AI-33241 **Comm. Court Executive Office 5. B.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Valde Guerra **Submitted By:** Angela Garcia, BUDGET & MANAGEMENT

Department: EXECUTIVE OFFICE

Information

CAPTION

Environmental Compliance:
Discussion and possible submittal of comments regarding application for extension of TCEQ Scrap Tire Registration No. 6200592 for Santa Anita Reclamation LLC until September, 2017 for a Land Reclamation Project Using Tires (LRPUT).

BACKGROUND

Under the TCEQ Scrap Tire Regulations, specifically 30 TAC §328.66 for LRPUTs, a local government must be notified by a business or individual that is applying for authorizations to operate under the regulations. A local government or any person may provide written comments to TCEQ concerning the application within 30 days of the date of notification

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/12/2012 04:16 PM
Erika Zamora	Erika Zamora	07/13/2012 09:25 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Angela Garcia Started On: 07/12/2012 03:43 PM

Final Approval Date: 07/13/2012

AI-33242 **5. C.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Valde Guerra **Submitted By:** SANDRA DELEON, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

Presentation, discussion, and approval of payment of Invoice #671 for the 2012/2013 annual membership dues to the U.S./Mexico Border Counties Coalition in the amount of $11,314.08 with authority for the County Treasurer to issue check after review, audit, and processing procedures are completed by the County Auditor.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1100-413-30-125-004-0-810

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

BUDGETARY IMPACT:

Funds available through Requisition#219418 in the amount of $11,314.08 as of 7/13/12 for The United States/Mexico Border Counties Coalition.

Attachments

Affidavit

Invoice

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/12/2012 04:17 PM
Ana Galvan	Merlen P. Munoz	07/13/2012 09:59 AM
Olga Garza	Olga Garza	07/13/2012 03:58 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: SANDRA DELEON Started On: 07/12/2012 04:12 PM

Final Approval Date: 07/13/2012

RECEIVED
MAR 2 8 2012
COUNTY JUDGE

310 N. Mesa · Suite 824 · El Paso, Texas · 79901 · Tel: (915) 838-6860 · Fax: (915) 838-6880
Washington, D.C. Tel: (202) 764-2245 · (202) 903-3683
www.bordercounties.org

March 12, 2012

The Honorable Ramon Garcia
Hidalgo County
100 N. Closner
Edinburg, Texas 78539

Dear Judge Garcia:

At the February 14, 2012 Commissioner's Court meeting, a question was raised regarding the activities of the US/Mexico Border Counties Coalition.

The Coalition, which is a California corporation established as a 501(c)4 organization, is a non-partisan, consensus-based policy and technical forum founded to address the challenges facing county governments located on the United States/Mexico border.

The Coalition is not a registered lobbyist and does not engage in lobbying. The Coalition does conduct educational conferences dealing with border issues and provides information to Members of Congress regarding these issues. We serve as a resource to the Members of Congress. Examples of the kind of information we provide to Congress can be found on our website at www.bordercounties.org. I have also completed the requested Affidavit for Payment of Membership Dues that I received from the County Auditor (copy attached).

Judge, we appreciate your support of the Coalition. As a major urban county on the border, Hidalgo County's participation is critical to the success of the Coalition. I hope this clarifies our purpose and activities, such that the concerns that were raised are ameliorated. We look forward to your continued active participation in the Coalition.

Sincerely,

David M. Austin
Border Representative

Attachment

TO THE COUNTY AUDITOR
AFFIDAVIT FOR PAYMENT OF MEMBERSHIP DUES

THE STATE OF TEXAS
COUNTY OF HIDALGO

I, do hereby state to the best of my knowledge and belief the following:

1. The association or organization is not affiliated with a labor organization;
2. Neither the association or organization nor an employee of the association or organization directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature.
3. The association or organization may provide information for a member of the legislature to appear before a legislative committee at the request of the committee or member of the legislature to provide information related to County Government, but not to attempt to influence legislation; and
4. Neither the association nor organization directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

SIGNATURE: _____ DATE: 03/12/2012

TITLE: Border Representative

Before me Denise Vega, a Notary Public, appeared DAVID Austin, and on his/her oath deposed and stated that the facts as set forth in the above affidavit to be true and correct in every respect.

(SEAL) DENISE VEGA MY COMMISSION EXPIRES August 30, 2012

_____
NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

AUTHORITY TO OBTAIN AFFIDAVIT:	LGC § 113.064(b)
AUTHORITY TO PAY MEMBERSHIP DUES:	LGC § 89.002

COUNTY AUDITOR'S FORM: RE-CA-041
REVISED: 02/2007

Invoice

The United States/Mexico Border Counties Coalition

El Paso Office
310 N. Mesa, Suite 824
El Paso, Texas 79901

Phone # (915) 838-6860 david@acr-dc.com
Fax # (915) 838-6880 www.bordercounties.org

Date	Invoice #
7/1/2012	671

Bill To

The Honorable Ramon Garcia
Hidalgo County
PO Box 1356
Edinburg TX 78540

Description	Amount
US/Mexico Border Counties Coalition Annual Dues - 2012/2013	11,314.08

Please remit to above address. Thanks!

Total $11,314.08

AI-33263 **Comm. Court Executive Office 5. D.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Texas AgriLife Extension:
1. Requesting permission for Christina L. Perez and Adelita Munoz to travel to Round Rock, Texas to attend the 2012 TAE4-HA Conference on July 31-Aug. 03, 2012

BACKGROUND

Req. #s 219278/219275
2-1100-461-00-380-001-0-583/584

Attachments

2

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Monica Badillo Started On: 07/13/2012

Final Approval Date: 07/13/2012

HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 07/10/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 2

DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Adelita F. Munoz, CEA-Family & Consumer Science

EVENT INFORMATION

TITLE OF EVENT:	2012 TAE4-HA Conference		
EVENT DATE(S) FROM:	08/01/12	TO:	08/03/12
DEPARTURE DATE:	07/31/12	RETURN DATE:	08/02/12
LOCATION OF EVENT: CITY:	Round Rock	STATE:	Texas

PURPOSE OF TRAVEL

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

- ____ To obtain statutorily required continuing professional education.
- X 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.
- X 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
1. REGISTRATION FEE(S)	$140.00	
Subtotal for Object Code 584	$ 140.00	$
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	$ -	
3. TAXI FARE	$ -	
4. BUS FARE	$ -	
5. RENTAL CAR	$ -	
6. GASOLINE/DIESEL/FUEL	$ -	
7. MILEAGE REIMBURSEMENT	$ -	
8. TELEPHONE CALLS	$ -	
9. PARKING	$ -	
10. LODGING	$117.83	
11. MEALS	$93.00	
12. OTHER EXPENSES	$ -	
Subtotal for Object Code 583	$ 210.83	
13. TOTAL ESTIMATED TRAVEL EXPENSES	$ 350.83	$

MODE OF TRAVEL (Place an "X" by applicable mode of travel)

- AIRFARE* ____
- BUS** ____
- Rental Car** ____
- County Vehicle** ____
- Private Vehicle** ____
- OTHER** (Specify) ____

* 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 comparision of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.

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

Adelita will share hotel room with Christina L. Perez, 4-H Agent who will also be attending this conference.

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.

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

Requisition # 00219278

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

I certify that:

- X Trip expenses are necessary and will be incurred for official county business.
- X Reasonable efforts to minimize the use of county funds have been explored.
- X 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:	DEPARTMENT CONTACT PERSON:	PHONE NO.:
Barbara Hinojosa	7/10/12	Nora Linda Cruz	383-1026

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.:
Veronica Ortiz	7/11/12		292-7025
DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:	

COUNTY AUDITOR'S FORM T.1.1 (01/10)

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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Adelita F. Munoz | EMPLOYEE I.D. NO.: 127957 | EMPLOYEE TITLE: CEA-FCS

DEPARTMENT: Hidalgo County Extension Service | DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?

DEPARTURE DATE: 7/31/12 | RETURN DATE: 8/2/12

TIME OF DEPARTURE: 7:00 AM | TIME OF RETURN: 11:00 PM

TO CITY: Round Rock | STATE: Texas

SEMINAR/CONFERENCE/MEETING: START DATE: 8/1/2012 | END DATE: 8/3/2012 | ACTUAL NO. OF DAYS 3

TITLE OF WORKSHOP/CONFERENCE: 2012 TAE4-HA 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? Christina L. Perez

DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? Yes | IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE? We will utilize

PURPOSE/BENEFIT TO HIDALGO COUNTY:
To obtain continuing education related to an employee's work or maintenance of a license or certification. To participate in professional organizations related to the employee or official's job assignment.

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 31-Jul	MONTH / DAY 1-Aug	MONTH / DAY 2-Aug	MONTH / DAY	MONTH/ DAY	MONTH / DAY	MONTH / DAY	Total	
Breakfast	$9.00	$9.00	$9.00	$9.00					$27.00	
Lunch	$12.00	$12.00	$0.00	$0.00					$12.00	
Dinner	$18.00	$18.00	$18.00	$18.00					$54.00	
Total	$39.00	$39.00	$27.00	$27.00	$0.00	$0.00	$0.00	$0.00	$93.00	$ 93.00

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.

Mapquest

IV. OTHER (Itemize)

_____ . . . . . $ _____

_____ . . . . . $ _____

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:

VI. TOTAL TRAVEL ADVANCE REQUESTED: $ 93.00

VII. COMMENTS:

VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-461-00-380-001-0-583 & 584

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.

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

COUNTY AUDITOR'S FORM: T.1.5 (07/11)

2012 TAE4-HA CONFERENCE
ROUND ROCK, TEXAS
AUGUST 1-3, 2012

Name: Adelita F. Munoz
Title: CEA-FCS
Address: 410 N. 13th Avenue
City: Edinburg, TX Zip: 78542
Email Address: amunoz@tamu.edu

District: 12
County: Hidalgo
Phone: (956) 383-1026
Fax: (956) 383-1735

Is this your first time to attend a TAE4-HA State Conference? NO
Are you a past president of TAE4-HA? _____

Registration Fees (Includes meals, banquet, workshops, and baseball game)

☒	Registration - Postmarked by July 9, 2012	$ 140.00	$ 140-00
☐	On Site/Late Registration	$ 180.00	$ -
☐	Day Participant - Wednesday Only - August 1	$ 75.00	$ -
☐	Day Participant - Thursday Only - August 2	$ 80.00	$ -
☐	Day Participant - Friday Only - August 3	$ 25.00	$ -

NOTE: All breakfasts will be on your own. Breakfast will not be provided.

Additional Event Tickets

☐	August 1 - Awards Luncheon	_____	X	$30.00	=	$ -
☐	August 2 - Luncheon	_____	X	$30.00	=	$ -
☐	August 2 - Round Rock Express Game	_____	X	$30.00	=	$ -
				Total Amount Due		$ -

NOTE: All breakfasts will be on your own. Breakfast will not be provided.

Additional Information

Return completed registration form and payment to:
District 8 TAE4-HA
%Emily Cooper
300 West Third Avenue, Suite 305
Corsicana, Texas 75110
Office: 903-654-3075

Make checks payable to:
District 8 TAE4-HA

Registration will be confirmed by e-mail
Receipts will be emailed after Registration is received

Hotel Information: Marriot Austin North
TAE4-HA Room rate: $99 (Please ask for TAE4-HA rate when booking)
Hotel Room Booking Deadline: July 9, 2012
2600 La Frontera Boulevard • Round Rock TX 78681
Phone: (512) 733-6767 or (800) 865-0546

Texas Association of Extension 4-H Agents

All Trails Lead to Round Rock
2012 Texas Association of Extension 4-H Agents Annual Conference
August 1-3, 2012
Tentative

Tuesday, July 31, 2012

3:00 pm – 6:00 pm	Early Registration	
7:30 pm	Pre-Conference Social	Hospitality Suite
	42 Tournament and other activities	
	Dinner on your own	

Wednesday, August 1, 2012

	Breakfast on your own	
8:00 am – 3:00 pm	Registration Open	Ballroom Lobby
8:00 am – 10:00 am	Trade Show Set-Up	
9:00 am – 11:00 am	Silent Auction Set-Up	
10:00 am – 5:30 pm	Trade Show Open	La Frontera Ballroom I & II
11:00 am – 5:30 pm	Silent Auction Open	La Frontera Ballroom III & IV
9:00 am – 10:00 am	Past Presidents Meeting	La Frontera Ballroom V
9:00 am – 10:00 am	Pre-Conference Board Meeting	La Frontera Ballroom VI
10:00 am – 10:45 am	First Timers Orientation	Milam
11:30 am – 1:30 pm	Opening Session & Awards Luncheon	La Frontera Ballroom III & IV
	Opening Ceremonies	
	Lunch	
	Welcome & Keynote Speaker, Williamson County Judge Dan Gattis	
	Awards Presentation	
1:30 pm – 2:30 pm	Business Meeting	La Frontera Ballroom III & IV
	Officer Elections	
2:30 pm – 2:45 pm	Break	
2:45 pm – 3:30 pm	Risk Management Discussion, *Dr. Chris Boleman*	La Frontera Ballroom III & IV
3:30 pm – 4:30 pm	Concurrent Sessions	
	Housing & Home Environment 4-H Project, *Angela McCorkle*	Milam Boardroom
	GEAR UP & Go...Get with the Game, *Karla Friesenhahn & Laura Huebinger*	Blanco Boardroom
	ATV Safety, *Carol Smith*	Bastrop Boardroom
	Mother-Daughter Tea, *Adelita F. Munoz*	La Frontera Ballroom V
	Workshop TBA	La Frontera Ballroom VI
	Evening on your own	

Thursday, August 2, 2012

	Breakfast on your own	
8:00 am	Registration Opens	Ballroom Lobby
8:30 am – 10:30 am	Administrative Updates	La Frontera Ballroom III & IV
10:30 am – 10:45 am	Break	
10:45 am – 11:45 am	Business Meeting	La Frontera Ballroom III & IV
11:45 am – 1:00 pm	Lunch	
1:00 pm – 3:00 pm	Livestock Show Updates	La Frontera Ballroom III & IV
3:00 pm – 3:15 pm	Break	
3:15 pm – 4:15 pm	Concurrent Sessions	
	Livestock Ambassador, *Billy Zanolini*	Milam Boardroom
	Welcome to the Real World, *Angela McCorkle*	Blanco Boardroom
	Passenger Safety, *Bev Kellner*	Bastrop Boardroom
	Watch UR BAC, *Bobbi Brooks*	La Frontera Ballroom V
	Teens Leading The Way...Learn How, *Kori Myers*	La Frontera Ballroom VI
4:30 pm – 5:30 pm	Concurrent Sessions	
	Equine Ambassador, *Roger Skipper*	Milam Boardroom
	Fuel Up to Play 60, *Susan Ballabina & East Region CEAs*	Blanco Boardroom
	Internet Safety, *Weldon Floyd*	Bastrop Boardroom
	ATV Safety, *Carol Smith*	La Frontera Ballroom V
	Workshop TBA	La Frontera Ballroom VI
Arrive between 6:00-6:30 pm	Dinner & Round Rock Express Baseball Game *Hamburger/Hot Dog Dinner Buffet available upon arrival. First pitch at 7:05pm*	Dell Diamond *Transportation on your own*

Friday, August 3, 2012

	Breakfast on your own	
8:15 am – 9:00 am	New Officer Orientation	
9:00 am – 10:30 am	Business Meeting NAE4-HA Update Committee Reports	La Frontera Ballroom III & IV
10:30 am	Capnote Speaker Mr. James Olson, Senior Lecturer, Bush School of Government & Public Service, Former CIA	La Frontera Ballroom III & IV
11:30 am	Officer Installation	
12:00 pm	Closing & Adjourn	

From: "Marriott Hotels & Resorts Reservation"
To: Nora Cruz
Subject: Austin Marriott North Reservation Confirmation #90683972
Date: Tuesday, July 10, 2012 10:24:25 AM

Marriott Hotels & Resorts

Austin Marriott North

2600 La Frontera Boulevard,
Round Rock, Texas 78681 USA
Phone: 1-512-733-6767 Fax: 1-512-733-6868

Reservation for MS ADELITA MUNOZ

Confirmation Number: 90683972
Check-in: Tuesday, July 31, 2012 (03:00 PM)
Check-out: Thursday, August 2, 2012 (12:00 PM)

View hotel website
Modify or Cancel reservation

Driving Directions
Maps & Transportation

Dear MS ADELITA MUNOZ,

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

Austin Marriott North

Planning Your Trip

Check out some of Round Rock's top attractions

Book with Hertz: Save up to 35% and Earn 500 Rewards Points
Book Cars, Tours & More - get great rates on local tours and attractions

Reservation Details

Confirmation Number: 90683972
Your hotel: Austin Marriott North
Check-in: Tuesday, July 31, 2012 (03:00 PM)
Check-out: Thursday, August 2, 2012 (12:00 PM)
Room type: Guest room, 1 King or 2 Double
Number of rooms: 1
Guests per room: 2
Guest name: ADELITA MUNOZ, CHRISTINA PEREZ
Reservation confirmed: Tuesday, July 10, 2012 (15:24:00 GMT)
Guarantee method: 6PM hold

Special request(s):

- Late Arrival, Request Noted

Summary of Room Charges	Cost per night per room (USD)
Tuesday, July 31, 2012 - Thursday, August 2, 2012 (2 nights)	109.00
TAE4HA	
Estimated government taxes and fees	16.35
Total for stay (for all rooms)	**250.70**
• Complimentary on-site parking • Changes in taxes or fees implemented after booking will affect the total room price.	

You may modify or cancel your reservation online (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.

Earn up to 7 Free Nights

Earn 50,000 Bonus Points and 1 Free Night Stay - enough for up to 7 Free Nights - with the Marriott Rewards Premier Credit Card. Reward yourself.

Learn More and Apply

Travel Alerts

- Rollaway beds are not permitted in rooms with 2 double beds per local fire code.
- Introducing the NEW, FREE Marriott Mobile App. Download Today!
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. Learn more
- The Responsible Tourist and Traveler
  A practical guide to help you make your trip an enriching experience

Look No Further
You've received the best possible rate - guaranteed.

Privacy, Authenticity and Opting Out

Your privacy is important to us. Please visit our Privacy Statement for full details.

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our Internet Customer Care team is available to assist you 24 hours per day, 7 days per week. Contact Internet Customer Care.

Promotional email unsubscribe

If you provided us with your email address for the first time, we will send you a follow-up email to welcome you. We will also send you periodic emails with information about your account balance, member status, special offers and promotions. An opt-out link will be included in each of these emails so that you can change your mind at any time.
If you would prefer to opt out of such emails from Marriott International, Marriott Rewards or The Ritz-Carlton Rewards, you may do so here. In addition, you may unsubscribe from The Ritz-Carlton email community here

Please note: Should you unsubscribe from promotional email, we will continue to send messages for transactions such as reservation confirmation, point redemption, etc.

Confirmation Authenticity

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.

HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 07/10/12
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: Hidalgo County Extension Service
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Christina L. Perez, CEA-4-H & Youth Development

EVENT INFORMATION

TITLE OF EVENT:	2012 TAE4-HA Conference		
EVENT DATE(S) FROM:	08/01/12	TO:	08/03/12
DEPARTURE DATE:	07/31/12	RETURN DATE:	08/02/12
LOCATION OF EVENT: CITY:	Round Rock	STATE:	Texas

PURPOSE OF TRAVEL

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

- ___ To obtain statutorily required continuing professional education.
- X 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.
- X 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
1. REGISTRATION FEE(S)	$140.00	
Subtotal for Object Code 584	$ 140.00	$
2. AIRFARE- ROUNDTRIP COACH FARE ONLY	$ -	
3. TAXI FARE	$ -	
4. BUS FARE	$ -	
5. RENTAL CAR	$ -	
6. GASOLINE/DIESEL/FUEL	$ -	
7. MILEAGE REIMBURSEMENT	$ -	
8. TELEPHONE CALLS	$ -	
9. PARKING	$ -	
10. LODGING	$117.82	
11. MEALS	$93.00	
12. OTHER EXPENSES	$ -	
Subtotal for Object Code 583	$ 210.82	
13. TOTAL ESTIMATED TRAVEL EXPENSES	$ 350.82	$

MODE OF TRAVEL (Place an "X" by applicable mode of travel)

- AIRFARE* ___
- BUS** ___
- Rental Car** ___
- County Vehicle** ___
- Private Vehicle** ___
- OTHER** (Specify) ___

* 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 comparision of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation.

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

Room will be shared with Adelita F. Munoz who will be attending the same conference.

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:

- X Trip expenses are necessary and will be incurred for official county business.
- X Reasonable efforts to minimize the use of county funds have been explored.
- X 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:	DEPARTMENT CONTACT PERSON:	PHONE NO.:
Barbara Henry	7/10/12	Noralinda Cruz	383-1026

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.:
Veronica Ortiz	7/11/12		292-70

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME):	DATE:	SIGNATURE OF DBM DEPARTMENT HEAD:

COUNTY AUDITOR'S FORM T.1.1 (01/10)

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

Requisition #
00219275

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

A. TRIP AND TRAVELER INFORMATION

EMPLOYEE NAME: Christina L. Perez | EMPLOYEE I.D. NO.: 188760 | EMPLOYEE TITLE: CEA-4-H & Youth Dev.

DEPARTMENT: Hidalgo County Extension Service | DO YOU HAVE AN OUSTANDING TRAVEL ADVANCE?

DEPARTURE DATE: 7/31/12 | RETURN DATE: 8/2/12

TIME OF DEPARTURE: 7:00 AM | TIME OF RETURN: 11:00 PM

TO CITY: Round Rock | STATE: Texas

SEMINAR/CONFERENCE/MEETING: START DATE: 8/1/2012 | END DATE: 8/3/2012 | ACTUAL NO. OF DAYS 3

TITLE OF WORKSHOP/CONFERENCE: 2012 TAE4-HA 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? Adelita F. Munoz

DO YOU HAVE A COUNTY VEHICLE ASSIGNED TO YOUR DEPARTMENT? Yes | IF YES, EXPLAIN REASON FOR NOT UTILIZING COUNTY VEHICLE? We will be using

PURPOSE/BENEFIT TO HIDALGO COUNTY:
To obtain continuing education related to an employee's work or maintenance of a license or certification. To participate in professional organizations related to the employee or official's job assignment.

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 31-Jul	MONTH / DAY 1-Aug	MONTH / DAY 2-Aug	MONTH / DAY	MONTH/ DAY	MONTH / DAY	MONTH / DAY	Total	
Breakfast	$9.00	$9.00	$9.00	$9.00					$27.00	
Lunch	$12.00	$12.00	$0.00	$0.00					$12.00	
Dinner	$18.00	$18.00	$18.00	$18.00					$54.00	
Total	$39.00	$39.00	$27.00	$27.00	$0.00	$0.00	$0.00	$0.00	$93.00	$ 93.00

Meal per diems must be prorated for 1st day and last day of travel as follows:

Departure:		Arrival:	
Before 6:00 a.m. (breakfast, lunch, & dinner)	$ 39.00	Before 6:00 a.m. (breakfast)	$ 9.00
6:00 a.m. - 1:00 p.m. (lunch & dinner)	$ 30.00	6:00 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.

Mapquest

IV. OTHER (Itemize)

_____ . . . . | $

_____ . . . . | $

V. P.O. # ISSUED UNDER EMPLOYEE'S NAME FOR THE AMOUNT OF THE TRAVEL ADVANCE:

VI. TOTAL TRAVEL ADVANCE REQUESTED: $ 93.00

VII. COMMENTS:

VII. GENERAL LEDGER ACCOUNT NUMBER: 2-1100-461-00-380-001-0-583 & 584

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.

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

COUNTY AUDITOR'S FORM: T.1.5 (07/11)

2012 TAE4-HA CONFERENCE
ROUND ROCK, TEXAS
AUGUST 1-3, 2012

Name: Christina Perez | District: 12
Title: CEA- 4-H & Youth Development | County: Hidalgo
Address: 410 N 13th Ave | Phone: 956-383-1026
City: Edinburg | Zip: 78541 | Fax: 956-383-1375
Email Address: Christina.perez@ag.tamu.edu
Is this your first time to attend a TAE4-HA State Conference? YES
Are you a past president of TAE4-HA? NO

Registration Fees (Includes meals, banquet, workshops, and baseball game)

☒	Registration - Postmarked by July 9, 2012	$ 140.00	$ 140.00
☐	On Site/Late Registration	$ 180.00	$ -
☐	Day Participant - Wednesday Only - August 1	$ 75.00	$ -
☐	Day Participant - Thursday Only - August 2	$ 80.00	$ -
☐	Day Participant - Friday Only - August 3	$ 25.00	$ -

NOTE: All breakfasts will be on your own. Breakfast will not be provided.

Additional Event Tickets

☐	August 1 - Awards Luncheon	_____	X	$30.00	=	$ -
☐	August 2 - Luncheon	_____	X	$30.00	=	$ -
☐	August 2 - Round Rock Express Game	_____	X	$30.00	=	$ -
				Total Amount Due		$ -

NOTE: All breakfasts will be on your own. Breakfast will not be provided.

Additional Information

Return completed registration form and payment to:
District 8 TAE4-HA
%Emily Cooper
300 West Third Avenue, Suite 305
Corsicana, Texas 75110
Office: 903-654-3075

Make checks payable to:
District 8 TAE4-HA

Registration will be confirmed by e-mail
Receipts will be emailed after Registration is received

Hotel Information: Marriot Austin North
TAE4-HA Room rate: $99 (Please ask for TAE4-HA rate when booking)
Hotel Room Booking Deadline: July 9, 2012
2600 La Frontera Boulevard • Round Rock TX 78681
Phone: (512) 733-6767 or (800) 865-0546

Texas Association of Extension 4-H Agents

All Trails Lead to Round Rock
2012 Texas Association of Extension 4-H Agents Annual Conference
August 1-3, 2012
Tentative

Tuesday, July 31, 2012

3:00 pm – 6:00 pm	Early Registration	
7:30 pm	Pre-Conference Social 42 Tournament and other activities Dinner on your own	Hospitality Suite

Wednesday, August 1, 2012

	Breakfast on your own	
8:00 am – 3:00 pm	Registration Open	Ballroom Lobby
8:00 am – 10:00 am	Trade Show Set-Up	
9:00 am – 11:00 am	Silent Auction Set-Up	
10:00 am – 5:30 pm	Trade Show Open	La Frontera Ballroom I & II
11:00 am – 5:30 pm	Silent Auction Open	La Frontera Ballroom III & IV
9:00 am – 10:00 am	Past Presidents Meeting	La Frontera Ballroom V
9:00 am – 10:00 am	Pre-Conference Board Meeting	La Frontera Ballroom VI
10:00 am – 10:45 am	First Timers Orientation	Milam
11:30 am – 1:30 pm	Opening Session & Awards Luncheon Opening Ceremonies Lunch Welcome & Keynote Speaker, Williamson County Judge Dan Gattis Awards Presentation	La Frontera Ballroom III & IV
1:30 pm – 2:30 pm	Business Meeting Officer Elections	La Frontera Ballroom III & IV
2:30 pm – 2:45 pm	Break	
2:45 pm – 3:30 pm	Risk Management Discussion, *Dr. Chris Boleman*	La Frontera Ballroom III & IV
3:30 pm – 4:30 pm	Concurrent Sessions	
	Housing & Home Environment 4-H Project, *Angela McCorkle*	Milam Boardroom
	GEAR UP & Go...Get with the Game, *Karla Friesenhahn & Laura Huebinger*	Blanco Boardroom
	ATV Safety, *Carol Smith*	Bastrop Boardroom
	Mother-Daughter Tea, *Adelita F. Munoz*	La Frontera Ballroom V
	Workshop TBA	La Frontera Ballroom VI
	Evening on your own	

Thursday, August 2, 2012

	Breakfast on your own	
8:00 am	Registration Opens	Ballroom Lobby
8:30 am – 10:30 am	Administrative Updates	La Frontera Ballroom III & IV
10:30 am – 10:45 am	Break	
10:45 am – 11:45 am	Business Meeting	La Frontera Ballroom III & IV
11:45 am – 1:00 pm	Lunch	
1:00 pm – 3:00 pm	Livestock Show Updates	La Frontera Ballroom III & IV
3:00 pm – 3:15 pm	Break	
3:15 pm – 4:15 pm	Concurrent Sessions	
	Livestock Ambassador, *Billy Zanolini*	Milam Boardroom
	Welcome to the Real World, *Angela McCorkle*	Blanco Boardroom
	Passenger Safety, *Bev Kellner*	Bastrop Boardroom
	Watch UR BAC, *Bobbi Brooks*	La Frontera Ballroom V
	Teens Leading The Way...Learn How, *Kori Myers*	La Frontera Ballroom VI
4:30 pm – 5:30 pm	Concurrent Sessions	
	Equine Ambassador, *Roger Skipper*	Milam Boardroom
	Fuel Up to Play 60, *Susan Ballabina & East Region CEAs*	Blanco Boardroom
	Internet Safety, *Weldon Floyd*	Bastrop Boardroom
	ATV Safety, *Carol Smith*	La Frontera Ballroom V
	Workshop TBA	La Frontera Ballroom VI
Arrive between 6:00-6:30 pm	Dinner & Round Rock Express Baseball Game *Hamburger/Hot Dog Dinner Buffet available upon arrival. First pitch at 7:05pm*	Dell Diamond *Transportation on your own*

Friday, August 3, 2012

	Breakfast on your own	
8:15 am – 9:00 am	New Officer Orientation	
9:00 am – 10:30 am	Business Meeting NAE4-HA Update Committee Reports	La Frontera Ballroom III & IV
10:30 am	Capnote Speaker Mr. James Olson, Senior Lecturer, Bush School of Government & Public Service, Former CIA	La Frontera Ballroom III & IV
11:30 am	Officer Installation	
12:00 pm	Closing & Adjourn	

From: "Marriott Hotels & Resorts Reservation"
To: Nora Cruz
Subject: Austin Marriott North Reservation Confirmation #90683972
Date: Tuesday, July 10, 2012 10:24:25 AM

Marriott Hotels & Resorts

Austin Marriott North

2600 La Frontera Boulevard,
Round Rock, Texas 78681 USA
Phone: 1-512-733-6767 Fax: 1-512-733-6868

Reservation for MS ADELITA MUNOZ

Confirmation Number: 90683972
Check-in: Tuesday, July 31, 2012 (03:00 PM)
Check-out: Thursday, August 2, 2012 (12:00 PM)

View hotel website
Modify or Cancel reservation
Driving Directions
Maps & Transportation

Dear MS ADELITA MUNOZ,

We are pleased to confirm your reservation with Marriott. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home you can always count on Marriott.

Austin Marriott North

Planning Your Trip

Check out some of Round Rock's top attractions

Book with Hertz: Save up to 35% and Earn 500 Rewards Points
Book Cars, Tours & More - get great rates on local tours and attractions

Reservation Details

Confirmation Number: 90683972
Your hotel: Austin Marriott North
Check-in: Tuesday, July 31, 2012 (03:00 PM)
Check-out: Thursday, August 2, 2012 (12:00 PM)
Room type: Guest room, 1 King or 2 Double
Number of rooms: 1
Guests per room: 2
Guest name: ADELITA MUNOZ, CHRISTINA PEREZ
Reservation confirmed: Tuesday, July 10, 2012 (15:24:00 GMT)
Guarantee method: 6PM hold

Special request(s):

- Late Arrival, Request Noted

Summary of Room Charges	Cost per night per room (USD)
Tuesday, July 31, 2012 - Thursday, August 2, 2012 (2 nights) TAE4HA	109.00
Estimated government taxes and fees	16.35
Total for stay (for all rooms)	**250.70**
• Complimentary on-site parking • Changes in taxes or fees implemented after booking will affect the total room price.	

You may modify or cancel your reservation online (see details below), or call 1-800-228-9290 in the US and Canada. Elsewhere, call our worldwide telephone numbers.

Contact us if you have questions about your reservation.

Earn up to 7 Free Nights

Earn 50,000 Bonus Points and 1 Free Night Stay - enough for up to 7 Free Nights - with the Marriott Rewards Premier Credit Card. Reward yourself.

Learn More and Apply

Travel Alerts

- Rollaway beds are not permitted in rooms with 2 double beds per local fire code.
- Introducing the NEW, FREE Marriott Mobile App. Download Today!
- Please Note: All Marriott hotels in the USA and Canada, are committed to a smoke-free policy. Learn more
- The Responsible Tourist and Traveler
  A practical guide to help you make your trip an enriching experience

Look No Further
You've received the best possible rate - guaranteed.

Privacy, Authenticity and Opting Out

Your privacy is important to us. Please visit our Privacy Statement for full details.

This email confirmation is an auto-generated message. Replies to automated messages are not monitored. Our Internet Customer Care team is available to assist you 24 hours per day, 7 days per week. Contact Internet Customer Care.

Promotional email unsubscribe

If you provided us with your email address for the first time, we will send you a follow-up email to welcome you. We will also send you periodic emails with information about your account balance, member status, special offers and promotions. An opt-out link will be included in each of these emails so that you can change your mind at any time.
If you would prefer to opt out of such emails from Marriott International, Marriott Rewards or The Ritz-Carlton Rewards, you may do so here. In addition, you may unsubscribe from The Ritz-Carlton email community here

Please note: Should you unsubscribe from promotional email, we will continue to send messages for transactions such as reservation confirmation, point redemption, etc.

Confirmation Authenticity

We're sending you this confirmation notice electronically for your convenience. Marriott keeps an official record of all electronic reservations. We honor our official record only and will disregard any alterations to this confirmation that may have been made after we sent it to you.

AI-33254 **County Judge's Office 6. A.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Yolanda Chapa **Submitted By:** SANDRA DELEON, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

Approval to submit Resolution of Support to Cameron County and Cameron County RMA for their consideration.

BACKGROUND

Attachments

Resolution

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/13/2012 02:59 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: SANDRA DELEON Started On: 07/13/2012 01:56 PM

Final Approval Date: 07/13/2012

RESOLUTION OF SUPPORT

WHEREAS, Adequate transportation infrastructure is necessary for the safety and well-being of all residents and visitors of the United States; and

WHEREAS, Adequate transportation infrastructure also stimulates economic growth throughout the country; and

WHEREAS, Interstate highways promote and facilitate safety, commerce, business development and economic growth; and

WHEREAS, Interstate highways in the Rio Grande Valley will enhance commerce and spur economic activity and job creation throughout the country; and

WHEREAS, The Rio Grande Valley is the front door to traffic from Mexico, the country's third largest trading partner, and a region experiencing rapid population growth and has grown 80% over the past two decades according to the US Census; and

WHEREAS, Rio Grande Valley leaders are committed to the development of infrastructure that will promote economic development and a good quality of life for residents; and

WHEREAS, US Highways 281 and 77 are key highways that expedite the flow of goods and people between the United States and Mexico and have been recognized by the Texas Department of Transportation as top North American Free Trade Agreement (NAFTA) Corridors; and

WHEREAS, US Highway 281 also serves as the region's evacuation route in case of a natural disaster;

NOW, THEREFORE, BE IT RESOLVED THAT THE [CAMERON COUNTY COMMISSIONERS COURT/ CAMERON COUNTY REGIONAL MOBILITY AUTHORITY] HEREBY SUPPORTS DESIGNATION OF US HIGHWAY 281 AS INTERSTATE HIGHWAY I-69, ALONG WITH US HIGHWAY 77, AND URGES STATE AND FEDERAL LEADERSHIP TO SUPPORT THE DEVELOPMENT OF BOTH CORRIDORS AS INTERSTATE HIGHWAY I-69.

Approved this _____ day of July 2012.

_____

Title

DRAFT

_____	_____
Title	Title
_____	_____
Title	Title

DRAFT

AI-33068 **Sheriff's Office 7. A.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Emilia Uriegas, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

1. Authorization and Approval of a mutual aid task force agreement between the County of Hidalgo and the City of Sullivan City.
2. Authorization for County Judge, as authorized official, to sign required document.

BACKGROUND

The purpose of this agreement is to provide for a mutual aid law enforcement task force for purposes of criminal investigations and law enforcement operations concerning drug enforcement, human trafficking, and other crimes along the border.

The agreement has been reviewed by Atlas and Hall (legal counsel).

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No budgetary impact.

Attachments

Agreement

Exhibit A

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	07/03/2012 08:24 AM
Budget & Management	Merlen P. Munoz	07/03/2012 08:59 AM
Manuel Chapa	Manuel Chapa	07/05/2012 09:44 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Emilia Uriegas Started On: 07/02/2012 10:12 AM

Final Approval Date: 07/13/2012

HIDLAGO COUNTY – CITY OF SULLIVAN CITY
LAW ENFORCEMENT MUTUAL AID TASK FORCE AGREEMENT

THIS Agreement is made on this the 17th day of July, 2012, by and between the **COUNTY OF HIDALGO, TEXAS**, hereinafter referred to as "County", and **CITY OF SULLIVAN CITY, TEXAS,** hereinafter referred to as "City", pursuant to the provisions of the Texas Interlocal Cooperation Act, as follows:

WHEREAS, pursuant to Section 362.002 (b) of the Local Government Code the County of Hidalgo and the City of Sullivan City agree to provide for its respective law enforcement officers to form a mutual aid law enforcement task force (the "Task Force") to cooperate in criminal investigations and law enforcement operations concerning drug enforcement, human trafficking and other crimes arising from or involving border related criminal activity.

WHEREAS, the County possesses a tract of real property described on Exhibit A attached hereto which the Sheriff of the County deems to be a suitable location for the location of equipment and personnel for the Task Force;

WHEREAS, the Commissioners Court of County delegates to the Sheriff the ability to permit the Sheriff to occupy and grant permission to other law enforcement agencies, as the Sheriff deems expedient and proper, the ability to locate personnel, equipment (including trailers) and vehicles on the property as well as the authority to revoke such permission.

NOW THEREFORE FOR AND IN CONSIDERATION OF Ten Dollars ($10.00) and the protection of the residents of both the City and the County the City and County agree as follows:

1. Definitions:

The following terms shall have the following meanings when used in this Agreement:

"Law Enforcement Officer" means any commissioned peace officer as defined under the Texas Code of Criminal Procedure.

"Member" means Hidalgo County and the City of Sullivan City.

"Chief Law Enforcement Officer" means the Sheriff of Hidalgo County (the "Sheriff") or the Chief of Police of City of Sullivan City.

"Requesting Member" means a member who requests law enforcement assistance from another member under this Agreement.

"Responding Member" means a member to whom a request for assistance is directed by a requesting member under this Agreement.

2. Name:

The members hereby form a mutual aid law enforcement task force to be named Hidalgo County-Sullivan City Mutual Aid Task Force.

3. Purpose:

The purpose of the Task Force is to cooperate in the investigation of criminal activity; enforcement of the laws of this State; and, to protect health, life and property from criminal activity including but not limited to drug enforcement, human trafficking and crimes arising from or involving related border related criminal activity.

4. Request for Assistance:

Any request for assistance under this Agreement shall, when reasonably possible, include a statement of the amount and type of equipment and number of law enforcement personnel requested, and shall specify the location to which the equipment and personnel are to be dispatched. However, the amount and type of equipment and number of personnel actually furnished by a responding member shall be determined by the responding member's chief law enforcement officer or his designee.

5. Response to Request for Assistance:

Responding member will assign law enforcement officers to perform law enforcement duties outside the responding member's territorial limits, but within the territorial limits of a requesting member, subject to the responding member's determination of availability of personnel and discretion when:

A. Such assignment is requested by the chief law enforcement officer or his designee, of a requesting member, and

B. The Chief Law Enforcement officer, or his designee, of the responding member has determined, in his sole discretion, that the assignment is necessary to fulfill the purposes of this Agreement in providing police protection and services within the territorial limits of the requesting member.

6. Location:

County shall provide the Property as a location for the Task Force and the Sheriff of County is authorized to grant, as the Sheriff deems expedient and proper, permission to other law enforcement agencies who can provide assistance to the Task Force to locate equipment, including trailers, and personnel on the Property for such times as the Sheriff deems proper and the Sheriff is also authorized to revoke such permission to locate such equipment and personnel.

7. Operational Control:

All personnel of the responding member shall report to the requesting member's officer in tactical control at the location to which said law enforcement personnel have been dispatched and shall be under the operational command of the requesting member's chief law enforcement officer or his designee.

8. Release:

Law Enforcement Officers of the responding member will be released by the requesting member when their services are no longer necessary.

9. Withdrawal from Response:

The chief law enforcement officer, or his designee, of the responding member, in his sole discretion, may at any time withdraw the personnel and equipment of the responding member or discontinue participation in any activity initiated pursuant to this Agreement.

10. Qualifications of Office and Oath:

While any law enforcement officer regularly employed by a responding member is in the services of the requesting member under this Agreement, said law enforcement officer shall be deemed to be a peace officer of the requesting member and be under the command of the requesting member's chief law enforcement officer with all powers of a law enforcement officer of the requesting member as if said law enforcement officer were within the territorial limits of the governmental entity where said officer is regularly employed. The qualifications of office of said law enforcement officers where regularly employed shall constitute his or her qualifications for office within the territorial limits of the requesting member and no additional oath, bond or compensation shall be required.

11. Right to Reimbursement:

Each party to this agreement, when providing services of personnel as a responding party, expressly waives the right to receive reimbursement for services performed or equipment utilized under this Agreement even though a request for such reimbursement may be made pursuant to Chapter 362 of the Texas Local Government Code.

12. Officer Benefits:

Any law enforcement officer or other police personnel assigned to the assistance of another member pursuant to this Agreement shall receive the same wage, salary, pension, and all other compensation in all other rights of employment in providing such service, including injury, death benefits and worker compensation benefits and well as any available insurance, indemnity or litigation defense benefits. Said benefits shall be the same as though the law enforcement officer or personnel in question had been rendering service within the territorial limits of the member where he or she is regularly employed. All wage and disability payments, including worker compensation benefits, pension payments, damage to equipment, medical expenses, travel, food and lodging shall be paid by the member which regularly employs the officer providing service pursuant to this Agreement in the same manner as though such service had been rendered within the limits of the member where such person or law enforcement officer is regularly employed. Each responding member shall remain responsible for the payment of salary and benefits as well as for legal defense of the responding member's officers or personnel when acting pursuant to this agreement.

13. Liability:

In the event that any person performing law enforcement services pursuant to this Agreement shall be named or cited as a party to any civil claim or lawsuit arising from the performance of their services, said person shall be entitled to the same benefits from their regular employer as they would be entitled to receive if such similar action or claim had arisen out of the performance of their duties as a member of the department where they are regularly employed and within the

jurisdiction of the member by whom the are regularly employed. The Members hereby agree and covenant that each Member shall remain solely responsible for the legal defense and any legal liability due to the actions of an officer or other personnel regularly employed by said Member. Nothing herein shall be construed to expand or enlarge the legal liability of a Member for any alleged acts or omissions of any employee beyond that which might exist in the absence of this Agreement. Nothing herein shall be construed as a waiver of any legal defense of any nature whatsoever to any claim against a Member or against an officer or employee of a Member.

14. Waiver of Claims:

Each party of this Agreement to its members respectively waives all claims against each and every other party or member for compensation from any loss, damage, personal injury or death occurring as a consequence of the performance of this Agreement even though such alleged damage may have occurred as a result of alleged negligent or other tortuous conduct of any party to this Agreement.

15. Immunity Not Waived:

The parties hereto expressly do not waive any immunity or other defenses to any civil claims with the execution of this Agreement. It is understood and agreed that, by executing this Agreement, no party or member hereto waives, nor shall be deemed hereby to waive, any immunity or defense which otherwise is available in claims arising which are signs of or connection with, any activity conducted pursuant to this Agreement.

16. Venue:

Each party to this Agreement agrees that if legal action is brought under this Agreement, the venue shall lie in Hidalgo County. The Parties hereby stipulate and agree that this Agreement is to be construed and applied under Texas law.

17. Arrest Authority Outside Primary Jurisdiction:

It is expressly agreed and understood that a law enforcement officer employed by a responding party who performs activities pursuant to this Agreement may make arrests outside the jurisdiction in which said officer is regularly employed, but within the area covered by this Agreement; provided, however, that the law enforcement agency of the requesting jurisdiction and/or the jurisdiction in which the

arrest is made shall be notified of such arrest without unreasonable delay. The police officers employed by the parties to this Agreement shall have such investigative or other law enforcement authority in the jurisdictional area encompassed by the members, collectively, to this Agreement as is reasonable and proper to accomplish the purposes for which a request for mutual aid assistance is made pursuant to this Agreement.

18. Clauses Severable:

The provisions of this Agreement are to be deemed severable such that should any one or more of the provisions or terms contained in this Agreement be, for any reason, held to be invalid, illegal, void, or unenforceable; such holding shall not affect the validity of any other provision or term herein and the agreement shall be construed as if such invalid, unenforceable, illegal or void provision or term did not exist.

19. Termination:

Any party to this Agreement may terminate its participation or rights and obligations as a party by providing thirty (30) days written notice via certified mail to the Chief Law Enforcement Officer of the other party.

20. Effective Date:

This Agreement becomes effective immediately upon the execution by the parties hereto and continues to remain in effect until terminated pursuant to Section 19 above.

21. Modification:

This Agreement may be amended or modified by the mutual agreement of the parties hereto in writing to be attached to and incorporated into this Agreement. This instrument contains the complete agreement of the parties hereto and any oral modifications, or written amendments not incorporated to the Agreement, shall be of no force or effect to alter any term or condition herein.

22. Execution of Agreement:

This Agreement shall be executed by the duly authorized governing bodies of the respective parties. This Agreement may be executed in multiple original copies by the respective governing bodies of the parties.

23. Compliance with Law:

The parties shall observe and comply with all applicable Federal, State and Local laws, rules, ordinances and regulations that affect the provision of services provided herein.

24. Coordinating Agency:

The parties hereby agree that the Sheriff's Department of Hidalgo County shall serve as the Coordinating Agency of the Agreement. The Sheriff, or his designee, of said Coordinating Agency shall maintain on file all executed originals of this Agreement, related resolutions or orders of the parties and other records pertaining to this Agreement.

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

CITY OF SULLIVAN CITY, TEXAS

Rosendo "Cheno" Benavides, Mayor

ATTEST:

Adriana A Gutierrez
City Secretary

COUNTY OF HIDALGO

Ramon Garcia, County Judge

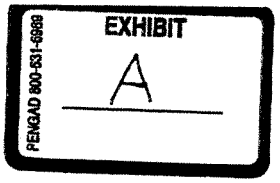
ATTEST:

Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:

ATLAS, HALL & RODRIGUEZ, LLP,

By: _____
Stephen L. Crain



Property (including any improvements):

A 5.00 acre tract of land out of Tracts Two Hundred Forty five (245), Two Hundred eight (248) and Two Hundred Forty nine (249) of the Partition of Porciones 38, 39 i Ancient Jurisdiction of Reynosa, Mexico, now Hidalgo County, Texas, as per map t thereof recorded in Volume 4, Page 19, Map Records, Hidalgo County, Texas, and beil fully described by metes and bounds as follows:

BEGINNING at a found five-eighths inch iron rod on the North Right of Way line i Highway 83 for the Southeast corner of herein described tract. Said point bear: 87 degrees 21 minutes 38 seconds West, 2668.91 feet from the Northeast corner Tract No. 245, Porcion No. 48, Ancient Jurisdiction Reynosa Mexico. Said point als the Southwest corner of a called 5.00 acre tract conveyed to the Roman Catholic of Brownsville and his Successors in office as recorded in Volume 1813, Page 82 Records, Hidalgo County, Texas.

THENCE, North 66 degrees 24 minutes 00 seconds West, 500.00 feet along said Nort of Way line of U.S. Highway 83 to a set one-half inch iron rod for the Southwest of herein described tract.

THENCE, North 09 degrees 32 minutes 00 seconds East, 425.60 feet along a line t one-half inch iron rod for the Northwest corner of herein described tract.

THENCE, South 66 degrees 24 minutes 00 seconds East, 500.00 feet parallel with sa Right of Way line of U.S. Highway 83 to a set one-half inch iron rod on the West said 5.00 acre tract conveyed to the Roman Catholic Bishop of Brownsville Northeast corner of herein described tract.

THENCE, South 09 degrees 33 minutes 00 seconds West 425.6 feet along a line to t of beginning and containing 5.00 acres of land more or less.

SAVE AND EXCEPT Grantors reserve for themselves and their heirs and assigns all and other minerals, in, on, under or that may be produced from the above d property and not hitherto reserved or conveyed by prior grantors.

Reservations from and Exceptions to Conveyance and Warranty:

An undivided 3/128 interest in all Oil, Gas, and Other Minerals on, in, under, may be produced from the subject property set forth in Instrument dated October : recorded in Volume 3, Page 378, Deed Records, Hidalgo County, Texas.

Oil, Gas, and Mineral Lease dated ovember 08, 1989, Recorded in Volume 2848, I Official Records, Hidalgo County, Texas.

Easement granted to CENTRAL POWER AND LIGHT COMPANY, as set forth in instrument recorded in Volume 239, Page 84, Deed Records, Hidalgo County, Texas.

Easement granted to HIDALGO GAS COMPANY, as set forth in instrument recorded in Volume 438, Page 456, Deed Records, Hidalgo County, Texas.

Easement granted to LA JOYA WATER SUPPLY CORPORATION, as set forth in instrument recorded in Volume 1472, Page 148, Deed Records, Hidalgo County, Texas.

Subdivision regulations of the County of Hidalgo and/or Ordinance or government regulations of the City holding extra-territorial jurisdiction of said property.

Subject to any portion of the property described herein within the limits or boundaries of any public or private roadway and/or highway and the rights of the public therein.

Easements and reservations as may appear upon the recorded map and dedication of said subdivision.

Taxes for the year 1991 and subsequent years and subsequent assessments for prior years due to change in land usage or ownership.

Grantors, for the consideration and subject to the reservations from and exceptions to conveyance and warranty, grant, sell, and convey to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's successors and assigns forever. Grantors hereby bind Grantors and Grantors' heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to conveyance and warranty.

AI-33222 **Sheriff's Office 7. B.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Maria Del Rosario Gonzalez, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

1. Authorization and approval to accept the Local Border Security Program FY 2012 Grant (LBSP-12).

2. Authorization for County Judge, as authorized official to sign grant award form.

3. Approval to appropriate the budget for LBSP-12 grant award in the amount of $102,894.56.

4. Approval of Certification of Revenues as certified by the County Auditor for the Local Border Security Program FY2012 (LBSP-12).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1284-421-00-280-080-2-XXX

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

BUDGETARY IMPACT:

Expenses relating to Health insuarance, Life insurance and unemployment compensation assigned to the overtime hours are to be charged to the Sheriff's Budget (Account # 2-1100-421-00-280-001-0-XXX).

Attachments

LBSP 12 GRANT AWARD NOTICE

revised rev acct

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	07/13/2012 01:00 PM
Budget & Management	Merlen P. Munoz	07/13/2012 01:15 PM
Manuel Chapa	Manuel Chapa	07/13/2012 04:04 PM
Rosalinda Cantu	Rosie Cantu	07/13/2012 05:03 PM
Rosalinda Cantu	Rosie Cantu	07/13/2012 05:05 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

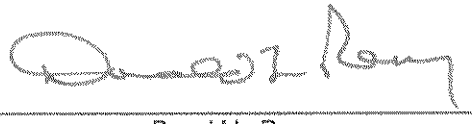
Form Started By: Maria Del Rosario Gonzalez Started On: 07/11/2012 04:49 PM

Final Approval Date: 07/13/2012

NOTICE OF SUB GRANT AWARD

TEXAS BORDER SHERIFF'S COALITION

Program Title:	Local Border Security Program FY 2012 (LBSP-12)
Funding Instrument:	Grant Appropriations Act, Rider 41, 82nd Legislature
Administered by:	Texas Border Sheriff's Coalition 240 Thunderbird, Suite A El Paso, Texas 79912
Sub Grant Number	LBSP-12 (Hidalgo)
Recipient:	Hidalgo County Sheriff's Office
Amount of Grant:	$102,894.56
Period of Grant:	July 6, 2012 – January 31, 2013

AGENCY APPROVAL	GRANT ACCEPTANCE
	
Donald L. Reay Executive Director Texas Border Sheriff's Coalition	Printed Name: Title: County Judge
Date: JUL 11 2012	Date:

Return Signed Original to:

Texas Border Sheriff's Coalition
240 Thunderbird, Suite A
El Paso, Texas 79912

TEXAS BORDER SHERIFF'S COALITION

July 11, 2012

Sheriff Lupe Trevino
Hidalgo County Sheriff's Office
711 El Cibolo Rd
Edinburg, TX 78540

Dear Sheriff Trevino:

Enclosed with this letter is an **AWARD DOCUMENT** for the Sub Grant for your county under LBSP-12. You grant will be identified at TBSC by having the LBSP-12 (Hidalgo). Please return to TBSC.

Careful adherence is required to the information by the Texas Department of Public Safety, Texas Ranger Division Local Border Security Program Guide, FY 2012 (LBSP-12), which you were previously provided electronically. Also any changes directed by the Ranger Division will be forwarded to you upon receipt.

Two major changes are the NEW ACTIVITY FORM and the NEW BIAR, also provided to you. Also, as a reminder, the Grant Financial Officer must sign the invoice. Also be aware that nobody may be paid for work beyond 16 hours per day. Fringe is to include FICA and Retirement only. It is a requirement to attend JOIC conference calls and meetings and to submit BIARs.

You are encouraged to submit reimbursement packages timely.

Reimbursement packages are to be sent to Texas Border Sheriff's Coalition, 240 Thunderbird, Ste. A, El Paso, Texas 79912, for validation and payment.

Your award is based on the Coalition members approved amount and you're A-4 submission.

Your award is in the amount of **$102,894.56** and the dates are July 6, 2012 through January 31, 2013. Your application was through February 6, 2013, but that has been adjusted by Department of Public Safety, Ranger Division.

Please call TBSC with your questions.

Yours in Service,

Donald L. Reay
Executive Director

240 Thunderbird, Suite A • El Paso, Texas 79912
Office: (915) 351-0621 • Fax: (915) 351-0641

DATE: **July 13, 2012**

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

DEPARTMENT NAME: **Local Border Security Program FY2012(LBSP-12)**

ACCOUNT NUMBER: **2-1284-421-00-280-080-2-XXX**

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

Honorable Commissioners' Court of Hidalgo County:

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

INCREASE OBJECT NUMBER'S)	ACCOUNT OBJECT NAME	AMOUNT
2-1284-421-00-280-080-2-	131 - Overtime pay	84,762.71
2-1284-421-00-280-080-2-	220 - FICA	6,484.35
2-1284-421-00-280-080-2-	230 - Retirement	8,442.37
2-1284-421-00-280-080-2-	581 - In county employee travel	3,205.13
	TOTAL APPROPRIATIONS	**102,894.56**
2-1284-334-10-280-080-2-000	**Local Border Security Program FY2012 (LBSP-12)**	**102,894.56**
	TOTAL REVENUES	**102,894.56**

REASON: **To appropriate budget for Local Border Security Program FY 2012 to fund overtime, FICA, retirement and operational costs.**

Funding period is July 6, 2012 to January 31, 2013.

Note: Expenses relating to Health Insurance, Life Insurance, and Unemployment compensation assigned to the overtime hours are to be charged to the Sheriff's Budget (Account # 2-1100-421-00-280-001-0-XXX).

DEPARTMENT HEAD SIGNATURE

/ /
DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-33089 **Health & Human Services Dept. 8. B.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Eddie Olivarez **Submitted By:** Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

1. Requesting authorization for Hidalgo County Health & Human Services Dept. to participate in the Interagency Cooperation Contract with the Texas Health & Human Services Commission. The purpose of the Agreement is to perform Medicaid Administrative activities on behalf of the Health & Human Services Commission to improve the availability, accessibility, coordination and appropriate utilization of preventive and remedial health care resources to Medicaid eligible clients and their families.

2. Requesting authorization for Hidalgo County Health & Human Services Dept. to participate in the Business Associate Agreement with the Texas Health & Human Services Commission.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1293-441-00-340-0XX-X-XXX

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

BUDGETARY IMPACT:

No local matching funds required.
The MAC reimbursements are based on expenditures from existing Dept. 240 & 340 budgets.
MAC reimbursements will vary based on staff participating in the random moment time study and the quarterly health care related expenditures.

Attachments

MAC Guide
Support Doc
33089 Agreement
Legal Approval

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/03/2012 12:56 PM
Manuel Chapa	Manuel Chapa	07/12/2012 11:11 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Mike Escaname Started On: 07/03/2012 12:25 PM

Final Approval Date: 07/13/2012

TEXAS

Health and Human Services Commission

Medicaid Administrative Claiming

March 30, 2012

MEDICAID ADMINISTRATIVE CLAIMING GUIDE

Section One - Implementing Medicaid Administrative Claiming (MAC) …… 3.3

Overview
Required Participation Documents
Public Entities Responsibilities for Participation in MAC

Section Two - Medicaid Administrative Claiming……3.5

Overview

Elements of the Claim

Allowable Medicaid Administrative Time
Cost Pool Construction
Medicaid Percentage
Federal Financial Participation Rate
Revenue Offset
Direct Charge

Calculating the Claim

Direct Costs
Indirect Costs
Claim Certification

Section Three - Record Keeping, Documentation, and Audits/Reviews ……3.13

Overview
Building and Maintaining a Supporting Documentation File
State and Federal Audits/Reviews

Section Four – Participating Entities

Early Childhood Intervention Program ……..……3.14

Overview
MAC Financial Claiming Elements

Local Health Departments/Public Health Departments …….. 3.16

Overview
MAC Financial Claiming Elements

Mental Health and Mental Retardation …….. 3.18

Overview
MAC Financial Claiming Elements

SECTION ONE
IMPLEMENTING MEDICAID ADMINISTRATIVE CLAIMING (MAC)

Overview

The federal government permits state Medicaid agencies to claim reimbursement for activities performed that are necessary for the "proper and efficient administration" of the Medicaid State Plan as stated in Medicaid statute section 1903(a)(7) of the Social Security Act and the implementing regulations at Code of Federal Regulation (CRF) Title 42 (CFR, 431.1 and 42 CFR 431.15, and 45 CFR Part 74 and 95). In addition, Office of Management and Budget (OMB) A-87 which contains the cost principals for state, local, and Indian tribal governments for the administration of federal awards states that "Governmental units are responsible for the efficient and effective administration of federal awards."

The Centers for Medicare and Medicaid Services (CMS) has identified a series of activities, such as outreach, utilization review, and eligibility determination that are entitled to be claimed administratively through the Medicaid Administrative Claiming (MAC) program.

As the Medicaid authority for Texas, the Texas Health and Human Services Commission (HHSC) has coordinated with other state agencies and contracted with public entities to assist HHSC in administering the Texas State Medicaid Plan in the most effective manner possible.

The common interest of HHSC and the public entities is to ensure more effective and timely access of individuals to health care, to obtain the most appropriate utilization of Medicaid covered services, and to promote activities and behaviors that reduce the risk of poor health outcomes for the state's most vulnerable populations.

Public entities interested in participating in the MAC program must comply with requirements set forth by HHSC. Public entities must review all requirements annually and make any necessary changes to ensure HHSC of their compliance on a continual basis.

Health and Human Services Commission Required Participation Documents

To participate in the MAC program, public entities must establish and maintain an Intergovernmental Cooperation Agreement (ICA) and Business Associate Agreement (BAA) with HHSC.

The ICA must be in effect by the first day of the quarter in which the first time study takes place. HHSC must be assured that the public entities are capable of administering the project and must meet the state and federal matching requirements. Participation continuance will be dependent on maintaining compliance on a continual basis with the requirements specified in the documents and other HHSC requirements. Further, public entities participating in MAC may enter into sub-agreements with their own contractors for the performance of claimable Medicaid administrative activities.

Public Entities' Responsibilities for Participation in MAC

Public entities are required to oversee their MAC program to ensure that procedures are implemented and performed appropriately. It is highly recommended that two individuals be appointed and trained to manage the oversight responsibilities for the participating public entity. The following list of core responsibilities has been developed to assist public entities:

Information Flow - Receive correspondence and requests for information regarding MAC from HHSC and ensure that the information is disseminated to all appropriate staff and contractors; encourages interdepartmental coordination and cooperation to improve program efficiency and effectiveness.

Policy - Ensure policy directives and instructions are consistent with statewide policy for MAC. Assign MAC program coordinators and assist them in defining their roles and responsibilities to include: development of an appropriate data used to determine the percentage of Medicaid clients, construction of the MAC claim (known hereafter as the claim), and establishment of a supporting documentation file. Clarify policy, program or fiscal questions raised by staff or contractors, and refer any requests for assistance or further clarification to HHSC.

Staff Training – Identify required training among staff and contractors to ensure compliance established by HHSC.

Quality Review - Ensure no duplicate billings occur and invoices for the claim are consistent with the criteria established before the claim is certified and submitted to HHSC. Ensure the data used to calculate the Medicaid percentage is properly entered into the system and will provide any information requested by HHSC regarding the claim.

HHSC Required Participating Documents - Maintain the ICA and BAA with HHSC and ensure the processing of agreements or memoranda of understanding with any sub-contractors participating in MAC.

Audits/Reviews - Develop guidelines for establishing and maintaining supporting documentation files that are consistent with procedures outlined by HHSC. Assist public entity coordinators and/or their designees in maintaining supporting documentation files containing documents supporting the development of the claims. Conduct periodic reviews of the supporting documentation file to ensure that the files are current with all applicable HHSC directives.

SECTION TWO
MEDICAID ADMINISTRATIVE CLAIMING

Overview

The federal government permits state Medicaid agencies to claim reimbursement for activities performed that are necessary for the "proper and efficient administration" of the State Medicaid Plan. Historically, CMS has provided some latitude to states in determining the kinds of activities for which they may seek reimbursement. CMS has identified a series of activities, such as outreach, utilization review, eligibility determination, and activities which determine an individual's need for care, that are entitled to be claimed through the MAC program. Case Management has also been identified as an activity that may be reimbursed either as an administrative or a fee-for-service activity.

The Elements of the Claim

The claim submitted to the state for reimbursement has five elements: allowable Medicaid administrative time, cost pool construction, Medicaid percentage, federal financial participation (FFP), and revenue offset. The following describes each:

Allowable Medicaid Administrative Time

Time Study Activities/Codes

The time study activity codes assist in the determination of time and associated costs that are related to and reimbursable through Medicaid. The time study activity codes have been designed to reflect all of the activities performed by time study participants per public entity. Time study activity codes can be found in Section 2.1 of this Texas Time Study and MAC Guide.

The time study activity codes are assigned indicators that determine its allowability, federal financial participation (FFP) rate, and Medicaid share. An activity code may have one or more indicators associated with it. These indicators should not be provided to time study participants.

The time study activity code indicators are:

Application of FFP rate	50 or 75 percent	Refers to an activity that is allowable as administration through Medicaid and claimable at the 50 or 75 percent FFP rate.
Allowability & Application of Medicaid Share	U	Unallowable – refers to an activity that is unallowable as administration through Medicaid. This is regardless of whether or not the population served includes Medicaid eligible individuals.
	TM	Total Medicaid – refers to an activity that is allowable under Medicaid as administration but for which the costs are not limited to the proportion of Medicaid eligible's served
	PM	Proportional Medicaid – refers to an activity, which is allowable as Medicaid administration under Medicaid, but for

		which the costs are limited to the proportion if Medicaid eligible's served.
	R	Reallocated – refers to those general administrative activities which must be reallocated across the other activity codes on a pro rata basis. These reallocated activities are reported under Code 15, General Administration.

The results of the time study activity shown below will determine the allowable time allocated to each cost pool. Costs for all activities will be allocated as shown below under Cost Pool Construction.

Cost Pool Construction

To identify allowable Medicaid administrative costs within a given program, time studies will be conducted of staff persons that spend a portion of their time performing administrative activities. To identify the proportion of administrative time allowable and reimbursable under Medicaid, the time-study results will be utilized to allocate or assign the costs as shown below to an appropriate cost pool.

