz
Erika Zamora
Angela Garcia

Date
04/18/2012 03:17 PM
04/20/2012 02:46 PM
04/20/2012 03:48 PM
Started On: 04/18/2012

Form Started By: Monica Badillo

Final Approval Date: 04/20/2012



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 04/16/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 2
DEPARTMENT NAME: VETERANS SERVICES
NAME & TITLE OF EMPLOYEE(S): REY OROPEZ & FELIX RODRIGUEZ
TRAVELING:

EVENT INFORMATION

TITLE OF EVENT: TVC Spring Training Conference
EVENT DATE(S) FROM: 05/01/12 TO: 05/03/12
DEPARTURE DATE: 04/30/12 RETURN DATE: 05/03/12
LOCATION OF EVENT: CITY: CORPUS CHRISTI STATE: TEXAS

PURPOSE OF TRAVEL

Place an "X" by the applicable purpose of the trip.
☒ To obtain statutorily required continuing professional education.
☒ To obtain continuing education related to an employee's work or maintenance of a license or certification.
☐ To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
☐ To participate in professional organizations related to the employee or official's job assignment.
☐ To conduct essential research & information-gathering for improvement of County operations or compliance with law.
☐ To monitor the development of state or federal legislation or implementation of legislation that might affect the County
☐ To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
☐ To pursue the County's interests in litigation or criminal justice.
☐ To promote the economic development interests of the County.
☐ To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

To maintain certification in order to remain a County Veteran Service Officer

SUMMARY OF ESTIMATED TRAVEL EXPENSES	ESTIMATED EXPENSES	(DBM USE ONLY) FUNDS AVAILABLE BALANCE	MODE OF TRAVEL (Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)	\$ -		AIRFARE*
Subtotal for Object Code 584	\$ -	\$	BUS**
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	\$ -		Rental Car**
3. TAXI FARE	\$ -		County Vehicle**
4. BUS FARE	\$ -		Private Vehicle** ☒
5. RENTAL CAR	\$ -		OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL	\$ -		* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT	\$ 162.57		
8. TELEPHONE CALLS	\$ -		** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
9. PARKING	\$ -		
10. LODGING	\$ -		
11. MEALS	\$ -		
12. OTHER EXPENSES	\$ -		
Subtotal for Object Code 583	\$ 162.57		
13. TOTAL ESTIMATED TRAVEL EXPENSES	\$ 162.57	\$	

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:

TEXAS VETERANS COMMISSION WILL BE FUNDING LODGING AND MEALS FOR THIS TRAINING

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:
☒ Trip expenses are necessary and will be incurred for official county business.
☒ Reasonable efforts to minimize the use of county funds have been explored.
☒ Sufficient funds are available within my department's budget to pay for the related travel expenses without the need of a budget amendment.

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.
APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: DATE: DEPARTMENT CONTACT PERSON: PHONE NO:

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:
TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO:
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:

cc 4/24/12



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DEPARTMENT NAME: <u>VETERANS SERVICES</u>		DATE OF REQUEST: <u>04/17/12</u>	
NAME & TITLE OF EMPLOYEE(S):		TOTAL NUMBER OF EMPLOYEES TRAVELING: <u>1</u>	
TRAVELING: <u>EMILIO DE LOS SANTOS</u>			
EVENT INFORMATION			
TITLE OF EVENT: <u>TVC Spring Training Conference</u>			
EVENT DATE(S) FROM: <u>05/01/12</u>		TO: <u>05/03/12</u>	
DEPARTURE DATE: <u>05/01/12</u>		RETURN DATE: <u>05/01/12</u>	
LOCATION OF EVENT: CITY: <u>CORPUS CHRISTI</u>		STATE: <u>TEXAS</u>	
PURPOSE OF TRAVEL			
Place an "X" by the applicable purpose of the trip.			
☒ To obtain statutorily required continuing professional education.			
☒ To obtain continuing education related to an employee's work or maintenance of a license or certification.			
☐ To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.			
☐ To participate in professional organizations related to the employee or official's job assignment.			
☐ To conduct essential research & information-gathering for improvement of County operations or compliance with law.			
☐ To monitor the development of state or federal legislation or implementation of legislation that might affect the County			
☐ To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County			
☐ To pursue the County's interests in litigation or criminal justice.			
☐ To promote the economic development interests of the County.			
☐ To carry out other purposes determined by Commissioners' Court to be in the interest of the County (Commissioners' Court approval is attached).			
JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE			
Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.			
To maintain certification in order to remain a County Veteran Service Officer			
SUMMARY OF ESTIMATED TRAVEL EXPENSES		ESTIMATED EXPENSES	MODE OF TRAVEL
			(Place an "X" by applicable mode of travel)
1. REGISTRATION FEE(S)		\$ -	AIRFARE*
Subtotal for Object Code 584		\$ -	BUS**
2. AIRFARE- ROUNDTrip COACH FARE ONLY		\$ -	Rental Car**
3. TAXI FARE		\$ -	County Vehicle**
4. BUS FARE		\$ -	Private Vehicle** ☒
5. RENTAL CAR		\$ -	OTHER** (Specify)
6. GASOLINE/DIESEL/FUEL		\$ -	* If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists.
7. MILEAGE REIMBURSEMENT		\$ -	
8. TELEPHONE CALLS		\$ -	
9. PARKING		\$ -	
10. LODGING		\$ -	** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.
11. MEALS		\$ -	
12. OTHER EXPENSES		\$ -	
Subtotal for Object Code 583		\$ -	
13. TOTAL ESTIMATED TRAVEL EXPENSES		\$ -	
14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF PAYMENT:			
NO FUNDING REQUESTED: 1 DAY ATTENDANCE, RETURNING SAME DAY.			
NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.			
ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)			
I certify that:			
☐ Trip expenses are necessary and will be incurred for official county business.			
☐ Reasonable efforts to minimize the use of county funds have been explored.			
☐ Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.			
☐ If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.			
APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD:		DATE: <u>4/19/12</u>	DEPARTMENT CONTACT PERSON: <u></u>
PHONE NO.: <u></u>			
FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:			
TRAVEL IS ☒ APPROVED for the individuals listed below:			
<u>Emilio de los Santos</u>			
TRAVEL IS ☐ NOT APPROVED for the individuals listed below:			
REVIEWED BY (PRINT NAME):		DATE:	REVIEWER'S SIGNATURE:
PHONE NO.:			
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):		DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:

cc 4/24/12

VCISO ATTENDANCE REGISTRATION FORM**TEXAS VETERANS COMMISSION****2012 Spring Training Conference****May 1 - 3, 2012****Omni Bayfront Hotel****900 North Shoreline Blvd. Corpus Christi, Texas****DESIGNATED TRAVEL DAY IS MONDAY, APRIL 30, 2012****CUT-OFF FOR RESERVATIONS IS FRIDAY, MARCH 30, 2012****~ RESERVATIONS FIRST COME - FIRST SERVED ~****For hotel reservations, call 1-800-843-6664 or reserve online at:****<http://omnihotels.com/FindAHotel/CorpusChristiBayfront/MeetingFacilities/TVC2012SpringTrainingConference4.aspx>****When securing your hotel reservation, please be sure to indicate that you are attending the Texas Veterans Commission Conference to ensure you receive the TVC rate. TVC will only reimburse eligible VCSOs at that rate.****PLEASE CHECK ONE LEVEL BELOW. YOU SHOULD HAVE RECEIVED NOTIFICATION IF YOU ARE TO ATTEND THE COMPUTER TRAINING. ALL OTHERS CHECK CERTIFICATION/ACCREDITATION.****Certification/Accreditation Training****Computer Training****SECTION I: Please complete Section I for each person in your county, agency or organization who will attend the conference, even if they are not staying at the hotel or attending the training sessions.****PLEASE PRINT CLEARLY**

Attendee Name: <i>Emilio De los Santos</i>	County: <i>Hidalgo</i>
Office Address: <i>2816 S. BUSINESS Hwy 281</i>	City & Zip: <i>Edinburg 78539</i>
Phone (Day/Office): <i>956-318-2436</i>	Emergency/Other Phone (Evening):
Phone (Cell): <i>956-684-6076</i>	Fax: <i>956-318-2439</i>
Email: <i>he.veterans@co.hidalgo.tx.us</i>	
VCSOs: Will you be requesting reimbursement for attendance? (See note below)	Will this be reimbursed to you (VCSO) or to your county? (See note below)
☐ YES ☒ NO	☐ VCSO ☐ COUNTY

**TVC does not provide financial assistance to non-VCSO attendees.****SECTION II: Please complete this section once you have secured & confirmed your own reservation. Remember to inform the hotel you are with the TVC to ensure you receive the TVC rate of \$88/single; \$106/double.**

Name on Reservation: <i>N/A</i>	No. in party: <i>N/A</i>
Hotel Confirmation No.: <i>N/A</i>	Arrival Date: <i>May 1 2012</i>
	Departure Date: <i>May 3, 2012</i>
Please indicate any special needs you requested from the hotel:	

If you need to cancel your hotel reservation, please notify TVC HQ in writing either via email to training@tvc.state.tx.us or via fax to (512) 463-2847 Attn: Spring Conference **PRIOR** to cancellation.

**PLEASE
SUBMIT THIS FORM
SO IT IS RECEIVED
BY TVC HQ
NO LATER THAN
MARCH 30, 2012.**

SUBMIT TO:
Texas Veterans Commission
Attn: Spring Conference
P.O. Box 12277; Austin, TX 78711-2277
or fax to (512) 463-2847
Attn: Spring Conference
or email to: training@tvc.state.tx.us.

AI-31999

Comm. Court Executive Office 5. H.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Environmental Compliance:

Requesting approval to authorize a volunteer intern position to allow a University of Texas Pan-American graduate to complete an internship requirement

BACKGROUND

Currently no policy exists for interns; although county does have liability insurance coverage for volunteers

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #:

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

No fiscal impact.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/20/2012 09:59 AM
Erika Zamora	Erika Zamora	04/20/2012 10:38 AM
Purchasing Department	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Monica Badillo		Started On: 04/20/2012 09:22 AM
	Final Approval Date: 04/20/2012	

AI-31927

County Judge's Office 6. A.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Oscar Montoya

Submitted By: Irma Saenz, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

Authorization and approval for the County Judge to sign the Texas Department of Public Safety Representation Form for the State Administrative Agency performance monitoring and assistance review.

BACKGROUND

They will be visiting with the Emergency Management Department and the Sheriff's Office. The goal of this process is to review policies and procedures documentation and equipment purchased with the Homeland Security grants (SHSP/LEAP and Stone Garden Grants) the week of April 24-27,2012 starting at 9:00 AM.

Attachments

form

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/16/2012 09:42 AM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Irma Saenz		Started On: 04/16/2012 09:21 AM
	Final Approval Date: 04/17/2012	



Representation Form

We request that this form be signed in blue ink and returned to the monitor on the date of the visit. The jurisdiction confirms, via signature, the following representations.

1. We are responsible for ensuring that equipment is tracked and secured in the manner that is most likely to prevent theft, loss, damage, or misuse of assets.
2. We have ensured purchased equipment has been opened, inspected, and readied for immediate deployment.
3. The purchased equipment supports the Texas Homeland Security Strategic Plan and the jurisdiction's sub-recipient agreement.

These representations are made in good faith and to the best of our knowledge and belief.

Jurisdiction POC or Designee/Date

AI-31995

County Judge's Office 6. B.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo, EXECUTIVE
OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Approval of Resolution honoring the Progreso High School Engineering Department

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	04/19/2012 04:25 PM
Roland Garcia	Merlen P. Munoz	04/20/2012 01:11 PM
Dale Kennan	Dale Kennan	04/20/2012 02:17 PM
Purchasing Department	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Monica Badillo		Started On: 04/19/2012 03:36 PM
	Final Approval Date: 04/20/2012	

**RESOLUTION HONORING THE PROGRESO HIGH SCHOOL
ENGINEERING DEPARTMENT**

WHEREAS, on January 14, 2012, the Texas Computer Education Association (TCEA) held its annual Area 1 Robotics Competition at the McAllen Convention Center; and

WHEREAS, two hundred and fifty-one students from teams across the Laredo through Brownsville area including, all 4A and 5A schools in the region, participated in the biggest competition of its kind in the state; and

WHEREAS, the Progreso ISD Engineering Department took home both first and second place medals and plaques, for the second year in a row; placing first for their invention of a "Greener Green House" and placing second for their "Hydroponics" invention; and

WHEREAS, students once again advanced to compete in the state competition, showing their commitment, dedication, and interest in the engineering field, as well as, their continued representation of Progreso ISD and the Hidalgo County community in this educational competition.

Now, therefore, be it RESOLVED that the Hidalgo County Commissioners' Court hereby recognizes and honors the Progreso ISD Engineering Department consisting of team members: Adrian Garces, Samuel Lozoya, Bettsy Alvarado, Jose Trevino, Adriana Valdez, Brianda Valdez, Elizabeth Rodriguez, and Hilario Resendez III for their outstanding work and dedication in accomplishing first and second place in the TCEA Area 1 Robotics Competition.

Approved this 24th day of April, 2012.

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-32007

6. C.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Michael Leo, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

1. Presentation from the Hidalgo County Historical Commission. 2. Approval for the appointment/reappointment of members to the Hidalgo County Historical Commission.

BACKGROUND

No fiscal impact.

Attachments

HCHC Nominations

Current member representation by pct

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/20/2012 03:41 PM
Purchasing Department	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Michael Leo		Started On: 04/20/2012 03:22 PM
	Final Approval Date: 04/20/2012	

HIDALGO COUNTY HISTORICAL COMMISSION
1310 North Francisco Street, Mission, Texas 78572
February 26 ,2012

Honorable Ramon Garcia, Hidalgo County Judge

P O Box 1346

Edinburg Texas 78540

Attention Mr. Michael Leo, Executive Assistant

Dear Judge Garcia:

We recommend the following citizens for appointment to the Hidalgo County Historical Commission, to fill the unexpired terms of these members who are no longer able to serve: Joe Sanchez, Mitchell Jones, and Kay Wolf.

HCHC Bylaws, Article 4, provides that "The Commissioners Court shall fill a vacancy on the HCHC for the remainder of any unexpired term." Current members are serving for the term 2011-2012.

These nominees are interested in local history, have already contributed actively to the work of the Hidalgo County Historical Commission, and have consented to serve if appointed. We do need their services at the present time in order to accomplish our mission of preserving the history of Hidalgo County.

Mr Harry Rakosky
Mission, Texas 78572
956-330-3535
harry.rakosky@tpwd.state.tx.us

Mr. Omar Rivera
Mission, Texas 78572
956-
lopezpark@hotmail.com

Mrs. Viola Arismendez
902 South Second Street
Hidalgo, Texas 78557
956-843-8686

It has been our pleasure to serve on the Hidalgo County Historical Commission and to work to preserve and perpetuate the history of our county.

Sincerely,

ADELA ORTEGA
Chairman, HCHC

From: FRANCES ISBELL [mailto:fifie35@msn.com]

Sent: Tuesday, February 01, 2011 6:28 PM

To: adela ortega; frances isbell

Subject: HCHC Reappointments 2011-2012

1. Members of HCHC who do not wish to be reappointed:

Precinct 1	Dr.Robert Norton	McAllen	Deceased Dec, 6, 2010
Precinct 1	David Mycue	Edinburg	Deceased July 2, 2010
Precinct 1	Xavier Cervantes	McAllen	Unable to meet Sundays
Precinct 2	Fabio Angell	Pharr	Moved to Del Rio
Precinct 4	Diana Cantu	Edinburg	Works Sundays
Precinct 4	Audrey Hazlett	Edinburg	Moved to Austin

2. These members request reappointment:

Precinct 1	Frances Isbell	Weslaco
	Manuel Cano	Mercedes
	Glenn Housley	Weslaco
	Margaret Housley	Weslaco
	Marjorie Johnson	Weslaco
	Joe Sanchez	Weslaco

Precinct 2	Alicia de la Rosa	San Juan
	Spurgeon Brown	McAllen
	Anita Vela	Pharr
	Aida Escobar	Pharr

Precinct 3	Eddie Olivarez	Mission
	Rick Silva	Pharr
	Adela Ortega	Mission
	Rigo Ordaz	Mission
	George Gause	McAllen
	Virginia Haynie Gause	McAllen
	Kay Wolf	Hidalgo
	Amancio Chapa	La Joya
	Carolynn Nelson	McAllen

Precinct 4	Valerie Ramirez	Edinburg
	Barbara Stokes	Edinburg
	Dr. Joe Chance	Edinburg
	Dr. Lisa Adam	Edinburg
	Maria Leach	Edinburg
	Herbert Solis	Edinburg
	Laurier B. MacDonald	Edinburg

AI-32003

Constables 7. A.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo, EXECUTIVE
OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Constable Pct. #4:

1. Requesting approval to apply for Operation Borderstar Grant - FY 2012 (for overtime and fuel/mileage reimbursement)
2. Authorize County Judge to sign Grant Application

BACKGROUND

No grant application available until Monday 4/23/12; was made aware of grant on 4/20/12;
Grant application deadline is 4/30/12
No Local Cash Match required.

Fiscal Impact

FISCAL YEAR:

ACCT. #:

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Appropriation will be done at a later time after grant is awarded.

Attachments

email

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/20/2012 12:57 PM
Ivan Cantu	Ivan Cantu	04/20/2012 02:12 PM
Purchasing Department	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Monica Badillo		Started On: 04/20/2012 11:41 AM
	Final Approval Date: 04/20/2012	

AI-31854

Sheriff's Office 8. A.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Sheriff Lupe Trevino

Submitted By: Rosie Hinojosa, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Approval to appropriate \$89,260.00 from the unreserved fund balance in the Sheriff's Federal Sharing - U.S. Department of Treasury (Fund 1228).

BACKGROUND

See attached Budget Amendment.

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1228-421-00-280-006-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funds available as of 04/11/2012 for the appropriation of \$89,260.00.

Attachments

Budget Amendment

Form Review

Inbox

Purchasing Department

Form Started By: Rosie Hinojosa

Reviewed By

Angela Garcia

Final Approval Date: 04/17/2012

Date

04/17/2012 09:18 AM

Started On: 04/11/2012 03:05 PM

DATE: April 11, 2012
DEPARTMENT HEAD: Sheriff Guadalupe "Lupe" Trevino
DEPARTMENT NAME: Sheriff's Federal Sharing - U.S. Department
ACCOUNT NUMBER: 2-1228-421-00-280-006-0-XXX

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

Honorable Commissioners' Court of Hidalgo County:

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

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME
2-1228-421-00-280-006-0-432	Repair & Maint Svcs-Equip. & Vehicles
2-1228-421-00-280-006-0-619	Other Miscellaneous Supplies
2-1228-421-00-280-006-0-665	Minor Computer Equipment
2-1228-421-00-280-006-0-741	Vehicles
2-1228-421-00-280-006-0-745	Computer Equipment
2-1228-421-00-280-006-0-748	Other Equipment

TOTAL BUDGET INCREASE REQUEST

REASON: To appropriate monies from the Sheriff's Federal Sharing - U.S. Treasury fund for the purchase of computers and two (2) vehicles.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

: of Treasury

ance with Local Government

AMOUNT	
	320.00
	2,200.00
	6,500.00
	65,740.00
	2,100.00
	12,400.00

\$	89,260.00
----	-----------

id balance (unreserved) for

ATTEST COUNTY CLERK

AI-31894

9. B.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Eddie Olivarez

Submitted By: Mike Escaname, HEALTH &
HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

Health Division:

1. Requesting authorization to apply for the Environmental Justice Health Projects funding in an amount not to exceed \$5,000.00 offered by the U.S. Department of Health & Human Services, Office of Minority Health.
2. Requesting authorization to apply for the Cardiovascular Health Projects funding in an amount not to exceed \$5,000.00 offered by the U.S. Department of Health & Human Services, Office of Minority Health.

BACKGROUND

The funding will support projects to develop, adapt, implement, evaluate and replicate promising practices, accepted health model programs, or evidence-based practices. The RFP will focus on region-specific minority health problems, health gaps, or on the health or human services needs of a targeted group of minority population.

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: n/a

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

No local matching required.

Attachments

Email Notice

Environmental funding

Cardiovascular funding

Form Review

Inbox

Budget & Management
Purchasing Department

Form Started By: Mike Escaname

Reviewed By

Merlen P. Munoz
Angela Garcia

Final Approval Date: 04/17/2012

Date

04/12/2012 03:33 PM
04/17/2012 09:18 AM

Started On: 04/12/2012 03:09 PM

Mike Escaname

From: Lydia Serna <lydia.serna@hchd.org>
Sent: Tuesday, April 10, 2012 7:23 AM
To: eddie.olivarez@hchd.org
Cc: 'Miguel escaname'
Subject: FW: Region VI Office of Minority Health RFP's - Deadline COB April 30, 2012
Attachments: OMH Environmental Justice RFP.final.doc; OMH Cardiovascular.final. RFP (3).docx
Importance: High

FYI

Lydia Serna

Director of Nursing
Hidalgo County Health & Human Services Department
956-383-6221

-----Original Message-----

From: Chris.Nicholas@dshs.state.tx.us [<mailto:Chris.Nicholas@dshs.state.tx.us>] **On Behalf Of** PPCU@dshs.state.tx.us
Sent: Thursday, April 05, 2012 10:21 AM
To: PPCU@dshs.state.tx.us
Subject: Region VI Office of Minority Health RFP's - Deadline COB April 30, 2012
Importance: High

Hello everyone,

Attached above you will find the Region VI Office of Minority Health RFP's. Please share them with any interested party.

Technical Assistance (TA) Call:

Technical assistance call will be held Wednesday, April 11, 2012 from 10:30 a.m. – 11:30 a.m. CST to answer questions regarding this announcement. A second technical assistance conference call will be held Wednesday, April 18, 2012 from 10:30 a.m. – 11:30 a.m. CST. To join these TA calls, please dial 1-800-369-2071. Upon dialing in, please provide the following pass code 89828.

Regards,

James LaVelle Dickens, NP, FAANP
Commander, U.S. Public Health Service
Office of Minority Health, Region VI
Office of the Assistant Secretary for Health
U.S. Department of Health and Human Services
1301 Young Street, Suite 1124
Dallas, TX 75202
(O) 214-767- 3879
(F) 214-767-3209
james.dickens@hhs.gov



U.S. Public Health Service, "Protecting, promoting and advancing the health and safety of the Nation"

Million Hearts™ is a HHS national initiative to prevent 1 million heart attacks and strokes over five years.

www.millionhearts.hhs.gov

Request for Proposals (RFP):
Environmental Justice Health Projects
HHS Region VI- Office of Minority Health

A. Proposal Submission Deadline

Proposals and all required documents must be received in the Regional Office by COB Monday, April 30, 2012 at 5:00 PM CST. The Regional Office will not accept any postmarked proposals.

Project Officer's Mailing address:

James LaVelle Dickens NP-C, FAANP, Minority Health Consultant
Shandrea M. Jeffery, Budget Analyst
U.S. Department of Health & Human Services
Region VI, Office of the Assistant Secretary for Health
1301 Young Street, Suite 1124
Dallas, Texas 75202
Phone: (214)-767-3879
Fax: (214)-767-3209
Email: OASHRHA6@hhs.gov

B. Application Guidelines

The proposals must be completed on organization letterhead (Limit 5 pages, Times New Roman, 12 Font). Provide two (2) copies of the proposal (one electronic copy in **word document** via email and one original hardcopy). **The Regional Office will not accept any postmarked proposals. The electronic copy and the original hardcopy must be received in the Regional Office by COB Monday, April 30, 2012 at 5:00 PM CST.**

This funding opportunity is intended to support projects, activities, or events in Region VI that address local environmental justice and public health issues, targeted to racial/ethnic and underserved populations. The funding will support projects to develop, adapt, implement, evaluate and replicate promising practices, accepted health model programs, or evidence-based practices. The RFP will focus on region-specific minority health problems, health gaps, or on the health or human service needs of a targeted group of minority population.

Who can apply Funding is available to eligible entities located in the HHS Region VI (Arkansas, Louisiana, New Mexico, Oklahoma, and Texas). Eligible entities may include hospitals or clinics, community-based organizations, tribal entities, non-profit community service organizations, private community service organizations, educational Institutions, local government entities, health care entities, and faith-based community groups.

Technical Assistance (TA) Call:

Two technical assistance calls will be held Wednesday, April 11, 2012 from 10:30 a.m. – 11:30 a.m. CST to answer questions regarding this announcement. A second technical assistance conference call will be held Wednesday, April 18, 2012 from 10:30 a.m. – 11:30 a.m. CST. To join these TA calls, please dial 1-800-369-2071. Upon dialing in, please provide the following pass code 89828.

C. Funding Available

Projects will be funded up to a maximum amount of \$5,000.

D. Background

The Office of Minority Health (OMH) was created in 1986 and is one of the most significant outcomes of the 1985 *Secretary's Task Force Report on Black and Minority Health*. The Office is dedicated to improving the health of racial and ethnic minority populations through the development of health policies and programs that will help eliminate health disparities. Poor health outcomes for African Americans, Hispanic Americans, American Indians and Alaska Natives, Asian Americans, Native Hawaiians, and Pacific Islanders are apparent when comparing their health indicators against those of the rest of the U.S. population. These populations experience higher rates of illness and death from health conditions such as heart disease, stroke, specific cancers, diabetes, HIV/AIDS, asthma, hepatitis B, and overweight and obesity. OMH's primary responsibility is to improve health and healthcare outcomes for racial and ethnic minority communities by developing or advancing policies, programs, and practices that address health, social, economic, environmental and other factors which impact health.

OMH programs address disease prevention, health promotion, risk reduction, healthier lifestyle choices, use of health care services, and barriers to health care. OMH works in partnership with communities and organizations in the public and private sectors. These collaborations support a systems approach for eliminating health disparities, national planning to identify priorities, and coordinated responses through focused initiatives. OMH provides funding to state offices of minority health, multicultural health, and health equity; community and faith-based organizations, institutions of higher education, tribes and tribal organizations; and other organizations dedicated to improving health. For additional information about OMH, please visit www.minorityhealth.hhs.gov.

Let's Move! is a comprehensive initiative, launched by the First Lady, dedicated to solving the problem of obesity within a generation, so that children born today will grow up healthier and able to pursue their dreams. Combining comprehensive strategies with common sense, *Let's Move!* is about putting children on the path to a healthy future during their earliest months and years.¹

¹ "Let's Move! - About Let's Move." Let'smove.gov. Web 20 Mar. 2012 <http://www.letsmove.gov/about>.

“Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. EPA has this goal for all communities and persons across this Nation. It will be achieved when everyone enjoys the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.”¹ More information on environmental justice can be found at:

<http://www.epa.gov/environmentaljustice/>

<http://www.cdc.gov/HealthyHomes/EJ/definition.htm>

Project Area To Be Funded

This funding opportunity is intended to support projects, activities, or events in Region VI that address local environmental justice and public health issues in racial/ethnic and underserved population. Examples of activities include: conferences, health walks, health fairs, health workshops, train the trainer workshops, educational materials, and speaker fees for activities and events. **Priority will be given to proposals that address issues such as childhood asthma, childhood obesity aligning with the *Let's Move!* Initiative, and Food Deserts.**

Examples of activities that will not be funded include:

- **Research**
- **Direct Clinical Services**
- **Screening Services**
- **Testing Kits**

The Issue

Childhood Asthma

- Asthma is one of the most common leading chronic childhood diseases in the United States, and a major cause of childhood disability.²
- Almost 7 million children have asthma.²
- Asthma is the third-ranking cause of hospitalization among children under 15.³
- An average of 1 out of every 10 school-aged children has asthma.³
- 10.5 million school days are missed each year due to asthma.³
- Racial disparities in childhood asthma are extensive; black and Puerto Rican children have high prevalence rates, and black children have dramatically higher mortality rates compared with white children.²

¹ “EPA-Compliance and Enforcement-Environmental Justice.” Web 27 Mar. 2012. <http://www.epa.gov/environmentaljustice/>

² Akinbami LJ. The State of Childhood Asthma, United States, 1980-2005. Advance Data from Vital and Health Statistics: no. 381, revised December 29, 2006. Department of Health and Human Services; Center for Disease and Prevention. Web 23 Mar. 2012. <http://www.cdc.gov/nchs/data/ad/ad381.pdf>

³ Asthma Facts. United States Environmental Protection Agency. http://www.epa.gov/asthma/pdfs/asthma_fact_sheet_en.pdf

- Children of American Indian or Alaska Native decent have current asthma prevalence rate 25% higher than white children
- Puerto Rican children have the highest prevalence rate compared to non-Hispanic white children at 140%
- From 2003-2005, African American children had a death rate 7 times that of non Hispanic White children.¹
- African American Children have a 260% higher emergency department visit rate, a 250% higher hospitalization rate, and a 500% higher death rate from asthma, as compared with White Children.¹

Childhood Obesity

- Obesity is a growing epidemic in the United States. Nearly one in three children in America is overweight or obese.²
- Childhood obesity is of particular concern, since overweight adolescents have a 70% chance of becoming overweight or obese adults.²
- From 1976–2006, the overall prevalence of overweight preschool-age children ages 2–5 years more than doubled from about 5% to 11%.²
- Obese children and teens have been found to have risk factors for cardiovascular disease (CVD), including high cholesterol levels, high blood pressure, and abnormal glucose tolerance.²
- Combined data for the years 2005–2008 indicate that Mexican American and Black, non-Hispanic children were more likely to be obese than White, non-Hispanic children.²

Food Desert

- Inequitable access to healthy food is a major contributor to health disparities.³
- More than 23 million people in America live in food deserts- urban neighborhoods and rural towns without ready access to fresh, healthy and affordable food.⁴
- This lack of access contributes to a poor diet and can lead to higher levels of obesity and other diet-related illness, such as diabetes and heart disease.³
- 58 of the 258 counties in Texas are listed as Food Deserts according to FDA in 2005.⁵

¹ "Office on Minority Health-Health Topics-Asthma-Asthma Data/Statistics". Department of Health and Human Services. Web Mar. 23, 2012. <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=2&lvlid=78>

² "Let's Move!- Learn the Facts." Let'smove.gov. Web 20 Mar. 2012 <http://www.letsmove.gov/learn-facts/epidemic-childhood-obesity>.

³ The Grocery Gap: Who has Access to Healthy Food and Why it Matters. Web Mar. 23 2012.

<http://www.policylink.org/atf/cf/%7B97C6D565-BB43-406D-A6D5-ECA3BBF35AF0%7D/FINALGroceryGap.pdf>

⁴ "Creating Access to Healthy, Affordable Food". United States Department of Agriculture. Web Mar. 23 2012. <http://apps.ams.usda.gov/fooddeserts/>

⁵ "Texas Food Deserts, 2005". Web 23 Mar. 2012

<http://www.cdc.gov/dhdspl/maps/gisx/mapgallery/maps/pdf/TXfooddeserts2005.pdf>

E. Funding Notification

This is a competitive process. All applications will be reviewed by an objective, regional technical review panel. Applicants will be notified by email to the status of their application no later than Friday, June 8, 2012.

F. Payment Process

Please note if your organization accepts **VISA CREDIT CARD** for payment (**PayPal will NOT be accepted**). Once your proposal has been accepted and approved funding, you will be notified. Funding will be available immediately via **VISA CREDIT CARD** payment. ***If you have a separate finance office accepting your credit card payments, please add their information to your proposal invoice.

As required by the Federal Acquisition Regulation (FAR), a contractor/vendor must register in the Central Contractor Registration (CCR) database and maintain registration until final payment. The website is <http://www.ccr.gov>. Contractor/ Vendor may obtain information on registration and annual confirmation requirement via internet or by calling 1-800-227-2423 or 269-961-5757. It takes 24 hours to register.

Before you register with the CCR, you must have already obtained DUNS #. This number may be obtained at the Dun and Bradstreet website <http://www.dnb.com> or at 866-705-5711.

What is a CCR? It is a repository of all companies and agencies to do business with the Federal Government and DOD.

FAR 52.232-33 Payment of Electronic Funds Transfer-Central Contractor Registration 52.204-7.

Guidelines for Requesting Disbursement of Funds (Payments)

- A. Must be on your organization letterhead
- B. It must state **“INVOICE”**
- C. The Order or Requisition Number must be stated on request (**Form 347**)
- D. The request for Payment amount for that task/deliverable.
- E. **Tax ID #** (Taxpayer Identification Number) FAR 52.204-3
- F. **DUNS #** (Data Universal Numbering System) FAR 52.204-6
- G. A Direct Deposit Form on File from PSC/FMS 301-443-3020.
- H. A Description/Breakdown of requested amount for payment schedule requested
- I. Signature from organization representative
- J. If this request is for final payment, please see **FINAL PAYMENT** Guidelines.

Note: All modifications to your project must be submitted in writing, and approved by the Project Officer before your project is implemented. Modifications to your proposed project that are not approved in advance may result in nonpayment of your award.

G. Project Time Frame

Awardees will have until **December 30, 2012** to complete their projects.

Review Process

Applications will be reviewed by an objective, regional technical review panel. Successful applications will be selected based on their relevance to OMH program objectives and the following criteria:

- Form I. Cover Page-All requested contact information, including organization letterhead (5 points)
- Form II. Organizational Background (25 points)
- Form III. Proposed Project Description (30 points)
- Form IV. Project Evaluation (15 points)
- Form V. Budget (25 points)

H. Disclaimer

All materials submitted regarding this project becomes the property of HHS. HHS has the right to use any or all information/materials presented in your application, subject to limitations for proprietary or confidential information. Disqualifications or denial of the application does not eliminate this right.

It is the responsibility of the applicant to identify proprietary information and request that the information be treated as such. Any additional restrictions on the use or inspection of the material contained within the application shall be clearly stated in the application itself. The HHS privacy policy is available at <http://www.hhs.gov/Privacy.html>.

Event materials supported through these funds must include acknowledgement of support from the U.S. Department of Health and Human Services, Office of Minority Health. The awardees must also include the following statement on event materials distributed at events: **“Funding for this activity was made possible in part by the Department of Health and Human Services (HHS), Office of Minority Health. The views expressed in written materials or publications and by speakers and moderators at HHS-sponsored conferences, do not necessarily reflect the official policies of the Department of Health and Human Services; nor does the mention of trade names, commercial practices, or organizations imply endorsement by the U.S. Government.”**

The contents of the application will become contractual obligations if the project is funded. OMH reserves the right to request revisions to the budget and/or scope of work of any applicant.

I. Guidelines for Final Report

Final Report must include:

- Must be on your organization letterhead (limit 3 pages)
- Quantifiable outcomes
- The number of attendees/participants at event(s) or project
- Target audience at event(s) or project
- Focus of funded event (such as Childhood obesity, hypertension, or Diabetes)
- Signature from organization designated representative

You are required to submit the requested information noted in the “**Guidelines for Final Report**” above. **The Final Report must be submitted to the Project Officer no later than 30 days (or January 30, 2013) after the completion of proposal time frame.**

**Region VI- Office of Minority Health
Environmental Justice in Minority and Underserved Population Project**

Cover Page – Form I (Include letterhead and complete Information)

Contact Information:

HHS Region: VI

Organization Name: _____

Mailing Address, City, State, Zip : _____

Email Address _____

Executive Director: _____

Project Director: _____

Point of Contact for this Proposal/project : _____
Organization's Tax ID# (Taxpayer Identification
Number) FAR 52.204-3 _____

DUNS # (Data Universal Numbering System)
FAR 52.204-6 _____

CCR # (Central Contractor Registration) _____

**Signature of Official with Contracting Authority: _____

Print Name: _____

**** This is the person with the legal authority to enter into a contractual obligation on behalf of the organization. For proposals submitted via e-mail, a typed electronic signature with a statement “this typed signature represents an official signature” is acceptable and required.**

Organizational Background – Form II (Limit one page)

1. Provide a brief background description of the organization (include: history, mission and vision).
2. Provide a brief background on the Health issue to include demographic information of the population.

Proposed Project Description – Form III (Limit one page)

1. Describe your proposed project (Include the proposed project title and proposed project target population).

2. What do you want to accomplish with this project? (List the project purpose with a work plan) <http://www.goal-setting-guide.com/goal-setting-tutorials/smart-goal-setting>.

2a. Identify project approach (does your project include or will you be replicating an accepted health model, evidence-based practice or promising practice? If yes, please describe. (For information on a wide range of programs and policies that have been found to be effective, please see “The Community Guide” at <http://www.thecommunityguide.org/index.html>.)

Project Evaluation – Form IV (Limit one page)

1. What is the proposed project expected outcome(s)? What performance measure(s) will you use and how will you evaluate the success of your project? Performance measures should be directly related to the goals and objectives described in Form III. (Examples of evaluation methods include pre-post test to measure improved health indicators or questionnaire to measure knowledge gained as a result of this project.)

Project Budget- Form V (Limit one page)

The proposal **CANNOT** include:

- “Give Aways” or promotional items (i.e. key chains, pedometers, water bottles, pens etc)
- Food and beverages
- Medical testing equipment
- Indirect cost or personnel
- Printing/copying over \$1,000
- Operating support
- Capitol projects

Examples of activities and expenses that can be funded include: training for health and social service professionals, educational sessions for the public, speaker fees for spokespersons.

1. Total amount requested?
2. List how you will use requested funds for this project in the table below.

Item Description	Unit	Unit Cost (\$)	Funding Source
Total:			

Request for Proposals (RFP):
Cardiovascular Health Projects
HHS Region VI- Office of Minority Health

A. Proposal Submission Deadline

Proposals and all required documents must be received in the Regional Office by COB Monday, April 30, 2012 at 5:00 PM CST. The Regional Office will not accept any postmarked proposals.

Project Officer's Mailing address:

James LaVelle Dickens NP-C, FAANP, Minority Health Consultant
Shandrea M. Jeffery, Budget Analyst
U.S. Department of Health & Human Services
Region VI, Office of the Assistant Secretary for Health
1301 Young Street, Suite 1124
Dallas, Texas 75202
Phone: (214)-767-3879
Fax: (214)-767-3209
Email: OASHRHA6@hhs.gov

B. Application Guidelines

The proposals must be completed on organization letterhead (Limit 5 pages, Times New Roman, 12 Font). Provide two (2) copies of the proposal (one electronic copy in **word document** via email and one original hardcopy). **The Regional Office will not accept any postmarked proposals. The electronic copy and the original hardcopy must be received in the Regional Office by COB Monday, April 30, 2012 at 5:00 PM CST.**

This funding opportunity is intended to support projects, activities, or events in Region VI that address Cardiovascular Health targeted to racial/ethnic and underserved populations. The funding will support projects to develop, adapt, implement, evaluate and replicate promising practices, accepted health model programs, or evidence-based practices. The RFP will focus on region-specific minority health problems, health gaps, or on the health or human service needs of a targeted group of minority population.

Who can apply Funding is available to eligible entities located in the HHS Region VI (Arkansas, Louisiana, New Mexico, Oklahoma, and Texas). Eligible entities may include hospitals or clinics, community-based organizations, tribal entities, non-profit community service organizations, private community service organizations, educational Institutions, local government entities, health care entities, and faith-based community groups.

Technical Assistance (TA) Call:

Two technical assistance calls will be held Wednesday, April 11, 2012 from 10:30 a.m. – 11:30 a.m. CST to answer questions regarding this announcement. A second technical assistance conference call will be held Wednesday, April 18, 2012 from 10:30 a.m. – 11:30 a.m. CST. To join these TA calls, please dial 1-800-369-2071. Upon dialing in, please provide the following pass code 89828.

C. Funding Available

Projects will be funded up to a maximum amount of \$5,000.

D. Background

The Office of Minority Health (OMH) was created in 1986 and is one of the most significant outcomes of the 1985 *Secretary's Task Force Report on Black and Minority Health*. The Office is dedicated to improving the health of racial and ethnic minority populations through the development of health policies and programs that will help eliminate health disparities. Poor health outcomes for African Americans, Hispanic Americans, American Indians and Alaska Natives, Asian Americans, Native Hawaiians, and Pacific Islanders are apparent when comparing their health indicators against those of the rest of the U.S. population. These populations experience higher rates of illness and death from health conditions such as heart disease, stroke, specific cancers, diabetes, HIV/AIDS, asthma, hepatitis B, and overweight and obesity. OMH's primary responsibility is to improve health and healthcare outcomes for racial and ethnic minority communities by developing or advancing policies, programs, and practices that address health, social, economic, environmental and other factors which impact health.

OMH programs address disease prevention, health promotion, risk reduction, healthier lifestyle choices, use of health care services, and barriers to health care. OMH works in partnership with communities and organizations in the public and private sectors. These collaborations support a systems approach for eliminating health disparities, national planning to identify priorities, and coordinated responses through focused initiatives. OMH provides funding to state offices of minority health, multicultural health, and health equity; community and faith-based organizations, institutions of higher education, tribes and tribal organizations; and other organizations dedicated to improving health. For additional information about OMH, please visit www.minorityhealth.hhs.gov.

Million Hearts[™] is a national initiative to prevent 1 million heart attacks and strokes in the U.S. over the next 5 years. Launched by the Department of Health and Human Services (HHS) in

September 2011, it aligns existing efforts, as well as creates new programs, to improve health across communities and help Americans live longer, more productive lives.¹

Project Area To Be Funded

This funding opportunity is intended to support projects, activities, or events in Region VI that address cardiovascular health in racial/ethnic and underserved population. Examples of activities include: conferences, health walks, health fairs, health workshops, train the trainer workshops, educational materials, and speaker fees for activities and events. **Priority will be given to proposals that align with the Million Hearts™ initiatives or focus on general cardiovascular health.**

Examples of activities that will not be funded include:

- **Research**
- **Direct Clinical Services**
- **Screening Services**
- **Testing Kits**

The Issue

Cardiovascular Disease

- Heart disease and stroke are the first and fourth leading causes of death in the United States respectively.¹
- Cardiovascular disease is responsible for 1 of every 3 deaths in the country.¹
- Heart disease is the leading killer across most racial and ethnic communities in the United States.²
- Mexican Americans, who make up the largest share of the U.S. Hispanic population, suffer in greater percentages than Whites from overweight and obesity, two of the leading risk factors for heart disease.²
- African American men and women are 30% more likely to die from heart disease than non-Hispanic white males.²
- Americans suffer more than 2 million heart attacks and strokes each year and, every day, 2,200 people die from cardiovascular disease.¹
- Heart disease and stroke are among the leading causes of disability in the U.S., with more than 3 million people reporting serious illness and decreased quality of life.¹
- In 2007, 23 percent of deaths in the Asian and Pacific Islander community were caused by heart disease.²

¹ "Million Hearts - Overview - The Initiative." Millionhearts.hhs.gov. Department of Health and Human Services. Web. 20 Mar. 2012. <http://millionhearts.hhs.gov/aboutmh/overview.html> .

² "Office on Minority Health- Data Statistics-Data by Health Topic- Heart Disease. Department of Health and Human Services. Web. 20 Mar. 2012. <http://minorityhealth.hhs.gov/templates/browse.aspx?lvl=3&lvlid=6>.

E. Funding Notification

This is a competitive process. All applications will be reviewed by an objective, regional technical review panel. Applicants will be notified by email to the status of their application no later than Friday, June 8, 2012.

F. Payment Process

Please note if your organization accepts **VISA CREDIT CARD** for payment (**PayPal will NOT be accepted**). Once your proposal has been accepted and approved funding, you will be notified. Funding will be available immediately via **VISA CREDIT CARD** payment. ***If you have a separate finance office accepting your credit card payments, please add their information to your proposal invoice.

As required by the Federal Acquisition Regulation (FAR), a contractor/vendor must register in the Central Contractor Registration (CCR) database and maintain registration until final payment. The website is <http://www.ccr.gov>. Contractor/ Vendor may obtain information on registration and annual confirmation requirement via internet or by calling 1-800-227-2423 or 269-961-5757. It takes 24 hours to register.

Before you register with the CCR, you must have already obtained DUNS #. This number may be obtained at the Dun and Bradstreet website <http://www.dnb.com> or at 866-705-5711.

What is a CCR? It is a repository of all companies and agencies to do business with the Federal Government and DOD.

FAR 52.232-33 Payment of Electronic Funds Transfer-Central Contractor Registration 52.204-7.

Guidelines for Requesting Disbursement of Funds (Payments)

- A. Must be on your organization letterhead
- B. It must state **"INVOICE"**
- C. The Order or Requisition Number must be stated on request (**Form 347**)
- D. The request for Payment amount for that task/deliverable.
- E. **Tax ID #** (Taxpayer Identification Number) FAR 52.204-3
- F. **DUNS #** (Data Universal Numbering System) FAR 52.204-6
- G. A Direct Deposit Form on File from PSC/FMS 301-443-3020.
- H. A Description/Breakdown of requested amount for payment schedule requested
- I. Signature from organization representative
- J. If this request is for final payment, please see **FINAL PAYMENT** Guidelines.

Note: All modifications to your project must be submitted in writing, and approved by the Project Officer before your project is implemented. Modifications to your proposed project that are not approved in advance may result in nonpayment of your award.

G. Project Time Frame

Awardees will have until **December 30, 2012** to complete their projects.

Review Process

Applications will be reviewed by an objective, regional technical review panel. Successful applications will be selected based on their relevance to OMH program objectives and the following criteria:

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**Region VI- Office of Minority Health
Cardiovascular Health in Minority and Underserved Population Project**

Cover Page – Form I (Include letterhead and complete Information)

Contact Information:

HHS Region: VI

Organization Name: _____

Mailing Address, City, State, Zip : _____

Email Address _____

Executive Director: _____

Project Director: _____

Point of Contact for this Proposal/project : _____
Organization's Tax ID# (Taxpayer Identification
Number) FAR 52.204-3 _____

DUNS # (Data Universal Numbering System)
FAR 52.204-6 _____

CCR # (Central Contractor Registration) _____

**Signature of Official with Contracting Authority: _____

Print Name: _____

**** This is the person with the legal authority to enter into a contractual obligation on behalf of the organization. For proposals submitted via e-mail, a typed electronic signature with a statement “this typed signature represents an official signature” is acceptable and required.**

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2. What do you want to accomplish with this project? (List the project purpose with a work plan) <http://www.goal-setting-guide.com/goal-setting-tutorials/smart-goal-setting>.

2a. Identify project approach (does your project include or will you be replicating an accepted health model, evidence-based practice or promising practice? If yes, please describe. (For information on a wide range of programs and policies that have been found to be effective, please see “The Community Guide” at <http://www.thecommunityguide.org/index.html>.)

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- Capitol projects

Examples of activities and expenses that can be funded include: training for health and social service professionals, educational sessions for the public, speaker fees for spokespersons.

1. Total amount requested?
2. List how you will use requested funds for this project in the table below.

Item Description	Unit	Unit Cost (\$)	Funding Source
Total:			

AI-31862

IT Department 10. A.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Griselda Salazar, IT
DEPARTMENT

Department: IT DEPARTMENT

Information

CAPTION

Constable Pct. 4:

Authorization to purchase wireless service through the County's membership/participation with
CONTRACT: DIR-SDD-604 with awarded vendor VERIZON WIRELESS for the following:

User Name:	Employee ID:	Description:	Plan Cost:	Equipment Cost:
Michael Anzaldua	116092	MIFI 4510L 4G	Unlimited Data Plan \$37.99 + \$5.00 = \$42.99 X 9/mos = \$386.91	\$0

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1242-412-00-060-001-0-532

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Funding available throug Req #213453 in the amount of \$386.91 as of 4/13/12 for Verizon Wireless.

Attachments

Request Form

Requisition 213453

Form Review

Inbox
Budget & Management
Ivan Cantu
Erika Zamora
Purchasing Department

Reviewed By
Merlen P. Munoz
Ivan Cantu
Erika Zamora
Angela Garcia

Date
04/11/2012 04:33 PM
04/12/2012 11:05 AM
04/13/2012 11:35 AM
04/17/2012 09:18 AM
Started On: 04/11/2012 04:07 PM

Form Started By: Griselda Salazar

Final Approval Date: 04/17/2012



WIRELESS DEVICE REQUEST FORM W.2011.2

TYPE OF REQUEST		
County Owned Wireless Device: ☒ Office Use or ☐ Individual ☐ Name Change ☐ Equipment Change ☐ Plan Change ☐ Delete Service	Wireless Data Device: ☒ Data Card ☐ Blackberry ☐ Other:	Stipend: ☐ Cellular Telephone \$50/mo ☐ Data Pad \$25/mo
COUNTY OWNED WIRELESS DEVICE		
Office Use / Employee: <u>Michael Anzalone</u> Employee ID# <u>116092</u> Signature: <u>[Signature]</u>		
Department: <u>Const. Pct 4</u> Dept#: _____		
Quantity: <u>1</u>		
Service: \$ <u>37.99</u> /mo (x) <u>9</u> months = <u>341.91</u> Account: <u>2-1242-412-00-060-001-0-532</u>		
Service: \$ <u>5.00</u> /mo (x) <u>9</u> months = <u>45.00</u> Account: <u>2-1242-412-00-060-001-0-532</u> <u>619/664</u>		
Requisition Total: <u>386.91</u> Requisition Number: <u>213453</u>		
STIPEND		
(1) Employee: _____ Employee ID# _____ Signature: _____		
Department: _____ Dept#: _____		
Quantity: _____		
Service: \$ _____ /mo (x) _____ months = _____ Account: _____ -532		
Total: _____		
(2) Elected Official/Department Head Authorization for Request:		
<u>[Signature]</u> Signature	<u>J. E. Coverra</u> Print Name	<u>3/28/2012</u> Date
(3) Executive Office Authorization (Commissioner's Court Departments Only):		
_____ Signature	_____ Print Name	_____ Date
(4) IT DEPARTMENT ONLY:		
Service Type Codes: <u>Unlimited Data Plan</u>		

Commissioner's Court Action:

Commissioner's Court Date: _____

☐ Approved Date: _____

☐ Disapproved

Current County cell phone policy stipulates that employees that have cell phones assigned to them will be taxed the value of the service. Please see the following IRS document for more information: <http://www.irs.gov/govt/fslg/article/0,,id=167154,00.html>, EXAMPLE 2.

Revised: 03/09/2011

Requisition

Req # 00213453

PO #

Date: 03/26/12

Bill To: x
x

Vendor : 287024
VERIZON WIRELESS
P.O. BOX 660108
DALLAS TX 75266-0108

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact: GRISELDA
956-292-7070

Contract No: DIR-SDD-604

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		CC 4/11/12 AI-31862 / CONST. PCT. 4 - DATA CARD DO NOT DUPLICATE ORDER		
9.00	MONTH	OPEN PURCHASE ORDER FOR ONE MIFI 4510L DATA CARD WITH UNLIMITED PLAN \$37.99 (SERVICE) X 9 (APRIL-DEC 2012) = \$341.91	37.99	341.91
9.00	MONTH	TAXES AND FEES \$5.00 (T/F) X 9 (APRIL-DEC 2012) = \$45.00	5.00	45.00
		Account No _____ 2-1242-412-00-060-001-0-532	Encumbrance 386.91	
			Freight	.00
			Total	386.91
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

AI-31642

HIDTA - Task Force 11. A.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Nelda Olivarez

Submitted By: Sylvia Solis, BUDGET &
MANAGEMENT

Department: HIDTA

Information

CAPTION

HIDTA Task Force (1291)/ HIDTA Ch 59 (1251):

1. Requesting approval to accept a grant modification for Grant No. G12SS0002A between Hidalgo County and the Executive Office of the President Office of National Drug Control Policy-Hidalgo County HIDTA Task Force.
2. Approval to redistribute the cost allocations to various full-time positions under HIDTA Task Force & Chapter 59, as listed on Exhibit A. (See attached)
3. Approval of revised salary schedules.

BACKGROUND

Move Hidalgo DA TF budget for the Attorney and Paralegal Support that will not be HIDTA funded and re-allocate funds to 2 Task Force Investigative/ Law Enforcement Officer positions and other minor adjustments in order to utilize 100% grant funds. Reprogramming/Reallocation of funds are within original approved budget, previously approved by CC on 04/03/2012, refer to AI-31575.

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1291-412-00-270-003-2-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

No Budgetary Impact.

Attachments

backup

redistribution of cost allocation

modification

Form Review

Inbox

Purchasing Department

Form Started By: Sylvia Solis

Reviewed By

Angela Garcia

Date

04/17/2012 09:18 AM

Started On: 03/26/2012 02:35 PM

Final Approval Date: 04/17/2012

COMMANDER

GRADE: 18

GENERAL DESCRIPTION

Performs advance complex supervisory (senior-level) criminal investigation work. Work involves planning and directing enforcement, investigative, and staff services activities; managing fiscal affairs and training staff. Plans, assigns, and supervises the work of others. Employee has extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans and implements special and administrative assignments and programs

Plans, directs, reviews, and evaluates the registration, enforcement, and collective efforts of investigations

Coordinates and supervises training and technical assistance on compliance with agency policies, procedures, and applicable laws

Develops or oversees the development of the budget, policies, and procedures

Directs and coordinates administrative and operational activities

Enforces proper investigative and enforcement procedures

Establishes priorities in investigative and law enforcement activities

Prepares summaries and reports of the department/division activities

Represents the agency in planning and negotiations with federal, state, and local authorities

Will be responsible for accurate accounting of the Task Force's Confidential Funds account and follow the department and auditing policies.

Assess' criminal/drug trafficking intelligence and evaluates it in order to determine risk factors.

Provides tactical and strategic leadership to department personnel and covert civilian operatives.

Presides over all briefings and debriefings of all operations.

Coordinates the available local, state and federal resources for each operation and provides access to the local medical and emergency services during each operation.

Maintains a high level of professionalism and quality ethical standards.

Maintain confidentiality in the performance of duties

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of seven (7) years of law enforcement experience required. Graduation from an accredited four-year college or university with a major in criminal justice, criminology, police science or related field is generally preferred. Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE) required. Two (2) years of related experience may be substituted for one (1) year of the required education.

Certificates, Licenses & Registration

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

Possession of an Advanced Certificate of Law Enforcement.