Cost Pool 1 - Costs, revenues, and time relating to the activities releating to the Children's Health Insurance Program (CHIP) Reauthorization Act of 2009 (CHIPRA). CHIPRA contains guidance allowing increased administrative match for administrative expenditures for translation or interpretation services connected with the "enrollment of, retention of, or use of services" under Medicaid and CHIP. For MAC, HHSC will claim the increased match of 75 percent for translation and interpretation as described in Code 6.b. (which is reduced by the Medicaid percentage).

Cost Pool 2 - Costs, revenues and time relating to Medicaid related activities using Codes, 1.b., 2.b., and 12.b., (which are not reduced by the Medicaid percentage) and 5.b., 7.b., 8.b., and 9.b., (which are reduced by the Medicaid percentage). As in Cost Pool 1, the costs related to any staff that did not participate in the time study but provided "direct clerical support" will be included in Cost Pool 2. (Direct clerical support cost applicable to ECI only.)

Cost Pool 3 - Costs, revenues, and time derived from activities which are non-Medicaid related (Codes 1.a., 2.a, 3, 5a., 6a., 7.a., 8.a., 9.a. , 11 and 12.a.) or those which are direct service activities (Codes 4), neither of which are claimable as administrative activities. Staff who were not time studied and who provide services that are not medically related and do not provide general administrative services for the whole public entity are also included. Additionally, this cost pool would include staff whose staff costs are predominately supported by a federal grant (ECI, and LHD entities).

Cost Pool 4 - Costs, revenues, and time for general administrative services (code 10), staff that provide general administration to the whole public entity and were not time studied, as well as costs which cannot be allocated in more accurate fashion. This cost pool includes any overhead costs such as county or entity indirect costs and other "operating costs" that have not been entered in Cost Pools 1, 2, or 3 (ECI, LHD entities).

Whenever data is directly entered in Cost Pool 1, 2, and 3, this indicates that the user has documented evidence linking that cost or revenue to that specific cost pool. Such evidence should be maintained in the supporting documentation file and must be based on empirical verifiable information.

Code	Activity	MAC Indicators	Staff Activity Allocation by Cost Pool
1.a	Outreach - Non-Medicaid (All Staff)	U	Cost Pool 3
1.b	Outreach - Medicaid (All Staff)	TM (50%)	Cost Pool 2
2.a	Eligibility - Facilitating Non-Medicaid (All Staff)	U	Cost Pool 3
2.b	Eligibility - Facilitating Medicaid (All Staff)	TM (50%)	Cost Pool 2
3	Other Non-Medicaid/Educational & Social Services	U	Cost Pool 3
4	Direct Medical Services	U	Cost Pool 3
5.a	Transportation Non-Medicaid (All Staff)	U	Cost Pool 3
5.b	Transportation Medicaid (All Staff)	PM (50%)	Cost Pool 2
6.a	Translation Non-Medicaid	U	Cost Pool 3
6.b	Translation Medicaid	PM (75%)	Cost Pool 1
7.a.	Program Planning, Development and Interagency Coordination Non-Medical (All Staff)	U	Cost Pool 3
7.b.	Program Planning, Development and Interagency Coordination Medical (All Staff)	PM (50%)	Cost Pool 2
8.a	Non-Medical/Non-Medicaid related Training	U	Cost Pool 3
8.b	Medical/Medicaid related Training	PM (50%)	
9.a.	Referral, Coordination, and Monitoring Non-Medicaid Services (All Staff)	U	Cost Pool 3
9.b.	Referral, Coordination, and Monitoring Medicaid Services (All Staff)	PM (50%)	Cost Pool 2
10	General Administration	R	Cost Pool 2 and 3
11	Not Paid/Not Worked	U	Unallowable
12.a.	Provider Relations - Non-Medical / Non-Medicaid Related	U	Cost Pool 3
12.b.	Provider Relations - Medical / Medicaid Related	TM (50%)	Cost Pool 2

The results of the time study activity shown above will determine the allowable time allocated to each cost pool. Costs for all activities will be allocated as shown below under Cost Pool Construction.

Cost Pool Construction

Time study activity code descriptions may be found in Section 2.1 of this Texas Time Study and MAC Guide. The allocable percentage of the public entity's activity codes are referenced in each individual public entity's section of the MAC guide.

Medicaid Percentage

Another factor required to determine the amount of the claim is the Medicaid percentage, sometimes referred to as the Medicaid Eligibility Rate (MER). The Medicaid percentage is determined based on the total unduplicated Medicaid client/student count for the quarter divided by the total unduplicated client/student count for the quarter.

There are various methods for determining the Medicaid percentage. Deciding which Medicaid percentage method to use is determined primarily by the nature of the program being time studied and by the kind of data that is collected on the client/student population. The calculation is based on individuals (an unduplicated count), where the formula would be as follows:

Unduplicated list of Medicaid clients divided by the unduplicated total list of clients in the program:

$$\frac{\text{Total unduplicated Medicaid client/student count for the quarter}}{\text{Total unduplicated client/student count for the quarter}}$$

= Medicaid Percentage for the quarter

Federal Financial Participation (FFP) Rate

Costs incurred for the quarter being claimed are multiplied by the results of the time study to arrive at the allowable claimable costs. These costs are then multiplied at either 50 percent or 75 percent FFP to determine the amount of the federal allowable portion to be reimbursed.

Revenue Offset

There are two types of revenue sources for the purpose of the claim: recognized and unrecognized revenues. In determining the share of the costs for which CMS is willing to pay, a public entity is generally expected to utilize its own income to offset costs, lowering the amount which CMS is responsible for. These revenues are referred to as recognized revenues.

Examples include:

Medicaid Fees + Match (FFP) includes all Title XIX reimbursements and, where required, the State Matching Funds.

Federal Grants + Match (FFP) is income that may pass through one or more state agencies, but is still federal money. This includes federal pass through from counties and cities as well (IDEA Part A, B, and C, TB/HIV/STD Federal Grants, etc).

Other than Medicaid Administrative Claiming reimbursements, federal grants will always be reported as recognized revenue and they will always have a CFDA number.

Insurance receipts

Fees paid by or on behalf of clients for direct service

Donations to Public Entity are only used by private entities

Other Revenues such revenues for vocational production; from clients, families or other sources covering residential costs; and grants from private foundations, miscellaneous revenues not readily identifiable, onetime or unusual revenues, interest income, other business income, fundraising any other purely Administrative" income

Some revenues are not recognized by CMS as revenue that can be used to offset costs, but rather are designated as the matching funds necessary to draw down the federal support. These funds are referred to as unrecognized revenues.
Examples include:

Medicaid Administrative Reimbursement is the reimbursement received for this claim process

Other State Funds are General Revenue and grants from state funds

Local Government funds from city, county, school district, and other local taxing authorities

Donations to Public Agencies are legislatively mandated donations received

Federal Emergency Assistance Reimbursement (Title IV-A)/FEMA funds

Federal Title IV-E reimbursement (child Welfare Program funds)

Revenues are categorized as recognized or unrecognized and reported to follow either the activity by which they are earned or the expense for which they are a reimbursement.

Direct Charge

Direct charges may be claimed for costs that are directly related to the preparation of time study participants, and the preparation and submission of the MAC claim for LHD and ECI public entities. Detailed documentation logs must be kept on any MAC related

activity that will be used for direct charges. Costs eligible for direct charge are salary, benefits, travel, training and operating costs. An allocation methodology will be utilized on eligible direct costs based on the following formula:

Formula	**Example**
(Salary + Benefits)/Regular Hours worked in Claim Period = Hourly Wage	$9,253 / 520 = $17.79
Hourly Wage X Number of hours to direct charge = Costs Eligible	= $17.79 x 68 = $1,209.72 (68 hours from staff time records)
Add direct travel, training and operating costs associated with staff responsible for training time study staff, and preparing and submitting the MAC Claim Cost that cannot be directly identified must be included in General Administration Cost Pool 4 and allocated as appropriate	= $274.00 Travel = $ 50.00 RMTS MAC Training Supplies = $ 0 Operating Costs
Subtotal	$1,533.72 Note: subtract this amount from administrative cost pool
Subtotal X 50% = Total Direct Charge	$1,533.72 x .50 = $741.86
***Total Direct Charge**	**$766.86**

Calculating the Claim

Each element of the claim is multiplied by the costs incurred for the quarter to determine the amount of the federal portion of the claim. At the time the claim is submitted, the participating entity will certify the actual cost incurred for the quarter and that sufficient non-federal (state, county, or local) matching requirements were met. The federal share of the claim is calculated as follows:

Participant staff costs	multiplied by
Percent of time claimable to Medicaid administration	multiplied by
Medicaid percentage (the percentage of Medicaid eligible's in the service population)	plus
Direct Charge	plus
Allocated General Administrative costs Subtotal	equals multiplied by
Percent of FFP (50% for some costs and 75% for other costs	equals

The amount of federal request

Financial Data

As stated in the ICA the public entity agrees to spend the federal match dollars generated from Medicaid administrative activities for health-related services for clients. The financial data to be included in the calculation of the MAC claim are to be based on actual expenditures incurred during the quarter. These costs must be obtained from actual detailed expenditure reports generated by the provider's financial accounting system. Claims may not be based on quarterly budgets.

Cost included in the MAC claim must be in accordance with the provisions of OMB Circular A-87 and 45 CFR Part 74 and 95 and other pertinent US Office of Management and Budget departmental regulations and instructions. OMB Circular A-87 specifically defines the types of costs: direct costs, indirect costs and allocable costs that can be included in the program. Sections 1 through 42 provide principles to be applied in establishing the allowability or un-allowability of certain items of cost. These principles apply whether a cost is treated as direct or indirect.

The following items are considered allowable costs and may be included in the MAC claim:

Direct Costs

Compensation of employees and Contractor and Direct Clerical Support Costs
Cost of materials acquired, consumed, or expended

Equipment

Travel and training expenses incurred

Other Operating Costs

Indirect Costs

Indirect costs included in the claim are computed by multiplying the costs by the public entity's approved unrestricted indirect cost rate. These indirect rates are developed by the entity's state cognizant agency and are updated annually. The methodology used by the respective state cognizant agency to develop the indirect rates has been approved by the cognizant federal agency, as required by the CMS guide. Indirect costs are included in the claim as reallocated costs. If an approved indirect cost rate is not available for a participating entity from its cognizant agency, the participating public entity's indirect cost rate will be capped at ten percent (10%).

HHSC will ensure that costs included in the MAC financial data are not included in the district's unrestricted indirect cost rate, and no costs will be accounted for more than once.

Allocated Costs

General administrative personnel costs for staff that support the public entity as a whole will be included in the MAC Claim. These costs will be allocated across the appropriate costs pools based on HHSC's approved allocation methodology. The allocation method used will ensure non duplication of costs at the public entity.

The following items are considered un-allowable costs and may not be included in the MAC claim:

Unallowable Costs

Costs related to staff that are not identified as eligible time study participants or in support of time study participants

Costs paid with 100 percent federal funds, federal matching funds, recoveries, etc.

Claim Certification

Public Entities will only be reimbursed the federal share of any MAC claims billed. The Chief Financial Officer (CFO), Chief Executive Officer (CEO), Executive Director (ED) or other individual designated by the public entity as the financial contact will be required to certify the accuracy of the submitted claim and the availability of matching funds necessary. The certification statement will be included as part of the invoice and will meet the requirements of 45 CFR parts 74 and 95.

Public Entities will be required to maintain documentation that appropriately identifies the certified funds used for MAC claiming. The documentation must also clearly illustrate that the funds used for certification have not been used to match other federal funds. Failure to appropriately document the certified funds could result in non-payment of claims

SECTION THREE
RECORD KEEPING, DOCUMENTATION AND AUDITS/REVIEWS

Overview

Title 42 CFR 433.32 requires that records be kept for three years after the last revision to a particular claim. Additionally, the documents that support the construction of a claim must also be kept for at least three years after the last claim revision. These documents include the documentation that supports the percentage of Medicaid clients and the basis of the cost pools., Original time study results will be kept as part of the web-based system; therefore public entities will not be required to keep maintain this data in a centralized location.

Building and Maintaining a Supporting Documentation File

Each public entity is responsible for establishing and maintaining a supporting documentation file for audit purposes on each time study and quarterly claim submission.

State and Federal Audits/Reviews

It is the public entities responsibility to comply with state and federal audits. The public entities may do this by fully cooperating and assisting HHSC and/or state or federal personnel in coordinating the audit/review, obtaining the necessary documentation in advance, scheduling interviews, responding to questions or reports, etc.

SECTION FOUR
PARTICIPATING ENTITIES

Early Childhood Intervention Program

Overview

The purpose of the MAC program is to provide public entities such as Early Childhood Intervention (ECI) programs in Texas the opportunity to submit reimbursement claims for administrative activities that support the Medicaid program. In order for the cost to be allowable and reimbursable under Medicaid, the activities must be found to be necessary for the proper and efficient administration under the Texas Medicaid State Plan, and must adhere to applicable requirements as defined in state and federal law.

MAC Financial Claiming Elements

The claim submitted to the state for reimbursement has five elements allowable Medicaid administrative time, cost pool construction, Medicaid percentage, federal financial participation (FFP) rate and revenue offset. The following is a description of each component of the claim:

Allowable Medicaid Administrative Time

Time study activities are utilized to determine the amount reimbursable through MAC. The list of activity codes that can be used are found in Section 2.1 of this Texas Time Study and MAC Guide. .

Cost Pool Construction

To identify allowable Medicaid administrative costs within a given program, time studies will be conducted of staff persons that spend a portion of their time performing administrative activities. To identify the proportion of administrative time allowable and reimbursable under Medicaid, the time-study results will be utilized to allocate or assign the costs to the MAC claim.

Medicaid Percentage

Identifying the Medicaid percentage on an individual client basis is the method used by the ECI program as explained in Section Two. The resulting percentage (calculated out to four decimal places) of Medicaid clients served by the public entity, should be as current to the quarter of the claim as possible. Where this is not feasible, the nearest possible determination should be made.

Using this method, the public entity identifies the Medicaid status of its population on an individual client basis. Client information can be collected at the time of first contact. The baseline information must include the client's name, date of birth and Medicaid number. With this information in hand, the public entity can calculate its Medicaid percentage.

Federal Financial Participation (FFP) Rate

Costs incurred for the quarter being claimed are multiplied by the results of the time study to arrive at the allowable claimable costs. These costs are then multiplied at either 50 percent or 75 percent FFP to determine the amount of the federal allowable portion to be reimbursed.

Revenue Offset

There are two types of revenue sources for the purpose of the claim: recognized and unrecognized revenues. ECI programs participating in MAC are required to report revenues pertinent to the compilation of the claim. Revenues are categorized as recognized or unrecognized and reported to follow either the activity by which they are earned or the expense for which they are a reimbursement. An explanation of how revenues are determined for reporting purposes may be found in Section Two.

Direct Charge

Direct charges may be claimed for costs that are directly related to the preparation of time study participants, and the preparation and submission of the MAC claim. Detailed documentation logs must be kept on any MAC related activity that will be used for direct charges. Costs eligible for direct charge are salary, benefits, travel, training and operating costs.

Local Health Departments

Overview

The purpose of the MAC program is to provide public entities such as Local Health Departments (LHD) in Texas the opportunity to submit reimbursement claims for administrative activities that support the Medicaid program. In order for the cost to be allowable and reimbursable under Medicaid, the activities must be found to be necessary for the proper and efficient administration under the Texas Medicaid State Plan, and must adhere to applicable requirements as defined in state and federal law.

MAC Financial Claiming Elements

The claim submitted to the state for reimbursement has five elements: allowable Medicaid administrative time, the cost pool construction, Medicaid percentage, federal financial participating (FFP) rate and revenue offset. The following is a description of each component of the claim:

Allowable Medicaid Administrative Time

Time Study activity will be utilized to determine the amount reimbursable through MAC. The list of activity codes that will be used can be found in Section 2.1 of this Texas Time Study and MAC Guide.

Cost Pool Construction

To identify allowable Medicaid administrative costs within a given program, time studies will be conducted of staff persons that spend a portion of their time performing administrative activities. To identify the proportion of administrative time allowable and reimbursable under Medicaid, the time-study results will be utilized to allocate or assign the costs to the MAC claim.

Medicaid Percentage

Identifying the Medicaid percentage on a case-by-case is the method used by the LHD's as explained in section two. The resulting percentage (calculated out to four decimal places) of Medicaid clients served by the public entity, should be as current to the quarter of the Claim as possible. Where this is not feasible, the nearest possible determination should be made.

Using this method, the public entity identifies the Medicaid status of its population on a case-by-case basis. Client Information can be collected at the time of intake. The baseline information must include the client's name, date of birth and Medicaid number. With this information in hand, the public entity can calculate its Medicaid percentage.

Federal Financial Participation (FFP) Rate

Costs incurred for the quarter being claimed are multiplied by the results of the time study to arrive at the allowable claimable costs. These costs are then multiplied at either

50 percent or 75 percent FFP to determine the amount of the federal allowable portion to be reimbursed.

Revenue Offset

There are two types of revenue sources for the purpose of the Claim, recognized and unrecognized revenues. LHDs participating in MAC are required to report revenues pertinent to the compilation of the Claim. Revenues are categorized as recognized or unrecognized and reported to follow either the activity by which they are earned or the expense for which they are a reimbursement. An explanation of how revenues are determined for reporting purposes may be found in section two.

Direct Charge

Direct charges may be claimed for costs that are directly related to the preparation of time study participants, and the preparation and submission of the MAC claim. Detailed documentation logs must be kept on any MAC related activity that will be used for direct charges. Costs eligible for direct charge are salary, benefits, travel, training and operating costs.

Mental Health and Mental Retardation

Overview

The purpose of the MAC program is to provide public entities such as Mental Health and Mental Retardation (MHMR) in Texas the opportunity to submit reimbursement claims for administrative activities that support the Medicaid program. In order for the cost to be allowable and reimbursable under Medicaid, the activities must be found to be necessary for the proper and efficient administration under the Texas Medicaid State Plan, and must adhere to applicable requirements as defined in state and federal law.

MAC Financial Claiming Elements

The claim submitted to the state for reimbursement has five elements: allowable Medicaid administrative time, the cost pool construction, Medicaid percentage, federal financial participating (FFP) rate and revenue offset. The following is a description of each component of the claim:

Allowable Medicaid Administrative Time

Time Study activity will be utilized to determine the amount reimbursable through MAC. The list of activity codes that will be used can be found in Section 2.1 of this Texas Time Study and MAC Guide.

Cost Pool Construction

To identify allowable Medicaid administrative costs within a given program, time studies will be conducted of staff persons that spend a portion of their time performing administrative activities. To identify the proportion of administrative time allowable and reimbursable under Medicaid, the time-study results will be utilized to allocate or assign the costs to the MAC claim.

Medicaid Percentage

Identifying the Medicaid percentage on a case-by-case is the method used by the MHMRs as explained in section two. The resulting percentage (calculated out to four decimal places) of Medicaid clients served by the public entity, should be as current to the quarter of the Claim as possible. Where this is not feasible, the nearest possible determination should be made.

Using this method, the public entity identifies the Medicaid status of its population on a case-by-case basis. Client Information can be collected at the time of intake. The baseline information must include the client's name, date of birth and Medicaid number. With this information in hand, the public entity can calculate its Medicaid percentage.

Federal Financial Participation (FFP) Rate

Costs incurred for the quarter being claimed are multiplied by the results of the time study to arrive at the allowable claimable costs. These costs are then multiplied at either

50 percent or 75 percent FFP to determine the amount of the federal allowable portion to be reimbursed.

Revenue Offset

There are two types of revenue sources for the purpose of the Claim, recognized and unrecognized revenues. MHMRs participating in MAC are required to report revenues pertinent to the compilation of the Claim. Revenues are categorized as recognized or unrecognized and reported to follow either the activity by which they are earned or the expense for which they are a reimbursement. An explanation of how revenues are determined for reporting purposes may be found in section two.

Direct Charge

Direct charges may be claimed for costs that are directly related to the preparation of time study participants, and the preparation and submission of the MAC claim. Detailed documentation logs must be kept on any MAC related activity that will be used for direct charges. Costs eligible for direct charge are salary, benefits, travel, training and operating costs.

WHAT IS MEDICAID ADMINISTRATIVE CLAIMING?

The purpose of the Medicaid Administrative Claiming (MAC) program is to provide State affiliated public agencies such as Local Health Department (LHD's) in Texas the opportunity to submit reimbursement claims for administrative activities that support the Medicaid program. In order for the cost to be allowable and reimbursable under Medicaid, the activities must be found to be necessary for the proper and efficient administration under the Texas Medicaid State Plan, and must adhere to applicable requirements as defined in State and Federal Law.

LHD's can be reimbursed for certain medical and health-related activities such as outreach services delivered to clients within the community, regardless of whether the client is Medicaid eligible or not, and without any impact on other similar services the patient may receive elsewhere. Outreach services may be provided to a client and/or the client's family and may include activities such as coordinating, referring, or assisting the client/family in accessing needed medical/health or mental care services.

Revenue generated from MAC claims is dedicated to the provision of health services and may be used to enhance, improve and/or expand the level and quality of health/medical services provided to clients within the community.

"WHAT TYPE OF ACTIVITY IS CONSIDERED REIMBURSABLE"?

A variety of staff in LHD's currently provide health-related administrative activities that benefit their clients. These include services such as Medicaid eligibility determination, outreach and informing including referral, coordination and monitoring of Medicaid services. For example, front desk personnel may provide detailed information on the Medicaid eligibility process and assistance in filling out the Medicaid application. Social Workers and/or Outreach workers may coordinate and participate in Outreach campaigns directed to the entire population to encourage potential Medicaid eligible individuals to apply for Medicaid. Administrators often coordinate and/or become involved in community groups or councils and work to identify gaps or improve the delivery of health-related services to their community.

Front line staff, often perform a range of case management and case coordination functions to insure that clients with health-related needs access care in a timely and appropriate manner. LHD staff often provide families with health-related information to facilitate health care in the community. Staff members identify health concerns and provide outreach and information to clients and their families to ensure access to care and to provide referrals to other federal and state programs to help promote healthy life-styles and outcomes. Referrals are made to Medicaid when it is suspected that a family may be eligible for services. Other staff within the agency may facilitate Supplemental Security Income (SSI) applications for clients and families as needed. Staff members may also provide information to clients and their families about the risk of drug and alcohol usage and the signs of abuse or dependency.

Social Workers, clerical staff and front office receptionists serving in various divisions of the LHD are often the first to identify a client or a family's need for medical assistance and the need to refer them for diagnosis, treatment of follow-up health, mental health, or substance abuse services. Psychologists or counselors commonly provide crisis intervention, and perform case management activities with families to ensure access to mental health or substance abuse treatment services.

HOW DOES THE DISTRICT OBTAIN REIMBURSEMENT?

Prior to submission and reimbursement of any claims, participating agencies seeking to submit MAC claims for reimbursement must first enter into a contractual agreement with Health and Human Services Commission (HHSC) and participate in a time study (TS) which is used to determine the amount of time spent in providing MAC services. The worker day log time study methodology currently being used is in the process of being changed to a Random Moment Time Study (RMTS) and will be sent to the Centers for Medicaid and Medicare Services (CMS) for approval. RMTS is a federally approved statistical sampling technique that is recognized as an acceptable alternative to the worker day log method which requires 100 percent time reporting. This method currently requires staff to

complete time sheets to account for every minute of the workday for periods of up to 30 days each quarter. RMTS eliminates this requirement and replaces it with a "moment" in which three questions are asked: 1) what were you doing; 2) who was with you; 3) why were you performing this activity. An RMTS moment represents one minute at a particular point in time and are sampled throughout the quarter. The RMTS process starts with local health departments identifying staff that performs Medicaid allowable activities. Participating staff are then asked to complete a RMTS that measure the amount of time spent on all activities being conducted. This includes all MAC reimbursable activities as well as direct medical services. Sampled participants only responsibility is to document what they were doing at that precise moment by answering the three questions via an online system. Unlike the current method of time study, participants are not required to understand complicated Medicaid codes, and the whole online process takes no more than a few minutes to complete. Once the time study is completed and the results are compiled, they are used to calculate the MAC quarterly claim.

HOW IS THE REIMBURSEMENT DETERMINED?

Section 1903(a) of the Social Security Act directs payment of Federal Financial Participation (FFP), at different matching rates, for amounts "found necessary by the Secretary for the proper and efficient administration of the State plan." Claims held under this authority must be directly related to the administration of the Medicaid program. In addition, payment may only be made for the percentage of time spent which is actually attributable to Medicaid eligible individuals.

Local Health Agencies identify staff that performs Medicaid allowable administrative activities. These staff are eligible to participate in the RMTS and the results are used in the calculation of the MAC Claim.

A claim will be constructed based on the following formula:

- The percent of allowable time based on the RMTS results.
- The percent of clients in the district who are Medicaid eligible.
- The number of RMTS participating staff.
- The quarterly cost of staff who participate in the RMTS.

For additional information regarding the Medicaid Administrative Claiming (MAC) Project, please send your inquiry to MAC@hhsc.state.tx.us.

Additional information regarding RMTS can be found at the following website link.
http://www.hhsc.state.tx.us/medicaid/programs/rad/AcuteCare/MAC/Main.html

STATE OF TEXAS §

COUNTY OF TRAVIS § **INTERAGENCY COOPERATION CONTRACT**

THIS AGREEMENT is entered into by and between the state agencies shown below as contracting parties, pursuant to the authority granted and in compliance with the provisions of the Interagency Cooperation Act, Chapters 771 and 791, Texas Government Code.

I. MEDICAID ADMINISTRATION

Hidalgo County Health & Human Services Dept.
_____, a Local Health Department, hereafter referenced as LHD, agrees to perform Medicaid Administrative activities on behalf of the Health and Human Services Commission (HHSC) to improve the availability, accessibility, coordination and appropriate utilization of preventive and remedial health care resources to Medicaid eligible clients and their families. These activities will be in accordance with the policies and procedures set forth in the Medicaid Administrative Claiming (MAC) Guide hereafter referenced as "the MAC Guide" and appendices as issued by HHSC. Allowable activities under Medicaid administration are described in detail in the MAC Guide. Attachment A – Business Associate Agreement is attached hereto and incorporated herein for all purposes.

The LHD agrees to account for the activities of staff providing Medicaid administration in accordance with the provisions of OMB Circular A-87 and 45 CFR Part 74 and 95, and with the written guidelines issued by HHSC.

The LHD agrees to perform or coordinate its subcontractors' performance of Medicaid administrative activities on behalf of HHSC to improve the availability, accessibility, coordination and appropriate utilization of preventive and remedial health care resources to Medicaid eligible clients and their families. These activities will be in accordance with the policies and procedures set forth in the Guides.

The LHD agrees to submit its quarterly participation data using the HHSC standardized Random Moment Time Study (RMTS)/MAC Financial system. All financial expenditure data must be submitted to HHSC via the RMTS/MAC Financial system in adherence with the MAC timeframes outlined in the MAC guide. The LHD agrees to provide support for any expenditures information included in the quarterly claims data it submits to HHSC, or its designee, in the manner and timeframes described in the MAC Guide.

The LHD agrees to spend the State General Revenue, in an amount equal to the federal match received, for health-related services for clients.

The LHD agrees to spend the federal match dollars generated from Medicaid administrative activities for health-related services for clients.

The LHD agrees to designate an employee to act as a liaison with HHSC for issues concerning this Agreement.

Any audit exception, deferral or denial taken against this agreement will be the responsibility the LHD.

II.GENERAL RESPONSIBILITY

HHSC recognizes the unique relationship that the LHD, and the affiliated entities operating under contract or memorandum of understanding with the LHD, has with its Medicaid eligible clients. HHSC further recognizes the expertise of the LHD in identifying and assessing the health care needs of Medicaid eligible clients it serves and in planning, coordinating, and monitoring the delivery of preventive and treatment services to meet their needs. In order to take advantage of this expertise and relationship and to promote the proper and efficient administration of the Texas Medicaid Program, HHSC has entered into this agreement with the LHD.

HHSC and the LHD enter into this agreement with full recognition of its relationship to any other agreements that HHSC may have developed for services to Medicaid eligible clients living in Texas and which are currently included in the Texas Medicaid Program.

III. BASIS FOR CALCULATING REIMBURSABLE COSTS

HHSC agrees to pass through to the LHD no less than ninety-five percent (95%) of the Title XIX federal share of actual and reasonable costs for Medicaid Administration provided by its staff for Medicaid administrative activities under this agreement. HHSC reserves the right to retain five percent of the Title XIX federal share of actual and reasonable costs for said Medicaid administration for HHSC's own administrative costs. These costs shall be based upon a time accounting system which is in accordance with the provisions of OMB Circular A-87 and 45 CFR 74 and 95, the expense and equipment costs necessary to collect date, disseminate information and carry out the staff functions outlined in this Agreement.

The rate of reimbursement for allowable administrative activities performed by personnel other than Skilled Professional Medical Personnel (SPMP) shall be 50 percent of such costs. The rate of reimbursement for activities qualifying under regulations applying to SPMP and their direct supporting clerical staff shall be 75 percent of such costs for activities identified as "enhanced" or 50 percent for activities identified as "non-enhanced." Categories of costs eligible for 75 percent reimbursement include the following items only: compensation and applicable fringe benefits, travel and training of SPMP and their direct supporting clerical staff.

Changes in federal regulations affecting the matching percentage, or costs eligible for enhanced or administrative match, which become effective subsequent to the execution of the Agreement, HHSC will apply such changes to comply with federal regulations. As HHSC becomes aware of changes in applicable regulations, it will provide such information to the LHD and this Agreement will be amended to reflect the applicable changes in federal regulations.

HHSC agrees to include the local entities expenditures for Medicaid administration in the claim it submits to CMS for Title XIX federal participation, if said claim is submitted in accordance with written timeframes as laid out in this agreement and the current Guides.

HHSC agrees to reimburse claims for Medicaid administration from the LHD only if the LHD certifies that sufficient funds are available to support the non-federal share of the cost of the claim (or "match"). Agreement is also subject to any additional restrictions, limitations or conditions required by federal or state laws, rules or regulations.

HHSC agrees to designate staff to act as liaison with the LHD for issues concerning this agreement.

IV. LAWS AND REGULATIONS GOVERNING CIVIL RIGHTS

(a) LHD agrees to comply with state and federal anti-discrimination laws, including without limitation:
(1) Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d *et seq.*);
(2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794);
(3) Americans with Disabilities Act of 1990 (42 U.S.C. §12101 *et seq*.);
(4) Age Discrimination Act of 1975 (42 U.S.C. §§6101-6107);
(5) Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688);
(6) Food Stamp Act of 1977 (7 U.S.C. §200 *et seq*.); and
(7) The HHS agency's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement.

LHD agrees to comply with all amendments to the above-referenced laws, and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States may, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in or denied any aid, care, service or other benefits provided by Federal or State funding, or otherwise be subjected to discrimination.

(b) LHD agrees to comply with Title VI of the Civil Rights Act of 1964, and its implementing regulations at 45 C.F.R. Part 80 or 7 C.F.R. Part 15, prohibiting a contractor from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of clients in its programs, benefits, or activities on the basis of national origin. Applicable state and federal civil rights laws require contractors to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English. LHD agrees to ensure that its policies do not have the effect of excluding or limiting the participation of persons in its programs, benefits, and activities on the basis of national origin. LHD also agrees to take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

(c) LHD agrees to comply with Executive Order 13279, and it's implementing regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services shall not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

(d) Upon request, LHD will provide HHSC Civil Rights Office with copies of all of the LHD'S civil rights policies and procedures.

(e) LHD must notify HHSC's Civil Rights Office of any civil rights complaints received relating to its performance under this Agreement. This notice must be delivered no more than ten (10) calendar days after receipt of a complaint. Notice provided pursuant to this section must be directed to:

HHSC Civil Rights Office
701 W. 51st Street, Mail Code W206
Austin, Texas 78751
Phone Toll Free: (888) 388-6332
Phone: (512) 438-4313
TTY Toll Free: (877) 432-7232
Fax: (512) 438-5885.

IV. TERM OF AGREEMENT

This agreement is to begin upon execution and shall continue until terminated by either HHSC or the LHD.

This agreement may be terminated by consent of either HHSC or The LHD upon thirty (30) days notice in writing delivered in person or by certified mail.

V. CERTIFICATIONS

The undersigned contracting parties certify that:

- the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of state government;
- the proposed arrangements serve the interest of efficient and economical administration of state government; and
- the services contracted for are not required by Section 21, article XVI of the Texas Constitution to be supplied under a contract awarded to the lowest responsible bidder.

The LHD further certifies that it has sufficient statutory authority to contract for the services described in this contract under Chapter 12, Texas Health and Safety Code.

HHSC further certifies that it has sufficient statutory authority to contract for the services described in this contract under Chapter 531, Texas Government Code.

This agreement is executed by the parties in their capacities as stated below.

RECEIVING AGENCY

HEALTH & HUMAN SERVICES COMMISSION

By:_____

Billy Millwee

Deputy Executive Commissioner for Health Services Operations

Date:_____

PERFORMING AGENCY

LOCAL HEALTH DEPARTMENT

By:_____

Ramon Garcia

Hidalgo County Judge

Date:_____

HHSC

STATE OF TEXAS
COUNTY OF TRAVIS

AGREEMENT
BETWEEN THE
TEXAS HEALTH AND HUMAN SERVICES COMMISSION
AND
Hidalgo County Health & Human Services Dept.

BUSINESS ASSOCIATE AGREEMENT

Compliance with Health Insurance Portability and Accountability Act of 1996 ("HIPAA") (42 U.S.C. §§1320d-1320d-8)

This Business Associate Agreement relates to the Agreement between the Health and Human Services Commission ("HHSC") and Hidalgo County Health & Human Services Dept. ("CONTRACTOR"). It is incorporated by reference into the Intergovernmental Agreement.

(a) ***Background.***

(1) All terms used in this Business Associate Agreement that are not otherwise defined in this Agreement have the same meaning as those terms in the Privacy Rule, 45 C.F.R. parts 160 and 164;

(2) Under the terms of this Agreement, HHSC may provide or m ake available to CONTRACTOR, or CONTRACTOR may create or r eceive on behalf of HHSC, certain Confidential Information that is and must be afforded special treatment and protection under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") (42 U.S.C. §§1320d-1320d-8) in conjunction with goods or services that are being provided to HHSC by CONTRACTOR;

(3) CONTRACTOR will have access to or receive from HHSC or create receive on behalf of HHSC certain electronic protected health information that must be safeguarded in accordance with this Agreement and the security rules adopted by the U.S. Department of Health and Human Services (HHS) under HIPAA, 45 C .F.R. §§ 164.302-.318. C ONTRACTOR is a Business Associate as that term is defined in the HIPAA security rules, 45 C.F.R. § 160.103.

(4) CONTRACTOR is a Business Associate of HHSC.

(5) The obligations of CONTRACTOR under this section are in addition to the duties of CONTRACTOR with respect to Confidential Information described elsewhere in this Agreement.

(b) ***Uses and Disclosures.***

Except as otherwise limited by this Agreement, CONTRACTOR may:

(1) Use or disclose Protected Health Information to perform the Services and accomplish the purposes of this Agreement, provided that:

(A) Such use or disclosure would not violate the Privacy Rule if the disclosure were made by HHSC; and

(B) Such use or disclosure is limited to the minimum necessary to accomplish the purposes of the use or disclosure;

(2) Use Protected Health Information for the proper management and administration of CONTRACTOR or to carry out CONTRACTOR's legal responsibilities;

(3) Disclose Protected Health Information for the proper management and administration of CONTRACTOR or to carry out CONTRACTOR's legal responsibilities if:

(A) Disclosure is required by law; or

(B) CONTRACTOR obtains assurances from the person to whom the information is disclosed that the person will:

(i) Maintain the confidentiality of the Protected Health Information;

(ii) Use or further disclose the information only as required by law or for the purpose for which it was disclosed to the person; and

(iii) Notify CONTRACTOR of any breaches of confidentiality of which the person is aware; and

(4) Use Protected Health Information to provide data aggregation services to HHSC, as that term is defined at 45 C.F.R. §164.501 and permitted by 45 C.F.R. §164.504(e)(2)(i)(B).

(c) ***CONTRACTOR's commitment and obligations.***

CONTRACTOR agrees that it will:

(1) Not use or disclose Protected Health Information provided by, made available by, or created or received on behalf of HHSC other than as permitted or required by this Agreement or as required by law;

(2) Establish and maintain appropriate safeguards to prevent any use or disclosure of Protected Health Information other than as provided for by this Agreement;

(3) Have procedures in place for mitigating, to the maximum extent practicable, any harmful effect of a use or disclosure of Protected Health Information that is contrary to this Agreement or the Privacy Rule;

(4) Immediately report to HHSC any use or disclosure of Protected Health Information not provided for or allowed by this Agreement of which CONTRACTOR becomes aware;

(5) Enter into a subcontract anytime CONTRACTOR proposes to provide or make available Protected Health Information to any subcontractor or agent. Such subcontract or agreement must:

(A) Contain the same terms, conditions, and restrictions on the use and disclosure of Protected Health Information and restrictions on the security of information as contained in this Agreement; and

(B) Be approved as to the form of the terms, conditions, and restrictions by HHSC prior to entering into any such agreement;

(6) Make Protected Health Information in a designated records set available to HHSC or, as directed by HHSC, to the subject of the Protected Health Information, in compliance with the requirements of 45 C.F.R. §164.524.

(7) Make Protected Health Information in a designated records set available for amendment and will incorporate any amendments to this information that HHSC directs or agrees to pursuant to 45 C.F.R. §164.526.

(8) Document and make available to HHSC the Protected Health Information required to provide an accounting of disclosures, in accordance with 45 C.F.R. §164.528.

(9) Make internal practices, books, and records relating to the use or disclosure of Protected Health Information received from, or created or received by CONTRACTOR on behalf of HHSC, available to the Secretary of Health and Human Services or the Secretary's designee for purposes of determining compliance with the privacy regulations.

(10) Return, destroy, or continue to maintain appropriate safeguards for all Protected Health Information received from HHSC or created or received on behalf of HHSC once CONTRACTOR finishes providing goods or services under this Agreement:

(A) If CONTRACTOR destroys the information, it must certify to HHSC that the information has been destroyed;

(B) CONTRACTOR may not elect to destroy information that must be retained under federal or state law; and

(C) CONTRACTOR must maintain appropriate safeguards for the information as long as CONTRACTOR has such Protected Health Information;

(11) Develop and implement a system of sanctions for any employee, subcontractor, or agent who violates this Agreement or the Privacy Rule.

(12) Implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of HHSC as required by 45 C.F.R. §§ 164.302-.318.

(13) Immediately report to HHSC any security incident of which it becomes aware.

(14) Make internal practices, books, and records relating to the security of information received from or created or received by CONTRACTOR on behalf of HHSC available to the Secretary of Health and Human Services or the Secretary's designee for purposes of determining compliance with the security rules.

(15) Develop and implement a system of sanctions for any employee, subcontractor or agent who violates this agreement or the security rules.

(d) ***Ownership of Protected Health Information.***

(1) The Protected Health Information shall be and remain the property of HHSC.

(2) CONTRACTOR agrees it acquires no title or rights to the information, including any de-identified information, as a result of this Agreement.

(e) ***Injunctive relief; survival of terms.***

(1) Notwithstanding any rights or remedies provided for in the contact, HHSC retains all rights to seek injunctive relief to prevent or stop the unauthorized use or disclosure of Protected Health Information or a violation of the security rules by CONTRACTOR or any agent, subcontractor, or third party that received information from CONTRACTOR.

(2) The duties and obligations imposed on CONTRACTOR under this section of this Agreement will survive the expiration of the Agreement until all Protected Health Information provided by HHSC to CONTRACTOR, or created or received by CONTRACTOR on behalf of HHSC, is destroyed or returned to HHSC.

(f) ***Definitions.***

(1) For purposes of this Business Associate Agreement: a "B usiness Associate" has the meaning given the term under 45 C.F.R. §160.103.

(2) For purposes of this Business Associate Agreement, "Protected Health Information" has the meaning given the term in 45 C.F.R. §164.501, limited to the information created or received by CONTRACTOR from or on behalf of HHSC.

(g) General Terms

(1) Except as otherwise specified in the contract, if any legal action or other proceeding is brought for the enforcement of the contract, or because of an alleged dispute, breach, default, misrepresentation, or injunctive action, in connection with any of the provisions of the contract, each party will bear their own legal expenses and all other costs incurred in that action or proceeding.

(2) The contract consists of this document and the base contract and constitutes the entire agreement between the parties. There are no understandings or agreements relating to this agreement or the base contract that are not fully expressed in the contract and no change, waiver, or discharge of obligations arising under the contract will be valid unless in writing and executed by the party against whom such change, waiver, or discharge is sought to be enforced.

(3) Any violation by CONTRACTOR of a material term of this agreement will be considered a breach of contract if CONTRACTOR knew of the violation and failed to immediately take reasonable steps to cure it.

(4) HHSC has a right to immediately terminate this agreement and the base contract and seek relief in a court of competent jurisdiction in Travis County, Texas, if HHSC determines that CONTRACTOR has violated a material term of this agreement.

SIGNED this 17th day of July 20 12.

CONTRACTOR

By: _____

_____

Ramon Garcia

Hidalgo County Judge

Erika Zamora

From: Mike Escaname <miguel.escaname@hchd.org>
Sent: Thursday, July 12, 2012 1:05 PM
To: 'Erika Zamora'
Cc: Manuel Chapa
Subject: FW: AI-33089 - Request for Review - MAC Project
Attachments: image001.png

Hello Erika,

Please disregard my previous email; Please attach this legal review to AI-33089.

Thanks,

Mike E.

From: Josephine L. Ramirez [mailto:josephine.ramirez@da.co.hidalgo.tx.us]
Sent: Thursday, July 12, 2012 12:02 PM
To: 'Mike Escaname'
Cc: eddie.olivarez@hchd.org
Subject: RE: AI-33089 - Request for Review - MAC Project

I have reviewed the attached interlocal agreement and approve as to the form.

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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****

From: Mike Escaname [mailto:miguel.escaname@hchd.org]
Sent: Tuesday, July 03, 2012 1:36 PM

To: josephine.ramirez@da.co.hidalgo.tx.us
Cc: eddie.olivarez@hchd.org
Subject: AI-33089 - Request for Review - MAC Project

Hello Josephine:

We have placed AI-33089 set for 07/17/12 for CC consideration & authorization.

The agenda item consists of:

- Interagency Cooperation Contract
- Business Associate Agreement
- MAC Guide

We'd appreciate if you can review the documents and advise whether you approve as to form.

Please let Mr. Olivarez or me know if you have any questions or require additional documentation.

Thanks,

Mike Escaname
Budget Manager
Hidalgo County Health & Human Services Dept.
1304 S. 25th St
Edinburg, Texas 78539
956-383-6221

AI-33067 **Health & Human Services Dept. 8. C.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Eddie Olivarez **Submitted By:** Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

Requesting authorization to renew the Memorandum of Agreement between Hidalgo County Health & Human Services Dept. and the University of Texas Health Science Center at Houston. The aim of this Agreement is to establish an agreement for the exchange of information and for cooperative research between both institutions in the field of reportable communicable diseases. The term of this Agreement will begin September 1, 2012 and end on August 31, 2017.

BACKGROUND

Current MOA was approved by CC through AI-19516 on 01/26/2010.

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** N/A

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

BUDGETARY IMPACT:

No budgetary impact.

Attachments

MOA

Legal Approval

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	06/29/2012 02:58 PM
Manuel Chapa	Manuel Chapa	07/02/2012 04:19 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Mike Escaname Started On: 06/29/2012 02:40 PM

Final Approval Date: 07/13/2012

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

MEMORANDUM OF AGREEMENT BETWEEN HIDALGO COUNTY AND THE UNIVERSITY OF TEXAS AT BROWNSVILLE

This Memorandum of Agreement is made on this _17th___ day of _July___ 2012 by and between **HIDALGO COUNTY** by and through its Department of Health and Human Services, hereinafter referred to as "COUNTY", with administrative offices located at 1304 S 25th, Edinburg, TX 78539, and **UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON** by and through its School of Health Sciences, (the Public Health Division of the Regional Academic Health Center of the Lower Rio Grande Valley) hereinafter referred to as "SPH-B", located at 80 Fort Brown, University of Texas Brownsville-RAHC Bldg, Brownsville, TX 78520.

The aim of this Agreement is to establish an agreement for the exchange of information and for cooperative research between both institutions in the field of reportable communicable diseases.

I. PROVISION OF SERVICES

The COUNTY coordinates directly for health services to patients with reportable communicable diseases from Hidalgo County, and therefore has information of the characteristics of the patients and access to data on the strain(s) of infectious agent that has infected them. The faculty at SPH-B has developed a comprehensive research program in infectious diseases.

Through this Agreement the parties shall develop by a cooperative agreement the following:

1. **Evaluation of standard and new tests to detect early infection.** The aim of this collaboration is to evaluate laboratory assays that can help predict if an individual is in the early stages of active disease. The results will benefit the Mexican-American community that is vulnerable to contracting infectious diseases by:

A. Providing a tool can detect early infection, before the infection is spread to other individuals in the community; and

B. Providing an additional tool to complement the current standard methods of detection for infectious diseases.

2. Studies on the nature of the association between reportable communicable diseases and environmental, behavioral and health factors. These studies will benefit all patients with reportable diseases on the U.S.-Mexico border by providing information to the COUNTY, the public, and health providers. For each study, the SPH-B Principal Investigator will forward a written narrative describing the study to the COUNTY Health Administrator who will assist in coordinating the study participation. The COUNTY, through the Health Administrator, may refuse to participate in a particular study at any time or halt data collection and participation at any time for any of these future studies.

.

<u>The participation of COUNTY in this initiative shall consist of the following:</u>

1. Providing SPH-B researchers with information on the patients thought to be infected with a reportable communicable disease, as well as individuals at high risk of contracting the infection. Informing the patient very briefly about the study, and requesting their authorization

to have the SPH-B outreach worker provide further details. Thereafter, SPH-B researchers will explain to the individual the study and invite them to participate. If they voluntarily decide to do so, they will sign the informed consent and HIPAA forms approved by UT-SPH-B Committee for the Protection of Human Subjects.

2. Provide SPH-B researchers with retrospective and prospective data for analysis and publication on infectious disease trends in COUNTY.

3. Provide SPH-B researchers with the relevant medical information on the Consenting Patient, after the patient has released the access to his information by signing the HIPAA form.

4. Specimen collection will be taken from the Consenting Patient based upon the nature of the disease. At a scheduled time and place between the Consenting Patient and the SPH-B researcher.

None of these studies will result in extra cost for the COUNTY. None will put the Consenting Patient at any unnecessary or undue risk.

II. TERM OF AGREEMENT

The term of this Agreement will begin on the September 01, 2012 and end on August 31, 2017.

III. COMPENSATION

COUNTY will receive no reimbursement from SPH-B for any services provided. SPH-B will receive no reimbursement from COUNTY for any services provided.

IV. NOTICES

All notices or other writing required under this Agreement shall be deemed to have been made when sent by certified or registered mail, return receipt request, to the following address:

TO: SPH-B:
Joseph B. McCormick, MD
Regional Dean
UTH-SPH-B-Brownsville Campus
University of Texas at Brownsville
80 Fort Brown, SPH building
Brownsville, Texas 78520

TO COUNTY:
Hidalgo County Health & Human
Services Department
Attn: Mr. Eduardo Olivarez
1304 S 25th
Edinburg, Texas 78539

V. TERMINATION

This Agreement may be terminated by either party by giving thirty (30) days written notice via certified mail, return receipt requested to the other party hereto of the intention to terminate.

VI. LAW GOVERNING VENUE

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, and, the obligations and undertakings of each of the parties to this Agreement shall be performable in Hidalgo County, Texas.

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

THE UNIVERSITY OF HEALTH SCIENCE CENTER AT HOUSTON

_____
Joseph B. McCormick, Regional Dean

Date:_____

HIDALGO COUNTY, TEXAS

_____
Ramon Garcia, County Judge

Date:_____

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

APPROVED AS TO FORM:

By: _____
Josephine Ramirez Solis
Assistant District Attorney
Hidalgo County

Erika Zamora

From: Mike Escaname <miguel.escaname@hchd.org>
Sent: Thursday, July 12, 2012 1:04 PM
To: 'Erika Zamora'
Subject: FW: MOA - University of Texas at Brownsville - Request for Review
Attachments: image001.png

Hello Erika,

Please disregard the previous email; Please attach this legal approval to AI-33067.

Thanks,

Mike E.

From: Josephine L. Ramirez [mailto:josephine.ramirez@da.co.hidalgo.tx.us]
Sent: Thursday, July 12, 2012 12:05 PM
To: 'Mike Escaname'
Subject: RE: MOA - University of Texas at Brownsville - Request for Review

Mike,

I have reviewed the attached memoranda agreement with UTB and approve as to form.

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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****

From: Mike Escaname [mailto:miguel.escaname@hchd.org]
Sent: Friday, June 29, 2012 3:00 PM
To: josephine.ramirez@da.co.hidalgo.tx.us
Subject: MOA - University of Texas at Brownsville - Request for Review

Hello Josephine:

We have placed an item on CC agenda for 07/17/12. Ref. AI-33067

We'd appreciate if you can review the MOA and advise whether you approve as to form.

Let Mr. Olivarez or me know if you have any questions.

Thanks,

Mike E.

From: Mike Escaname [mailto:miguel.escaname@hchd.org]
Sent: Thursday, June 21, 2012 3:42 PM
To: josephine.ramirez@da.co.hidalgo.tx.us
Cc: eddie.olivarez@hchd.org; josie.escalante@hchd.org; lydia.serna@hchd.org; Belinda A. Medrano (belinda.medrano@mail.hchd.org)
Subject: MOA - University of Texas at Brownsville - Request for Review

Hello Josephine:

We plan on placing an item on CC Agenda for July 17, 2012 requesting authorization for Hidalgo County Health & Human Services Dept. to renew the MOA with the University of Texas at Brownsville.

We'd appreciate if you can review the attached MOA and advise whether you approve as to form.

I have also attached a copy of the current MOA for reference.

Please let Mr. Olivarez or me know if you have any questions or require additional information.

Thanks,

Mike Escaname

Budget Manager
Hidalgo County Health & Human Services Dept.
1304 S. 25th St
Edinburg, Texas 78539
956-383-6221

THE COUNTY OF HIDALGO
TEXAS

AI-33064 **Health & Human Services Dept. 8. D.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Eddie Olivarez **Submitted By:** Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

Requesting authorization to apply for the Health Behavior Change Through Public Education grant offered by the Cancer Prevention & Research Institute of Texas. The purpose of this funding is to foster prevention of cancer in Texas by providing financial support for a wide variety of projects relevant to cancer prevention, risk reduction, early detection, and survivorship.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1293-441-00-340-0XX-X-XXX

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

BUDGETARY IMPACT:

No local matching funds required.

Attachments

RFP

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	06/29/2012 12:54 PM
Manuel Chapa	Manuel Chapa	07/03/2012 09:03 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Mike Escaname Started On: 06/29/2012 11:21 AM

Final Approval Date: 07/13/2012

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

REQUEST FOR APPLICATIONS

RFA P-13-PE-1

Health Behavior Change Through Public Education

FY 2013

Fiscal Year Award Period
September 1, 2012 – August 31, 2013

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RFA VERSION HISTORY

Rev 5/31/2012 RFA release

1. ABOUT CPRIT

In 2007, the State of Texas established the Cancer Prevention and Research Institute of Texas (CPRIT) by constitutional amendment. CPRIT began operations in 2009. CPRIT may issue $3 billion in general obligation bonds over 10 years to fund grants for cancer research and prevention.

CPRIT is charged by the Texas Legislature to:

- Create and expedite innovation in the area of cancer research and product or service development, thereby enhancing the potential for a medical or scientific breakthrough in the prevention, treatment, and possible cures for cancer;
- Attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in the State of Texas;
- Continue to develop and implement the Texas Cancer Plan by promoting the development and coordination of effective and efficient statewide public and private policies, programs, and services related to cancer and by encouraging cooperative, comprehensive, and complementary planning among the public, private, and volunteer sectors involved in cancer prevention, detection, treatment, and research.

CHOOSING THE BEST AWARD MECHANISM FOR THE PROJECT

In addition to this award mechanism, two other award mechanisms are offered in this cycle—Evidence-Based Cancer Prevention Services and Cancer Prevention Microgrants. The tabular summary on the following page outlines some of the key differences between each award mechanism. A project does not have to include all of the marked components, but some are required, indicated by "x." If a box is NOT checked for an award mechanism and a proposed project includes that component, the project may not be the best fit for that award mechanism. Coordinating and combining more components into one application is strongly encouraged rather than applying for each component separately under different mechanisms. Complete details of the goals and objectives of each award mechanism are stated in the individual RFAs. When in doubt, contact the CPRIT Prevention Review Office (Section 7.2).

Component	Health Behavior Change Through Public Education (PE)	Evidence-Based Cancer Prevention Services (EBP)	Cancer Prevention Microgrants (CPMG)
Public education, outreach, behavior change	x	x	
Professional education, training, practice improvement		x	
Navigation to clinical services and follow-up	x	x	
Systems improvement and change	x	x	x
Delivery of preventive and survivorship clinical services		x	

2. FUNDING OPPORTUNITY DESCRIPTION

2.1. Summary

Some types of cancer can be prevented or detected early, and the prospects for surviving cancer continue to improve. CPRIT will foster prevention of cancer in Texas by providing financial support for a wide variety of projects relevant to cancer prevention, risk reduction, early detection, and survivorship. This RFA solicits applications for health promotion, education, and outreach for prevention, early detection, and survivorship of cancer for the public. The target audiences for education are the general population/priority populations as defined in this RFA. CPRIT's prevention grants are intended to fund prevention programs and services that have a demonstrated evidence base and are culturally appropriate for the target population. CPRIT recognizes that many evidence-based programs have not been implemented in all populations or service settings. In such cases, some form of evidence (e.g., preliminary evaluation or pilot project data) that the proposed program is appropriate for the population and has a high likelihood of success must be provided.

This RFA encourages traditional and nontraditional partnerships as well as leveraging of existing resources and dollars from other sources to address important knowledge gaps and desired behavior changes related to cancer prevention and control. The goals are to increase the number of persons who improve their health behaviors related to the prevention of cancer, obtain recommended cancer

screening tests, have cancers detected at earlier stages, and improve their quality of life if they are survivors of cancer.

CPRIT expects measurable outcomes of supported activities, such as a significant and sustained change in public health behaviors (e.g., getting vaccinated, quitting smoking, getting screened) and change/improvement to systems including the cost effectiveness of those systems. Applicants must demonstrate how these outcomes will ultimately impact cancer incidence, mortality, morbidity, or quality of life.

2.2. Program Objectives

Background: Cancer is the second leading cause of death in the United States and Texas. It is estimated that more than 110,000 Texans will be diagnosed with cancer and approximately 39,000 Texans will die of cancer during 2012.[1] The risk of developing many cancers can be reduced by personal behavior changes (e.g., smoking cessation, improved nutrition, and increased physical activity). Some cancers can be prevented if tissue changes are detected early and the tissues are removed at a precancerous stage (e.g., precancerous colon polyps or precancerous changes in cervical tissue). Research has shown that some types of cancer can be "cured" if detected during early stages of development and treated promptly and appropriately. Other cancers can be controlled for many years with appropriate treatment and support services. Education and awareness are key to changing personal behaviors that lead to cancer prevention, risk reduction, and early detection, but they must be followed by strategies that motivate, initiate, and sustain behavior change.

Scope: Public education and outreach may include efforts aimed at:

- Primary prevention (e.g., delivery of vaccines that reduce the risk of cancer, evidence-based screening and counseling services for behaviors associated with cancer risk such as obesity, alcohol misuse, etc.)
- Secondary prevention (e.g., risk-appropriate cancer screening guidelines for mammography, colonoscopy, Pap test)
- Tertiary prevention (e.g., prevention and detection of new and recurrent cancer as well as interventions for the consequences of cancer and its treatment, such as physical rehabilitation/therapy, psychosocial interventions, survivor care plans , palliative care services)

Priority will be given to applications that propose innovation in the delivery of evidence- and needs-based education and outreach efforts that have the potential to create demonstrable and sustainable

change in behaviors that can prevent cancer or reduce the risk of cancer within a relatively short time, leverage existing resources, navigate participants to prevention services, and can demonstrate the impact on public health behaviors by individuals taking preventive measures.

It is anticipated that the development time for the proposed evidence-based program(s) would be minimal and that delivery of educational program(s) to public audiences would begin no later than 6 to 8 months after the contract effective date. In addition, sufficient time should be allowed for follow-up after completion of the educational program(s) to identify behavioral changes and patient outcomes.

CPRIT's Behavior Change Through Public Education Programs will focus on the development and delivery of culturally competent, evidence-based methods of community education, outreach, and support on primary prevention, early detection, and survivorship. The applicant should demonstrate knowledge of evidence-based education, outreach, and support strategies; however, CPRIT is seeking projects and partnerships that will apply evidence-based strategies in novel ways that support personal behavior change, thereby leading to cancer prevention, risk reduction, and early detection and to improvements in the quality of life for survivors.

Applicants should propose active, rather than passive, education and outreach strategies that are designed to reach, engage, and motivate people and that include plans for realistic action and sustainable behavior change**.** Applicants **must assist participants in obtaining the prevention interventions being promoted** (providing navigation, assisting with scheduling screening, etc.) and have a process for tracking participants to report on actions taken. For example, a breast cancer education project should include navigation to risk-appropriate screening, follow-up with participants and/or professionals to confirm screening took place, and capture of the results of the screening test (see Section 2.3.3).

Applicants should plan to design and deliver clear and consistent evidence-based messages, whether they are addressing primary prevention, screening, or survivorship. The delivery format must be appropriate to the objectives and target audience. The messages should be written and delivered at appropriate reading levels for those with low health literacy skills, be culturally appropriate for ethnic and racial minority group members, and be delivered in the primary language of the recipient.

Examples of projects may include, but are not limited to, the following:

- Providing outreach to entire families in culturally appropriate ways and following these families to report on preventive actions taken and sustained over time
- Providing education on cancer screening at any point of contact with the healthcare system, navigating participants to screening resources, and reporting on screenings completed and screening results
- Providing education and counseling on primary preventive measures, navigating participants to primary preventive services, and reporting on preventive actions taken and sustained by participants

2.3. Award Description

The **Health Behavior Change Through Public Education** award mechanism seeks to fund programs that greatly challenge the status quo in cancer prevention and control education of the public. The proposed program should be designed to reach and serve as many people as possible. The budget should be proportional to the number of individuals served.

Under this RFA, CPRIT **will not** consider:

- **Professional Education and Training programs**. In this cycle, stand-alone professional education programs will not be considered. Professional education and training, however, may be proposed as one component under the Evidence-Based Cancer Prevention Services (EBP) RFA;
- **Payment for the delivery of clinical preventive services (e.g., cost of vaccines or screenings) to the public.** However, applicants must assist participants in securing access to any preventive services that are being promoted. Applicants interested in including payment for the delivery of evidence-based services should submit applications under the EBP RFA;
- **Treatment of cancer.** While education on treatment options and access to treatment are important in reducing mortality from cancer, this award mechanism **will not address treatment of cancer.** However, applicants must ensure that public education and outreach programs provide information on available resources that address treatment;
- **Prevention research.** Research will not be funded through this award mechanism. Applicants interested in research should review CPRIT's Research RFAs (available at http://www.cprit.state.tx.us). Refer to Appendix A for guidance in defining prevention research and cancer prevention and control programs.

2.3.1. Priority Areas

Types of Cancer: CPRIT's primary emphasis will be those cancers for which proven primary prevention, early detection, and tertiary prevention strategies exist.

Target Populations: Priority populations are the primary focus for CPRIT-funded public education and outreach efforts. Priority populations are subgroups that are disproportionately affected by cancer. Priority populations include, but are not limited to, the following:

- Underinsured and uninsured individuals
- Geographically or culturally isolated populations
- Medically unserved or underserved populations
- Populations with low health literacy skills
- Geographic regions of the State with higher prevalence of cancer risk factors; (e.g., obesity, tobacco use, alcohol misuse, unhealthy eating, and sedentary lifestyle)
- Racial, ethnic, and cultural minority populations
- Any other populations with low screening rates, high incidence rates, and high mortality rates, focusing on individuals who are significantly out of compliance with nationally recommended screening guidelines:
    - Individuals never before screened for colorectal cancer
    - Women never before screened for cervical cancer or who have not been screened in the past 5 years
    - Women never before screened for breast cancer or who have not been screened in the past 5 years

Current CPRIT-Funded Grants: Applicants applying for an award in January 2013 are encouraged to review the distribution of CPRIT projects when identifying projects to submit to the Prevention Program. Distribution of the Prevention grants portfolio is one of several programmatic considerations discussed by the Prevention Review Council (See Section 5.1). Maps are available by cancer type as well as type of program (public education, professional education, clinical service, survivor care, and healthy lifestyle/obesity prevention). Maps that show counties reached by current CPRIT prevention projects whose contracts will still be active after January 2013 awards are made (i.e., maps do not include projects scheduled to end between now and January 2013) can be accessed at http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control.

Applicants currently or previously funded by CPRIT are required to provide a summary of the project progress and/or results and an explanation of how the current application differs or is nonduplicative from the already funded project.

2.3.2. Specific Areas of Interest

Applications addressing any type of education and outreach program that are responsive to this RFA will be considered. However, CPRIT has identified the following areas of interest for this cycle of awards.

A. Primary Preventive Services

Priority will be given to projects that address and can positively influence **local policy or systems change** (e.g., change in healthcare systems, worksites, schools) that can lead to **sustainable change in desired health behaviors.**

Tobacco Prevention and Control

CPRIT is interested in applications focused on areas of the State:

- That have higher smoking rates per capita than other areas of the State;
- Where local tobacco-free ordinances have not been enacted but there is strong support for change by local leadership;
- Where funds for tobacco use control efforts are not readily accessible from other sources; or
- Where there are existing community coalitions centered on tobacco policy change.

HPV Vaccination

All evidence-based primary prevention services will be considered; however, CPRIT is especially interested in applications to increase access to and delivery of the human papillomavirus vaccine.

B. Screening and Early Detection Services

Colorectal Cancer

- Increasing screening/detection rates in North and East Texas. The highest rates of cancer incidence are found in East Texas, while the highest mortality rates are found in East and North Texas.[1]
- Decreasing disparities in racial/ethnic populations and rural communities (African Americans have the highest incidence and mortality rates, followed by non-Hispanic Whites and Hispanics.)[1]

- Decreasing incidence and mortality rates in rural counties. Incidence and mortality rates are higher in rural counties compared to urban counties.[1]

Breast Cancer

- Increasing screening/detection rates in non-Hispanic White and Hispanic women along the Texas-Mexico border. These women have higher mortality rates than non-Hispanic Whites and Hispanics in nonborder counties.[1]
- Increasing screening/detection rates in rural and medically underserved areas of the State; if addressing breast cancer in urban areas, reaching women never before screened or who have not been screened in the last 5 years.

Cervical Cancer

- Increasing screening/detection rates for women in Texas-Mexico border counties. Women in these counties have a 31-percent higher cervical cancer mortality rate than women in nonborder counties.[1]
- Decreasing disparities in racial/ethnic populations. Hispanics have the highest incidence rates, while African Americans have the highest mortality rates.[1]

For more information about breast, cervical, and colorectal cancer in Texas, visit CPRIT's Web site at http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control or visit the Texas Cancer Registry site at http://www.dshs.state.tx.us/tcr. Applicants should select preventive services using current evidence-based national clinical guidelines (e.g., U.S. Preventive Services Task Force, American Cancer Society).

C. Survivorship Services

Priority for funding will be given to survivorship services projects that demonstrate a likelihood of success based on available evidence and that can demonstrate and measure an improvement in quality of life. Applicants proposing survivorship services may address people with any type of cancer.