Mandatory firearms qualification and physical training

Knowledge, Skills, and Abilities

Knowledge of police methods and techniques; of departmental programs; policies, and procedures; of civil and criminal laws; of court systems and procedures; and of budgetary planning and preparation

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 most complex documents

Ability to write speeches and articles using original or innovative techniques or style

Ability to work with mathematical concepts such as probability and statistical inference

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

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

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Family Code, child abuse and neglect, and/or business ethics and public law

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

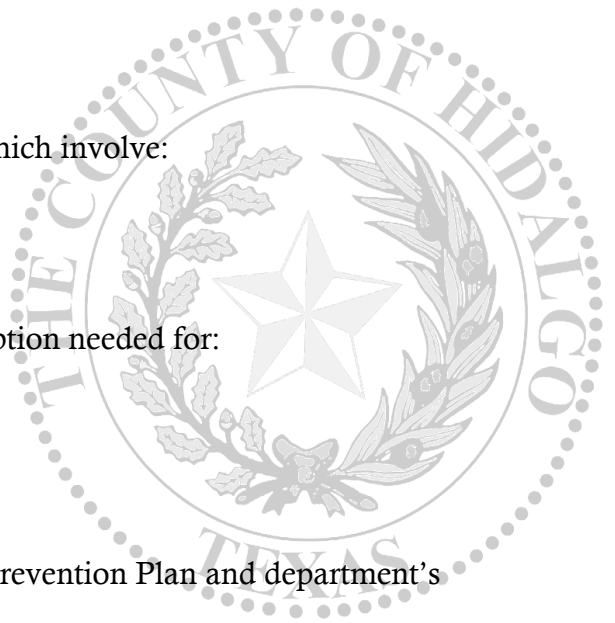
- demonstrating intellectual capabilities

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



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:

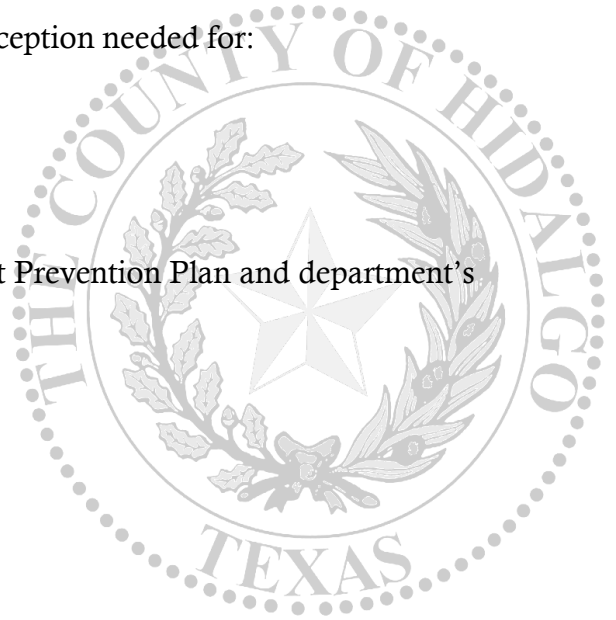
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



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:

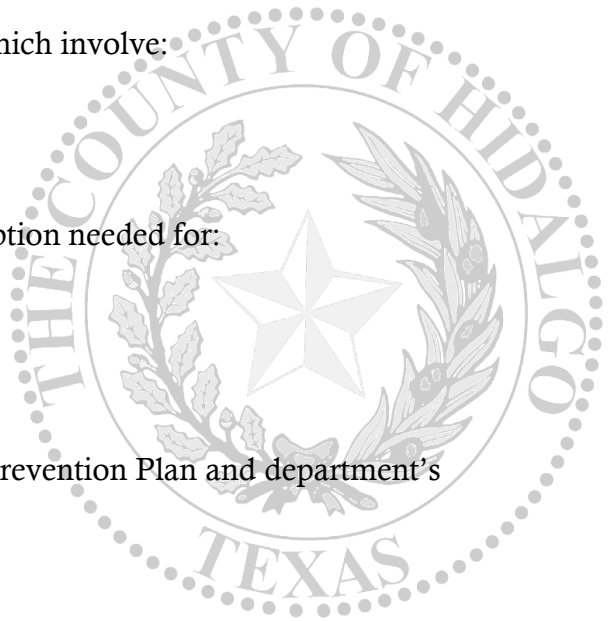
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



ASSISTANT COMMANDER

GRADE: 16

GENERAL DESCRIPTION

Performs supervisory (senior-level) criminal investigation work. Work involves assisting in supervising, planning, directing, and controlling operations and activities. Plans, assigns, and supervises the work of others. Employee will maintain an investigative caseload and will also be responsible for administrative duties as directed and or assigned. Works under minimal supervision, with extensive latitude for the use of imitative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assumes all of the Commander's duties and responsibilities during the Commander's absence or at the direction of the Commander.

Has executive management authority over all department field operations personnel, including asset forfeiture and intelligence research divisions.

May also approve all operational plans and primarily ensures that the safety and well being of the public, task force agents, covert operations, law enforcement personnel and targets are secured.

Assists in implementing all local, state and federal rules and regulations to all operations and coordinate with other law enforcement agencies.

Assist in supervising all local, state, and federal law enforcement personnel within the purview of the task force responsibilities.

Will assist in maintaining an accurate accounting of the Task Force's Confidential Funds account and follow the department and auditing policies.

Mediates and attempts to resolve all problems caused by an operation or between local and federal agents.

Assess' criminal/drug trafficking intelligence and evaluates it in order to determine risk factors.

Provides tactical and strategic leadership to department personnel and covert civilian operatives.

Coordinates the available local, state and federal resources for each operation and provides access to the local medical and emergency services during each operation.

Maintains a high level of professionalism and quality ethical standards.

Interview involved parties including suspects, witnesses and complainants; obtain and verify official statements

Conduct surveillance of drug suspects and related activities; patrol high risk and drug profile area; conduct undercover operations; collect evidence of crimes; organize and prepare case reports for prosecution

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; conduct internal investigations of white collar crimes and criminal violations committed by county personnel

Draft and serve civil citations, arrest warrants and other legal documents to ensure expediency in the legal process; testify in court or in front of a grand jury as requested

Maintain confidentiality in the performance of duties

Establish and maintain cooperative working relationships with those contacted in the course of work

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Five (5) years of law enforcement experience required. Graduation from an accredited four-year college or university with a major in criminal justice, criminology, police science or related field is generally preferred. Texas Peace Officer certification from the Texas Commission of Law Enforcement Officer Standards and Education (TCLEOSE) required. Two (2) years of related experience may be substituted for one (1) year of the required education.

Certificates, Licenses & Registration

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

Possession of an Advanced Certificate of Law Enforcement.

Mandatory firearms qualification and physical training

Knowledge, Skills, and Abilities

Knowledge of police methods and techniques; of departmental programs; policies, and procedures; of civil and criminal laws; of court systems and procedures; and of budgetary planning and preparation

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 most complex documents

Ability to write speeches and articles using original or innovative techniques or style

Ability to make effective and persuasive speeches and presentation on controversial or complex topics to top management, public groups

Ability to work with mathematical concepts such as probability and statistical inference

Ability to define problem(s), collect data, establish facts, and draw valid conclusions

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

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

Specific knowledge of the following areas: Texas Code of Criminal Procedures, Texas Penal Code, Texas Family Code, child abuse and neglect, and/or business ethics and public law

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

ACCOUNTANT III

GRADE: 12

GENERAL DESCRIPTION

Employee will perform moderately complex accounting work. Work involves preparing financial statements, records, documents, or reports. Employee may specialize in some phase of accounting work such as federal funds accounting, property and equipment control, cost, payroll, or bond servicing. Employee works under general supervision with moderate latitude for the use of initiative and independent judgment and may supervise the work of others.

EXAMPLES OF WORK PERFORMED

Prepares and/or oversees the preparation of financial statements with schedules and exhibits

Prepares and/or oversees the preparation of technical reports on estimates, cost data, and budget items

Prepares and posts various vouchers and audits them for accuracy

Prepares monthly status analyses of funds and expenditures

Prepares various reports on federal grants, regulations, and statistics, as required

Maintains adequate records of expenditures, funds, appropriations, and expenses, as well as of revenue collected and deposited

Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary

Serves as a consultant on accounting matters to administrative, supervisory, or technical staff, and assists agency administrators in applying financial data to the resolution of administrative or operating problems

Provides technical assistance to technical and lower-level accounting staff in clarifying operating problems, such as the allocation of income or expenses; cost accounting procedures; the closing, correcting, or adjusting of journal entries; and the preparation of special exhibits and schedules

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures

May train staff on the maintenance of accounting records on expenditures and revenue collected, the posting of general ledgers, and the posting of journals

May supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two to three (2-3) years of progressive experience in accounting, governmental accounting, or commercial accounting; Graduation from an accredited four-year college or university with a Bachelor's in Business Administration with major coursework in Accounting or Finance with 15 hours of accounting courses.

Knowledge, Skills, and Abilities

Knowledge of accounting principles and procedures; of budget controls; and of purchasing methods and procedures

Knowledge of MS Word, Excel and 10-key calculator

Ability, to perform complex accounting transactions, to interpret laws and regulations, to interpret and apply accounting theory, and to supervise the work of others

Knowledge of Uniform Grants Management Standards (UGMS) and GAAP

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:

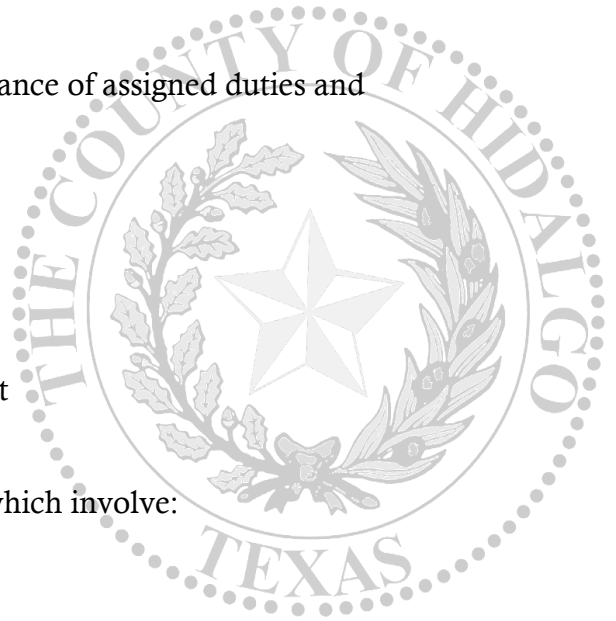
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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:

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INTELLIGENCE RESEARCH SPECIALIST

GRADE: 08

GENERAL DESCRIPTION

Will perform journey-level intelligence work; Work involves analyzing and evaluating intelligence materials of highly specialized, particularly sensitive nature.

EXAMPLES OF WORK PERFORMED

Receives a large volume of specialized sensitive information

Organizes and delivers briefing/written packages based on knowledge of specific information needed

Advises on potential information sources within and outside the intelligence community, experts, or in some instances unsecured and covert sources

Prepares guidance or program information regarding intelligence for review

Disseminates acquired intelligence information in response to requests from various agencies in order to aid with criminal investigations

Maintains security of criminal record and criminal intelligence information for the purpose of complying with federal and state laws concerning access to and dissemination of criminal information

Contacts or consults with various agencies to obtain intelligence information or gain referrals for research to fulfill requests

Establishes, maintains and updates intelligence databases and files (e.g., security control card, undercover vehicle and officer, concealed weapons permits, informant, etc.) to ensure the accuracy, security and proper dissemination of highly sensitive intelligence information

Reviews files, documents and work progress to ensure completeness, accuracy and compliance with federal, state, local, and Department standards, policies and procedures

Participates in multi-agency task force investigations in and out of County to provide intelligence research assistance to meet the objectives of DPS and other law enforcement agencies

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Associates Degree in criminal justice or related field and two (2) years experience with a law enforcement or criminal justice agency; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Able to work with a database or records management program

Knowledge in research techniques and resources

Knowledge in law enforcement and intelligence terminology

Able to organize, prioritize and perform multiple tasks to complete job functions in an orderly, efficient manner

Able to effectively communicate, both orally and written, with all levels to gather and disseminate information and resolve issue

Registration Certification or Licensure

Valid Texas Class C drivers' 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:

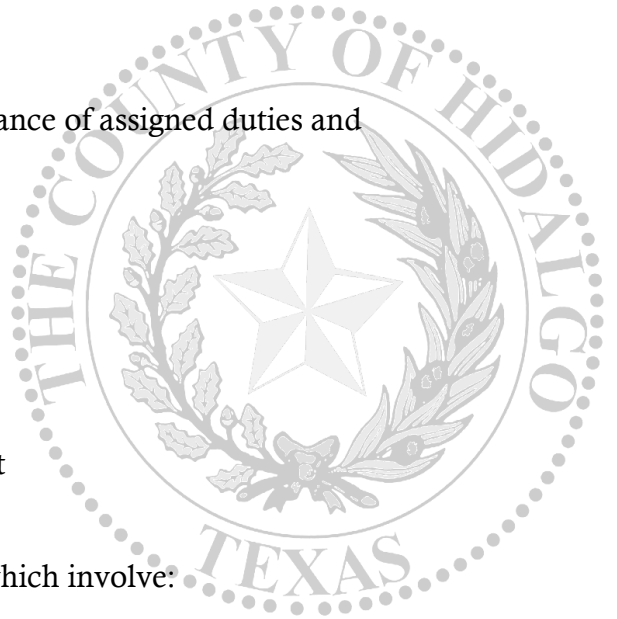
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

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



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 may be 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



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

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: 31642

To: Commissioner' Court
 From: Sergio Cruz, Budget Officer
 CC Date: Tuesday, April 24, 2012

Summary of request/proposal:

HIDTA TASK FORCE (1291):

Approval to change the percentage of distribution to following positions, as stated below:

Fund	Position Title	Slot#	Obj	Current			Proposed			Total Requested
				G	S	Salary	G	S	Salary	
1291	COMMANDER	G001	113	18	4	49,200.00	18	4	61,672.00	12,472.00
1291	CRIMINAL INVESTIGATOR I	G003	113	12	5	36,968.00	12	5	44,600.00	7,632.00
1291	CRIMINAL INVESTIGATOR II	G004	113	14	2	36,968.00	14	2	44,600.00	7,632.00
1291	CRIMINAL INVESTIGATOR II	G005	113	14	3	36,968.00	14	3	44,600.00	7,632.00
1291	CRIMINAL INVESTIGATOR II	G006	113	14	3	36,968.00	14	3	44,600.00	7,632.00
1291	CRIMINAL INVESTIGATOR II	G007	113	14	3	36,968.00	14	3	44,600.00	7,632.00
1291	ASSISTANT COMMANDER	G008	113	16	1	39,760.00	16	1	50,000.00	10,240.00
1291	ACCOUNTANT III	G009	113	12	6	35,700.00	12	6	41,100.00	5,400.00
1291	INTELLIGENCE RESEARCH SPECIALIST	G010	113	8	2	22,500.00	8	2	32,929.00	10,429.00
1291	ADMINISTRATIVE ASSISTANT IV	G011	113	10	3	28,200.00	10	3	39,707.00	11,507.00
1291	CRIMINAL INVESTIGATOR II	G013	113	14	1	36,968.00	14	1	44,600.00	7,632.00
1291	CRIMINAL INVESTIGATOR III	G014	113	16	0	39,741.00	16	0	47,500.00	7,759.00
				436,909.00			540,508.00			103,599.00

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: 31642

To: Commissioner' Court
 From: Sergio Cruz, Budget Officer
 CC Date: Tuesday, April 24, 2012

Summary of request/proposal:

HIDTA CHAPTER 59 (1251):

Approval to change the percentage of distribution to following positions, as stated below:

Fund	Position Title	Slot#	Obj	Current			Proposed			Total Requested
				G	S	Salary	G	S	Salary	
1251	COMMANDER	G001	113	18	4	26,699.00	18	4	14,227.00	(12,472.00)
1251	CRIMINAL INVESTIGATOR I	G003	113	12	5	12,376.00	12	5	4,744.00	(7,632.00)
1251	CRIMINAL INVESTIGATOR II	G004	113	14	2	15,286.00	14	2	7,654.00	(7,632.00)
1251	CRIMINAL INVESTIGATOR II	G005	113	14	3	17,053.00	14	3	9,421.00	(7,632.00)
1251	CRIMINAL INVESTIGATOR II	G006	113	14	3	17,053.00	14	3	9,421.00	(7,632.00)
1251	CRIMINAL INVESTIGATOR II	G007	113	14	3	17,053.00	14	3	9,421.00	(7,632.00)
1251	ASSISTANT COMMANDER	G008	113	16	1	19,128.00	16	1	8,888.00	(10,240.00)
1251	ACCOUNTANT III	G009	113	12	6	15,159.00	12	6	9,759.00	(5,400.00)
1251	INTELLIGENCE RESEARCH SPECIALIST	G010	113	8	2	10,429.00	8	2	0.00	(10,429.00)
1251	ADMINISTRATIVE ASSISTANT IV	G011	113	10	3	11,507.00	10	3	0.00	(11,507.00)
1251	CRIMINAL INVESTIGATOR II	G018	113	14	1	13,519.00	14	1	5,887.00	(7,632.00)
1251	CRIMINAL INVESTIGATOR III	G024	113	16	0	16,203.00	16	0	8,444.00	(7,759.00)
				191,465.00			87,866.00			(103,599.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT)	AMOUNT
2-1251-412-00-270-011-0-113	HIDTA CH 59 - REG F/T EMPLOYEES	(\$71,447.59)
2-1251-412-00-270-011-0-211	HIDTA CH 59 - HEALTH INSURANCE	\$0.00
2-1251-412-00-270-011-0-212	HIDTA CH 59 - LIFE INSURANCE	\$0.00
2-1251-412-00-270-011-0-220	HIDTA CH 59 - FICA	(\$5,465.74)
2-1251-412-00-270-011-0-230	HIDTA CH 59 - RETIREMENT	(\$7,109.03)
2-1251-412-00-270-011-0-250	HIDTA CH 59 - UNEMPLOYMENT COMP	(\$357.24)
2-1251-412-00-270-011-0-260	HIDTA CH 59 - WORKER'S COMP	\$0.00
2012 BUDGETARY IMPACT:		(\$84,379.60)

2013 Budgetary Impact: (\$122,350.42)

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1291-412-00-270-003-2

HIDTA TASK FORCE

AI- 31642

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	
		REDISTRIBUTE COST ALLOCATION --->				\$61,672.00							
G001	113	COMMANDER	18	4	\$75,899.00	~~\$49,200.00~~	\$49,200.00	\$544.51	\$0.00	\$0.00	\$0.00	\$0.00	\$49,744.51
		REDISTRIBUTE COST ALLOCATION --->				\$44,600.00							
G003	113	CRIMINAL INVESTIGATOR I	12	5	\$49,344.00	~~\$36,968.00~~	\$36,968.00	\$674.27	\$0.00	\$0.00	\$0.00	\$0.00	\$37,642.27
		REDISTRIBUTE COST ALLOCATION --->				\$44,600.00							
G004	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	~~\$36,968.00~~	\$36,968.00	\$339.58	\$0.00	\$0.00	\$0.00	\$0.00	\$37,307.58
		REDISTRIBUTE COST ALLOCATION --->				\$44,600.00							
G005	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	~~\$36,968.00~~	\$36,968.00	\$328.48	\$0.00	\$0.00	\$0.00	\$0.00	\$37,296.48
		REDISTRIBUTE COST ALLOCATION --->				\$44,600.00							
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
		REDISTRIBUTE COST ALLOCATION --->				\$44,600.00							
G007	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	~~\$36,968.00~~	\$36,968.00	\$492.72	\$0.00	\$0.00	\$0.00	\$0.00	\$37,460.72
		REDISTRIBUTE COST ALLOCATION --->				\$50,000.00							
G008	113	ASSISTANT COMMANDER	16	1	\$58,888.00	~~\$39,760.00~~	\$39,760.00	\$243.06	\$0.00	\$0.00	\$0.00	\$0.00	\$40,003.06
		REDISTRIBUTE COST ALLOCATION --->				\$41,100.00							
G009	113	ACCOUNTANT III	12	6	\$50,859.00	~~\$35,700.00~~	\$35,700.00	\$589.63	\$0.00	\$0.00	\$0.00	\$0.00	\$36,289.63
		REDISTRIBUTE COST ALLOCATION --->				\$32,929.00							
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
		REDISTRIBUTE COST ALLOCATION --->				\$39,707.00							
G011	113	ADMINISTRATIVE ASSISTANT IV	10	3	\$39,707.00	~~\$28,200.00~~	\$28,200.00	\$553.96	\$0.00	\$0.00	\$0.00	\$0.00	\$28,753.96
		REDISTRIBUTE COST ALLOCATION --->				\$44,600.00							
G013	113	CRIMINAL INVESTIGATOR II	14	1	\$50,487.00	~~\$36,968.00~~	\$36,968.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,968.00
		REDISTRIBUTE COST ALLOCATION --->				\$47,500.00							
G014	113	CRIMINAL INVESTIGATOR III	16	0	\$55,944.00	~~\$39,741.00~~	\$39,741.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,741.00
					\$628,374.00	\$540,508.00	\$436,909.00	\$3,766.21	\$0.00	\$0.00	\$0.00	\$0.00	\$440,675.21

Approval to redistribute the cost allocations to various full-time positions under HIDTA Task Force & Chapter 59, as highlighted above.
All personnel actions pending CC approval.

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1251-412-00-270-011-0

HIDTA CHAPTER 59

AI- 31642

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	
		REDISTRIBUTE COST ALLOCATION --->				\$14,227.00							
G001	113	COMMANDER	18	4	\$75,899.00	~~\$26,699.00~~	\$26,699.00	\$295.49	\$0.00	\$0.00	\$0.00	\$0.00	\$26,994.49
		REDISTRIBUTE COST ALLOCATION --->				\$4,744.00							
G003	113	CRIMINAL INVESTIGATOR I	12	5	\$49,344.00	~~\$12,376.00~~	\$12,376.00	\$225.73	\$0.00	\$0.00	\$0.00	\$0.00	\$12,601.73
		REDISTRIBUTE COST ALLOCATION --->				\$7,654.00							
G004	113	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	~~\$15,286.00~~	\$15,286.00	\$140.42	\$0.00	\$0.00	\$0.00	\$0.00	\$15,426.42
		REDISTRIBUTE COST ALLOCATION --->				\$9,421.00							
G005	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	~~\$17,053.00~~	\$17,053.00	\$151.52	\$0.00	\$0.00	\$0.00	\$0.00	\$17,204.52
		REDISTRIBUTE COST ALLOCATION --->				\$9,421.00							
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
		REDISTRIBUTE COST ALLOCATION --->				\$9,421.00							
G007	113	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	~~\$17,053.00~~	\$17,053.00	\$227.28	\$0.00	\$0.00	\$0.00	\$0.00	\$17,280.28
		REDISTRIBUTE COST ALLOCATION --->				\$8,888.00							
G008	113	ASSISTANT COMMANDER	16	1	\$58,888.00	~~\$19,128.00~~	\$19,128.00	\$116.94	\$0.00	\$0.00	\$0.00	\$0.00	\$19,244.94
		REDISTRIBUTE COST ALLOCATION --->				\$9,759.00							
G009	113	ACCOUNTANT III	12	6	\$50,859.00	~~\$15,159.00~~	\$15,159.00	\$250.37	\$0.00	\$0.00	\$0.00	\$0.00	\$15,409.37
		REDISTRIBUTE COST ALLOCATION --->				\$0.00							
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
		REDISTRIBUTE COST ALLOCATION --->				\$0.00							
G011	113	ADMINISTRATIVE ASSISTANT IV	10	3	\$39,707.00	~~\$11,507.00~~	\$11,507.00	\$226.04	\$0.00	\$0.00	\$0.00	\$0.00	\$11,733.04
G012	113	ADMINISTRATIVE ASSISTANT III	8	5	\$36,271.00	\$36,271.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		REDISTRIBUTE COST ALLOCATION --->				\$5,887.00							
G018	113	CRIMINAL INVESTIGATOR II	14	1	\$50,487.00	~~\$13,519.00~~	\$13,519.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,519.00
		REDISTRIBUTE COST ALLOCATION --->				\$8,444.00							
G024	113	CRIMINAL INVESTIGATOR III	16	0	\$55,944.00	~~\$16,203.00~~	\$16,203.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,203.00
					\$664,645.00	\$124,137.00	\$191,465.00	\$1,633.79	\$0.00	\$0.00	\$0.00	\$0.00	\$193,098.79

Approval to redistribute the cost allocations to various full-time positions under HIDTA Task Force & Chapter 59, as highlighted above.
All personnel actions pending CC approval.

HIDTA TASK FORCE

REDISTRIBUTION OF COST ALLOCATIONS EXHIBIT A

Emp. No	Position Title	Grade	Step	Salary	Slot No.	Dept./Fund	Current Cost Allocation Distribution (%)	Proposed Cost Allocation Distribution (%)
043354	COMMANDER	18	4	\$75,899.00	G001 G001	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	64.8230% 35.1770%	81.2554% 18.7446%
037524	CRIMINAL INVESTIGATOR I	12	5	\$49,344.00	G003 G003	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	74.9189% 25.0811%	90.3859% 9.6141%
121193	CRIMINAL INVESTIGATOR II	14	2	\$52,254.00	G004 G004	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	70.7467% 29.2533%	85.3523% 14.6477%
060135	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	G005 G005	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	68.4326% 31.5674%	82.5605% 17.4395%
153818	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	G006 G006	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	68.4326% 31.5674%	82.5605% 17.4395%
088994	CRIMINAL INVESTIGATOR II	14	3	\$54,021.00	G007 G007	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	68.4326% 31.5674%	82.5605% 17.4395%
072192	ASSISTANT COMMANDER	16	1	\$58,888.00	G008 G008	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	67.5180% 32.4820%	84.9069% 15.0931%
070491	ACCOUNTANT III	12	6	\$50,859.00	G009 G009	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	70.1941% 29.8059%	80.8117% 19.1883%
089605	INTELLIGENCE RESEARCH SPECIALIST	8	2	\$32,929.00	G010 G010	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	68.3288% 31.6712%	100.0000% 0.0000%
036625	ADMINISTRATIVE ASSISTANT IV	10	3	\$39,707.00	G011 G011	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	71.0202% 28.9798%	100.0000% 0.0000%
175145	CRIMINAL INVESTIGATOR II	14	1	\$50,487.00	G013 G018	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	73.2228% 26.7772%	88.3396% 11.6604%
149098	CRIMINAL INVESTIGATOR III	16	0	\$55,944.00	G014 G024	HIDTA Task Force (1291) HIDTA Chapter 59 (1251)	71.0371% 28.9629%	84.9063% 15.0937%

Reprogramming ID	29921	Status	Posted
FY	2012	Create By	gh
HIDTA Internal ID		Date Modified	4/10/2012 5:58:00 PM
		Posted By	mdromgoole
		Date Posted	4/10/2012 8:18:54 PM

Justification	SS (HIDTA) - Move Hidalgo DA TF budget for the Attorney and Paralegal Support will not be HIDTA funded and re-allocate funds to 2 TFO positions, and other minor adjustments need.
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Initiative	Award Recipient	Resource Recipient	Account	Increase	Decrease	Remarks
Hidalgo County DA HIDTA Task Force (SS.HCHTF)	Hidalgo County Auditor's Office (G12SS0002A)	Hidalgo County District Attorney's Office (RR.HCDAO)	Personnel (Personnel)		\$96,272.00	Reduce personnel for Attorney (\$60,000) and paralegal staff support (\$36,272). Positions no longer HIDTA funded
Hidalgo County DA HIDTA Task Force (SS.HCHTF)	Hidalgo County Auditor's Office (G12SS0002A)	Hidalgo County District Attorney's Office (RR.HCDAO)	Fringe (Fringe)		\$27,973.00	Reduce fringe for Attorney (\$16,948.) and paralegal staff support (\$11,025). Positions no longer HIDTA funded
Hidalgo County DA HIDTA Task Force (SS.HCHTF)	Hidalgo County Auditor's Office (G12SS0002A)	Hidalgo County District Attorney's Office (RR.HCDAO)	Personnel (Personnel)	\$94,000.00		Increase Personnel for 2 TFO position, R Rodriguez (\$44,600) and J. Sifuentes (\$50,000)
Hidalgo County DA HIDTA Task Force (SS.HCHTF)	Hidalgo County Auditor's Office (G12SS0002A)	Hidalgo County District Attorney's Office (RR.HCDAO)	Fringe (Fringe)	\$24,384.00		Increase Fringe for 2 TFO position, R Rodriguez (\$11,775) and J. Sifuentes (\$12,609)
Hidalgo County DA HIDTA Task Force (SS.HCHTF)	Hidalgo County Auditor's Office (G12SS0002A)	Hidalgo County District Attorney's Office (RR.HCDAO)	Personnel (Personnel)	\$1,672.00		Adjustment - Increase in Personnel D. Munoz

Hidalgo County DA HIDTA Task Force (SS.HCHTF)	Hidalgo County Auditor's Office (G12SS0002A)	Hidalgo County District Attorney's Office (RR.HCDAO)	Fringe (Fringe)	\$4,189.00		Adjustment - Increase in Fringe D. Munoz (\$1,070), Rich (\$1,370), Admin staff \$704, Analyst \$445.
			Total	\$124,245.00	\$124,245.00	

Approvals		
HIDTA Financial Manager	gh	4/10/12
HIDTA Director	mdromgoole	4/10/12
ONDCP (Programmatic Review)		
National Director		
ONDCP (Fiscal Review)		

Grant Summary

Grant		Increase	Decrease
G12SS0002A	Hidalgo County Auditor's Office	\$124,245.00	\$124,245.00

AI-31838

Elections Administration 12. A.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Yvonne Ramon

Submitted By: Veronica Lopez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

Requesting approval of the following claim/invoice with authority for the County Treasurer to issue payment/check after review, audit, and processing procedures are completed by the County Auditor.

Invoice Date	Invoice #	Vendor	Amount
03/03/12	3170722253	Staples	\$221.28

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1100-414-00-130-001-0-601

FUNDS AVAILABLE Y/N?: Yes

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Reference PO # 670184

Available balance as of 04/11/12 \$242.80

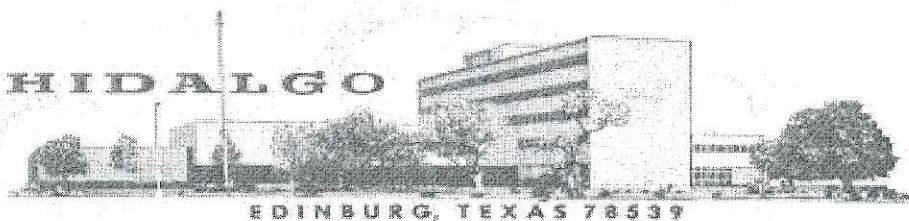
Attachments

Claim- Staples

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/11/2012 09:45 AM
Roland Garcia	Rolando Garcia	04/16/2012 10:16 AM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Veronica Lopez		Started On: 04/11/2012 09:12 AM
	Final Approval Date: 04/17/2012	

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building 3rd Floor
2808 S. Business Highway 281
Edinburg, Texas 78539-6243
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor

ORIGINAL

MAILING ADDRESS:

HIDALGO COUNTY AUDITOR'S OFFICE
P. O. BOX 689
EDINBURG, TEXAS 78540-0689

OFFICE OF THE COUNTY AUDITOR

NOTICE OF DISCREPANCY AND/OR ADVISORY

DATE: 03/27/2012

TO: MELANIE ESPARZA

DEPARTMENT: (130) ELECTIONS

FROM: TONY HERNANDEZ

PHONE: (956)-318-2511 ext 4629

REFERENCE: STAPLES BUSINESS ADVANTAGE Invoice #3170722253

THE FOLLOWING DOCUMENT (S), i.e. **Invoice #3170722253** IS/ARE BEING RETURNED, BECAUSE OF THE REASON (S) INDICATED BELOW AND REQUIRES YOUR IMMEDIATE ATTENTION. CORRECTIVE ACTION IS NECESSARY IN ORDER FOR MY OFFICE TO PERFORM ITS DUTIES ACCORDING TO STATUTES, POLICIES, FEDERAL REGULATIONS, AND ACCOUNTING STANDARDS.

PAYMENT (S) OF CLAIMS RELATED TO THIS DOCUMENT (S) WILL BE MADE AS SOON AS POSSIBLE AFTER CORRECTIVE ACTIONS HAS BEEN TAKEN AND THE CORRECTED AND PROPER DOCUMENTATION HAS BEEN SUBMITTED/RESUBMITTED TO THE AUDITOR'S OFFICE WITH SUFFICIENT TIME FOR THE AUDITOR TO EXAMINE AND APPROVE BEFORE THE NEXT SCHEDULED MEETING OF THE HIDALGO COUNTY COMMISSIONERS COURT, AS PER LOCAL GOVERNMENT CODE 113.064.

- ☐ EXPENDITURE INCURRED BEFORE PURCHASE ORDER ISSUED - PLEASE FOLLOW PROPER CLAIMS PROCEDURES
- ☐ PURCHASE ORDER NUMBER IS INCONSISTENT WITH INVOICE
- ☒ AMOUNT BILLED DOES NOT MATCH THE PURCHASE ORDER AMOUNT
- ☐ VENDOR ON PURCHASE ORDER DOES NOT MATCH INVOICE
- ☐ INSUFFICIENT DOCUMENTATION TO PROCESS PAYMENT
- ☐ SIGNATURE OR DATE NOT PRESENT
- ☐ SYSTEM SHOWS INVOICE PAID
- ☐ INSUFFICIENT FUNDING IN ACCOUNT # AVAILABLE \$
- ☐ NEEDS APPROVAL OF:
- ☐ NEEDS COMPLIANCE WITH PURCHASING POLICY/STATUTES/CONTRACTS (SEE COMMENTS)
- ☐ NEEDS CORRECTION(S):
- ☐ NEEDS ADDITIONAL DOCUMENTATION i.e.,:
- ☐ OTHER:
- ☒ COMMENTS / RECOMMENDATION: PRICE DOES MATCH PURCHASE ORDER. PLEASE REVIEW.

COUNTY AUDITOR'S FORM:

RE-CA-020
REVISED: 08/2010



HIDALGO COUNTY DISTRICT JUDGES

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

INVOICE DATE	CUSTOMER	SUMMARY INVOICE
3/03/12	DAL 1031245	8021227654
PLEASE PAY BY	TERMS	AMOUNT DUE
4/02/12	Net 30 Days	11,129.37

INVOICE DETAIL

Staples Advantage

Federal ID #:04-3390816

HILDAGO COUNTY ELECTIONS DEPT
ATTN: ACCOUNTS PAYABLE
101 S 10TH AVE
EDINBURG, TX 78539

HILDAGO COUNTY
ATTN: MELANIE ESPARZA
101 S 10TH ST
ELECTION DEPT
EDINBURG, TX 78540

Bill to Account: ELEC1

Ship to Account: ELECTION

Budget Ctr:
P O Number: 670184
Ordered by: MELANIE ESPARZA

Release:
Job:

Invoice Number: 3170722253
Order: 7083015372-000-001
Order Date: 2/27/12

Order			Order	B/O	Unit	Ship	Unit	Extended
Line	Item Number	Description	Qty	Qty	Meas	Qty	Price	Price
1	521468	FOLDER HGING REINF LGL 1/5 VO	6		BX	6	36.88	221.28
Freight:			.00	Tax: (.0000 %)		.00	Sub-Total:	221.28
							Total:	221.28

Invoice rec'd by:

del on 3/14/12

Goods/Services Rec'd by

del on 3/14/122 -1100-414-00-130-001-0- 661P.O.# 670184RECEIVED BY
COUNTY AUDITOR

2012 MAR 15 PM 3 04

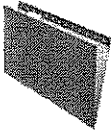
Customer Service inquiries # 877-826-7755 Invoice Payment Inquiries 888-753-4103
Make checks payable to Staples Advantage, Dept DAL PO Box 83689, Chicago IL 60696-3689

Page: 1



Printable View

Your Shopping Cart : Review Item Information

Sort By Please select		View all delivery dates	Item To Remove an Item
	Esselte Pendaflex® Colored Hanging Folders, Violet, Legal, Holds 8 1/2"H x 14"W, 25/Bx  Staples Item # 521468 MFR Item # 41S316VIO	\$36.88 Bx/25 Qty. 4 Check Delivery Date	
Packing Slip Note:			

\$147.52

View all delivery dates		Item To Remove an Item
Sort By Please select		

Order Summary

Subtotal:	\$147.52
Total:	\$147.52

Your List Options

Save this order as a new list or add to an existing list.

Enter list name

Save this order to an existing list

To reach Customer Service,
please dial (877) 826-7755.

0001031245 2/27/12 7083015372-000001

670184

Staples Advantage

Dallas, TX FC

HRL/COU /30

HILDAGO COUNTY

MELANIE ESPARZA

101 S 10TH ST

ELECTION DEPT

EDINBURG, TX 78540

Contact: (956) 318-2570 EXT. 57150 - MELANIE ES

HILDAGO COUNTY ELECTIONS DEPT

101 S 10TH AVE

EDINBURG, TX 78539

1

1

Line

1 521468

FOLDER HGING REINF LGL 1/5 VO /415315VIO

BX

6 6

B/O qty

Your
Price

Extended
Amount

221.28

Your opinion means everything to us. If we can make your

Staples experience even easier, we want to know.

Please take our survey at WWW.SURVEYFORSTAPLES.COM

Survey code 7083015372. Thank you.

Merchandise Total.....

221.28

Delivery.....

.00

Tax.....

.00

Need to return an item? Call Customer Service to process your return
or login to order.staplesadvantage.com, click the Returns option from the

My Orders drop down.

2012 MAR 15 PM 3 04

COUNTY AUDITOR

RECEIVED BY

Check your order status online by
selecting My Order Status from the
My Orders drop down.

221.28



Purchase Order

COUNTY OF HIDALGO

PO#: 670184

DATE: 01/31/12

Page No 1 Of 1

VENDOR: 319449
FAX (866) 572-8032
Phone: (800) 793-0468
REQ:00210355
Email:
STAPLES BUSINESS ADVANTAGE
3711 BRIARPARK DRIVE, SUITE 275
HOUSTON TX 77042

BUYER: VLOPEZ
SHIP TO: ELECTIONS
101 S. 10TH AVENUE
EDINBURG TX 78539

Vendor Acct:

CONTACT:
SITE: ELECTIONS
Contract No: Buyboard 328-09

Special Instructions:

VENDOR NOTES

1. DO NOT ADD TO, OR ALTER THIS PURCHASE ORDER. THIS ORDER IS NOT RENEWABLE.
2. TAX EXEMPTION: THIS PURCHASE ORDER MAY BE ACCEPTED IN LIEU OF EXEMPTION CERTIFICATE.
3. THIS ORDER IS ALSO PLACED F.O.B. DESTINATION. VENDOR MUST REPAY ALL SHIPPING COSTS.
4. INVOICE EACH PURCHASE ORDER SINGLY. ORIGINAL INVOICES ARE REQUIRED CUSTOMER COPY MAY BE ACCEPTED. OUT NUMBER MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND PACKAGES.
5. PAYMENT WILL BE MADE ONLY FOR A BONA FIDE AND FULLY COMPLETED ORDERS, UNLESS OTHERWISE ATTACHED.

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
8		DO NOT DUPLICATE ORDER		
		BUYBOARD 328-09		
		CO Smead Recycled Colored Hanging File Folders, Black, Legal, Holds 8 1/2 "H x 14"W, 25/Bx	30.35	242.80
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		
		Total		242.80
		***** For Hidalgo County use only 2-1100-414-00-130-001-0-601		242.80
		Approved _____		

Authorized by:

Martín R. Salazar

AI-31876

Elections Administration 12. B.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo, EXECUTIVE
OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

1. Discussion and/or action, including but not limited to Elections updates
2. Due to Hail Storm Damages, approval of amended early voting poll locations for May 29,2012 Primary Elections.
3. Recognition of Voter Registration Department.

BACKGROUND

Attachments

BACKUP

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/12/2012 10:38 AM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Monica Badillo		Started On: 04/12/2012
	Final Approval Date: 04/17/2012	

May 29, 2012 (29 de Mayo de 2012)
PRIMARY ELECTION (Eleccion Primaria)
EARLY VOTING SCHEDULE (Horario para el Voto Adelantado)

<u>Days/ Dias</u>	<u>Dates/ Fechas</u>	<u>Hours/ Horas</u>
Monday/ Lunes	May 14, 2012	7:00 A.M. -- 7:00 P.M.
Tuesday/ Martes	May 15, 2012	7:00 A.M. -- 7:00 P.M.
Wednesday/ Miércoles	May 16, 2012	7:00 A.M. -- 7:00 P.M.
Thursday/ Jueves	May 17, 2012	7:00 A.M. -- 7:00 P.M.
Friday/ Viernes	May 18, 2012	7:00 A.M. -- 7:00 P.M.
Saturday/ Sabado	May 19, 2012	7:00 A.M. -- 7:00 P.M.
Sunday/ Domingo	May 20, 2012	10:00 A.M. – 3:00 P.M.
Monday/ Lunes	May 21, 2012	7:00 A.M. -- 7:00 P.M.
Tuesday/ Martes	May 22, 2012	7:00 A.M. -- 7:00 P.M.
Wednesday/ Miércoles	May 23, 2012	7:00 A.M. -- 7:00 P.M.
Thursday/ Jueves	May 24, 2012	7:00 A.M. -- 7:00 P.M.
Friday/ Viernes	May 25, 2012	7:00 A.M. -- 7:00 P.M.

-----**EARLY VOTING SUBSTATION LOCATIONS**-----
(Casillas Electorales para el Voto Adelantado)

ALAMO SUB

Sgt. Fernando de la Rosa Lib.
416 N. Tower Rd.
Alamo, TX

ALTON SUB

City Hall
509 S. Alton Blvd.
Alton, TX

DONNA SUB

Amigos Del Valle
1408 Silver Ave.
Donna, TX

EDINBURG SUB

Elections Annex Bldg
317 N. Closner "REAR"
Edinburg, TX

EDINBURG SUB

UTPA Student Union Bldg
1201 W. University
Edinburg, TX

ELSA SUB

Fire Station
216 E. 4th St.
Elsa, TX

EDCOUCH SUB

Fire Station
200 Santa Rosa
Edcouch, TX

HIDALGO SUB

Hidalgo City Hall
704 E. Texano
Hidalgo, TX

LA JOYA SUB

City Hall
101 N. Leo Ave.
La Joya, TX

MCALLEN SUB

Lark Comm. Ctr.
2601 Lark Ave.
McAllen, TX

MCALLEN SUB

McAllen Tax Office
311 N. 15th St.
McAllen, TX

MCALLEN SUB

Palmer Pavilion
301 E. Hackberry
McAllen, TX

MCALLEN SUB

Palmview Comm. Ctr
3401 Jordan Ave.
McAllen, TX

MERCEDES SUB

City Hall
400 S. Ohio
Mercedes, TX

MISSION SUB

Mission City Hall
1201 E. 8th St.
Mission, TX

MISSION SUB

Fire Station #3
1804 N. Shary Rd.
Mission, TX

PALMHURST SUB

Church of Christ
1410 E. 3 Mile Rd.
Palmhurst, TX

PALMVIEW SUB

Co. Comm. Pct. #3
734 N. Breyfogle Rd.
Palmview, TX

PHARR SUB

Jose Pepe Salinas Ctr.
1011 W. Kelly
Pharr, TX

PHARR SUB

Las Milpas Comm. Ctr.
7107 S. Cage
Pharr, TX

PROGRESO SUB

Progreso Comm. Ctr.
210 FM 1015
Progreso, TX

SAN JUAN SUB

Fire Station #2
2301 N. Raul Longoria
San Juan, TX

SULLIVAN SUB

Sullivan Fire Station
500 Cenizo
Sullivan City, TX

WESLACO SUB

Brought Theater
525 S. Kansas Ave.
Weslaco, TX

WESLACO SUB

Co. Comm. Pct. #1 Ofc.
1902 Joe Stephens, Ste 101
Weslaco, TX

AI-32001

Precinct #1 13. A.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Joann Gonzalez, COMM. PCT. #1

Department: COMM. PCT. #1

Information

CAPTION

Discussion & Presentation of the Delta Water Shed Water Reclamation Project

BACKGROUND

As per Joann Gonzalez, Pct. 1, PowerPoint presentation will be given during CC meeting.

Fiscal Impact

FISCAL YEAR:

ACCT. #:

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

No budgetary impact. Presentation only.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/20/2012 12:56 PM
Ivan Cantu	Ivan Cantu	04/20/2012 03:09 PM
Purchasing Department	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Joann Gonzalez		Started On: 04/20/2012 11:35 AM
	Final Approval Date: 04/20/2012	

AI-31950

Precinct #4 14. A.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo, EXECUTIVE
OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Approval to re-appoint Greg Garcia to the Hidalgo County Housing Authority Board

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/17/2012 04:07 PM
Manuel Chapa	Manuel Chapa	04/18/2012 10:56 AM
Purchasing Department	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Monica Badillo		Started On: 04/17/2012 03:18 PM
	Final Approval Date: 04/20/2012	

AI-31865

Budget and Management 15. A.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Auxiliary Court

Submitted By: Manuel Chapa, BUDGET &
MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Edward Byrne Memorial:

1. Authorization and approval to apply for the FY 2012 Edward Byrne Memorial - Justice Assistance Grant (JAG) Program with the U.S. Department of Justice.
2. Authorization for County Judge to sign the required documents.

BACKGROUND

Due date to apply: May 14, 2012.

Local allocation \$66,516.00

No County cash match required.

Fiscal Impact

FISCAL YEAR:

ACCT. #: 2-1282-412-00-115-047-X-XXX

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Approval to apply for JAG FY 12 Grant.

No budgetary impact.

Grant amount \$66,516

Attachments

email

FY2012 Local solicitation

allocation

Form Review

Inbox
Manuel Chapa (Originator)
Budget & Management
Perla Lopez
Purchasing Department

Reviewed By
Manuel Chapa
Merlen P. Munoz
Perla Lopez
Angela Garcia

Date
04/12/2012 11:45 AM
04/12/2012 11:54 AM
04/12/2012 04:34 PM
04/17/2012 09:18 AM
Started On: 04/11/2012

Form Started By: Manuel Chapa

Final Approval Date: 04/17/2012

From: owner-bvp-list@ojp.usdoj.gov [mailto:owner-bvp-list@ojp.usdoj.gov] **On Behalf Of** Justice, BJA
Sent: Wednesday, March 28, 2012 4:01 PM
To: Justice, BJA
Subject: Fiscal Year (FY) 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) Program announcement

The Bureau of Justice Assistance (BJA) is pleased to announce that Fiscal Year (FY) 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) Program funding information is now available and appears on the [BJA JAG web page](#).

Please note that this email is being sent to all prior JAG recipients and **does not necessarily confirm your jurisdiction's eligibility under the FY 2012 Local JAG Program**.

Eligible jurisdictions under FY 2012 Local JAG are limited to units of local government appearing on the [FY 2012 Local JAG Allocations list](#). Please review this list and verify your eligibility, and **if eligible**, review the associated [FY 2012 Local JAG solicitation](#) and submit an application for funding through the Office of Justice Program's (OJP) [Grants Management System \(GMS\)](#) **by 8:00 p.m. Eastern Daylight Time (EDT) on May 14, 2012**.

Please contact the GMS Help Desk at 1-888-549-9901 (Option 3) prior to the deadline if you experience any technical difficulties with submission. Applications must be submitted by the stated deadline, regardless of whether the 30 day governing body review requirement has been satisfied. BJA will hold applications prior to processing until the 30 day governing body review requirement has been met OR attach a withholding of funds special condition to the award until the governing body requirement has been satisfied.

For questions related to the JAG solicitation, please contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com or by [live web chat](#).

For GMS assistance, please refer to: <http://www.ojp.usdoj.gov/gmscbt/> or contact the GMS Help Desk at 1-888-549-9901; Option 3.

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2012 Local Solicitation

Eligibility

Applicants are limited to units of local government appearing on the FY 2012 JAG Allocations List. To view this list, go to www.bja.gov/programs/jag/12jagallocations.html. For JAG program purposes, a unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe that performs law enforcement functions (as determined by the Secretary of the Interior). Otherwise a unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes. In Louisiana, a unit of local government means a district attorney or parish sheriff. In the District of Columbia or any United States Trust Territory, a unit of local government is any agency of the District of Columbia or federal government performing law enforcement functions for the District of Columbia or Trust Territories of the United States.

Deadline

Applicants must register in [OJP's Grants Management System](#) (GMS) prior to submitting application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See "How To Apply," page 14.) All registrations and applications are due by 8:00 p.m. eastern time on May 14, 2012. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMS.HelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday–Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, and 8:30 a.m. to 8:00 p.m. eastern time, Monday through Friday, on the solicitation close date.

Funding opportunity number assigned to announcement: BJA-2012-3256

Release date: March 28, 2012

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Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local Solicitation CFDA #16.738

Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG-funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Deadlines: Registration and Application

Applicants must register in GMS prior to submitting an application for this funding opportunity. The deadline to register in GMS is 8:00 p.m. eastern time on May 14, 2012, and the deadline to apply for funding under this announcement is 8:00 p.m. eastern time on May 14, 2012. See the "How To Apply" section on page 14 for more details.

Eligibility

Refer to the cover page of this solicitation for eligibility under this program.

JAG Program—Specific Information

Formula

Once each fiscal year's overall JAG Program funding level is determined, BJA partners with the Bureau of Justice Statistics (BJS) to begin a four-step grant award calculation process which consists of:

1. Computing an initial JAG allocation for each state and territory, based on their share of violent crime and population (weighted equally).
2. Reviewing the initial JAG allocation amount to determine if the state or territory allocation is less than the minimum ("de minimus") award amount defined in the JAG legislation (0.25 percent of the total). If this is the case, the state or territory is funded at the minimum level, and the funds required for this are deducted from the overall pool of JAG funds. Each of the remaining states receives the minimum award plus an additional amount based on their share of violent crime and population.
3. Dividing each state's final award amount (except for the territories and District of Columbia) between state and local governments at a rate of 60 and 40 percent, respectively.

4. Determining local unit of government award allocations, which are based on their proportion of the state's three-year violent crime average. If a local eligible award amount is less than \$10,000, the funds are returned to the state to be awarded to these local units of government through the state agency. If the eligible award amount is \$10,000 or more, then the local government is eligible to apply for a JAG award directly from BJA.

Award Amount

Eligible award amounts under JAG are posted annually to BJA's JAG web page: www.bja.gov/ProgramDetails.aspx?Program_ID=59.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, strategic planning, research and evaluation, data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

JAG funds may also be used to address key statutory requirements that may not be otherwise funded, including requirements from the state and federal level, such as addressing limited English proficiency requirements and other similar mandates.

Responsibilities

The Chief Executive Officer (CEO) of an eligible unit of local government or other officer designated by the CEO must submit the application for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including: distributing the funds; monitoring the award; submitting quarterly financial status (SF-425) and performance metrics reports and annual programmatic reports; and providing ongoing oversight and assistance to any subrecipients of the funds.

Length of Awards

Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total grant period of 4 years. Extensions beyond this period may be made on a case-by-case basis at the discretion of the Director of BJA and must be requested via the Grants Management System (GMS) **no less than 30 days prior to the grant end date.**

BJA-2012-3256

Administrative Funds

A unit of local government may use up to 10 percent of the award, plus any interest accrued, for costs associated with administering JAG funds.

Disparate Certification

A disparate allocation occurs when a city or municipality is allocated one-and-one-half times (150 percent) more than the county, while the county bears more than 50 percent of the costs associated with prosecution or incarceration of the municipality's Part 1 violent crimes. A disparate allocation also occurs when multiple cities or municipalities are collectively allocated four times (400 percent) more than the county, and the county bears more than 50 percent of the collective costs associated with prosecution or incarceration of each municipality's Part 1 violent crimes.

- ★ Jurisdictions certified as disparate must identify a fiscal agent that will submit a **joint application** for the aggregate eligible allocation to all disparate municipalities. The joint application must determine and specify the award distribution to each unit of local government and the purposes for which the funds will be used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds, must be completed, and signed by the Authorized Representative for each participating jurisdiction. The signed MOU should be attached to the application. For a sample MOU, go to www.bja.gov/Funding/JAGMOU.pdf.

Governing Body Review

The applicant agency (fiscal agent in disparate situations) must make the grant application available for review by the governing body (or to the organization designated by the governing body) not fewer than 30 days before the application is submitted to BJA.

Public Comment

The applicant agency (the fiscal agent in disparate situations) must include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and to neighborhood or community-based organizations.

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose. Supplanting is prohibited under JAG. See BJA's [JAG web page](#) and the updated JAG FAQs for examples of supplanting.

Trust Fund

Award recipients may draw down JAG funds in advance. To do so, a trust fund must be established in which to deposit the funds. The trust fund may or may not be an interest-bearing account. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit funds. This trust fund requirement only applies to direct JAG award recipients as well as subrecipients that are not on a reimbursement basis.

Match Requirement

While match is not required with the JAG Program, match is as an effective strategy for states and units of local government to expand justice funds and build buy-in for local criminal justice initiatives. If an applicant proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Prohibited Uses

No JAG funds may be expended outside of JAG purpose areas. Even within these purpose areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies* that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- **Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar matters.

***For information related to requesting a waiver to use funds for any prohibited item, refer to the updated JAG FAQs on BJA's [JAG web page](#).**

****Police cruisers may include a police pursuit vehicle (PPV) or system support vehicle (SSV). Examples include sedans and sport utility vehicles (SUVs).**

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from the BJA Director. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP web site at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Updated Requirements

Bulletproof Vest Certification

Bulletproof vests can be funded through two BJA-administered programs: the JAG Program and the Bulletproof Vest Partnership (BVP) Program.

- BVP is a program designed to provide a critical resource to state and local law enforcement through the purchase of ballistic-resistant and stab-resistant body armor. A jurisdiction is able to request up to 50 percent of the cost of a vest with BVP funds. For more information on the BVP Program, including eligibility and application, refer to the [BVP web page](#).