- Palliative care
- Prevention and detection of new cancers and recurrent cancers
- Survivorship care plans

2.3.3. Outcome Metrics

The applicant will be expected to describe final outcome measures for the project. **Applicants must evaluate changes in public knowledge and behavior/performance after the program.** Applicants are required to clearly describe their assessment and evaluation methodology and to provide baseline data describing how funds from the CPRIT grant will improve outcomes over baseline. In the case where no baseline data exist for the target population, the applicant must present clear plans to collect the baseline data at the beginning of the proposed project. Similarly, applicants with previously or currently funded CPRIT projects are required to provide a summary of the project results and how the current application builds on the previous work or addresses new areas of cancer prevention and control services.

All education and outreach projects are **required** to follow up and identify the effectiveness of the proposed intervention (e.g., impact of system changes, adherence to screening guidelines, number of patients who took action and received primary prevention or screening services, etc.). Specific public/patient behavior change outcomes to be measured will depend on the objectives of each project; however, outcome metrics may include, **but are not limited to**, the following:

- Public/Patient behavior change outcomes must be measured
  - The increase over baseline in the number of persons in priority populations **who take preventive actions (e.g., change behavior, access services, receive counseling)** as a result of participating in the educational program must be determined.
  - In addition, interim measures may include the increase over baseline in the number of persons **who accessed services and were appropriately counseled** about health behaviors and evidence-based screening guidelines.

2.4. Eligibility

2.4.1. Applicant Organization

The applicant must be a Texas-based entity, such as a community-based organization, health institution, government organization, public or private company, college or university, or academic health institution.

The applicant may submit more than one application, but each application must be for distinctly different programs, without overlap in the programs provided. Applicants who do not meet this criterion will have all applications administratively withdrawn without peer review.

If the applicant or a partner is an existing Department of State Health Services (DSHS) contractor (e.g., tobacco coalition, current Breast and Cervical Cancer Services (BCCS) program provider, or other), CPRIT funds may not be used as a match, and the application must explain how this grant complements or leverages existing State and Federal funds. DSHS contractors who also receive CPRIT funds must be in compliance with and fulfill all contractual obligations within CPRIT. CPRIT and DSHS reserve the right to discuss the contractual standing of any contractor receiving funds from both entities.

Collaborations are permitted and encouraged, and collaborators may or may not reside in Texas. However, collaborators who do not reside in Texas are not eligible to receive CPRIT funds. Subcontracting and collaborating organizations may include public, not-for-profit, and for-profit entities. Such entities may be located outside of the State of Texas, but non-Texas–based organizations are not eligible to receive CPRIT funds.

CPRIT grants will be awarded by contract to successful applicants. CPRIT grants are funded on a reimbursement-only basis. Certain contractual requirements are mandated by Texas law or by administrative rules. Although applicants need not demonstrate the ability to comply with these contractual requirements at the time the application is submitted, applicants should make themselves aware of these standards before submitting a grant application. Significant issues addressed by the CPRIT contract are listed in Section 6. All statutory provisions and relevant administrative rules can be found at http://www.cprit.state.tx.us.

2.4.2. Resubmission

An application previously submitted to CPRIT but not awarded funding may be resubmitted one time. All resubmitted applications should be carefully reconstructed; a simple revision of the prior application with editorial or technical changes is not sufficient, and applicants are advised not to direct reviewers to modest changes. Applicants preparing a resubmission must complete the Resubmission Summary form in addition to a full application to describe the approach to the resubmission and how reviewers' comments were addressed. Any subsequent resubmission of the project needs to be substantially changed in order to be eligible for consideration. Applications that are not substantially changed will be administratively withdrawn.

2.4.3. Continuation/Expansion

A previously funded CPRIT project may be resubmitted to continue or expand activities related to that award. Applicants must complete the CPRIT Grants Summary form in addition to a full application and provide information on the impact and progress of any previously awarded CPRIT grant. The application for continuation/expansion should also describe how the application is different (if applicable) from the previous/current CPRIT award(s). These applications will be subject to the same competitive peer review process as new applications. To avoid overlap in funding, applicants should time the submission of applications for continuation/expansion so that the contract execution date (listed in Section 3, Key Dates) of the project comes after the contract expiration date of the previous CPRIT award. Applications for continuation/expansion submitted in response to a CPRIT RFA that has a contract execution date that comes before the contract expiration date of the previous CPRIT award will be administratively withdrawn.

2.4.4. Program Management

The designated Program Director (PD) will be responsible for the overall performance of the funded project. The PD must have relevant education and management experience and must reside in Texas during the project performance period.

The educational program must be delivered or taught by qualified persons with demonstrated expertise in public education and the field of cancer prevention and/or survivorship.

The evaluation of the project must be headed by a professional who has demonstrated expertise in the field (e.g., qualitative or quantitative statistics) and who resides in Texas during the time the project is conducted. CPRIT encourages the applicant to involve such a designated professional early in the planning and preparation of the application. The applicant may choose to contract for these services if needed; the project budget should reflect these services.

2.5. Funding Information

Applicants may request any amount of funding up to a maximum of $300,000 in total funding over a maximum of 36 months. Budget requests for funding will vary depending on the project, and it is anticipated that the majority of projects will request significantly less than the maximum. No quota is set for funding by individual mechanism.

Grant funds may be used to pay for salary and benefits, project supplies, equipment, costs for outreach and education of populations, and travel of project personnel to project site(s). Equipment requests ($5,000 and above) will receive a case by case evaluation and be carefully scrutinized. Requests for funds to support construction, renovation, or any other infrastructure needs are not appropriate for this mechanism, nor are requests to support lobbying or to attend out-of-State professional meetings. Grantees may request funds for travel for two project staff to attend CPRIT's annual conference.

The budget should be proportional to the number of individuals receiving programs and services, and a significant proportion of funds is expected to be used for program delivery as opposed to program development. In addition, CPRIT seeks to fill gaps in funding rather than replace existing funding, supplant funds that would normally be expended by the applicant's organization, or make up for funding reductions from other sources. CPRIT does not provide support for projects when funds are readily available from other sources. Furthermore, CPRIT funds may not be used for any costs under this award that should be billed to any other funding source.

3. KEY DATES

RFA

RFA release	May 31, 2012

Application

Online application opens	June 21, 2012, 7 a.m. Central Time
Application due	August 28, 2012, 3 p.m. Central Time
Application review	November 2012

Award

Award notification	January 2013
Anticipated start date	March 1, 2013

4. SUBMISSION GUIDELINES

4.1. Online Submission

Applications must be submitted via the CPRIT Application Receipt System (CARS) at https://CPRITGrants.org. **Only applications submitted at this portal will be considered eligible for review.** The PD must register to start the application process. Detailed instructions for submitting an application will be posted on CARS beginning June 21, 2012.

4.1.1. Key Terms

People Reached: Number of members of the public reached via noninteractive public education and outreach activities, such as mass media efforts, brochure distribution, public service announcements, newsletters, and journals. Include individuals that would be reached through activities that are directly funded by CPRIT and also include individuals that would be reached through activities that occur as a direct consequence of the CPRIT-funded project's leveraging of other resources/funding to implement the CPRIT-funded project.

People Served: Number of members of the public served via direct, interactive public outreach, training, or clinical service delivery, such as live educational sessions, vaccine administration, screening, diagnostics, case management services, and physician consults. Include individuals that would be served through activities that are directly funded by CPRIT and also include individuals that would be served through activities that occur as a direct consequence of the CPRIT-funded project's leveraging of other resources/funding to implement the CPRIT-funded project (e.g., X people screened for cervical cancer after referral to Y indigent care program as a result of CPRIT-funded navigation services performed by the project).

Goals: Broad statements of general purpose to guide planning. Goals should be few in number and focus on aspects of highest importance to the project**.**

Objectives: Specific, **measurable**, actionable, realistic, and timely projections for outputs and outcomes. Example: "Increase screening service provision in X population from Y percent to Y percent by 20ZZ." Baseline data for the target population must be included as part of the objectives.

Activities: Should list the who, what, when, and where of how each objective will be accomplished.

Evidence-based Program: A program that is validated by some form of documented research or applied evidence. CPRIT's Web site provides links to resources for evidence-based strategies, programs, and

clinical recommendations for cancer prevention and control. To access this information, visit http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control.

4.2. Application Components

Refer to the Instructions for Applicants document for detailed information and guidance on application components.

4.2.1. Application Signing Official (ASO) Requirement

In addition to the PD, an ASO (a person authorized to sign and submit the application for the organization) must create a user account in CARS. If the same person serves as both PD and ASO, a separate account must be set up for **each** role. An application may not be submitted without ASO approval.

4.2.2. Grants Contract/Office of Sponsored Projects Official Requirement

The Grants Contract/Office of Sponsored Projects Official (the individual who will manage the grant contract if an award is made) must also create an ASO-type user account in CARS. In some organizations without an Office of Sponsored Projects, the roles of PD and/or ASO, as well as Grants Contract Official may be assigned to the same individual.

4.2.3. Abstract and Significance (5,000 characters)

Clearly explain the problem(s) to be addressed and the approach(es) to the solution. The abstract and significance statement should clearly and succinctly address how the application is responsive to this RFA. In the event that this project is funded, the abstract will be made public, so do not include any proprietary information in this statement. Initial compliance decisions are based upon review of this statement. The required abstract format is as follows (use headings as outlined below):

- **Need:** Include a description of need in the specific service area. Include rates (e.g., incidence of targeted cancer, mortality, and screening) in the service area compared to overall Texas rates. Describe barriers, plans to overcome these barriers, and the target population to be served.
- **Overall Project Strategy:** Describe the project and how it will address the identified need. Clearly explain what the project is and what it will specifically do. For example, summarize the services to be provided, the process/system for delivery of services and outreach to the targeted population, components of the project, and related factors.
- **Specific Goals:** State specifically the overall goals of the proposed project; include the estimated overall numbers of people reached and people served.

- **Innovation:** Describe the creative components of the proposed project. How does it differ from or improve upon the current program or services being provided?
- **Significance and Impact:** Explain how the proposed project, if successful, will have a unique and major impact on cancer prevention and control for the population proposed to be served and for the State of Texas in general.

4.2.4. Project Plan (15 pages maximum; fewer pages permissible)

The required Project Plan format follows. Applicants must use the headings outlined below.

Background: Briefly present the rationale for the proposed project, emphasizing the pressing problem in cancer prevention that will be addressed and how the project will have a major impact on changing patients' behaviors to prevent cancer, reduce the risk of cancer, or improve the quality of life for survivors within a relatively short timeframe. Describe creative components of the proposed project. Clearly demonstrate the ability to complete the proposed project, and describe how results will be improved over baseline knowledge and personal behaviors. Inclusion of results of previously funded projects (CPRIT and non-CPRIT funded) is encouraged to provide background and/or baseline. Clearly demonstrate the ability to reach the target population. Because reviewers are non-Texans, describe the geographic region of the State that the project will serve; maps are appreciated.

Specific Aims: Itemize the specific goals, **measurable** objectives, and activities of the proposed project. Provide baseline data for the target population. If no baseline data exist, clearly describe plans to collect baseline data.

Components of the Project: Clearly describe the need, educational design, delivery method, and evidence base (provide references) for the method selected, as well as instructors and anticipated results. Describe why this project is nonduplicative or unique. Applicants must clearly describe plans to ensure access to preventive services (i.e., navigation to screenings, vaccine, survivorship services) in their application.

Evaluation Strategy: Describe the impact on ultimate outcome measures (e.g., reduction of cancer incidence, mortality, and morbidity) and interim outcome measures (e.g., increase in the proportion of individuals receiving cancer screening, increase in the number of individuals demonstrating personal health behavior change) as outlined in Section 2.3.3. Describe the plan for outcome measurements, including data collection and management methods, statistical analyses, and anticipated results. Evaluation and reporting of outcomes are critical components of this RFA and must be headed by a

professional who has demonstrated expertise in the field of program evaluation, intervention science, cancer screening, and/ or behavioral risk reduction. If needed, applicants may want to consider seeking expertise at Texas-based academic cancer centers, schools/programs of public health, prevention research centers, etc. Applicants should budget accordingly for the evaluation activity and should involve that professional in the conceptualization and planning of the evaluation of the program during grant application preparation to ensure, among other things, that the evaluation plan is linked to the proposed goals and objectives.

Organizational Capacity and Sustainability: Describe the organization and its track record for providing services; include information on the organization's financial stability and viability. To ensure access to preventive services and reporting of services outcomes, applicants should demonstrate that they have provider partnerships and agreements (via memorandums of understanding) or commitments (via letters of support) in place. A sustainability plan describing the continuation of the proposed program or service after CPRIT funding has ended ***must*** be included.

Replication and Dissemination: Describe how the project lends itself to replication by other communities in the State. Describe plans for dissemination of project results. Dissemination of project results and outcomes, including barriers encountered and successes achieved, is critical to building the evidence base for cancer prevention and control efforts in the State. Dissemination methods can include, but are not limited to, presentations, publications, abstract submissions, professional journal articles, etc.

4.2.5. Additional Documents and Information

Budget and Justification (complete online): Provide a brief outline and detailed justification of the budget for the entire proposed period of support, including salaries and benefits, travel, equipment, supplies, contractual expenses, education and outreach expenses, and other expenses. CPRIT funds will be distributed on a reimbursement basis (see the Instructions for Applicants document for budget guidance).

- **Cost per Person Served:** The cost per person served will be automatically calculated from the total cost of the project divided by the total number of people (both public and professionals) served (refer to Section 4.1.1).
- **Personnel:** The individual salary cap for CPRIT awards is $200,000 per year.

- **Travel:** PDs and related project staff are expected to attend CPRIT's annual conference. CPRIT funds may be used to send up to two people to the conference.
- **Equipment:** Equipment requests ($5,000 per unit and above) will be carefully evaluated on a case by case basis and must be specifically approved by CPRIT if the project is funded. Justification must be provided for why funding for this equipment cannot be found elsewhere; CPRIT funding should not supplant existing funds. A sustainability plan must be submitted for both the equipment and delivery of corresponding services as a result of the equipment purchase. Cost sharing of equipment purchases is strongly encouraged.
- **Other Expenses:**

  Incentives: Use of incentives, or positive rewards used to change or elicit behavior, are allowed; however, incentives may only be used based on strong evidence of their effectiveness for the purpose and in the target population identified by the applicant. CPRIT will not fund cash incentives. The maximum dollar value allowed for an incentive per person, per activity or session, is $25.

  Indirect Costs: It is CPRIT's policy **not** to allow recovery of indirect costs for prevention programs.

Applications requesting more than the maximum allowed cost (total costs) as specified in Section 2.5 will be administratively withdrawn from consideration.

Specific Aims (download template): List specific goals and measurable objectives for each year of the project.

Project Timeline: Provide a project timeline for project activities that includes deliverables and dates.

People Reached and Served (complete online): Provide the estimated overall number of people to be reached and people to be served by the funded project. Provide an itemized list of activities/services, with estimates, that led to the calculation of the overall estimates provided. Refer to Section 4.1.1 for definitions of People Reached and People Served.

Collaborating Organizations (complete online): List all key participating organizations that will partner with the applicant organization to provide one or more components essential to the success of the program (e.g., evaluation, clinical services, recruitment to screening, etc.).

CPRIT Grants Summary (if applicable, download template): Provide a description of the progress or final results of any CPRIT-funded projects, regardless of their connection to this application. This form must be completed if the organization, PD, or Co-PD has previously received CPRIT funding.

Resubmission Summary (if applicable, download template): Describe the approach to the resubmission and how reviewers' comments were addressed. Refer to Section 2.4.2 for information regarding resubmissions.

References: Provide a concise and relevant list of references cited for the application. The successful applicant will provide referenced evidence of need and literature support for the proposed education and outreach methods.

Current and Pending Support (download template): Applicants should list, if applicable, all current and pending awards/grants from State, Federal, nonprofit, and other sources that would extend or complement the proposed project. This allows the applicant to demonstrate how other funds would be leveraged to implement the proposed work. Using the template provided in the online application system, provide the funding source, amount, status (pending or awarded), duration, and a two-line summary of the use of the funds for each current or pending award/grant.

Letters of Support: Applicants should provide letters of support and/or memorandums of understanding from community organizations, key faculty, or any other component essential to the success of the program. For example, if the goal is to provide education to residents of a rural area, the applicant should provide letters of support demonstrating access to navigation and/or preventive services. These letters should be included and uploaded in the application; do not send any letters directly to the CPRIT office.

PD/Co-PD(s) Biographical Sketch (download template): As part of his/her user profile, the PD/Co-PD(s) should provide a biographical sketch that describes his or her education and training, professional experience, awards and honors, and publications and/or the involvement in health education programs relevant to cancer prevention and/or service delivery. The PD/Co-PD's biographical sketch is a part of the PD/Co-PD's user profile and will automatically be incorporated into the application. The PD/Co-PD(s) should NOT provide an additional biosketch as part of the application.

Evaluation Professional Biographical Sketch (download template): The evaluation professional must provide a biographical sketch. The biographical sketch must not exceed two (2) pages.

Biographical Sketches of Key Personnel (download template): Up to three additional biographical sketches for key personnel may be provided. Each biographical sketch must not exceed two (2) pages. Do NOT include a biographical sketch for the PD or Co-PDs in this section.

Applications that are missing one or more of these components, exceed the specified page, word, or budget limits, or do not meet the eligibility requirements listed above will be administratively rejected without review.

5. APPLICATION REVIEW

5.1. Review Process Overview

All eligible applications will be reviewed using a two-stage process: (1) Peer review and (2) programmatic review. In the first stage, applications will be evaluated by an independent review panel using the criteria listed below. In the second stage, applications judged to be meritorious by review panels will be evaluated by the Prevention Review Council and recommended for funding based on comparisons with applications from all of the merit review panels and programmatic priorities. Programmatic considerations may include, but not be limited to, geographic distribution, cancer type, population served, and type of program or service. The order of scores may be disregarded in favor of programmatic considerations. Each stage of application review is conducted confidentially, and all panel members are required to sign nondisclosure statements regarding the contents of the applications. All panel members will be non-Texas residents and will operate under strict conflict of interest prohibitions. Under no circumstances should institutional personnel and/or individual applicants initiate contact with any member involved in the peer review process (with the exception of staff of the CPRIT Prevention Review Office) regarding the status or substance of the application. Violations of this prohibition will result in the administrative withdrawal of the application.

5.2. Review Criteria

Peer review of applications will be based on primary (scored) criteria and secondary (unscored) criteria, listed below. Review panels consisting of experts in the field as well as consumer advocates will evaluate and score each primary criterion and subsequently assign a global score that reflects an overall assessment of the application. The overall assessment will not be an average of the scores of individual

criteria; rather, it will reflect the reviewers' overall impression of the application and responsiveness to the RFA priorities.

5.2.1. Primary Evaluation Criteria

The project will be evaluated on the basis of the following primary criteria. Concerns with any of these criteria potentially indicate a major flaw in the significance and/or design of the proposed project. Additionally, resubmission applications will be evaluated on the application's responsiveness to reviewers' previous comments.

Impact and Innovation

- Does clear evidence exist of an important need for this public education, and can that education effectively address the need?
- Does the proposed project demonstrate creativity, ingenuity, resourcefulness, or imagination? Does it take evidence-based interventions and apply them in innovative ways, going beyond "doing what they've always done" to explore new partnerships, new audiences, and improvements to systems?
- Does the applicant demonstrate knowledge of similar resources that are available and avoid duplication of effort?
- Will the project reach and educate an appropriate number of people based on the budget submitted?

Project Strategy and Feasibility

- Are the overall program approach and strategy clearly described and supported by established theory and practice?
- Are the proposed objectives and activities feasible within the duration of the award?
- Is the target population clearly described, as well as culturally appropriate methods to reach the target population? Are barriers for the population clearly described and plans to provide culturally appropriate education to overcome these barriers clearly addressed?
- Does the project support access or navigation to preventive services following educational activities? Are partnerships with service providers clearly and convincingly described?

Organizational Capacity

- Does the organization demonstrate the ability to provide the proposed program? Does the described role of each collaborating organization add value to the project and demonstrate commitment to work together to implement the project?
- Have the appropriate personnel been recruited to implement, evaluate, and complete the project?
- If applicable, did the applicant provide evidence of compelling project progress of the already funded project and, if not, has the application addressed obstacles and strategies to overcome those obstacles?

Sustainability

- Is the organization structurally and financially stable and viable?
- Are there feasible plans to sustain the project beyond the funded timeframe of this award?
- If applicable, are there feasible plans to integrate the program into existing and sustainable systems?

Outcomes Evaluation

- Does the application provide a clear and appropriate plan for data collection and management, statistical analyses, and interpretation of results to follow, measure, and report on the project's outcomes?
- Are the proposed outcome measures appropriate for the project, and are the expected changes significant?
- Do clear baseline data exist for the target population, or are clear plans included to collect baseline data at the beginning of the proposed project?

5.2.2. Secondary Evaluation Criteria

Secondary criteria contribute to the global score assigned to the application. Lack of information or clarity on these criteria may result in a lower global score.

- **Budget:** Is the budget appropriate and reasonable for the proposed scope of work? Is each budget item adequately justified? Is the cost per person served appropriate and reasonable? Is the project a good investment of Texas public funds?
- **Potential for Replication:** Does the program lend itself to replication by others in the State? If so, does the application adequately describe a plan for doing so?
- **Dissemination:** Are plans for dissemination of the project's results clearly described?

6. AWARD ADMINISTRATION

Texas law requires that CPRIT awards be made by contract between the applicant and CPRIT. Award negotiation will commence once the applicant has accepted an award. Texas law specifies several components that must be addressed by the award contract, including needed compliance and assurance documentation, budgetary review, and terms relating to intellectual property rights. These contract provisions are specified in CPRIT's administrative rules, which are available at http://www.cprit.state.tx.us.

All CPRIT awards will be made to institutions or organizations, not to individuals. If the PD changes organizations or institutional affiliation during the time period of the award, a written request must be submitted to CPRIT to transfer the award to the new institution or organization. If the award is not transferred, the applicant institution or organization may be required to provide evidence of the qualifications of the new PD in order to maintain award funding.

CPRIT requires the PD of the award to submit both quarterly and annual progress reports. These reports summarize the progress made toward project goals and address plans for the upcoming year. In addition, fiscal reporting and reporting on selected metrics will be required per the instructions to award recipients. Failure to provide timely and complete reports will constitute an event of default of the award contract, which may result in the early termination of the CPRIT award, reimbursement to CPRIT of award funds, and cessation of future funding. Applicants may view prevention quarterly and annual reporting forms, with instructions, by visiting http://www.cprit.state.tx.us/funded-grants/grantee-resources.

7. CONTACT INFORMATION

7.1. HelpDesk

HelpDesk support is available for questions regarding user registration and online submission of applications. Queries submitted via e-mail will be answered within 1 business day. HelpDesk staff are not in a position to answer questions regarding the scope and focus of applications.

Dates of operation:	June 21 to August 28, 2012 (excluding public holidays)
Hours of operation:	Monday through Friday, 7 a.m. to 4 p.m. Central Time
Tel:	866-941-7146
E-mail:	PreventionHelp@CPRITGrants.org

7.2. Program Questions

Questions regarding the CPRIT Prevention program, including questions regarding this or any other funding opportunity, should be directed to the CPRIT Prevention Review Office.

Tel:	512-305-8422
E-mail:	PreventionHelp@CPRITGrants.org
Web site:	www.cprit.state.tx.us

8. CONFERENCE CALLS TO ANSWER APPLICANT QUESTIONS

CPRIT will host a Webinar to provide an overview of this RFA and a demonstration of the CPRIT Application Receipt System. A programmatic and technical question and answer session will be included. Applicants should sign up for CPRIT's electronic mailing list at http://www.cprit.state.tx.us to ensure notification of this Webinar.

9. RESOURCES

Cancer Statistics

The Texas Cancer Registry

Cancer incidence (cases) and mortality (deaths) in Texas

Web site: http://www.dshs.state.tx.us/tcr

Email: CancerData@dshs.state.tx.us

Phone: 800-252-8059

CPRIT, Texas Cancer Registry

Priority cancers for CPRIT's prevention program: Breast, cervical, and colorectal

- Breast Cancer in Texas: A Closer Look (1/4/10)
  http://www.cprit.state.tx.us/images/uploads/report_breastc_a_closer_look.pdf
- Cervical Cancer in Texas, 2010
  http://www.cprit.state.tx.us/images/uploads/cervical_cancer_in_texas_tcr_2010_low.pdf
- Colorectal Cancer in Texas, 2010
  http://www.cprit.state.tx.us/images/uploads/colorectal_cancer_in_texas_tcr_2010_low.pdf

Evidence-Based Strategies, Programs, and Clinical Recommendations

The Community Guide

Resources by topic, including specific cancers, tobacco, and worksite programs

http://www.thecommunityguide.org/index.html

Cancer Control P.L.A.N.E.T.

Resources by topic, including specific cancers, tobacco, diet/nutrition, and survivorship

http://cancercontrolplanet.cancer.gov

Agency for Health Care Research and Quality

Clinical recommendations for screening, counseling, etc.

http://www.ahrq.gov/clinic/prevenix.htm

Making Health Communication Programs Work—National Cancer Institute®

Effective communication tools for public education and outreach programs

http://www.cancer.gov/pinkbook

10. REFERENCES

- Texas Cancer Registry, Cancer Epidemiology and Surveillance Branch, Texas Department of State Health Services, 1100 W. 49th Street, Austin, TX, 78756 http://www.dshs.state.tx.us/tcr/default.shtm or (512) 458–7523
- Subramanian S, Klosterman M, Amonkar MM, Hunt TL. Adherence with colorectal cancer screening guidelines: A review. Prev. Med. 2004 May; 38(5):536–550.
- Klabunde CN, Vernon SW, Nadel MR, Breen N, Seeff LC, Brown ML. Barriers to colorectal cancer screening: A comparison of reports from primary care physicians and average-risk adults. Med. Care 2005 Sept; 43(9):939–944.
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- Moore DE Jr., Green JS, Gallis HA. Achieving desired results and improved outcomes: Integrating planning and assessment throughout learning activities. J. Contin. Educ. Health Prof. 2009; 29(1):1–15.
- APPENDIX A: Defining Cancer Prevention and Control Programs and Cancer Prevention Research for CPRIT Grants

11. APPENDIX A: DEFINING CANCER PREVENTION AND CONTROL PROGRAMS AND CANCER PREVENTION RESEARCH FOR CPRIT GRANTS

Statute

By Texas statute, 90 percent of dollars available to CPRIT is awarded through CPRIT's Research Grants Program. The CPRIT Cancer Prevention and Control Grants Program may award up to 10 percent (but not more) of dollars available to CPRIT.

Purpose of CPRIT Prevention Grants Program

Grants funded under the Prevention Grants Program are intended to fund prevention strategies, programs, and services that have a demonstrated evidence base and are culturally appropriate for the target population. An evidence-based strategy is a program or service that is validated by some form of documented research or applied evidence. Links to resources for evidence-based strategies, programs, and clinical recommendations can be found on CPRIT's Web site at http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control.

Based upon the above, the Prevention Grants Program will focus on funding:

- The delivery of evidence-based, culturally appropriate education and outreach to the public and to healthcare professionals
- The delivery of evidence-based preventive services
- The adoption and implementation of policy and systems change to address barriers and promote prevention

CPRIT seeks projects that will apply evidence-based strategies, services, or programs in new or innovative ways to increase current rates of recruitment, provision of services, and cancer detection, leading to an increase in survival rates.

Eligible projects include:

- Primary prevention (e.g., vaccine-conferred immunity, tobacco control, healthy diet, prevention of alcohol misuse, physical activity, sun protection)
- Early detection/screening (focus on breast, cervical, and/or colorectal cancers)
- Survivorship services (e.g., physical rehabilitation/therapy, psychosocial interventions, navigation services, palliative care)

The Prevention Grants Program seeks to fund innovative ways of delivering evidence-based programs and services that (1) go beyond simply increasing the number of persons educated or trained to demonstrating and supporting sustainable behavior change and (2) go beyond delivering early detection/screening services to improving systems and cost efficiencies by addressing needed system and policy changes or improvements. Projects should demonstrate measurable public health impact in ways that exceed current performance in a given service area.

The amount available for the CPRIT Prevention Grants Program is approximately $30 million per year. To ensure that the prevention funds go toward the delivery of programs and clinical services to the public, a distinction between prevention research (funded under the Research Grants Program) and the delivery of evidence-based prevention services to the public (funded under the Prevention Grants Program) must be made. The Prevention Grants Program does not accept or review prevention research applications. Organizations seeking funding for prevention research should consider submitting to CPRIT's Research Grants Program.

Prevention Research Versus Prevention Programs and Services

The CDC makes the following distinction between public health research and non-research:

> The major difference between research and non-research lies in the primary intent of the activity. The primary intent of research is to generate or contribute to generalizable knowledge. The primary intent of non-research in public health is to prevent or control disease or injury and improve health, or to improve a public health program or service.

CPRIT makes the following distinction between prevention research and prevention programs and services.

A project is appropriate for the Prevention Grants Program if:

- The intervention is evidence based.
- The intervention offers a program or service to the public and strives to reach and serve as many people as possible. Cost per person served will be highly variable depending on the project, but the majority of the budget should be for direct program or service delivery. Refer to each RFA; some RFAs, such as those focusing on policy/systems change, may only cover activities to address barriers and may not pay for the delivery of the service being evaluated.

- Evaluation is conducted under real-world (rather than controlled) circumstances, in real time, and with regular personnel conducting the interventions, usually without rigid protocols (also may be described as effectiveness research in contrast to efficacy research). Evaluation and reporting of outcomes are critical components of CPRIT-funded projects and must be guided by a professional with demonstrated expertise and experience in the field. Applicants should budget accordingly for this activity.
- The purpose of the evaluation is to assess the success of the project in achieving its objectives (changing behavior, increasing screening rates, and increasing detection of cancers). CPRIT recognizes that, in many cases, evidence-based practices have been developed but not implemented in all populations or all service settings. For applications proposing to evaluate such projects, other forms of evidence (e.g., preliminary evaluation or pilot project data) that the proposed service is appropriate for the population and has a high likelihood of success must be provided. For example, the project may compare evidence-based strategies or evaluate implementation in a new population, but the main objective of the project should be to deliver a program or service to the public that will have a measureable impact on public health. CPRIT strongly encourages award recipients to submit the results and findings from their funded projects for publication in appropriate journals.

A project is appropriate for the Research Grants Program if:

- The primary intent is to generate or contribute to generalizable knowledge.
- The project is conducted using highly controlled, usually randomized, designs (also may be described as efficacy research).

What Kinds of Prevention Research Will Be Eligible for the Research Grants Program?

There is no restriction on the type of research that can be supported by CPRIT's Research Grants Program except that it must be relevant to cancer. Applications will be evaluated based on their significance and importance, their feasibility, the qualifications of the investigator(s), and related factors.

Types of prevention research include, **but are not limited to**:

- Preclinical and clinical research
- Health services research
- Behavioral research
- Intervention research
- Community-based participatory research
- Disease or behavioral surveillance systems research

AI-33107 **IT Department 9. A.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Griselda Salazar, IT DEPARTMENT

Department: IT DEPARTMENT

Information

CAPTION

Pct. 4 Rd Maint:
Authorization to purchase new data cards service through the County's membership/participation with CONTRACT: DIR-SDD-1779 (Requisition # 218548) with awarded vendor VERIZON WIRELESS for the following:

Description:	Department:	Employee Name:	Employee #:	Service Plan:	Equipment Cost:
New Activation	Comm.Pct.4	Office Use	N/A	Unlimited Data Plan @ $37.99 + $5.00 taxes/fees = $42.99/mo	Verizon 4G LTE @ $0
New Activation	Comm.Pct.4	Office Use	N/A	Unlimited Data Plan @ $37.99 + $5.00 taxes/fees = $42.99/mo	Verizon 4G LTE @ $0

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1200-431-00-124-007-0-532

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

BUDGETARY IMPACT:

Amount available for requisition# 218548 as of 7-5-12 $515.88 for Verizon Wireless.

Attachments

Backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/03/2012 04:51 PM
Manuel Chapa	Manuel Chapa	07/05/2012 09:07 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Griselda Salazar Started On: 07/03/2012 03:48 PM

Final Approval Date: 07/13/2012

WIRELESS DEVICE REQUEST FORM W.2011.2

County Owned Wireless Device:	TYPE OF REQUEST Wireless Data Device:	Stipend:
☒ Office Use *or* Individual ☐ Name Change ☐ Equipment Change ☐ Plan Change	☒ Data Card ☐ Blackberry ☐ Other:	☐ Cellular Telephone $50/mo ☐ Data Pad $25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: **Office Use** Employee ID# **N/A** Signature:

Department: **Hidalgo County Pct 4** Dept#: **124**

Quantity: **1** **NEW SERVICE**

Service: $ **37.99** /mo (x) **6** months = **$227.94** Account: **2-1200-431-00-124-007-0-532**

Service: $ **5.00** /mo (x) **6** months = **$30.00** Account: **2-1200-431-00-124-007-0-532**

Requisition Total: $515.88 **Requisition Number: 218548**

STIPEND

(1) Employee: Employee ID#_____ Signature:

Department: Dept#:

Quantity:

Service: $ /mo (x) ____ months = _____ Account: ☐**532**

Total:

(2) Elected Official/Department Head Authorization for Request:

Joseph Palacios MRS Joseph Palacios MRS 12/28/12

Signature Print Name Date

(3) Executive Office Authorization (Commissioner's Court Departments Only):

Signature Print Name Date

(4) IT DEPARTMENT

ONLY: Service Type Codes: Unlimited Data Plan

Commissioner's Court Action: **Commissioner's Court Date:** 1/17/13

☐ **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

WIRELESS DEVICE REQUEST FORM W.2011.2

County Owned Wireless Device:	TYPE OF REQUEST Wireless Data Device:	Stipend:
☒ Office Use *or* Individual ☐ Name Change ☐ Equipment Change ☐ Plan Change	☒ Data Card ☐ Blackberry ☐ Other:	☐ Cellular Telephone $50/mo ☐ Data Pad $25/mo

COUNTY OWNED WIRELESS DEVICE

Office Use / Employee: **Office Use** Employee ID# **N/A** Signature:

Department: **Hidalgo County Pct 4** Dept#: **124**

Quantity: **1** **NEW SERVICE**

Service: $ **37.99** /mo (x) **6** months = **$227.94** Account: **2-1200-431-00-124-007-0-532**

Service: $ **5.00** /mo (x) **6** months = **$30.00** Account: **2-1200-431-00-124-007-0-532**

Requisition Total: $515.88 **Requisition Number: 218548**

STIPEND

(1) Employee: Employee ID#_____ Signature:

Department: Dept#:

Quantity:

Service: $ /mo (x) ____ months = _____ Account: ☐**532**

Total:

(2) Elected Official/Department Head Authorization for Request:

Joseph Palacios Joseph Palacios JAB 6/28/12

Signature Print Name Date

(3) Executive Office Authorization (Commissioner's Court Departments Only):

Signature Print Name Date

(4) IT DEPARTMENT

ONLY: Service Type Codes: Unlimited Data Plan

Commissioner's Court Action: **Commissioner's Court Date:** 7/17/12

☐ **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 # 00218548

PO #

Date: 06/27/12

Bill To: x
x

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

Ship To: HIDALGO CO. PCT 4
1051 N. DOOLITTLE
EDINBURG TX 78542

Contact: MUNOZ JR. R.
956-383-3112

Contract No: DIR SDD-1779

Special Instructions:
PCT. REQ.# 0996

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		AS PER DIR-SDD-1779 CATALOG PRICING DO NOT DUPLICATE ORDER		
6.00	MONTH	VERISON UNLIMITED MOBILE DATA PLAN UNDER DIR-SDD-604 AS PER DIR-SDD-1779 CATALOG PRICING OF $37.99 @ MONTH PLUS TAXES IF APPLICABLE OF $5.00 FOR OFFICE FOR ONE (1) NEW SERVICE	42.99	257.94
6.00	MONTH	VERISON UNLIMITED MOBILE DATA PLAN UNDER DIR-SDD-604 AS PER DIR-SDD-1779 CATALOG PRICING OF $37.99 @ MONTH PLUS TAXES IF APPLICABLE OF $5.00 FOR OFFICE FOR ONE (1) NEW SERVICE	42.99	257.94
		Account No	Encumbrance	
		2-1200-431-00-124-007-0-532	515.88	
			Freight	.00
			Total	515.88
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

AI-33095 **Urban County 10. A.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Candace Armenta **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Urban County Program on behalf of the City of San Juan is requesting approval of a best and final negotiated contract with Cruz-Hogan Consultants, Inc. in the amount of $25,230.00 utilizing Year 24 (2011) funds for engineering and surveying services for flood drainage improvements on Chaparral, Buffalo, and Huisache Street in San Juan, Texas.

BACKGROUND

Cruz-Hogan Consultants, Inc. has submitted a best and final offer for the required professional engineering services for the flood drainage improvements on Chaparral, Buffalo, and Huisache Street in San Juan, Texas. Cruz-Hogan Consultants, Inc. was the highest ranked firm by Commissioner's Court on January 24th 2012. Contract approval in the amount of $25,230.00 is being requested for engineering and surveying. See attached scope of services.

Engineering Firm: Cruz-Hogan Consultants, Inc.
Contract Amount: $ 25,230.00

Funds Available: $270,197.00– FY 24 (2011) San Juan Flood Drainage Improvement Funds

Attachments

Professional Service Agreement Liability Insurance

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/03/2012 03:14 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Mary Flores Started On: 07/03/2012 02:27 PM

Final Approval Date: 07/13/2012

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Professional Services Agreement

This Agreement, entered into this 17th day of **July, 2012** by and between **Urban County Program,** (hereinafter called the "Party") and **Cruz-Hogan Consultants, Inc.**, duly authorized Engineer, herein acting by **Ronnie Cruz, Owner** (hereinafter called the "Engineer").

WITNESSETH THAT:

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

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

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

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

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

SECTION I
EMPLOYMENT OF THE ENGINEER

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

SECTION II
BASIC SERVICES OF THE ENGINEER

The Engineer shall perform the following Basic Services in connection with the proposed **Flood Drainage Improvements** Account(s) **5011-75-0309-5000-7500** *(the "Project') as more particularly described in Exhibit A attached hereto.*

2.1 Preliminary Phase

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

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

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

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

2.2 Design Phase

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

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

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

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

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

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

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

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

i. Preparation of property or easement descriptions.

2.3 Construction Phase

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

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

b. Prepare the formal Contract Documents for the Contractor.

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

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

e. During the progress of actual construction, Engineer will keep continually the Owner informed with brief and concise information. A monthly progress report will be prepared and delivered to the Party including but limited to monies spent, construction time elapsed, percent of Project completed, a brief narrative of problems encountered and the anticipated completion date.

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

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

h. Prepare monthly and final estimates for payments to Contractor(s).

i. Engineer shall accompany the Party on the Final Inspection to assure that the total work has been completed in accordance with the Contract Documents.

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

k. Provide the Party with sepia copies of as-built drawings of the constructed improvements, within sixty (60) days of issuance of certificate of completion.

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

m. Furnish to the Party six (6) sets of plans and six (6) sets of specifications and contract documents.

SECTION III
ADDITIONAL SERVICES OF THE ENGINEER

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

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

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

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

SECTION IV
REIMBURSABLE EXPENSES

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

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

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

SECTION V
THE PARTY'S RESPONSIBILITIES

The Party will:

5.1 Provide full information as to requirements for the Project.

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

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

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

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

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

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

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

SECTION VI
PAYMENTS TO THE ENGINEER

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

6.1 The Engineer shall be paid a total fixed amount of $ 25,230.00 for services rendered under this contract. Payment shall be based on request for reimbursements with documentation requested by the Party. The Engineer's fee shall be due and payable as outlined in Sections 6.2, 6.3, and 6.4 as follows.

6.2 At Engineer's completion and Party's approval of the Engineer's services under the Preliminary Phase, Section 2.1 of this Agreement, Party shall pay a maximum of 15% of the sum set forth in Section 6.1 above.

6.3 At Engineer's completion and Party's approval of the Engineer's services under the Design Phase, Section 2.2 of this Agreement, Party shall pay a maximum of 60% of the sum set forth in Section 6.1 above.

6.4 At Engineer's completion and Party's approval of the Engineer's services under the Construction Phase, Section 2.3 of this Agreement, Party shall pay a maximum of 25% of the sum set forth in Section 6.1 above. Such sum to be paid periodically proportionately to the percentage of construction completed by the Contractor as determined by Engineer's reports.

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

SECTION VII
OWNERSHIP OF DOCUMENTS

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

SECTION VIII
TERMINATION

The Party may terminate this Agreement without cause at any time by a 30-day notice in writing to the Engineer. Upon receipt of such notice, the Engineer shall, unless the notice directs otherwise immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practical after receipt of notice of termination, the Engineer shall submit a statement showing in detail the actual services that were performed under this Agreement to date of termination, the date such services were performed and the length of time spent by each person or party engaged in performing such services on each day,

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

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

SECTION IX
COUNTY AND CITY OFFICIALS

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

SECTION X
SUCCESSORS AND ASSIGNS

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

SECTION XI
TIME OF PERFORMANCE

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

SECTION XII
VENUE

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

SECTION XIII
AMENDMENT

This Agreement may be amended only by a written document executed by the parties hereto.

SECTION XIV
COMPLIANCE WITH LOCAL LAWS

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

SECTION XV
ASSIGNABILITY

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

SECTION XVI
GENERAL

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

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

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

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

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

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

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

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

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

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

16.4 Interest of Members, Officers, or Employees of Public Body, Member of Local Governing

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

SECTION XVII
INSURANCE

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

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

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

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

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

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

SECTION XVIII
WARRANTY

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

SECTION XIX
EFFECTIVE DATE

The effective date of this contract shall be **17th day of July, 2012**. Such date being the date the County Commissioners' Court approved entering into contract with Engineer.

This Agreement is hereby approved this _____ day of _____, 20_____.

Signature:_____
Ronnie Cruz, Cruz-Hogan Consultants, Inc.

Firm Name: **Cruz-Hogan Consultants, Inc.**
Address: **1221 East Tyler, Suite A**
City/ST/ZIP: **Harlingen, TX 78550**

FED ID #/SS #: **75-2441784**

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on this the _____ day of_____, 20___, by _____of and on behalf of _____,
title) (a corporation)(a partnership)(a sole proprietorship).

_____
(seal) Notary - Signature

County of Hidalgo Urban County Program:

_____ _____
Witness Diana R. Serna, UCP Director

Revised as to Form:
Atlas, Hall, & Rodriguez
By Stephen L. Crain
on April 26, 2012

Exhibit "A"

(Scope of Services)

See Attached

CRUZ-HOGAN *Consultants, Inc.*

Engineers • Planners • Consultants

McAllen • Harlingen

TBPE Firm Reg. No. F-004860

January 31, 2012

J.J. Rodriguez, City Manager
City of San Juan
709 S. Nebraska
San Juan, Tx 78589

Re: 2011 Flood Drainage Improvements
San Juan, Texas

Dear Mr. Rodriguez,

Based on the attached scope of services, this is our best and final offer for the above referenced project. Our fees are a fixed sum of $25,230.00. The fee was established adding Engineering fees of $21,230.00 plus Surveying fees of $4,000.00.

I would like to thank you and the City of San Juan for the opportunity in assisting the City in this project. If you have any questions, feel free to contact me at 956-682-5022.

Sincerely,

Ronnie Cruz, P.E.
Vice-President

Enclosures

605 E. Violet, Suite 5 • McAllen, Texas 78504
(956) 682-5022 • Fax (956) 682-5089
www.cruzhogan.net

Exhibit "A"

SCOPE OF SERVICES:

2011 Flood Drainage Improvements
San Juan, Texas

Preliminary Phase

A. Attend preliminary conferences with the City of San Juan staff acquire available and relevant background data in respect to the project.
B. Establish the scope of topographic surveys for the design of the project.
C. Prepare a preliminary engineering report and submit to the City for review.

Design Phase

A. Receive electronic survey data from project surveyor and prepare background drawings for construction plans.
B. Prepare detailed construction drawings, technical specifications, and other pertinent documents for construction authorized by the City.
C. Submit plans and specifications to the appropriate agencies, other than the City, and coordinate approval process.
D. Furnish the City three (3) sets of copies of plans and specifications marked "Preliminary" for approval by the City. Upon final approval by the City, the Engineer will provide the City three (3) sets of the "Final" plans and specifications.

Construction Phase

A. Assist the City in conducting a pre-construction conference with City staff, Urban County staff and Construction Company.
B. Make periodic visits to the site to observe the overall progress and quality of work. Make recommendations to the City regarding materials and workmanship.
C. Conduct final inspection of the project.
D. Prepare revisions of construction drawings with the assistance of the City's personnel reflecting changes to the plans. These "As-Built" drawings shall be provided by the Engineer to the City. Three (3) sets will be provided.

Compensation

A. Preliminary Phase (15%) (To include surveying)	$ 3,784.50
B. Design Phase (60%)	$15,138.00
C. Construction Phase (25%)	$ 6,307.50
Total	**$25,230.00**

Policy Number:

Date Entered: 6/17/2010

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/17/2012

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

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

PRODUCER RISKPRO Insurance Agency, LLC 901 Waterfall Way, Suite 407 Richardson, Texas 75080	CONTACT NAME: PHONE (A/C, No, Ext): (972) 235-3030 FAX (A/C, No): (972) 235-3556 E-MAIL ADDRESS:
INSURED Cruz-Hogan Consultants, Inc. 1221 E. Tyler, Suite A Harlingen, TX 78550	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: SENTINEL INSURANCE COMPANY, LIMITED — 11000 INSURER B: Hartford Accident and Indemnity Company — 22357 INSURER C: Everest National Insurance Co. — 10120 INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC			46SBMVH9031	07/30/2011	07/30/2012	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$2,000,000 $1,000,000 $ 10,000 $2,000,000 $4,000,000 $4,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [X] HIRED AUTOS [ ] SCHEDULED AUTOS [X] NON-OWNED AUTOS			46SBMVH9031	07/30/2011	07/30/2012	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$2,000,000 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		46WBCAB7729	07/30/2011	07/30/2012	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
C	Design Professional Liability			79AE000044-111	08/09/2011	08/09/2012	Each Claim Aggregate	$1,000,000 $1,000,000

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

Coverage is subject to all policy terms, conditions, exclusions and endorsements.

CERTIFICATE HOLDER

Hidalgo County Purchasing Department
2802 South Business Highway 281
Edinburg TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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San Juanita Sanchez
MAYOR
Armando Garza, Jr.
MAYOR PRO-TEM
Roberto "Bob" Garza
COMMISSIONER
Luis Ramos
COMMISSIONER
Eddie Suarez
COMMISSIONER

June 28, 2012

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

RE: San Juan – 2011 Flood Drainage Improvements

Dear Ms. Armenta:

This correspondence is to advise you that the City of San Juan has reviewed and concurs with the best and final offer for professional services as submitted by Cruz-Hogan Consultants for the above project. The City respectfully requests that the Urban County Program proceed with a recommendation to the County Commissioners' Court to award the design contract to Cruz-Hogan Consultants in the amount of $25,230.

Should you have any questions, you may call me at (956) 223-2206. I will be glad to assist you.

Sincerely,

Juan J. Rodriguez
City Manager

709 S. Nebraska Ave. • San Juan, Texas 78589-2649
Ph. (956)223-2206 • Fax: (956) 223-2604

SAN JUAN 100 Centennial YEARS 1910 • 2010

AI-33157 **Urban County 10. B.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Monica Leal **Submitted By:** Olga Lerma, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

1. Hold a Public Hearing to consider public comments for Hidalgo County Precinct No. 1's proposed budget and program amendment for Fiscal Year 24 (2011) original work plan, utilizing forfeited funds. The proposed amendment will delete the Street Improvements activity in the amount of $260,000.00; create a Water/Sewer Improvements (Elsa) activity in the amount of $115,000.00; and increase the Precinct No. 1 Street Improvements (solar lights) activity by $145,900.00.

2. Requesting approval of a budget and program amendment for Hidalgo County Precinct No. 1. The proposed amendment for Fiscal Year 24 (2011) original work plan, utilizing forfeited funds. The proposed amendment will delete the Street Improvements activity in the amount of $260,000.00; create a Water/Sewer Improvements (Elsa) activity in the amount of $115,000.00; and increase the Precinct No. 1 Street Improvements (solar lights) activity by $145,900.00.

BACKGROUND

A Public Hearing was held on July 17, 2012 at 9:30 A.M. and citizen participation requirements have been met. Hidalgo County Precinct No. 1 proposed budget and program amendment for Fiscal Year 24 (2011) forfeited funds:

The proposed amendment will delete:
Street Improvements (Elsa) by -$260,000.00

The proposed amendment will create:
Water/Sewer Improvements (Elsa) activity in the amount of $115,000.00
Project consists of the installation of water and sewer lines on FM 88 and SH 107 and its general vicinity, to include but not limited to engineering fees, testing fees, advertisements and all appurtenances and expenses as it pertains to project completion.

The proposed amendment will increase:
Precinct No. 1 Street Improvements (solar lights) activity by $145,900.00

Attachments

backup
notice

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/06/2012 02:39 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Olga Lerma Started On: 07/06/2012 02:24 PM

Final Approval Date: 07/13/2012

URBAN COUNTY PROGRAM

Hidalgo County Commissioners' Court
Agenda Request Form

No. 33157
Name **Monica L.**

Date: July 6, 2012
Meeting Date Request: July17, 2012
Deadline for Action: July 17, 2012
Contact Person: ***Diana R. Serna***
Department: ***Urban County Program***
Phone: **(956) 787-8127** Fax: **(956)787-5291**
Diana R. Serna, UCP Director

Caption:

A. Hold a Public Hearing to consider public comments for Hidalgo County Precinct No. 1's proposed budget and program amendment for Fiscal Year 24 (2011) original work plan, utilizing forfeited funds. The proposed amendment will delete the Street Improvements activity in the amount of $260,000.00; create a Water/Sewer Improvements (Elsa) activity in the amount of $115,000.00; and increase the Precinct No. 1 Street Improvements (solar lights) activity by $145,900.00.

B. Requesting approval of a budget and program amendment for Hidalgo County Precinct No. 1. The proposed amendment for Fiscal Year 24 (2011) original work plan, utilizing forfeited funds. The proposed amendment will delete the Street Improvements activity in the amount of $260,000.00; create a Water/Sewer Improvements (Elsa) activity in the amount of $115,000.00; and increase the Precinct No. 1 Street Improvements (solar lights) activity by $145,900.00.

Background:

A Public Hearing was held on July 17, 2012 at 9:30 A.M. and citizen participation requirements have been met. Hidalgo County Precinct No. 1 proposed budget and program amendment for Fiscal Year 24 (2011) forfeited funds:

The proposed amendment will **delete**:
Street Improvements (Elsa) by -$260,000.00

The proposed amendment will **create**:
Water/Sewer Improvements (Elsa) activity in the amount of $115,000.00
Project consists of the installation of water and sewer lines on FM 88 and SH 107 and its general vicinity, to include but not limited to engineering fees, testing fees, advertisements and all appurtenances and expenses as it pertains to project completion.

The proposed amendment will **increase**:
Precinct No. 1 Street Improvements (solar lights) activity by $145,900.00

Deputy Director: _____ Finance: _____

Please initial for approval:

Legal Counsel _____ **Budget** _____ **Human Resources** _____
Dept./Fund No._____ Amt. Expended: $ _____ Funds/Staffing Budgeted: Yes:____ No:___
Account Code: _____ Impact on Future Budget: Yes _____ No _____

Comments:

Action taken by Commissioner's Court:
Approved _____ Tabled _____ Denied _____ Motion made by _____ Seconded _____ Vote _____

PUBLIC HEARING NOTICE
HIDALGO COUNTY PRECINCT NO. 1
URBAN COUNTY PROGRAM

BUDGET AND PROGRAM AMENDMENT

In compliance with Community Development Block Grant (CDBG) requirements, the Hidalgo County Precinct No. 1 will conduct a Public Hearing to solicit input from interested parties on the Precinct's proposed Budget and Program Amendment to its Urban County program, **Year 24 (2011) forfeited funds.**

The Public Hearing will be held on Tuesday, July 17, 2012 at 9:30 a.m. at County Commissioner's Court located at 415 W University Drive in Edinburg, Texas 78539.

Following is the proposed Budget and Program Amendment for your consideration:

Existing Budget	**Forfeited Funds Year 24 Activities**	**Proposed Budget**
$260,900.00	Street Improvements (Elsa) **(-260,900.00)**	$ 0.00
$ 0.00	Water/Sewer Improvements (Elsa) **(+115,000.00)**	$115,000.00
$ 40,000.00	Pct. 1 Street Improvements (solar lights) **(+145,900.00)**	$185,900.00
$300,900.00	**TOTAL**	**$300,900.00**

The proposed amendment will **delete** the Street Improvements (Elsa) activity in the amount of $260,900.00; **create** a Water/Sewer Improvements (Elsa) activity in the amount of $115,000.00: project consists of the installation of water and sewer lines on FM 88 and SH 107 and its general vicinity, to include but not limited to engineering fees, testing fees, advertisements and all appurtenances and expenses as it pertains to project completion; and **increase** the Precinct No. 1 Street Improvements (solar lights) activity by $145,900.00 for the purchase and installation of approximately 20 solar lights to include but not limited to engineering fees, material testing fees, advertisements and related appurtenances as they pertain to project completion within Country Village I & Country Village II and any adjacent/abutting streets within the same general vicinity.

Accommodations for individuals with handicaps shall be provided upon request.
Las presentaciones se haran en espanol para aquellas personas que asi lo deseen.

For more information, please come by our office or call (956) 787-8127. Written comments may be forwarded to:

Commissioner Joel Quintanilla
1902 Joe Stephens Ave.
Weslaco, Texas 78596

PUBLIC HEARING NOTICE
HIDALGO COUNTY PRECINCT NO. 1
URBAN COUNTY PROGRAM

BUDGET AND PROGRAM AMENDMENT

In compliance with Community Development Block Grant (CDBG) requirements, the Hidalgo County Precinct No. 1 will conduct a Public Hearing to solicit input from interested parties on the Precinct's proposed Budget and Program Amendment to its Urban County program, **Year 24 (2011) forfeited funds.**

The Public Hearing will be held on Tuesday, July 17, 2012 at 9:30 a.m. at County Commissioner's Court located at 415 W University Drive in Edinburg, Texas 78539.

Following is the proposed Budget and Program Amendment for your consideration:

Existing Budget	**Forfeited Funds Year 24 Activities**	**Proposed Budget**
$260,900.00	Street Improvements (Elsa) **(-260,900.00)**	$ 0.00
$ 0.00	Water/Sewer Improvements (Elsa) **(+115,000.00)**	$115,000.00
$ 41,000.00	Pct. 1 Street Improvements (solar lights) **(+145,900.00)**	$186,900.00
$301,900.00	**TOTAL**	**$301,900.00**

The proposed amendment will **delete** the Street Improvements (Elsa) activity in the amount of $260,900.00; **create** a Water/Sewer Improvements (Elsa) activity in the amount of $115,000.00: project consists of the relocation of water and sewer lines from Mile 16 N to 5th Street on FM 88, Elsa, TX and its general vicinity, to include but not limited to engineering fees, testing fees, advertisements and all related appurtenances and expenses as it pertains to project completion; and **increase** the Precinct No. 1 Street Improvements (solar lights) activity by $145,900.00 for the purchase and installation of approximately 20 solar lights to include but not limited to engineering fees, material testing fees, advertisements and related appurtenances as they pertain to project completion within Country Village I & Country Village II and any adjacent/abutting streets within the same general vicinity.

Accommodations for individuals with handicaps shall be provided upon request.
Las presentaciones se haran en espanol para aquellas personas que asi lo deseen.

For more information, please come by our office or call (956) 787-8127. Written comments may be forwarded to:

Commissioner Joel Quintanilla
1902 Joe Stephens Ave.
Weslaco, Texas 78596

AI-33119 **Urban County 10. C.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Michelle Mendoza **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

1. Disclosure of Conflict of Interest for "Community Housing Development Organization (CHDO) " applicant Francisco Valdez

2. Mr. Francisco Valdez has applied for assistance under the CHDO Program with a local non-profit Proyecto Azteca and is currently an employee of the agency

BACKGROUND

Mr. Valdez has been found eligible to receive assistance based on qualifying criteria set forth by both the U.S. Department of Housing and Urban Development (HUD) and UCP however, he is currently an employee of the agency through which these funds will be received. As per HUD regulation found at 24 CFR Part 92.356 (c) & (d) the Urban County Program must publicly disclose this action as a conflict of interest and request a waiver from the U.S. Department of Housing and Urban Development. This action will be funded through the HOME – Community Housing Development Organization (CHDO) Program pending the approved waiver.

Attachments

Conflict of Interest Affidavit , Minutes

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/05/2012 08:10 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Mary Flores Started On: 07/03/2012 05:14 PM

Final Approval Date: 07/13/2012

CONFLICT OF INTEREST
AFFIDAVIT

This is to certify that neither I, nor any member of my family, is related to any of the following members that have authority over any decision making in the Proyecto Azteca Self-Help New Home Construction Program.

County Officials:

Ramon Garcia, Hidalgo County Judge
Hector "Tito" Palacios, Commissioner-Pct.1
Joseph Palacios, Commissioner –Pct.4
Joel Quintanilla, Commissioner-Pct.1
Joe Flores, Commissioner- Pct.2

Urban County Program Staff

Diana R. Serna, Director
Steve de la Garza, Compliance Division
Atonio Barco, Deputy Director
Michelle L. Mendoza, Coordinator

PROYECTO AZTECA BOARD OF DIRECTORS

Margarita Vasquez- Board President
Caytano Lopez- Secretary
Sarame Sanchez- Treasurer
Juanita Valdez-Cox- Member
Nubia Acala- Member

PROYECTO AZTECA STAFF

Carol Ann Cass, Interim Executive Director
Saul Villarreal: Assistant Executive Director

Ana Zamarron, Finance Director
Flor Mendez, Accounting Specialist
Ramon Saucedo, Collector & Insurance Specialist
Perla López, Loan Administrador
Maria M. Alaniz, Family Support Specialist
Janie M. Romero, Family Support & Qualifying Coord.
Raul Mora, Family Support Director
Armando Garza, Director of Development
Adelaida Gallindo Finance/Construction Assistant

Henry De La Rosa: Construction Supervisor
Javier Sanchez, Trainer
Domingo Torres, Trainer
Luis D. Cid
Heriberto Orta, Trainer
Francisco Valdez, Trainer
Raul Cervantes, Trainer
Jose Solis, Trainer
Juan Rodriguez, Const. Supervisor Assistant
Marcela Castellanos, Trainer
Juan J. Martinez, Trainer
James Rodríguez, Trainer
Roberto Cazares, Trainer
Juan Contreras, Trainer

APPLICANT DATE

CO-APPLICANT DATE

SWORN TO AND SUBSCRIBED before me on the 28 day of March, 2012.

(SEAL)

RAUL MORA
Notary Public, State of Texas
My Commission Expires
JANUARY 27, 2015

NOTARY PUBLIC

Minutes for the 3/07/12 Board Meeting: 6:00pm

In Attendance: Juanita Valdez Cox, Cayetano Lopez, Nubia Alcala, Armando Garza, Raul Mora, Saul Villarreal, and Ann Williams Cass

Opening prayer: Oración

Open Forum-No one attended

Approval of Minutes for the 10/04/11 meeting. ***Aprobación del Acta de la reunión de10/04/11.*MSC**

Old business/*Viejo negocio*

1.Report on grants: Ford Grant, Marguerite Casey, Heron- Ann; CHDO Home 12; SHOP 12; FHLB; RHED, CDBG-Pharr, NSP if it comes out-Saul

a. USDA 523 funds expended on car, HERS equipment, ICF equipment, tractor

Saul shared our progress on the grants. ***USDA 523 fondos gastados en coche, HERS equipos, equipos de ICF, tractor. Saul comparte nuestro progreso en las subvenciones.***

2. Work of the Equal Voice Housing Coalition~Hurricane Disaster Money .***El trabajo de la Coalición Voz Equitativa de Vivienda ~ Huracán dinero de los Desastres-*** Mando Garza gave an update of the work he is doing in conjunction with the housing coalition and organizers with the hurricane disaster moneys. ***Mando Garza dio una actualización de la labor que se está haciendo en conjunto con la coalición de vivienda y los organizadores con las comunidades de dinero del desastre de huracán.***

3. Staff changes~Although Ann shared that Ana Zamarron would be leaving the staff, since the meeting she has decided to stay on as Finance Director. ***Cambios del equipo ~ Ann aunque compartida que Ana Zamarron estaría dejando al personal, desde la reunión decidió quedarse como Director de Finanza.***

New Business/Nuevos negocios

1. Limited liability Corporation-Ann shared about perhaps forming a LLC. Juanita shared that she had experience with LLCs if we need her help. It might be an

additional way that we can bring money into the nonprofit. We have discussed recycling of glass into tiles or countertops, tires for mulch or permeable driveways, sidewalks, playgrounds, and utilizing skills we already have on staff like doing Energy Star ratings and workshops on Section 3 for businesses. ***Corporación de responsabilidad limitada-Ann compartida sobre tal vez formando una LLC. Juanita compartido que tenía experiencia con LLCs si necesitamos le ayuda. Podría ser una manera adicional que nos podemos poner dinero en el sin fines de lucro. Hemos hablado de reciclado de vidrio en azulejos o encimeras, neumáticos de mantillo o caminos permeables, aceras, parques y utiliza las habilidades que ya tenemos personal como hacer valoraciones de Energy Star y talleres en la sección 3 para empresas.***

Action Items:

1. Approval resolution regarding inheritance of annuity of Roy Lechtreck. ***Resolución de aprobación con respecto a la herencia de anualidad de Roy Lechtreck.*** MSC

2. Approval of forming a Limited Liability Corporation. ***Aprobación de formar una sociedad de responsabilidad limitada.*** MSC

3. Approval of all grants as they come forward including Ford Foundation, CHDO, SHOP, etc. ***Aprobación de todas las subvenciones como presentar incluyendo la Fundación Ford, CHDO, tienda, etc..***MSC

4. Approval of families: Francisco and Sara Valdez were the only family presented by Raul Mora. Raul made the disclosure that Frank works at Proyecto Azteca in construction, has been on our waiting list and qualifies for a home. ***Aprobación de las familias: Francisco y Sara Valdez eran la única familia presentada por Raul Mora. Raúl hizo la revelación que Frank trabaja en Proyecto Azteca en construcción, ha estado en nuestra lista de espera y califica para un hogar.*** MSC

Adjourn-MSC

Approved on 6/6/12 by: Cayetano Lopez

AI-33118 **Urban County 10. D.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Ester Garcia **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Urban County Program for Precinct No. 1 is requesting consideration and action to award and enter into a construction contract with Saenz Utility Contractors, Ltd., being the lowest bidder meeting all specifications and/or requirements, for the Texas Department of Rural Affairs Contract No. 729055, in the amount of $84,360.00. The project involves sanitary sewer extension improvements for Colonia Saenz, De Anda & Perez Subdivision.