- JAG funds may also be used to purchase vests for an agency, but they may not be used to pay for that portion of the bulletproof vest (50 percent) that is not covered by BVP funds. Unlike BVP, JAG funds used to purchase vests do not require a 50 percent match.
- Bulletproof vests purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards. In addition, bulletproof vests purchased must be American-made. The latest NIJ standard information can be found at: www.nij.gov/topics/technology/body-armor/safety-initiative.htm.
- As is the case in BVP, grantees that wish to purchase vests with JAG funds **must certify** that law enforcement agencies receiving vests have a written "mandatory wear" policy in effect. FAQs related to the mandatory wear policy and certifications can be found at www.bja.gov/Funding/JAGFAQ.pdf. This policy must be in place for at least all uniformed officers before any FY 2012 funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty. A *mandatory wear concept and issues paper* and a *model policy* are available by contacting the BVP Customer Support Center at vests@usdoj.gov or toll free at 1-877-758-3787.
- A copy of the certification related to the mandatory wear can be found at: www.bja.gov/Funding/12JAGBVPcert.pdf.

Interoperable Communications Guidance

- Grantees (including subgrantees) that are using FY 2012 JAG Program funds to support emergency communications activities must comply with the *FY 2012 SAFECOM Guidance for Emergency Communication Grants*, including provisions on technical standards that ensure and enhance interoperable communications. Emergency communications activities include the purchase of Interoperable Communications Equipment and technologies such as voice-over-internet protocol bridging or gateway devices, or equipment to support the build out of wireless broadband networks in the 700 MHz public safety band under the Federal Communications Commission (FCC) Waiver Order. SAFECOM guidance can be found at www.safecomprogram.gov.
- Grantees interested in developing a public safety broadband network in the 700 MHz band in their jurisdictions must adhere to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band. The recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP) and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC) in the state of the project. As the central coordination point for their state's interoperability effort, the SWIC plays a critical role, and can serve as a valuable resource. SWICs are responsible for the implementation of the SCIP through coordination and collaboration with the emergency response community. The U.S. Department of Homeland Security Office of Emergency Communications maintains a list of SWICs for each of the 56 states and territories. Contact OEC@hq.dhs.gov if you are not familiar with your state or territory's SWIC. If any future regulatory requirement (from the FCC or other governmental entity) results in a material technical or financial change in the project, the recipient should submit associated documentation, and other material, as applicable, for review by the SWIC to ensure

coordination. Grantees (and sub-grantees) must provide a listing of all communications equipment purchased with grant award funding (plus the quantity purchased of each item) to their assigned BJA State Policy Advisor once items are procured during any periodic programmatic progress reports.

DNA Testing of Evidentiary Materials and Upload of DNA Profiles to a Database

If JAG program funds will be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), by a government DNA lab with access to CODIS. No profiles generated with JAG funding may be entered into any other non-governmental DNA database without prior express written approval from BJA. For more information, refer to the NIJ FY 2012 DNA Backlog Reduction Program, available at ncjrs.gov/pdffiles1/nij/sI000989.pdf

Reporting Requirements

Once an award is accepted, award recipients must submit quarterly financial status (SF-425) and annual programmatic reports through [GMS](#), quarterly performance metrics reports (see Performance Measures section below) through BJA's Performance Measurement Tool ([PMT](#)), and Federal Funding Accountability and Transparency Act (FFATA) reports through the FFATA Sub-award Reporting System ([FSRS](#)) as necessary (see FFATA section below).

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), P.L. 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants who receive funding under this solicitation must provide data that measures the results of their work. Quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) web site: www.bjaperformancetools.org. The performance measure can be found at: www.bjaperformancetools.org/help/ARRAJAGandJAGCombinedIndicatorGrid.pdf.

All JAG recipients should be aware that BJA is currently making changes to the JAG performance reporting processes, including measures. While state administering agencies are playing a role in the process, recipients are advised that the reporting requirements noted above may be subject to modification through this process.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 16 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do

not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

Priorities

BJA recognizes that the downturn in the economy has resulted in significant pressures on state and local criminal justice systems. In these challenging times, shared priorities and leveraged resources can make a significant impact. In light of this, it is important to make SAAs and local JAG recipients aware of several areas of priority that may be of help in maximizing the effectiveness of JAG funding at the state and local level.

As an overall framework for success, we encourage both state and local comprehensive justice planning, bringing all of the system stakeholders together—including law enforcement, courts, prosecutors, defenders, corrections officials, and other stakeholders (including victims and victim advocates)—to create a comprehensive and strategic justice plan to ensure coordination and a more effective justice system.

In addition to our longstanding and unwavering commitment to keeping violent crime at its lowest level in decades, the following priorities represent key areas where we will be focusing nationally and invite each state and local JAG recipient to join us in addressing these challenges as a part of our JAG partnership.

Funding Evidence-Based Programs

BJA strongly encourages state and local planners to fund programs that are evidence-based and have been proven effective. In the current difficult budgetary climate, it is more critical than ever that JAG dollars are spent on programs with proven effectiveness.

Questions often arise about what is meant by evidence-based programs. OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

In 2011, OJP made an excellent online tool available to criminal justice practitioners and policy makers to identify evidence based programs that are effective or promising. CrimeSolutions.gov is the OJP online resource about what works in criminal justice, juvenile justice, and crime victim services. Using certified expert reviewers, CrimeSolutions.gov provides detailed information and evidence ratings of programs that may fall within the JAG purpose areas. Launched in June 2011, CrimeSolutions.gov features multiple, user-friendly search options; easy to read program profiles and evaluation summaries from over three decades of research; and recognizable evidence ratings by certified reviewers with research and subject area expertise. CrimeSolutions.gov is intended to increase the use of evidence-based programs in criminal justice, juvenile justice and victim services settings; inform practitioners and policy makers about what works using the best available evidence; and help state and local jurisdictions address crime effectively and efficiently. BJA urges SAAs and local jurisdictions to use information available in CrimeSolutions.gov in making funding decisions.

Criminal Justice Planning

Jurisdictions are strongly encouraged to use JAG funding to support their existing strategic plan. If such a plan does not now exist, jurisdictions are encouraged to develop and undertake a strategic planning process, using a community engagement model, in order to guide spending under this and future fiscal year allocations. Training and technical assistance (TTA) is available from BJA's TTA providers to assist localities with the development of their strategic planning process and their plan to fund evidence-based projects. To ensure that the impact of Byrne JAG funding decisions is considered across the entire criminal justice system, we are redoubling our efforts to encourage state and local jurisdictions to bring all system stakeholders together in the strategic planning process. Our recommended guidelines are that at a minimum, the strategic planning process includes law enforcement, courts, prosecutors, indigent defense providers, victim advocates, and corrections and community corrections officials. BJA will continue to provide valuable technical assistance in 2012 through the National Criminal Justice Association (NCJA) for comprehensive criminal justice planning that includes bringing all criminal justice stakeholders to the table to develop innovative strategies to improve the fair administration of justice. For more information, see the [National Center for Justice Planning web site](http://NationalCenterforJusticePlanning.org).

Recidivism Reduction and Community Corrections

In this time of fiscal austerity and smaller state and local budgets, reducing the overall costs of incarceration in a manner that promotes public safety is a paramount goal. Effective community supervision coupled with evidence-based program interventions can result in significant reductions in recidivism. A priority funding area is the implementation of effective pre-trial services programs and innovative programs and approaches in probation and parole supervision that improve services to offenders and increase collaborative efforts among community supervision agencies with law enforcement and the courts. This includes development and implementation of strategies for the identification, supervision, and treatment of medium- to high-risk offenders that demonstrate the integration, use, and efficacy of evidenced-based practices and principles in the improvement of the delivery of probation and/or parole supervision strategies and practices.

Indigent Defense

Another key priority area is ensuring that justice is truly done in the criminal justice system is support for indigent defense. BJA continues to encourage states and SAAs to use JAG funds to support the vital needs of the indigent defense community. Attorney General Holder has consistently stressed that the crisis in indigent defense reform is a serious concern which must be addressed if true justice is to be achieved in our nation. In 2002, the American Bar Association (ABA) published Ten Principles of a Public Defense Delivery System which represent fundamental building blocks for implementing quality legal representation for indigent defendants. (See [ABA Ten Principles](#).)

Evidence-Based “Smart Policing” Programs

As a result of the current fiscal crisis, many police departments are experiencing unprecedented budget cuts, layoffs and reductions in force. These challenges must be met by making wider use of advancements in the law enforcement field in the last several decades which rely on use of data, crime analysis, crime mapping and other analytic tools, cutting edge technology, and research and evaluations regarding effective policing strategies and programs. A useful matrix of evidence-based policing programs and strategies is available through the [Center for Evidence-Based Policy](#) at George Mason University and provides valuable information on policing strategies and programs that work. BJA encourages states to use JAG funds to support these “smart policing” strategies, including a focus on real time crime analysis centers (CACs), and effective partnerships with universities and research partners and with non-traditional criminal justice partners. Counterterrorism continues to be the number one priority for the Department of Justice. At the state and local level, high functioning, evidence-based, data driven public safety agencies are a critical component of our nation’s “all crimes” strategy. In addition, the JAG Program has long supported effective and collaborative multi-jurisdictional task forces and justice information sharing programs, which continue as a priority in order to maintain our nation’s historic reductions in violent crime.

Officer Safety and Wellness

Law enforcement safety and wellness issues are an important priority for the Department of Justice, have become highly visible as recent trends have shown an increase in law enforcement deaths. According to the National Law Enforcement Officers Memorial Fund, 2011 showed a 16 percent increase in law enforcement fatalities with a 20 percent increase in

firearms-related fatalities. The Department of Justice is taking a holistic approach to addressing officer safety and wellness by providing training and technical assistance to state and local law enforcement, as well as studying law enforcement injuries. BJA encourages states and local jurisdictions to use JAG funds to support this priority area by providing training—such as paying for tuition and travel expenses related to attending trainings like the VALOR training—as well as providing start-up funding for health and wellness programs to law enforcement agencies.

How To Apply

Applications are submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of awards at OJP. Applicants must register in GMS for each specific funding opportunity and should begin the process immediately to meet the GMS registration deadline, especially if this is the first time using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If the applicant experiences technical difficulties at any point during this process, e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday–Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS username and password.** A new user must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. **Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the CCR registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select the Bureau of Justice Assistance and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program—Local Solicitation.
6. **Register by selecting the “Apply Online” button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information and submit the form in GMS. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields. Access the form at www.ojp.gov/funding/forms/disclosure.pdf.
8. **Submit an application consistent with this solicitation by following the directions in GMS.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, an applicant must wait for GMS approval before submitting an application. Applicants are urged to submit the application **at least 72 hours prior** to the due date of the application.

Note: OJP’s Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen GMS Technical Issues

If an applicant experiences unforeseen GMS technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact the BJA Programs Office staff **within 24 hours after the deadline** and request approval to submit the application. At that time, BJA Programs Office staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and GMS Help Desk tracking number(s) received. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the GMS Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment, including firewalls.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision be made to make an award, will result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Refer to the BJA Grant Writing and Management Academy and OJP 101 for an overview of what should be included in each application requirement. These trainings can be found at bja.ncjrs.gov/gwma/index.html and www.ojp.gov/grants101/.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Memoranda of Understanding," etc.) for all required attachments.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form.

2. Program Narrative

Applicants **must** submit a program narrative that generally describes the proposed program activities for the four year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the funding distribution to each disparate unit of local government and the purposes for which the funds will be used.

Failure to submit this required information will result in an application being returned in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

3. Budget and Budget Narrative

Applicants **must** submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. This narrative should include a full breakdown of administrative costs, as well as an overview of how funds will be allocated across approved JAG purpose areas. Applicants should utilize the following approved budget categories to label the requested expenditures: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, and an Other

category. For informational purposes only, a sample budget form may be found at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Failure to submit this required information will result in an application being returned in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

4. Review Narrative

Applicants **must** submit information documenting that the date the JAG application was made available for review to the governing body, or to an organization designated by that governing body, on a date not less than 30 days before the application was submitted to BJA. The attachment must also specify that an opportunity to comment was provided to citizens to the extent applicable law or established procedures make such opportunity available.

Failure to submit this required information will result in an application being returned in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

5. Abstract

Applicants **must** provide an abstract that includes the applicant's name, title of the project, goals of the project, and a description of the strategies to be used. In addition, above or below the abstract narrative, applicants **must identify up to five project identifiers** that would be associated with proposed project activities. The list of all identifiers can be found at www.bja.gov/programs/jag/jag12/12JAGIdentifiers.pdf. The abstract **should not** exceed a half-page, or 400-500 words.

Failure to submit this required information will result in an application being returned in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding of funds special condition at the time of award.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application

(except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

7. Additional Attachments (if applicable)

Jurisdictions certified as disparate **must** identify a fiscal agent that will submit a **joint application** for the aggregate eligible allocation to all disparate municipalities. The joint application **must** determine and specify the award distribution to each unit of local government and the purposes for which the funds will be used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds, **must** be completed, and signed by the Authorized Representative for each participating jurisdiction. The signed MOU **must** be attached to the application. For a sample MOU, go to www.bja.gov/Funding/JAGMOU.pdf.

Failure to submit this required information will result in an application being change requested in the Grants Management System (GMS) for inclusion of the missing information OR the attachment of a withholding special condition at the time of award if time does not permit for a change request process.

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. Applications for formula awards will be reviewed to ensure statutory requirements have been met.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

FY 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local Solicitation

The application checklist has been created to assist in developing an application.

Eligibility Requirement:

- _____ The jurisdiction listed as the legal name on the application corresponds with the eligible jurisdiction listed on BJA's JAG web page
- _____ The federal amount requested is within the allowable limit of the FY 2012 JAG Allocations List as listed on BJA's JAG web page

What an Applications Should Include:

- _____ Standard 424 Form (see page 16)
- _____ Program Narrative (see page 16)
- _____ Budget and Budget Narrative (see page 16)
- _____ Review Narrative (the date the JAG application was made available to the governing body for review and that it was provided to the public for comment) (see page 17)
- _____ Abstract (see page 17)
- _____ Tribal Authorizing Resolution (if applicable) (see page 17)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 15)
- _____ Additional Attachments (if applicable) (see page 18);
- _____ Other Standard Forms as applicable (see page 18), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)
- _____ DUNS Number (see page 14)
- _____ CCR Registration (see page 14)

2012 TEXAS JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for FY 2012 JAG funding, as determined by the JAG formula. If your jurisdiction is listed with another city or county government in a shaded area, you are in a funding disparity. In this case, the units of local government must develop a Memorandum of Understanding (MOU) and apply for an award with a single, joint application.

Finding your jurisdiction: (1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county. (2) Eligible individual allocations are listed alphabetically below the shaded, disparate groupings.

Counties that have an asterisk (*) under the "Eligible Individual Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at:

<https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the updated JAG Technical report: <https://www.bja.gov/Publications/JAGTechRpt.pdf>.

For JAG Frequently Asked Questions, please refer to BJA's JAG webpage:

<https://www.bja.gov/Funding/JAGFAQ.pdf>.

State	Jurisdiction Name	Government Type	Eligible Individual Allocation	Eligible Joint Allocation
TX	ANGELINA COUNTY	County	*	
TX	LUFKIN CITY	Municipal	\$13,395	\$13,395
TX	BELL COUNTY	County	*	
TX	KILLEEN CITY	Municipal	\$66,923	
TX	TEMPLE CITY	Municipal	\$16,094	\$83,017
TX	BEXAR COUNTY	County	\$46,984	
TX	SAN ANTONIO CITY	Municipal	\$661,517	\$708,501
TX	BOWIE COUNTY	County	*	
TX	TEXARKANA CITY	Municipal	\$39,446	\$39,446
TX	BRAZOS COUNTY	County	*	
TX	BRYAN CITY	Municipal	\$39,472	
TX	COLLEGE STATION CITY	Municipal	\$16,171	\$55,643
TX	CAMERON COUNTY	County	\$22,511	
TX	BROWNSVILLE CITY	Municipal	\$42,044	\$64,555
TX	COLLIN COUNTY	County	*	
TX	MCKINNEY CITY	Municipal	\$18,870	
TX	PLANO CITY	Municipal	\$39,548	\$58,418
TX	DALLAS COUNTY	County	*	
TX	BALCH SPRINGS CITY	Municipal	\$14,057	
TX	CARROLLTON CITY	Municipal	\$18,513	

TX	DALLAS CITY	Municipal	\$784,388	
TX	DESOTO CITY	Municipal	\$12,122	
TX	DUNCANVILLE CITY	Municipal	\$11,612	
TX	GARLAND CITY	Municipal	\$47,697	
TX	GRAND PRAIRIE CITY	Municipal	\$42,476	
TX	IRVING CITY	Municipal	\$47,238	
TX	MESQUITE CITY	Municipal	\$38,402	
TX	RICHARDSON CITY	Municipal	\$17,673	\$1,034,178
TX	DENTON COUNTY	County	*	
TX	DENTON CITY	Municipal	\$24,549	
TX	LEWISVILLE CITY	Municipal	\$17,113	\$41,662
TX	ECTOR COUNTY	County	*	
TX	ODESSA CITY	Municipal	\$55,719	\$55,719
TX	EL PASO COUNTY	County	\$20,500	
TX	EL PASO CITY	Municipal	\$216,864	\$237,364
TX	GALVESTON COUNTY	County	\$10,721	
TX	GALVESTON CITY	Municipal	\$31,272	\$41,993
TX	GRAYSON COUNTY	County	*	
TX	SHERMAN CITY	Municipal	\$13,242	\$13,242
TX	GREGG COUNTY	County	*	
TX	LONGVIEW CITY	Municipal	\$53,427	\$53,427
TX	HARRIS COUNTY	County	\$622,682	
TX	HOUSTON CITY	Municipal	\$1,855,492	\$2,478,174
TX	HARRISON COUNTY	County	*	
TX	MARSHALL CITY	Municipal	\$12,249	\$12,249
TX	HOWARD COUNTY	County	*	
TX	BIG SPRING CITY	Municipal	\$13,217	\$13,217
TX	HUNT COUNTY	County	*	
TX	GREENVILLE CITY	Municipal	\$17,011	\$17,011
TX	HUTCHINSON COUNTY	County	*	
TX	BORGER CITY	Municipal	\$15,127	\$15,127
TX	JEFFERSON COUNTY	County	*	
TX	BEAUMONT CITY	Municipal	\$74,283	
TX	PORT ARTHUR CITY	Municipal	\$31,959	\$106,242
TX	JIM WELLS COUNTY	County	*	
TX	ALICE CITY	Municipal	\$13,573	\$13,573
TX	KLEBERG COUNTY	County	*	
TX	KINGSVILLE CITY	Municipal	\$17,520	\$17,520
TX	LAMAR COUNTY	County	*	
TX	PARIS CITY	Municipal	\$12,096	\$12,096

TX	LUBBOCK COUNTY	County	\$11,765	
TX	LUBBOCK CITY	Municipal	\$157,326	\$169,091
TX	MCLENNAN COUNTY	County	*	
TX	BELLMEAD CITY	Municipal	\$10,899	
TX	WACO CITY	Municipal	\$70,081	\$80,980
TX	MIDLAND COUNTY	County	*	
TX	MIDLAND CITY	Municipal	\$31,908	\$31,908
TX	NACOGDOCHES COUNTY	County	*	
TX	NACOGDOCHES CITY	Municipal	\$15,559	\$15,559
TX	NOLAN COUNTY	County	*	
TX	SWEETWATER CITY	Municipal	\$11,638	\$11,638
TX	NUECES COUNTY	County	*	
TX	CORPUS CHRISTI CITY	Municipal	\$169,575	\$169,575
TX	ORANGE COUNTY	County	*	
TX	ORANGE CITY	Municipal	\$13,217	\$13,217
TX	POTTER COUNTY	County	*	
TX	AMARILLO CITY	Municipal	\$108,305	\$108,305
TX	SMITH COUNTY	County	\$20,500	
TX	TYLER CITY	Municipal	\$46,245	\$66,745
TX	TARRANT COUNTY	County	*	
TX	ARLINGTON CITY	Municipal	\$165,959	
TX	BEDFORD TOWN	Municipal	\$16,451	
TX	FORT WORTH CITY	Municipal	\$335,126	
TX	HALTOM CITY	Municipal	\$12,809	
TX	HURST CITY	Municipal	\$14,006	
TX	NORTH RICHLAND HILLS CITY	Municipal	\$17,215	\$561,566
TX	TAYLOR COUNTY	County	*	
TX	ABILENE CITY	Municipal	\$47,977	\$47,977
TX	TOM GREEN COUNTY	County	*	
TX	SAN ANGELO CITY	Municipal	\$25,924	\$25,924
TX	TRAVIS COUNTY	County	\$33,513	
TX	AUSTIN CITY	Municipal	\$299,194	\$332,707
TX	VICTORIA COUNTY	County	*	
TX	VICTORIA CITY	Municipal	\$31,934	\$31,934
TX	WALKER COUNTY	County	*	
TX	HUNTSVILLE CITY	Municipal	\$13,318	\$13,318
TX	WEBB COUNTY	County	*	
TX	LAREDO CITY	Municipal	\$96,591	\$96,591

TX	WICHITA COUNTY	County	*	
TX	WICHITA FALLS CITY	Municipal	\$39,217	\$39,217

TX	WILLACY COUNTY	County	*	
TX	RAYMONDVILLE CITY	Municipal	\$17,648	\$17,648

TX	BASTROP COUNTY	County	\$21,315	
TX	BAYTOWN CITY	Municipal	\$24,320	
TX	CLEBURNE CITY	Municipal	\$12,962	
TX	COMAL COUNTY	County	\$14,184	
TX	CONROE CITY	Municipal	\$19,226	
TX	EDINBURG CITY	Municipal	\$19,965	
TX	FORT BEND COUNTY	County	\$75,734	
TX	HARLINGEN CITY	Municipal	\$29,387	
TX	HAYS COUNTY	County	\$11,128	
TX	HENDERSON COUNTY	County	\$15,127	
TX	HIDALGO COUNTY	County	\$66,516	
TX	HUMBLE CITY	Municipal	\$11,205	
TX	JOHNSON COUNTY	County	\$11,969	
TX	KAUFMAN COUNTY	County	\$17,928	
TX	LIBERTY COUNTY	County	\$12,478	
TX	LA MARQUE CITY	Municipal	\$11,052	
TX	MCALLEN CITY	Municipal	\$25,924	
TX	MISSOURI CITY	Municipal	\$12,173	
TX	MONTGOMERY COUNTY	County	\$66,541	
TX	NEW BRAUNFELS CITY	Municipal	\$10,110	
TX	PASADENA CITY	Municipal	\$49,963	
TX	PHARR CITY	Municipal	\$20,703	
TX	SAN JUAN CITY	Municipal	\$13,548	
TX	SAN MARCOS CITY	Municipal	\$12,605	
TX	SUGAR LAND CITY	Municipal	\$10,008	
TX	TEXAS CITY CITY	Municipal	\$16,043	
TX	WESLACO CITY	Municipal	\$14,770	
TX	WILLIAMSON COUNTY	County	\$12,096	
TX	WISE COUNTY	County	\$10,135	

Local total			\$7,668,784	
--------------------	--	--	--------------------	--

AI-31905

15. B. 1.

CC REGULAR

Meeting Date: 04/24/2012

Submitted For: Yoli Cisneros

Submitted By: Yolanda Cisneros, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Approval of 2012 appropriation of funds for Precinct 2 Dicker Road Project (1200) in the amount of \$100,000.00 from Pct.2 R&B Fund Balance.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1200-431-00-122-062-0-731

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

BUDGETARY IMPACT:

Est. available balance from R&B fund balance \$2,606,298.00 as of 4/12/2012

Attachments

Appropriation

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/13/2012 07:53 AM
Roland Garcia	Rolando Garcia	04/16/2012 10:09 AM
Roland Garcia	Rolando Garcia	04/16/2012 10:09 AM
Auditor's Office	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Yolanda Cisneros		Started On: 04/12/2012 05:23 PM
	Final Approval Date: 04/17/2012	

DATE: April 12, 2012

DEPARTMENT HEAD: Hector "Tito" Palacios

DEPARTMENT NAME: Rd. Maintenance Department

ACCOUNT NUMBER: 2-1200-431-00-122-062-0-XXX

Contact Person: Yoli Cisneros **Ph#:** (956) 787-1891 Ext. 2002

2012 Appropriation



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
2-1200-431-00-122-062-0-731	PCT2 DICKER ROAD (23rd Str. To Jackson Rd)-ROADS	\$100,000.00
TOTAL BUDGET INCREASE (DECREASE)		\$ 100,000.00

REASON: Funding needed in order to approve ENGINEERING firm for New Project on CC approval of AI-31793.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE _____

ATTEST COUNTY CLERK

AI-31808

Budget and Management 15. B. 2.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Constable Pct. 3
Larry Gallardo

Submitted By: Ivan Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Constable Pct. 3 Investigation HB 65 (1230):

Approval of 2012 appropriation of funds for the Constable Pct. 3 Investigation HB 65 in the amount of \$15,347.23 to fund various operating expenditures.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1230-421-00-293-010-0-XXX

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:

Appropriation of funds for the Constable Pct. 3 Investigation HB 65 in the amount of \$15,347.23 to fund various operating expenditures.

Funds available as of 4-5-12 in the unreserved f/b.

Attachments

Constable Pct. 3 appropriation

Balance Sheet as of 4-5-12

Form Review

Inbox
Ivan Cantu (Originator)
Budget & Management
Erika Zamora
Purchasing Department

Reviewed By
Ivan Cantu
Merlen P. Munoz
Erika Zamora
Angela Garcia

Date
04/11/2012 07:29 AM
04/11/2012 07:58 AM
04/13/2012 11:38 AM
04/17/2012 09:18 AM

Form Started By: Ivan Cantu

Started On: 04/05/2012 02:18 PM

Final Approval Date: 04/17/2012

Report Date 04/05/12 02:41 PM
Period Ending 04/30/12
Account Period 04

Hidalgo County

Page No 2

Balance Sheet Summary

FUBAS01A

Unreserved F/B 55
06 4/5/12

Fund	1230	Account No/Description	Beginning	Current	YTD	Ending
			Balance	Balance	Balance	Balance
		CONSTABLE PCT 3 INVESTIGATION HB65				
		2-1230-202-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-ACCTS PAYABLE	1,863.55	.00	-1,863.55	.00
		Total Liabilities	1,863.55	.00	-1,863.55	.00
		2-1230-270-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-BUDGETED F/B	.00	.00	.00	.00
		2-1230-253-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-FUND BALANCE	15,347.23	.00	.00	15,347.23
		Total Equity	15,347.23	.00	.00	15,347.23
		2-1230-275-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-ESTIM REVENUES	.00	.00	.00	.00
		2-1230-276-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-REVENUES	.00	.00	.00	.00
		2-1230-271-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-APPROPRIATIONS	.00	.00	.00	.00
		2-1230-272-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-EXPENDITURES	.00	.00	.00	.00
		2-1230-273-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-ENCUMBR CONTRL	.00	.00	.00	.00
		2-1230-274-00-000-000-0-000 CONST PCT.3 INVESTIG HB65-RESERVED ENCUM	.00	.00	.00	.00
		Total Controls	.00	.00	.00	.00
		Total Equity and Control	15,347.23	.00	.00	15,347.23
		Total Liabilities and Equity	17,210.78	.00	-1,863.55	15,347.23
		*Fund is in Balance	.00			

AI-31828

Budget and Management 15. C. 1.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Yoli Cisneros

Submitted By: Yolanda Cisneros, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Pct. 2 Parks (1100):

a. Approval to create the following six (6) temporary part-time positions: (Not to exceed 10 weeks)

Slot No.	Position Title	Hourly Rate
T026	Attendant	\$8.65
T027	Attendant	\$8.65
T028	Lifeguard	\$9.50
T029	Lifeguard	\$9.50
T030	Lifeguard	\$9.50
T031	Lifeguard	\$9.50

b. Approval of intradepartmental transfer.

c. Approval of revised salary schedule.

BACKGROUND

Temporary employees will work for approximately 10 weeks (36 hrs per week) for the Summer (opening of the pool) starting on enrollment date of June 4, 2012 until August 12, 2012.

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1100-452-00-122-008-0-XXX

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

BUDGETARY IMPACT:

Funds for proposed positions available from within Dept.'s operating budget. (obj. code 890) Pending approval of intradepartmental transfer.

Attachments

PARS

revised salary schedules

Job Description - Attendant

Job Description - Lifeguard

Fiscal Note

LIT

Form Review

Inbox
Budget & Management

Reviewed By
Merlen P. Munoz

Date
04/11/2012 07:59 AM

Sylvia Solis
Purchasing Department

Sylvia Solis
Angela Garcia

Form Started By: Yolanda Cisneros

Final Approval Date: 04/17/2012

04/12/2012 04:37 PM

04/17/2012 09:18 AM

Started On: 04/10/2012 04:22 PM



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO COUNTY PRECINCT NO.2 / #122

DATE: 4/10/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: T026 & T027

REQUESTED POSITION TITLE: ATTENDANT (2) POSITIONS
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ \$0.00 Current Budgeted Salary \$ \$17,992.00 x 2(\$8.65hr) Proposed Budgeted Salary \$ \$35,984.00 Net Change

Position to be funded from one of the following:

☒ Current Department Budget ☐ Annual Budget Cycle ☐ Will Require Additional Funds
☐ Other Est. Actual Expense based on 36 hrs/wk for 10 wk @ \$8.65 hr. X 2 positions = \$6,228.00 for salary

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
\$ 8.65 hour X 2080 hours = \$17,992.00 Annually
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.)
June 4, 2012	August 12, 2012	1pm-7pm/Tuesday -Sunday	36	10 weeks

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

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

ATTENDANT IS NEEDED TO TAKE ACCOUNT OF ALL DAILY RECEIPTS OF THE POOL AND WILL BE DOING LIGHT CLERICAL DUTIES LIKE FILLING OUT REPORTS & MAKING DEPOSITS TO BANK ON A DAILY BASIS. WILL ALSO BE RESPONSIBLE TO BRING REPORTS TO MAIN OFFICE WITH BANK RECEIPTS & REPORTS.

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

SEE JOB DESCRIPTION ATTACHED

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

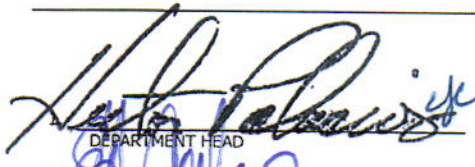
N/A

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

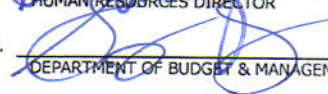
COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.  4/10/2012
DEPARTMENT HEAD

2.  4/12/2012
HUMAN RESOURCES DIRECTOR

3.  4/12/2012
DEPARTMENT OF BUDGET & MANAGEMENT

4. _____
COMMISSIONERS COURT APPROVAL

DATE

DATE

DATE

DATE

FUNDING AVAILABLE IN DEPT. BUDGET

PERSONNEL PROCEDURES COMPLETED

BUDGET PROCEDURES COMPLETED

☒ YES ☐ NO

☒ YES ☐ NO

☒ YES ☐ NO



HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: HIDALGO COUNTY PRECINCT NO.2 / #122

DATE: 4/10/2012

CURRENT POSITION TITLE: N/A

CURRENT SLOT. #: T028;029;030;031

REQUESTED POSITION TITLE: LIFEGUARDS (4) POSITIONS
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☒ Temporary Position ☐ Position Reclassification* ☐ Other _____

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

POSITION SALARY REQUEST:

Salary Amount: \$ \$0.00 Current Budgeted Salary \$ \$19,760 x 4 (\$9.50 hr) Proposed Budgeted Salary \$ \$79,040.00 Net Change

Position to be funded from one of the following:

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

☐ Other Est. Actual Expense based on 36 hrs/wk for 10 wk @ \$9.50 hr. X 4 positions = \$13,680.00 for salary

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
\$ 9.50 hour X 2080 hours = \$19,760.00 Annually
Hourly Rate * 2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS:

June 4, 2012

August 12, 2012

1pm-7pm/Tuesday -Sunday
Working Days & Hours

36

10 weeks

Start Date

End Date

Hours Per Week

Duration (2 weeks, 3 months, etc.)

CIVIL SERVICE:

Exempt

☒

FLSA:

Exempt

☐

Non-Exempt

☐

Non-Exempt

☒

N/A

☐

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

APPROPRIATE CERTIFIED LIFEGUARDS ARE REQUIRED TO OPEN LAS MILPAS PARK / POOL FOR ENSURING AND MAINTAINING PUBLIC SAFETY FOR OUR RECREATION FACILITY.

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

SEE JOB DESCRIPTION ATTACHED

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

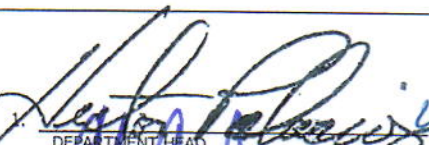
N/A

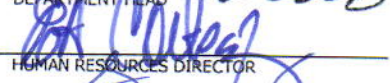
ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

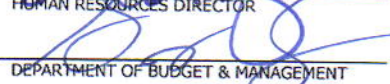
COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.  4/10/20102
DEPARTMENT HEAD DATE

2.  4/12/2012
HUMAN RESOURCES DIRECTOR DATE

3.  4/12/2012
DEPARTMENT OF BUDGET & MANAGEMENT DATE

4. _____
COMMISSIONERS COURT APPROVAL DATE

FUNDING AVAILABLE IN DEPT. BUDGET

☒ YES ☐ NO

PERSONNEL PROCEDURES COMPLETED

☒ YES ☐ NO

BUDGET PROCEDURES COMPLETED

☒ YES ☐ NO

**HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE**

2-1100-452-00-122-008-0

AI - 31828

PARKS PCT. 2

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	FOREMAN	\$32,568.00	\$0.00	\$32,568.00	0	\$0.00	\$0.00	\$32,568.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0002	113	COMMUNITY RESOURCE CENTER CO	\$31,771.00	\$0.00	\$31,771.00	0	\$0.00	\$0.00	\$31,771.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0003	113	MAINTENANCE III	\$27,424.00	\$0.00	\$27,424.00	0	\$0.00	\$0.00	\$27,424.00	\$27,424.00	\$1,320.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,744.00
0004	113	MAINTENANCE I	\$26,059.00	\$0.00	\$26,059.00	0	\$0.00	\$0.00	\$26,059.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0005	113	MAINTENANCE I	\$25,854.00	\$0.00	\$25,854.00	0	\$0.00	\$0.00	\$25,854.00	\$25,443.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,803.00
0006	113	MAINTENANCE I	\$24,907.00	\$0.00	\$24,907.00	0	\$0.00	\$0.00	\$24,907.00	\$21,164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,164.00
0007	113	MAINTENANCE I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0008	113	MAINTENANCE I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0009	113	MAINTENANCE I	\$22,345.00	\$0.00	\$22,345.00	0	\$0.00	\$0.00	\$22,345.00	\$22,345.00	\$480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,825.00
0010	113	MAINTENANCE I	\$22,285.00	\$0.00	\$22,285.00	0	\$0.00	\$0.00	\$22,285.00	\$19,214.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,214.00
0011	113	MAINTENANCE I	\$22,285.00	\$0.00	\$22,285.00	0	\$0.00	\$0.00	\$22,285.00	\$19,864.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,864.00
0014	113	EXECUTIVE ASSISTANT	\$10,500.00	\$0.00	\$10,500.00	0	\$0.00	\$0.00	\$10,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0018	113	CHIEF ADMINISTRATOR	\$7,350.00	\$0.00	\$7,350.00	0	\$0.00	\$0.00	\$7,350.00	\$7,350.00	\$47.05	\$0.00	\$0.00	\$0.00	\$0.00	\$7,397.05
0024	113	MAINTENANCE I	\$21,760.00	\$0.00	\$21,760.00	0	\$0.00	\$0.00	\$21,760.00	\$18,564.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,564.00
0025	113	MAINTENANCE I	\$21,760.00	\$0.00	\$21,760.00	0	\$0.00	\$0.00	\$21,760.00	\$21,164.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,164.00
		CREATE THE FOLLOWING:														
0026	122	ATTENDANT	\$0.00	\$17,992.00	\$17,992.00		\$0.00	\$0.00	\$17,992.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0027	122	ATTENDANT	\$0.00	\$17,992.00	\$17,992.00		\$0.00	\$0.00	\$17,992.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0028	122	LIFEGUARD	\$0.00	\$19,760.00	\$19,760.00	0	\$0.00	\$0.00	\$19,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0029	122	LIFEGUARD	\$0.00	\$19,760.00	\$19,760.00	0	\$0.00	\$0.00	\$19,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0030	122	LIFEGUARD	\$0.00	\$19,760.00	\$19,760.00	0	\$0.00	\$0.00	\$19,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0031	122	LIFEGUARD	\$0.00	\$19,760.00	\$19,760.00	0	\$0.00	\$0.00	\$19,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$341,558.00	\$115,024.00	\$456,582.00		\$0.00	\$0.00	\$456,582.00	\$238,224.00	\$2,207.05	\$0.00	\$0.00	\$0.00	\$0.00	\$240,431.05

Approval to create the following six (6) temporary part-time positions: (Not to exceed 10 weeks)

All personnel actions pending CC approval.

HIDALGO COUNTY PARKS

JOB TITLE: Swimming Pool Attendant

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: EXEMPT

SUMMARY

Performs light clerical duties, responsible for daily attendance figures and receipts, maintains daily log of activities. This is a temporary position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains daily activity log sheets including daily attendance logs.
- Performs light bookkeeping and accounting work such as tabulating daily attendance receipts, maintaining employee sign-in and sign-out sheets.
- May be required to attend training meetings from time to time and work extra work hours as deemed necessary.
- May maintain an inventory of supplies and equipment and shall inform Parks Foreman/Director of inventory status to enable Foreman/Director to order 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 functions.

EDUCATION and/or EXPERIENCE

- High School diploma or GED;
- Should have experience in a public recreation facility setting including log-keeping and daily attendance receipt tabulations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to use office equipment, such as copier and calculator.
- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.
- Knowledge of personal computer and software.

- May be required to utilize personal automobile on office related business.
- 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 up to 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 encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations

HIDALGO COUNTY PARKS

JOB TITLE: Swimming Pool Lifeguard

FLSA STATUS: NON-EXEMPT

DEPARTMENT: 122

CIVIL SERVICE STATUS: EXEMPT

SUMMARY

This is a responsible position that requires either Red Cross or other appropriate certification in the operation and techniques of lifeguard safety in a public recreation facility. The lifeguard will be responsible for ensuring and maintaining public safety and health in a public recreation facility such as a swimming pool. This is a temporary position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains daily activity log sheets including daily attendance logs.
- Performs light bookkeeping and accounting work such as tabulating daily attendance receipts, maintaining employee sign-in and sign-out sheets.
- May be required to attend training meetings from time to time and work extra work hours as deemed necessary.
- Regular attendance is a must.
- Ability to work well with others.

QUALIFICATION REQUIREMENTS

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

EDUCATION and/or EXPERIENCE

- High School diploma or GED;
- Red Cross or other appropriate certification as a Lifeguard.
- Should have experience in a public recreation facility setting including log-keeping, regulations and operation to ensure the general safety and health in a public recreation facility.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Texas Drivers License;
- Must possess a valid Red Cross or other appropriate agency certificate as a Lifeguard.
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES

- Ability to use pool cleaning equipment.

- Bilingual ability (Spanish and English) with the ability to converse fluently in both languages, preferred.
- Knowledge of operational equipment associated with a public recreation facility.
- May be required to utilize personal automobile on office related business.
- 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 up to 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 encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

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

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Demonstrating intellectual capabilities

Effectively handle work environments and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all 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: Tuesday, April 24, 2012

Agenda Item: 31828

Summary of request/proposal:

Parks Pct. 2 (1100):

1. Approval to create two (2) temporary part-time Attendant positions, slot no.'s T026 & T027, budgeted hourly rate \$8.65.
2. Approval to create four (4) temporary part-time Lifeguard positions, slot no.'s T028, T029, T030 & T031, budgeted hourly rate \$9.50.

Fund	Position	Slot#	Obj	Current Budgeted Salary	Proposed Budgeted Salary	Total Requested
1100	ATTENDANT	T026	122	0.00	17,992.00	17,992.00
1100	ATTENDANT	T027	122	0.00	17,992.00	17,992.00
1100	LIFEGUARD	T028	122	0.00	19,760.00	19,760.00
1100	LIFEGUARD	T029	122	0.00	19,760.00	19,760.00
1100	LIFEGUARD	T030	122	0.00	19,760.00	19,760.00
1100	LIFEGUARD	T031	122	0.00	19,760.00	19,760.00
				0.00	115,024.00	115,024.00

Salaries prorated as follows:

$$\begin{array}{l}
 9.50 \times 36\text{HRS} = 342.00 \times 4 \text{ EMPLOYEES} \times 10 \text{ WEEKS} = \$13,680.00 \\
 8.65 \times 36\text{HRS} = 311.40 \times 2 \text{ EMPLOYEES} \times 10 \text{ WEEKS} = \$6,228.00
 \end{array}
 \left. \vphantom{\begin{array}{l} 9.50 \times 36\text{HRS} = 342.00 \times 4 \text{ EMPLOYEES} \times 10 \text{ WEEKS} = \$13,680.00 \\ 8.65 \times 36\text{HRS} = 311.40 \times 2 \text{ EMPLOYEES} \times 10 \text{ WEEKS} = \$6,228.00 \end{array}} \right\} \$19,908.00 \text{ ACTUAL EXPENDITURE}$$

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
2-1100-452-00-122-008-0-122	PARKS PCT. 2 - TEMP P/T EMPLOYEES	\$19,908.00
2-1100-452-00-122-008-0-211	PARKS PCT. 2 - HEALTH INSURANCE	\$0.00
2-1100-452-00-122-008-0-212	PARKS PCT. 2 - LIFE INSURANCE	\$0.00
2-1100-452-00-122-008-0-220	PARKS PCT. 2 - FICA	\$1,522.96
2-1100-452-00-122-008-0-230	PARKS PCT. 2 - RETIREMENT	\$0.00
2-1100-452-00-122-008-0-250	PARKS PCT. 2 - UNEMPLOYMENT COMP	\$99.54
2-1100-452-00-122-008-0-260	PARKS PCT. 2 - WORKER'S COMP	\$0.00
2012 Budgetary Impact		\$21,530.50

2013 Budgetary Impact: N/A

Possible Funding Sources: Pct. 2 Parks Budget - Pending approval of intradep't. transfer
(Proration based on 36 hours a week for 10 weeks.)

Comments:

DATE: April 11, 2012

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for PCT. 2 PARKS

**ACCOUNT
NUMBER:** 2-1100-452-00-122-008-0-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).

[illegible]

REASON:

Intradepartmental Transfer to fund the pro-rated salary and related fringe benefit expenditures for the creation of two (2) Attendant & four (4) Lifeguard temporary part-time positions, slot no.'s T026-T031. Prorated salary based on 36 hours a week for the duration of 10 weeks.

DEPARTMENT HEAD SIGNATURE

_____/_____/_____
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK



AI-31771

Purchasing Department 16. A. 4.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Martha Salazar

Submitted By: Sandy Suarez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Presentation of low bid received as detailed in tabulation sheet contained herein, meeting all specifications and/or requirements for the purpose of award and approval of contract for Request for Bid titled: Hidalgo County-"Auctioneer and Storage Services" through project No.: 2012-038-03-21-SGS.

BACKGROUND

1. Current contract will expire on May 02, 2012
2. New contract will commence on May 03, 2012
3. Contract document was reviewed and approved by Legal Counsel as to form.

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: N/A

FUNDS AVAILABLE Y/N?: N/A

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

No funds are needed for this project. The Auctioneer normally keeps a percentage of the sales from the Auction, but in this case, if awarded this Vendor will not be taking a percentage of the sales, He instead charges the buyer's a 10% buyers premium.

Attachments

Packet for award

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/12/2012 11:09 AM
Budget & Management	Merlen P. Munoz	04/12/2012 11:18 AM
Auditor's Office	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Sandy Suarez		Started On: 04/04/2012 11:30 AM
	Final Approval Date: 04/17/2012	



Hidalgo County Purchasing Office
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

MAR 22 2012
Dms 2:15

MEMORANDUM

TO: Anacleto Martinez, Chief Deputy
Hidalgo County Sheriff's Office

ATTN: Richard Ozuna, Lt. III / Juan Tapia, Procurement Specialist

FROM: Sandy Suarez, Buyer II
Hidalgo County Purchasing Dept.

DATE: March 21, 2012

RE: BID AWARD RECOMMENDATION/ CONCURRENCE REQUEST
Bid No. 2012-038-03-21-SGS-Hidalgo County - "AUCTIONEER AND STORAGE SERVICES"

We have received three (3) responses to the above mentioned project. Enclosed you will find a copy of the tabulation sheet along with copies of the bid responses for your review and recommendation.

Please acknowledge by signing below, your recommendation/concurrence to award to the bidder meeting all specifications/requirements and return to the Purchasing Dept. via fax to (956)-318-2629 or (956) 292-7612 or email: sandy.suarez@co.hidalgo.tx.us by no later than Thursday, March 29, 2012 @10:00 A.M. in order to place this item on the agenda for next proposed Commissioners Court Meeting, Tuesday, April 17, 2012.

Indicate the name of the Vendor(s) in the box below. Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4860. Thank you for your attention and cooperation to this matter.

COMMENTS/CONCERNS:

Please Award to Rob Robertson

Budget Acct No.: _____

AUTHORIZED SIGNATURE

PRINTED NAME

DEPARTMENT

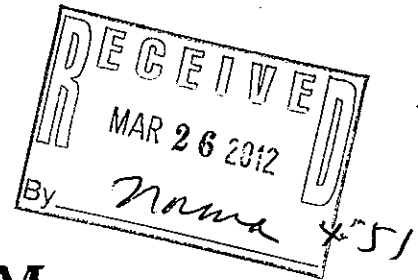
DATE

Enclosures

20



Hidalgo County Purchasing Office
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629



MEMORANDUM

TO: Dora Munoz, Commander
Hidalgo County Task Force

ATTN: Sonia Lopez, Admin. Assistant

FROM: Sandy Suarez, Buyer II
Hidalgo County Purchasing Dept.

DATE: March 21, 2012

RE: BID AWARD RECOMMENDATION/CONCURRENCE REQUEST
Bid No. 2012-038-03-21-SGS-Hidalgo County - "AUCTIONEER AND STORAGE SERVICES"

We have received three (3) responses to the above mentioned project. Enclosed you will find a copy of the tabulation sheet along with copies of the bid responses for your review and recommendation.

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Indicate the name Vendor(s) in the box below. Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4860. Thank you for your attention and cooperation to this matter.

COMMENTS/CONCERNS:

Recommended
Red Robinson Enterprises

Budget Acct No.:

AUTHORIZED SIGNATURE

PRINTED NAME

DEPARTMENT

DATE

Enclosures



Hidalgo County Purchasing Office
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

TO: Agueda "Aggie" Garcia, Fixed Assets Manager
Hidalgo County Purchasing Department

FROM: Sandy Suarez, Buyer II
Hidalgo County Purchasing Dept.

DATE: March 21, 2012

RE: BID AWARD RECOMMENDATION/ CONCURRENCE REQUEST
Bid No. 2012-038-03-21-SGS-Hidalgo County -"AUCTIONEER AND STORAGE SERVICES"

We have received three (3) responses to the above mentioned project. Enclosed you will find a copy of the tabulation sheet along with copies of the bid responses for your review and recommendation.

Please acknowledge by signing below, your recommendation/concurrence to award to the bidder meeting all specifications/requirements and return to the Purchasing Dept. **via fax to (956)-318-2629 or (956) 292-7612 or email: sandy.suarez@co.hidalgo.tx.us by no later than Thursday, March 29, 2012 @10:00 A.M. in order to place this item on the agenda for next proposed Commissioners Court Meeting, Tuesday, April 17, 2012.**

Indicate the name of the Vendor(s) in the box below. Should you have any questions or require further information please do not hesitate to call me at 318-2626- ext. 4860. Thank you for your attention and cooperation to this matter.

COMMENTS/CONCERNS:

Agree with bidder meeting all requirements
Rob Robertson Enterprises, Inc.

Budget Acct No.: _____

A large, stylized blue ink signature of Agueda Garcia.

AUTHORIZED SIGNATURE

Enclosures

Agueda Garcia Purchasing 3/29/12

PRINTED NAME DEPARTMENT DATE

Sandy Suarez

From: Sandy Suarez [sandy.suarez@co.hidalgo.tx.us]
Sent: Wednesday, April 11, 2012 3:39 PM
To: 'roy.cazares@da.co.hidalgo.tx.us'
Subject: RE: RFB NO. : 2012-038-03-21-SGS-"Auctioneer and Storage Services"-Recommendation/Concurrence -final notice

Mr. Cazares,

I appreciate your Recommendation and will add it to the Agenda backup.

Sandy Suarez

From: Roy Cazares [mailto:roy.cazares@da.co.hidalgo.tx.us]
Sent: Wednesday, April 11, 2012 3:34 PM
To: 'Sandy Suarez'
Subject: RE: RFB NO. : 2012-038-03-21-SGS-"Auctioneer and Storage Services"- Recommendation/Concurrence -final notice

Sandy,

Sorry for delay on my submittal but I haven't heard from Josie as to status on questions I had with contract. At this time would have to recommend Rob Robertson as the next auctioneer/storage vendor.

Thanks,

Roy Cazares
Human Resources Coordinator
Hidalgo County District Attorney's Office
100 N. Closner, Room 303
Edinburg, TX 78539
(956) 318-2300 Ext. 758
Fax (956) 318-2078

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

From: Sandy Suarez [mailto:sandy.suarez@co.hidalgo.tx.us]
Sent: Wednesday, April 11, 2012 1:41 PM
To: roy.cazares@da.co.hidalgo.tx.us
Cc: 'Martha Salazar'; 'Darlene Betancourt'; 'Rocio Villarreal'
Subject: RFB NO. : 2012-038-03-21-SGS-"Auctioneer and Storage Services"- Recommendation/Concurrence -final notice
Importance: High

Good Afternoon Mr. Cazares,

Please be advised that this is my final notice requesting the Recommendation/Concurrence for the above referenced project. Due to the crucial deadlines, I will be proceeding to place on the Agenda requesting the Award of the contract, minus the DA's Recommendation.

Any questions or concerns, please let me know.

HIDALGO COUNTY PURCHASING DEPARTMENT TABULATION SHEET

DEPARTMENT NAME: Hidalgo County

RFB ACCEPTANCE DATE: MARCH 21, 2012

TIME: 9:30 A.M.

DESCRIPTION OF RFB: "AUCTIONEER AND STORAGE SERVICES"

RFB NO: 2012-038-03-21-SGS

VENDORS/LOCATION	AUCTION SALE PERCENTAGE
1 Rob Robertson Enterprises, Inc. 1003 East FM 490	0 % - No Charge to County 10 % Buyer's Premium
2 Poal, Inc. dba South Texas Auto Auction 501 E. Nolana Loop	8 %
3 Abrego Towing & Storage ¼ Mile West FM 2812	9%

**HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING BIDDER'S LOG
SPECIFICATIONS/BID PACKETS
RFB-RFP-RFQ**

BID OPENING DATE: MARCH 21, 2012 **BID OPENING TIME:** 9:30 A.M.

DEPARTMENT/BID: HIDALGO COUNTY
AUCTIONEER AND STORAGE SERVICES

DESCRIPTION: "HIDALGO COUNTY-

BID NO.: 2012-038-03-21-SGS

NAME OF VENDOR: COMPANY/FIRM	BID REQUEST *VIA	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	ADDRESS & PHONE NO
1. Big Valley Auto Auction Lisa Harms, Mgr, Gen. Partner	BLM E Mail	Sandy Suarez	03/05/12	4315 N Hutto Rd Donna, TX 78537 P- 956-461-9000 F-956-461-9005 956-342-3665 c lisa@bigvalleyaa.com
2. GDA Auction Co. of Texas Esequiel Martinez, Owner	BLM E Mail	Sandy Suarez	03/05/12	3116 Ash Ave McAllen, TX 78501 P-956-630-5278 F-956-630-1502 956-454-0151 c Esequiel 956-778-7525 c Jessie mtzasinc@yahoo.com
3. Abrego Towing & Storage LLC Anna M. Abrego, Manager Shawna R. Abrego-Ruiz, Manager	BLM E Mail	Sandy Suarez	03/05/12	P O Box 3038 McAllen, TX 78502 P-956-631-4601 -956-316-1810 F-956-383-2534 C- 956-292-3284 abregotowing@aol.com annaabrego@aol.com
4. Rod Robertson Auto Auctions Attn: Rod Robertson Local: Roberto Garcia(956-)383- 8822	E-mail	Sandy Suarez	03/05/12	1802 NW Military Hwy, Ste 100 San Antonio, TX. 78213 P-210-375-7755 F-210-375-7744 rod@rodrobertson.com local.Roberto@rodrobertson.com FM490 N/Hargil 1/2 mi of expwy
5. Texas State Auctions Attn: Floyd "Joe" Bond	E-mail	Sandy Suarez	03/05/12	6000 N. 36 th Lane McAllen, TX. 78504 P-956-328-9109 F-630-0835 rgvjoe@yahoo.com
6. Lance Walker	E-mail	Sandy Suarez	03/06/12	Lawwalker101@gmail.com
7. Lone Star Auctioneers, Inc. Attn: Anne Dalton Not submitting-keep on bid list	E-mail	Sandy Suarez	03/06/12	4629 Mark IV Parkway Fort Worth, TX. 76016 P#817-740-9400 F#817-740-9777 annedalton@lonestarauctioneers.com
8. South Texas Auto Auction & Valley Wide Auction Services	IP	Sandy Suarez	03/06/12	501 E. Nolana Pharr, TX. 78577 956-778-7525 Leda.vega@yahoo.com
9. Rene Bates Auctioneers, Inc. Not submitting- keep on bid list	E-mail	Sandy Suarez	03/07/12	972-548-9636 Sheryl@renebates.com

*VIA:
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)
E-MAIL (EM)
FACSIMILE (FAX)

**HIDALGO COUNTY PURCHASING DEPARTMENT
COMPARISON SHEET**

DEPARTMENT NAME: Hidalgo County

RFB ACCEPTANCE DATE: MARCH 21, 2012

RFB ACCEPTANCE TIME: 9:30 A.M.