BACKGROUND

Bids were requested and received for Pct. No. 1 – TDRA Contract 729055. Guzman & Muñoz Engineering and Surveying prepared the specification packages. Bids were received and opened at the Hidalgo County – Purchasing Dept. on June 27, 2012. After review, the project engineer recommended Saenz Utility Contractors, Ltd. as the lowest of two (2) bidders. Please see attached engineers recommendation letter and a copy of bid tabulations. Hidalgo County Urban County Program is requesting an additional commitment of funds from the City of Mercedes for the completion of the project in the amount of $16,862.00

Funds available: $67,498.00
Requested matching funds from City of Mercedes: $16,862.00

Contractor: Saenz Utility Contractors, Ltd.
Contract amount: $84,360.00

Note: Construction Contract form was approved/revised by Atlas, Hall & Rodriguez, Stephen L. Crain, on May 11, 2012

Attachments

Bid Tabulation ,Letter Contract to be hand carried

Committment Letter from City of Mercedes

Construction Contract

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/05/2012 08:10 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Mary Flores Started On: 07/03/2012 05:05 PM

Final Approval Date: 07/13/2012

GM
GUZMAN & MUÑOZ
ENGINEERING AND SURVEYING, INC.
Texas Registered Engineering Firm F-8017

2020 E. EXPRESSWAY 83
MERCEDES, TX 78570

PHONE: (956) 565-4637
FAX: (956) 565-4636

Hidalgo County Precinct 1
Commissioner, Joel Quintanilla
1902 Joe Stephens Ave.
Weslaco, Texas 78596

Re: Hidalgo County – TDRA – Hidalgo County Precinct No. 1 – Colonia Sanitary Sewer Extension Improvements for Colonia Saenz, De Anda & Perez Subdivision Projects
Sewer Facilities Account # 6537-65-6590-5000-6500 and
Rehab of Private Property, Account No. # 6537-65-6591-5000-6500
Construction Award Recommendation

Dear, Commissioner Quintanilla

On Wednesday, June 27, 2012 bids were received and opened bids for the above-referenced project. A total of two (2) bids were received. The following is a list of contractors that submitted a bid:

Saenz Utility Contractors, Ltd.
Jimmy Closner & Sons Construction Company, Inc.

Saenz Utility Contractors, Ltd., from Edcouch, Texas, submitted the low bid for the total amount of $84,360.00. The second bid was for $99,178.00 from Jimmy Closner & Sons Construction Company, Inc. Upon review of the bidder's references and company information, we recommend this project be awarded to Saenz Utility Contractors, Ltd. for the total amount of $84,360.00 as shown on the enclosed bid tabulation.

Please call if you have any questions on the enclosed information.

Sincerely,
Guzman & Munoz Engineering and Surveying, Inc.

Jose Luis Muniz,
GMES Project Coordinator

Cc: Mr. Richard Garcia, Mercedes City Manager, Michelle Leftwich, Mercedes Assistant City Manager, Ms. Diana Serna, Director, Hidalgo Urban County Program, Ester Gonzalez, Hidalgo UCP Coordinator, Mr. Jose L. Munoz, P. E., S.I.T., GMES President

BID TABULATION FOR
CITY OF MERCEDES COLONIA SAENZ / DE ANDA SANITARY SEWER EXTENSION

ITEM NO.	DESCRIPTION	EST. QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
Sanitary Sewer				**BIDDER #1 Saenz Utility Contractors, Ltd**		**BIDDER #2 Jimmy Closner & Sons Construction Co., Inc.**	
1	Installation of 72" x 180" dia. Fiberglass basin, w/2-grinder pumps, w/float switches, Duplex Control Panel and aluminum access cover, stainless steel guide rails and brackets	1	EA	$25,000.00	$25,000.00	$30,000.00	$30,000.00
2	Furnish and Install a 8 ft. high chain link fence w/12 ft. gate	100	LF	$35.00	$3,500.00	$60.00	$6,000.00
3	Furnish and Install a 4" Concrete Pad (6 ft. x 6 ft.) w/6x6x6 gauge wire mesh	36	SF	$65.00	$2,340.00	$20.00	$720.00
4	Furnish and Install a 4 foot diameter fiberglass manhole with 30" Ring & Cover 10 ft - 12 ft deep	2	EA	$5,500.00	$11,000.00	$8,500.00	$17,000.00
5	Furnish and Install 10-inch PVC (SDR-26) gravity pipe	214	LF	$55.00	$11,770.00	$115.00	$24,610.00
6	Furnish and Install 2-inch PVC (Sch-40) force main with fittings	642	LF	$15.00	$9,630.00	$10.00	$6,420.00
7	Furnish and Install 10-inch Plug for gravity pipe	1	EA	$1,550.00	$1,550.00	$2,300.00	$2,300.00
8	Tie-In Installation of force main to existing Manhole	1	EA	$3,500.00	$3,500.00	$1,200.00	$1,200.00
9	Mobilization	1	LS	$10,000.00	$10,000.00	$7,000.00	$7,000.00
10	Furnish Trench Protection as per Trench Safety Plan signed and sealed by a professional engineer	1	LS	$5,000.00	$5,000.00	$3,500.00	$3,500.00
11	Furnish and Install Dewatering System	214	LF	$5.00	$1,070.00	$2.00	$428.00
TOTAL BID AMOUNT					**$84,360.00**		**$99,178.00**

HIDALGO COUNTY PURCHASING DEPARTMENT
BID TABULATION SHEET

DEPARTMENT NAME: HIDALGO COUNTY – URBAN COUNTY PROGRAM

BID OPENING DATE: June 27, 2012 | **BID OPENING TIME: 9:30 A.M.**

DESCRIPTION OF BID:"Pct. 1 Texas Department of Rural Health Affairs Contract No. 729055, for water/sewer improvements at Colonia Saenz, De Anda & Perez Subdivisions"

BID NO: 6537-65-6590-5000-6500-UCP-EGG (sewer facilities)
6537-65-6591-5000-6500 (Rehab of private property)

PROCUREMENT SPECIALIST:

RFB NO	Name of Company	Total Price	Receipt of Addendum # 1	Receipt of Addendum # 2	Bid Bond/ Cashier's Check Included
1.	...z Utility Contractors, Ltd.	$84,360.00	Acknowledged	Acknowledged	Included
2.	...er & Sons Const. Co., Inc.	$99,178.00	Acknowledged	Acknowledged	Included
3.					
4.					
5.					
6.					
7.					

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

Ester

From: Jose Muniz [JOSEM@gmes.biz]
Sent: Friday, June 29, 2012 4:19 PM
To: joel.quintanilla@co.hidalgo.tx.us; martha.mena@co.hidalgo.tx.us; eduardo.gonzalez@co.hidalgo.tx.us; noe.montez@co.hidalgo.tx.us
Cc: Richard Garcia (rgarcia@cityofmercedes.net); Michelle Leftwich (mleftwich@cityofmercedes.net); 'Diana R. Serna, UCP Director' (diana.serna@ucp.co.hidalgo.tx.us); Ester Gonzalez (ester.gonzalez@ucp.co.hidalgo.tx.us); Jose Reyes; Jose Munoz
Subject: P683 Award Recommendation Letter - Saenz - DeAnda Colonias Sewer Extension - Grinder Pump Station
Attachments: Award Recommendation & Bid Tabulation
P683 Saenz DeAnda Sewer Extension Grinder Pump Recommendation to Award.pdf

Dear, Commissioner Quintanilla

Please place on the next Hidalgo County Commissioners Court Agenda for consideration and approval.

Thank You,

Jose Muniz

URBAN COUNTY PROGRAM

1916 TESORO BLVD., • PHARR, TEXAS 78577 • (956) 787-8127 FAX (956) 787-5291
E-mail: ucp@ucp.co.hidalgo.tx.us

July 3, 2012

Richard Garcia
City Manager
400 S. Ohio St.
Mercedes, Tx 78570

Re: TDRA Contract No. 729055

Dear Mr. Garcia:

We recently opened bids for the proposed alternate solution that would allow the completion of the Saenz & De Anda Colonias project. The lowest bid submitted by Saenz Utility Construction, Ltd. exceeds the remaining project balance of $67,498.00.

The proposed installation of a 10 inch sewer line will flow south at a distance of 156 feet, along Saenz Avenue from a recently installed manhole at the intersection of Calle Hernandez, to a proposed manhole, then west 58 feet to a proposed grinder pump station that will be built on a recently acquired City of Mercedes easement. Once the sewage is grinded, it will be pumped through a 2 inch by 642 linear feet PVC force main to an existing manhole where the sewage will then gravity flow to an existing lift station.

Hidalgo County Urban County Program is requesting an additional commitment of funds by the City of Mercedes in the amount of $16,862.00 for the completion of the project.

If you should have any questions or require additional information, please do not hesitate to contact our office @ (956)787-8127.

Respectfully,

Antonio Barco
Deputy Director

cc: Michelle Leftwich, Assistant City Manager
Diana R. Serna, UCP Executive Director

Enclosures

city of **mercedes**
Where Success Is Home

Queen City of the Rio Grande Valley

July 12, 2012

Ms. Diana Serna
Urban County
1916 Tesoro Blvd.
Pharr, TX 78577

RE: De Anda/Saenz

Dear Ms. Serna:

Please be advised that we are aware of the projected shortfall of $16,862 on the above referenced project and the City of Mercedes has already taken Commission action to authorize payment.

If you have any questions, please feel free to contact me at (956) 565-3114, ext. 137.

Sincerely,

Ricardo Garcia
City Manager

Received
JUL 11 2012
Urban County Program

(956) 565-3114 400 So. Ohio St. P.O. Box 837 Mercedes, Texas 78570

CONSTRUCTION CONTRACT

This Agreement entered into this **17th day of July, 2012** by and between Hidalgo County acting by and through Hidalgo County Urban County Program, hereinafter called the "OWNER", acting herein through its County Judge and **Juan Saenz dba Saenz Utility Contractors, Ltd. (a corporation)** (a partnership) (an individual) of **Edcouch,** State of Texas, hereinafter called "CONTRACTOR".

WITNESSETH

That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the construction described as follows:

PROJECT NAME:	**Sanitary Sewer Grinder Station for Colonia Saenz/De Anda**
PROJECT No.:	**6537-65-6590-5000-6500-UCP-EGG**
PROJECT DESCRIPTION:	**Construction of Sanitary Sewer Grinder Station to Provide Sewer Service to Colonias Saenz/De Anda in the City of Mercedes**

heinafter called the project, for the sum of **($84,360.00) – Eighty-four thousand three hundred sixty dollars and zero cents** and all extra work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at his (its or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal, the General Conditions, Supplemental General Conditions and Special Conditions of the contract, the plans, which include all maps, plats, blue prints, and other drawings and printed or written explanatory matter thereof, the specifications and contract documents therefore as prepared by **Guzman & Munoz Engineering and Surveying, Inc.**, and as enumerated in Paragraph 1 of the Supplemental General Conditions, all of which are made a part hereof and collectively evidence and constitute the contract.

The CONTRACTOR hereby agrees to commence work under this contract on or after a date to be specified in a written "Notice to Proceed" of the OWNER and to fully complete the project within **60** consecutive calendar days thereafter. The CONTRACTOR further agrees to pay, as liquidated damages, the sum of **($200.00) Two hundred dollars and zero cents** for each consecutive calendar day thereafter as hereinafter provided in Paragraph 19 of the General Conditions.

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in the General Conditions of the contract, and to make payments on account thereof as provided in Paragraph 25, "Payments to Contractor", of the General Conditions.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in four (4) counterparts,

each of which shall be deemed an original, in year and day first above mentioned.

_____
Juan Saenz, Owner
Juan Saenz dba Sanez Utility Contractors, Ltd.

Name of Firm: Juan Saenz dba Sanez Utility Contractors, Ltd

Address: 22290 N FM 88
Edcouch, Texas 78538

Federal I.D./S.S.: 47-0875517

STATE OF TEXAS '
'
COUNTY OF HIDALGO '

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

by _____, _____ of and on behalf of _____.
(title) (a corporation) (a partnership) (an individual)

_____
Notary Public - Signature

WITNESS:

URBAN COUNTY PROGRAM

_____

_____
Diana R. Serna
Urban County Director

APPROVED AS TO FORM
Atlas, Hall & Rodriguez
By: Stephen L. Crain
Date: July 12, 2012

AI-33038 **Elections Administration 11. B.**

CC REGULAR

Meeting Date: 07/17/2012

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	Vendor	Description	Amount
05/17/12	The Monitor	70,000 inserts w/online included	$4,470.00

BACKGROUND

Requisition#219452

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1100-414-00-130-001-0-540

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

BUDGETARY IMPACT:

Funds available through Requisition# 219452 in the amount of $4,470.00 as of 7/16/12 for The Monitor.

Attachments

Claim- The Monitor

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Veronica Lopez Started On: 06/28/2012 11:43 AM

Final Approval Date: 07/13/2012

THE MONITOR

REMIT TO:
The Monitor
Business Office
PO Box 3267
McAllen, TX 78502

ACCOUNT NO. 40016567 BALANCE DUE $4,470.00 CHECK NO. _____

MKT. CONSULTANT Letty Tijerina DEPARTMENT Advertising AMOUNT PAID _____

Hidalgo Co Elections Dep
Attn: Yvonne Ramon
PO Box 659
Edinburg Texas 78539

INVOICE DATE	INVOICE NO.
5/17/2012	40016567

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER	CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	AST DUE 91-OVE
40016567.00	4470.00	0.00	0.00	0.00

DATE	REF#	DISCRIPTION		pub	AMOUNT
5/20/2012		70,000 inserts w/online included voting polls running in The Monitor & M V Town Crier			4470.00

Thank you very much for Advertising !!!

PREVIOUS BALANCE		NEW CHARGES		CREDITS		BALANCE
	(+)	$4470.00	-		=	$4470.00

The Monitor
1400 E. Nolana Loop
McAllen, TX 78504
956-683-4000
Fed ID# 74-1157766
www.themonitor.com

THIS STATEMENT IS DUE AND PAYABLE UPON RECEIPT. A SERVICE CHARGE OF 1.5% PER MONTH WILL BE CHARGED ON ACCOUNTS UNPAID 30 DAYS (ANNUAL PERCENTAGE RATE IS 18%).

FREEDOM COMMUNICATIONS OF SOUTH TEXAS

REMIT TO
The Monitor
Business Office
PO Box 3267
McAllen, TX 78502

ACCOUNT NO. 40016567 BALANCE DUE $10,019.30 CHECK NO. _____

MKT. CONSULTANT Letty/Edinburg DEPARTMENT MM AMOUNT PAID _____

HIDALGO CO. ELECTIONS DEP
ATTN: YVONNE RAMON
PO BOX 659
EDINBURG, TX 78540

Advertising Invoice

INVOICE DATE	INVOICE NO.
5/31/2012	40016567-0512

TO ASSURE PROPER CREDIT - PLEASE RETURN TOP PORTION WITH REMITTANCE - ENTER ACCOUNT NUMBER ON YOUR CHECK

ACCOUNT NUMBER	CURRENT	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE 91-OVER
40016567	$5,350.00	$4,669.30	$0.00	$0.00

DATE	REF #	DESCRIPTION	UNITS	AMOUNT
~~05/01/12~~	~~AGING~~	~~*BALANCE FORWARD*~~		~~5,270.00~~
05/02/12	40521	1451-MV PRINT AND INSERT *1FLYER-HASS YOUR VOTING*		880.00
05/02/12	1050217	9000-MM Retail Payment CS\CK		600.70-
05/20/12	40567	1451-MM PRINT AND INSERT *1 FLYER-48,000*		2,978.00
05/20/12	40585	1451-MV PRINT AND INSERT *1 FLYER-22,000*		1,342.00
05/21/12	95110118	6337-MM Score Big	1	75.00
05/27/12	95110119	6337-MM Score Big	1	75.00

PREVIOUS BALANCE	NEW CHARGES	CREDITS	BALANCE DUE
$5,270.00	$5,350.00	$600.70	$10,019.30

THE MONITOR CURRENT TOWN CRIER ISLAND BREEZE
STAR RGV FREEDOM FLYERS
The Herald El Nuevo Heraldo el extra LA FRONTERA

Phone: 956-683-4000
Fed ID# 74-1157766

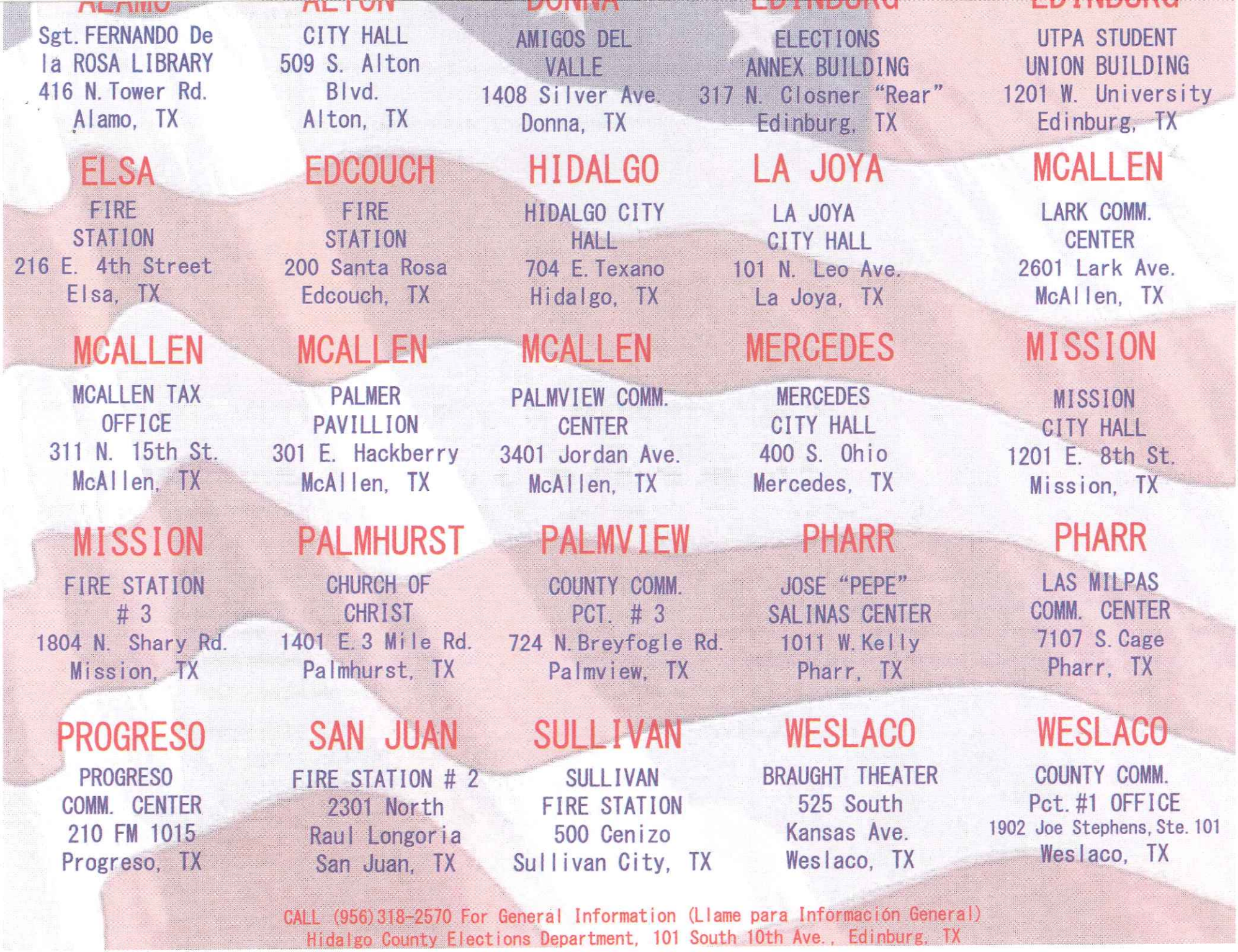
THIS STATEMENT IS DUE AND PAYABLE UPON RECEIPT. A SERVICE CHARGE OF 1.5% PER MONTH WILL BE CHARGED ON ACCOUNTS UNPAID 30 DAYS (ANNUAL PERCENTAGE RATE IS 18%).

JUN-27-2012 09:42 From:BROWNSVILLE HERALD 9565041119 To:Hidalgo County P.1/2

THE MONITOR

FREEDOM
COMMUNICATIONS, INC.

Letty Tijerina
Account Executive (Edinburg Area)
Direct: (956) 683-4163
Cell: (956) 587-1980
ltijerina@themonitor.com
www.themonitor.com
1400 E. Nolana • P.O. Box 3267 • McAllen, Tx 78502
(956) 683-4000 • 800-366-4343



CALL (956) 318-2570 For General Information (Llame para Información General)
Hidalgo County Elections Department, 101 South 10th Ave., Edinburg, TX

AI-33076 **Texas Agri-Life Extension Serv. 12. A.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Nora Linda Cruz, TX. AGRILIFE EXT. SERVICES

Department: TX. AGRILIFE EXT. SERVICES

Information

CAPTION

Texas Agrilife Extension:
1. Status update on Citrus Greening Disease.
2. Discussion regarding 2013 Master Gardener Conference to be held in Hidalgo County.

BACKGROUND

Attachments

2013 MG Conference
email
Citrus Greening Back up

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/03/2012 08:04 AM
Erika Zamora	Erika Zamora	07/13/2012 10:39 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Nora Linda Cruz Started On: 07/02/2012 04:09 PM

Final Approval Date: 07/13/2012

"Blooms, Birds & Butterflies"

2013 Texas Master Gardener State Conference

Cameron and Hidalgo County Master Gardeners

Texas AgriLife Extension Service
Offices

Cameron County
1390 W. Expressway 83
San Benito, TX 78586
Phone: 956/361-8236
website: http://cameron.agrilife.org

Hidalgo County
410 N. 13th Avenue
Edinburg, TX 78541
Phone: 956/383-1026
website: http://hidalgo.agrilife.org

From:	Bret Erickson
To:	Barbara Storz
Cc:	Nora Cruz; Ray Prewett
Subject:	Re: Staffperson - Citrus Greening
Date:	Monday, July 02, 2012 9:07:56 PM

Hi Barbara,

TCM agrees to provide funding for your education and outreach proposal efforts, which includes the hiring of a coordinator and associated expenses to conduct the activities which you, Ray, and I have previously discussed. Please understand that TCM's commitment for this position and outreach efforts are dependent on a number of factors and we will be evaluating the outreach/education project for effectiveness on an ongoing basis. With that being said, I am comfortable in saying we can guarantee the next 3-4 months of funding, but anything beyond that depends on a number of factors and cannot be guaranteed.

The citrus greening education/outreach grant proposal was re-written and just submitted last week for approval. It was rewritten to place more emphasis on the quarantined and high risk areas (positive psyllid finds and the epicenter of the quarantine). TCM would expect that we can work closely together with our partners to ensure all efforts are focused on those areas where we can get the most effective results based on the resources available.

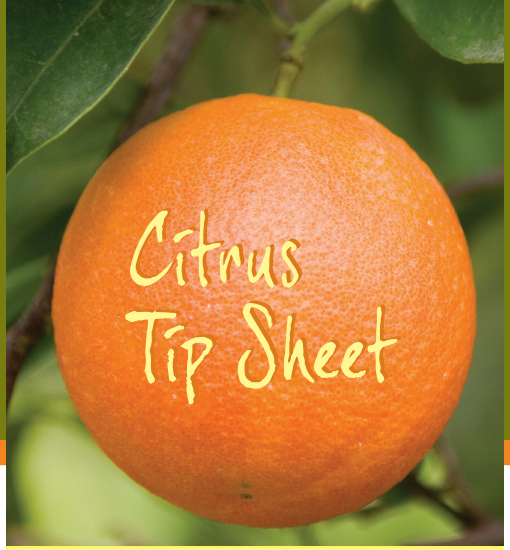
Ray and I are both on vacation this week. Ray is out of town however I am in the Valley. If you think it's necessary for me to be in Commisioner's Court to ensure this process moves forward, I can be available, however only if you think it's absolutely necessary. Please provide time and location details if I need to be there.

Thanks,
Bret

Sent from my iPad

On Jul 2, 2012, at 8:19 PM, "Barbara Storz" <b-storz@tamu.edu> wrote:

> Bret: Send something that states that you accept my proposal and will fund this person. We have to go before Commisioners's Court and the deadline for paperwork is July 3 for the 17th. So, someone put it in writing that you accept my proposal for a staffperson and expenses associated with the educational outreach. Do you or Ray want to be in Commisioner's Court with me? Would probably look good.
> Let me or Nora Linda, in my office, know asap!
> thanks,
> Barbara



AgriLIFE EXTENSION
Texas A&M System

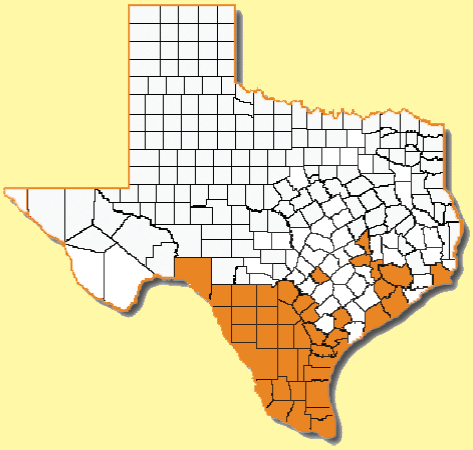
E-264
1/12

Citrus Greening

Sheila McBride, Greta Schuster, Ron French, and Kevin Ong*

Citrus greening (CG) is a devastating bacterial disease that affects the production, quality, and appearance of citrus trees. It is also known as huanglongbing, or yellow dragon disease.

CG is caused by the bacterium *Candidatus* Liberibacter asiaticus, which is vectored by an insect, the Asian citrus psyllid (ACP). This disease has been reported in several southeastern US states since 2005 and was confirmed in Texas on January 2012. CG is also found in Asia, Africa, the Arab peninsula, South and Central America, and the Caribbean.



Distribution of Asian citrus psyllid (ACP) in Texas, surveyed counties.
Orange – ACP detected

DISEASE MANAGEMENT

There is no cure for CG, but it can be eradicated if detected early. (For more information on preventive measures, such as controlling the psyllid, visit *texascitrusgreening.org*.)

The best ways to ensure that the disease does not infect trees in Texas are prevention and early intervention. No one should bring in citrus plants from states where the disease and/or ACP have been detected. (For quarantine information, visit *saveourcitrus.org*.) Look for symptoms, inspect citrus trees often, and report any symptoms you see to the Texas Department of Agriculture (512-463-7476; or toll free, 800-835-5832).

SYMPTOMS FOR DETECTION

A tree that is infected by citrus greening will have two or more of the following symptoms:

INSECT

Fig. 1. Asian citrus psyllid (ACP), *Diaphorina citri* (Kuwayama). This insect is a vector of the bacterium that causes CG. ACPs are small, measuring approximately 3mm in length. Their bodies are lifted in a 45-degree angle due to the shape of their heads.

Fig. 2. ACP nymphs. In this stage, the insects measure 0.25mm–1.5mm in length and have a yellow-orange appearance. They feed on new growth (flush) and secrete a waxy substance.

*Extension Program Specialist I, Associate Professor–IPM and Extension Specialist in Plant Pathology, Assistant Professor and Extension Plant Pathologist, and Associate Professor and Extension Plant Pathologist, The Texas A&M System

LEAVES AND BRANCHES

Fig. 3. Blotchy mottling and yellowing of leaves. This is a common symptom of CG and may appear initially on a single shoot or twig.

Fig. 4. Bunched, narrow leaves, commonly referred to as "rabbit ears." Small and narrow yellowed and/or mottled leaves grow in a tight arrangement, resulting in a bunchy appearance.

Fig. 5. Twig and branch die-back. Infected trees may have leafless twigs and/or branches. Trees appear unhealthy because this portion of the tree may be dead.

FRUITS

Fig. 6. Reduced fruit size. The fruit is stunted and does not continue to enlarge; it remains green to partially green in color.

Fig. 7. Mature fruit appearance. The fruit may appear lopsided or asymmetrical.

Fig. 8. Premature fruit drop. CG can cause higher than normal fruit drop.

Fig. 9. Orange-brown discoloration of the internal flesh. This may appear inside the fruit on tissue where it attaches to the tree. The fruit tastes bitter and sour instead of sweet.

Citrus Greening Diagnosis

Because of the nature of the CG pathogen, diagnosis is confirmed by molecular testing in a laboratory.

Diagnosis can be performed at the Texas A&M Kingsville Citrus Center in Weslaco or the Texas Plant Disease Diagnostic Laboratory in College Station. (For more information, visit *texascitrusgreening.org* or *plantclinic.tamu.edu*.)

AgriLIFE EXTENSION
Texas A&M System

Produced by AgriLife Communications, The Texas A&M System Extension publications can be found on the Web at AgriLifebookstore.org.

Visit the Texas AgriLife Extension Service at AgriLifeextensiontamu.edu.

Educational programs of the Texas AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin.

Reprint

AI-33229 **13. A.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Rebecca Gomez, RIGHT OF WAY DEPT.

Department: RIGHT OF WAY DEPT.

Information

CAPTION

Authorization for title reports, surveys metes & bounds, appraisals, and acquisition on 2 lots in Hoehn Subd. for the Pct.4 Drainage Project.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 ACCT. #: 2-1342-431-00-124-036-0-890

FUNDS AVAILABLE Y/N?: y MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

Pct.4 funding Drainage Project. Available funds as of 7/13/12.

Attachments

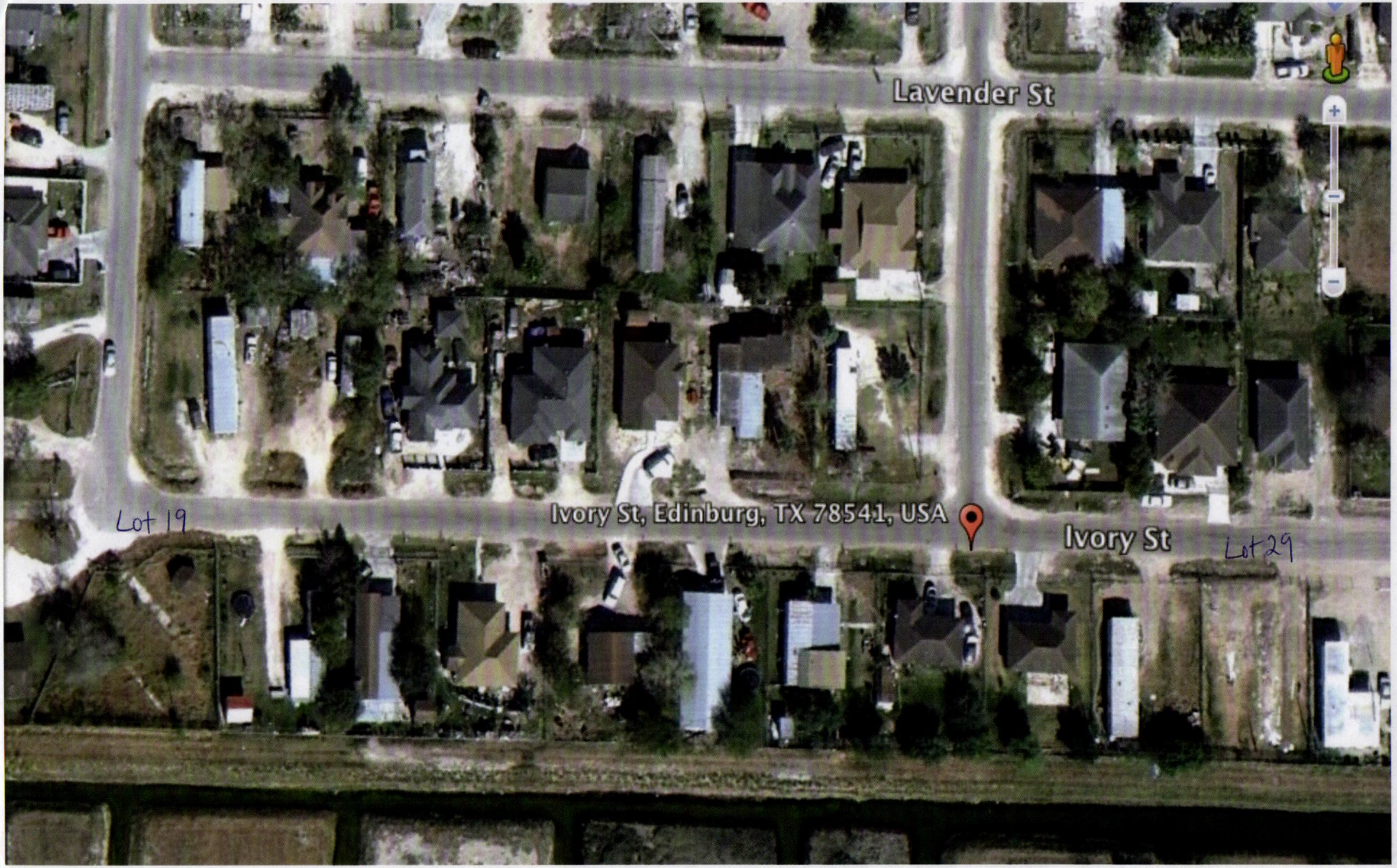
Back up

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/13/2012 10:09 AM
Olga Garza	Olga Garza	07/13/2012 03:44 PM
Auditor's Office	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Rebecca Gomez Started On: 07/12/2012 09:02 AM

Final Approval Date: 07/13/2012


Lavender St
Lot 19
Ivory St, Edinburg, TX 78541, USA
Ivory St
Lot 29

AI-33230 **13. B.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Rebecca Gomez, RIGHT OF WAY DEPT.

Department: RIGHT OF WAY DEPT.

Information

CAPTION

Authorization for title reports, surveys metes & bounds, appraisals, and acquisition of additional right of way on Cuevas Road- Pct. 4

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 ACCT. #: 2-1200-431-00-124-007-0-711

FUNDS AVAILABLE Y/N?: y MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

Pct 4 funding project

Attachments

Banda Life Estate

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/12/2012 04:14 PM
Olga Garza	Olga Garza	07/13/2012 03:53 PM
Auditor's Office	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Rebecca Gomez Started On: 07/12/2012 09:06 AM

Final Approval Date: 07/13/2012

J.E. SAENZ & ASSOCIATES, INC.
211 East Wisconsin Road
Edinburg, Texas 78539
(956)-383-2984 (956)-383-3736 fax

METES AND BOUNDS DESCRIPTION
PARCEL 14-A
25.00 FT. RIGHT OF WAY

A 0.11 (4750.80 SQ. FT.) ACRE TRACT OF LAND OUT OF LOT 16, BLOCK 54, ALAMO LAND AND SUGAR COMPANY'S SUBDIVISION, HIDALGO COUNTY, TEXAS, AS PER MAP RECORDED IN VOLUME 1, PAGE 25, MAP RECORDS OF HIDALGO COUNTY, TEXAS, BEING PART OF THAT CERTAIN WARRANTY DEED TO ROSE MARY BANDA, RECORDED IN DOCUMENT NUMBER 1917148, OFFICIAL RECORDS OF HIDALGO COUNTY, TEXAS, SAID 0.11 (4750.80 SQ. FT.) ACRE TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A HALF (1/2) INCH IRON ROD SET ON THE EXISTING NORTH RIGHT OF WAY LINE OF OWASSA ROAD FOR THE SOUTHEAST CORNER AND THE POINT OF BEGINNING OF THIS TRACT OF LAND, SAID SOUTHEAST CORNER BEARS NORTH 81°15'00" WEST, 196.48 FEET, THENCE NORTH 07°41'56" EAST, 20.00 FEET FROM A 60-D NAIL FOUND AT THE SOUTHEAST CORNER OF LOT 16, BLOCK 54, ALAMO LAND AND SUGAR COMPANY'S SUBDIVISION, HIDALGO COUNTY, TEXAS.

THENCE NORTH 81°15'00" WEST, 25.00 FEET WITH THE EXISTING NORTH RIGHT OF WAY LINE OF SAID OWASSA ROAD TO A HALF (1/2) INCH IRON ROD SET FOR THE SOUTHWEST CORNER OF THIS TRACT OF LAND;

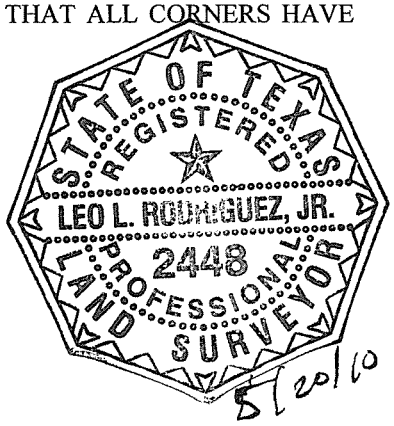
THENCE NORTH 07°41'56" EAST, 190.03 FEET TO A HALF (1/2) INCH IRON ROD SET FOR THE NORTHWEST CORNER OF THIS TRACT OF LAND;

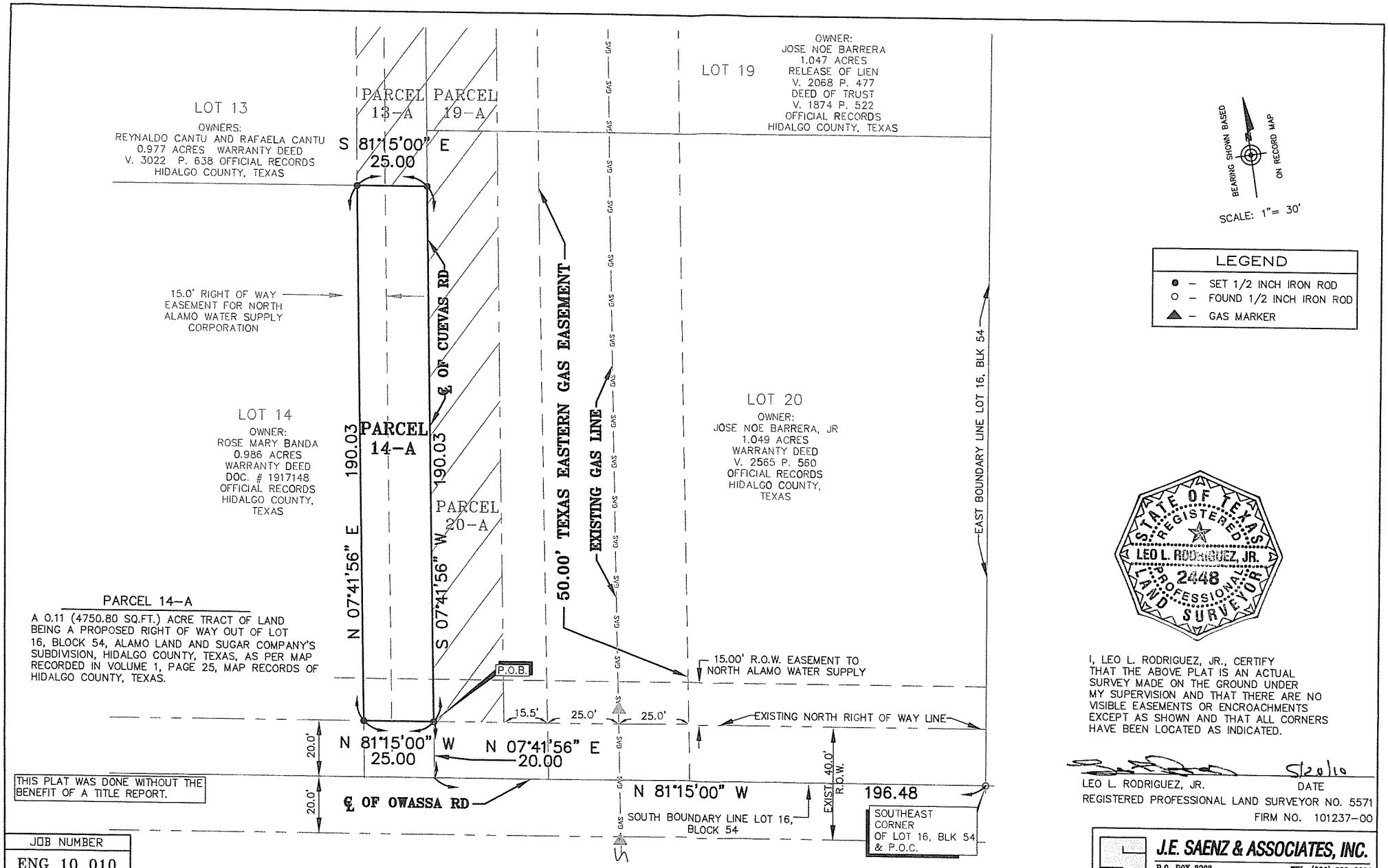
THENCE SOUTH 81°15'00" EAST, 25.00 FEET PARALLEL TO THE SOUTH BOUNDARY LINE OF LOT 16, BLOCK 54, TO A HALF (1/2) INCH IRON ROD SET FOR THE NORTHEAST CORNER OF THIS TRACT OF LAND;

THENCE SOUTH 07°41'56" WEST, 190.03 FEET TO THE POINT OF BEGINNING, CONTAINING 0.11 (4750.80 SQ. FT.) ACRE, MORE OR LESS.

I, LEO L. RODRIGUEZ, JR., CERTIFY THAT THE ABOVE PLAT IS AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION AND THAT THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN AND THAT ALL CORNERS HAVE BEEN LOCATED AS INDICATED.

LEO L. RODRIGUEZ, JR.
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 2448





PARCEL 14-A

A 0.11 (4750.80 SQ.FT.) ACRE TRACT OF LAND BEING A PROPOSED RIGHT OF WAY OUT OF LOT 16, BLOCK 54, ALAMO LAND AND SUGAR COMPANY'S SUBDIVISION, HIDALGO COUNTY, TEXAS, AS PER MAP RECORDED IN VOLUME 1, PAGE 25, MAP RECORDS OF HIDALGO COUNTY, TEXAS.

THIS PLAT WAS DONE WITHOUT THE BENEFIT OF A TITLE REPORT.

JOB NUMBER
ENG 10 010

STATE OF TEXAS
REGISTERED
LEO L. RODRIGUEZ, JR.
2448
PROFESSIONAL
LAND SURVEYOR

I, LEO L. RODRIGUEZ, JR., CERTIFY THAT THE ABOVE PLAT IS AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION AND THAT THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN AND THAT ALL CORNERS HAVE BEEN LOCATED AS INDICATED.

5/20/10

LEO L. RODRIGUEZ, JR. DATE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5571
FIRM NO. 101237-00

J.E. SAENZ & ASSOCIATES, INC.
P.O. BOX 3293
EDINBURG, TEXAS 78540
TEL. (956) 383-2984
FAX (956) 383-3736

AI-33248 **Right of Way 13. C.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Approve execution of an Easement and Access Agreement, Quitclaim Deed, and Transfer of Easements, received from Hidalgo County Irrigation District No.1 for San Carlos Drainage Project, Parcel 10, related to Interlocal Cooperation Agreement between Hidalgo County Irrigation District No. One and Hidalgo County dated January 23, 2009

BACKGROUND

Documents prepared and reviewed by Atlas & Hall.

DOCUMENTS WILL BE DATED WITH THE COURT APPROVAL DATE; ONCE APPROVED.

Attachments

letter from atlas

1

2

3

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/13/2012 11:50 AM
Olga Garza	Olga Garza	07/13/2012 04:02 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Monica Badillo Started On: 07/13/2012

Final Approval Date: 07/13/2012

ATLAS, HALL & RODRIGUEZ, LLP
ATTORNEYS AT LAW

STARR COUNTY OFFICE
200 N. BRITTON AVE.
RIO GRANDE CITY, TEXAS 78582-3843
TEL. (956) 488-1896
FAX (956) 488-6482

P.O BOX 3725 (78502-3725)
818 W. PECAN BLVD. (78501-2418)
MCALLEN, TEXAS
TEL. (956) 682-5501 FAX (956) 686-6109
ATLASHALL.COM

CAMERON COUNTY OFFICE
50 W. MORRISON RD., STE. A
BROWNSVILLE, TEXAS 78520-7262
TEL. (956) 574-9333
FAX (956) 574-9337

July 13, 2012

Jose N. Pena, Director
Hidalgo County Right of Way Dept.
2802 S. Business Hwy. 281
Edinburg, Texas 78539

VIA Hand Delivery

RE: San Carlos Drainage Project, Parcel 10

Dear Mr. Pena:

Enclosed are the following documents, related to the Interlocal Cooperation Agreement between Hidalgo County Irrigation District No. 1 and Hidalgo County, dated January 23, 2009 for approval by Commissioner's Court, signature and acknowledgment in front of a notary public:

1. Quitclaim Deed;
2. Transfer of Easement; and
3. Easement and Access Agreement.

The documents have been approved and executed by Hidalgo County Irrigation District No. 1 and now need to be accepted by the Hidalgo County Commissioners Court at their next regularly scheduled meeting and then once accepted, need to be recorded in the real property records. An extra copy of each document has been included for the recording process. If you need assistance with the agenda item for this project, or if you have any questions, please call our office.

Very truly yours,

ATLAS, HALL, & RODRIGUEZ, L.L.P.

By: Heather De La Garza
Heather De La Garza

Enclosures
Cc: Valde Guerra (w/enclosures)

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

TRANSFER OF EASEMENTS

Date: _____, 20____

Holder of Easements ("Holder"): Hidalgo County Irrigation District No. One

Holder's Mailing Address: Board of Directors
P. O. Box 870
Edinburg, Texas 78540

Transferee: Hidalgo County

Transferee's Mailing Address: Hidalgo County Judge's Office
Administration Building
P. O. Box 1356
Edinburg, Texas 78539

Easements: All unrecorded and recorded easements in and to drainage ditches and facilities held or claimed by Holder within the property described on Exhibit A which is attached hereto and made a part hereof for all purposes.

Consideration: Good and valuable consideration including but not limited to Transferee's agreement to maintain the easements for drainage associated or related purposes.

Holder sells, transfers, conveys and quitclaims to Transferee, all of Holder's right, title and interests in the Easements effective as of the Date stated above.

Transferee, by its acceptance hereof, accepts the Property in its physical condition as of the date hereof, AS IS, WHERE IS AND WITH ALL FAULTS, and acknowledges that it has no recourse whatsoever against Holder in the event of discovery of any defects of any kind, latent or patent. Transferee acknowledges and agrees that Holder has not made and does not make any representation, warranty or covenant of any kind or character whatsoever, whether expressed or implied, with respect to the physical condition, use or usefulness of the Property or any portion thereof, and (1) HOLDER HEREBY EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF CONDITION, MERCHANTABILITY, HABITABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR WITH RESPECT TO THE VALUE, PROFITABILITY OR MARKETABILITY OF THE PROPERTY, AND (2) HOLDER HEREBY DISCLAIMS ANY REPRESENTATION OR WARRANTY WITH REGARD TO COMPLIANCE WITH ANY ENVIRONMENTAL PROTECTION, POLLUTION OR LAND USE LAWS, RULES, REGULATIONS, ORDERS, OR REQUIREMENTS

INCLUDING, BUT NOT LIMITED TO, THOSE PERTAINING TO THE HANDLING, GENERATING, TREATING, STORING OR DISPOSING OF ANY HAZARDOUS WASTE OR SUBSTANCE.

Hidalgo County Irrigation District No. One

By: Robert L Bell Jr
Robert L. Bell, Jr., President

ACCEPTED:

Hidalgo County

By: _____
Its: _____

ATTEST:

_____
Arturo Guajardo, Jr., Hidalgo County Clerk

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on 22nd day of February, 20 12 by Robert L. Bell, Jr., President of Hidalgo County Irrigation District No. One, in the capacity stated therein.

ESTELLA GARZA
Notary Public, State of Texas
My Commission Expires 11-08-2012

Estella Garza
Notary Public, State of Texas

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on _____ day of _____, 20____, by _____, _____of Hidalgo County, in the capacity stated therein.

_____
Notary Public, State of Texas

AFTER RECORDING RETURN TO:
Hidalgo County Judge's Office
Administration Building
P. O. Box 1356
Edinburg, Texas 78539

EXHIBIT A

METES AND BOUNDS

HIDALGO COUNTY PRECINCT No.4
PROJECT: SAN CARLOS DRAINAGE IMPROVEMENTS
DITCH: SAN CARLOS DRAIN
PARCEL No.: 10

A 0.048 OF AN ACRE TRACT OF LAND OUT OF LOT 11, SECTION 259, TEXAS-MEXICAN RAILWAY COMPANY'S SURVEY, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 2, PAGE 29, MAP RECORDS, HIDALGO COUNTY, TEXAS, AND ACCORDING TO RESOLUTION RECORDED IN VOLUME 1715, PAGE 814, OFFICIAL RECORDS, HIDALGO COUNTY, TEXAS. REFERENCE TO WHICH IS HERE MADE FOR ALL PURPOSES AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS.

BEGINNING AT A POINT FOR THE SOUTHWEST CORNER OF LOT 11 AND THE SOUTHWEST CORNER OF THIS TRACT.

THENCE; N 09°05'E, ALONG THE WEST LINE OF LOT 11, A DISTANCE OF 58.00 FEET TO A 1/2" IRON ROD 24" IN LENGTH WITH PLASTIC CAP STAMPED RPLS 4856 SET FOR THE NORTHWEST CORNER OF THIS TRACT.

THENCE; S 42°03'48"E, A DISTANCE OF 92.46 FEET TO A 1/2" IRON ROD 24" IN LENGTH WITH PLASTIC CAP STAMPED RPLS 4856 SET ON THE SOUTH LINE OF LOT 11 FOR THE SOUTHEAST CORNER OF THIS TRACT.

THENCE; N 80°55'W, ALONG THE SOUTH LINE OF LOT 11, A DISTANCE OF 72.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.048 OF AN ACRE OF LAND MORE OR LESS.

BEARINGS ARE IN ACCORDANCE WITH AMENDED SOUTHERN BREEZE SUBDIVISION, RECORDED IN VOLUME 25, PAGE 39A, MAP RECORDS, HIDALGO COUNTY, TEXAS.

THE PROPERTY DESCRIBED IN THIS METES AND BOUNDS MAY BE SUBJECT TO THE SUBDIVISION REGULATIONS OF THE COUNTY OF HIDALGO AND/OR ORDINANCES OR GOVERNMENTAL REGULATIONS OF THE CITY IN WHICH THE PROPERTY MAY BE LOCATED OR HOLDING EXTRA TERRITORIAL JURISDICTION.

I, ALFONSO QUINTANILLA, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THE ABOVE METES AND BOUNDS TO BE TRUE AND CORRECT, AND TO BE THE REPRESENTATION AND RESULT OF AN ACTUAL SURVEY DONE ON THE GROUND UNDER MY DIRECTION.

DATE PREPARED: April 7, 2009
REVISED: November 18, 2009

ALFONSO QUINTANILLA
REGISTERED PROFESSIONAL
LAND SURVEYOR No. 4856

STATE OF TEXAS
REGISTERED
ALFONSO QUINTANILLA
4856
PROFESSIONAL
LAND SURVEYOR

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

EASEMENT AND ACCESS AGREEMENT

Date:	_____, 20____
First Party:	Hidalgo County Irrigation District No. One
First Party's Mailing Address:	Hidalgo County Irrigation District No. One P. O. Box 870 Edinburg, Hidalgo County, Texas 78540
Second Party:	Hidalgo County
Second Party's Mailing Address:	Hidalgo County Attention: County Judge 100 E. Cano, 2nd Floor Edinburg, Hidalgo County, Texas 78541
First Party's Property:	That certain real property located in Hidalgo County, Texas and being more particularly described on Exhibit A which is attached hereto and made a part hereof for all purposes.
Easement Purpose:	For providing free and uninterrupted pedestrian and vehicular ingress to, over and across First Party's Property and portions thereof for access to Second Party's drainage ditches and facilities for Second Party to construct, maintain and operate Second Party's drainage ditches and facilities.
Consideration:	Good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties.

Reservations from Conveyance of First Party's Property:

For First Party and First Party's successors and assigns forever, a reservation of all oil, gas, and other minerals in and under and that may be produced from the First Party's Property. If the mineral estate is subject to existing production or an existing lease, this reservation includes the production, the lease and all benefits from it.

Grants of Easements:

First Party, for the Consideration grants, sells, and conveys to Second Party and Second Party's successors, and assigns an easement to, over, and across First Party's Property for the Easement Purpose, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold the easement, rights, and appurtenances to Second Party and Second Party's, successors, and assigns forever.

The easements, rights, and appurtenances hereby granted by First Party are referred to herein as the "Easements." First Party's Property is sometimes referred to herein collectively as the "Properties." First Party and Second Party are sometimes referred to herein individually as a "Party" and collectively as the "Parties." The conveyance of this Easement is made by First Party excluding any warranty of title, express of implied. All warranties that might arise by common law as well as the warranties in Section 5.023 of the Texas Property Code (or its successor) are excluded.

Terms and Conditions: The following terms and conditions apply to the Easements granted by this Agreement:

1. *Duration of Easement.* The duration of the Easement is perpetual.

2. *Nonexclusiveness of Easements.* The Easements are nonexclusive, and First Party reserves for itself and its successors, and assigns the right to use all or part of the Easements in conjunction with Second Party and the right to convey to others the right to use all or part of the Easements in conjunction with the Second Party, as long as such further conveyance is subject to the terms of this agreement and does not interfere the Easement Purpose.

3. *Use and Location of Easements.* Second Party will be entitled to exercise direct access to and between the First Party's Property without interference except as set forth in this Agreement and to use any portion of First Party's Property in exercising the Easements. Second Party may make improvements to First Party's Property, including but not limited to the right to erect, construct, install, expand, dig and maintain a drainage ditch, spoil bank, levees, roadways and structures necessary for the disposal at accumulative and excessive rainfall and/or floodwater and thereafter use, operate, reconstruct, excavate, dig, inspect, repair, expand, maintain, replace and remove drainage ditches, spoil banks, levees, pipes, gates, roadways and structures necessary for the disposal of accumulative and excessive rainfall and/or floodwater for drainage purposes only to the extent that such improvements will not unreasonably interfere with or restrict the use of First Party of the irrigation system of First Party.

4. *Rights Reserved.* First Party reserves for itself, successors, and assigns the right to continue to use and enjoy the surface of First Party's Property for all purposes that do not unreasonably interfere with or interrupt the use or enjoyment of the Easements granted herein to Second Party.

5. *Equitable Rights of Enforcement.* These Easements may be enforced by restraining orders and injunctions (temporary or permanent) prohibiting interference and

commanding compliance. Restraining orders and injunctions will be obtainable on proof of the existence of interference or threatened interference, without the necessity of proof of inadequacy of legal remedies or irreparable harm, and will be obtainable only by the Parties to or those benefitted by this Agreement; provided, however, that the act of obtaining an injunction or restraining order will not be deemed to be an election of remedies or a waiver of any other rights or remedies available at law or in equity.

6. *Attorney's Fees.* If either Party retains an attorney to enforce this Agreement, the Party prevailing in litigation is entitled to recover reasonable attorney's fees and court and other costs.

7. *Binding Effect.* This Agreement binds and inures to the benefit of the Parties and their respective heirs, successors, and permitted assigns.

8. *Choice of Law.* This Agreement will be construed under the laws of the state of Texas, without regard to choice-of-law rules of any other jurisdiction. Venue is in the county or counties in which the Properties are located.

9. *Counterparts.* This Agreement may be executed in any number of counterparts with the same effect as if all signatory Parties had signed the same document. All counterparts will be construed together and will constitute one and the same instrument.

10. *Waiver of Default.* It is not a waiver of or consent to default if the nondefaulting Party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this Agreement does not preclude pursuit of other remedies in this Agreement or provided by law.

11. *Further Assurances.* Each signatory Party agrees to execute and deliver any additional documents and instruments and to perform any additional acts necessary or appropriate to perform the terms, provisions, and conditions of this Agreement and all transactions contemplated by this Agreement.

12. *Integration.* This Agreement contains the complete Agreement of the Parties and cannot be varied except by written Agreement of the Parties. The Parties agree that there are no oral Agreements, representations, or warranties that are not expressly set forth in this Agreement.

13. *Legal Construction.* If any provision in this Agreement is for any reason unenforceable, to the extent the unenforceability does not destroy the basis of the bargain among the Parties, the unenforceability will not affect any other provision hereof, and this Agreement will be construed as if the unenforceable provision had never been a part of the Agreement. Whenever context requires, the singular will include the plural and neuter include the masculine or feminine gender, and vice versa. Article and section headings in this Agreement are for reference only and are not intended to restrict or define the text of any section. This Agreement will not be construed more or less favorably between the Parties by reason of authorship or origin of language.

14. *Notices.* Any notice required or permitted under this Agreement must be in writing. Any notice required by this Agreement will be deemed to be delivered (whether actually received or not) when deposited with the United States Postal Service, postage prepaid, certified mail, return receipt requested, and addressed to the intended recipient at the address shown in this Agreement. Notice may also be given by regular mail, personal delivery, courier delivery, facsimile transmission, or other commercially reasonable means and will be effective when actually received. Any address for notice may be changed by written notice delivered as provided herein.

15. *Recitals.* Any recitals in this Agreement are represented by the Parties to be accurate, and constitute a part of the substantive Agreement.

16. *Time.* Time is of the essence. Unless otherwise specified, all references to "days" mean calendar days. Business days exclude Saturdays, Sundays, and legal public holidays. If the date for performance of any obligation falls on a Saturday, Sunday, or legal public holiday, the date for performance will be the next following regular business day.

17. *Acceptance by Second Party Without Warranty.* Second Party, by its acceptance hereof, accepts the Property in its physical condition as of the date hereof, AS IS, WHERE IS AND WITH ALL FAULTS, and acknowledges that it has no recourse whatsoever against First Party in the event of discovery of any defects of any kind, latent or patent. Second Party acknowledges and agrees that First Party has not made and does not make any representation, warranty or covenant of any kind or character whatsoever, whether expressed or implied, with respect to the physical condition, use or usefulness of the First Party's Property or any portion thereof, and (1) FIRST PARTY HEREBY EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF CONDITION, MERCHANTABILITY, HABITABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR WITH RESPECT TO THE VALUE, PROFITABILITY OR MARKETABILITY OF THE PROPERTY, AND (2) FIRST PARTY HEREBY DISCLAIMS ANY REPRESENTATION OR WARRANTY WITH REGARD TO COMPLIANCE WITH ANY ENVIRONMENTAL PROTECTION, POLLUTION OR LAND USE LAWS, RULES, REGULATIONS, ORDERS, OR REQUIREMENTS INCLUDING, BUT NOT LIMITED TO, THOSE PERTAINING TO THE HANDLING, GENERATING, TREATING, STORING OR DISPOSING OF ANY HAZARDOUS WASTE OR SUBSTANCE.

Hidalgo County Irrigation District No. One

By: Robert L Bell Jr

Robert L. Bell, Jr., President

ACCEPTANCE:

Grantee hereby accepts the foregoing conveyance subject to the reservations therein set forth, and agrees to be bound by the terms and conditions thereof.

FIRST PARTY:

Hidalgo County

By:_____

Its:_____

ATTEST:

_____
Arturo Guajardo, Jr., Hidalgo County Clerk

(ACKNOWLEDGMENT)

STATE OF TEXAS §

COUNTY OF HIDALGO §

This instrument was acknowledged before me on February 22, 2012, by Robert L. Bell, Jr., President of HIDALGO COUNTY IRRIGATION DISTRICT NO. ONE, in the capacity therein stated.

ESTELLA GARZA
Notary Public, State of Texas
My Commission Expires 11-08-2012

_____
Notary Public, State of Texas

(ACKNOWLEDGMENT)

STATE OF TEXAS §

COUNTY OF HIDALGO §

This instrument was acknowledged before me on _____, 20____, by_____, _____ of HIDALGO COUNTY, in the capacity therein stated.

_____
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

Stephen L. Crain
Atlas & Hall, L.L.P.
P. O. Box 3725
McAllen, Texas 78502-3725

EXHIBIT A

METES AND BOUNDS

HIDALGO COUNTY PRECINCT No.4
PROJECT: SAN CARLOS DRAINAGE IMPROVEMENTS
DITCH: SAN CARLOS DRAIN
PARCEL No.: 10

A 0.048 OF AN ACRE TRACT OF LAND OUT OF LOT 11, SECTION 259, TEXAS-MEXICAN RAILWAY COMPANY'S SURVEY, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 2, PAGE 29, MAP RECORDS, HIDALGO COUNTY, TEXAS, AND ACCORDING TO RESOLUTION RECORDED IN VOLUME 1715, PAGE 814, OFFICIAL RECORDS, HIDALGO COUNTY, TEXAS. REFERENCE TO WHICH IS HERE MADE FOR ALL PURPOSES AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS.

BEGINNING AT A POINT FOR THE SOUTHWEST CORNER OF LOT 11 AND THE SOUTHWEST CORNER OF THIS TRACT.

THENCE; N 09°05'E, ALONG THE WEST LINE OF LOT 11, A DISTANCE OF 58.00 FEET TO A 1/2" IRON ROD 24" IN LENGTH WITH PLASTIC CAP STAMPED RPLS 4856 SET FOR THE NORTHWEST CORNER OF THIS TRACT.

THENCE; S 42°03'48"E, A DISTANCE OF 92.46 FEET TO A 1/2" IRON ROD 24" IN LENGTH WITH PLASTIC CAP STAMPED RPLS 4856 SET ON THE SOUTH LINE OF LOT 11 FOR THE SOUTHEAST CORNER OF THIS TRACT.

THENCE; N 80°55'W, ALONG THE SOUTH LINE OF LOT 11, A DISTANCE OF 72.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.048 OF AN ACRE OF LAND MORE OR LESS.

BEARINGS ARE IN ACCORDANCE WITH AMENDED SOUTHERN BREEZE SUBDIVISION, RECORDED IN VOLUME 25, PAGE 39A, MAP RECORDS, HIDALGO COUNTY, TEXAS.

THE PROPERTY DESCRIBED IN THIS METES AND BOUNDS MAY BE SUBJECT TO THE SUBDIVISION REGULATIONS OF THE COUNTY OF HIDALGO AND/OR ORDINANCES OR GOVERNMENTAL REGULATIONS OF THE CITY IN WHICH THE PROPERTY MAY BE LOCATED OR HOLDING EXTRA TERRITORIAL JURISDICTION.

I, ALFONSO QUINTANILLA, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THE ABOVE METES AND BOUNDS TO BE TRUE AND CORRECT, AND TO BE THE REPRESENTATION AND RESULT OF AN ACTUAL SURVEY DONE ON THE GROUND UNDER MY DIRECTION.

DATE PREPARED: April 7, 2009
REVISED: November 18, 2009

ALFONSO QUINTANILLA
REGISTERED PROFESSIONAL
LAND SURVEYOR No. 4856

STATE OF TEXAS
REGISTERED
ALFONSO QUINTANILLA
4856
PROFESSIONAL
SURVEYOR

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

QUITCLAIM

Date:	_____, 20____
Grantor:	Hidalgo County Irrigation District No. One
Grantor's Mailing Address:	P. O. Box 870 Edinburg, Hidalgo County, Texas 78540
Grantee:	Hidalgo County
Grantee's Mailing Address:	100 E. Cano, 2nd Floor Edinburg, Hidalgo County, Texas 78539
Consideration:	Good and valuable consideration

Property (including any improvements): Those tracts of land located in Hidalgo County, Texas and being more particularly described on Exhibit A which is attached hereto and made a part hereof for all purposes.

Provided, however, in partial consideration for the conveyance herein granted by Grantor to Grantee, Grantee, has Granted, Bargained and Conveyed and by these presents does Grant, Bargain and Convey unto Grantor, its successors or assigns, the non-exclusive right for the free and uninterrupted use, liberty and privilege of passage in, along, upon and across any property adjacent to the Property now owned or later acquired by Grantee, its successors or assigns, by any means including, but not limited to, purchase, threat of condemnation or by condemnation.

Reservations from Conveyance:

For Grantor and Grantor's successors and assigns forever, a reservation of all oil, gas, and other minerals in and under and that may be produced from the Property. If the mineral estate is subject to existing production or an existing lease, this reservation includes the production, the lease and all benefits from it.

For Grantor and Grantor's successors and assigns forever, a reservation of the free, uninterrupted and perpetual use of, and a separate right to maintain, an exclusive easement for the construction, operation, maintenance, reconstruction, replacement and removal of Grantor's irrigation facilities, including but NOT limited to a canal and/or an

underground irrigation water conduit and related appurtenances over, under and across the Property.

For the Consideration, Grantor quitclaims to Grantee all of Grantor's right, title, and interest in and to the Property, to have and to hold it to Grantee and Grantee's, successors, and assigns forever. Neither Grantor nor Grantor's, successors, or assigns will have, claim, or demand any right or title to the Property or any part of it.

Grantee, by its acceptance hereof, accepts the Property in its physical condition as of the date hereof, AS IS, WHERE IS AND WITH ALL FAULTS, and acknowledges that it has no recourse whatsoever against Grantor in the event of discovery of any defects of any kind, latent or patent. Grantee acknowledges and agrees that Grantor has not made and does not make any representation, warranty or covenant of any kind or character whatsoever, whether expressed or implied, with respect to the physical condition, use or usefulness of the Property or any portion thereof, and (1) GRANTOR HEREBY EXPRESSLY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF CONDITION, MERCHANTABILITY, HABITABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR WITH RESPECT TO THE VALUE, PROFITABILITY OR MARKETABILITY OF THE PROPERTY, AND (2) GRANTOR HEREBY DISCLAIMS ANY REPRESENTATION OR WARRANTY WITH REGARD TO COMPLIANCE WITH ANY ENVIRONMENTAL PROTECTION, POLLUTION OR LAND USE LAWS, RULES, REGULATIONS, ORDERS, OR REQUIREMENTS INCLUDING, BUT NOT LIMITED TO, THOSE PERTAINING TO THE HANDLING, GENERATING, TREATING, STORING OR DISPOSING OF ANY HAZARDOUS WASTE OR SUBSTANCE.

When the context requires, singular nouns and pronouns include the plural.

Hidalgo County Irrigation District No. One

By: Robert L Bell Jr

Robert L. Bell, Jr., President

Acceptance:

Grantee hereby accepts the foregoing conveyance subject to the reservations herein set forth and agreed to be bound by the terms and conditions herein.

Hidalgo County

By: _____

Its: _____

ATTEST:

_____
Arturo Guajardo, Jr., Hidalgo County Clerk

(ACKNOWLEDGMENT)

STATE OF TEXAS §

COUNTY OF HIDALGO §

This instrument was acknowledged before me on February 22, 2012, by Robert L. Bell, Jr., President of Hidalgo County Irrigation District No. One, in the capacity therein stated.

ESTELLA GARZA
Notary Public, State of Texas
My Commission Expires 11-08-2012

_____
Notary Public, State of Texas

STATE OF TEXAS §

COUNTY OF HIDALGO §

This instrument was acknowledged before me on _____, 20____, by_____, _____ of Hidalgo County, in the capacity therein stated.

_____
Notary Public, State of Texas

AFTER RECORDING RETURN TO:

Stephen L. Crain
Atlas & Hall, L.L.P.
P. O. Box 3725
McAllen, Texas 78502-3725

Exhibit A

METES AND BOUNDS

HIDALGO COUNTY PRECINCT No.4
PROJECT: SAN CARLOS DRAINAGE IMPROVEMENTS
DITCH: SAN CARLOS DRAIN
PARCEL No.: 10

A 0.048 OF AN ACRE TRACT OF LAND OUT OF LOT 11, SECTION 259, TEXAS-MEXICAN RAILWAY COMPANY'S SURVEY, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 2, PAGE 29, MAP RECORDS, HIDALGO COUNTY, TEXAS, AND ACCORDING TO RESOLUTION RECORDED IN VOLUME 1715, PAGE 814, OFFICIAL RECORDS, HIDALGO COUNTY, TEXAS. REFERENCE TO WHICH IS HERE MADE FOR ALL PURPOSES AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS.

BEGINNING AT A POINT FOR THE SOUTHWEST CORNER OF LOT 11 AND THE SOUTHWEST CORNER OF THIS TRACT.

THENCE; N 09°05'E, ALONG THE WEST LINE OF LOT 11, A DISTANCE OF 58.00 FEET TO A 1/2" IRON ROD 24" IN LENGTH WITH PLASTIC CAP STAMPED RPLS 4856 SET FOR THE NORTHWEST CORNER OF THIS TRACT.

THENCE; S 42°03'48"E, A DISTANCE OF 92.46 FEET TO A 1/2" IRON ROD 24" IN LENGTH WITH PLASTIC CAP STAMPED RPLS 4856 SET ON THE SOUTH LINE OF LOT 11 FOR THE SOUTHEAST CORNER OF THIS TRACT.

THENCE; N 80°55'W, ALONG THE SOUTH LINE OF LOT 11, A DISTANCE OF 72.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.048 OF AN ACRE OF LAND MORE OR LESS.

BEARINGS ARE IN ACCORDANCE WITH AMENDED SOUTHERN BREEZE SUBDIVISION, RECORDED IN VOLUME 25, PAGE 39A, MAP RECORDS, HIDALGO COUNTY, TEXAS.

THE PROPERTY DESCRIBED IN THIS METES AND BOUNDS MAY BE SUBJECT TO THE SUBDIVISION REGULATIONS OF THE COUNTY OF HIDALGO AND/OR ORDINANCES OR GOVERNMENTAL REGULATIONS OF THE CITY IN WHICH THE PROPERTY MAY BE LOCATED OR HOLDING EXTRA TERRITORIAL JURISDICTION.

I, ALFONSO QUINTANILLA, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THE ABOVE METES AND BOUNDS TO BE TRUE AND CORRECT, AND TO BE THE REPRESENTATION AND RESULT OF AN ACTUAL SURVEY DONE ON THE GROUND UNDER MY DIRECTION.

DATE PREPARED: April 7, 2009
REVISED: November 18, 2009

STATE OF TEXAS
REGISTERED
ALFONSO QUINTANILLA
4856
PROFESSIONAL
SURVEYOR

ALFONSO QUINTANILLA
REGISTERED PROFESSIONAL
LAND SURVEYOR No. 4856

AI-33159 **Auditor's Office 14. A.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Maria Medina, AUDITOR'S OFFICE

Department: AUDITOR'S OFFICE

Information

CAPTION

Discussion, consideration, and possible action regarding audit reports submitted by the Emergency Services District No. 3.

BACKGROUND

Health and Safety Code Section 775.082(b) states that a district shall prepare and file, with the Commissioners Court of each county that contains any part of the district on or before June 1 of each year, an audit report of the district's fiscal accounts and records. Section 775.082(d) states the Commissioners Court, on application made to the Commissioners Court by the District, may extend up to an additional 30 days the deadline for filing the audit report. The County Auditor's Office requested that ESD #1, 2, 3, & 4 submit a copy of their audit reports.

Emergency Services District #3 submitted audit reports for years 2006-2010.

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No fiscal impact.

Attachments

FYE 12-31-2006

FYE 12-31-2007

FYE 12-31-2008

FYE 12-31-2009

FYE 12-31-2010

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/10/2012 03:13 PM
Erika Zamora	Erika Zamora	07/13/2012 09:21 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Maria Medina Started On: 07/09/2012 08:32 AM

Final Approval Date: 07/13/2012

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 2006

OSCAR R. GONZALEZ, CPA & ASSOCIATES, P.L.L.C.
Certified Public Accountants

RECEIVED BY
COUNTY AUDITOR

2012 JUL 9 PM 4 24

Hidalgo County Emergency Services District No. 3
Audited Financial Report
For the Year Ended December 31, 2006

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2006

OFFICERS AND DIRECTORS

RUDY ZAMORA
President

FRED KARLE
Vice-President

LOUIE KIEFFER
Secretary-Treasurer

DONATO SALINAS
Member

JOE PERALEZ
Member

Hidalgo County Emergency Services District No. 3
For the year ended December 31, 2006
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Financial Section

Oscar R. González, CPA
&
Associates, P.L.L.C.
Certified Public Accountants
208 W. Ferguson Unit #1 • Pharr, Texas 78577
Tel: (956) 787-9909 • Fax: (956) 787-3067
Email: org110n@aol.com

Oscar R. González
Melissa González

To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City of Hidalgo County Emergency Services District No. 3 as of and for the year ended December 31, 2006, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Hidalgo County Emergency Services District No. 3's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Hidalgo County Emergency Services District No. 3, as of December 31, 2006, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 11, 2012, on our consideration of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 2 through 6 and 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

Management Discussion and Analysis

Hidalgo County Emergency Services District No. 3
Management Discussion and Analysis

This section of Hidalgo County Emergency Services District No. 3 annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended December 31, 2006. Please read it in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

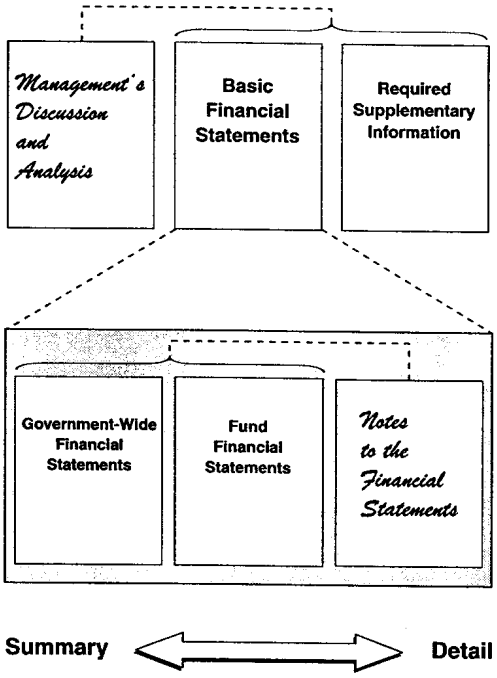
- The District's total combined net assets were $680,359 as of December 31, 2006.
- During the year, the District's expenses were $40,790 and $140,751 was generated in taxes and interest revenue for governmental activities.
- The general fund reported a fund balance this year of $586,270.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts—*management's discussion and analysis* (this section), the *basic financial statements, and required supplementary information.* The basic financial statements include two kinds of statements that present different views of the Districts:

- The first two statements are *government-wide financial statements* that provide both *long-term* and *short-term* information about the District's overall financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the government, reporting the District's operations in more detail than the government-wide statements.
- *The governmental funds* statements tell how *general government* services were financed in the *short term* as well as what remains for future spending.

Figure A-1F, Required Components of the District's Annual Financial Report



The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and related to one another.

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the district government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Government-wide Statements

The government-wide statements report information about the district as a whole using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's net assets and how they have changed. Net assets—the difference between the District's assets and liabilities—is one way to measure the District's financial health or *position.*

- Over time, increases or decreases in the District's net assets are an indicator of whether its financial health is improving or deteriorating, respectively.

- To assess the overall health of the District, one needs to consider additional nonfinancial factors such as changes in the District's tax base

Figure A-2. Major Features of the District's Government-wide and Fund Financial Statements

		Fund Statements		
Type of Statements	**Government-wide**	**Governmental Funds**	**Proprietary Funds**	**Fiduciary Funds**
Scope	Entire Agency's government (except fiduciary funds) and the Agency's component units	The activities of the district that are not proprietary or fiduciary	Activities the district operates similar to private businesses: self insurance	Instances in which the district is the trustee or agent for someone else's resources
Required financial statements	* Statement of net assets * Statement of activities	* Balance sheet * Statement of revenues, expenditures & changes in fund balances	* Statement of net assets * Statement of revenues, expenses and changes in fund net assets * Statement of cash flows	* Statement of fiduciary net assets * Statement of changes in fiduciary net assets
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; the Agency's funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid	All revenues and expenses during year, regardless of when cash is received or paid

The government-wide financial statements of the District include the *Governmental activities.* Most of the District's basic services are included here, such as general government, public safety, highways and streets, sanitation, economic development, culture and recreation, and interest on long-term debt. Property taxes finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds*—not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law and by bond covenants.

- The Members of the District Board of Directors establishes other funds to control and manage money for particular purposes or to show that it is properly using certain taxes.

The District has the following kinds of funds:

- *Governmental funds*—Most of the District's basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explain the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net assets. The District's combined net assets were $ 680,359 at December 31, 2006. (See Table A-1).

Table A-1
Hidalgo County Emergency Service Distric No.3
(In dollars)

	Primary Government		Increase / Decrease
Assets	2006	2005	2006-2005
Current assets:			
Cash and cash equivalents	$ 541,797	$ 447,247	$ 94,550
Propery Taxes Receivable (Net)	148,615	159,285	(10,670)
Interest Receivable	9,211	6,513	2,698
Total current assets	699,623	613,045	86,578
Noncurrent assets:			
Capital Assets	14,376	4,014	10,362
Total Assets	$ 713,999	$ 617,058	$ 96,941
LIABILITIES			
Current liabilities:			
Accounts Payable	$ 33,640	$ 37,455	$ (3,815)
Deferred Revenue	-	84,743	(84,743)
Total liabilities	33,640	122,198	(88,558)
Net Assets:			
Invested in Fixed Assets Net of Related Debt	14,376	4,014	10,362
Unrestricted	665,983	490,846	175,137
Total Net Assets	$ 680,359	$ 494,859	$ 185,500

Financial Analysis:

- Total assets for the primary government increased from $617,045 to $713,999 a net increase of $96,941 from last fiscal year, primarily due to an increase in investments in the form of certificates of deposit.
- Total liabilities for the primary government decreased from $122,198 to $33,640, a net decrease of $88,558 from last year primarily due to a prior period adjustment where deferred revenue was recognized as revenue and reduced from liabilities.
- In 2006 net assets for the Primary Government increased from $494,859 to $680,855 a net increase of $185,500 from last year, primarily due to not having an ambulance services contract renewed for this fiscal year creating less expenditures.

Change in Net Assets. Referring to Table A-2, the total change in net assets for the year was $99,961.

Table A-2

Hidalgo County Emergency Services District No. 3

(In dollars)

	Primary Government		Increase / Decrease
	2006	2005	2006-2005
General Purpose Revenues and Transfers:			
Revenues			
Propert Tax Revenue	$ 125,213	$ 130,086	$ (4,873)
Interest Revenue	15,538	10,342	5,196
Transfers	-	-	-
Total General Revenues and Transfers	140,751	140,428	323
Governmental Activities			
Ermergency Service	40,790	127,877	(87,087)
Total Expenses	40,790	127,877	$ (87,087)
Change in Net Assets	99,961	12,551	87,410
Net Assets Beginning-of Peiod	494,859	482,308	12,551
Prior Period Adjustments	85,539	-	85,539
Net Assets at Ending of Period	$ 680,359	$ 494,859	$ 185,500

- Total general revenues for the primary government increased from $140,428 to $140,751 a net increase of $323 from last fiscal year.
- Total expenses for the primary government decreased from $127,877 to $40,790 a net decrease of $87,087 primarily due to the cancelation of a renewal contract for ambulance services for the year.
- The total change in net assets for the fiscal year 2006 was $99,961 a $87,087 increase from last year's change in net assets of $12, 551.

GENERAL FUND BUDGETARY HIGHLIGHTS

- Expenditures were budgeted at the beginning of the 2006 fiscal year at $188,510 and were not amended by the board during the year. Actual expenditures for the year were $51,149, which creates a positive variance of $137,361, mainly caused by the cancelation of the ambulance services contract, which was the major expense of the district last fiscal year.
- Revenues were budgeted at the beginning of the 2006 fiscal year at $144,000 and were not amended by the board during the year. Actual expenditures for the year were $145,781, which creates a positive variance of $1,781.
- Overall revenues over expenditures created a variance of $94,632, which in comparison with budgeted expenditures over revenues of $44,510, created a positive variance of $139,142.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2006, the District had invested $ 4,017 in medical equipment. (See Table A-3.)

General Capital Assets
Table A-3

	Primary Government			
	Balance as of December 31, 2005	Additions	Deletions	Balance as of December 31, 2006
Capital Assets				
Medical Equipment	$ 54,265	$ 17,970	$ -	$ 72,235
Total Capital Assets	54,265	17,970	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	50,249	7,611	-	57,859
Total Accumulated Deprecition	50,249	7,611	-	57,859
Total Capital Assets Net of Accumulated Depreciation	$ 4,017	$ 10,359	$ -	$ 14,376

The District's fiscal year 2006 medical equipment spending was $17,970. More detailed information about the District's capital assets is presented in the notes to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- Appraised value used for the 2007 budget preparation is up to $ 1,248,428,748.
- General operating fund spending budget for 2007 was prepared based on history of actual definite revenues and essential expenses to operate.
- District is planning to renew the ambulance services for next year increasing expenditures.

These indicators were taken into account when adopting the general fund budget for 2007.

If these estimates are realized, the District's budgetary general fund balance is not expected to change appreciably by the close of 2007.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District's Board of Directors.

Basic Financial Statements

Hidalgo County Emergency Services District No. 3
Statement of Net Assets
December 31, 2006

	Primary Government	
	Governmental Activities	Total
ASSETS		
Current Assets		
Cash and Cash Equivalents	$ 541,797	$ 541,797
Property Taxes Receivable (Net)	148,615	148,615
Interest Receivable	9,211	9,211
Total Current Assets	699,623	699,623
Noncurrent Assets		
Capital Assets (Net)	$ 14,376	$ 14,376
Total Assets	713,999	713,999
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 33,640	$ 33,640
Total Liabilities	33,640	33,640
NET ASSETS		
Invested in Fixed Assets Net of Related Debt	14,376	14,376
Unrestricted	665,983	665,983
Total Net Assets	680,359	680,359
Total Liabilities and Net Assets	$ 713,999	$ 713,999

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Activities
For the Year Ended December 31, 2006

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary Government				
Governmental Activities:				
Emergency Services	$ 40,790	$ -	$ -	$ -
Total Governmental Activities	$ 40,790	$ -	$ -	$ -
General Purpose Revenues and Transfers:				
Revenues				
Property Tax Revenue				
Interest Revenue				
Transfers				
Total General Revenues and Transfers				
Change in Net Assets				
Net Assets at Beginning of Period				
Prior Period Adjustments				
Net Assets at End of Period				

The notes to these statements are an integral part of these statements.

Net (Expense) Revenue	
Primary Government	
Governmental Activities	Total
$ (40,790)	$ (40,790)
(40,790)	(40,790)
125,213	125,213
15,538	15,538
-	-
140,751	140,751
99,961	99,961
494,859	494,859
85,539	85,539
$ 680,359	$ 680,359

Hidalgo County Emergency Services District No. 3
Balance Sheet
Governmental Funds
December 31, 2006

	General Fund	Total Governmental Funds
ASSETS		
Cash and Cash Equivalents	$ 541,797	$ 541,797
Property Taxes Receivable (Net)	148,615	148,615
Interest Receivable	9,211	9,211
Total Assets	$ 699,623	$ 699,623
LIABILITIES		
Accounts Payable	$ 33,640	$ 33,640
Deferred Revenue	79,713	79,713
Total Liabilities	113,353	113,353
FUND BALANCE		
Unassigned	586,270	586,270
Total Fund Balance	586,270	586,270
Total Liabilities and Fund Balance	$ 699,623	$ 699,623

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Assets
December 31, 2006

Total Fund Balance - Governmental Funds	$	586,270
When capital assets are to be used in governmental activities are purchased, the cost of those assets are reported as expenditures in governmental funds. However, the Statement of Net Assets includes those capital assets among the assets of the District as a whole.		4,017
Capital assets are expensed as capital outlay in the governmental fund statement, however they are capitalized as fixed assets and reflected in the Statement of Net Assets.		17,970
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(7,611)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		79,713
Total Net Assets-Governmental Funds	$	680,359

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2006

	General Fund	Total Governmental Funds
Revenues		
Property Tax Revenue	$ 130,243	$ 130,243
Interest Revenue	15,538	15,538
Total Revenues	145,781	145,781
Expenditures		
Emergency Services	51,149	51,149
Total Expenditures	51,149	51,149
Excess of Revenues Over (Under) Expenditures	94,632	94,632
Net Change in Fund Balance	94,632	94,632
Fund Balance at Beginning of Period	490,842	490,842
Prior Period Adjustment	796	796
Fund Balance at End of Period	$ 586,270	$ 586,270

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance with Statement of Activities
For the Year Ended December 31, 2006

Total Net Change in Fund Balances - Governmental Funds	$	94,632
Capital assets are expensed as capital outlay in the governmental fund statement, however they are capitalized as fixed assets and reflected in the Statement of Net Assets.		17,970
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(7,611)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		(5,030)
Changes in Net Assets-Governmental Funds	$	99,961

The notes to these statements are an integral part of these statements.

Notes to the Financial Statements

Hidalgo County Emergency Services District No. 3
Notes to Financial Statements
For the year ended December 31, 2006

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. General Statement

This summary of significant accounting policies of Hidalgo County Emergency Services District No. 3 is presented to assist the reader in understanding the district's financial statements. The financial statements and notes are representations of the district's management.

The District was created and organized as provided by Article III, Section 48-d, of the Texas Constitution to protect life and property from fire and to conserve natural and human resources. The district is a political subdivision of the state. A five-member fire commissioners board governs operations of the District. Members of the board are appointed by the Hidalgo County Commissioner's Court.

The accounting and reporting policies of the District relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to toe state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units by the Financial Accounting Standards Board (FASB), when applicable.

B. Financial Reporting Entity

The District's financial reporting entity comprises the following:

Primary Government: Hidalgo County Emergency Services District No. 3

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations as component units with a governmental reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental and Financial Reporting Standards, include whether:

- The organization is legally separate (can sue and be sued in their own name)
- The District holds the corporate powers of the organization
- The District appoints a voting majority of the organization's board
- The District is able to impose its will on the organization
- The organization has the potential to impose a financial benefit/burden on the District
- There is fiscal dependency by the organization on the District.

Based on these criteria, the District is a component unit of the Hidalgo County Commissioners Court.

C. Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of the net assets and the statement of activities. These statements report information on all of the non-fiduciary financial information for the District. Eliminations have been made to minimize the double-counting of internal activities. Individual funds are not displayed, but the statements highlight governmental activities (generally supported by taxes and the District general revenue). The effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Program revenues includes 1) charges to customers or applicants whose purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operations or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The fund financial statements provide reports on the financial condition and results of operations about the District's funds, with separate statements presented for each fund category. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. Currently the District only has one General Fund.

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements of the District are prepared in accordance with generally accepted accounting principles (GAAP). The District's reporting entity applies all relevant GASB pronouncements and applicable FASB pronouncements and accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The District's reporting entity does not apply FASB pronouncements or APB pronouncements or APB opinions issued after November 30, 1989.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increase (revenues) and decrease (expenses) in net total assets.

Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of current period. The District considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred.

The revenues susceptible to accrual are property taxes and interest income. All other governmental fund revenues are recognized when received if any.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as needed.

E. Fund Types and Major Funds

Governmental Funds

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations

- *General Fund* – reports the primary fund of the District. This fund is used to account for all financial resources not reported in other funds.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Assets, Liabilities and Net Assets or Equity

1. Cash and Investments

The District considers cash and cash equivalents any account maturing within ninety days for financial statement reporting purposes. All investments are recorded at fair value based on quoted market prices. Fair Value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

2. Property Taxes

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the District in conformity with Subtitle E, Texas Property Tax Code. Taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. On January 31 of each year, a tax lien attaches to property to secure the payment of all taxes, penalties, and interest ultimately imposed. Property tax revenues are considered available when they become due or past due and receivable within the current period. The District considers property taxes as available if collected within 60 days after year end.

Taxable property includes real property and certain personal property situated in the District. Certain properties of religious, educational and charitable organizations, including the federal government and the State of Texas, are exempt from taxation. Additionally, there are other exemptions as noted below in arriving at the total assessed valuation of taxable property. The valuations are subject to county-wide revaluation every five years. The effective rate is based upon the previous year's total assessed valuation.

Allowances for uncollectible tax receivables within the General and Debt Service funds are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and included as part of the allowance for uncollectible; except for tax receivables over 20 year, the District is prohibited from writing off real property taxes without specific statutory authority from the Texas Legislature. The District does no write off tax receivable greater than 20 years.

3. Transactions between Funds

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of the Governmental funds.

4. Capital Assets

Capital assets include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are capital assets valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest has not been capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of $5,000 or more and over three years of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Buildings	50 Years
Infrastructure	30 Years
Improvements	20 Years
Water and Sewer System	30-50 Years
Machinery and Equipment	3-15 Years

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. Long-Term Obligations

In the government-wide, proprietary and component unit financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance cost are deferred and amortized over the life of the bonds using the straight line method as the amount is immaterial against the effective interest method. Unamortized bond premium and discount, issuance cost and gain or loss on refunding are not netted against the liability, but recorded in the asset portion of the financial statements. In the fund financial statements, long-term liabilities are not recorded in the governmental funds as the payment of the obligations will not be made by current financial resources. The governmental fund financial statements recognize the proceeds of debt as other financing resources. As of the end of the fiscal year there are no outstanding long-term obligations.

6. Net Assets / Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available or are legally restricted by outsource parties for use for a specific purpose.

7. Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires the use of estimates by management.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budget Basis of Accounting

The District prepares its annual budget on a basis (budget basis), which differs from generally accepted accounting principles (GAAP Basis). The budget and all transactions are presented in accordance with the District's method (budget basis) in the Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General fund to provide a meaningful comparison of actual results with the budget. The major differences between budget and GAAP basis are stated in the statement and schedules associated with the analysis of actual results to the budgeted expectations.

Finance-Related Legal and Contractual Provisions

In accordance with GASB Statement No. 38, "Certain Financial Statement Note Disclosures", violations of finance-related legal and contractual provisions, if any, are reported below, along with actions taken to address such violations:

Violation	Action Taken
None	Not Applicable

III. DETAILED NOTES ON FUNDS

A. Deposits

District's funds are required to be deposited and invested under the terms of a depository contract and investment policy pursuant to state statute. The depository bank deposits for safekeeping and trust with its agent approved pledged securities authorized by Chapter 2257 Collateral for Public Funds of the Government Code in an amount sufficient to protect District funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance.

III. DETAILED NOTES ON FUNDS (Continued)

At December 31, 2006, the carrying amount of the District's deposits was $541,797. The District has one depositary account: International Bank of Commerce

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a policy of maintaining contact with the trust department of its depository agency to eliminate all custodial credit risk. As of December 31, 2006, the District's bank balance of $552,467 was not exposed to custodial credit risk and was over-insured and over-collateralized.

Investments

The District is required by Government code Chapter 2256, the public Funds Investment Act ("Act"), to adopt, implement, and publicize an investment policy. That policy must be written, primarily emphasize safety of principal and liquidity, address investment diversification, yield, and maturity and the quality and capability of investment management, and include a list of the types of authorized investments in which the investing entity's funds may be invested, and the maximum allowable stated maturity of any individual investment owned by the entity.

The Act requires an annual audit of investment practices. Audit procedures in this area conducted as part of the audit of the general purposes financial statements disclosed that in the areas of investment practices, management reports and establish appropriate policies. The District adheres to the requirements of the Act. Additionally, investment practices of the District are in accordance with local policies.

The District has investments at December 31, 2006, in the form of Certificates of Deposit with International Bank of Commerce in the amount of $416,193. The funds are available immediately as needed.

Analysis of Specific Deposit and Investment Risks:

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

Interest Rate Risk
This is the risk that changes in interest rated will adversely affect the fair value of an investment. At year end, the District was not exposed to interest rate risk. By limiting the exposure of its investments, the District reduces its risk to the rising or decreasing interest rates.

Credit Risk
Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized agencies are designed to an indication of credit risk. At year end, the District was not significantly exposed to credit risk.

Custodial Credit Risk
Deposits and investments are exposed to custodial credit risk if they are not covered by the depository insurance and the deposits and investments are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name. At year end, the District was not exposed to custodial credit risk.

Concentration of Credit Risk
This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the District was exposed to concentration of credit risk, but highly collateralized.. The District was in compliance with its diversification investment guidelines.

III. DETAILED NOTES ON FUNDS (Continued)

Foreign Currency Risk
This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

Cash and cash equivalents at December 31, 2006 consisted of the following:

	2006
Petty Cash	$ 125
IBC Checking Account	125,478
IBC CD #7000403222	363,643
IBC CD #7000403314	52,551
Total Cash and Cash Equivalents	$ 541,797

B. Receivables

Receivables for the District at December 31, 2006, were as follows:

General Fund	Account Receivable	Allowance for Uncollectibles	Total (Net)
Property Taxes	$ 156,436	$ 7,821	$ 148,615
	$ 156,436	$ 7,821	$ 148,615

C. Deferred Revenue

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the year, the deferred revenue reported in the fund financial statements were as follows:

Deferred Revenue Description	General Fund	Total
Property Taxes	$ 79,713	$ 79,713
	$ 79,713	$ 79,713

III. DETAILED NOTES ON FUNDS (Continued)

D. Accounts Payable

Accounts Payable at December 31, 2006 consisted of the following:

Vendor	Payable
Linn-San Manuel Fire Dept.	$ 10,000
Valley EMS, Inc.	5,000
Casco Industries Incorporated	17,970
Francisco J. Prado, Jr.	670
Total Accounts Payable	$ 33,640

E. Capital Assets

Capital asset activity for the year ended December 31, 2006 was as follows:

	December 31, 2005	Additions	Deletions	December 31, 2006
Capital Assets				
Medical Equipment	$ 54,265	$ 17,970	$ -	$ 72,235
Total Capital Assets	54,265	17,970	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	50,249	7,611		57,859
Total Accumulated Depreciation	50,249	7,611	-	57,859
Total Capital Assets Net of Accumulated Depreciation	$ 4,017	$ 10,359	$ -	$ 14,376

Depreciation expense was charged to functions of the governmetal activities as follows:

Governmental Activities	
Emergency Services	$ 7,611
Total Governmental Activities	$ 7,611

F. Litigation

The District is not a defendant currently in any lawsuits that could have a material adverse effect on the financial condition of the District at December 31, 2006.

III. DETAILED NOTES ON FUNDS (Continued)

G. Prior Period Adjustment

Prior period adjustments were needed in the General Fund in order to properly state the correct financial position of the District. The prior period adjustment amounts and the reason are as follows:

FUND LEVEL:		
General Fund		
Adjustment to reflect deposit in transit not posted on last year's cash balance.	$	796
Total General Fund		796
Total Governmental Fund Prior Period Adjustment	$	796
GOVERNMENT-WIDE LEVEL:		
Adjustment to correct prior year revenue posted as deferred.		84,743
Grand Total Prior Period Adjustment (Changes in Net Assets)	$	85,539

H. Subsequent Events

For the purposes of reporting subsequent events, management has considered events occurring up to May 11, 2012, the date of the report was available to be issued. No subsequent events were noted.

Required Supplementary Information

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.

Hidalgo County Emergency Services District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual
General Fund
For the Year Ended December 31, 2006

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Final	Actual	Actual
Revenues				
Property Tax Revenue	$ 129,000	$ 129,000	$ 130,243	$ 1,243
Interest Revenue	15,000	15,000	15,538	538
Total Revenues	144,000	144,000	145,781	1,781
Other Financing Sources				
Total Revenues and Other Financing Sources	144,000	144,000	145,781	1,781
Expenditures				
Ambulance Service	188,510	188,510	51,149	137,361
Total Expenditures	188,510	188,510	51,149	137,361
Other Financing Uses				
Total Expenditures and Other Financing Uses	188,510	188,510	51,149	137,361
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	(44,510)	(44,510)	94,632	139,142
Net Change in Fund Balance	(44,510)	(44,510)	94,632	139,142
Fund Balance at Beginning of Period	490,842	490,842	490,842	-
Prior Period Ajdustments	796	796	796	-
Fund Balance at End of Period	$ 447,128	$ 447,128	$ 586,270	$ 139,142

The notes to these statements are an integral part of these statements.

Oscar R. González, CPA
&
Associates, P.L.L.C.
Certified Public Accountants
208 W. Ferguson Unit #1 • Pharr, Texas 78577
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Email: org110n@aol.com

Oscar R. González
Melissa González

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hidalgo County Emergency Services District No. 3, as of and for the year ended December 31, 2006, which collectively comprise the Hidalgo County Emergency Services District No. 3's basic financial statements and have issued our report thereon dated May 11, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Hidalgo County Emergency Services District No. 3's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hidalgo County Emergency Services District No. 3's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies in internal control over financial reporting. (2006-1) through (2006-7). A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hidalgo County Emergency Services District No. 3's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests found no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Hidalgo County Emergency Services District No. 3's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Hidalgo County Emergency Services District No. 3's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, Board of Directors, others within the entity, and is not intended to be and should not be used by anyone other than these specified parties.

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

B. Financial Statement Findings

Schedule Reference (2011-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Criteria: Individual responsible for accounting should possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Condition: The District's Individual responsible for accounting possesses the necessary accounting experience to reliably initiate, authorize and process financial data and to report such financial data for internal management purposes. However, their job functions are not designed to require that they maintain current expertise in financial reporting requirements for externally released financial statements that are prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP) including the presentation format of the financial statements and all of the related footnotes that accompany such financial statements.

Cause: Lack of knowledge about financial statement preparation.

Effect: Accounting staff does not possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Recommendation: The District's financial staff should obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Questioned Costs: - $0 –

Schedule Reference (2011-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Criteria: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts need to be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Condition: Investments in certificate of deposits were not recorded in the books; consequently activity on the accounts was not posted nor reconciled on the books of the District.

Cause: Lack of control over investment balances and activity.

Effect: Investments in certificate of deposits were not reflected on the books of the District, and activity was not reconciled.

Recommendation: The balance on all certificate of deposit investments needs to be included in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current balances.

Questioned Costs: - $0 –

Schedule Reference (2011-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Criteria: Property tax assessed and not collected at the end of the fiscal year must be accrued as property tax receivables, and reduced by its appropriate allowance for uncollectible taxes in accordance with the District's policy.

Condition: No accrual is being made of property tax assessed and not collected by the end of the fiscal year as property tax receivables.

Cause: Lack of controls over the recording of property tax receivable amounts.

Effect: The District's books did not reflect property tax receivables owed to the District.

Recommendation: Cutoff procedures need to be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Questioned Costs: - $0 –

Schedule Reference (2011-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Criteria: Proper accrual of transactions in accordance with GAAP requires for the recording of all expenditures using the modified accrual basis of accounting where expenditures are recorded when the related fund liability is incurred.

Condition: Accounts payable cutoff testing procedures revealed that various cash disbursement transactions that were paid after the end of the fiscal year had been incurred during the fiscal year being audited and were recorded as expenditures in the subsequent year.

Cause: Lack of controls over cutoff procedures of accounts payable transactions occurring near after the end of the fiscal year.

Effect: Expenditures that belong to the fiscal year being audited were being recorded as expenditures for the subsequent year.

Recommendation: Cutoff procedures need to be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Questioned Costs: - $0 –

Schedule Reference (2011-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Criteria: Interest revenue earned but not yet paid to the District on its certificate of deposit investments needs to be recorded as accrued interest receivable and recorded as earned revenue in the appropriate year even if no actual collection has been made.

Condition: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Cause: Investments in certificate of deposits have not been recorded on the books.

Effect: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Recommendation: Once investments are recorded, cutoff procedures need to be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Questioned Costs: - $0 –

Schedule Reference (2011-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Criteria: In order to adequately maintain the processes, authorizations, records and other internal control requirements over purchasing, accounting and investing activities, a written policy must be adopted and authorized by the board of directors and followed as directed.

Condition: The District's policies and procedures did not have a policy in place that adequately describes the processes, authorizations, records and other internal controls required in order for the District to maintain effective control and accountability over purchasing, accounting and investing transactions.

Cause: Lack of control over accounting and investing activities.

Effect: The District does not have an accounting or investment procedures manual.

Recommendation: Implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Questioned Costs: - $0 –

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2006

Schedule Reference (2006-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The District's financial staff will obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2006-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts will be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2006-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2006-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2006-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Once investments are recorded, cutoff procedures will be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Anticipated Completion Date: As soon as possible.

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2006

Schedule Reference (2006-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The entity will implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Anticipated Completion Date: As soon as possible.

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 2007

OSCAR R. GONZALEZ, CPA & ASSOCIATES, P.L.L.C.
Certified Public Accountants

RECEIVED BY
COUNTY AUDITOR

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Hidalgo County Emergency Services District No. 3
Audited Financial Report
For the Year Ended December 31, 2007

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2007

OFFICERS AND DIRECTORS

RUDY ZAMORA
President

FRED KARLE
Vice-President

LOUIE KIEFFER
Secretary-Treasurer

DONATO SALINAS
Member

JOE PERALEZ
Member

Hidalgo County Emergency Services No. 3
For the year ended December 31, 2007
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Financial Section

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To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City of Hidalgo County Emergency Services District No. 3 as of and for the year ended December 31, 2007, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Hidalgo County Emergency Services District No. 3's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Hidalgo County Emergency Services District No. 3, as of December 31, 2007, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 11, 2012, on our consideration of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 2 through 6 and 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Oscar R. Gonzalez, CPA & Associates PLLC

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

Management Discussion and Analysis

Hidalgo County Emergency Services District No. 3
Management Discussion and Analysis

This section of Hidalgo County Emergency Services District No. 3 annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended December 31, 2007. Please read it in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

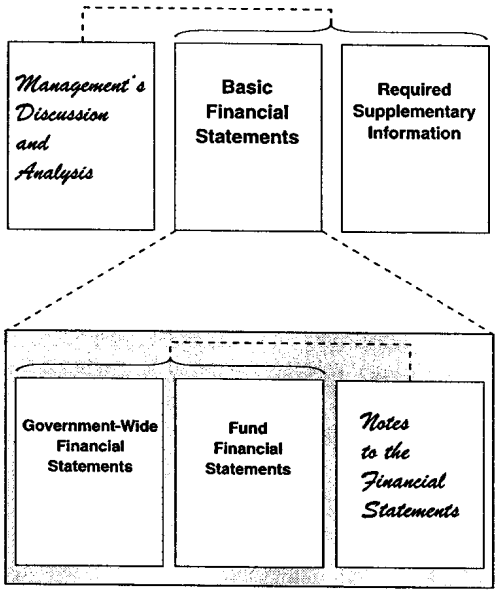
- The District's total combined net assets were $836,531 as of December 31, 2007.
- During the year, the District's expenses were $15,132 and $160,225 was generated in taxes and interest revenue for governmental activities.
- The general fund reported a fund balance this year of $750,609.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts—*management's discussion and analysis* (this section), the *basic financial statements, and required supplementary information.* The basic financial statements include two kinds of statements that present different views of the Districts:

- The first two statements are *government-wide financial statements* that provide both *long-term* and *short-term* information about the District's overall financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the government, reporting the District's operations in more detail than the government-wide statements.
- *The governmental funds* statements tell how *general government* services were financed in the *short term* as well as what remains for future spending.

Figure A-1F, Required Components of the District's Annual Financial Report



The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and related to one another.

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the district government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Government-wide Statements

The government-wide statements report information about the district as a whole using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's net assets and how they have changed. Net assets—the difference between the District's assets and liabilities—is one way to measure the District's financial health or *position.*

- Over time, increases or decreases in the District's net assets are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the District, one needs to consider additional nonfinancial factors such as changes in the District's tax base

Figure A-2 Major Features of the District's Government-wide and Fund Financial Statements

		Fund Statements		
Type of Statements	**Government-wide** Entire Agency's government (except fiduciary funds) and the Agency's component units	**Governmental Funds** The activities of the district that are not proprietary or fiduciary	**Proprietary Funds** Activities the district operates similar to private businesses: self insurance	**Fiduciary Funds** Instances in which the district is the trustee or agent for someone else's resources
Scope				
Required financial statements	* Statement of net assets * Statement of activities	* Balance sheet * Statement of revenues, expenditures & changes in fund balances	* Statement of net assets * Statement of revenues, expenses and changes in fund net assets * Statement of cash flows	* Statement of fiduciary net assets * Statement of changes in fiduciary net assets
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources foc
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; the Agency's funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid	All revenues and expenses during year, regardless of when cash is received or paid

The government-wide financial statements of the District include the *Governmental activities.* Most of the District's basic services are included here, such as general government, public safety, highways and streets, sanitation, economic development, culture and recreation, and interest on long-term debt. Property taxes finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds*—not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law and by bond covenants.
- The Members of the District Board of Directors established other funds to control and manage money for particular purposes or to show that it is properly using certain taxes.

The District has the following kinds of funds:

- *Governmental funds*—Most of the District's basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explain the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net assets. The District's combined net assets were $ 836,531 at December 31, 2007. (See Table A-1).

Table A-1
Hidalgo County Emergency Services District No. 3
(In dollars)

	Primary Government		Increase / Decrease
Assets	2007	2006	2007-2006
Current assets:			
Cash and cash equivalents	$ 674,177	$ 541,797	$ 132,380
Propery Taxes Receivable (Net)	150,405	148,615	1,790
Due from Hidalgo County	14,786	-	14,786
Interest Receivable	1,911	9,211	(7,300)
Total current assets	841,279	699,623	141,656
Noncurrent assets:			
Capital Assets	10,782	14,376	(3,594)
Total Assets	$ 852,061	$ 713,999	$ 138,062
LIABILITIES			
Current liabilities:			
Accounts Payable	$ 15,530	$ 33,640	$ (18,110)
Total liabilities	15,530	33,640	(18,110)
Net Assets:			
Invested in Fixed Assets Net of Related Debt	10,782	14,376	(3,594)
Unrestricted	825,749	665,983	159,766
Total Net Assets	$ 836,531	$ 680,359	$ 156,172

Financial Analysis:

- Total assets for the primary government increased from $713,999 to $852,061 a net increase of $138,062 from last fiscal year, primarily due to an increase in investments in the form of certificates of deposit.
- Total liabilities for the primary government decreased from $33,640 to $15,530, a net decrease of $18,110 from last year primarily due to a reduction of account payable liabilities.
- In 2007 net assets for the Primary Government increased from $680,855 to $836,531 a net increase of $156,172 from last year, primarily due to not having an ambulance service contract renewed for this fiscal year creating less expenditures.

Change in Net Assets. Referring to Table A-2, the total change in net assets for the year was $145,093.

Table A-2
Hidalgo County Emergency Services District No.3
(In dollars)

	Primary Government		Increase / Decrease
	2007	2006	2007-2006
General Purpose Revenues and Transfers:			
Revenues			
Propert Tax Revenue	$ 136,716	$ 125,213	$ 11,503
Interest Revenue	23,509	15,538	7,971
Transfers	-	-	-
Total General Revenues and Transfers	160,225	140,751	19,474
Governmental Activities			
Ermergency Service	15,132	40,790	(25,658)
Total Expenses	15,132	40,790	$ (25,658)
Change in Net Assets	145,093	99,961	45,132
Net Assets Beginning-of Peiod	680,358	494,859	185,499
Prior Period Adjustments	11,080	85,539	(74,459)
Net Assets at Ending of Period	$ 836,531	$ 680,359	$ 156,172

- Total general revenues for the primary government increased from $140,751 to $160,225 a net increase of $19,474 from last fiscal year.
- Total expenses for the primary government decreased from $40,790 to $15,132 a net decrease of $25,658 primarily due to the cancelation of a renewal contract for ambulance services for the year.
- The total change in net assets for the fiscal year 2007 was $145,093 a $45,132 increase from last year's change in net assets of $99,961.

GENERAL FUND BUDGETARY HIGHLIGHTS

- Expenditures were budgeted at the beginning of the 2007 fiscal year at $188,510 and were not amended by the board during the year. Actual expenditures for the year were $11,538, which creates a positive variance of $176,972, mainly caused by the cancelation of the ambulance service contract, which was the major expense of the district last fiscal year.
- Revenues were budgeted at the beginning of the 2007 fiscal year at $144,000 and were not amended by the board during the year. Actual expenditures for the year were $164,798, which creates a positive variance of $20,798.
- Overall revenues over expenditures created a variance of $153,260, which in comparison with budgeted expenditures over revenues of $44,510, created a positive variance of $197,770.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2007, the District had invested $ 4,017 in medical equipment. (See Table A-3.)

General Capital Assets
Table A-3

	Primary Government			
	Balance as of December 31, 2006	Additions	Deletions	Balance as of December 31, 2007
Capital Assets				
Medical Equipment	$ 72,235	$ -	$ -	$ 72,235
Total Capital Assets	72,235	-	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	57,859	3,594	-	61,453
Total Accumulated Deprecition	57,859	3,594	-	61,453
Total Capital Assets Net of Accumulated Depreciation	$ 14,376	$ 3,594	$ -	$ 10,782

More detailed information about the District's capital assets is presented in the notes to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- Appraised value used for the 2008 budget preparation is up to $ 1,262,424,956.
- General operating fund spending budget for 2008 was prepared based on history of actual definite revenues and essential expenses to operate.
- District is planning to renew the ambulance services for next year increasing expenditures.

These indicators were taken into account when adopting the general fund budget for 2008.

If these estimates are realized, the District's budgetary general fund balance is not expected to change appreciably by the close of 2008.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District's Board of Directors.

Basic Financial Statements

Hidalgo County Emergency Services District No. 3
Statement of Net Assets
December 31, 2007

	Primary Government	
	Governmental Activities	Total
ASSETS		
Current Assets		
Cash and Cash Equivalents	$ 674,177	$ 674,177
Property Taxes Receivable (Net)	150,405	150,405
Due from Hidalgo County	14,786	14,786
Interest Receivable	1,911	1,911
Total Current Assets	841,279	841,279
Noncurrent Assets		
Capital Assets (Net)	$ 10,782	$ 10,782
Total Assets	852,061	852,061
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 15,530	$ 15,530
Total Liabilities	15,530	15,530
NET ASSETS		
Invested in Fixed Assets Net of Related Debt	10,782	10,782
Unrestricted	825,749	825,749
Total Net Assets	836,531	836,531
Total Liabilities and Net Assets	$ 852,061	$ 852,061

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Activities
For the Year Ended December 31, 2007

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary Government				
Governmental Activities:				
Emergency Services	$ 15,132	$ -	$ -	$ -
Total Governmental Activities	$ 15,132	$ -	$ -	$ -

General Purpose Revenues and Transfers:

Revenues

Property Tax Revenue

Interest Revenue

Transfers

Total General Revenues and Transfers

Change in Net Assets

Net Assets at Beginning of Period

Prior Period Adjustments

Net Assets at End of Period

The notes to these statements are an integral part of these statements.

Net (Expense) Revenue	
Primary Government	
Governmental Activities	Total
$ (15,132)	$ (15,132)
(15,132)	(15,132)
136,716	136,716
23,509	23,509
-	-
160,225	160,225
145,093	145,093
680,358	680,358
11,080	11,080
$ 836,531	$ 836,531

Hidalgo County Emergency Services District No. 3
Balance Sheet
Governmental Funds
December 31, 2007

	General Fund	Total Governmental Funds
ASSETS		
Cash and Cash Equivalents	$ 674,177	$ 674,177
Property Taxes Receivable (Net)	150,405	150,405
Due from Hidalgo County	14,786	14,786
Interest Receivable	1,911	1,911
Total Assets	$ 841,279	$ 841,279
LIABILITIES		
Accounts Payable	$ 15,530	$ 15,530
Deferred Revenue	75,140	75,140
Total Liabilities	90,670	90,670
FUND BALANCE		
Unassigned	750,609	750,609
Total Fund Balance	750,609	750,609
Total Liabilities and Fund Balance	$ 841,279	$ 841,279

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Assets
December 31, 2007

Total Fund Balance - Governmental Funds	$	750,609
When capital assets are to be used in governmental activities are purchased, the cost of those assets are reported as expenditures in governmental funds. However, the Statement of Net Assets includes those capital assets among the assets of the District as a whole.		14,376
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(3,594)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		75,140
Total Net Assets-Governmental Funds	$	**836,531**

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2007

	General Fund	Total Governmental Funds
Revenues		
Property Tax Revenue	$ 141,289	$ 141,289
Interest Revenue	23,509	23,509
Total Revenues	164,798	164,798
Expenditures		
Emergency Services	11,538	11,538
Total Expenditures	11,538	11,538
Excess of Revenues Over (Under) Expenditures	153,260	153,260
Net Change in Fund Balance	153,260	153,260
Fund Balance at Beginning of Period	586,269	586,269
Prior Period Adjustment	11,080	11,080
Fund Balance at End of Period	$ 750,609	$ 750,609

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance with Statement of Activities
For the Year Ended December 31, 2007

Total Net Change in Fund Balances - Governmental Funds	$	153,260
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(3,594)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		(4,573)
Changes in Net Assets-Governmental Funds	$	145,093

The notes to these statements are an integral part of these statements.

Notes to the Financial Statements

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. General Statement

This summary of significant accounting policies of Hidalgo County Emergency Services District No. 3 is presented to assist the reader in understanding the district's financial statements. The financial statements and notes are representations of the district's management.

The District was created and organized as provided by Article III, Section 48-d, of the Texas Constitution to protect life and property from fire and to conserve natural and human resources. The district is a political subdivision of the state. A five-member fire commissioners board governs operations of the District. Members of the board are appointed by the Hidalgo County Commissioner's Court.

The accounting and reporting policies of the District relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to toe state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units by the Financial Accounting Standards Board (FASB), when applicable.

B. Financial Reporting Entity

The District's financial reporting entity comprises the following:

Primary Government: Hidalgo County Emergency Services District No. 3

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations as component units with a governmental reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental and Financial Reporting Standards, include whether:

- The organization is legally separate (can sue and be sued in their own name)
- The District holds the corporate powers of the organization
- The District appoints a voting majority of the organization's board
- The District is able to impose its will on the organization
- The organization has the potential to impose a financial benefit/burden on the District
- There is fiscal dependency by the organization on the District.

Based on these criteria, the District is a component unit of the Hidalgo County Commissioners Court.

C. Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of the net assets and the statement of activities. These statements report information on all of the non-fiduciary financial information for the District. Eliminations have been made to minimize the double-counting of internal activities. Individual funds are not displayed, but the statements highlight governmental activities (generally supported by taxes and the District general revenue). The effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Program revenues includes 1) charges to customers or applicants whose purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operations or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The fund financial statements provide reports on the financial condition and results of operations about the District's funds, with separate statements presented for each fund category. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. Currently the District only has one General Fund.

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements of the District are prepared in accordance with generally accepted accounting principles (GAAP). The District's reporting entity applies all relevant GASB pronouncements and applicable FASB pronouncements and accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The District's reporting entity does not apply FASB pronouncements or APB pronouncements or APB opinions issued after November 30, 1989.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increase (revenues) and decrease (expenses) in net total assets.

Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of current period. The District considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred.

The revenues susceptible to accrual are property taxes and interest income. All other governmental fund revenues are recognized when received if any.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as needed.

E. Fund Types and Major Funds

Governmental Funds

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations

- *General Fund* – reports the primary fund of the District. This fund is used to account for all financial resources not reported in other funds.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Assets, Liabilities and Net Assets or Equity

1. Cash and Investments

The District considers cash and cash equivalents any account maturing within ninety days for financial statement reporting purposes. All investments are recorded at fair value based on quoted market prices. Fair Value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

2. Property Taxes

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the District in conformity with Subtitle E, Texas Property Tax Code. Taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. On January 31 of each year, a tax lien attaches to property to secure the payment of all taxes, penalties, and interest ultimately imposed. Property tax revenues are considered available when they become due or past due and receivable within the current period. The District considers property taxes as available if collected within 60 days after year end.

Taxable property includes real property and certain personal property situated in the District. Certain properties of religious, educational and charitable organizations, including the federal government and the State of Texas, are exempt from taxation. Additionally, there are other exemptions as noted below in arriving at the total assessed valuation of taxable property. The valuations are subject to county-wide revaluation every five years. The effective rate is based upon the previous year's total assessed valuation.

Allowances for uncollectible tax receivables within the General and Debt Service funds are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and included as part of the allowance for uncollectible; except for tax receivables over 20 year, the District is prohibited from writing off real property taxes without specific statutory authority from the Texas Legislature. The District does no write off tax receivable greater than 20 years.

3. Transactions between Funds

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of the Governmental funds.

4. Capital Assets

Capital assets include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are capital assets valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest has not been capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of $5,000 or more and over three years of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Buildings	50 Years
Infrastructure	30 Years
Improvements	20 Years
Machinery and Equipment	3-15 Years

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. Long-Term Obligations

In the government-wide, proprietary and component unit financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance cost are deferred and amortized over the life of the bonds using the straight line method as the amount is immaterial against the effective interest method. Unamortized bond premium and discount, issuance cost and gain or loss on refunding are not netted against the liability, but recorded in the asset portion of the financial statements. In the fund financial statements, long-term liabilities are not recorded in the governmental funds as the payment of the obligations will not be made by current financial resources. The governmental fund financial statements recognize the proceeds of debt as other financing resources. As of the end of the fiscal year there are no outstanding long-term obligations.

6. Net Assets / Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available or are legally restricted by outsource parties for use for a specific purpose.

7. Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires the use of estimates by management.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budget Basis of Accounting

The District prepares its annual budget on a basis (budget basis), which differs from generally accepted accounting principles (GAAP Basis). The budget and all transactions are presented in accordance with the District's method (budget basis) in the Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General fund to provide a meaningful comparison of actual results with the budget. The major differences between budget and GAAP basis are stated in the statement and schedules associated with the analysis of actual results to the budgeted expectations.

Finance-Related Legal and Contractual Provisions

In accordance with GASB Statement No. 38, "Certain Financial Statement Note Disclosures", violations of finance-related legal and contractual provisions, if any, are reported below, along with actions taken to address such violations:

Violation	Action Taken
None	Not Applicable

III. DETAILED NOTES ON FUNDS

A. Deposits

District's funds are required to be deposited and invested under the terms of a depository contract and investment policy pursuant to state statute. The depository bank deposits for safekeeping and trust with its agent approved pledged securities authorized by Chapter 2257 Collateral for Public Funds of the Government Code in an amount sufficient to protect District funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance.

III. DETAILED NOTES ON FUNDS (Continued)

At December 31, 2007, the carrying amount of the District's deposits was $674,177. The District has two depositary accounts: International Bank of Commerce & Lone Star National Bank.

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a policy of maintaining contact with the trust department of its depository agency to eliminate all custodial credit risk. As of December 31, 2007, the District's bank balance of $656,240 was not exposed to custodial credit risk and was over-insured and over-collateralized.

Investments

The District is required by Government code Chapter 2256, the public Funds Investment Act ("Act"), to adopt, implement, and publicize an investment policy. That policy must be written, primarily emphasize safety of principal and liquidity, address investment diversification, yield, and maturity and the quality and capability of investment management, and include a list of the types of authorized investments in which the investing entity's funds may be invested, and the maximum allowable stated maturity of any individual investment owned by the entity.

The Act requires an annual audit of investment practices. Audit procedures in this area conducted as part of the audit of the general purposes financial statements disclosed that in the areas of investment practices, management reports and establish appropriate policies. The District adheres to the requirements of the Act. Additionally, investment practices of the District are in accordance with local policies.

The District has investments at December 31, 2007, in the form of Certificates of Deposit with Lone Star National Bank in the amount of $391,702. The funds are available immediately as needed.

Analysis of Specific Deposit and Investment Risks:

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

Interest Rate Risk
This is the risk that changes in interest rated will adversely affect the fair value of an investment. At year end, the District was not exposed to interest rate risk. By limiting the exposure of its investments, the District reduces its risk to the rising or decreasing interest rates.

Credit Risk
Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized agencies are designed to an indication of credit risk. At year end, the District was not significantly exposed to credit risk.

Custodial Credit Risk
Deposits and investments are exposed to custodial credit risk if they are not covered by the depository insurance and the deposits and investments are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name. At year end, the District was not exposed to custodial credit risk.

Concentration of Credit Risk
This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the District was exposed to concentration of credit risk, but highly collateralized.. The District was in compliance with its diversification investment guidelines.

III. DETAILED NOTES ON FUNDS (Continued)

Foreign Currency Risk
This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

Cash and cash equivalents at December 31, 2007 consisted of the following:

	2007
Petty Cash	$ 125
IBC Checking Account	17,812
Lone Star National Bank Account	264,538
LSNB CD #45141942	234,321
LSNB CD #45141934	157,382
Total Cash and Cash Equivalents	$ 674,177

B. Receivables

Receivables for the District at December 31, 2007, were as follows:

General Fund	Account Receivable	Allowance for Uncollectibles	Total (Net)
Property Taxes	$ 158,321	$ 7,916	$ 150,405
	$ 158,321	$ 7,916	$ 150,405

C. Deferred Revenue

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the year, the deferred revenue reported in the fund financial statements were as follows:

Deferred Revenue Description	General Fund	Total
Property Taxes	$ 75,140	$ 75,140
	$ 75,140	$ 75,140

III. DETAILED NOTES ON FUNDS (Continued)

D. Accounts Payable

Accounts Payable at December 31, 2007 consisted of the following:

Vendor	Payable
Linn-San Manuel Fire Dept.	$ 10,000
Valley EMS, Inc.	5,000
Francisco J. Prado, Jr.	530
Total Accounts Payable	$ 15,530

E. Capital Assets

Capital asset activity for the year ended December 31, 2007 was as follows:

	Balance as of December 31, 2006	Additions	Deletions	Balance as of December 31, 2007
Capital Assets				
Medical Equipment	$ 72,235	$ -	$ -	$ 72,235
Total Capital Assets	72,235	-	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	57,859	3,594		61,453
Total Accumulated Depreciation	57,859	3,594	-	61,453
Total Capital Assets Net of Accumulated Depreciation	$ 14,376	$ (3,594)	$ -	$ 10,782

Depreciation expense was charged to functions of the governmetal activities as follows:

Governmental Activities	
Emergency Services	$ 3,594
Total Governmental Activities	$ 3,594

F. Litigation

The District is not a defendant currently in any lawsuits that could have a material adverse effect on the financial condition of the District at December 31, 2007.

III. DETAILED NOTES ON FUNDS (Continued)

G. Prior Period Adjustment

Prior period adjustments were needed in the General Fund in order to properly state the correct financial position of the District. The prior period adjustment amounts and the reason are as follows:

FUND LEVEL:		
General Fund		
Adjustment to reflect deposit in transit not posted on last year's cash balance.	$	231
Adjustment to correct prior period outstanding checks posted twice		10,849
Total General Fund		11,080
Total Governmental Fund Prior Period Adjustment	$	11,080
GOVERNMENT-WIDE LEVEL:		-
Grand Total Prior Period Adjustment (Changes in Net Assets)	$	11,080

H. Subsequent Events

For the purposes of reporting subsequent events, management has considered events occurring up to May 11, 2012, the date of the report was available to be issued. No subsequent events were noted.

Required Supplementary Information

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.

Hidalgo County Emergency Services District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual
General Fund
For the Year Ended December 31, 2007

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Final	Actual	Actual
Revenues				
Property Tax Revenue	$ 129,000	$ 129,000	$ 141,289	$ 12,289
Interest Revenue	15,000	15,000	23,509	8,509
Total Revenues	144,000	144,000	164,798	20,798
Other Financing Sources				
Total Revenues and Other Financing Sources	144,000	144,000	164,798	20,798
Expenditures				
Ambulance Service	188,510	188,510	11,538	176,972
Total Expenditures	188,510	188,510	11,538	176,972
Other Financing Uses				
Total Expenditures and Other Financing Uses	188,510	188,510	11,538	176,972
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	(44,510)	(44,510)	153,260	197,770
Net Change in Fund Balance	**(44,510)**	**(44,510)**	**153,260**	**197,770**
Fund Balance at Beginning of Period	586,269	586,269	586,269	-
Prior Period Ajdustments	11,080	11,080	11,080	-
Fund Balance at End of Period	$ **552,839**	$ **552,839**	$ **750,609**	$ **197,770**

The notes to these statements are an integral part of these statements.

Oscar R. González, CPA
&
Associates, P.L.L.C.
Certified Public Accountants
208 W. Ferguson Unit #1 • Pharr, Texas 78577
Tel: (956) 787-9909 • Fax: (956) 787-3067
Email: org110n@aol.com

Oscar R. González
Melissa González

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hidalgo County Emergency Services District No. 3, as of and for the year ended December 31, 2007, which collectively comprise the Hidalgo County Emergency Services District No. 3's basic financial statements and have issued our report thereon dated May 11, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Hidalgo County Emergency Services District No. 3's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hidalgo County Emergency Services District No. 3's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies in internal control over financial reporting. (2007-1) through (2007-7). A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hidalgo County Emergency Services District No. 3's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests found no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Hidalgo County Emergency Services District No. 3's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Hidalgo County Emergency Services District No. 3's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, Board of Directors, others within the entity, and is not intended to be and should not be used by anyone other than these specified parties.

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

B. Financial Statement Findings

Schedule Reference (2007-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Criteria: Individual responsible for accounting should possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Condition: The District's Individual responsible for accounting possesses the necessary accounting experience to reliably initiate, authorize and process financial data and to report such financial data for internal management purposes. However, their job functions are not designed to require that they maintain current expertise in financial reporting requirements for externally released financial statements that are prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP) including the presentation format of the financial statements and all of the related footnotes that accompany such financial statements.

Cause: Lack of knowledge about financial statement preparation.

Effect: Accounting staff does not possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Recommendation: The District's financial staff should obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Questioned Costs: - $0 –

Schedule Reference (2007-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Criteria: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts need to be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Condition: Investments in certificate of deposits were not recorded in the books; consequently activity on the accounts was not posted nor reconciled on the books of the District.

Cause: Lack of control over investment balances and activity.

Effect: Investments in certificate of deposits were not reflected on the books of the District, and activity was not reconciled.

Recommendation: The balance on all certificate of deposit investments needs to be included in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current balances.

Questioned Costs: - $0 –

Schedule Reference (2007-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Criteria: Property tax assessed and not collected at the end of the fiscal year must be accrued as property tax receivables, and reduced by its appropriate allowance for uncollectible taxes in accordance with the District's policy.

Condition: No accrual is being made of property tax assessed and not collected by the end of the fiscal year as property tax receivables.

Cause: Lack of controls over the recording of property tax receivable amounts.

Effect: The District's books did not reflect property tax receivables owed to the District.

Recommendation: Cutoff procedures need to be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Questioned Costs: - $0 –

Schedule Reference (2007-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Criteria: Proper accrual of transactions in accordance with GAAP requires for the recording of all expenditures using the modified accrual basis of accounting where expenditures are recorded when the related fund liability is incurred.

Condition: Accounts payable cutoff testing procedures revealed that various cash disbursement transactions that were paid after the end of the fiscal year had been incurred during the fiscal year being audited and were recorded as expenditures in the subsequent year.

Cause: Lack of controls over cutoff procedures of accounts payable transactions occurring near after the end of the fiscal year.

Effect: Expenditures that belong to the fiscal year being audited were being recorded as expenditures for the subsequent year.

Recommendation: Cutoff procedures need to be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Questioned Costs: - $0 –

Schedule Reference (2007-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Criteria: Interest revenue earned but not yet paid to the District on its certificate of deposit investments needs to be recorded as accrued interest receivable and recorded as earned revenue in the appropriate year even if no actual collection has been made.

Condition: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Cause: Investments in certificate of deposits have not been recorded on the books.

Effect: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Recommendation: Once investments are recorded, cutoff procedures need to be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Questioned Costs: - $0 –

Schedule Reference (2007-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Criteria: In order to adequately maintain the processes, authorizations, records and other internal control requirements over purchasing, accounting and investing activities, a written policy must be adopted and authorized by the board of directors and followed as directed.

Condition: The District's policies and procedures did not have a policy in place that adequately describes the processes, authorizations, records and other internal controls required in order for the District to maintain effective control and accountability over purchasing, accounting and investing transactions.

Cause: Lack of control over accounting and investing activities.

Effect: The District does not have an accounting or investment procedures manual.

Recommendation: Implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Questioned Costs: - $0 –

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2007

Schedule Reference (2007-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The District's financial staff will obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2007-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts will be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2007-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2007-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2007-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Once investments are recorded, cutoff procedures will be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2007-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The entity will implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Anticipated Completion Date: As soon as possible.