DESCRIPTION OF RFB: "AUCTIONEER AND STORAGE SERVICES"

RFB NO: 2012-038-03-21-SGS

CURRENT CONTRACT HOLDER	AUCTION SALE PERCENTAGE	PROPOSED VENDOR	AUCTION SALE PERCENTAGE
Abrego Towing & Storage, LLC	12%	Rod Robertson Enterprises, Inc.	0%

AI-31960

Purchasing Department 16. B. 1.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Martha Salazar Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval of Supplemental Agreement No. 2 to extend the period of services in Part 5-**completion of work** of the current Work Authorization documents (reflecting fixed completion dates and through SA#2 replace with the wording of **through completion of project under WA(s)** in connection with Contract #C-11-111-04-19-Guzman & Munoz Engineering & Surveying for professional engineering services for the projects as detailed below:

WA#001-Paving & Drainage Improvements to Mile 17 North Road, from FM 3071 (Mile 4 West) to FM 1015 (Mile 3 West);

WA#004-Mile 17 North Road, from FM 3071 (Mile 4 West), west 2,720 Feet and From FM 1015 (Mile 3 Est) east 400 Feet;

WA#005-Drainage Improvement to Colonia Adams & Black 9 Mile 10.5 North and Mile 3 West;

WA#006-Colonia Lucero Del Norte Drainage Improvements at Mile 11 North and Mile 2 West.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1342-431-00-121-085-0-731

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

PO #657601 for Guzman & Munoz Engineering & Surveying - Amount available as of 4-19-12
\$14,051.50

WA #1 original amount was \$63,900.00
PO increase on 10-26-11 \$141,615.04
Revised WA #1 amount is \$205,515.04
Less Payments Made \$(191,463.54)
Amount o/s to be paid \$14,051.50

FISCAL YEAR: 2012

ACCT. #: 2-1342-431-00-121-095-0-733

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

PO #664784 for Guzman & Munoz Engineering

WA #5 Amount is \$36,695.22

Less Pymts made (\$26,755.00)

Amount o/s pending to be paid \$9,940.22

FISCAL YEAR: 2012

ACCT. #: 2-1342-431-00-121-094-0-733

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

PO #664785 for Guzman & Munoz Engineering

WA #6 Amount is \$56,920.80

Less Pymts Made \$(43,000.00)

Amount o/s pending to be paid \$13,920.80

FISCAL YEAR: 2012

ACCT. #: 2-1342-431-00-121-085-0-731

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

PO #664443 for Guzman & Munoz Engineering

WA #4 Amount \$77,837.00

Less Pymts Made \$(28,483.70)

Amount o/s to be paid \$28,483.70

Attachments

Work Authorization Documents

Supplemental Agreement #2

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/19/2012 01:42 PM
Budget & Management	Merlen P. Munoz	04/19/2012 02:01 PM
Ivan Cantu	Ivan Cantu	04/19/2012 03:46 PM
Auditor's Office	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Vangie Garcia		Started On: 04/18/2012 02:06 PM
	Final Approval Date: 04/20/2012	

HIDALGO COUNTY
Professional Engineering Services
Contract # C-11-111-04-19
Work Authorization Form

WORK AUTHORIZATION NO. 001

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, Guzman & Munoz Engineering and Surveying Inc., professional engineers of Mercedes, Texas, hereinafter called "Engineer".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the Engineer to provide Professional Engineering, Surveying and Construction Management Services for Paving and Drainage Improvements to Mile 17 North Road, from FM 3071 (Mile 4 West) to FM 1015 (Mile 3 West).

The scope of services to be provided by the Owner is identified in *EXHIBIT "A" - Scope of Services to be Provided by the Owner* attached hereto.

The scope of services to be provided by the Engineer is identified in *EXHIBIT "B" - Scope of Services to be Provided by the Engineer* attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$ 63,900.00. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as EXHIBIT "D".

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article 6 thru 6.5 and all applicable sections of the Agreement.

PART 4. FUNDING

This Work Authorization No.001 shall be funded through funding source:

Account No. 1-1342-431-00-121-041-0-731

Requisition Number 195553 (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 April, 30, 2012 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 Precinct #1, Commissioner as to content and detail of this Work Authorization No.001.

HIDALGO COUNTY PRECINCT # 1 JOEL QUINTANILLA.

BY: _____


Joel Quintanilla, Commissioner

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on May 10, 2011 as indicated below and effective as of 10th day of May, 2011.

THE ENGINEER:

Guzman & Muñoz Engineering
& Surveying, Inc.

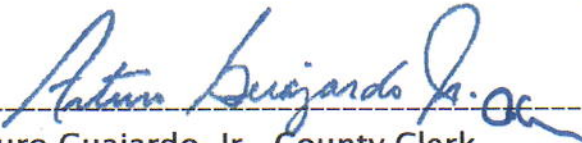

By: Jose L. Muñoz, P.E. S.I.T.

THE OWNER:

HIDALGO COUNTY


By: Ramon Garcia, County Judge

ATTEST:


By: Arturo Guajardo, Jr., County Clerk

**APPROVED BY
COMMISSIONERS' COURT**
ON: 5/10/11 

LIST OF ATTACHMENTS

- ATTACHMENT "A" - Service to be Provided by the Owner
- ATTACHMENT "B" - Services to be Provided by the Engineer
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Cost Proposal

HIDALGO COUNTY
Professional Engineering Services
Contract # C-11-111-04-19
Work Authorization Form

WORK AUTHORIZATION NO. 004

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, Guzman & Munoz Engineering and Surveying Inc., professional engineers of Mercedes, Texas, hereinafter called "Engineer".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the Engineer to provide Professional Engineering, Improvements to Mile 17 North Road, from FM 3071(Mile 4 West), west 2,720 Feet and From FM 1015 (Mile 3 West), east 400 Feet.

The scope of services to be provided by the Owner is identified in *EXHIBIT "A" – Scope of Services to be Provided by the Owner* attached hereto.

The scope of services to be provided by the Engineer is identified in *EXHIBIT "B" – Scope of Services to be Provided by the Engineer* attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$ 77,837.00. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as EXHIBIT "D".

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with **Article 6 thur 6.6 and all applicable sections of the Agreement.**

PART 4. FUNDING

This Work Authorization No.004 shall be funded through funding source:

Account No.1-1342-431-00-121-085-0-731

Requisition Number 202968 (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 August 29, 2012 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 Precinct #1, Commissioner as to content and detail of this Work Authorization No.004.

~~HIDALGO COUNTY PRECINCT # 1 JOEL QUINTANILLA.~~

BY: _____

Joel Quintanilla, Commissioner

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 09/27/11 as indicated below and effective as of ^{27th} day of September, 2011.

THE ENGINEER:

Guzman & Muñoz Engineering
& Surveying Inc.



By: José Luis Muñoz, P.E., SIT
President

THE OWNER:

HIDALGO COUNTY



By: Ramon Garcia, County Judge

ATTEST:

APPROVED BY
COMMISSIONERS' COURT

ON: 9/27/11



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 Engineer
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Cost Proposal

HIDALGO COUNTY
Professional Engineering Services
Contract # C-11-111-04-19
Work Authorization Form

WORK AUTHORIZATION NO. 005

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, Guzman & Munoz Engineering and Surveying Inc., professional engineers of Mercedes, Texas, hereinafter called "Engineer".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the Engineer to provide Professional Engineering, Services for Drainage Improvements to Colonia Adams & Black (Mile 10.5 North and Mile 3 West).

The scope of services to be provided by the Owner is identified in *EXHIBIT "A" - Scope of Services to be Provided by the Owner* attached hereto.

The scope of services to be provided by the Engineer is identified in *EXHIBIT "B" - Scope of Services to be Provided by the Engineer* attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$ 36,695.22. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as EXHIBIT "D".

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article 6 thru 6.5 and all applicable sections of the Agreement.

PART 4. FUNDING

This Work Authorization No. 005 shall be funded through funding source:

Account No. 1-1342-431-00-121-095-0-731 & 733

Requisition Number ~~203158~~ 203918

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate on April, 30, 2012 as indicated in the "Exhibit C-Preliminary Work Schedule".

PART 6. RESPONSIBILITIES AND OBLIGATIONS

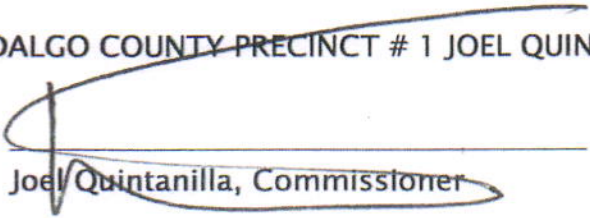
This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by Hidalgo County Precinct #1, Commissioner as to content and detail of this Work Authorization No. 005.

~~HIDALGO COUNTY PRECINCT # 1 JOEL QUINTANILLA.~~

BY:


Joel Quintanilla, Commissioner

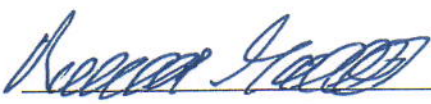
PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 09/27/11 as Indicated below and effective as of ^{27th} day of ^{September}, 2011.

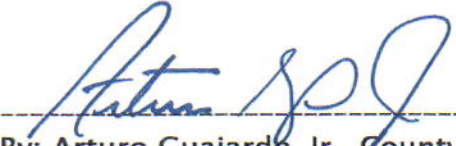
THE ENGINEER:
Guzman & Muñoz Engineering
& Surveying Inc.


By: Jose Luis Muñoz, P.E., SIT
President

THE OWNER:
HIDALGO COUNTY


By: Ramon Garcia, County Judge

ATTEST:


By: Arturo Guajardo, Jr., County Clerk

APPROVED BY
COMMISSIONERS' COURT
ON: 9/27/11 

LIST OF ATTACHMENTS

- ATTACHMENT "A" - Service to be Provided by the Owner
- ATTACHMENT "B" - Services to be Provided by the Engineer
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Cost Proposal

HIDALGO COUNTY
Professional Engineering Services
Contract # C-11-111-04-19
Work Authorization Form

WORK AUTHORIZATION NO. 006

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, **Guzman & Munoz Engineering and Surveying Inc.**, professional engineers of Mercedes, Texas, hereinafter called "Engineer".

PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the Engineer to provide Professional Engineering, Services for Colonia Lucero Del Norte Drainage Improvements at Mile 11 North and Mile 2 West.

The scope of services to be provided by the Owner is identified in *EXHIBIT "A" – Scope of Services to be Provided by the Owner* attached hereto.

The scope of services to be provided by the Engineer is identified in *EXHIBIT "B" – Scope of Services to be Provided by the Engineer* attached hereto.

PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$ 56,920.80. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as EXHIBIT "D".

PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article 6 thru 6.5 and all applicable sections of the Agreement.

PART 4. FUNDING

This Work Authorization No. 010 shall be funded through funding source:

Account No. 1-1342-431-00-121-094-0-731& 732

Requisition Number 203160 203921

PART 5. PERIOD OF SERVICE

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate on April, 30, 2012 as indicated in the "Exhibit C-Preliminary Work Schedule".

PART 6. RESPONSIBILITIES AND OBLIGATIONS

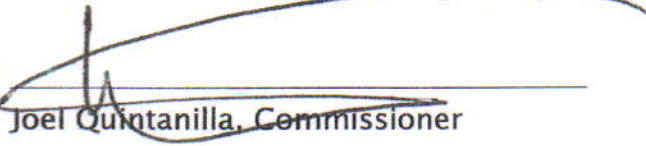
This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

PART 7. ACKNOWLEDGEMENT AND CONFIRMATION

Acknowledgement and confirmation by Hidalgo County Precinct #1, Commissioner as to content and detail of this Work Authorization No. 010.

~~HIDALGO COUNTY PRECINCT # 1 JOEL QUINTANILLA.~~

BY:

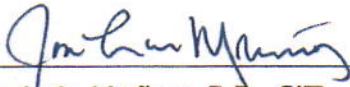

Joel Quintanilla, Commissioner

PART 8. ACCEPTANCE AND APPROVAL

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on 09/27/11 as indicated below and effective as of 27th day of September, 2011.

THE ENGINEER:

Guzman & Muñoz Engineering
& Surveying Inc.



By: Jose Luis Muñoz, P.E., SIT
President

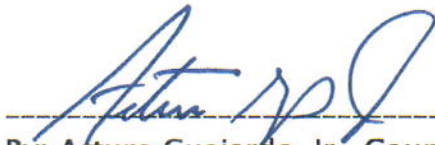
THE OWNER:

HIDALGO COUNTY



By: Ramon Garcia, County Judge

ATTEST:



By: Arturo Guajardo, Jr., County Clerk

APPROVED BY
COMMISSIONERS' COURT
ON: 9/27/11 

LIST OF ATTACHMENTS

- ATTACHMENT "A" - Service to be Provided by the Owner
- ATTACHMENT "B" - Services to be Provided by the Engineer
- ATTACHMENT "C" - Work Schedule
- ATTACHMENT "D" - Cost Proposal

EXHIBIT "F"

Supplemental Agreement Form

THE STATE OF TEXAS §
 §
COUNTY OF HIDALGO §

SUPPLEMENTAL AGREEMENT NO. 2

TO AGREEMENT FOR PROFESSIONAL SERVICES TO
Contract #C-11-111-04-19

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 Guzman & Muñoz Engineering and surveying Inc., Professional Engineers of, Mercedes, Texas, hereinafter called the "Engineer".

WITNESSETH

WHEREAS, the Owner and the Engineer executed the Agreement on the 19th day of April, 2011 concerning engineering for "On Call Engineering Services for Road & Bridge, CIP, Drainage Projects - Precinct No. 1" (hereinafter referred to as the "Project"); and,

WHEREAS, Article 8 of the Agreement, Supplemental Agreements, establishes that an extension of time is required; and,

WHEREAS, it has become necessary to amend the contract to
Allow for this additional time to complete the services requested,

A. AGREEMENT

NOW THEREFORE, premises considered, the Owner and the Engineer agree that said Agreement is amended as follows:

- I. Article 7 of the **Agreement**, Work Authorizations, is revised to allow for the extension of time to the following work authorizations:

Work Authorization No. 001 – Paving and Drainage Improvements to Mile 17 North from Mile 4 West to Mile 3 West, PO#657601, As per Part 5. Period of Service terminates on April 30, 2012 and shall be *revised to terminate upon completion of Work Authorization.*

Work Authorization No. 004 – Mile 17 North from Mile 4 West, west 2,720 feet and from to Mile 3 West, east 400 feet, PO#664443, As per Part 5. Period of Service terminates on August 29, 2012 and shall be *revised to terminate upon completion of Work Authorization.*

Work Authorization No. 5 – Drainage Improvements to Colonia Adams & Black (Mile 10.5 North & Mile 3 West) PO#664784, As per Part 5. Period of Service terminates on August 30, 2012 and shall be *revised to terminate upon completion of Work Authorization.*

Work Authorization No. 6 – Colonia Lucero Del North Drainage Improvements at Mile 11 North and Mile 2, PO#664785, As per Part 5. Period of Service terminates on April 30, 2012 and shall be *revised to terminate upon completion of Work Authorization.*

All other provisions are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the Engineer and the Owner have caused this Supplemental Agreement to the Agreement for Professional Services to be executed as of the _____ day of _____, 20__.

THE ENGINEER:
ENGINEER

BY: Joe L. Martinez

THE OWNER:
HIDALGO COUNTY

BY: _____
Ramon Garcia, County Judge

LIST OF ATTACHMENTS

(as required)

AI-31793

Purchasing Department 16. C. 1.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: 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 (engineering) 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 Engineering Services Providers for Precinct No. 2's Dicker Road Improvements:

	TEDSI Infrastructure	R.E. Garcia & Associates	Quintanilla, Headley and Associates
Evaluator 1	98	81	85
Ranking			

c. Authority for the Purchasing Department to negotiate a professional engineering services contract with the No. 1 ranked firm of _____ for the provision of engineering services within Hidalgo County Precinct # 2 for Dicker Road Improvements.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1200-431-00-122-062-0-731

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

BUDGETARY IMPACT:

Funding pending approval of appropriation (AI#31905)

Attachments

Grid

Form Review

Inbox
Purchasing Department
Budget & Management
Auditor's Office

Reviewed By
Marty Salazar
Merlen P. Munoz
Angela Garcia

Date
04/12/2012 11:11 AM
04/12/2012 11:19 AM
04/17/2012 09:18 AM
Started On: 04/05/2012 10:07 AM

Form Started By: Nielda Cavazos

Final Approval Date: 04/17/2012

HIDALGO COUNTY PRECINCT NO 2
FOR
Engineering Services
(Dicker Road Improvements)
**Scoring & Evaluation
GRID**

Engineering Services

Total Scores	TEDSI Infrastructure Group	R.E. Garcia & Associates	Quintanilla, Headley and Associates, Inc
Evaluator 1	98	81	85
Average			
RANKING			

*Scoring & Evaluation was completed by Pct No 2 *

AI-32000

Purchasing Department 16. D. 1.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: 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 (engineering) 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 Engineering Services for 10th Street Extension-Precinct No. 4;

Evaluator	L&G Engineering	Guzman & Munoz	TEDSI Ifrastructure
Evaluator 1	99	95	97
Ranking			

- c. Authority for the Purchasing Department to negotiate a professional (Engineering Services) contract with the No. 1 ranked firm of _____ for the provision of professional services for 10th street expansion within Hidalgo County Precinct # 4.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1336-431-00-124-030-0-711

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

Available balance as of 4-20-12 \$26,085.82

Attachments

grid

Form Review

Inbox
Purchasing Department
Budget & Management
Manuel Chapa
Auditor's Office

Reviewed By
Marty Salazar
Merlen P. Munoz
Manuel Chapa
Angela Garcia

Date
04/20/2012 01:44 PM
04/20/2012 01:50 PM
04/20/2012 02:27 PM
04/20/2012 03:48 PM
Started On: 04/20/2012 10:14 AM

Form Started By: Nielda Cavazos

Final Approval Date: 04/20/2012

HIDALGO COUNTY PRECINCT NO 4
FOR
Engineering Services
(10th Street Expansion
**Scoring & Evaluation
GRID**

Engineering Services

Total Scores	L&G Engineering	Guzman & Munoz	TEDSI Infrastructure
Evaluator 1	99	95	97
Average			
RANKING			

*Scoring & Evaluation was completed by Pct No 4 *

AI-31929

Purchasing Department 16. E. 1.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Martha L. Salazar Submitted By: Matilde Faz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

IT for the Justices of the Peace:

Requesting authorization to purchase equipment for the Enhanced JP Collection Project using the Justice Court Technology fund through our membership/participation with TCPN-The Cooperative Purchasing Network awarded vendor CDW contract TCPN-R5106 through requisition #214501-\$573.06 (2-1242-412-00-060-001-0-601/665).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1242-412-00-060-001-0-601/665

FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: No

BUDGETARY IMPACT:

Amount available through requisition#214501 in the amount of \$573.06 as of 4/20/12 for CDW Government, Inc.

Attachments

CDW-Quote

Legal email approval

Web price verification

CDW-IT Requisition

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/18/2012 02:43 PM
Budget & Management	Merlen P. Munoz	04/18/2012 03:05 PM
Erika Zamora	Erika Zamora	04/20/2012 09:11 AM
Auditor's Office	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Matilde Faz		Started On: 04/16/2012 10:37 AM
	Final Approval Date: 04/20/2012	



CDWG.com | 800.594.4239

OE400SPS

SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
CQWP426	4180795	4/10/2012

BILL TO:
RENAN RAMIREZ
100 E CANO ST
4TH FL

Accounts Payable
EDINBURG, TX 78539-4582

Customer Phone #956.318.2151

SHIP TO:
HIDALGO COUNTY
Attention To: RENAN RAMIREZ
100 E CANO ST
4TH FL

EDINBURG, TX 78539-4582
Contact: STAN RAMOS 956.292.7010

Customer P.O. # REVISED QUOTE
QUOTE

ACCOUNT MANAGER		SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE	
JUAN CAMARGO 866.405.6241		UPS Ground	MasterCard/Visa Govt	GOVT-EXEMPT	
QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	
1	2521633	ACER VX498G I3-540 500GB 4GB W7P Mfg#: PS.VAWP3.002 Contract: TCPN - Technology Solutions R5106	460.84	460.84	
1	1164608	ID TECH MINIMAG 2 USB BLK Mfg#: IDMB-334133B Contract: TCPN - Technology Solutions R5106	61.92	61.92	
1	1059054	TRENDNET 4PT KVM SWITCH USB KIT Mfg#: TK-407K Contract: TCPN - Technology Solutions R5106	50.30	50.30	
		SUBTOTAL		573.06	
		FREIGHT		0.00	
		TAX		0.00	
				US Currency	
				TOTAL 573.06	

CDW Government
230 North Milwaukee Ave.
Vernon Hills, IL 60061
Phone: 847.371.5000

Fax: 312.705.6472

Please remit payment to:
CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdw.com/content/terms-conditions/product-sales.asp>
For more information, contact a CDW account manager.

From: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>
To: "josephine ramirez" <josephine.ramirez@da.co.hidalgo.tx.us>
Sent: Thursday, March 22, 2012 10:04:48 PM
Subject: Request to purchase equipment from the JP Technology Fund

Josey,

I have been asked by the *JP Enhanced Collections Project Committee* to purchase equipment using the JP Technology Fund for their project. I have included the email from Rey Salazar below.

The first step is to purchase one set of the equipment that is being recommended (I have attached the quote); which entails a PC, a switch that will share the peripherals and a credit card reader. This equipment will be configured exclusively to access the JP collection website and will be switched away from when not in use. I would like to request your office's opinion before I place these items of the agenda. This is the first kit of the many that will be necessary for this project.

I thank you for your time and attention to this process.

Renán Ramírez
CIO
County of Hidalgo, Texas

=====

Good Morning Renan,

Please proceed in placing an item on the agenda requesting approval to purchase equipment for the JP Enhanced Collections Project. The first set of equipment will be for installation and testing purposes. After we have run successful trials at the Tax Office, we can proceed in purchasing the rest of the equipment. Let me know if you have any questions.

Respectfully,

Rey Salazar
Director, Strategic Planning Division
Department of Budget and Management
2818 South Business Hwy. 281, Administrative Building
Edinburg, Tx. 78539
(956) 292-7025 Phone
(956) 292-7035 Fax

From: "Josephine L. Ramirez" <josephine.ramirez@da.co.hidalgo.tx.us>
Date: March 28, 2012 10:30:42 AM CDT
To: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>
Cc: <rene.querra@da.co.hidalgo.tx.us>
Subject: RE: Request to purchase equipment from the JP Technology Fund
Reply-To: <josephine.ramirez@da.co.hidalgo.tx.us>

As we have discussed, Mr. Guerra has given conditional approval on the use of the JP Technology Fund for the purchase of computer equipment to be used by the Tax Office in assisting with the JP Enhanced Collection project (his understanding is that one unit will be purchased for a trial run of the enhanced collections model). However, it will be up to Commissioners Court to make the determination that the computer equipment is a technological enhancement that will assist the Justice Courts in the collection of the outstanding fines and fees.

As our office previously opined, citing reference to Attorney General Opinion GA-0560, the Justice Court Technology Fund established under Article 102.0173 of the Texas Code of Criminal Procedure may be used only for technological enhancements for the justice court and continuing education and training for justice court judges and clerks regarding technological enhancements. The Attorney General's opinion goes on to state that the purchase of computer equipment for constable(s) may be a technological enhancement for the justice court if so determined by the commissioners court. Commissioners court has made the determination for the purchase of equipment for the constables. In addition, the Auditor's Office has recommended that the specific equipment be identified with an explanation of how it will be used as a technological enhancement for the JP's. I would suggest using this same model when submitting this item for approval to commissioners court.

Josephine Ramirez Solis

Assistant Criminal District Attorney
County Affairs Section

Office of Criminal District Attorney

Hidalgo County, Texas

100 N Closner Rm 303

Edinburg, TX 78539

(956) 318-2313 ext. 3823

(956) 318-2079 FAX

josephine.ramirez@da.co.hidalgo.tx.us

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[All Categories](#) > [Computers](#) > [Desktop Computers](#) > Acer Veriton X498G-Ui3540W - Core i3 540 3.06 GHz [Print](#)

Acer Veriton X498G-Ui3540W - Core i3 540 3.06 GHz
Mfg. Part: PS.VAWP3.002 | CDW Part: 2521633 | UNSPSC: 43211508

Ui3540W - Compact desktop - 1 x Core i3 540 / 3.06 GHz - RAM 4 GB - HDD 1 x 500 GB - DVD±RW (±R DL) / DVD-RAM - HD Graphics - Gigabit Ethernet - Windows 7 Professional (32/64 bits) - Monitor : none

[Email this page](#)
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Qty **\$469.09** TCPN - Technology Solutions: \$469.09

[Lease Option](#) (\$14.64/month) [Lower pricing may be available](#)
Note: Leasing is available to organizations only. Leasing is not available to individuals.

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☐ **\$53.86** Extranet Price  **Recommended Warranty:**
3Yr Onsite Desktop Protection - Extends Warranty 2 additional yrs \$350-700 | [See all warranties](#)
Lower Pricing may be available. [See all warranties with contract pricing.](#)

☐ **\$17.95** Extranet Price  **Recommended Service:**
CDW HARDWARE INSTALL FOR DESKTOP/NOTEBOOK/PRINTER | [See all services](#)
Flat fee per unit for installing peripheral components. Get your new desktop or laptop customized, tested, and ready to use by purchasing hardware configuration services with your order. Add this service to your shopping cart, then add unlimited hardware components to your cart to be installed with your new computer.

[Add to Cart](#) Availability:

[Product Overview](#) [Technical Specs](#) [Accessories](#) [Warranties and Services](#)

			
Acer Veriton X4618G-Ui52320W - Core i5 2320 3 GHz	HP Pro 3400 - Core i5 2300 2.8 GHz	Acer Veriton X2110-UA260W - Athlon II X2 260 3.2 GHz	Acer Aspire X1920-UR20P - P E6700 3.2 GHz
Only \$678.16	Only \$599.51	Only \$479.26	Only \$434.90

Product Overview

Main Features

Ui3540W
Compact desktop
1 x Core i3 540 / 3.06 GHz
RAM 4 GB
HDD 1 x 500 GB
DVD±RW (±R DL) / DVD-RAM
HD Graphics
Gigabit Ethernet
Windows 7 Professional (32/64 bits)
Monitor : none

Introduction

The best entertainment experience on your PC.

This Windows 7 PC makes it easy to create a home network and share all of your favorite photos, videos, and music. You can even watch, pause, and rewind TV or record it to watch whenever and wherever you want. For the best entertainment experience on your PC, choose Windows 7 Home Premium.