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 2008

OSCAR R. GONZALEZ, CPA & ASSOCIATES, P.L.L.C.
Certified Public Accountants

RECEIVED BY
COUNTY AUDITOR

2012 JUL 9 PM 4 24

Hidalgo County Emergency Services District No. 3
Audited Financial Report
For the Year Ended December 31, 2008

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2008

OFFICERS AND DIRECTORS

RUDY ZAMORA
President

FRED KARLE
Vice-President

LOUIE KIEFFER
Secretary-Treasurer

DONATO SALINAS
Member

JOE PERALEZ
Member

Hidalgo County Emergency Services No. 3
For the year ended December 31, 2008
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Financial Section

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Oscar R. González
Melissa González

To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City of Hidalgo County Emergency Services District No. 3 as of and for the year ended December 31, 2008, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Hidalgo County Emergency Services District No. 3's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Hidalgo County Emergency Services District No. 3, as of December 31, 2008, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 11, 2012, on our consideration of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 2 through 6 and 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

Management Discussion and Analysis

Hidalgo County Emergency Services District No. 3
Management Discussion and Analysis

This section of Hidalgo County Emergency Services District No. 3 annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended December 31, 2008. Please read it in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

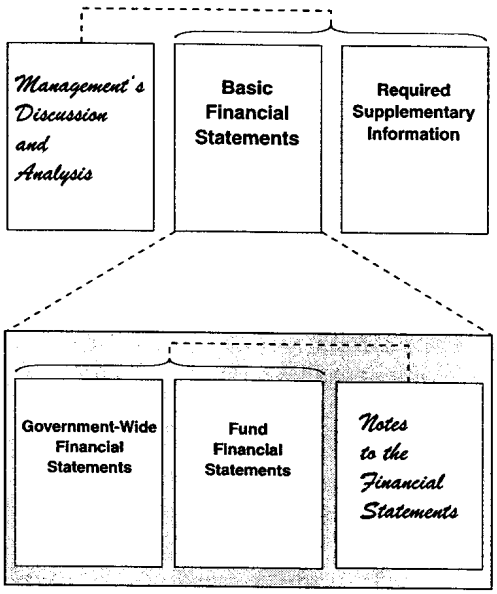
- The District's total combined net assets were $859,344 as of December 31, 2008.
- During the year, the District's expenses were $146,421 and $169,233 was generated in taxes and interest revenue for governmental activities.
- The general fund reported a fund balance this year of $779,199.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts—*management's discussion and analysis* (this section), the *basic financial statements, and required supplementary information.* The basic financial statements include two kinds of statements that present different views of the Districts:

- The first two statements are *government-wide financial statements* that provide both *long-term* and *short-term* information about the District's overall financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the government, reporting the District's operations in more detail than the government-wide statements.
- *The governmental funds* statements tell how *general government* services were financed in the *short term* as well as what remains for future spending.

Figure A-1F, Required Components of the District's Annual Financial Report



The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and related to one another.

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the district government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Government-wide Statements

The government-wide statements report information about the district as a whole using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's net assets and how they have changed. Net assets—the difference between the District's assets and liabilities—is one way to measure the District's financial health or *position.*

- Over time, increases or decreases in the District's net assets are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the District, one needs to consider additional nonfinancial factors such as changes in the District's tax base

Figure A-2 Major Features of the District's Government-wide and Fund Financial Statements

		Fund Statements		
Type of Statements	**Government-wide** Entire Agency's government (except fiduciary funds) and the Agency's component units	**Governmental Funds** The activities of the district that are not proprietary or fiduciary	**Proprietary Funds** Activities the district operates similar to private businesses: self insurance	**Fiduciary Funds** Instances in which the district is the trustee or agent for someone else's resources
Scope				
Required financial statements	• Statement of net assets • Statement of activities	• Balance sheet • Statement of revenues, expenditures & changes in fund balances	• Statement of net assets • Statement of revenues, expenses and changes in fund net assets • Statement of cash flows	• Statement of fiduciary net assets • Statement of change in fiduciary net assets
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources fo
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; the Agency's funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid	All revenues and expenses during year, regardless of when cash is received or paid

The government-wide financial statements of the District include the *Governmental activities.* Most of the District's basic services are included here, such as general government, public safety, highways and streets, sanitation, economic development, culture and recreation, and interest on long-term debt. Property taxes finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds*—not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law and by bond covenants.
- The Members of the District Board of Directors established other funds to control and manage money for particular purposes or to show that it is properly using certain taxes.

The District has the following kinds of funds:

- *Governmental funds*—Most of the District's basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explain the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net assets. The District's combined net assets were $ 859,344 at December 31, 2008. (See Table A-1).

Table A-1
Hidalgo County Emergency Services District No. 3
(In dollars)

	Primary Government		Increase / Decrease
Assets	2008	2007	2008-2007
Current assets:			
Cash and cash equivalents	$ 709,373	$ 674,177	$ 35,196
Propery Taxes Receivable (Net)	156,021	150,405	5,616
Due from Hidalgo County	-	14,786	(14,786)
Interest Receivable	2,762	1,911	851
Total current assets	868,156	841,279	26,877
Noncurrent assets:			
Capital Assets	7,188	10,782	(3,594)
Total Assets	$ 875,344	$ 852,061	$ 23,283
LIABILITIES			
Current liabilities:			
Accounts Payable	$ 16,000	$ 15,530	$ 470
Total liabilities	16,000	15,530	470
Net Assets:			
Invested in Fixed Assets Net of Related Debt	7,188	10,782	(3,594)
Unrestricted	852,156	825,749	26,407
Total Net Assets	$ 859,344	$ 836,531	$ 22,813

Financial Analysis:

- Total assets for the primary government increased from $852,061 to $875,344 a net increase of $23,283 from last fiscal year, primarily due to an increase in investments in the form of certificates of deposit.
- Total liabilities for the primary government increased from $15,530 to $16,000, a net increase of $470 from last year primarily due to a reduction of account payable liabilities.
- In 2008 net assets for the Primary Government increased from $836,531 to $859,344 a net increase of $22,813 from last year.

Change in Net Assets. Referring to Table A-2, the total change in net assets for the year was $22,812.

Table A-2

Hidalgo County Emergency Services District No.3

(In dollars)

	Primary Government		Increase / Decrease
	2008	2007	2008-2007
General Purpose Revenues and Transfers:			
Revenues			
Property Tax Revenue	$ 147,858	$ 136,716	$ 11,142
Interest Revenue	21,375	23,509	(2,134)
Transfers	-	-	-
Total General Revenues and Transfers	169,233	160,225	9,008
Governmental Activities			
Emergency Service	146,421	15,132	131,289
Total Expenses	146,421	15,132	$ 131,289
Change in Net Assets	22,812	145,093	(122,281)
Net Assets Beginning-of Peiod	836,532	680,358	156,174
Prior Period Adjustments	-	11,080	(11,080)
Net Assets at Ending of Period	$ 859,344	$ 836,531	$ 22,813

- Total general revenues for the primary government increased from $160,225 to $169,233 a net increase of $9,008 from last fiscal year.
- Total expenses for the primary government increased from $15,132 to $146,421 a net increase of $131,289 primarily due to the a renewal contract for ambulance services for the year.
- The total change in net assets for the fiscal year 2008 was $22,812 a $122,281 decrease from last year's change in net assets of $145,093.

GENERAL FUND BUDGETARY HIGHLIGHTS

- Expenditures were budgeted at the beginning of the 2008 fiscal year at $338,510 and were not amended by the board during the year. Actual expenditures for the year were $142,827, which creates a positive variance of $195,683 mainly caused by the budgeted expenses for the purchase of land that was not purchased.
- Revenues were budgeted at the beginning of the 2008 fiscal year at $148,503 and were not amended by the board during the year. Actual expenditures for the year were $171,416, which creates a positive variance of $22,913.
- Overall revenues over expenditures created a variance of $28,589, which in comparison with budgeted expenditures over revenues of $190,007, created a positive variance of $218,596.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2008, the District had invested $ 7,188 in medical equipment. (See Table A-3.)

General Capital Assets
Table A-3

	Primary Government			
	Balance as of December 31, 2007	Additions	Deletions	Balance as of December 31, 2008
Capital Assets				
Medical Equipment	$ 72,235	$ -	$ -	$ 72,235
Total Capital Assets	72,235	-	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	61,453	3,594	-	65,047
Total Accumulated Deprecition	61,453	3,594	-	65,047
Total Capital Assets Net of Accumulated Depreciation	$ 10,782	$ 3,594	$ -	$ 7,188

More detailed information about the District's capital assets is presented in the notes to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- Appraised value used for the 2009 budget preparation is up to $ 1,262,424,956.
- General operating fund spending budget for 2009 was prepared based on history of actual definite revenues and essential expenses to operate.
- District is planning to renew the ambulance services for next year increasing expenditures.

These indicators were taken into account when adopting the general fund budget for 2009.

If these estimates are realized, the District's budgetary general fund balance is not expected to change appreciably by the close of 2009.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District's Board of Directors.

Basic Financial Statements

Hidalgo County Emergency Services District No. 3
Statement of Net Assets
December 31, 2008

	Primary Government	
	Governmental Activities	Total
ASSETS		
Current Assets		
Cash and Cash Equivalents	$ 709,373	$ 709,373
Property Taxes Receivable (Net)	156,021	156,021
Interest Receivable	2,762	2,762
Total Current Assets	868,156	868,156
Noncurrent Assets		
Capital Assets (Net)	$ 7,188	$ 7,188
Total Assets	875,344	875,344
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 16,000	$ 16,000
Total Liabilities	16,000	16,000
NET ASSETS		
Invested in Fixed Assets Net of Related Debt	7,188	7,188
Unrestricted	852,156	852,156
Total Net Assets	859,344	859,344
Total Liabilities and Net Assets	$ 875,344	$ 875,344

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Activities
For the Year Ended December 31, 2008

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary Government				
Governmental Activities:				
Emergency Services	$ 146,421	$ -	$ -	$ -
Total Governmental Activities	$ 146,421	$ -	$ -	$ -
		General Purpose Revenues and Transfers:		
		Revenues		
		Property Tax Revenue		
		Interest Revenue		
		Total General Revenues		
		Change in Net Assets		
		Net Assets at Beginning of Period		
		Net Assets at End of Period		

The notes to these statements are an integral part of these statements.

Net (Expense) Revenue	
Primary Government	
Governmental Activities	Total
$ (146,421)	$ (146,421)
(146,421)	(146,421)
147,858	147,858
21,375	21,375
169,233	169,233
22,812	22,812
836,532	836,532
$ 859,344	$ 859,344

Hidalgo County Emergency Services District No. 3
Balance Sheet
Governmental Funds
December 31, 2008

	General Fund	Total Governmental Funds
ASSETS		
Cash and Cash Equivalents	$ 709,373	$ 709,373
Property Taxes Receivable (Net)	156,021	156,021
Interest Receivable	2,762	2,762
Total Assets	$ 868,156	$ 868,156
LIABILITIES		
Accounts Payable	$ 16,000	$ 16,000
Deferred Revenue	72,957	72,957
Total Liabilities	88,957	88,957
FUND BALANCE		
Unassigned	779,199	779,199
Total Fund Balance	779,199	779,199
Total Liabilities and Fund Balance	$ 868,156	$ 868,156

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Assets
December 31, 2008

Total Fund Balance - Governmental Funds	$	779,199
When capital assets are to be used in governmental activities are purchased, the cost of those assets are reported as expenditures in governmental funds. However, the Statement of Net Assets includes those capital assets among the assets of the District as a whole.		10,782
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(3,594)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		72,957
Total Net Assets-Governmental Funds	$	859,344

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2008

	General Fund	Total Governmental Funds
Revenues		
Property Tax Revenue	$ 150,041	$ 150,041
Interest Revenue	21,375	21,375
Total Revenues	171,416	171,416
Expenditures		
Emergency Services	142,827	142,827
Total Expenditures	142,827	142,827
Excess of Revenues Over (Under) Expenditures	28,589	28,589
Net Change in Fund Balance	28,589	28,589
Fund Balance at Beginning of Period	750,610	750,610
Fund Balance at End of Period	$ 779,199	$ 779,199

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance with Statement of Activities
For the Year Ended December 31, 2008

Total Net Change in Fund Balances - Governmental Funds	$	28,589
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(3,594)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		(2,183)
Changes in Net Assets-Governmental Funds	$	22,812

The notes to these statements are an integral part of these statements.

Notes to the Financial Statements

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. General Statement

This summary of significant accounting policies of Hidalgo County Emergency Services District No. 3 is presented to assist the reader in understanding the district's financial statements. The financial statements and notes are representations of the district's management.

The District was created and organized as provided by Article III, Section 48-d, of the Texas Constitution to protect life and property from fire and to conserve natural and human resources. The district is a political subdivision of the state. A five-member fire commissioners board governs operations of the District. Members of the board are appointed by the Hidalgo County Commissioner's Court.

The accounting and reporting policies of the District relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to toe state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units by the Financial Accounting Standards Board (FASB), when applicable.

B. Financial Reporting Entity

The District's financial reporting entity comprises the following:

Primary Government: Hidalgo County Emergency Services District No. 3

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations as component units with a governmental reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental and Financial Reporting Standards, include whether:

- The organization is legally separate (can sue and be sued in their own name)
- The District holds the corporate powers of the organization
- The District appoints a voting majority of the organization's board
- The District is able to impose its will on the organization
- The organization has the potential to impose a financial benefit/burden on the District
- There is fiscal dependency by the organization on the District.

Based on these criteria, the District is a component unit of the Hidalgo County Commissioners Court.

C. Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of the net assets and the statement of activities. These statements report information on all of the non-fiduciary financial information for the District. Eliminations have been made to minimize the double-counting of internal activities. Individual funds are not displayed, but the statements highlight governmental activities (generally supported by taxes and the District general revenue). The effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Program revenues includes 1) charges to customers or applicants whose purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operations or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The fund financial statements provide reports on the financial condition and results of operations about the District's funds, with separate statements presented for each fund category. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. Currently the District only has one General Fund.

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements of the District are prepared in accordance with generally accepted accounting principles (GAAP). The District's reporting entity applies all relevant GASB pronouncements and applicable FASB pronouncements and accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The District's reporting entity does not apply FASB pronouncements or APB pronouncements or APB opinions issued after November 30, 1989.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increase (revenues) and decrease (expenses) in net total assets.

Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of current period. The District considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred.

The revenues susceptible to accrual are property taxes and interest income. All other governmental fund revenues are recognized when received if any.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as needed.

E. Fund Types and Major Funds

Governmental Funds

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations

- *General Fund* – reports the primary fund of the District. This fund is used to account for all financial resources not reported in other funds.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Assets, Liabilities and Net Assets or Equity

1. Cash and Investments

The District considers cash and cash equivalents any account maturing within ninety days for financial statement reporting purposes. All investments are recorded at fair value based on quoted market prices. Fair Value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

2. Property Taxes

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the District in conformity with Subtitle E, Texas Property Tax Code. Taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. On January 31 of each year, a tax lien attaches to property to secure the payment of all taxes, penalties, and interest ultimately imposed. Property tax revenues are considered available when they become due or past due and receivable within the current period. The District considers property taxes as available if collected within 60 days after year end.

Taxable property includes real property and certain personal property situated in the District. Certain properties of religious, educational and charitable organizations, including the federal government and the State of Texas, are exempt from taxation. Additionally, there are other exemptions as noted below in arriving at the total assessed valuation of taxable property. The valuations are subject to county-wide revaluation every five years. The effective rate is based upon the previous year's total assessed valuation.

Allowances for uncollectible tax receivables within the General and Debt Service funds are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and included as part of the allowance for uncollectible; except for tax receivables over 20 year, the District is prohibited from writing off real property taxes without specific statutory authority from the Texas Legislature. The District does no write off tax receivable greater than 20 years.

3. Transactions between Funds

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of the Governmental funds.

4. Capital Assets

Capital assets include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are capital assets valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest has not been capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of $5,000 or more and over three years of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Buildings	50 Years
Infrastructure	30 Years
Improvements	20 Years
Machinery and Equipment	3-15 Years

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. Long-Term Obligations

In the government-wide, proprietary and component unit financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance cost are deferred and amortized over the life of the bonds using the straight line method as the amount is immaterial against the effective interest method. Unamortized bond premium and discount, issuance cost and gain or loss on refunding are not netted against the liability, but recorded in the asset portion of the financial statements. In the fund financial statements, long-term liabilities are not recorded in the governmental funds as the payment of the obligations will not be made by current financial resources. The governmental fund financial statements recognize the proceeds of debt as other financing resources. As of the end of the fiscal year there are no outstanding long-term obligations.

6. Net Assets / Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available or are legally restricted by outsource parties for use for a specific purpose.

7. Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires the use of estimates by management.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budget Basis of Accounting

The District prepares its annual budget on a basis (budget basis), which differs from generally accepted accounting principles (GAAP Basis). The budget and all transactions are presented in accordance with the District's method (budget basis) in the Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General fund to provide a meaningful comparison of actual results with the budget. The major differences between budget and GAAP basis are stated in the statement and schedules associated with the analysis of actual results to the budgeted expectations.

Finance-Related Legal and Contractual Provisions

In accordance with GASB Statement No. 38, "Certain Financial Statement Note Disclosures", violations of finance-related legal and contractual provisions, if any, are reported below, along with actions taken to address such violations:

Violation	Action Taken
None	Not Applicable

III. DETAILED NOTES ON FUNDS

A. Deposits

District's funds are required to be deposited and invested under the terms of a depository contract and investment policy pursuant to state statute. The depository bank deposits for safekeeping and trust with its agent approved pledged securities authorized by Chapter 2257 Collateral for Public Funds of the Government Code in an amount sufficient to protect District funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance.

III. DETAILED NOTES ON FUNDS (Continued)

At December 31, 2008, the carrying amount of the District's deposits was $709,373. The District has two depositary accounts: International Bank of Commerce & Lone Star National Bank.

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a policy of maintaining contact with the trust department of its depository agency to eliminate all custodial credit risk. As of December 31, 2008, the District's bank balance of $691,435 was not exposed to custodial credit risk and was over-insured and over-collateralized.

Investments

The District is required by Government code Chapter 2256, the public Funds Investment Act ("Act"), to adopt, implement, and publicize an investment policy. That policy must be written, primarily emphasize safety of principal and liquidity, address investment diversification, yield, and maturity and the quality and capability of investment management, and include a list of the types of authorized investments in which the investing entity's funds may be invested, and the maximum allowable stated maturity of any individual investment owned by the entity.

The Act requires an annual audit of investment practices. Audit procedures in this area conducted as part of the audit of the general purposes financial statements disclosed that in the areas of investment practices, management reports and establish appropriate policies. The District adheres to the requirements of the Act. Additionally, investment practices of the District are in accordance with local policies.

The District has investments at December 31, 2008, in the form of Certificates of Deposit with Lone Star National Bank in the amount of $608,370. The funds are available immediately as needed.

Analysis of Specific Deposit and Investment Risks:

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

Interest Rate Risk
This is the risk that changes in interest rated will adversely affect the fair value of an investment. At year end, the District was not exposed to interest rate risk. By limiting the exposure of its investments, the District reduces its risk to the rising or decreasing interest rates.

Credit Risk
Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized agencies are designed to an indication of credit risk. At year end, the District was not significantly exposed to credit risk.

Custodial Credit Risk
Deposits and investments are exposed to custodial credit risk if they are not covered by the depository insurance and the deposits and investments are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name. At year end, the District was not exposed to custodial credit risk.

Concentration of Credit Risk
This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the District was exposed to concentration of credit risk, but highly collateralized.. The District was in compliance with its diversification investment guidelines.

III. DETAILED NOTES ON FUNDS (Continued)

Foreign Currency Risk
This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

Cash and cash equivalents at December 31, 2008 consisted of the following:

	2008
Petty Cash	$ 125
IBC Checking Account	17,812
Lone Star National Bank Account	83,066
LSNB CD #45141942	243,236
LSNB CD #45141934	163,369
LSNB CD #45200156	201,765
Total Cash and Cash Equivalents	$ 709,373

B. Receivables

Receivables for the District at December 31, 2008, were as follows:

General Fund	Account Receivable	Allowance for Uncollectibles	Total (Net)
Property Taxes	$ 164,233	$ 8,212	$ 156,021
	$ 164,233	$ 8,212	$ 156,021

C. Deferred Revenue

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the year, the deferred revenue reported in the fund financial statements were as follows:

Deferred Revenue Description	General Fund	Total
Property Taxes	$ 72,957	$ 72,957
	$ 72,957	$ 72,957

III. DETAILED NOTES ON FUNDS (Continued)

D. Accounts Payable

Accounts Payable at December 31, 2008 consisted of the following:

Vendor	Payable
Valley Air Care	$ 11,000
Valley EMS, Inc.	5,000
Total Accounts Payable	$ 16,000

E. Capital Assets

Capital asset activity for the year ended December 31, 2008 was as follows:

	Balance as of December 31, 2007	Additions	Deletions	Balance as of December 31, 2008
Capital Assets				
Medical Equipment	$ 72,235	$ -	$ -	$ 72,235
Total Capital Assets	72,235	-	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	61,453	3,594		65,047
Total Accumulated Depreciation	61,453	3,594	-	65,047
Total Capital Assets Net of Accumulated Depreciation	$ 10,782	$ (3,594)	$ -	$ 7,188

Depreciation expense was charged to functions of the governmetal activities as follows:

Governmental Activities	
Emergency Services	$ 3,594
Total Governmental Activities	$ 3,594

F. Litigation

The District is not a defendant currently in any lawsuits that could have a material adverse effect on the financial condition of the District at December 31, 2008.

III. DETAILED NOTES ON FUNDS (Continued)

H. Subsequent Events

For the purposes of reporting subsequent events, management has considered events occurring up to May 11, 2012, the date of the report was available to be issued. No subsequent events were noted.

Required Supplementary Information

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.

Hidalgo County Emergency Services District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual
General Fund
For the Year Ended December 31, 2008

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Final	Actual	Actual
Revenues				
Property Tax Revenue	$ 133,503	$ 133,503	$ 150,041	$ 16,538
Interest Revenue	15,000	15,000	21,375	6,375
Total Revenues	148,503	148,503	171,416	22,913
Other Financing Sources				
Total Revenues and Other Financing Sources	148,503	148,503	171,416	22,913
Expenditures				
Ambulance Service	338,510	338,510	142,827	195,683
Total Expenditures	338,510	338,510	142,827	195,683
Other Financing Uses				
Total Expenditures and Other Financing Uses	338,510	338,510	142,827	195,683
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	(190,007)	(190,007)	28,589	218,596
Net Change in Fund Balance	(190,007)	(190,007)	28,589	218,596
Fund Balance at Beginning of Period	750,610	750,610	750,610	-
Fund Balance at End of Period	$ 560,603	$ 560,603	$ 779,199	$ 218,596

The notes to these statements are an integral part of these statements.

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&
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Melissa González

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hidalgo County Emergency Services District No. 3, as of and for the year ended December 31, 2008, which collectively comprise the Hidalgo County Emergency Services District No. 3's basic financial statements and have issued our report thereon dated May 11, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Hidalgo County Emergency Services District No. 3's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hidalgo County Emergency Services District No. 3's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies in internal control over financial reporting. (2008-1) through (2008-7). A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hidalgo County Emergency Services District No. 3's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests found no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Hidalgo County Emergency Services District No. 3's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Hidalgo County Emergency Services District No. 3's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, Board of Directors, others within the entity, and is not intended to be and should not be used by anyone other than these specified parties.

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

B. Financial Statement Findings

Schedule Reference (2008-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Criteria: Individual responsible for accounting should possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Condition: The District's Individual responsible for accounting possesses the necessary accounting experience to reliably initiate, authorize and process financial data and to report such financial data for internal management purposes. However, their job functions are not designed to require that they maintain current expertise in financial reporting requirements for externally released financial statements that are prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP) including the presentation format of the financial statements and all of the related footnotes that accompany such financial statements.

Cause: Lack of knowledge about financial statement preparation.

Effect: Accounting staff does not possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Recommendation: The District's financial staff should obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Questioned Costs: - $0 –

Schedule Reference (2008-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Criteria: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts need to be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Condition: Investments in certificate of deposits were not recorded in the books; consequently activity on the accounts was not posted nor reconciled on the books of the District.

Cause: Lack of control over investment balances and activity.

Effect: Investments in certificate of deposits were not reflected on the books of the District, and activity was not reconciled.

Recommendation: The balance on all certificate of deposit investments needs to be included in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current balances.

Questioned Costs: - $0 –

Schedule Reference (2008-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Criteria: Property tax assessed and not collected at the end of the fiscal year must be accrued as property tax receivables, and reduced by its appropriate allowance for uncollectible taxes in accordance with the District's policy.

Condition: No accrual is being made of property tax assessed and not collected by the end of the fiscal year as property tax receivables.

Cause: Lack of controls over the recording of property tax receivable amounts.

Effect: The District's books did not reflect property tax receivables owed to the District.

Recommendation: Cutoff procedures need to be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Questioned Costs: - $0 –

Schedule Reference (2008-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Criteria: Proper accrual of transactions in accordance with GAAP requires for the recording of all expenditures using the modified accrual basis of accounting where expenditures are recorded when the related fund liability is incurred.

Condition: Accounts payable cutoff testing procedures revealed that various cash disbursement transactions that were paid after the end of the fiscal year had been incurred during the fiscal year being audited and were recorded as expenditures in the subsequent year.

Cause: Lack of controls over cutoff procedures of accounts payable transactions occurring near after the end of the fiscal year.

Effect: Expenditures that belong to the fiscal year being audited were being recorded as expenditures for the subsequent year.

Recommendation: Cutoff procedures need to be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Questioned Costs: - $0 –

Schedule Reference (2008-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Criteria: Interest revenue earned but not yet paid to the District on its certificate of deposit investments needs to be recorded as accrued interest receivable and recorded as earned revenue in the appropriate year even if no actual collection has been made.

Condition: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Cause: Investments in certificate of deposits have not been recorded on the books.

Effect: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Recommendation: Once investments are recorded, cutoff procedures need to be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Questioned Costs: - $0 –

Schedule Reference (2008-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Criteria: In order to adequately maintain the processes, authorizations, records and other internal control requirements over purchasing, accounting and investing activities, a written policy must be adopted and authorized by the board of directors and followed as directed.

Condition: The District's policies and procedures did not have a policy in place that adequately describes the processes, authorizations, records and other internal controls required in order for the District to maintain effective control and accountability over purchasing, accounting and investing transactions.

Cause: Lack of control over accounting and investing activities.

Effect: The District does not have an accounting or investment procedures manual.

Recommendation: Implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Questioned Costs: - $0 –

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2008

Schedule Reference (2008-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The District's financial staff will obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2008-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts will be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2008-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2008-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2008-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Once investments are recorded, cutoff procedures will be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Anticipated Completion Date: As soon as possible.

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2008

Schedule Reference (2008-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The entity will implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Anticipated Completion Date: As soon as possible.

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 2009

OSCAR R. GONZALEZ, CPA & ASSOCIATES, P.L.L.C.
Certified Public Accountants

RECEIVED BY
COUNTY AUDITOR

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Hidalgo County Emergency Services District No. 3
Audited Financial Report
For the Year Ended December 31, 2009

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2009

OFFICERS AND DIRECTORS

RUDY ZAMORA
President

FRED KARLE
Vice-President

LOUIE KIEFFER
Secretary-Treasurer

DONATO SALINAS
Member

JOE PERALEZ
Member

Hidalgo County Emergency Services No. 3
For the year ended December 31, 2009
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Financial Section

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&
Associates, P.L.L.C.
Certified Public Accountants
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Oscar R. González
Melissa González

To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City of Hidalgo County Emergency Services District No. 3 as of and for the year ended December 31, 2009, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Hidalgo County Emergency Services District No. 3's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Hidalgo County Emergency Services District No. 3, as of December 31, 2009, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 11, 2012, on our consideration of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 2 through 6 and 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Oscar R. Gonzalez, CPA & Associates PLLC

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

Management Discussion and Analysis

Hidalgo County Emergency Services District No. 3
Management Discussion and Analysis

This section of Hidalgo County Emergency Services District No. 3 annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended December 31, 2009. Please read it in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

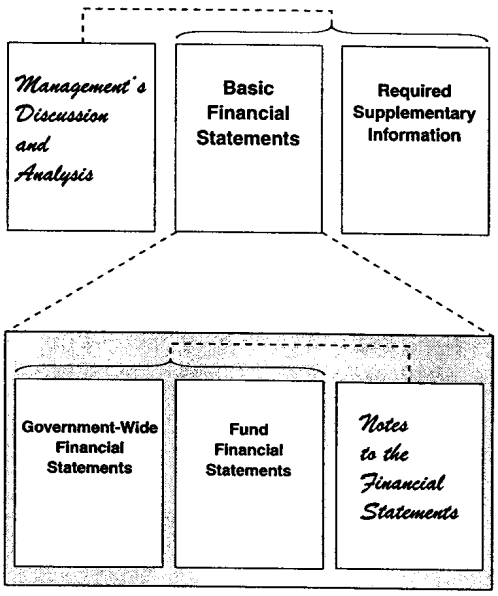
- The District's total combined net assets were $851,277 as of December 31, 2009.
- During the year, the District's expenses were $185,305 and $171,730 was generated in taxes and interest revenue for governmental activities.
- The general fund reported a fund balance this year of $769,422.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts—*management's discussion and analysis* (this section), the *basic financial statements, and required supplementary information.* The basic financial statements include two kinds of statements that present different views of the Districts:

- The first two statements are *government-wide financial statements* that provide both *long-term* and *short-term* information about the District's overall financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the government, reporting the District's operations in more detail than the government-wide statements.
- *The governmental funds* statements tell how *general government* services were financed in the *short term* as well as what remains for future spending.

Figure A-1F, Required Components of the District's Annual Financial Report



The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and related to one another.

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the district government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Government-wide Statements

The government-wide statements report information about the district as a whole using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's net assets and how they have changed. Net assets—the difference between the District's assets and liabilities—is one way to measure the District's financial health or *position.*

- Over time, increases or decreases in the District's net assets are an indicator of whether its financial health is improving or deteriorating, respectively.

- To assess the overall health of the District, one needs to consider additional nonfinancial factors such as changes in the District's tax base

Figure A-2 Major Features of the District's Government-wide and Fund Financial Statements

		Fund Statements		
Type of Statements	**Government-wide** Entire Agency's government (except fiduciary funds) and the Agency's component units	**Governmental Funds** The activities of the district that are not proprietary or fiduciary	**Proprietary Funds** Activities the district operates similar to private businesses: self insurance	**Fiduciary Funds** Instances in which the district is the trustee or agent for someone else's resources
Scope				
Required financial statements	*Statement of net assets *Statement of activities	*Balance sheet *Statement of revenues, expenditures & changes in fund balances	*Statement of net assets *Statement of revenues, expenses and changes in fund net assets *Statement of cash flows	*Statement of fiduciary net assets *Statement of changes in fiduciary net assets
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources fo
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; the Agency's funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid	All revenues and expenses during year, regardless of when cash is received or paid

The government-wide financial statements of the District include the *Governmental activities.* Most of the District's basic services are included here, such as general government, public safety, highways and streets, sanitation, economic development, culture and recreation, and interest on long-term debt. Property taxes finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds*—not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law and by bond covenants.

- The Members of the District Board of Directors established other funds to control and manage money for particular purposes or to show that it is properly using certain taxes.

The District has the following kinds of funds:

- *Governmental funds*—Most of the District's basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explain the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net assets. The District's combined net assets were $ 845,770 at December 31, 2009. (See Table A-1).

Table A-1
Hidalgo County Emergency Services District No. 3
(In dollars)

	Primary Government		Increase / Decrease
Assets	2009	2008	2009-2008
Current assets:			
Cash and cash equivalents	$ 701,115	$ 709,373	$ (8,258)
Propery Taxes Receivable (Net)	145,455	156,021	(10,566)
Interest Receivable	1,113	2,762	(1,649)
Total current assets	847,683	868,156	(20,473)
Noncurrent assets:			
Capital Assets	3,594	7,188	(3,594)
Total Assets	$ 851,277	$ 875,344	$ (24,067)
LIABILITIES			
Current liabilities:			
Accounts Payable	$ 5,507	$ 16,000	$ (10,493)
Total liabilities	5,507	16,000	(10,493)
Net Assets:			
Invested in Fixed Assets Net of Related Debt	3,594	7,188	(3,594)
Unrestricted	842,176	852,156	(9,980)
Total Net Assets	$ 845,770	$ 859,344	$ (13,574)

Financial Analysis:

- Total assets for the primary government increased from $875,344 to $851,277 a net decrease of $20,473 from last fiscal year.
- Total liabilities for the primary government decreased from $16,000 to $5,507, a net decrease of $10,493 from last year primarily due to a reduction of account payable liabilities.
- In 2009 net assets for the Primary Government decreased from $859,344 to $845,770 a net decrease of $13,574 from last year.

Change in Net Assets. Referring to Table A-2, the total change in net assets for the year was a decrease of $13,575.

Table A-2

Hidalgo County Emergency Services District No.3

(In dollars)

	Primary Government		Increase / Decrease
	2009	2008	2009-2008
General Purpose Revenues and Transfers:			
Revenues			
Property Tax Revenue	$ 158,778	$ 147,858	$ 10,920
Interest Revenue	12,952	21,375	(8,423)
Transfers	-	-	-
Total General Revenues and Transfers	171,730	169,233	2,497
Governmental Activities			
Ermergency Service	185,305	146,421	38,884
Total Expenses	185,305	146,421	$ 38,884
Change in Net Assets	(13,575)	22,812	(36,387)
Net Assets Beginning-of Period	859,345	836,532	22,813
Prior Period Adjustments	-	-	-
Net Assets at Ending of Period	$ 845,770	$ 859,344	$ (13,574)

- Total general revenues for the primary government increased from $169,233 to $171,730 a net increase of $2,497 from last fiscal year.
- Total expenses for the primary government increased from $146,421 to $185,305 a net increase of $38,884 primarily due to the a renewal contract for ambulance services for the year.
- The total change in net assets for the fiscal year 2009 was $13,575 a $36,387 decrease from last year's change in net assets of $22,812.

GENERAL FUND BUDGETARY HIGHLIGHTS

- Expenditures were budgeted at the beginning of the 2009 fiscal year at $419,710 and were not amended by the board during the year. Actual expenditures for the year were $181,711, which creates a positive variance of $237,999 mainly caused by the budgeted expenses for the purchase of land that was not purchased.
- Revenues were budgeted at the beginning of the 2009 fiscal year at $152,834 and were not amended by the board during the year. Actual expenditures for the year were $171,934, which creates a positive variance of $19,100.
- Overall expenditures over revenues created a variance of $9,777, which in comparison with budgeted expenditures over revenues of $266,876, created a positive variance of $257,099.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2009, the District had invested $ 3,594 in medical equipment. (See Table A-3.)

General Capital Assets
December 31, 2009
Table A-3

	Primary Government			
	Balance as of December 31, 2008	Additions	Deletions	Balance as of December 31, 2009
Capital Assets				
Medical Equipment	$ 72,235	$ -	$ -	$ 72,235
Total Capital Assets	72,235	-	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	65,047	3,594	-	68,641
Total Accumulated Deprecition	65,047	3,594	-	68,641
Total Capital Assets Net of Accumulated Depreciation	$ 7,188	$ 3,594	$ -	$ 3,594

More detailed information about the District's capital assets is presented in the notes to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- Appraised value used for the 2010 budget preparation is up to $ 1,262,424,956.
- General operating fund spending budget for 2010 was prepared based on history of actual definite revenues and essential expenses to operate.
- District is planning to renew the ambulance services for next year increasing expenditures.

These indicators were taken into account when adopting the general fund budget for 2010.

If these estimates are realized, the District's budgetary general fund balance is not expected to change appreciably by the close of 2010.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District's Board of Directors.

Basic Financial Statements

Hidalgo County Emergency Services District No. 3
Statement of Net Assets
December 31, 2009

	Primary Government	
	Governmental Activities	Total
ASSETS		
Current Assets		
Cash and Cash Equivalents	$ 701,115	$ 701,115
Property Taxes Receivable (Net)	145,455	145,455
Interest Receivable	1,113	1,113
Total Current Assets	847,683	847,683
Noncurrent Assets		
Capital Assets (Net)	$ 3,594	$ 3,594
Total Assets	851,277	851,277
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 5,507	$ 5,507
Total Liabilities	5,507	5,507
NET ASSETS		
Invested in Fixed Assets Net of Related Debt	3,594	3,594
Unrestricted	842,176	842,176
Total Net Assets	845,770	845,770
Total Liabilities and Net Assets	$ 851,277	$ 851,277

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Activities
For the Year Ended December 31, 2009

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary Government				
Governmental Activities:				
Emergency Services	$ 185,305	$ -	$ -	$ -
Total Governmental Activities	$ 185,305	$ -	$ -	$ -

General Purpose Revenues and Transfers:

Revenues

Property Tax Revenue

Interest Revenue

Total General Revenues

Change in Net Assets

Net Assets at Beginning of Period

Net Assets at End of Period

The notes to these statements are an integral part of these statements.

Net (Expense) Revenue	
Primary Government	
Governmental Activities	Total
$ (185,305)	$ (185,305)
(185,305)	(185,305)
158,778	158,778
12,952	12,952
171,730	171,730
(13,575)	(13,575)
859,345	859,345
$ 845,770	$ 845,770

Hidalgo County Emergency Services District No. 3
Balance Sheet
Governmental Funds
December 31, 2009

	General Fund	Total Governmental Funds
ASSETS		
Cash and Cash Equivalents	$ 701,114	$ 701,114
Property Taxes Receivable (Net)	145,455	145,455
Interest Receivable	1,113	1,113
Total Assets	$ 847,682	$ 847,682
LIABILITIES		
Accounts Payable	$ 5,507	$ 5,507
Deferred Revenue	72,753	72,753
Total Liabilities	78,260	78,260
FUND BALANCE		
Unassigned	769,422	769,422
Total Fund Balance	769,422	769,422
Total Liabilities and Fund Balance	$ 847,682	$ 847,682

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Assets
December 31, 2009

Total Fund Balance - Governmental Funds	$	769,422
When capital assets are to be used in governmental activities are purchased, the cost of those assets are reported as expenditures in governmental funds. However, the Statement of Net Assets includes those capital assets among the assets of the District as a whole.		7,188
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(3,594)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		72,754
Total Net Assets-Governmental Funds	$	845,770

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Service District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2009

	General Fund	Total Governmental Funds
Revenues		
Property Tax Revenue	$ 158,982	$ 158,982
Interest Revenue	12,952	12,952
Total Revenues	171,934	171,934
Expenditures		
Emergency Services	181,711	181,711
Total Expenditures	181,711	181,711
Excess of Revenues Over (Under) Expenditures	(9,777)	(9,777)
Net Change in Fund Balance	(9,777)	(9,777)
Fund Balance at Beginning of Period	779,199	779,199
Fund Balance at End of Period	$ 769,422	$ 769,422

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Service District No. 3
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance with Statement of Activities
For the Year Ended December 31, 2009

Total Net Change in Fund Balances - Governmental Funds	$	(9,777)
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(3,594)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		(204)
Changes in Net Assets-Governmental Funds	$	(13,575)

The notes to these statements are an integral part of these statements.

Notes to the Financial Statements

Hidalgo County Emergency Services District No. 3
Notes to Financial Statements
For the year ended December 31, 2009

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. General Statement

This summary of significant accounting policies of Hidalgo County Emergency Services District No. 3 is presented to assist the reader in understanding the district's financial statements. The financial statements and notes are representations of the district's management.

The District was created and organized as provided by Article III, Section 48-d, of the Texas Constitution to protect life and property from fire and to conserve natural and human resources. The district is a political subdivision of the state. A five-member fire commissioners board governs operations of the District. Members of the board are appointed by the Hidalgo County Commissioner's Court.

The accounting and reporting policies of the District relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to toe state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units by the Financial Accounting Standards Board (FASB), when applicable.

B. Financial Reporting Entity

The District's financial reporting entity comprises the following:

Primary Government: Hidalgo County Emergency Services District No. 3

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations as component units with a governmental reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental and Financial Reporting Standards, include whether:

- The organization is legally separate (can sue and be sued in their own name)
- The District holds the corporate powers of the organization
- The District appoints a voting majority of the organization's board
- The District is able to impose its will on the organization
- The organization has the potential to impose a financial benefit/burden on the District
- There is fiscal dependency by the organization on the District.

Based on these criteria, the District is a component unit of the Hidalgo County Commissioners Court.

C. Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of the net assets and the statement of activities. These statements report information on all of the non-fiduciary financial information for the District. Eliminations have been made to minimize the double-counting of internal activities. Individual funds are not displayed, but the statements highlight governmental activities (generally supported by taxes and the District general revenue). The effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Program revenues includes 1) charges to customers or applicants whose purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operations or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The fund financial statements provide reports on the financial condition and results of operations about the District's funds, with separate statements presented for each fund category. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. Currently the District only has one General Fund.

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements of the District are prepared in accordance with generally accepted accounting principles (GAAP). The District's reporting entity applies all relevant GASB pronouncements and applicable FASB pronouncements and accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The District's reporting entity does not apply FASB pronouncements or APB pronouncements or APB opinions issued after November 30, 1989.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increase (revenues) and decrease (expenses) in net total assets.

Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of current period. The District considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred.

The revenues susceptible to accrual are property taxes and interest income. All other governmental fund revenues are recognized when received if any.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as needed.

E. Fund Types and Major Funds

Governmental Funds

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations

- *General Fund* – reports the primary fund of the District. This fund is used to account for all financial resources not reported in other funds.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Assets, Liabilities and Net Assets or Equity

1. Cash and Investments

The District considers cash and cash equivalents any account maturing within ninety days for financial statement reporting purposes. All investments are recorded at fair value based on quoted market prices. Fair Value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

2. Property Taxes

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the District in conformity with Subtitle E, Texas Property Tax Code. Taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. On January 31 of each year, a tax lien attaches to property to secure the payment of all taxes, penalties, and interest ultimately imposed. Property tax revenues are considered available when they become due or past due and receivable within the current period. The District considers property taxes as available if collected within 60 days after year end.

Taxable property includes real property and certain personal property situated in the District. Certain properties of religious, educational and charitable organizations, including the federal government and the State of Texas, are exempt from taxation. Additionally, there are other exemptions as noted below in arriving at the total assessed valuation of taxable property. The valuations are subject to county-wide revaluation every five years. The effective rate is based upon the previous year's total assessed valuation.

Allowances for uncollectible tax receivables within the General and Debt Service funds are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and included as part of the allowance for uncollectible; except for tax receivables over 20 year, the District is prohibited from writing off real property taxes without specific statutory authority from the Texas Legislature. The District does no write off tax receivable greater than 20 years.

3. Transactions between Funds

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of the Governmental funds.

4. Capital Assets

Capital assets include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are capital assets valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest has not been capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of $5,000 or more and over three years of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Buildings	50 Years
Infrastructure	30 Years
Improvements	20 Years
Machinery and Equipment	3-15 Years

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. Long-Term Obligations

In the government-wide, proprietary and component unit financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance cost are deferred and amortized over the life of the bonds using the straight line method as the amount is immaterial against the effective interest method. Unamortized bond premium and discount, issuance cost and gain or loss on refunding are not netted against the liability, but recorded in the asset portion of the financial statements. In the fund financial statements, long-term liabilities are not recorded in the governmental funds as the payment of the obligations will not be made by current financial resources. The governmental fund financial statements recognize the proceeds of debt as other financing resources. As of the end of the fiscal year there are no outstanding long-term obligations.

6. Net Assets / Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available or are legally restricted by outsource parties for use for a specific purpose.

7. Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires the use of estimates by management.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budget Basis of Accounting

The District prepares its annual budget on a basis (budget basis), which differs from generally accepted accounting principles (GAAP Basis). The budget and all transactions are presented in accordance with the District's method (budget basis) in the Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General fund to provide a meaningful comparison of actual results with the budget. The major differences between budget and GAAP basis are stated in the statement and schedules associated with the analysis of actual results to the budgeted expectations.

Finance-Related Legal and Contractual Provisions

In accordance with GASB Statement No. 38, "Certain Financial Statement Note Disclosures", violations of finance-related legal and contractual provisions, if any, are reported below, along with actions taken to address such violations:

Violation	Action Taken
None	Not Applicable

III. DETAILED NOTES ON FUNDS

A. Deposits

District's funds are required to be deposited and invested under the terms of a depository contract and investment policy pursuant to state statute. The depository bank deposits for safekeeping and trust with its agent approved pledged securities authorized by Chapter 2257 Collateral for Public Funds of the Government Code in an amount sufficient to protect District funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance.

III. DETAILED NOTES ON FUNDS (Continued)

At December 31, 2009, the carrying amount of the District's deposits was $701,115. The District has two depositary accounts: International Bank of Commerce & Lone Star National Bank.

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a policy of maintaining contact with the trust department of its depository agency to eliminate all custodial credit risk. As of December 31, 2009, the District's bank balance of $705,177 was not exposed to custodial credit risk and was over-insured and over-collateralized.

Investments

The District is required by Government code Chapter 2256, the public Funds Investment Act ("Act"), to adopt, implement, and publicize an investment policy. That policy must be written, primarily emphasize safety of principal and liquidity, address investment diversification, yield, and maturity and the quality and capability of investment management, and include a list of the types of authorized investments in which the investing entity's funds may be invested, and the maximum allowable stated maturity of any individual investment owned by the entity.

The Act requires an annual audit of investment practices. Audit procedures in this area conducted as part of the audit of the general purposes financial statements disclosed that in the areas of investment practices, management reports and establish appropriate policies. The District adheres to the requirements of the Act. Additionally, investment practices of the District are in accordance with local policies.

The District has investments at December 31, 2009, in the form of Certificates of Deposit with Lone Star National Bank in the amount of $621,874. The funds are available immediately as needed.

Analysis of Specific Deposit and Investment Risks:

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

Interest Rate Risk
This is the risk that changes in interest rated will adversely affect the fair value of an investment. At year end, the District was not exposed to interest rate risk. By limiting the exposure of its investments, the District reduces its risk to the rising or decreasing interest rates.

Credit Risk
Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized agencies are designed to an indication of credit risk. At year end, the District was not significantly exposed to credit risk.

Custodial Credit Risk
Deposits and investments are exposed to custodial credit risk if they are not covered by the depository insurance and the deposits and investments are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name. At year end, the District was not exposed to custodial credit risk.

Concentration of Credit Risk
This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the District was exposed to concentration of credit risk, but highly collateralized.. The District was in compliance with its diversification investment guidelines.

III. DETAILED NOTES ON FUNDS (Continued)

Foreign Currency Risk
This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

Cash and cash equivalents at December 31, 2009 consisted of the following:

	2009
Petty Cash	$ 125
IBC Checking Account	17,812
Lone Star National Bank Account	61,302
LSNB CD #45141942	247,753
LSNB CD #45141934	166,404
LSNB CD #45200156	207,719
Total Cash and Cash Equivalents	$ 701,115

B. Receivables

Receivables for the District at December 31, 2008, were as follows:

General Fund	Account Receivable	Allowance for Uncollectibles	Total (Net)
Property Taxes	$ 153,111	$ 7,656	$ 145,455
	$ 153,111	$ 7,656	$ 145,455

C. Deferred Revenue

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the year, the deferred revenue reported in the fund financial statements were as follows:

Deferred Revenue Description	General Fund	Total
Property Taxes	$ 72,753	$ 72,753
	$ 72,753	$ 72,753

III. DETAILED NOTES ON FUNDS (Continued)

D. Accounts Payable

Accounts Payable at December 31, 2009 consisted of the following:

Vendor	Payable
Linn-San Manuel Fire Dept.	$ 5,000
Texas Municipal League	507
Total Accounts Payable	$ 5,507

E. Capital Assets

Capital asset activity for the year ended December 31, 2009 was as follows:

	Balance as of December 31, 2008	Additions	Deletions	Balance as of December 31, 2009
Capital Assets				
Medical Equipment	$ 72,235	$ -	$ -	$ 72,235
Total Capital Assets	72,235	-	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	65,047	3,594		68,641
Total Accumulated Depreciation	65,047	3,594	-	68,641
Total Capital Assets Net of Accumulated Depreciation	$ 7,188	$ (3,594)	$ -	$ 3,594

Depreciation expense was charged to functions of the governmetal activities as follows:

Governmental Activities	
Emergency Services	$ 3,594
Total Governmental Activities	$ 3,594

F. Litigation

The District is not a defendant currently in any lawsuits that could have a material adverse effect on the financial condition of the District at December 31, 2009.

III. DETAILED NOTES ON FUNDS (Continued)

H. Subsequent Events

For the purposes of reporting subsequent events, management has considered events occurring up to May 11, 2012, the date of the report was available to be issued. No subsequent events were noted.

Required Supplementary Information

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.

Hidalgo County Emergency Service District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual
General Fund
For the Year Ended December 31, 2009

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Final	Actual	Actual
Revenues				
Property Tax Revenue	$ 137,834	$ 137,834	$ 158,982	$ 21,148
Interest Revenue	15,000	15,000	12,952	(2,048)
Total Revenues	152,834	152,834	171,934	19,100
Other Financing Sources				
Total Revenues and Other Financing Sources	152,834	152,834	171,934	19,100
Expenditures				
Ambulance Service	419,710	419,710	181,711	237,999
Total Expenditures	419,710	419,710	181,711	237,999
Other Financing Uses				
Total Expenditures and Other Financing Uses	419,710	419,710	181,711	237,999
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	(266,876)	(266,876)	(9,777)	257,099
Net Change in Fund Balance	(266,876)	(266,876)	(9,777)	257,099
Fund Balance at Beginning of Period	779,199	779,199	779,199	-
Fund Balance at End of Period	$ 512,323	$ 512,323	$ 769,422	$ 257,099

The notes to these statements are an integral part of these statements.

Oscar R. González, CPA
&
Associates, P.L.L.C.
Certified Public Accountants
208 W. Ferguson Unit #1 • Pharr, Texas 78577
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Email: org110n@aol.com

Oscar R. González
Melissa González

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hidalgo County Emergency Services District No. 3, as of and for the year ended December 31, 2009, which collectively comprise the Hidalgo County Emergency Services District No. 3's basic financial statements and have issued our report thereon dated May 11, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Hidalgo County Emergency Services District No. 3's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hidalgo County Emergency Services District No. 3's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies in internal control over financial reporting. (2009-1) through (2009-7). A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hidalgo County Emergency Services District No. 3's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests found no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Hidalgo County Emergency Services District No. 3's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Hidalgo County Emergency Services District No. 3's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, Board of Directors, others within the entity, and is not intended to be and should not be used by anyone other than these specified parties.

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

B. Financial Statement Findings

Schedule Reference (2009-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Criteria: Individual responsible for accounting should possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Condition: The District's Individual responsible for accounting possesses the necessary accounting experience to reliably initiate, authorize and process financial data and to report such financial data for internal management purposes. However, their job functions are not designed to require that they maintain current expertise in financial reporting requirements for externally released financial statements that are prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP) including the presentation format of the financial statements and all of the related footnotes that accompany such financial statements.

Cause: Lack of knowledge about financial statement preparation.

Effect: Accounting staff does not possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Recommendation: The District's financial staff should obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Questioned Costs: - $0 –

Schedule Reference (2009-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Criteria: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts need to be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Condition: Investments in certificate of deposits were not recorded in the books; consequently activity on the accounts was not posted nor reconciled on the books of the District.

Cause: Lack of control over investment balances and activity.

Effect: Investments in certificate of deposits were not reflected on the books of the District, and activity was not reconciled.

Recommendation: The balance on all certificate of deposit investments needs to be included in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current balances.

Questioned Costs: - $0 –

Schedule Reference (2009-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Criteria: Property tax assessed and not collected at the end of the fiscal year must be accrued as property tax receivables, and reduced by its appropriate allowance for uncollectible taxes in accordance with the District's policy.

Condition: No accrual is being made of property tax assessed and not collected by the end of the fiscal year as property tax receivables.

Cause: Lack of controls over the recording of property tax receivable amounts.

Effect: The District's books did not reflect property tax receivables owed to the District.

Recommendation: Cutoff procedures need to be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Questioned Costs: - $0 –

Schedule Reference (2009-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Criteria: Proper accrual of transactions in accordance with GAAP requires for the recording of all expenditures using the modified accrual basis of accounting where expenditures are recorded when the related fund liability is incurred.

Condition: Accounts payable cutoff testing procedures revealed that various cash disbursement transactions that were paid after the end of the fiscal year had been incurred during the fiscal year being audited and were recorded as expenditures in the subsequent year.

Cause: Lack of controls over cutoff procedures of accounts payable transactions occurring near after the end of the fiscal year.

Effect: Expenditures that belong to the fiscal year being audited were being recorded as expenditures for the subsequent year.

Recommendation: Cutoff procedures need to be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Questioned Costs: - $0 –

Schedule Reference (2009-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Criteria: Interest revenue earned but not yet paid to the District on its certificate of deposit investments needs to be recorded as accrued interest receivable and recorded as earned revenue in the appropriate year even if no actual collection has been made.

Condition: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Cause: Investments in certificate of deposits have not been recorded on the books.

Effect: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Recommendation: Once investments are recorded, cutoff procedures need to be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Questioned Costs: - $0 –

Schedule Reference (2009-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Criteria: In order to adequately maintain the processes, authorizations, records and other internal control requirements over purchasing, accounting and investing activities, a written policy must be adopted and authorized by the board of directors and followed as directed.

Condition: The District's policies and procedures did not have a policy in place that adequately describes the processes, authorizations, records and other internal controls required in order for the District to maintain effective control and accountability over purchasing, accounting and investing transactions.

Cause: Lack of control over accounting and investing activities.

Effect: The District does not have an accounting or investment procedures manual.

Recommendation: Implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Questioned Costs: - $0 –

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2009

Schedule Reference (2009-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The District's financial staff will obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2009-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts will be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2009-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2009-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2009-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Once investments are recorded, cutoff procedures will be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Anticipated Completion Date: As soon as possible.

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2009

Schedule Reference (2009-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The entity will implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Anticipated Completion Date: As soon as possible.

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 2010

OSCAR R. GONZALEZ, CPA & ASSOCIATES, P.L.L.C.
Certified Public Accountants

RECEIVED BY
COUNTY AUDITOR

2012 JUL 9 PM 4 24

Hidalgo County Emergency Services District No. 3
Audited Financial Report
For the Year Ended December 31, 2010

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT NO. 3

AUDITED FINANCIAL REPORT

FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2010

OFFICERS AND DIRECTORS

RUDY ZAMORA
President

FRED KARLE
Vice-President

LOUIE KIEFFER
Secretary-Treasurer

DONATO SALINAS
Member

JOE PERALEZ
Member

Hidalgo County Emergency Services No. 3
For the year ended December 31, 2010
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Financial Section

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&
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To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of City of Hidalgo County Emergency Services District No. 3 as of and for the year ended December 31, 2010, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Hidalgo County Emergency Services District No. 3's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Hidalgo County Emergency Services District No. 3, as of December 31, 2010, and the respective changes in financial position, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 11, 2012, on our consideration of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 2 through 6 and 22 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

Management Discussion and Analysis

Hidalgo County Emergency Services District No. 3
Management Discussion and Analysis

This section of Hidalgo County Emergency Services District No. 3 annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ended December 31, 2010. Please read it in conjunction with the District's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

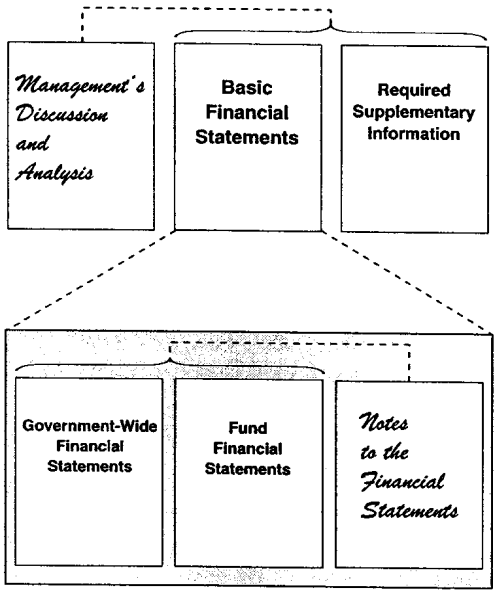
- The District's total combined net assets were $793,172 as of December 31, 2010.
- During the year, the District's expenses were $207,806 and $155,209 was generated in taxes and interest revenue for governmental activities.
- The general fund reported a fund balance this year of $721,730.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts—*management's discussion and analysis* (this section), the *basic financial statements, and required supplementary information.* The basic financial statements include two kinds of statements that present different views of the Districts:

- The first two statements are *government-wide financial statements* that provide both *long-term* and *short-term* information about the District's overall financial status.
- The remaining statements are *fund financial statements* that focus on *individual parts* of the government, reporting the District's operations in more detail than the government-wide statements.
- *The governmental funds* statements tell how *general government* services were financed in the *short term* as well as what remains for future spending.

Figure A-1F, Required Components of the District's Annual Financial Report



The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements. Figure A-1 shows how the required parts of this annual report are arranged and related to one another.

Figure A-2 summarizes the major features of the District's financial statements, including the portion of the district government they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Government-wide Statements

The government-wide statements report information about the district as a whole using accounting methods similar to those used by private-sector companies. The statement of net assets includes all of the government's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statement of activities regardless of when cash is received or paid.

The two government-wide statements report the District's net assets and how they have changed. Net assets—the difference between the District's assets and liabilities—is one way to measure the District's financial health or *position.*

- Over time, increases or decreases in the District's net assets are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall health of the District, one needs to consider additional nonfinancial factors such as changes in the District's tax base

Figure A-2 Major Features of the District's Government-wide and Fund Financial Statements

		Fund Statements		
Type of Statements	**Government-wide** Entire Agency's government (except fiduciary funds) and the Agency's component units	**Governmental Funds** The activities of the district that are not proprietary or fiduciary	**Proprietary Funds** Activities the district operates similar to private businesses: self insurance	**Fiduciary Funds** Instances in which the district is the trustee or agent for someone else's resources
Scope				
Required financial statements	*Statement of net assets *Statement of activities	*Balance sheet *Statement of revenues, expenditures & changes in fund balances	*Statement of net assets *Statement of revenues, expenses and changes in fund net assets *Statement of cash flows	*Statement of fiduciary net assets *Statement of changes in fiduciary net assets
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources foc
Type of asset/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; the Agency's funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and payment is due during the year or soon thereafter	All revenues and expenses during year, regardless of when cash is received or paid	All revenues and expenses during year, regardless of when cash is received or paid

The government-wide financial statements of the District include the *Governmental activities.* Most of the District's basic services are included here, such as general government, public safety, highways and streets, sanitation, economic development, culture and recreation, and interest on long-term debt. Property taxes finance most of these activities.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's most significant *funds*—not the District as a whole. Funds are accounting devices that the District uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by State law and by bond covenants.
- The Members of the District Board of Directors established other funds to control and manage money for particular purposes or to show that it is properly using certain taxes.

The District has the following kinds of funds:

- *Governmental funds*—Most of the District's basic services are included in governmental funds, which focus on (1) how *cash and other financial assets* that can readily be converted to cash flow in and out and (2) the balances left at year-end that are available for spending. Consequently, the governmental fund statements provide a detailed *short-term* view that helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental funds statement, or on the subsequent page, that explain the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

Net assets. The District's combined net assets were $ 793,172 at December 31, 2010. (See Table A-1).

Table A-1
Hidalgo County Emergency Services District No. 3
(In dollars)

	Primary Government		Increase / Decrease
Assets	2010	2009	2010-2009
Current assets:			
Cash and cash equivalents	$ 673,353	$ 701,115	$ (27,762)
Propery Taxes Receivable (Net)	138,745	145,455	(6,710)
Interest Receivable	1,130	1,113	17
Total current assets	813,228	847,683	(34,455)
Noncurrent assets:			
Capital Assets	-	3,594	(3,594)
Total Assets	$ 813,228	$ 851,277	$ (38,049)
LIABILITIES			
Current liabilities:			
Accounts Payable	$ 20,506	$ 5,507	$ 14,999
Total liabilities	20,506	5,507	14,999
Net Assets:			
Invested in Fixed Assets Net of Related Debt	-	3,594	(3,594)
Unrestricted	793,172	842,176	(49,004)
Total Net Assets	$ 793,172	$ 845,770	$ (52,598)

Financial Analysis:

- Total assets for the primary government decreased from $851,277 to $813,228 a net decrease of $38,049 from last fiscal year.
- Total liabilities for the primary government increased from $5,507 to $20,506, a net increase of $14,999 from last year primarily due to a reduction of account payable liabilities.
- In 2010 net assets for the Primary Government decreased from $845,770 to $793,172 a net decrease of $52,598 from last year.

Change in Net Assets. Referring to Table A-2, the total change in net assets for the year was a decrease of $52,597.

Table A-2

Hidalgo County Emergency Services District No.3

(In dollars)

	Primary Government		Increase / Decrease
	2010	2009	2010-2009
General Purpose Revenues and Transfers:			
Revenues			
Property Tax Revenue	$ 147,581	$ 158,778	$ (11,197)
Interest Revenue	7,628	12,952	(5,324)
Transfers	-	-	-
Total General Revenues and Transfers	155,209	171,730	(16,521)
Governmental Activities			
Emergency Service	207,806	185,305	22,501
Total Expenses	207,806	185,305	$ 22,501
Change in Net Assets	(52,597)	(13,575)	(39,022)
Net Assets Beginning-of Peiod	845,769	859,344	(13,575)
Prior Period Adjustments	-	-	-
Net Assets at Ending of Period	$ 793,172	$ 834,920	$ (41,748)

- Total general revenues for the primary government decreased from $171,778 to $155,209 a net increase of $16,521 from last fiscal year.
- Total expenses for the primary government increased from $185,305 to $207,806 a net increase of $22,501 primarily due to the renewal contract for ambulance services for the year.
- The total change in net assets for the fiscal year 2010 was $52,597 a $39,022 decrease from last year's change in net assets of $13,575.

GENERAL FUND BUDGETARY HIGHLIGHTS

- Expenditures were budgeted at the beginning of the 2010 fiscal year at $449,710 and were not amended by the board during the year. Actual expenditures for the year were $204,112, which creates a positive variance of $245,498 mainly caused by the budgeted expenses for the purchase of land that was not purchased.
- Revenues were budgeted at the beginning of the 2010 fiscal year at $152,834 and were not amended by the board during the year. Actual expenditures for the year were $156,520, which creates a positive variance of $3,686.
- Overall expenditures over revenues created a variance of $47,692, which in comparison with budgeted expenditures over revenues of $296,876 created a positive variance of $249,184.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of 2010, the District had no investment in medical equipment, left in excess of accumulated depreciation. (See Table A-3.)

General Capital Assets
December 31, 2010
Table A-3

	Primary Government			
	Balance as of December 31, 2009	Additions	Deletions	Balance as of December 31, 2010
Capital Assets				
Medical Equipment	$ 72,235	$ -	$ -	$ 72,235
Total Capital Assets	72,235	-	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	68,641	3,594	-	72,235
Total Accumulated Deprecition	68,641	3,594	-	72,235
Total Capital Assets Net of Accumulated Depreciation	$ 3,594	$ 3,594	$ -	$ -

More detailed information about the District's capital assets is presented in the notes to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

- Appraised value used for the 2011 budget preparation is up to $ 1,262,424,956.
- General operating fund spending budget for 2011 was prepared based on history of actual definite revenues and essential expenses to operate.
- District is planning to renew the ambulance services for next year increasing expenditures.

These indicators were taken into account when adopting the general fund budget for 2011.

If these estimates are realized, the District's budgetary general fund balance is not expected to change appreciably by the close of 2011.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District's Board of Directors.

Basic Financial Statements

Hidalgo County Emergency Services District No. 3
Statement of Net Assets
December 31, 2010

	Primary Government	
	Governmental Activities	Total
ASSETS		
Current Assets		
Cash and Cash Equivalents	$ 673,353	$ 673,353
Property Taxes Receivable (Net)	138,745	138,745
Interest Receivable	1,130	1,130
Total Current Assets	813,228	813,228
Noncurrent Assets		
Capital Assets (Net)	$ -	$ -
Total Assets	813,228	813,228
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 20,056	$ 20,056
Total Liabilities	20,056	20,056
NET ASSETS		
Invested in Fixed Assets Net of Related Debt	-	-
Unrestricted	793,172	793,172
Total Net Assets	793,172	793,172
Total Liabilities and Net Assets	$ 813,228	$ 813,228

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Activities
For the Year Ended December 31, 2010

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Primary Government				
Governmental Activities:				
Emergency Services	$ 207,806	$ -	$ -	$ -
Total Governmental Activities	$ 207,806	$ -	$ -	$ -
		General Purpose Revenues and Transfers:		
		Revenues		
		Property Tax Revenue		
		Interest Revenue		
		Total General Revenues		
		Change in Net Assets		
		Net Assets at Beginning of Period		
		Net Assets at End of Period		

The notes to these statements are an integral part of these statements.

Net (Expense) Revenue	
Primary Government	
Governmental Activities	Total
$ (207,806)	$ (207,806)
(207,806)	(207,806)
147,581	147,581
7,628	7,628
155,209	155,209
(52,597)	(52,597)
845,769	845,769
$ 793,172	$ 793,172

Hidalgo County Emergency Services District No. 3
Balance Sheet
Governmental Funds
December 31, 2010

	General Fund	Total Governmental Funds
ASSETS		
Cash and Cash Equivalents	$ 673,353	$ 673,353
Property Taxes Receivable (Net)	138,745	138,745
Interest Receivable	1,130	1,130
Total Assets	$ 813,228	$ 813,228
LIABILITIES		
Accounts Payable	$ 20,056	$ 20,056
Deferred Revenue	71,442	71,442
Total Liabilities	91,498	91,498
FUND BALANCE		
Unassigned	721,730	721,730
Total Fund Balance	721,730	721,730
Total Liabilities and Fund Balance	$ 813,228	$ 813,228

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Balance Sheet to the Statement of Net Assets
December 31, 2010

Total Fund Balance - Governmental Funds	$	721,730
When capital assets are to be used in governmental activities are purchased, the cost of those assets are reported as expenditures in governmental funds. However, the Statement of Net Assets includes those capital assets among the assets of the District as a whole.		3,594
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(3,594)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		71,442
Total Net Assets-Governmental Funds	$	793,172

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended December 31, 2010

	General Fund	Total Governmental Funds
Revenues		
Property Tax Revenue	$ 148,892	$ 148,892
Interest Revenue	7,628	7,628
Total Revenues	156,520	156,520
Expenditures		
Emergency Services	204,212	204,212
Total Expenditures	204,212	204,212
Excess of Revenues Over (Under) Expenditures	(47,692)	(47,692)
Net Change in Fund Balance	(47,692)	(47,692)
Fund Balance at Beginning of Period	769,422	769,422
Fund Balance at End of Period	$ 721,730	$ 721,730

The notes to these statements are an integral part of these statements.

Hidalgo County Emergency Services District No. 3
Reconciliation of Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance with Statement of Activities
For the Year Ended December 31, 2010

Total Net Change in Fund Balances - Governmental Funds	$	(47,692)
Depreciation expense reflected in entity wide statements, is not reflected in governmental funds statements.		(3,594)
The amount of the current property tax levy that has been recorded as revenue during the period and is expected to be collected within about 60 days after year-end should be included as revenue for the current period.		(1,311)
Changes in Net Assets-Governmental Funds	$	(52,597)

The notes to these statements are an integral part of these statements.

Notes to the Financial Statements

Hidalgo County Emergency Services District No. 3
Statement of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual
General Fund
For the Year Ended December 31, 2010

	Budgeted Amounts			Variance Favorable (Unfavorable)
	Original	Final	Actual	Actual
Revenues				
Property Tax Revenue	$ 137,834	$ 137,834	$ 148,892	$ 11,058
Interest Revenue	15,000	15,000	7,628	(7,372)
Total Revenues	152,834	152,834	156,520	3,686
Other Financing Sources				
Total Revenues and Other Financing Sources	152,834	152,834	156,520	3,686
Expenditures				
Ambulance Services	449,710	449,710	204,212	245,498
Total Expenditures	449,710	449,710	204,212	245,498
Other Financing Uses				
Total Expenditures and Other Financing Uses	449,710	449,710	204,212	245,498
Excess (Deficiency) of Revenues and Other Sources Over Expenditures and Other Uses	(296,876)	(296,876)	(47,692)	249,184
Net Change in Fund Balance	(296,876)	(296,876)	(47,692)	249,184
Fund Balance at Beginning of Period	769,422	769,422	769,422	-
Fund Balance at End of Period	$ 472,546	$ 472,546	$ 721,730	$ 249,184

The notes to these statements are an integral part of these statements.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. General Statement

This summary of significant accounting policies of Hidalgo County Emergency Services District No. 3 is presented to assist the reader in understanding the district's financial statements. The financial statements and notes are representations of the district's management.

The District was created and organized as provided by Article III, Section 48-d, of the Texas Constitution to protect life and property from fire and to conserve natural and human resources. The district is a political subdivision of the state. A five-member fire commissioners board governs operations of the District. Members of the board are appointed by the Hidalgo County Commissioner's Court.

The accounting and reporting policies of the District relating to the funds included in the accompanying basic financial statements conform to accounting principles generally accepted in the United States of America applicable to toe state and local governments. Generally accepted accounting principles for local governments include those principles prescribed by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants in the publication entitled Audits of State and Local Governmental Units by the Financial Accounting Standards Board (FASB), when applicable.

B. Financial Reporting Entity

The District's financial reporting entity comprises the following:

Primary Government: Hidalgo County Emergency Services District No. 3

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations as component units with a governmental reporting entity, as set forth in Section 2100 of GASB's Codification of Governmental and Financial Reporting Standards, include whether:

- The organization is legally separate (can sue and be sued in their own name)
- The District holds the corporate powers of the organization
- The District appoints a voting majority of the organization's board
- The District is able to impose its will on the organization
- The organization has the potential to impose a financial benefit/burden on the District
- There is fiscal dependency by the organization on the District.

Based on these criteria, the District is a component unit of the Hidalgo County Commissioners Court.

C. Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of the net assets and the statement of activities. These statements report information on all of the non-fiduciary financial information for the District. Eliminations have been made to minimize the double-counting of internal activities. Individual funds are not displayed, but the statements highlight governmental activities (generally supported by taxes and the District general revenue). The effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or program. Program revenues includes 1) charges to customers or applicants whose purchase, use, or directly benefit from goods, services, or privileges provided by a given program and 2) operating or capital grants and contributions that are restricted to meeting the operations or capital requirements of a particular program. Taxes and other items not properly included among program revenues are reported instead as general revenues.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The fund financial statements provide reports on the financial condition and results of operations about the District's funds, with separate statements presented for each fund category. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. Currently the District only has one General Fund.

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The financial statements of the District are prepared in accordance with generally accepted accounting principles (GAAP). The District's reporting entity applies all relevant GASB pronouncements and applicable FASB pronouncements and accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless they conflict with GASB pronouncements. The District's reporting entity does not apply FASB pronouncements or APB pronouncements or APB opinions issued after November 30, 1989.

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting. The economic resources measurement focus means all assets and liabilities (whether current or non-current) are included on the statement of net assets and the operating statements present increase (revenues) and decrease (expenses) in net total assets.

Under the accrual basis of accounting, revenues are recognized when earned. Expenses are recognized at the time the liability is incurred. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of current period. The District considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred.

The revenues susceptible to accrual are property taxes and interest income. All other governmental fund revenues are recognized when received if any.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as needed.

E. Fund Types and Major Funds

Governmental Funds

The District's basic financial statements include the accounts of all District operations. The criteria for including organizations

- *General Fund* – reports the primary fund of the District. This fund is used to account for all financial resources not reported in other funds.

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Assets, Liabilities and Net Assets or Equity

1. Cash and Investments

The District considers cash and cash equivalents any account maturing within ninety days for financial statement reporting purposes. All investments are recorded at fair value based on quoted market prices. Fair Value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

2. Property Taxes

Property taxes are levied by October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the District in conformity with Subtitle E, Texas Property Tax Code. Taxes are due on receipt of the tax bill and are delinquent if not paid before February 1 of the year following the year in which imposed. On January 31 of each year, a tax lien attaches to property to secure the payment of all taxes, penalties, and interest ultimately imposed. Property tax revenues are considered available when they become due or past due and receivable within the current period. The District considers property taxes as available if collected within 60 days after year end.

Taxable property includes real property and certain personal property situated in the District. Certain properties of religious, educational and charitable organizations, including the federal government and the State of Texas, are exempt from taxation. Additionally, there are other exemptions as noted below in arriving at the total assessed valuation of taxable property. The valuations are subject to county-wide revaluation every five years. The effective rate is based upon the previous year's total assessed valuation.

Allowances for uncollectible tax receivables within the General and Debt Service funds are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and included as part of the allowance for uncollectible; except for tax receivables over 20 year, the District is prohibited from writing off real property taxes without specific statutory authority from the Texas Legislature. The District does no write off tax receivable greater than 20 years.

3. Transactions between Funds

Legally authorized transfers are treated as interfund transfers and are included in the results of operations of the Governmental funds.

4. Capital Assets

Capital assets include property, plant, and equipment, are reported in the applicable governmental activities column in the government-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical is not available. Donated assets are capital assets valued at their fair market value on the date donated. Repairs and maintenance are recorded as expenses. Renewals and betterments are capitalized. Interest has not been capitalized during the construction period on property, plant and equipment.

Assets capitalized have an original cost of $5,000 or more and over three years of useful life. Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Buildings	50 Years
Infrastructure	30 Years
Improvements	20 Years
Machinery and Equipment	3-15 Years

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

5. Long-Term Obligations

In the government-wide, proprietary and component unit financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance cost are deferred and amortized over the life of the bonds using the straight line method as the amount is immaterial against the effective interest method. Unamortized bond premium and discount, issuance cost and gain or loss on refunding are not netted against the liability, but recorded in the asset portion of the financial statements. In the fund financial statements, long-term liabilities are not recorded in the governmental funds as the payment of the obligations will not be made by current financial resources. The governmental fund financial statements recognize the proceeds of debt as other financing resources. As of the end of the fiscal year there are no outstanding long-term obligations.

6. Net Assets / Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available or are legally restricted by outsource parties for use for a specific purpose.

7. Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires the use of estimates by management.

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budget Basis of Accounting

The District prepares its annual budget on a basis (budget basis), which differs from generally accepted accounting principles (GAAP Basis). The budget and all transactions are presented in accordance with the District's method (budget basis) in the Statement of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual – General fund to provide a meaningful comparison of actual results with the budget. The major differences between budget and GAAP basis are stated in the statement and schedules associated with the analysis of actual results to the budgeted expectations.

Finance-Related Legal and Contractual Provisions

In accordance with GASB Statement No. 38, "Certain Financial Statement Note Disclosures", violations of finance-related legal and contractual provisions, if any, are reported below, along with actions taken to address such violations:

Violation	Action Taken
None	Not Applicable

III. DETAILED NOTES ON FUNDS

A. Deposits

District's funds are required to be deposited and invested under the terms of a depository contract and investment policy pursuant to state statute. The depository bank deposits for safekeeping and trust with its agent approved pledged securities authorized by Chapter 2257 Collateral for Public Funds of the Government Code in an amount sufficient to protect District funds on a day-to-day basis during the period of the contract. The pledge of approved securities is waived only to the extent of the dollar amount of Federal Deposit Insurance Corporation (FDIC) insurance.

III. DETAILED NOTES ON FUNDS (Continued)

At December 31, 2010, the carrying amount of the District's deposits was $673,353. The District has two depositary accounts: International Bank of Commerce & Lone Star National Bank.

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District has a policy of maintaining contact with the trust department of its depository agency to eliminate all custodial credit risk. As of December 31, 2010, the District's bank balance of $655,573 was not exposed to custodial credit risk and was over-insured and over-collateralized.

Investments

The District is required by Government code Chapter 2256, the public Funds Investment Act ("Act"), to adopt, implement, and publicize an investment policy. That policy must be written, primarily emphasize safety of principal and liquidity, address investment diversification, yield, and maturity and the quality and capability of investment management, and include a list of the types of authorized investments in which the investing entity's funds may be invested, and the maximum allowable stated maturity of any individual investment owned by the entity.

The Act requires an annual audit of investment practices. Audit procedures in this area conducted as part of the audit of the general purposes financial statements disclosed that in the areas of investment practices, management reports and establish appropriate policies. The District adheres to the requirements of the Act. Additionally, investment practices of the District are in accordance with local policies.

The District has investments at December 31, 2010, in the form of Certificates of Deposit with Lone Star National Bank in the amount of $609,107. The funds are available immediately as needed.

Analysis of Specific Deposit and Investment Risks:

GASB Statement No. 40 requires a determination as to whether the District was exposed to the following specific investment risks at year end and if so, the reporting of certain related disclosures:

Interest Rate Risk
This is the risk that changes in interest rated will adversely affect the fair value of an investment. At year end, the District was not exposed to interest rate risk. By limiting the exposure of its investments, the District reduces its risk to the rising or decreasing interest rates.

Credit Risk
Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized agencies are designed to an indication of credit risk. At year end, the District was not significantly exposed to credit risk.

Custodial Credit Risk
Deposits and investments are exposed to custodial credit risk if they are not covered by the depository insurance and the deposits and investments are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the District's name. At year end, the District was not exposed to custodial credit risk.

Concentration of Credit Risk
This risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. At year end, the District was exposed to concentration of credit risk, but highly collateralized.. The District was in compliance with its diversification investment guidelines.

III. DETAILED NOTES ON FUNDS (Continued)

Foreign Currency Risk
This is the risk that exchange rates will adversely affect the fair value of an investment. At year end, the District was not exposed to foreign currency risk.

Cash and cash equivalents at December 31, 2010 consisted of the following:

	2010
Petty Cash	$ 125
IBC Checking Account	17,812
Lone Star National Bank Account	46,310
LSNB CD #45141942	250,612
LSNB CD #45141934	148,324
LSNB CD #45200156	210,170
Total Cash and Cash Equivalents	$ 673,353

B. Receivables

Receivables for the District at December 31, 2010, were as follows:

General Fund	Account Receivable	Allowance for Uncollectibles	Total (Net)
Property Taxes	$ 146,047	$ 7,302	$ 138,745
	$ 146,047	$ 7,302	$ 138,745

C. Deferred Revenue

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the year, the deferred revenue reported in the fund financial statements were as follows:

Deferred Revenue Description	General Fund	Total
Property Taxes	$ 71,442	$ 71,442
	$ 71,442	$ 71,442

III. DETAILED NOTES ON FUNDS (Continued)

D. Accounts Payable

Accounts Payable at December 31, 2010 consisted of the following:

Vendor	Payable
Linn-San Manuel Fire Dept.	$ 5,000
Francisco Prado	889
Valley EMS	14,167
Total Accounts Payable	$ 20,056

E. Capital Assets

Capital asset activity for the year ended December 31, 2010 was as follows:

	Balance as of December 31, 2009	Additions	Deletions	Balance as of December 31, 2010
Capital Assets				
Medical Equipment	$ 72,235	$ -	$ -	$ 72,235
Total Capital Assets	72,235	-	-	72,235
Accumulated Depreciation				
Accumulated Depreciation	68,641	3,594		72,235
Total Accumulated Depreciation	68,641	3,594	-	72,235
Total Capital Assets Net of Accumulated Depreciation	$ 3,594	$ (3,594)	$ -	$ -

Depreciation expense was charged to functions of the governmetal activities as follows:

Governmental Activities	
Emergency Services	$ 3,594
Total Governmental Activities	$ 3,594

F. Litigation

The District is not a defendant currently in any lawsuits that could have a material adverse effect on the financial condition of the District at December 31, 2010.

III. DETAILED NOTES ON FUNDS (Continued)

H. Subsequent Events

For the purposes of reporting subsequent events, management has considered events occurring up to May 11, 2012, the date the report was available to be issued. No subsequent events were noted.

Required Supplementary Information

Required supplementary information includes financial information and disclosures required by the Governmental Accounting Standards Board but not considered a part of the basic financial statements.

Oscar R. González, CPA
&
Associates, P.L.L.C.
Certified Public Accountants
208 W. Ferguson Unit #1 • Pharr, Texas 78577
Tel: (956) 787-9909 • Fax: (956) 787-3067
Email: org110n@aol.com

Oscar R. González
Melissa González

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors of the,
Hidalgo County Emergency Services District No. 3

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Hidalgo County Emergency Services District No. 3, as of and for the year ended December 31, 2010, which collectively comprise the Hidalgo County Emergency Services District No. 3's basic financial statements and have issued our report thereon dated May 11, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Hidalgo County Emergency Services District No. 3's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hidalgo County Emergency Services District No. 3's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Hidalgo County Emergency Services District No. 3's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies in internal control over financial reporting. (2010-1) through (2010-7). A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Hidalgo County Emergency Services District No. 3's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests found no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Hidalgo County Emergency Services District No. 3's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. We did not audit Hidalgo County Emergency Services District No. 3's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of management, Board of Directors, others within the entity, and is not intended to be and should not be used by anyone other than these specified parties.

Oscar R. Gonzalez, CPA & Associates, PLLC
Certified Public Accountants
Pharr, Texas

May 11, 2012

B. Financial Statement Findings

Schedule Reference (2010-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Criteria: Individual responsible for accounting should possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Condition: The District's Individual responsible for accounting possesses the necessary accounting experience to reliably initiate, authorize and process financial data and to report such financial data for internal management purposes. However, their job functions are not designed to require that they maintain current expertise in financial reporting requirements for externally released financial statements that are prepared in accordance with U.S. Generally Accepted Accounting Principles (GAAP) including the presentation format of the financial statements and all of the related footnotes that accompany such financial statements.

Cause: Lack of knowledge about financial statement preparation.

Effect: Accounting staff does not possess the sufficient knowledge to prepare financial statements in accordance with GAAP.

Recommendation: The District's financial staff should obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Questioned Costs: - $0 –

Schedule Reference (2010-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Criteria: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts need to be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Condition: Investments in certificate of deposits were not recorded in the books; consequently activity on the accounts was not posted nor reconciled on the books of the District.

Cause: Lack of control over investment balances and activity.

Effect: Investments in certificate of deposits were not reflected on the books of the District, and activity was not reconciled.

Recommendation: The balance on all certificate of deposit investments needs to be included in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current balances.

Questioned Costs: - $0 –

Schedule Reference (2010-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Criteria: Property tax assessed and not collected at the end of the fiscal year must be accrued as property tax receivables, and reduced by its appropriate allowance for uncollectible taxes in accordance with the District's policy.

Condition: No accrual is being made of property tax assessed and not collected by the end of the fiscal year as property tax receivables.

Cause: Lack of controls over the recording of property tax receivable amounts.

Effect: The District's books did not reflect property tax receivables owed to the District.

Recommendation: Cutoff procedures need to be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Questioned Costs: - $0 –

Schedule Reference (2010-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Criteria: Proper accrual of transactions in accordance with GAAP requires for the recording of all expenditures using the modified accrual basis of accounting where expenditures are recorded when the related fund liability is incurred.

Condition: Accounts payable cutoff testing procedures revealed that various cash disbursement transactions that were paid after the end of the fiscal year had been incurred during the fiscal year being audited and were recorded as expenditures in the subsequent year.

Cause: Lack of controls over cutoff procedures of accounts payable transactions occurring near after the end of the fiscal year.

Effect: Expenditures that belong to the fiscal year being audited were being recorded as expenditures for the subsequent year.

Recommendation: Cutoff procedures need to be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Questioned Costs: - $0 –

Schedule Reference (2010-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Criteria: Interest revenue earned but not yet paid to the District on its certificate of deposit investments needs to be recorded as accrued interest receivable and recorded as earned revenue in the appropriate year even if no actual collection has been made.

Condition: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Cause: Investments in certificate of deposits have not been recorded on the books.

Effect: No revenue is being accrued on interest earned due to the passage of time of certificate of deposit investments.

Recommendation: Once investments are recorded, cutoff procedures need to be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Questioned Costs: - $0 –

Schedule Reference (2010-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Criteria: In order to adequately maintain the processes, authorizations, records and other internal control requirements over purchasing, accounting and investing activities, a written policy must be adopted and authorized by the board of directors and followed as directed.

Condition: The District's policies and procedures did not have a policy in place that adequately describes the processes, authorizations, records and other internal controls required in order for the District to maintain effective control and accountability over purchasing, accounting and investing transactions.

Cause: Lack of control over accounting and investing activities.

Effect: The District does not have an accounting or investment procedures manual.

Recommendation: Implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Questioned Costs: - $0 –

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2010

Schedule Reference (2010-1) FINANCIAL STATEMENT PREPARATION AND OTHER REPORTING MATTERS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The District's financial staff will obtain training in financial reporting and footnote presentation in order to ensure that its financial statements to comply with GAAP.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2010-2) CONTROLS OVER CERTIFICATE OF DEPOSIT INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: In order for the District to reflect the proper balance in all their assets, all certificate of deposit accounts will be posted in the books of the District and reconciled at least quarterly in order to assure that the District has accurate and current asset balances.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2010-3) CONTROLS OVER ACCRUAL OF PROPERTY TAX RECEIVABLES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on property tax receivable balances near after the end of the fiscal year in order to assure that receivables assessed during the fiscal year are included as receivables if not collected by the end of the fiscal year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2010-4) CONTROLS OVER ACCRUAL OF ACCOUNTS PAYABLE

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Cutoff procedures will be performed on expenditures occurring near after the end of the fiscal year in order to assure that transactions that were incurred during the fiscal year are included as expenditures in the proper year.

Anticipated Completion Date: As soon as possible.

Schedule Reference (2010-5) CONTROLS OVER ACCRUAL OF INTEREST EARNED ON INVESTMENTS

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: Once investments are recorded, cutoff procedures will be performed on certificate of deposit balances in order to determine the amount of revenue that has been earned due to the passage of time, and not yet collected by the District.

Anticipated Completion Date: As soon as possible.

HIDALGO COUNTY EMERGENCY SERVICES DISTRICT No. 3
Corrective Action Plan
For the Year Ended September 30, 2010

Schedule Reference (2010-6) LACK OF ACCOUNTING AND INVESTING POLICIES

Name of Contact: Rudy Zamora, Fred Karle, Louie Kieffer, Donato Salinas, Joe Peralez

Corrective Action Planned: The entity will implement an accounting and investing procedures manual as soon as possible, in order to ensure that the process, authorizations, records and other internal control requirements are being observed as established.

Anticipated Completion Date: As soon as possible.

AI-33063 **Precinct #2 15. A.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Katia Garcia, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Pct. 2 Road & Bridge:
Approval of the following personnel actions:

1. Delete the following positions:

Department	Slot No.	Position Title	Budgeted Salary
Administration	0003	Special Projects/Program Manager	$51,870.00
Administration	0004	Research and Development Director	$49,039.00
Administration	0006	H.R. Coordinator	$43,680.00
Administration	0012	Office Clerk	$18,564.00
		Total	**$163,153.00**

2. Create the following positions:

Department	Slot No.	Position Title	Budgeted Salary
Administration	0014	Planning Analyst I	$37,109.00
Administration	0015	Accounts Payable Specialist II	$31,815.00
		Total	**$68,924.00**

3. Delete the following positions:

Department	Slot No.	Position Title	Budgeted Salary
Road Maintenance	0010	Heavy Equipment Operator III	$35,548.00
Road Maintenance	0013	Heavy Equipment Operator III	$34,670.00
Road Maintenance	0017	Mechanic II	$30,195.00
Road Maintenance	0025	Heavy Equipment Operator II	$28,356.00
Road Maintenance	0031	Heavy Equipment Operator II	$26,828.00
Road Maintenance	0036	Maintenance II	$24,840.00
Road Maintenance	0039	Maintenance I	$23,753.00
Road Maintenance	0056	Tire Repair	$23,840.00
Road Maintenance	0062	Heavy Equipment Operator III	$34,670.00
Road Maintenance	0063	Heavy Equipment Operator II	$26,828.00
Road Maintenance	0066	Heavy Equipment Operator I	$24,360.00
Road Maintenance	0067	Heavy Equipment Operator I	$24,360.00
Road Maintenance	0069	Truck Driver II	$26,059.00
Road Maintenance	0070	Truck Driver II	$26,059.00
Road Maintenance	0074	Maintenance I	$22,703.00
Road Maintenance	0075	Surveyor Technician	$36,750.00

Road Maintenance	0076	Sureveyor Technician	$36,750.00
Road Maintenance	0077	Heavy Equipment Operator III	$34,670.00
		Total	**$521,239.00**

4. Create the following positions:

Department	Slot No.	Position	Budgeted Salary
Road Maintenance	0084	Road Construction Foreman	$46,747.00
Road Maintenance	0085	Road Maintenance Foreman	$46,747.00
Road Maintenance	0086	Heavy Equipment Operator IV/Excavator	$40,078.00
Road Maintenance	0087	Construction Inspector	$40,078.00
Road Maintenance	0088	Engineering Technician IV	$40,078.00
		Total	**$213,728.00**

5. Approval of intradepartmental transfers.
6. Approval of revised salary schedule.

BACKGROUND

Attachments

Job Descriptions
PAR's
Intradept Transfers
fiscal note
Revised Salary Schedule

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/09/2012 04:52 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Katia Garcia Started On: 06/29/2012 11:11 AM

Final Approval Date: 07/13/2012

PLANNING ANALYST I

GRADE: 10

GENERAL DESCRIPTION

Performs entry-level planning and research work. Work involves developing local, regional, or state plans or programs; developing procedures for implementing plans or programs; and developing procedures for measuring progress made on operational plans or programs; Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Collects, organizes, and analyzes data required in the development of plans or programs

Participates in technical, policy, and interagency planning meetings

Reviews and evaluates planning material for contractual compliance

Prepares reports

Researches federal and state regulations

Consults and communicates with other departments, agencies, and civic groups

Conducts field and telephone surveys

Assists in developing procedures for implementing plans or programs and for measuring progress

May prepare and monitor performance measures

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

One to two (1-2) years experience in planning and research work; Graduation from an accredited four-year college or university with major course work in city or regional planning, economics, business or public administration, political science, or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of government organization and administration; and of planning, formulating, coordinating, and implementing methodologies

Ability to evaluate planning material and to communicate effectively

PHYSICAL DEMANDS:

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

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

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

ACCOUNTS PAYABLE SPECIALIST II

GRADE: 08

GENERAL DESCRIPTION

Performs accounts payable work. Work involves processing of county invoices and payment in a timely manner. Communicate with county departments regarding purchase orders, invoices and payments. Answer inquiries from departments regarding account balances and encumbrances. Will scan, stamp, and file all documentation regarding payments.

EXAMPLES OF WORK PERFORMED

Alerts departments of discrepancies with purchase orders and invoicing

Verifies account balances for deficiencies

Advises department regarding procedures for processing of payments

Submits journal entries for corrections or adjustments to accounts

Examines claims for validity and completeness prior to invoice entry

Maintains manual and automated batch log to ensure appropriate release of checks

Processes void and manual checks

Maintains and enter information for claims to generate appropriate checks for Commissioner's Court

Interacts with County departments regarding vendor data or policies

Performs all other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from a standard high school or equivalent; Business Technical training preferred. Two (2) years experience in accounts payable capacity.

Knowledge, Skills, and Abilities

General accounting knowledge

Good verbal and written communication

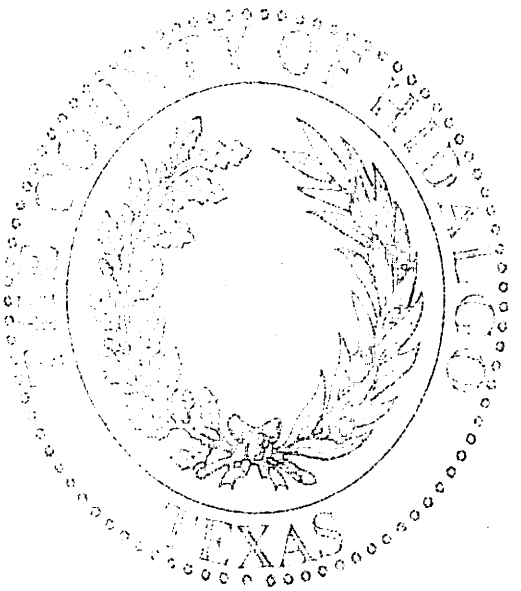
10 key calculator

Knowledge of MS Word and Excel

Understand record keeping techniques

Registration, Certification, or Licensure

May require a valid driver's license



ROAD CONSTRUCTION FOREMAN

GRADE: 13

GENERAL DESCRIPTION

Under the direction of the Director of Road and Bridge, directs the work of several crews assigned to road and or drainage construction projects; conducts assessments, recommends and oversees the construction or reconstruction of county roads and drainage ditches. Insures that all force account construction is properly reported to properly cost allocate all in-house road and drainage construction.

EXAMPLES OF WORK PERFORMED

Interprets engineered designs, plans, maps, specifications, and technical manuals;

Provides estimates of materials, costs, and timelines for service and construction activities;

Inspects work sites for quality of work as well as for compliance with all established laws, policies, procedures, and safety precautions;

Establishes deadlines and modifies work schedules to meet deadlines;

Requests requisitions, and maintains adequate material inventory to accomplish assigned projects;

Oversees inventory of assigned county equipment;

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner;

Responsible for orienting and training others, and assigning and reviewing their work;

Supervises the maintenance of vehicle and heavy equipment;

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of experience in heavy equipment operation, road construction, mechanic repair and heavy equipment maintenance with at least two (2) years of supervisory experience; an Associate's Degree in construction management or related profession; Two (2) years of 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

Must be able to be insured by the County's insurance carrier

May require a Class A Commercial Driver's License issued by the State of Texas

Dependent of area of assignment, other certifications and licenses may be required for this position

Knowledge, Skills, and Abilities

Knowledge of the operating and repair characteristics of a variety of heavy duty equipment and all county vehicles, including law enforcement vehicles

Knowledge of the operating principles of gasoline, diesel and small engines

Knowledge of the occupational hazards and safety precautions of the trade

Knowledge of the office record keeping practices associated with an equipment repair shop, construction, or maintenance

Knowledge of operation of computers and fleet management systems

Knowledge of equipment and vehicle purchasing budgets

Ability to use common office machines

Knowledge of inventory control processes and systems

Ability to prepare and maintain routine records

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations

Ability to direct, supervise and train unskilled to semi-skilled workers

Ability to make recommendations that impact the budget

Ability to supervise employees using or repairing heavy or complex machinery

Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery

Ability to read and explain applicable laws and regulations

Good organizational skills

Ability to understand oral and written directions

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.

Typically works outside, high noise environment, high dust, dirt, grease environment; Works alone or closely with others; Requires extensive safety training and/or protective devices, regular exposure to moving machinery and/or vehicles; Works on slippery or uneven surfaces, works above or below ground level; Regular exposure to chemicals, solvents, fumes and/or gases; Regular exposure to weather including heat, cold, dampness and/or humidity; Works in water; Typically standing and/or walking, typically bending, crouching and stooping; Typically pushing and/or pulling, light lifting or carrying 25lbs or less moderate lifting or carrying 25-50 lbs, heavy lifting or carrying 50 lbs or more; Using tools requiring high dexterity, driving and/or operating heavy equipment

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

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- 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

ROAD MAINTENANCE FOREMAN

GRADE: 13

GENERAL DESCRIPTION

Under the direction of the Director of Road and Bridge, directs the work of several crews assigned to road maintenance and repair projects. Examples of projects include the following: constructing and repairing roads manholes, catch basins, and drainage systems, laying pipe, grading, and hot topping. Other duties include installing and repairing signs, and guard rails; cutting brush, mowing, and repairing damaged guardrails and signs.

EXAMPLES OF WORK PERFORMED

Interprets engineered designs, plans, maps, specifications, and technical manuals;

Provides estimates of materials, costs, and timelines for service and construction activities;

Inspects work sites for quality of work as well as for compliance with all established laws, policies, procedures, and safety precautions;

Establishes deadlines and modifies work schedules to meet deadlines;

Requests requisitions, and maintains adequate material inventory to accomplish assigned projects;

Oversees inventory of assigned county equipment;

Coordinates job assignments with employees and other departments as needed

Ensures that assignments are completed and handled in a safe and efficient manner;

Responsible for orienting and training others, and assigning and reviewing their work;

Supervises the maintenance of vehicle and heavy equipment;

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of five (5) years of experience in heavy equipment operation, road construction, road repair, mechanic repair and heavy equipment maintenance with at least two (2) years of supervisory experience; an Associate's Degree in construction management or related profession; Two (2) years of 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

Must be able to be insured by the County's insurance carrier

May require a Class A Commercial Driver's License issued by the State of Texas

Dependent of area of assignment, other certifications and licenses may be required for this position

Knowledge, Skills, and Abilities

Knowledge of the operating and repair characteristics of a variety of heavy duty equipment and all county vehicles, including law enforcement vehicles

Knowledge of the operating principles of gasoline, diesel and small engines

Knowledge of the occupational hazards and safety precautions of the trade

Knowledge of the office record keeping practices associated with an equipment repair shop, construction, or maintenance

Knowledge of operation of computers and fleet management systems

Knowledge of equipment and vehicle purchasing budgets

Ability to use common office machines

Knowledge of inventory control processes and systems

Ability to prepare and maintain routine records

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations

Ability to direct, supervise and train unskilled to semi-skilled workers

Ability to make recommendations that impact the budget

Ability to supervise employees using or repairing heavy or complex machinery

Ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery

Ability to read and explain applicable laws and regulations

Good organizational skills

Ability to understand oral and written directions

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.

Typically works outside, high noise environment, high dust, dirt, grease environment; Works alone or closely with others; Requires extensive safety training and/or protective devices, regular exposure to moving machinery and/or vehicles; Works on slippery or uneven surfaces, works above or below ground level; Regular exposure to chemicals, solvents, fumes and/or gases; Regular exposure to weather including heat, cold, dampness and/or humidity; Works in water; Typically standing and/or walking, typically bending, crouching and stooping; Typically pushing and/or pulling, light lifting or carrying 25lbs or less moderate lifting or carrying 25-50 lbs, heavy lifting or carrying 50 lbs or more; Using tools requiring high dexterity, driving and/or operating heavy equipment

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

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- 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

NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

HEAVY EQUIPMENT OPERATOR IV/Excavator

GRADE: 11

GENERAL DESCRIPTION

Performs advance (senior-level) road construction and maintenance work; Work involves the specialized operation of complex medium and heavy road construction equipment used for repair, maintenance, and construction projects; operates hydraulic track excavators and other heavy equipment used in road and drainage construction. The operator IV also serves as a Crew Leader and will provide instruction and supervisions to others. Works under general supervision with some latitude for the use of initiative and independent judgment

EXAMPLES OF WORK PERFORMED

In addition to the tasks performed by Heavy Equipment Operators I, II, and III, the Heavy Equipment Operator IV also performs the following tasks:

Performs safety inspections to ensure equipment is in proper working order

May act as a crew leader in the field

Provides assistance during emergency situations involving flooding and/or severe weather

Provides knowledge of or the ability to learn the use of surveyor's level to maintain elevation grades on project sites

Sets up work zone to ensure adequate safety of workers; ensures proper warning signs are erected at construction and maintenance project sites

Employee is expected to grade roads, spread caliche and to assist in the construction and opening of new roads

May clean/clear or build bar ditches according to surrounding ground elevations and availability of drainage

Operates a variety of types of gasoline and diesel equipment and light and heavy equipment involved in construction and maintenance projects, such as graders, backhoes, front-end loaders, forklifts, dump trucks, or related equipment

Prepares daily reports and logs related to quantities of materials used, types of equipment, work hours, and project status

Performs routine and preventive vehicle and equipment maintenance and repair to ensure proper operating conditions

Performs general maintenance/manual labor as required

Loads trucks; hauls dirt, gravel, caliche, water, garbage, and/or other materials and equipment to designated areas and unloads truck

Performs traffic control set up on job sites to ensure safe working environments

Reports and/or repairs malfunctions on light and heavy equipment

May work on the reconstruction or rehabilitation of streets, surface maintenance, traffic control, or drainage zones

Maintains vehicle in ready working condition, including fuel, proper lubrication, and cleaning

May be required to read and interpret blueprints, drawings, and specifications for road or other construction

Ability to work effectively and cooperatively with other crewmembers

May train and/or supervise the work of others

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of three (4) years of experience working with light, medium and heavy construction equipment such as backhoe, paver, motor grader, and excavator. The Operator IV must have the knowledge and ability to make minor repairs and adjustments to assigned equipment. A minimum of one year of supervisory experience is preferred.

Graduation from a high school or equivalent (GED) is required.

Bilingual preferred (English/Spanish)

Certificates, Licenses, Registrations

Texas Commercial Driver's License (CDL- Class A) required; CDL may require specialized endorsements depending on area of assignment

Must be able to be insured by the County's insurance carrier

Positions requiring a CDL or positions of a safety sensitive nature are subject to drug and alcohol testing in accordance with federal regulations.

Knowledge, Skills, and Abilities

Knowledge of construction maintenance, repair, and operation of light and heavy equipment, including vehicles

Ability to maintain records of materials, supplies, time, and work performed; and to work effectively with the public

Knowledge of the safe operation of the equipment used and of the provisions of the Texas Motor Vehicle Code relating to the operation of equipment/vehicles

Skill in operating heavy equipment effectively and safely

Ability to perform strenuous work in outdoors

Ability to understand and follow oral instructions

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Knowledge to perform basic math

Ability to apply common sense understanding to carry out detailed but uninvolved written and/or oral instructions

Ability to deal with problems involving a few concrete variables in standardized situations

Ability read and comprehends simple instructions, short correspondence and memos

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

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

While performing the duties of this job, the employee regularly works in various types of outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; with explosives; and is occasionally exposed to fumes or airborne particles, and toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually high.

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

NOTE: This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title. It is not necessarily an exhaustive list of duties and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

CONSTRUCTION INSPECTOR

GRADE: 11

GENERAL DESCRIPTION

Performs routine semi-skilled and technical construction inspection work for road, street, drainage and other precinct public works projects and programs; coordinates activities and schedules with precinct forces, contractors, precinct administrative staff and other County departments; inspects construction of roads, streets, drainage ditches to assure that the appropriate construction is completed in compliance with the plans, standards, specifications or other special requirements as required; reports on the utilization of county forces, equipment and materials for in-house projects; serves as the precinct coordinator for Urban County Program projects.

EXAMPLES OF WORK PERFORMED

Assists in scheduling and coordinating drainage maintenance and road construction projects;

Maintains a variety of logs and records related to employee, work assignments, and inspection activities;

Compiles information and prepares construction and construction related reports as required;

Assists in estimating costs and recommendations modifications as needed using knowledge of construction principles and regulations;

Provides information and responds to inquiries from contractors, property owners, precinct staff, and the general public regarding assigned projects;

Inspects road or drainage construction projects in progress to ensure compliance with plans and specifications

Coordinates with the Urban County Program on Precinct projects as required.

Performs other related duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum three (3) years of experience in construction management, planning, design, or related field required. Supervisory experience preferred. Graduation from an accredited four-year college or university with a Bachelor's degree in engineering, construction management, management, construction science or related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Bilingual preferred (English/Spanish)

Certification, License, and Registration

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by the County's Insurance Carrier

Knowledge, Skills, and Abilities

Knowledge of drainage system design, construction, and/or maintenance practices and standards including construction equipment and materials, pertinent codes, statutes, regulations, and laws affecting assigned projects

Ability to effectively supervise the work of others, establish and maintain effective work relationships with other supervisor staff, employees, outside agencies, and the general public

Skill in designing water, sanitary sewer, and drainage improvement projects

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

PHYSICAL DEMANDS:

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

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

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

Required to follow all County and Precinct safety policies and procedures

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 to loud

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- 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

ENGINEERING TECHNICIAN IV

GRADE: 11

GENERAL DESCRIPTION

Performs advanced (senior-level) engineering work; Work involves conducting surveys and inspections; collecting and correlating engineering and geological data; and coordinating or performing work in the installation, maintenance, and repair of electronic systems; May assign and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, organizes, schedules, and conducts engineering and geological work projects

Confers with contractors on plans, specifications, and quality of work

Determines the methods, equipment, and project schedules required to repair or modify computer-based switching systems

Prepares estimates, plans, and specifications

Prepares, processes, and maintains reports

Oversees the preparation and reporting of traffic data and the procurement, maintenance, and operation of traffic counting machines and other equipment

Conducts inspections of maintenance and construction projects for compliance with specifications and requirements, and conducts laboratory tests to verify whether construction materials conform to department specifications

Conducts cost analysis studies

Inspects materials, plant equipment, and production procedures, and examines the structural strength of manufactured items and materials

Audits construction project documents to ensure compliance with plans, specifications, and estimates

Makes structural and design calculations for proposed projects, and assembles and reviews calculations from other sources

Tests and maintains systems using analog or digital microprocessing equipment

Maintains construction project records

May assign and/or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years experience in surveying, geology, hydrology, or related engineering work. Graduation from a high school or equivalent is generally preferred. Graduation from an accredited four-year college or university with major course work in engineering or a related field is generally preferred. Two (2) years of experience may be substituted for one (1) year of education.

Knowledge, Skills, and Abilities

Knowledge of surveying and engineering principles, techniques, procedures, mathematics, and applicable safety requirements

Skill in the operation of surveying tools and equipment and other tools of the trade

Ability to conduct inspections and laboratory tests, to prepare reports, and to assign and/or supervise the work of others

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

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HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Administration DATE: 7/2/2012

CURRENT POSITION TITLE: Special Projects/Program Manager CURRENT SLOT #: 0003

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:

$ 51,870.00	$ 0.00	$ (51,870.00)
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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	1/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	07-13-12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Administration DATE: 7/2/2012

CURRENT POSITION TITLE: Research and Development Director CURRENT SLOT #: 0004

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:

$ 49,039.00	$ 0.00	$ (49,039.00)
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 ☐
Non-Exempt ☒
N/A ☐

FLSA:
Exempt ☐
Non-Exempt ☒

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Administration DATE: 7/2/2012

CURRENT POSITION TITLE: H.R. Coordinator CURRENT SLOT #: 0006

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:

$ 43,680.00 Current G&S/ Budgeted Salary
$ 0.00 Proposed G&S/ Budgeted Salary
$ (43,680.00) 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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	[signature] DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[ ]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

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HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Administration DATE: 7/2/2012

CURRENT POSITION TITLE: Office Clerk CURRENT SLOT #: 0012

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:

$ 18,564.00	$ 0.00	$ (18,564.00)
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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	[signature] DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez /pz HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

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Human Resources

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Administration DATE: 7/2/2012

CURRENT POSITION TITLE: Planning Analyst I CURRENT SLOT #: 0014

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00	$ 37,109.00	$ 37,109.00
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

[X] Other Funding will be obtained thru deletion of positions within the same department.

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

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

Upon evaluation of the Department it is determined that this position is needed to assist the Department with the high demand of workload.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ] NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ] NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ] NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

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JUL 13 2012
Human Resources

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Administration DATE: 7/2/2012

CURRENT POSITION TITLE: Accounts Payable Specialist II CURRENT SLOT #: 0015

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00 Current G&S/ Budgeted Salary $ 31,815.00 Proposed G&S/ Budgeted Salary $ 31,815.00 Net Change

Position to be funded from one of the following:

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

[X] Other Funding will be obtained thru deletion of positions within the same department.

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Upon evaluation of the Department it is determined that this position is needed to assist the Department with the high demand of workload.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez /bpa HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

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HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator III CURRENT SLOT #: 0010

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 35,548.00	$ 0.00	$ (35,548.00)
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 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS: N/A

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

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

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

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HIDALGO COUNTY

Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator III CURRENT SLOT #: 0013

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 34,670.00 Current G&S/ Budgeted Salary

$ 0.00 Proposed G&S/ Budgeted Salary

$ (34,670.00) Net Change

Position to be funded from one of the following:

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

[ ] Other _____

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

CIVIL SERVICE:

Exempt [ ]

Non-Exempt [X]

N/A [ ]

FLSA:

Exempt [ ]

Non-Exempt [X]

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Raul Ortega Jr	7/09/12	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
	DEPARTMENT HEAD	Date					
2.	Esther A. Cortez/pc	07.13.12	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		7/13/2012	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.							
	COMMISSIONERS' COURT APPROVAL	Date					

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HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Mechanic II CURRENT SLOT #: 0017

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:

$ 30,195.00 (Current G&S/ Budgeted Salary) $ 0.00 (Proposed G&S/ Budgeted Salary) $ (30,195.00) (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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez/bja HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator II CURRENT SLOT #: 0025

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:

$ 28,356.00	$ 0.00	$ (28,356.00)
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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	09.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator II CURRENT SLOT #: 0031

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,828.00	$ 0.00	$ (26,828.00)
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 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS: N/A

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

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

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY

Personnel Adjustment Request Form

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DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Maintenance II CURRENT SLOT #: 0036

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:

$ 24,840.00 Current G&S/ Budgeted Salary
$ 0.00 Proposed G&S/ Budgeted Salary
$ (24,840.00) 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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Raul Delgado	7/09/12	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
	DEPARTMENT HEAD	Date					
2.	Esther A. Cortez ppe	07.13.12	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	HUMAN RESOURCES DIRECTOR	Date					
3.		7/13/2012	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
	DEPARTMENT OF BUDGET & MANAGEMENT	Date					
4.							
	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Maintenance I CURRENT SLOT #: 0039

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:

$ 23,753.00	$ 0.00	$ (23,753.00)
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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	✓	YES		NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

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HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Tire Repair CURRENT SLOT #: 0056

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 23,840.00 Current G&S/ Budgeted Salary
$ 0.00 Proposed G&S/ Budgeted Salary
$ (23,840.00) Net Change

Position to be funded from one of the following:

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

[ ] Other

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	[signature] DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Estha A. Cortez Jr. HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator III CURRENT SLOT #: 0062

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:

$ 34,670.00	$ 0.00	$ (34,670.00)
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 ☐
Non-Exempt ☒
N/A ☐

FLSA:
Exempt ☐
Non-Exempt ☒

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	[signature] DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez/mz HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

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DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator II CURRENT SLOT #: 0063

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 26,828.00 Current G&S/ Budgeted Salary
$ 0.00 Proposed G&S/ Budgeted Salary
$ (26,828.00) Net Change

Position to be funded from one of the following:

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

[ ] Other _____

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Raul Delgado	DEPARTMENT HEAD	7/09/12	Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X] YES	[ ] NO
2.	Esther G. Cortez /pc	HUMAN RESOURCES DIRECTOR	07.13.12	Date	PERSONNEL PROCEDURES COMPLETED	[✓] YES	[ ] NO
3.		DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012	Date	BUDGET PROCEDURES COMPLETED	[✓] YES	[ ] NO
4.		COMMISSIONERS' COURT APPROVAL		Date			

HIDALGO COUNTY

Personnel Adjustment Request Form

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DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator I CURRENT SLOT #: 0066

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 24,360.00	$ 0.00	$ (24,360.00)
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 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS: N/A

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

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

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
JUL 13 2012
Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator I CURRENT SLOT #: 0067

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 24,360.00	$ 0.00	$ (24,360.00)
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 [X] Part Time Employee Object 114 [ ] Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS: N/A

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

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

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ] NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ] NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/12 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ] NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
JUL 13 2012
Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator III CURRENT SLOT #: 0077

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 34,670.00	$ 0.00	$ (34,670.00)
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 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS: N/A

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

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

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
JUL 13 2012
Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Surveyor Technician CURRENT SLOT #: 0076

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 36,750.00	$ 0.00	$ (36,750.00)
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 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS: N/A

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

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

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ] NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ] NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ] NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

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Human Resources

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Surveyor Technician CURRENT SLOT #: 0075

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

[ ] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other Deletion of Position

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

POSITION SALARY REQUEST:

Salary Amount:

$ 36,750.00	$ 0.00	$ (36,750.00)
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 [X] Part Time Employee Object 114 [ ] _____ Enter hourly rate for temp. positions

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

TEMPORARY POSITIONS: N/A

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

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

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	[signature] DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez HR DEPARTMENT DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

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HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Maintenance I CURRENT SLOT #: 0074

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:

$ 22,703.00	$ 0.00	$ (22,703.00)
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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	[signature] DEPARTMENT HEAD	1/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez Jpa HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
JUL 13 2012
Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Truck Driver II CURRENT SLOT #: 0070

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:

$ 26,059.00	$ 0.00	$ (26,059.00)
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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	[signature] DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez/mp HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[ ]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY

Personnel Adjustment Request Form

RECEIVED
JUL 13 2012
Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Truck Driver II CURRENT SLOT #: 0069

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:

$ 26,059.00	$ 0.00	$ (26,059.00)
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:		FLSA:	
Exempt	☐	Exempt	☐
Non-Exempt	☒	Non-Exempt	☒
N/A	☐		

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

Position is not needed.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	07-13-12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

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Human Resources

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Engineering Technician IV CURRENT SLOT #: 0088

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00 Current G&S/ Budgeted Salary $ 40,078.00 Proposed G&S/ Budgeted Salary $ 40,078.00 Net Change

Position to be funded from one of the following:

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

[X] Other Funding will be obtained thru deletion of positions within the same department.

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Upon evaluation of the Department it is determined that this position is needed to assist the Department with the high demand of workload.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12. Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ] NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ] NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ] NO
4.	COMMISSIONERS' COURT APPROVAL	Date				

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
JUL 13 2012
Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Construction Inspector CURRENT SLOT #: 0087

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00 Current G&S/ Budgeted Salary | $ 40,078.00 Proposed G&S/ Budgeted Salary | $ 40,078.00 Net Change

Position to be funded from one of the following:

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

[X] Other Funding will be obtained thru deletion of positions within the same department.

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

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

Upon evaluation of the Department it is determined that this position is needed to assist the Department with the high demand of workload.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
JUL 13 2012
Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Heavy Equipment Operator ~~III~~ IV/Excavator CURRENT SLOT #: 0086

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00 Current G&S/ Budgeted Salary | $ 40,078.00 Proposed G&S/ Budgeted Salary | $ 40,078.00 Net Change

Position to be funded from one of the following:

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

[X] Other Funding will be obtained thru deletion of positions within the same department.

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

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

Upon evaluation of the Department it is determined that this position is needed to assist the Department with the high demand of workload.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	[signature] DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez MK HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	[signature] DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

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Human Resources

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Road ~~Construction~~ Maintenance Foreman CURRENT SLOT #: 0085

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00 Current G&S/ Budgeted Salary | $ 46,747.00 Proposed G&S/ Budgeted Salary | $ 46,747.00 Net Change

Position to be funded from one of the following:

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

[X] Other Funding will be obtained thru deletion of positions within the same department.

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

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

Upon evaluation of the Department it is determined that this position is needed to assist the Department with the high demand of workload.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	✓	YES		NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
JUL 13 2012
Human Resources

DEPARTMENT NAME/NUMBER: Hidalgo County Pct.2 Road Maintenance DATE: 7/2/2012

CURRENT POSITION TITLE: Road Construction Foreman CURRENT SLOT #: 0084

REQUESTED POSITION TITLE: N/A

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

Salary Amount:

$ 0.00 Current G&S/ Budgeted Salary
$ 46,747.00 Proposed G&S/ Budgeted Salary
$ 46,747.00 Net Change

Position to be funded from one of the following:

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

[X] Other Funding will be obtained thru deletion of positions within the same department.

POSITION Type:

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

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

TEMPORARY POSITIONS: N/A

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

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

FLSA:
Exempt [ ]
Non-Exempt [X]

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

Upon evaluation of the Department it is determined that this position is needed to assist the Department with the high demand of workload.

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

N/A

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

N/A

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

N/A

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	7/09/12 Date	FUNDING AVAILABLE IN DEPT. BUDGET	X	YES		NO
2.	HUMAN RESOURCES DIRECTOR	07.13.12 Date	PERSONNEL PROCEDURES COMPLETED	✓	YES		NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 Date	BUDGET PROCEDURES COMPLETED	✓	YES		NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

PCT. 2 ROAD MAINTENANCE

Salary Analysis Worksheet

as of 07/17/12

Acct No: 2-1200-431-00-122-006-0-XXX

Object Code	Acct. Description	2012 Total Budgeted Salary	Payroll Amount per Pay Period	PP Remaining	Remaining Estimated Salaries per Year	Available Balance	Proposed Request (AI-33063) cost savings	Lapsed Salaries & Fringes
113	Regular Full-Time	$1,655,652.00	$63,678.92	13.0	$827,826.00	$1,233,091.61	$141,384.37	$546,649.98
115	Longevity Pay	$10,800.00	$450.00	11.0	$4,950.00	$8,265.32	$0.00	$3,315.32
211	Health Insurance	$242,143.26	$10,089.30	11.0	$110,982.33	$169,104.85	$24,888.24	$83,010.76
212	Life Insurance	$1,570.09	$130.84	6.0	$785.05	$1,118.05	$161.33	$494.34
220	FICA	$134,989.25	$5,191.89	13.0	$67,494.63	$98,768.41	$10,815.90	$42,089.69
230	Retirement	$175,575.17	$6,752.89	13.0	$87,787.59	$123,813.60	$14,067.74	$50,093.76
250	Unemployment	$8,824.33	$339.40	13.0	$4,412.17	$6,438.79	$706.92	$2,733.55
260	Workers Comp	$0.00	$0.00	13.0	$0.00	$0.00	$0.00	$0.00
TOTAL		$2,229,554.10	$86,633.25	-	$1,104,237.75	$1,640,600.63	$192,024.50	$728,387.38

** Lapsed salaries & related fringe benefits includes the proposed personnel requests pending Commissioners' Court approval. (REF: AI-33063 CC mtg 07/17/12)

DATE: July 17, 2012

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Pct. 2 Rd Maintenance

ACCOUNT NUMBER: 2-1200-431-00-122-006-0-XXX

Contact Person: Sylvia V. Solis **Ph#:** (956) 292-7025 Ext. 5423

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

Honorable Commissioners' Court of Hidalgo County:

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

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
113	Reg Full-Time	890	Other	546,500.00
117	Supplemental Pay	890	Other	3,300.00
211	Health Insurance	890	Other	83,000.00
212	Life Insurance	890	Other	450.00
220	FICA	890	Other	42,000.00
230	Retirement	890	Other	50,000.00
250	Unemployment	890	Other	2,500.00
			TOTAL:	727,750.00

REASON:
Intradepartmental Transfer to sweep available lapsed salaries and related fringe benefits.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

PCT. 2 ADMINISTRATION

Salary Analysis Worksheet

as of 07/17/12

Acct No: 2-1200-431-00-122-005-0-XXX

Object Code	Acct. Description	2012 Total Budgeted Salary	Payroll Amount per Pay Period	PP Remaining	Remaining Estimated Salaries per Year	Available Balance	Proposed Request (AI-33063) cost savings	Lapsed Salaries & Fringes
113	Regular Full-Time	$516,967.00	$19,883.35	13.0	$258,483.50	$350,166.33	$43,323.68	$135,006.51
114	Regular Part-Time	$0.00	$0.00	13.0	$0.00	$10,221.00	$0.00	$10,221.00
115	Longevity Pay	$3,743.85	$155.99	11.0	$1,715.93	$1,926.48	$0.00	$210.55
211	Health Insurance	$47,885.17	$1,995.22	11.0	$21,947.37	$30,813.64	$3,828.96	$12,695.23
212	Life Insurance	$310.49	$25.87	6.0	$155.25	$206.78	$24.82	$76.36
220	FICA	$40,215.90	$1,546.77	13.0	$20,107.95	$27,576.46	$3,314.26	$10,782.77
230	Retirement	$52,308.85	$2,011.88	13.0	$26,154.43	$35,282.30	$4,310.71	$13,438.59
250	Unemployment	$2,627.38	$101.05	13.0	$1,313.69	$1,772.97	$216.62	$675.90
260	Workers Comp	$0.00	$0.00	13.0	$0.00	$0.00	$0.00	$0.00
TOTAL		$664,058.64	$25,720.13	-	$329,878.11	$457,965.96	$55,019.05	$183,106.90

** Lapsed salaries & related fringe benefits includes the proposed personnel requests pending Commissioners' Court approval. (REF: AI-33063 CC mtg 07/17/12)

DATE: July 17, 2012

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Pct. 2 Administration

ACCOUNT NUMBER: 2-1200-431-00-122-005-0-XXX

Contact Person: Sylvia V. Solis **Ph#:** (956) 292-7025 Ext. 5423

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

Honorable Commissioners' Court of Hidalgo County:

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

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
113	Regular Full-Time	890	Other	135,000.00
114	Regular Part-Time	890	Other	10,221.00
115	Longevity Pay	890	Other	210.00
211	Health Insurance	890	Other	12,500.00
212	Life Insurance	890	Other	75.00
220	FICA	890	Other	10,750.00
230	Retirement	890	Other	13,400.00
250	Unemployment	890	Other	650.00
			TOTAL:	**182,806.00**

REASON:
Intradepartmental Transfer to sweep available lapsed salaries and related fringe benefits.

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Tuesday, July 17, 2012

Agenda Item: 33063

Summary of request/proposal:
PCT. 2 ADMINISTRATOR (1200):
Approval to delete and/or create the following full-time position(s):

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	SPECIAL PROJECTS/ PROGRAM MANAGER	0003	113	51,870.00	0.00	(51,870.00)
1200	RESEARCH AND DEVELOPMENT DIRECTOR	0004	113	49,039.00	0.00	(49,039.00)
1200	H. R. COORDINATOR	0006	113	43,680.00	0.00	(43,680.00)
1200	OFFICE CLERK	0012	113	18,564.00	0.00	(18,564.00)
1200	PLANNING ANALYST I	0014	113	0.00	37,109.00	37,109.00
1200	ACCOUNTS PAYABLE SPECIALIST II	0015	113	0.00	31,815.00	31,815.00
				163,153.00	68,924.00	(94,229.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-122-005-0-	113	PCT. 2 ADMINISTRATION - REG F/T EMPLOYEES	($43,323.68)
2-1200-431-00-122-005-0-	211	PCT. 2 ADMINISTRATION - HEALTH INSURANCE	($3,828.96)
2-1200-431-00-122-005-0-	212	PCT. 2 ADMINISTRATION - LIFE INSURANCE	($24.82)
2-1200-431-00-122-005-0-	220	PCT. 2 ADMINISTRATION - FICA	($3,314.26)
2-1200-431-00-122-005-0-	230	PCT. 2 ADMINISTRATION - RETIREMENT	($4,310.71)
2-1200-431-00-122-005-0-	250	PCT. 2 ADMINISTRATION - UNEMPLOYMENT COMP	($216.62)
2-1200-431-00-122-005-0-	260	PCT. 2 ADMINISTRATION - WORKER'S COMP	$0.00
		2012 Budgetary Impact	($55,019.05)

2013 Budgetary Impact: ($119,666.46)

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

Hidalgo County
Department of Budget & Management
FISCAL NOTE

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

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Tuesday, July 17, 2012

Agenda Item: 33063

Summary of request/proposal:
PCT.2 RD MAINTENANCE (1200):
Approval to delete and/or create the following full-time position(s):

Fund	Position	Slot#	Obj	Current Budgeted Salary	Adjustment Requested	Total Requested
1200	HEAVY EQUIPMENT OPERATOR III	0010	113	35,548.00	0.00	(35,548.00)
1200	HEAVY EQUIPMENT OPERATOR III	0013	113	34,670.00	0.00	(34,670.00)
1200	MECHANIC II	0017	113	30,195.00	0.00	(30,195.00)
1200	HEAVY EQUIPMENT OPERATOR II	0025	113	28,356.00	0.00	(28,356.00)
1200	HEAVY EQUIPMENT OPERATOR II	0031	113	26,828.00	0.00	(26,828.00)
1200	MAINTENANCE II	0036	113	24,840.00	0.00	(24,840.00)
1200	MAINTENANCE I	0039	113	23,753.00	0.00	(23,753.00)
1200	TIRE REPAIR	0056	113	23,840.00	0.00	(23,840.00)
1200	HEAVY EQUIPMENT OPERATOR III	0062	113	34,670.00	0.00	(34,670.00)
1200	HEAVY EQUIPMENT OPERATOR II	0063	113	26,828.00	0.00	(26,828.00)
1200	HEAVY EQUIPMENT OPERATOR I	0066	113	24,360.00	0.00	(24,360.00)
1200	HEAVY EQUIPMENT OPERATOR I	0067	113	24,360.00	0.00	(24,360.00)
1200	TRUCK DRIVER II	0069	113	26,059.00	0.00	(26,059.00)
1200	TRUCK DRIVER II	0070	113	26,059.00	0.00	(26,059.00)
1200	MAINENANCE I	0074	113	22,703.00	0.00	(22,703.00)
1200	SURVEYOR TECHNICIAN	0075	113	36,750.00	0.00	(36,750.00)
1200	SURVEYOR TECHNICIAN	0076	113	36,750.00	0.00	(36,750.00)
1200	HEAVY EQUIPMENT OPERATOR III	0077	113	34,670.00	0.00	(34,670.00)
1200	ROAD CONSTRUCTION FOREMAN	0084	113	0.00	46,747.00	46,747.00
1200	ROAD MAINTENANCE FOREMAN	0085	113	0.00	46,747.00	46,747.00
1200	HEAVY EQUIPMENT OPERATOR IV/ EXCAVATOR	0086	113	0.00	40,078.00	40,078.00
1200	CONSTRUCTION INSPECTOR	0087	113	0.00	40,078.00	40,078.00
1200	ENGINEERING TECHNICIAN IV	0088	113	0.00	40,078.00	40,078.00
				521,239.00	213,728.00	(307,511.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
2-1200-431-00-122-006-0-	113	PCT.2 RD MAINTENANCE - REG F/T EMPLOYEES	($141,384.37)
2-1200-431-00-122-006-0-	211	PCT.2 RD MAINTENANCE - HEALTH INSURANCE	($24,888.24)
2-1200-431-00-122-006-0-	212	PCT.2 RD MAINTENANCE - LIFE INSURANCE	($161.33)
2-1200-431-00-122-006-0-	220	PCT.2 RD MAINTENANCE - FICA	($10,815.90)
2-1200-431-00-122-006-0-	230	PCT.2 RD MAINTENANCE - RETIREMENT	($14,067.74)
2-1200-431-00-122-006-0-	250	PCT.2 RD MAINTENANCE - UNEMPLOYMENT COMP	($706.92)
2-1200-431-00-122-006-0-	260	PCT.2 RD MAINTENANCE - WORKER'S COMP	$0.00
		2012 Budgetary Impact	($192,024.50)

2013 Budgetary Impact: ($417,653.49)

Possible Funding Sources: NO BUDGETARY IMPACT

Comments:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-122-005-0

AI - 33063

PCT. 2 ADMINISTRATION

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	CHIEF ADMINISTRATOR	$0.00	$69,337.00	$69,337.00	0	$0.00	$0.00	$69,337.00	$69,337.00	$443.85	$0.00	$0.00	$5,000.00	$0.00	$74,780.85
0002	113	EXECUTIVE ASSISTANT IV	$0.00	$68,687.00	$68,687.00	0	$0.00	$0.00	$68,687.00	$68,687.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$70,067.00
		DELETE THE FOLLOWING:														
~~0003~~	~~113~~	~~SPECIAL PROJECTS/ PROGRAM MANAG~~	~~$0.00~~	~~$51,870.00~~	~~$51,870.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$51,870.00~~	~~$51,870.00~~	~~$300.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$52,170.00~~
~~0004~~	~~113~~	~~RESEARCH AND DEVELOPMENT DIREC~~	~~$0.00~~	~~$49,039.00~~	~~$49,039.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$49,039.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0005	113	EXECUTIVE ASSISTANT	$0.00	$45,585.00	$45,585.00	0	$0.00	$0.00	$45,585.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING:														
~~0006~~	~~113~~	~~H.R. COORDINATOR~~	~~$0.00~~	~~$43,680.00~~	~~$43,680.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$43,680.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0008	113	ADMINISTRATIVE ASSISTANT II	$0.00	$39,900.00	$39,900.00	0	$0.00	$0.00	$39,900.00	$39,900.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$41,040.00
0009	113	DATA ENTRY CLERK II	$0.00	$29,233.00	$29,233.00	0	$0.00	$0.00	$29,233.00	$29,186.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,186.00
0010	113	CLERK/ RECEPTIONIST	$0.00	$28,894.00	$28,894.00	0	$0.00	$0.00	$28,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0011	113	OFFICE CLERK	$0.00	$28,894.00	$28,894.00	0	$0.00	$0.00	$28,894.00	$21,653.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,653.00
		DELETE THE FOLLOWING:														
~~0012~~	~~113~~	~~OFFICE CLERK~~	~~$10,221.00~~	~~$0.00~~	~~$10,221.00~~	~~0~~	~~$0.00~~	~~$8,343.00~~	~~$18,564.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0013	113	ACCOUNTANT III	$0.00	$43,284.00	$43,284.00	0	$0.00	$0.00	$43,284.00	$43,284.00	$0.00	$0.00	$0.00	$0.00	$0.00	$43,284.00
		CREATE THE FOLLOWING:														
0014	113	PLANNING ANALYST I	$0.00	$37,109.00	$37,109.00		$0.00	$0.00	$37,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0015	113	ACCOUNTS PAYABLE SPECIALIST II	$0.00	$31,815.00	$31,815.00		$0.00	$0.00	$31,815.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$10,221.00	$567,327.00	$577,548.00		$0.00	$8,343.00	$585,891.00	$323,917.00	$3,263.85	$0.00	$0.00	$5,000.00	$0.00	$332,180.85

Approval to delete and/or create the above highlighted positions.
All personnel actions pending CC approval.