See More: [Learn More About Windows 7](#)

Key Features of Windows 7

Easier to Use and Faster

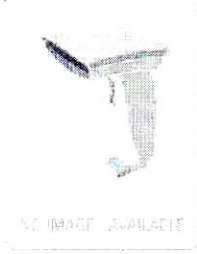
- Improved desktop navigation features like Snap, Peek and Shake, make it easier to manage all of your open windows.

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ID TECH MiniMag II - magnetic card reader - keyboard wedge / USB

Mfg. Part: IDMB-334133B | CDW Part: 1164608 | UNSPSC: 43211702

Magnetic card reader (Tracks 1, 2 & 3) - keyboard wedge / USB - black

Qty **\$61.92** TCPN - Technology Solutions: \$61.92

[Add to Cart](#) Availability: **6-8 days**

[Email this page](#)
[Add to Personal Favorites](#)
[Add to Organization Favorites](#)

CDW's Lowest Online Price

[Product Overview](#)[Technical Specs](#)

Top Selling Scanner Supplies & Accessories

			
Magtek Swipe Reader with Keyboard Emulation	Exchange Roller Kit for DR-2050C/2080C	Exchange Roller Kit for DR-2580C	Code CodeXML M3 Bluetooth Modem - network adapter
Only \$63.57	Only \$41.84	Only \$54.78	Only \$133.51

[Product Overview](#)

Main Features

Magnetic card reader (Tracks 1
2 & 3)
keyboard wedge / USB
black

The MiniMag is a fully intelligent swipe reader that reads and validates the track information. With the use of the MagSwipe Windows based Configuration Utility, the output format can be customized. This allows MagStripe data output to match the data input needs of an application. The MiniMag can be configured to parse data, insert control characters, and add prefix and suffix characters. MagStripe data integrity is always maintained. The keyboard versions have language options for further convenience to reader applications.

The MiniMag Intelligent Reader delivers extended functionality and great value in a small, convenient package. The reader is designed for desktop and mounted applications in POS, Security, Loyalty, and all applications needing a small MagStripe Reader. The MiniMag is 90mm long, about the length of a credit card. It reads up to three tracks of information and cards can be read in both directions. Both beeper and LED indicator can signal a successful read operation.

[Technical Specifications](#)

Specifications are provided by the manufacturer. Refer to the manufacturer for an explanation of the print speed and other ratings.

Audio Input	
Type:	None
Environmental Parameters	
Max Operating Temperature:	122 °F
Min Operating Temperature:	32 °F
Header	
Compatibility:	PC
Manufacturer:	ID Technologies
Model:	II
Packaged Quantity:	1
Product Line:	ID TECH MiniMag
Input Device	
Form Factor:	External
Input Adapter Type:	Magnetic card reader
Interface Type:	Keyboard wedge / USB
Interface Required	
Total Qty:	1
Type:	Keyboard wedge / USB
Magnetic Card Reader	
Card Format:	AAMVA , CA DVM
Head Duty Cycle (Passes):	1,000,000
ISO Card Tracks:	Tracks 1, 2 & 3
Miscellaneous	
Color:	Black
Power Device	
Type:	None
Scanner	
Form Factor:	Desktop
Scan Element Type:	Magnetic stripe
Type:	Barcode scanner

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[Hardware](#) [Software](#) [Brands](#) [Deals](#) [Product Finders](#) [Favorites](#) [Print](#)

[All Categories](#) > [Servers & Server Management](#) > [KVM Switches](#) > TRENDnet TK-407K 4-Port USB KVM Switch Kit

TRENDnet TK-407K 4-Port USB KVM Switch Kit

Mfg. Part: TK-407K | CDW Part: 1059054 | UNSPSC: 43211804



4-Port USB KVM Switch Kit

Qty **\$50.30** TCPN - Technology Solutions: \$50.30

CDW's Lowest Online Price

☐ **\$10.96** Extranet Price  **Recommended Warranty:** [2 Year Replacement Plan \(\\$50-99.99\)](#) | [See all warranties](#)
Lower Pricing may be available. [See all warranties with contract pricing.](#)

☐ **\$9.97** Extranet Price  **Recommended Service:** [CDW Install Basic Custom Asset Tag](#) | [See all services](#)
Flat fee for basic custom tag. Get your new product equipped and tested for inventory management by purchasing asset tagging services with your order. Add this service to your shopping cart to have an asset tag placed on your product.

[Add to Cart](#) Availability: [In Stock](#)

[Product Overview](#) [Technical Specs](#) [Accessories](#) [Warranties and Services](#)

Top Selling KVM Switches

			
TRENDnet TK-407K - KVM switch - 2 ports - desktop	IOGEAR 2 Port USB KVM Switch with Audio	Belkin Flip USB 2-Port KVM w/audio&cables	Tripp Lite USB Server Interface Module for B064- Series KVM Switches
Only \$27.67	Only \$32.81	Only \$38.56	Only \$98.63

Product Overview

Main Features

4-Port USB KVM Switch Kit

The 4-Port USB KVM Switch lets you manage four PC's with just one set of keyboard, monitor, and mouse. Switch between four PC's with a simple press of a button! Separate sets of KVM cables are included with the KVM Switch, so users can start controlling 4 PC's instantly. The KVM cables also provide power to the KVM Switch, eliminating the need for a power adapter. Hot Key operations provide immediate access to features such as computer switching, and auto-scanning. With its Hot-Plug, and Audible Feedback, the 4-Port USB KVM Switch is the perfect choice for managing multiple PC's.

Features:

- 4-Port USB KVM Switch
- USB Keyboard/Mouse emulation with 4 sets of detachable KVM Cables
- Supports Microsoft IntelliMouse, Optical Mouse, Logitech NetMouse and more
- Compliant with Windows 98SE/ME/2000/XP/2003 Server, Linux, and Mac OS
- High Video Quality, up to 2048 x 1536 VGA resolution
- Multi-Platform support for PCs, Macintosh G3/G4, iMac and Mac Mini
- Auto-Scan and LED display for PC's monitoring
- Hot-Key, push button and Windows-Based client switching software
- User definable Hot-Key (Windows Only)
- Plug & play and Hot-Pluggable
- USB Interface Power method
- 2-Year Warranty

Technical Specifications

Specifications are provided by the manufacturer. Refer to the manufacturer for an explanation of the print speed and other ratings.

Cable
Connectivity Details Type: Keyboard / mouse / video cable

Environmental Parameters
Humidity Range Operating: 0 - 90%
Max Operating Temperature: 104 °F
Min Operating Temperature: 32 °F

Header
Compatibility: Mac, PC
Manufacturer: Trendnet
Model: 407K
Packaged Quantity: 1
Product Line: TRENDnet TK

Requisition

Req # 00214501

PO #

Date: 04/16/12

Regular
31929
4/24/12
5/1

Bill To: x
x

Vendor: 153915
CDW GOVERNMENT INC.
75 REMITTANCE DRIVE
SUITE 1515
CHICAGO IL 60675-1515

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact: EDNA KIRBY
956-292-7010

Contract No: TCPN R5106

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		TCPN R5106 QUOTE CQWP426		
		DO NOT DUPLICATE ORDER		
1.00	EACH	CO 2521633 ACER VX498G I3-540 500 GB 4B W7P	460.84	460.84
1.00	EACH	CO 1164608 ID TECH MINIMAG 2 USB BLK	61.92	61.92
1.00	EACH	CO 1059054 TRENDNET 4 PT KVM SWITCH USB KIT	50.30	50.30
		Account No	Encumbrance	
		2-1242-412-00-060-001-0-601	112.22	
		2-1242-412-00-060-001-0-665	460.84	
			Freight	.00
			Total	573.06
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

AI-31883

Purchasing Department 16. F. 1.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Agapito Vargas Submitted By: Yvette Islas, 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 (engineering) service;

b. Presentation of scoring grid (for purpose of ranking by CC) of the firms graded and evaluated through the County's approved "pool" of Engineering Services in connection with Pct 3 Round 3 BCAP Projects (Jardin Terrace, Ramirez, Ramirez #2, Ramirez #3, Randolph Barnett #1, and Regal Estates).

Firm	Javier Hinojosa Engineering	Barrera Torres Infrastructure	Izaguirre Engineering Group
Evaluator 1	97	77	71
Ranking			

c. Authority for the Purchasing Department to negotiate a professional (Engineering Services) contract with the No. 1 ranked firm of (Jardin Terrace, Ramirez, Ramirez #2, Ramirez #3, Randolph Barnett #1, and Regal Estates)_____ for the provision of professional engineering services for Pct 3 Round 3 BCAP Projects.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1312-431-00-123-348-0-334

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Available funds as of 4/12/12 are \$18,457.42.

FISCAL YEAR: 2012

ACCT. #: 2-1312-431-00-123-587-0-334

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Available funds as of 4/12/12 are \$8,636.00.

FISCAL YEAR: 2012

ACCT. #: 2-1312-431-00-123-588-0-334

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Available funds as of 4/12/12 are \$10,418.00.

FISCAL YEAR: 2012

ACCT. #: 2-1312-431-00-123-589-0-334

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Available funds as of 4/12/12 are \$10,856.59.

FISCAL YEAR: 2012

ACCT. #: 2-1312-431-00-123-600-0-334

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Available funds as of 4/12/12 are \$10,151.02.

FISCAL YEAR: 2012

ACCT. #: 2-1312-431-00-123-606-0-334

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Available funds as of 4/12/12 are \$18,233.68.

Attachments

Pct 3 Grading Grid

Form Review

<u>Inbox</u>	<u>Reviewed By</u>	<u>Date</u>
Purchasing Department	Marty Salazar	04/12/2012 03:42 PM
Budget & Management	Merlen P. Munoz	04/12/2012 03:44 PM
Perla Lopez	Perla Lopez	04/12/2012 04:54 PM
Auditor's Office	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Yvette Islas		Started On: 04/12/2012 10:28 AM
	Final Approval Date: 04/17/2012	

HIDALGO COUNTY PCT #3

for

Engineering Services

BCAP

Round 3 Projects

**(Jardin Terrace, Ramirez, Ramirez #2, Ramirez #3, Randolph Barnett
#1, and Regal Estates.)**

GRID

Firm	Javier Hinojosa Engineering	Barrera Torres Infrastructure	Izaguirre Engineering Group
Evaluator 1	97	77	71
RANKING			

***Scoring & Evaluation was completed by Pct No. 3**

AI-31974

Purchasing Department 16. G. 1.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Martha L. Salazar Submitted By: Rocio Villarreal, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval of request for payment for required fees for the installation of a water meter, for the Construction of the Sheriff's Office Substation in the Pct 1 Area, and for the amounts of \$3,000.00 (Water Supply Fee); \$100.00 (Membership Fee); \$365.00 (2-inch meter); \$25.00 (Inspection Fee) to North Alamo Water Supply Corp.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012

ACCT. #: 2-1342-423-00-280-036-0-720

FUNDS AVAILABLE Y/N?: Y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

PO 673745 available balance as of 4-20-12 \$3,490.00 - North Alamo Water Supply Corp.

Attachments

Request of Payment of Fees-NAWSC

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/19/2012 03:18 PM
Budget & Management	Merlen P. Munoz	04/19/2012 04:25 PM
Manuel Chapa	Manuel Chapa	04/20/2012 08:35 AM
Auditor's Office	Angela Garcia	04/20/2012 03:48 PM
Form Started By: Rocio Villarreal		Started On: 04/18/2012 04:17 PM
	Final Approval Date: 04/20/2012	

Juan Tapia

From: Juan Tapia [juan.tapia@hidalgoso.org]
Sent: Monday, April 16, 2012 12:26 PM
To: 'Rocio Villarreal'; 'lupita.garza@auditor.co.hidalgo.tx.us'
Subject: FW: Sheriff's Office East Substation Water permanent service

Rocio,
Lupita asking to route through CC approval of the expenditure of \$3,490.00 as an application from North Alamo Water Supply Corp. You should have copy of the application signed by County Judge. Any way a copy will follow via runner in case you do not keep a copy.
Respectfully,

Juan Tapia
Procurement Specialist

From: RICHARD [mailto:rgarcia@nawsc.com]
Sent: Thursday, April 12, 2012 4:25 PM
To: 'Juan Tapia'
Subject: RE: Sheriff's Office East Substation Water Demand from Dos Logistics

Mr. Tapia

The amount is \$3,490.00

\$3,000.00 Water Supply Fee
\$100.00 Membership Fee
\$365.00 2-inch meter
\$25.00 inspection Fee

This are only NAWSC fees no construction

Thanks
R. Garcia

From: Juan Tapia [mailto:juan.tapia@hidalgoso.org]
Sent: Thursday, April 12, 2012 3:05 PM
To: rgarcia@nawsc.com
Subject: RE: Sheriff's Office East Substation Water Demand from Dos Logistics

Mr. Garcia,
Appreciate your information; please confirm if the fee for \$3,490.00 will be total payment in order to request a County check for this amount for NAWSC.
Respectfully,
Juan Tapia

From: RICHARD [mailto:rgarcia@nawsc.com]
Sent: Thursday, April 12, 2012 11:07 AM
To: 'Juan Tapia'

4/16/2012

Subject: RE: Sheriff's Office East Substation Water Demand from Dos Logistics

The fees for the 2-inch meter are \$3,490.00 at the Sheriffs. The contractor needs to pick up the work order and notify NAWSC before beginning construction.

Thanks

R. Garcia

From: Juan Tapia [<mailto:juan.tapia@hidalgo.org>]

Sent: Wednesday, April 11, 2012 4:38 PM

To: 'Luis J. Nava, PE'; rgarcia@nawsc.com

Cc: 'Daniel.Garcia@hidalgo.org'; john.montemayor@hidalgo.org; Rene.Gonzalez@hidalgo.org; apalacios@prodigycompany.com; 'Jerry Garcia'; 'gigi Garza'; 'sabas I'; 'Rich Shinsky'; 'robert g'; 'jose'; 'Dale Kennan'; rey.salazar@co.hidalgo.tx.us; juan.alvarado@co.hidalgo.tx.us; 'Moises Salazar'; 'Rocio Villarreal'

Subject: RE: Sheriff's Office East Substation Water Demand from Dos Logistics

Luis,

Thanks for your report as a clarification, there will be approx. total of 70 people trough all three shifts and probably 6-8 Inmates a day though, this is a temp. holding cell we can only hold an inmate up to 8 hours and after that it has to be transported to the Adult Detention Center.

Respectfully,

Juan Tapia

Procurement Specialist

From: Luis J. Nava, PE [<mailto:luisnava@doslogistics.com>]

Sent: Wednesday, April 11, 2012 1:50 PM

To: rgarcia@nawsc.com

Cc: 'Juan Tapia'

Subject: Sheriffs Substation

Mr. Garcia ,

Attached please find the Water Demand for the above mentioned project. If you have any question feel free to call me at your earliest convenience.

Regards

Luis J. Nava P.E.

Project Engineer

Dos Logistics Inc.

1002 East Expressway 83

Weslaco, Tx. 78596

Ph. (956)968-8800



Please refrain from printing this email unless completely necessary. Go Green!

4/16/2012



2" Meter
Center to
do work
at
Pulley
utilities

North Alamo Water Supply
Corporation
420 S. Doolittle Rd.
Edinburg, Tx 78542
383-1618

100 - new
85 - snap.
365 - Inst.
3000.00 - CDSF.

WO# _____
ROW _____
RES PE
DEED COM
PD _____ ND _____
AMT \$ 3490.00

Date: 4-10-12

Property owner(s): Hidalgo County Spouse _____

Home Phone # (956) 381-8114 Work Phone # (_____) _____

Driver's License # _____ Driver's License # _____

Marital Status: Single (_____) Married (_____) Widowed (_____) _____

Mailing Address: PO Box 1228

City: Edinburg State TX Zip Code 78539

Number in family _____

Will you have a sprinkler system? _____

Will the water be for residential or commercial use? _____

If commercial, please state what type of business: Sheriff's Sub Station
And, what will the water service be used for? _____

Subdivision Name: _____ Lot # _____ Blk # _____

Name of Road: _____

Description of lot (empty lot, house; color) _____

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

_____ Male _____ Female

_____ White, Not of Hispanic Origin

_____ Black, Not of Hispanic Origin

_____ American Indian or Alaskan Native

_____ Hispanic

_____ Other, Specify _____

_____ Asian or Pacific Islander

Rec # _____ Date Paid _____ Amt \$ _____

This institution is an equal opportunity provider, and employer.

Have you previously received water service from North Alamo Water Supply Corporation (NAWSC), if so, under your name or another persons name? NO

If yes, please list below all names and account numbers.

Name: _____ Name: _____ Name: _____
Acct # _____ Acct # _____ Acct # _____

Do you understand and agree that once the Board of Directors of NAWSC has accepted your application for membership and a water meter has been installed by NAWSC for your use, the monthly minimum and usage fee will commence and you as the member will be responsible for it's payment to NAWSC regardless of whether or not water is used or whether or not plumbing is connected to members side of the meter?

Yes ☒ No ☐

Do you understand and agree that you as the NAWSC member are responsible for all charges to the membership account regardless of who used the water?

Yes ☒ No ☐

Do you understand and agree the Board of Directors of NAWSC has the authority and responsibility of fixing the charges and fees to cover the costs and provide funds to meet legal obligations of NAWSC?

Yes ☒ No ☐

Do you understand and agree the service agreement authorizes access of the NAWSC to the meter located on your property and assumes you will comply with the laws Texas and the Texas Department of Health regarding your use of the water service?

Yes ☒ No ☐

Do you understand and agree that some time in the future, NAWSC may require a right-of-way easement over and across your property for the purpose of installing potable water facilities and your refusal to grant such easement of such form, as may be required by NAWSC, will result in discontinuance of your water service and cancellation of your NAWSC membership?

Yes ☒ No ☐

Do you acknowledge that you must maintain in compliance with all applicable local governmental Ordinances or regulations, including but not limited to ordinances or regulations relating to the regulations of subdivisions, and that your failure to comply, may result in the termination of the water service to you?

Yes ☒ No ☐

Do you understand that there are no exemptions for a service charge, due to a trip that a serviceman or service made?

Yes ☒ No ☐


Applicant's Signature

Date

Approved by Commissioners' Court

on 3/13/12 - RO

North Alamo Water Supply Corporation
Service Agreement

AGREEMENT made on this 10 day of APRIL, 2012 between North Alamo Water Supply Corporation, a Corporation organized under the laws of the State of Texas (here in after call The Corporation) and

The Corporation agrees to sell and deliver water to the Member and Member agrees to purchase and receive water from the Corporation, for general farm use and domestic purposes, in accordance with the bylaws and rules of the Corporation as amended from time to time by the Corporation's Board of Directors.

The member shall pay the Corporation for service hereunder at the rates and upon the terms and conditions set forth in the rate schedule adopted from time to time by Corporation's Board of Directors

The Board of Directors shall have the authority to cancel the membership of any member in the event of nonpayment of any water charges or assessments owing by said member within thirty (30) days after demand for payment by mail, properly addressed to such delinquent member.

All water shall be metered by Water Meters furnished and installed by the Corporation.

In the event the total water supply shall be insufficient to meet all the needs of the Members, or in the event there is a shortage of water, the Corporation may pro-rate the water available among the various Members on such basis as is deemed suitable by the Board Of Director, and may also prescribe a Schedule of hours covering the use of water for any purposes by particular Members and require adherence thereto or prohibit the use of water for any purposes; provided that, if at any time the total water supply by insufficient to meet all the needs of all the members the Corporation must first satisfy all the needs of all Members for domestic purposes before supplying any water for livestock purposes and must satisfy all the needs of all Members for both domestic and livestock before supplying any water for garden purposes.

The member shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the Corporation or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the water distribution. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device. No cross-connection between the public drinking water supply and a private water system is permitted. No connection which allows water to be returned to the public drinking water supply is permitted. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

The Member shall install and maintain at his own expense a service line from the meter to the point of use.

~~The Member shall hold the Corporation harmless from any and all claims or demands for damages to real estate or personal property occurring from the point of Member tie on to the Corporation meter to the final destination of the line installed by Member.~~ The Member agrees to grant to the Corporation an easement of right-of-way for the purpose of installing, maintaining, and operating such pipelines, meter valves and any other such equipment which may be deemed necessary for the Corporation on such form as is required by the Corporation. Failure to provide such requested easements may result in the termination of water service.

The Corporation shall have the right to locate a water service meter and pipe, necessary to connect the meter on the property of the Member at a point to be chosen by the Corporation and shall have access to its property on the Member's premises at all time for any purpose connected with or in the furtherance of its business operations, and on discontinuance of service shall have the right to remove any of its property from the Members premises.

If the customer fails to comply with the terms of the Service Agreement, the Corporation may at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the customer.

Member *[Signature]* Co-Owner/Spouse _____

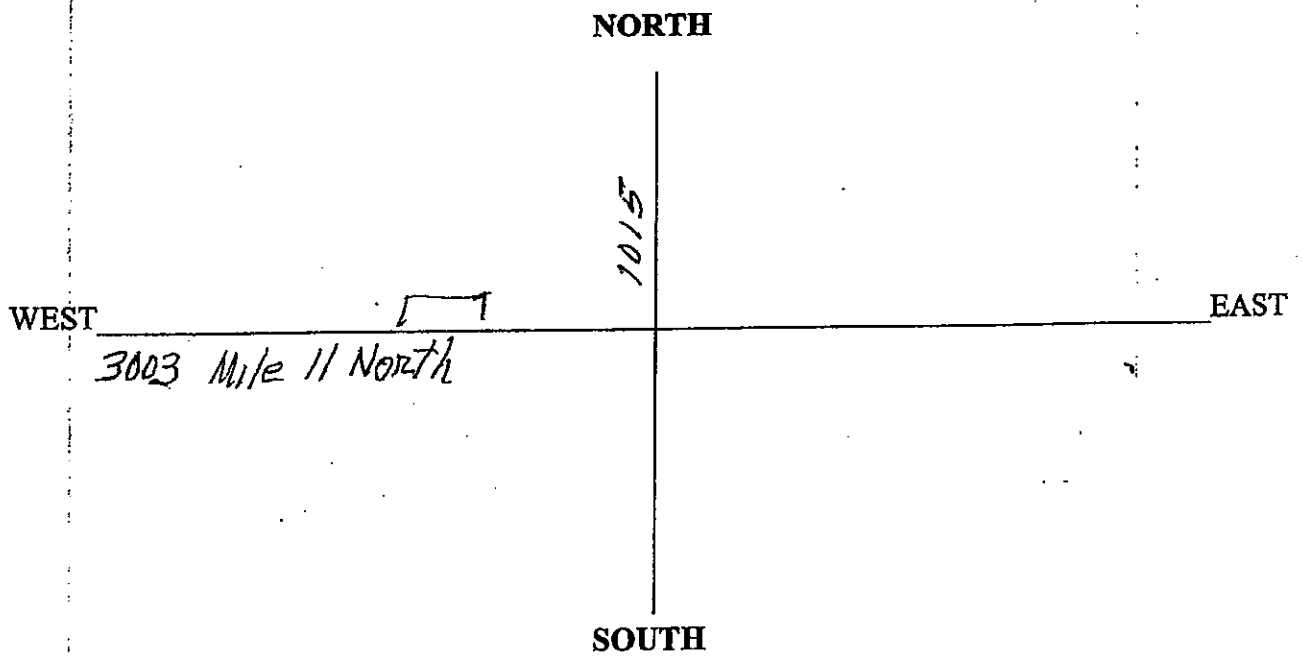
Approved by Commissioners' Court

on

3/13/12 RO

***** PLEASE STAKE METER LOCATION WITH NAME ON STAKE*****
STAKE SHOULD BE AT LEAST 3 FEET HIGH.

Make map showing closest crossroads.



INFORMATION DISCLOSURE

The Texas Legislature has enacted a bill, which was effective September 1, 1993, allowing publicly-owned utilities to give their customers the option of making the customer's address, telephone number, and social security number confidential.

IS THERE A CHARGE FOR THIS SERVICE?

Yes. There is a one-time charge of \$1.00 to cover the cost of set-up and implementation order for \$1.00 to:

North Alamo Water Supply Corporation
420 South Doolittle Road
Edinburg, TX 78539

Your response is not necessary if you do not want this service.

WE MUST STILL PROVIDE THIS INFORMATION UNDER LAW TO CERTAIN PERSONS. We must still provide this information to (1) an official or employee of the state or a political subdivision of the state, or the federal government acting in an official capacity; (2) an employee of a utility acting in connection with the employee's duties; (3) an consumer reporting agency; (4) a contractor or subcontractor approved by and providing services to the utility or to the state, a political subdivision of the state, the federal government, or an agency of the state or federal government; (5) a person for whom the customer has contractually waived confidentiality for personal information; or (6) another entity that provides water, wastewater, sewer, gas, garbage, electricity, or drainage service for compensation.

Detach and Return This Section

Need all information and signature

Yes, I want you to make my personal information (address, telephone number, and social security number) confidential. I have enclosed my payment of \$1.00 for this service.

Name of Account Holder

Account Number

Address

Area Code/Telephone

City

State

Zip Code

Signature

AI-31796

Closed Session 18. C.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Valde Guerra

Submitted By: Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of AT&T

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/05/2012 10:54 AM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Aida Alvarez		Started On: 04/05/2012 10:28 AM
	Final Approval Date: 04/17/2012	

AI-31798

Closed Session 18. D.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Valde Guerra

Submitted By: Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Adan Maldonado

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/05/2012 10:54 AM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Aida Alvarez		Started On: 04/05/2012 10:32 AM
	Final Approval Date: 04/17/2012	

AI-31979

Closed Session 18. E.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo, EXECUTIVE
OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

EEOC Charge No. 451-2012-00336; Nancy Salinas v. Hidalgo County Community Service Agency

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	04/19/2012 09:50 AM
Auditor's Office	Arcilia Duran	04/19/2012 05:45 PM
Purchasing Department	Marty Salazar	04/20/2012 08:51 AM
Form Started By: Monica Badillo		Started On: 04/19/2012
	Final Approval Date: 04/20/2012	

AI-31797

Open Session 19. C.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Valde Guerra

Submitted By: Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of AT&T

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/05/2012 10:54 AM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Aida Alvarez		Started On: 04/05/2012 10:30 AM
	Final Approval Date: 04/17/2012	

AI-31799

Open Session 19. D.

CC REGULAR

Meeting Date: 04/24/2012

Department Head: Valde Guerra

Submitted By: Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Adan Maldonado

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	04/05/2012 10:54 AM
Purchasing Department	Angela Garcia	04/17/2012 09:18 AM
Form Started By: Aida Alvarez		Started On: 04/05/2012 10:34 AM
	Final Approval Date: 04/17/2012	

AI-31980

Open Session 19. E.

CC REGULAR

Meeting Date: 04/24/2012

Submitted By: Monica Badillo, EXECUTIVE
OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

EEOC Charge No. 451-2012-00336; Nancy Salinas v. Hidalgo County Community Service Agency

BACKGROUND

Atty. - Josie Ramirez

Form Review

Inbox	Reviewed By	Date
Budget & Management	Angela Garcia	04/19/2012 09:50 AM
Auditor's Office	Arcilia Duran	04/19/2012 05:45 PM
Purchasing Department	Marty Salazar	04/20/2012 08:51 AM
Form Started By: Monica Badillo		Started On: 04/19/2012
	Final Approval Date: 04/20/2012	