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-122-006-0

AI - 33063

PCT. 2 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0002	113	FIELD OPERATIONS DIRECTOR	$67,158.00	$0.00	$67,158.00	0	$0.00	$0.00	$67,158.00	$67,158.00	$720.00	$0.00	$0.00	$0.00	$0.00	$67,878.00
0006	113	SAFETY COORDIN	$42,710.00	$0.00	$42,710.00	0	$0.00	$0.00	$42,710.00	$42,710.00	$720.00	$0.00	$0.00	$0.00	$0.00	$43,430.00
0009	113	ASSISTANT FIELD OPERATIONS DIRECT	$39,578.00	$0.00	$39,578.00	0	$0.00	$0.00	$39,578.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
~~0010~~	~~113~~	DELETE THE FOLLOWING: ~~HEAVY EQUIPMENT OPERATOR III~~	~~$35,548.00~~	~~$0.00~~	~~$35,548.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$35,548.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0011	113	HEAVY EQUIPMENT OPERATOR III	$34,670.00	$0.00	$34,670.00	0	$0.00	$0.00	$34,670.00	$32,551.00	$0.00	$0.00	$0.00	$0.00	$0.00	$32,551.00
0012	113	HEAVY EQUIPMENT OPERATOR III	$34,670.00	$0.00	$34,670.00	0	$0.00	$0.00	$34,670.00	$34,670.00	$1,260.00	$0.00	$0.00	$0.00	$0.00	$35,930.00
~~0013~~	~~113~~	DELETE THE FOLLOWING: ~~HEAVY EQUIPMENT OPERATOR III~~	~~$34,670.00~~	~~$0.00~~	~~$34,670.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$34,670.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0014	113	MECHANIC III	$34,743.00	$0.00	$34,743.00	0	$0.00	$0.00	$34,743.00	$34,743.00	$840.00	$0.00	$0.00	$0.00	$0.00	$35,583.00
0016	113	HEAVY EQUIPMENT OPERATOR II	$30,384.00	$0.00	$30,384.00	0	$0.00	$0.00	$30,384.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
~~0017~~	~~113~~	DELETE THE FOLLOWING: ~~MECHANIC II~~	~~$30,195.00~~	~~$0.00~~	~~$30,195.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$30,195.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0019	113	FOREMAN	$37,800.00	$0.00	$37,800.00	0	$0.00	$0.00	$37,800.00	$37,800.00	$480.00	$0.00	$0.00	$0.00	$0.00	$38,280.00
0022	113	TRUCK DRIVER III	$28,813.00	$0.00	$28,813.00	0	$0.00	$0.00	$28,813.00	$26,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,500.00
0023	113	TRUCK DRIVER III	$28,535.00	$0.00	$28,535.00	0	$0.00	$0.00	$28,535.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0024	113	TRUCK DRIVER III	$28,535.00	$0.00	$28,535.00	0	$0.00	$0.00	$28,535.00	$26,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,500.00
~~0025~~	~~113~~	DELETE THE FOLLOWING: ~~HEAVY EQUIPMENT OPERATOR II~~	~~$28,356.00~~	~~$0.00~~	~~$28,356.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$28,356.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0026	113	TRUCK DRIVER I	$27,572.00	$0.00	$27,572.00	0	$0.00	$0.00	$27,572.00	$26,140.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$27,340.00
0027	113	TRUCK DRIVER II	$27,136.00	$0.00	$27,136.00	0	$0.00	$0.00	$27,136.00	$26,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,140.00
0028	113	TRUCK DRIVER II	$27,016.00	$0.00	$27,016.00	0	$0.00	$0.00	$27,016.00	$27,016.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$28,156.00
0029	113	TRUCK DRIVER II	$27,016.00	$0.00	$27,016.00	0	$0.00	$0.00	$27,016.00	$27,016.00	$660.00	$0.00	$0.00	$0.00	$0.00	$27,676.00
0030	113	TRF SA/SPC III	$26,991.00	$0.00	$26,991.00	0	$0.00	$0.00	$26,991.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
~~0031~~	~~113~~	DELETE THE FOLLOWING: ~~HEAVY EQUIPMENT OPERATOR II~~	~~$26,828.00~~	~~$0.00~~	~~$26,828.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$26,828.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0032	113	TRUCK DRIVER II	$26,790.00	$0.00	$26,790.00	0	$0.00	$0.00	$26,790.00	$26,790.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$28,170.00
0033	113	MAINTENANCE I	$26,265.00	$0.00	$26,265.00	0	$0.00	$0.00	$26,265.00	$23,169.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,169.00
0034	113	TRUCK DRIVER II	$26,059.00	$0.00	$26,059.00	0	$0.00	$0.00	$26,059.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0035	113	MAINTENANCE II	$25,204.00	$0.00	$25,204.00	0	$0.00	$0.00	$25,204.00	$24,685.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,685.00
~~0036~~	~~113~~	DELETE THE FOLLOWING: ~~MAINTENANCE II~~	~~$24,840.00~~	~~$0.00~~	~~$24,840.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$24,840.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0037	113	TRF SA/SPC I	$24,355.00	$0.00	$24,355.00	0	$0.00	$0.00	$24,355.00	$24,355.00	$300.00	$0.00	$0.00	$0.00	$0.00	$24,655.00
0038	113	MAINTENANCE I	$23,753.00	$0.00	$23,753.00	0	$0.00	$0.00	$23,753.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
~~0039~~	~~113~~	DELETE THE FOLLOWING: ~~MAINTENANCE I~~	~~$23,753.00~~	~~$0.00~~	~~$23,753.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$23,753.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-122-006-0

AI - 33063

PCT. 2 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0040	113	MAINTENANCE I	$23,338.00	$0.00	$23,338.00	0	$0.00	$0.00	$23,338.00	$21,164.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,164.00
0041	113	MAINTENANCE I	$22,984.00	$0.00	$22,984.00	0	$0.00	$0.00	$22,984.00	$22,984.00	$300.00	$0.00	$0.00	$0.00	$0.00	$23,284.00
0042	113	MAINTENANCE I	$22,984.00	$0.00	$22,984.00	0	$0.00	$0.00	$22,984.00	$22,984.00	$540.00	$0.00	$0.00	$0.00	$0.00	$23,524.00
0043	113	MAINTENANCE I	$22,703.00	$0.00	$22,703.00	0	$0.00	$0.00	$22,703.00	$18,564.00	$0.00	$0.00	$0.00	$0.00	$0.00	$18,564.00
0044	113	TRAF SA/SP I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0045	113	TRAFFIC SAFETY SPECIALIST I	$22,345.00	$0.00	$22,345.00	0	$0.00	$0.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING:														
~~0056~~	~~113~~	~~TIRE REPAIR~~	~~$23,840.00~~	~~$0.00~~	~~$23,840.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$23,840.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0061	113	MECHANIC II	$28,500.00	$0.00	$28,500.00	0	$0.00	$0.00	$28,500.00	$28,500.00	$480.00	$0.00	$0.00	$0.00	$0.00	$28,980.00
		DELETE THE FOLLOWING:														
~~0062~~	~~113~~	~~HEAVY EQUIPMENT OPERATOR III~~	~~$34,670.00~~	~~$0.00~~	~~$34,670.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$34,670.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
~~0063~~	~~113~~	~~HEAVY EQUIPMENT OPERATOR II~~	~~$26,828.00~~	~~$0.00~~	~~$26,828.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$26,828.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0064	113	HEAVY EQUIPMENT OPERATOR I	$24,360.00	$0.00	$24,360.00	0	$0.00	$0.00	$24,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0065	113	HEAVY EQUIPMENT OPERATOR I	$24,360.00	$0.00	$24,360.00	0	$0.00	$0.00	$24,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING:														
~~0066~~	~~113~~	~~HEAVY EQUIPMENT OPERATOR I~~	~~$24,360.00~~	~~$0.00~~	~~$24,360.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$24,360.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
~~0067~~	~~113~~	~~HEAVY EQUIPMENT OPERATOR I~~	~~$24,360.00~~	~~$0.00~~	~~$24,360.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$24,360.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0068	113	MECHANIC I	$28,500.00	$0.00	$28,500.00	0	$0.00	$0.00	$28,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
		DELETE THE FOLLOWING:														
~~0069~~	~~113~~	~~TRUCK DRIVER II~~	~~$26,059.00~~	~~$0.00~~	~~$26,059.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$26,059.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
~~0070~~	~~113~~	~~TRUCK DRIVER II~~	~~$26,059.00~~	~~$0.00~~	~~$26,059.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$26,059.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0071	113	MAINTENANCE I	$22,703.00	$0.00	$22,703.00	0	$0.00	$0.00	$22,703.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0072	113	MAINTENANCE I	$22,703.00	$0.00	$22,703.00	0	$0.00	$0.00	$22,703.00	$19,864.00	$0.00	$0.00	$0.00	$0.00	$0.00	$19,864.00
0073	113	MAINTENANCE I	$22,703.00	$0.00	$22,703.00	0	$0.00	$0.00	$22,703.00	$21,164.00	$0.00	$0.00	$0.00	$0.00	$0.00	$21,164.00
		DELETE THE FOLLOWING:														
~~0074~~	~~113~~	~~MAINTENANCE I~~	~~$22,703.00~~	~~$0.00~~	~~$22,703.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$22,703.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
~~0075~~	~~113~~	~~SURVEYOR TECHNICIAN~~	~~$36,750.00~~	~~$0.00~~	~~$36,750.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$36,750.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
~~0076~~	~~113~~	~~SURVEYOR TECHNICIAN~~	~~$36,750.00~~	~~$0.00~~	~~$36,750.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$36,750.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
~~0077~~	~~113~~	~~HEAVY EQUIPMENT OPERATOR III~~	~~$34,670.00~~	~~$0.00~~	~~$34,670.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$34,670.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
A078	113	ENGINEERING TECHNICIAN II	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,000.00	$0.00	$0.00	$6,000.00
0079	113	RIGHT OF WAY AGENT V	$0.00	$64,066.00	$64,066.00	0	$0.00	$0.00	$64,066.00	$64,066.00	$480.00	$0.00	$0.00	$0.00	$0.00	$64,546.00
0080	113	RIGHT OF WAY AGENT V	$0.00	$64,066.00	$64,066.00	0	$0.00	$0.00	$64,066.00	$64,066.00	$300.00	$0.00	$0.00	$0.00	$0.00	$64,366.00
T081	121	HEAVY EQUIPMENT OPERATOR III	$0.00	$34,360.00	$34,360.00	0	$0.00	$0.00	$34,360.00	$34,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$34,360.00
T082	121	HEAVY EQUIPMENT OPERATOR III	$0.00	$34,360.00	$34,360.00	0	$0.00	$0.00	$34,360.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
T083	121	MECHANIC I	$0.00	$23,385.00	$23,385.00	0	$0.00	$0.00	$23,385.00	$23,385.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,385.00
		CREATE THE FOLLOWING:														

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-122-006-0

AI - 33063

PCT. 2 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	2011 BUDGETED SALARY	2012 ADJUSTED SALARY	2012 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2012 BUDGETED SALARY APPROVED	2012 ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0084	113	ROAD CONSTRUCTION FOREMAN	$0.00	$46,747.00	$46,747.00	0	$0.00	$0.00	$46,747.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0085	113	ROAD MAINTENANCE FOREMAN	$0.00	$46,747.00	$46,747.00	0	$0.00	$0.00	$46,747.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0086	113	HEAVY EQUIPMENT OPERATOR IV/ EXCAVATOR	$0.00	$40,078.00	$40,078.00	0	$0.00	$0.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0087	113	CONSTRUCTION INSPECTOR	$0.00	$40,078.00	$40,078.00	0	$0.00	$0.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0088	113	ENGINEERING TECHNICIAN IV	$0.00	$40,078.00	$40,078.00	0	$0.00	$0.00	$40,078.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
			$1,527,520.00	$433,965.00	$1,961,485.00		$0.00	$0.00	$1,961,485.00	$891,253.00	$10,800.00	$0.00	$6,000.00	$0.00	$0.00	$908,053.00

Approval to delete and/or create the above highlighted positions.
All personnel actions pending CC approval.

AI-33206 **Precinct #4** **16. A.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Sylvia Rios, HUMAN RESOURCES/CIVIL SERVICE

Department: HUMAN RESOURCES/CIVIL SERVICE

Information

CAPTION

Precinct #4 - Road & Bridge (124-007):
1. Approval to create the following part time position:

Slot #	Position Title	Salary
0074	Clerk IV	$ 29,458.00

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

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1200-431-00-124-007-0-XXX

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

BUDGETARY IMPACT:

Position to be funded from lapsed salaries and intradepartmental transfer. See attached fiscal note.

Attachments

revised salary schedule
PAR
salary analysis
Fiscal Note
Transfer
Clerk IV job description

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/11/2012 04:51 PM
Rosalinda Cantu	Rosie Cantu	07/13/2012 05:03 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Sylvia Rios Started On: 07/11/2012 03:24 PM

Final Approval Date: 07/13/2012

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

2-1200-431-00-124-007-0-

AI - 33206

PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	EXECUTIVE ASSISTANT IV				$76,955.00	$76,955.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$78,755.00
0002	113	FIXED ASSET MANAGER				$48,106.00	$48,106.00	$724.38	$0.00	$4,000.00	$0.00	$0.00	$52,830.38
0003	113	SP/PROJ COORD				$47,592.00	$47,592.00	$1,189.87	$0.00	$0.00	$0.00	$0.00	$48,781.87
0004	113	ACCOUNTS PAYABLE SPECIALIST III				$42,428.00	$42,428.00	$1,504.44	$0.00	$2,500.00	$0.00	$0.00	$46,432.44
0006	113	CHIEF ADMINISTRATOR				$37,500.00	$37,500.00	$0.00	$0.00	$0.00	$5,000.00	$0.00	$42,500.00
0007	113	HEAVY EQUIPMENT OPERATOR III				$42,588.00	$42,588.00	$660.00	$0.00	$0.00	$0.00	$0.00	$43,248.00
0008	113	HEAVY EQUIPMENT OPERATOR III				$37,659.00	$37,659.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$38,739.00
0009	113	MECHANIC III				$34,433.00	$34,433.00	$720.00	$0.00	$0.00	$0.00	$0.00	$35,153.00
0010	113	HEAVY EQUIPMENT OPERATOR II				$32,837.00	$32,837.00	$1,560.00	$0.00	$0.00	$0.00	$0.00	$34,397.00
0012	113	TRUCK DRIVER III				$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0013	113	TRUCK DRIVER III				$29,615.00	$29,615.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,615.00
0014	113	TRUCK DRIVER III				$29,615.00	$29,615.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$30,755.00
0015	113	CLERK/RECEPTIONIST				$29,242.00	$29,242.00	$540.00	$0.00	$1,500.00	$0.00	$0.00	$31,282.00
0016	113	TRUCK DRIVER II				$28,812.00	$28,812.00	$360.00	$0.00	$0.00	$0.00	$0.00	$29,172.00
0017	113	TRF SA/SPC III				$28,771.00	$28,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,771.00
0018	113	TRUCK DRIVER III				$28,529.00	$28,529.00	$300.00	$0.00	$0.00	$0.00	$0.00	$28,829.00
0019	113	HEAVY EQUIPMENT OPERATOR I				$28,487.00	$28,487.00	$660.00	$0.00	$0.00	$0.00	$0.00	$29,147.00
0020	113	HEAVY EQUIPMENT OPERATOR II				$28,398.00	$28,398.00	$660.00	$0.00	$0.00	$0.00	$0.00	$29,058.00
0021	113	TRUCK DRIVER III				$28,320.00	$28,320.00	$600.00	$0.00	$0.00	$0.00	$0.00	$28,920.00
0022	113	HEAVY EQUIPMENT OPERATOR II				$28,140.00	$28,140.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$29,220.00
0023	113	HEAVY EQUIPMENT OPERATOR II				$27,706.00	$27,706.00	$660.00	$0.00	$0.00	$0.00	$0.00	$28,366.00
0024	113	HEAVY EQUIPMENT OPERATOR II				$30,294.00	$30,294.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,294.00
0025	113	MAINTENANCE III				$27,706.00	$27,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,706.00
0026	113	MECHANIC I				$27,706.00	$27,706.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,706.00
0027	113	TIRE REPAIR				$27,706.00	$27,706.00	$360.00	$0.00	$0.00	$0.00	$0.00	$28,066.00
0028	113	HEAVY EQUIPMENT OPERATOR II				$27,413.00	$27,413.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	$28,613.00
0030	113	HEAVY EQUIPMENT OPERATOR II				$25,647.00	$25,647.00	$540.00	$0.00	$0.00	$0.00	$0.00	$26,187.00
0031	113	MAINTENANCE II				$25,556.00	$25,556.00	$660.00	$0.00	$0.00	$0.00	$0.00	$26,216.00
0032	113	HEAVY EQUIPMENT OPERATOR II				$24,829.00	$24,829.00	$660.00	$0.00	$0.00	$0.00	$0.00	$25,489.00
0034	113	HEAVY EQUIPMENT OPERATOR I				$24,829.00	$24,829.00	$300.00	$0.00	$0.00	$0.00	$0.00	$25,129.00
0035	113	HEAVY EQUIPMENT OPERATOR II				$23,808.00	$23,808.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,808.00
0036	113	HEAVY EQUIPMENT OPERATOR II				$26,308.00	$26,308.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,308.00
0037	113	MAINTENANCE I				$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0038	113	MAINTENANCE I				$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0039	113	MAINTENANCE II				$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0040	113	MAINTENANCE II				$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00

HIDALGO COUNTY
COMMISSIONER COURT
2012 SALARY SCHEDULE

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AI - 33206

PCT 4 ROAD MAINTENANCE

Slot #	Obj Code	POSITION TITLE	GRADE	STEP	2012 GRADE & STEP SALARY	2012 APPROVED BUDGETED SALARY	ACTUAL SALARY	Other Allowances					2012 ACTUAL TOTAL COMPENSATION
								Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0041	113	MAINTENANCE II				$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00
0042	113	HEAVY EQUIPMENT OPERATOR I				$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0043	113	MAINTENANCE I				$24,845.00	$24,845.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,845.00
0044	113	MAINTENANCE I				$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0045	113	HEAVY EQUIPMENT OPERATOR II				$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0046	113	HEAVY EQUIPMENT OPERATOR I				$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0047	113	HEAVY EQUIPMENT OPERATOR II				$22,345.00	$22,345.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,345.00
0048	113	TRF SA/SPC II				$25,741.00	$25,741.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$26,761.00
0049	113	TRAFFIC SAFETY SPECIALIST II/MAINTENANCE				$25,741.00	$25,741.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,741.00
0050	113	CUSTODIAN				$23,030.00	$21,028.80	$0.00	$0.00	$0.00	$0.00	$0.00	$21,028.80
0051	113	HEAVY EQUIPMENT OPERATOR II				$27,329.00	$27,329.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,329.00
0054	113	DIESEL MECHANIC				$42,000.00	$42,000.00	$900.00	$0.00	$0.00	$0.00	$0.00	$42,900.00
0055	113	ACCOUNTS PAYABLE SPECIALIST I				$28,000.00	$28,000.00	$960.00	$0.00	$0.00	$0.00	$0.00	$28,960.00
0056	113	ACCOUNTS PAYABLE SPECIALIST I				$27,276.00	$27,276.00	$0.00	$0.00	$0.00	$0.00	$0.00	$27,276.00
0058	113	MECHANIC II				$31,070.00	$31,070.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,070.00
0059	113	GENERAL OPERATIONS MANAGER				$84,357.00	$84,357.00	$480.00	$0.00	$0.00	$0.00	$0.00	$84,837.00
0060	113	TECHNICIAN III				$36,271.00	$36,271.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,271.00
0061	113	DIRECTOR OF ROAD AND BRIDGE				$65,000.00	$65,000.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$66,320.00
0062	113	FIELD OPERATIONS DIRECTOR II				$70,277.00	$70,277.00	$0.00	$0.00	$0.00	$0.00	$0.00	$70,277.00
0063	113	ASSISTANT FIELD OPERATIONS DIRECTOR				$65,974.00	$65,974.00	$1,680.00	$0.00	$0.00	$0.00	$0.00	$67,654.00
0064	113	ADMINISTRATIVE ASSISTANT IV				$58,434.00	$58,434.00	$0.00	$0.00	$0.00	$0.00	$0.00	$58,434.00
0065	113	HEAVY EQUIPMENT OPERATOR II				$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00
0066	113	HEAVY EQUIPMENT OPERATOR II				$31,500.00	$31,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,500.00
0067	113	RIGHT OF WAY AGENT V				$64,066.00	$64,066.00	$600.00	$0.00	$0.00	$0.00	$0.00	$64,666.00
0068	113	RIGHT OF WAY AGENT V				$62,475.00	$62,475.00	$0.00	$0.00	$0.00	$0.00	$0.00	$62,475.00
0069	113	EXEC. ASST. FOR COMMUNITY & INTERGOVERNMTL RELA.				$58,888.00	$58,888.00	$0.00	$0.00	$0.00	$0.00	$0.00	$58,888.00
0070	113	DIRECTOR OF CONSTRUCTION				$48,500.00	$48,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$48,500.00
0072	113	DIRECTOR OF OPERATIONS				$68,825.00	$68,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$68,825.00
0073	113	BUDGET ANALYST II				$41,120.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0074	**114**	**CREATE THE FOLLOWING:** ↓ **CLERK IV**				**$29,458.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
				TOTAL	$0.00	$2,337,277.00	$2,264,697.80	$25,918.69	$0.00	$8,000.00	$5,000.00	$0.00	$2,303,616.49

Requesting approval to create one (1) Clerk IV part-time position, slot no. 0074, budgeted salary $29,458.00. Personnel action(s) pending CC approval.

HIDALGO COUNTY
Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Pct. 4 R&B (124- 007) DATE: 07/11/2012

CURRENT POSITION TITLE: N/A CURRENT SLOT. #: 0074

REQUESTED POSITION TITLE: Clerk IV

REQUEST FOR:

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

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

POSITION SALARY REQUEST:

No. Of Positions	Current Budgeted Salary	Proposed Budgeted Salary	Net Change
One	$ 0.00	$ 29,458.00	$ 29,458.00

Position to be funded from one of the following:

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

☐ Other _____

POSITION Type:

Full Time Employee Object 113 ☐ Part Time Employee Object 114 ☒

Full Time Temporary Object 121 ☐ Part Time Temporary Object 122 ☐

Enter hourly rate for temp. positions

$ _____

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

TEMPORARY POSITIONS:

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

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

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

Position will be assisting with record keeping of all reimbursable projects, inter-local agreements and other clerical related duties in order to meet the growing needs and or questions of residents within the Hidalgo County Precinct 4 rural areas.

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	Joseph Palacios MAB DEPARTMENT HEAD	07/11/12 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☒YES	☐ NO
2.	Esther A. Cortez by Sylvia Rios HUMAN RESOURCES DIRECTOR	01.12.12 DATE	PERSONNEL PROCEDURES COMPLETED	☑YES	☐ NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	7/13/2012 DATE	BUDGET PROCEDURES COMPLETED	☑YES	☐ NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

PCT 4 ROAD MAINTENANCE

Salaries Analysis Worksheet

7/13/2012

Acct No: 2-1200-431-00-124-007-0-XXX

Object Code	Acct. Description	2012 Total Budgeted Salary	Payroll Amount per Pay Period	PP Remaining	Remaining Estimated Salaries per Year	Available Balance	Lapsed Salaries & Fringes
113	Regular Full-Time	$2,307,819.00	$88,762.27	13.0	$1,153,909.50	$1,216,987.95	$63,078.45
121	Temp Full-Time	$0.00	$0.00	13.0	$0.00	$0.00	$0.00
115	Longevity	$25,918.68	$1,079.95	11.0	$11,879.40	$13,268.48	$1,389.09
117	Supplemental Pay	$8,000.00	$307.69	13.0	$4,000.00	$11,076.39	$7,076.39
118	Auto Allowance	$5,000.00	$192.31	13.0	$2,500.00	$2,499.97	($0.03)
211	Health	$267,739.03	$11,155.79	11.0	$122,713.72	$129,003.12	$6,289.40
212	Life	$1,735.85	$144.65	6.0	$867.93	$908.20	$40.28
220	FICA	$179,525.79	$6,904.84	13.0	$89,762.90	$97,309.19	$7,546.30
230	Retirement	$233,499.94	$8,980.77	13.0	$116,749.97	$123,761.63	$7,011.66
250	Unemployment	$11,732.90	$451.27	13.0	$5,866.45	$6,218.51	$352.06
260	Workers Comp	$0.00	$0.00	13.0	$0.00	$0.00	$0.00
TOTAL		**$3,040,971.19**	**$117,979.53**	**-**	**$1,508,249.86**	**$1,601,033.44**	**$92,783.58**

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: 33206

To: Commissioner' Court
From: Sergio Cruz, Budget Officer
CC Date: Tuesday, July 17, 2012

REVISED 07/16/12

Summary of request/proposal:
Precinct #4 - Road & Bridge (124-007):
Requesting approval to create one (1) regular part-time position, slot no. 0074, budgeted salary $29,458.00.

				Current			Proposed			
Fund	Position Title	Slot#	Obj	G	S	Salary	G	S	Salary	Total Requested
1200	CLERK IV	0074	114	-	-	0.00	-	-	29,458.00	29,458.00
		TOTAL		-	-	0.00	-	-	29,458.00	29,458.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT)		AMOUNT
2-1200-431-00-124-007-0	114	PCT. 4 ROAD MAINT.-	REG P/T EMPLOYEES	$13,543.91
2-1200-431-00-124-007-0	211	PCT. 4 ROAD MAINT.-	HEALTH INSURANCE	$1,914.48
2-1200-431-00-124-007-0	212	PCT. 4 ROAD MAINT.-	LIFE INSURANCE	$12.41
2-1200-431-00-124-007-0	220	PCT. 4 ROAD MAINT.-	FICA	$1,036.11
2-1200-431-00-124-007-0	230	PCT. 4 ROAD MAINT.-	RETIREMENT	$1,347.62
2-1200-431-00-124-007-0	250	PCT. 4 ROAD MAINT.-	UNEMPLOYMENT COMP	$67.72
2-1200-431-00-124-007-0	260	PCT. 4 ROAD MAINT.-	WORKER'S COMP	$0.00
			2012 BUDGETARY IMPACT:	$17,922.25

2013 Budgetary Impact: **$38,980.90**

Possible Funding Sources: **WITHIN DEPARTMENT BUDGET- LAPSED SALARIES (INTRADEPARTMENTAL TRANSFER)**

Comments:

Hidalgo Co. Budget Office
2/3/2005

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: July 13, 2012

2012
Transfer

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Comm. Pct 4

ACCOUNT NUMBER: 2-1200-431-00-124-007-0-XXX

SUBJECT: **Intradepartmental transfer(s)**

Contact: Rosie Cantu
Ph#: 292-7025 ext 5408

REVISED 07/16/12

Honorable Commissioners' Court of Hidalgo County:

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

FROM Object Code	Description	TO Object Code	Description	Amount
113	Regular Full-Time	114	Regular Part-Time	$ 13,544.00
			TOTAL	**$ 13,544.00**

REASON: TRANSFER TO FUND THE PRORATED SALARIES OF ONE (1) NEW REGULAR PART-TIME POSITION, SLOT NO. 0074. NOT NECESSARY TO TRANSFER TO FRINGE BENEFITS OBJECT CODES; THERE ARE SUFFICIENT LASPED FUNDS IN THESE OBJECT CODES.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

Form DBM-201

CLERK IV

GRADE: 07

GENERAL DESCRIPTION

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

EXAMPLES OF WORK PERFORMED

Oversees, prepares, edits, and reconciles discrepancies in, and reviews for accuracy and completeness reports, purchase orders, correspondence, summaries, manuals, vouchers, journals, ledgers, requisitions, records, and other related forms

Answers inquiries regarding procedures and policies, and provides routine information to the public by mail or telephone

Posts information to agency records and modifies forms or records

Assembles, organizes, and tabulates data, and develops charts, graphs, and tables

Maintains and/or oversees the maintenance of files, materials, and supplies, and oversees the receiving, storing, and issuing of stock items

May open and distribute incoming mail and prepare mail-outs

May perform data entry and retrieval and arithmetic computations

May maintain office schedules and appointments

May perform back-up receptionist or telephone switchboard duties

May receive, maintain accountability for, and forward payments to the appropriate agency staff

May screen applicants and assist in orienting employees; may conduct preliminary interviews

May administer employment tests

May arrange the scheduling, transfer, and display of surplus property

May make arrangements for or obtain bids for repairs and services

May inspect merchandise for quality and compliance with specifications

May train, oversee or supervise the work of others

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to Five (3-5) years of progressive experience in clerical work; Graduation from a standard senior high school or equivalent is generally preferred. Vocational training preferred. Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of business or program terminology, office procedures, spelling, punctuation, grammar, and arithmetic; of records administration and maintenance techniques and procedures; of warehousing procedures; and of state purchasing policies and procedures

Skill in using a personal computer and office equipment

MS Word and Excel

Ability to make arithmetic computations; to prepare and maintain detailed records, files, and reports; to transfer stock from one location to another; to maintain files, and to train or supervise the work of others

Supervisory skills preferred

Registration, Certification, or Licensure

May require a valid driver's license

PHYSICAL DEMANDS:

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

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

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

WORK ENVIRONMENT:

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

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

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

Effectively handle a work environment and conditions which involve:

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

Maintain effective audio-visual discrimination and perception needed for:

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

AI-33103 **Budget and Management 17. A.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Precinct# 4 **Submitted By:** Jr. Munoz, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

Pct. #4 (1200):
1. Approval of Certification of Revenues as certified by the County Auditor for ECISD Project Barrier Revenues.
2. Approval of 2012 appropriation of funds into Precinct #4 Rd. Maint (program 007) in the total amount of $117,439.18 (Reimbursement from Edinburg CISD Project Barrier).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1200-431-00-124-007-0-890

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

BUDGETARY IMPACT:

Approval of 2012 appropriation of funds in the amount of $117,439.18 into Pct #4 Rd Maint. (ECISD Project Barrier project)

Def Revenue account# 2-1200-223-00-124-069-0-000 ECISD Project Barrier.

Attachments

revised

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/03/2012 04:02 PM
Manuel Chapa	Manuel Chapa	07/13/2012 03:26 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Jr. Munoz Started On: 07/03/2012 03:17 PM

Final Approval Date: 07/13/2012

DATE: July 03, 1012

2012

Appropriation

DEPARTMENT HEAD: Joseph Palacios, Commissioner Pct. 4

DEPARTMENT NAME:

AI# 33103

Pct# 4 - Rd Maintenance

ACCOUNT NUMBER: 2-1200-431-00-124-007-0-XXX

Contact Person: Rumaldo Munoz Jr **Ph#:** (956) 383-3112 Ext. 4002

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
2-1200-431-00-124-007-0-890	Pct 4 Rd Maint. - Other	117,439.18
2-1200-360-00-124-007-0-000	Pct 4 Rd Maint - MISC REV-ECISD Project Barrier	117,439.18
	TOTAL BUDGET INCREASE (DECREASE)	

REASON: To appropriate funding to cover day to day expenses of the Pct. Reimb. From Edinburg CISD Project Barrier.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /

DATE

ATTEST COUNTY CLERK

AI-33256 **Budget and Management** **17. B.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Sergio Cruz **Submitted By:** Erika Zamora, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Presentation, discussion, and direction on "Operation Clean Slate".

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/13/2012 03:02 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Erika Zamora Started On: 07/13/2012 02:34 PM

Final Approval Date: 07/13/2012

AI-33257 **Budget and Management** **17. C.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Sergio Cruz **Submitted By:** Erika Zamora, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Presentation, discussion, and direction on administration of unemployment compensation process.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/13/2012 03:02 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Erika Zamora Started On: 07/13/2012 02:36 PM

Final Approval Date: 07/13/2012

AI-33258 **Budget and Management 17. D.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Sergio Cruz **Submitted By:** Erika Zamora, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Presentation, discussion, and direction on administration of FLSA Exempt/Non-Exempt classification.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/13/2012 04:17 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Erika Zamora Started On: 07/13/2012 03:06 PM

Final Approval Date: 07/13/2012

AI-33162 **Budget and Management 17. E. 1.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Sergio Cruz **Submitted By:** Perla Lopez, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Pct. #3 Drainage Imprv Project (1200):
Approval of 2012 appropriation of funds into Precinct #3 Drainage Improvement Project in the total amount of $65,780.61 to fund salary related expenditures.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1200-431-00-123-049-0-XXX

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

BUDGETARY IMPACT:

Funding available for appropriation as of 7/9/12. Appropriation from Precinct #3 R&B (1200) fund balance.

Attachments

BA

Form Review

Inbox	Reviewed By	Date
Perla Lopez (Originator)	Perla Lopez	07/11/2012 09:15 AM
Budget & Management	Merlen P. Munoz	07/11/2012 09:55 AM
Roland Garcia	Rolando Garcia	07/12/2012 02:01 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Perla Lopez Started On: 07/09/2012 10:59 AM

Final Approval Date: 07/13/2012

DATE: July 17, 2012

2012
Appropriation

DEPARTMENT HEAD: Sergio Cruz

DEPARTMENT NAME: Department of Budget & Management for Pct. #3 Drain Imprv Project (1200)

AI - 33162

ACCOUNT NUMBER: 2-1200-431-00-123-049-0-XXX

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

Contact: Perla Lopez
Ph#: 292-7025 Ext. 5419

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 NUMBERS	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
2-1200-431-00-123-049-0-113	Pct3 Drain Imprv Prj-Reg F/T Employees	$ 294.01
2-1200-431-00-123-049-0-115	Pct3 Drain Imprv Prj-Longevity Pay	$ 118.45
2-1200-431-00-123-049-0-211	Pct3 Drain Imprv Prj-Health Insurance	$ 24,956.62
2-1200-431-00-123-049-0-212	Pct3 Drain Imprv Prj-Life Insurance	$ 166.07
2-1200-431-00-123-049-0-220	Pct3 Drain Imprv Prj-FICA	$ 16,227.03
2-1200-431-00-123-049-0-230	Pct3 Drain Imprv Prj-Retirement	$ 22,869.16
2-1200-431-00-123-049-0-250	Pct3 Drain Imprv Prj-Unemployment Comp	$ 1,149.27
	TOTAL BUDGET INCREASE (DECREASE)	**65,780.61**

REASON:
Appropriation of funds to cover salary related expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-33173 **Budget and Management 17. E. 2.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Pct. 1 Drainage Improv. **Submitted By:** Ivan Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Pct. #1 Drainage Improvement (1200):
a. Approval of certification of revenues as certified by the County Auditor for Pct. 1 Drainage Improvement labor reimbursements.
b. Approval of 2012 appropriation of funds for the Pct. 1 Drainage Improvement (fund 1200, program 052) in the amount of $48,386.10 to fund payroll expenditures in relation to the Pct. 1 Drainage Improvement Project.

BACKGROUND

Pct. 1 Drainage Improvement labor reimbursements were posted by Auditors office for the months of March & April 2012 (PP #5-8).

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1200-431-00-121-052-0-XXX

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

BUDGETARY IMPACT:

2012 Appropriation of funds in relation to Pct. 1 Drainage labor reimbursments for the months of March & April 2012 (PP #5-8) in the amount of $48,386.10

Revenue acct #2-1200-360-00-121-002-0-000 "R & B Pct. 1-Misc-Drain Reim."

Attachments

Pct. 1 Drainage appropriation

Cert. of Revenues letter

Form Review

Inbox	Reviewed By	Date
Ivan Cantu (Originator)	Ivan Cantu	07/12/2012 11:14 AM
Budget & Management	Merlen P. Munoz	07/12/2012 11:16 AM
Sylvia Solis	Sylvia Solis	07/12/2012 04:38 PM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Ivan Cantu Started On: 07/10/2012

Final Approval Date: 07/13/2012

DATE: July 17, 2012

2012
Appropriation

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: DBM for Pct. 1 Drainage Improvement

ACCOUNT NUMBER: 2-1200-431-00-121-052-0-XXX

Contact Person: Ivan Cantu **Ph#:** (956) 292-7025 ext. 5425

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
2-1200-431-00-121-052-0- 113	Pct. 1 Drain Improv.-	Reg. F/T Employees	36,570.21
2-1200-431-00-121-052-0- 115	Pct. 1 Drain Improv.-	Longevity Pay	208.06
2-1200-431-00-121-052-0- 211	Pct. 1 Drain Improv.-	Health Insurance	4,998.28
2-1200-431-00-121-052-0- 212	Pct. 1 Drain Improv.-	Life Insurance	31.52
2-1200-431-00-121-052-0- 220	Pct. 1 Drain Improv.-	FICA	2,738.65
2-1200-431-00-121-052-0- 230	Pct. 1 Drain Improv.-	Retirement	3,657.99
2-1200-431-00-121-052-0- 250	Pct. 1 Drain Improv.-	Unemployment Comp.	181.39
2-1200-360-00-121-002-0- 000	*R & B Pct. 1-*	*Drain Reim.*	*48,386.10*
		TOTAL BUDGET INCREASE (DECREASE)	**48,386.10**

REASON: Appropriation of the Pct. 1 Drainage Improvement labor reimbursements for the months of March & April 2012 (PP #5-8).

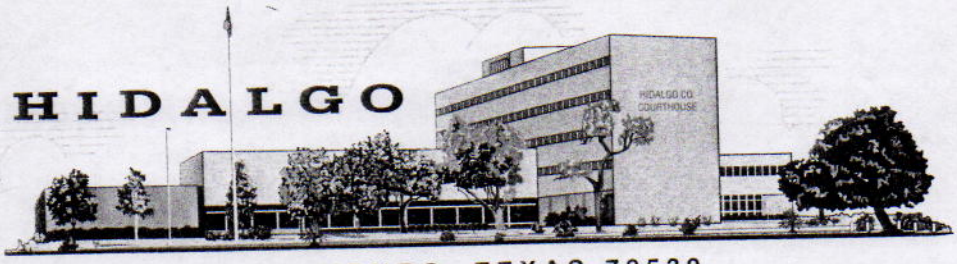
DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

COUNTY of HIDALGO



EDINBURG, TEXAS 78539

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

July 11, 2012

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

RE: Certification of Revenue

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.07075 SPECIAL BUDGET FOR REVENUE RECEIVED AFTER START OF FISCAL YEAR:

> The county auditor shall certify to the commissioners court the receipt of revenue from a new source not anticipated before the adoption of the budget and not included in the budget for that fiscal year. On certification, the court may adopt a special budget for the limited purpose of spending the revenue for general purposes or for any of its intended purposes.

I, Ray Eufracio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the Pct. 1 Drainage Improvement labor reimbursements in amount of $48,386.10. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

CERTIFIED BY:

Raymundo Eufracio, CPA
Hidalgo County Auditor

7/11/12
Date

HIDALGO COUNTY DISTRICT JUDGES

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

AI-32984 **Purchasing Department 18. A. 4.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Martha Salazar **Submitted By:** Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance of an Amendment to Contract #C-11-117-08-02 with Godinez Communications dba Brian Godinez for Professional Consulting Services To Assist, Assess, Review And Facilitate Hidalgo County's Revenue And Expenditure Efficiencies In Various Public And Private Sector (Including All funding Sources, Programs And Entities) so as to incorporate to the contract by reference Exhibit B-1 (the "Requirements") as well as B-2 (the "Evaluation") that were part of the Request For Proposals (the "RFP Packet") issued by the Purchasing Department of County and thus extending the contract term to terminate on August 2, 2013.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

There are three (3) work authorizations in place under this contract. Any future projects, funding will be identified at that point. The three (3) work authorizations in place with the funding identified as follow:

Work Authorization No. 1 (2-1100-415-00-115-002-0-311)-$34,275.00-----P.O.# 670133 available funds as of 07/06/12
Work Authorization No. 2 (2-1100-415-00-115-002-0-311)-$36,815.00-----P.O.# 670372 available funds as of 07/06/12
Work Authorization No. 3 (2-1200-431-00-124-007-0-311)-$34,965.00-----P.O.# 669756 available funds as of 07/06/12

Attachments

Amendment Document

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	07/05/2012 04:19 PM
Budget & Management	Merlen P. Munoz	07/05/2012 04:26 PM
Rosalinda Cantu	Rosie Cantu	07/06/2012 03:59 PM
Auditor's Office	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Vangie Garcia Started On: 06/25/2012 02:23 PM

Final Approval Date: 07/13/2012

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

AMENDMENT TO CONTRACT #C-11-117-08-02
FOR PROFESSIONAL CONSULTING SERVICES TO ASSIST, ASSESS, REVIEW, AND FACILIATE HIDALGO COUNTY'S REVENUE AND EXPENDITURE EFFICIENCIES IN VARIOUS PUBLIC AND PRIVATE SECTOR (Including All Funding Sources, Programs, And Entities)

This **AMENDMENT** to the CONTRACT is made this **17th** day of **July of 2012** by and between **HIDALGO COUNTY, TEXAS** (the "COUNTY") and **BRIAN GODINEZ, DBA GODINEZ COMMUNICATIONS** (the "CONSULTANT").

WHEREAS, Consultant and Hidalgo County entered into a Contract on August 2, 2011 (the "CONTRACT") in which the Consultant agree to provide the professional consulting services as described in the Contract;

WHEREAS, the Contract did not reference the requirements/evaluation of the services Requirements attached hereto as Exhibit B-1 (the "Requirements"); as well as the Evaluation attached hereto as Exhibit B-2 (the "Evaluation") that were part of the Request For Proposals (the "RFP Packet") issued by the Purchasing Department of County in acquiring the services of the Consultant;

WHEREAS, the parties have now determined to amend the Contract to reference and include the Requirements and Evaluation that were part of the Request For Proposals issued by the Purchasing Department in acquiring services of Consultant; and

WHEREAS, the parties desire to extend the termination date of the Contract.

NOW THEREFORE, for and in consideration of the services performed by Consultant and other valuable consideration the receipt and sufficiency of which are hereby acknowledged, and this mutually agreed Amendment to the Contract, Consultant and Department hereby agree to the following Amendment to the Contract:

1. Article 2.2 on page 2 of the Contract is amended by adding the following;

   Consultant agrees to provide to Hidalgo County the services in accordance with the Requirements and Evaluation as described in Exhibits B-1 and B-2 attached hereto respectively and incorporated into the Contract.

2. The date of August 2, 2012 in Article 3.1 is deleted and the date of August 2, 2013 is substituted in lieu thereof.

3. Except as modified herein, all terms and conditions of the Contract, as amended, remain in full force and effect. Consultant and County ratify and confirm the terms and provisions of the Contract as amended.

EXECUTED IN DUPLICATE ORIGINALS and effective as of the day and year first written above.

HIDALGO COUNTY

_____
Ramon Garcia, County Judge

ATTEST:

_____
Arturo Guajardo, Jr. County Clerk

CONSUTLANT:

_____
Brian Godinez dba Godinez Communications

APPROVED AS TO FORM:
ATLAS, HALL & RODRIGUEZ, LLP

By:_____
Stephen L. Crain

EXHIBIT B-1
(the "REQUIREMENTS")

EXHIBIT A
REQUIREMENTS

HIDALGO COUNTY
REQUEST FOR PROPOSAL

"PROFESSIONAL CONSULTING SERVICES TO ASSIST, ASSESS, REVIEW, AND FACILITATE HIDALGO COUNTY'S REVENUE AND EXPENDITURE EFFICIENCIES IN VARIOUS PUBLIC AND PRIVATE SECTORS"

(INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

RFP NO: 2011-117-05-04-YZV

Hidalgo County is requesting sealed proposals with qualifications from qualified **"Professional Consulting Services"** in order to **Assist, Assess, Review, and Facilitate the County's Revenue and Expenditure Efficiencies in Various Public and Private Sectors** on an **"As Needed Basis"** as specified herein. Sealed proposals with qualifications will be accepted until **9:30 A.M., Wednesday, May 04, 2011. ANY RFP w/Q RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP/Q NO:2011-117-05-04

The Submittal Envelope Must Show the RFP w/Q Number, Name and Acceptance Date.

US Postal Mail address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2812 S. Business Hwy. 281
Edinburg, Texas 78539

Physical Address:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 S. Business Hwy. 281
Edinburg, Texas 78539

The following outlines the Request For Proposal w/Qualifications:

SECTION I GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION:

Hidalgo County is requesting that "Request For Proposal/Qualifications" be routed to Martha L. Salazar, CPPB, Purchasing Agent, at: 2802 South Business Hwy 281, New Administration Building, Edinburg, Texas 78539. All inquires must be directed to Hidalgo County Purchasing Agent, Martha L. Salazar. All responses will be distributed through Hidalgo County Purchasing Department.

WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN Wednesday, April 27, 2011 at 5:00 P.M. at (956) 292-7612, and/or **BY EMAIL TO: yolanda.velasquez@co.hidalgo.tx.us** Responses will be sent to all applicants via facsimile by Friday, April 29, 2011. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 No. Closner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSAL.**

PROPOSER'S AFFIDAVIT:
Prior Contract award, respondents to this RFP/Q must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's, affidavit or that the (3) Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:
Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF PROPOSALS/QUALIFICATIONS:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:
Hidalgo County reserves the right, in case of submitter default, to procure the articles or services from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the submitter to review the Request for Proposal/Qualification (RFP/Q) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

HAND DELIVERED PROPOSALS:
Hidalgo County requires submitters, when hand delivering RFP/Q, to make sure that it is stamped with date and time by the County Purchasing staff.

SIGNING OF PROPOSALS:
In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:
Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF CONTRACT:
It is intended that the term of the contract will be for an initial period of one (1) year, with County's sole option to renew the "contract" for an additional one (1) year term pursuant to a Master Consultant Agreement based on Work Authorizations.

The County has the option to extend for sixty (60) day grace period at the end of the contract for unforeseen delays on subsequent contract under the same rates, terms and conditions, if applicable.

DAVIS BACON ACT: (If Applicable)
All selected and awarded firms are required to include the Davis-Bacon Act when advertising and developing specifications.

SECTION II RFP w/Q REQUIREMENTS

REQUEST FOR PROPOSAL:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP.

CONTENTS:

The required contents for the RFP are presented below in the order they should be incorporated into the submitted document.

SCOPE OF PROJECT:

The County of Hidalgo is seeking a consultant to assist, assess, review, and facilitate the County's revenue and expenditure efficiencies. These firms would specialize in the government and public sector projects, with experience, specifically in South Texas and will be based on a Master Consultant Agreement pursuant to Work Authorizations.

UNDERSTANDING OF THE PROJECT:

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

PROPOSERS QUALIFICATIONS:

The County of Hidalgo is seeking to contract with competent, qualified **"Consultant"** that has had experience in, but not limited to, the following areas:

1. **Experience in local-area government/business relations and representation.** A minimum of three (3) years experience with local-area government jurisdictions, aka, political subdivisions as a consultant providing similar (if not identical) services; Five examples of work product/deliverables produced for other entities are required preference to Counties, Cities and/or School Districts;
2. **Experience in local-area government/business relevant to county revenue and expenditure efficiencies, private sector(s) and other sources;**
3. Must have work experience in building and planning skills. Provide at least three samples that demonstrate same;
4. **Knowledge of Texas County/Local Government, including knowledge of applicable statutes/regulations.**
5. Must have appropriate staffing to undertake and conduct multiple projects engaged in a timely manner through resumes. **The firm must provide an organization chart for the project and a summary paragraph of the project work to be performed by each proposed staff member.**
6. Excellent financial-related background. Confirmation of financial stability will be requested by County;
7. Effective communication skills, both verbal and written; Provide a minimum of three examples that demonstrate same;
8. Excellent skills and abilities to compile, obtain, gather and analyze financial data and information; Provide a minimum of three examples that demonstrate analytical skills which benefited the entity;

Additionally, this section should include a description of firm's project personnel, and their

most recent similar projects. At least three (3) Firm Projects, a client contract name and phone number should be included for reference purposes. Additionally, the names personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

REQUIRED LICENSE/CERTIFICATIONS AND SUBMITTAL (IF APPLICABLE): This section will contain any licenses and certifications as required by HIDALGO COUNTY and/or pertinent to the services to be provided. An affirmative statement should be included that the consultant and assigned staff are properly registered to practice in the state of Texas.

SCOPE OF SERVICES:

Hidalgo County is requesting proposals from experienced, qualified professional consultants in order to provide consulting services required to assist, assess, review, and facilitate the county's revenue and expenditure efficiencies. The **"Consultant To Assist, Assess, Review, and Facilitate the County's Revenue and Expenditure Efficiencies in Various Public and Private Sectors"** contract will encompass all project-related services to the County of Hidalgo including, but not limited to, the following:

a. Plan, prepare and coordinate presentations for County Officials/Representatives relating to County's revenue and expenditure efficiencies on a weekly, monthly and/or quarterly; (or as requested by County Commissioner's Court)
b. Coordinate with the County to jointly develop strategies relating to County's revenue and expenditure efficiencies;
c. Coordinate with the County to jointly develop strategies relating to County's revenue and expenditure efficiencies;
d. Assist with providing appropriate input on any studies identifying concerns that impact the County relating to county's revenue and expenditure efficiencies;
e. Determine and communicate the various impacts to the County of any and/or such concerns relating to county revenue and expenditure efficiencies;
f. The Consultant shall prepare a schedule of work (hereinafter referred to as a "***Work Schedule***") based on requirements/specifications of RFP.
g. The Consultant shall prepare and present such information as may be pertinent and necessary, or as may be requested by the County, in order to evaluate features of the Consultant services and work.
h. Prepare preliminary study reports for approval by the County before the final report is issued.
i. The Consultant shall promptly advise the County in writing of events which have a significant impact upon the progress of the Consultant's services and work and the approved ***Work Schedule*** including:
    1) Problems, delays, adverse conditions which will materially affect the ability to attain contract objective prevent the meeting of time schedules and goals.
    2) Favorable developments or events which enable meeting the ***Work Schedule*** goals sooner than anticipated.
j. The Consultant shall proceed with the work as authorized by the County through an agreed ***Work Authorization*** document.
k. The Consultant will prepare a Work Authorization document, which will include a description of the work to be performed, including a description of the tasks, and work schedule, and an estimated cost proposal agreed upon by the County and Consultant.

l. The ***Work Authorization*** shall not waive the County and the Consultant responsibilities and obligation.
m. Cooperate and coordinate fully with the County Commissioners' Court, the professional and administrative staffs of the County;
n. Report and consult to the County Commissioners as often as reasonably necessary;
o. Consultant will identify, define, and develop funding sources to support existing and planned program activities as well as coordinate the development, writing, and submission activities and programs.
p. Will be required to collect, analyze, and report data on the performance of program activities that are funded by public and private sources;
q. Consultant will entail researching county's revenue and expenditure efficiencies in various public and private sectors including communications, online technologies, public outreach, and awareness.
r. Provide sound recommendations for addressing any current and long-term problems, including detailed recommendations to improve management and effectiveness through increased or decreased funding.
s. Submit a proposed schedule and tasks required to implement recommended changes.
t. Develop procedures for administering the proposed expenditure efficiencies.

NUMBER OF COPIES TO BE SUBMITTED:
Hidalgo County requires **one (1) original submittal and seven (7) CD's in PDF Format.**

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:
Pricing must be all-inclusive based on information contained in this RFP.

- Proposer is to provide an hourly proposal to coincide with project assignment through ***Work Authorization***.
- The estimated cost proposal shall set forth in detail the computation of the cost of each work task, at the hourly rates established

TERMINATION OF SERVICES:
Any contract awarded to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

SECTION III: SELECTION AND SCHEDULES

SELECTION PROCEDURES/EVALUATION CRITERIA:

The evaluation consists of a 100-point scoring system based on the Evaluation Criteria - Exhibit B. However, at the sole discretion of Commissioner' s Court a presentation may be requested from the participating firm(s) that have scored at least 80 points in order to complete and finalize the ranking.

(A) The Hidalgo County Commissioners' Court and/or an Evaluation Committee (selected and/or designated by Commissioner' s Court) will review, score and evaluate the RFPs received in response to this Hidalgo County request for proposals/qualifications.

(B) After the RFP(S) have been reviewed, scored and evaluated, the committee will present a grid to the Hidalgo County Commissioner' s Court for the purposes of ranking.

Proposals will be graded on a 100-point system with emphasis on ability to service Hidalgo County including, but not be limited to, the items listed below:

1. **EXPERIENCE/BACKGROUND - 30 POINTS**

   A. Experience in local-area government/business relevant to county revenue and expenditure efficiencies, private sector(s) and other sources. (10 pts)
   B. Provides sufficient professional background. (5pts)
   C. Experience in local-area governmental/business relations and representation.(5pts)
   D. Knowledge of Texas County/Local Government, including knowledge of applicable statutes/regulations.(5pts)
   E. Extent of experience.(5pts)

2. **PROPOSER'S QUALIFICATIONS – 20 POINTS**

   A. Met minimum of three (3) years of responsible experience in local-area government/business;(10 pts)
   B. Experience relevant to county revenue and expenditure efficiencies, private sector(s) and other sources; (10 pts)

3. **COST – 25 POINTS**

   A. Provides the required services at a reasonable cost; (25pts)

4. **CAPACITY OF PERFORMANCE – 25 POINTS**

   A. Provides appropriate evidence of adequate staffing. (5 pts)
   B. Staffing level/experience of staff. (5pts)
   C. Adequacy of resources to perform these services (5pts)
   D. References with contact names and telephone numbers. (5pts)
   E. Specific experience with public entity clients, especially local-area governments including problems experienced with those clients and Proposers solutions (5pts)

EXHIBIT B-2
(the "EVALUATION")

SELECTION/EVALUATION/RANKING CRITERIA

Proposals w/Qualifications will be graded on a point system with emphasis on ability to service the County and experience in ability to assist-assess review and facilitate counties revenue and expenditure efficiencies in various public and private sectors, including but not limited to the following:

1. **EXPERIENCE/BACKGROUND - (30 POINTS)**
   a) Experience in local-area government/business relevant to county revenue and expenditure efficiencies, private sector(s) and other sources
   b) Provides sufficient professional background.
   c) Experience in local-area governmental/business relations and representation
   d) Knowledge of Texas County/Local Government, including knowledge of applicable statutes/regulations.
   e) Extent of experience.

2. **PROPOSER'S QUALIFICATIONS- (20 POINTS)**
   a) Met minimum of three (3) years of responsible experience in local –area government/business.
   b) Experience relevant to county revenue and expenditure efficiencies, private sector(s) and other sources.

3. **COST - (25 POINTS)**
   a) Provides the required services at a reasonable cost.

4. **CAPACITY OF PERFORMANCE - (25 POINTS)**
   a) Provides appropriate evidence of adequate staffing
   b) Staffing level/experience of staff
   c) Adequacy of resources to perform these services
   d) References with contact names and telephone numbers
   e) Specific experience with public entity clients, especially local-area governments including problems experienced with those clients and Proposers solutions.

TOTAL POINTS = 100 POINTS

EXHIBIT "B"
RFP w/Q EVALUATION FORM

"PROFESSIONAL CONSULTING SERVICES TO ASSIST, ASSESS, REVIEW AND FACILITATE HIDALGO COUNTY'S REVENUE AND EXPENDITURE EFFICIENCIES IN VARIOUS PUBLIC AND PRIVATE SECTORS"
(INCLUDING ALL FUNDING SOURCES, PROGRAMS, AND ENTITIES)

Selection Criteria	Minimum Points	Score
1. EXPERIENCE/BACKGROUND 30 PTS		
➢ Experience in local-area government/business relevant to county revenue and expenditure efficiencies, private sector(s) and other sources.	10	
➢ Provides sufficient professional background.	5	
➢ Experience in local-area governmental/business relations and representation.	5	
➢ Knowledge of Texas County/Local Government, including knowledge of applicable statutes/regulations.	5	
➢ Extent of experience	5	
Comments/Rationale for points:	**TOTAL:**	
2. PROPOSER'S QUALIFICATIONS 20 PTS		
➢ Met minimum of three (3) years of responsible experience in local-area government/business	10	
➢ Experience relevant to county revenue and expenditure efficiencies, private sector(s) and other sources	10	
Comments/Rationale for points:	**TOTAL:**	
3. COST 25 PTS		
➢ Provides the required services at a reasonable cost	25	
4. CAPACITY OF PERFORMANCE 25 PTS		
➢ Provides appropriate evidence of adequate staffing.	5	
➢ Staffing level/experience of staff.	5	
➢ Adequacy of resources to perform these services.	5	
➢ References with contact names and telephone numbers.	5	
➢ Specific experience with public entity clients, especially local-area governments including problems experienced with those clients and Proposer's solutions	5	
Comments/Rationale for points:	**TOTAL:**	
	TOTAL SCORE:	

Provider: _____

Evaluator: _____ Date: _____

Evangelina Garcia

From: Martha Salazar [martha.salazar@co.hidalgo.tx.us]
Sent: Wednesday, June 27, 2012 4:05 PM
To: 'Evangelina Garcia'
Subject: FW:

Importance: High

YOU DID IT! CONGRATS!

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Wednesday, June 27, 2012 4:00 PM
To: 'Martha Salazar'
Subject: RE:

Please capitalize the "C" in contract in the last whereas clause. Other than for that change the amendment is fine.

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Wednesday, June 27, 2012 3:30 PM
To: 'Steve Crain'
Cc: 'Evangelina Garcia'
Subject: FW:
Importance: High

Revisions completed. Please review and comment as to form.
Marty

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Wednesday, June 27, 2012 3:04 PM
To: 'Martha Salazar'
Subject: RE:

Marty:
Here's the draft agreement with the additional revisions as requested.

Thank you

Vangie Y. Garcia, Contract's Manager
2802 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539
(956) 292-7000-Extension 4856
email: evangelina.garcia@co.hidalgo.tx.us

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Wednesday, June 27, 2012 2:04 PM
To: 'Evangelina Garcia'
Subject: FW:

RAG
R045

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/03/2011

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

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

PRODUCER
HEARTLAND MARKETING GROUP INC
504623 P:(866)467-8730 F:(877)905-0457
PO BOX 33015
SAN ANTONIO TX 78265

CONTACT NAME:
PHONE (A/C, No, Ext): (866)467-8730 FAX (A/C, No): (877)905-0457
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Sentinel Ins Co LTD	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
BRIAN GODINEZ DBA GODINEZ
COMMUNICATIONS
300 S 8TH ST
MCALLEN TX 78501

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	[ ] COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						MED EXP (Any one person)	$ 10,000
	[X] General Liab	X		46 SBM ZW6973	12/03/2011	12/03/2012	PERSONAL & ADV INJURY	$ 1,000,000
	[ ]						GENERAL AGGREGATE	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
	[ ] POLICY [ ] PRO-JECT [X] LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	[ ] SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	[ ] HIRED AUTOS							$
	[ ] NON-OWNED AUTOS							$
	[ ] UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	[ ] DEDUCTIBLE							$
	[ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[ ] WC STATUTORY LIMITS [ ] OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

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

Those usual to the Insured's Operations. See the Business Liability Coverage Form SS0008 attached to this policy for Additional Insured provisions.

CERTIFICATE HOLDER

Hidalgo county
2802 S BUSINESS 281
EDINBURG, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Marc Maillon

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 9/22/2011

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

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PRODUCER	CONTACT NAME: Liz Cruz
Alamo Insurance Group 3201 Cherry Ridge Drive Suite D405 San Antonio TX 78230	PHONE (A/C, No, Ext): (210) 930-6665 FAX (A/C, No): (210) 930-1838 E-MAIL ADDRESS: lcruz@alamoinsgrp.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Brian Godinez d/b/a Godinez Communications 300 S. 8th Street McAllen TX 78501	INSURER A: Progressive Casualty Ins Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 11/12 Auto **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS			08255095-0	9/22/2011	9/22/2012	BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
							PIP-Basic	$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Hidalgo County is an additional insured on the Auto policy.

CERTIFICATE HOLDER

Hidalgo County
Attn: Purchasing Department
2812 S. Highway Bus. 281
Edingburg, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

John McMahan/LIZ Pat McMahan

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/19/2011

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

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PRODUCER	CONTACT NAME: Emily Rodriguez
Alamo Insurance Group 3201 Cherry Ridge Drive Suite D405 San Antonio TX 78230	PHONE (A/C, No, Ext): (210) 930-6665 FAX (A/C, No): (210) 930-1838 E-MAIL ADDRESS: Erodriguez@alamoinsgrp.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A: The United States Liability Ins
INSURED Godinez Communications 300 S. 8th Street McAllen TX 78501	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 2011/2012E&OMASTER **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	☐ CLAIMS-MADE ☐ OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$
	☐ POLICY ☐ PRO-JECT ☐ LOC							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ WC STATU-TORY LIMITS ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Professional Liability			SP1022568	8/18/2011	8/18/2012	$1,000,000/$1,000,000 Limit $1,000 Deductible	

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

Certificateholder is hereby named as additional insured on professional liability as their interest may appear.

CERTIFICATE HOLDER

Hidalgo County
Attn: Evangelina Garcia
100 E. Cano
2nd Floor
Edinburg, TX 78539

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

John McMahan/EMILY Pat McMahan

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Affidavit Agreement

Date: **May 24, 2011**

Affiant: **Brian Godinez d.b.a. Godinez Communications**

Affiant on oath swears that the following statements are true and are within the personal knowledge of Affiant.

Affiant **Brian Godinez** states he is a sole proprietor doing business as **Godinez Communications** with Hidalgo County under RFP # **2011-117** dated **May 18, 2011**. Affiant will provide services for **Hidalgo County** under a Hidalgo County RFP /Q Description: **Professional Consultant Services to Assist, Assess, Review and Facilitate the County's Revenue and Expenditure Efficiencies,** which will be approved upon receipt by the Hidalgo County Purchasing Department.

Affiant further states that he has no employees and does not anticipate employing any during the term of this contract. In the event Affiant does employee any staff during the contract, Affiant shall immediately notify Hidalgo County and obtain the Workers Compensation required by law. Affiant further acknowledges that failure to do so will result in cancellation of the purchase order.

Further Affiant sayeth not.

GLADYS BARRERA
Notary Public, State of Texas
My Commission Expires
June 28, 2014

Printed Name of Affiant: **Brian Godinez**

SWORN AND SUBSCRIBED TO under oath before me on May 25, 2011

Gladys Barrera

Notary Public, State of Texas

AI-33209 **Purchasing Department 18. A. 5.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Marty Salazar **Submitted By:** Moises Salazar, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Recommendation by project architect, Alcocer Garcia and Associates for Commissioner's Court to award to lowest bidder meeting all specifications: D. Wilson Construction Company in the amount of $3,314,000.00 for Bid No. 2012-029-06-27-MSS Hidalgo County "Renovations to Former Administration Building 1st and 2nd Floors."

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2012 **ACCT. #:** 2-1336-419-40-220-043-0-452

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

BUDGETARY IMPACT:

Available funds as of 7/13/12.

FISCAL YEAR: 2012 **ACCT. #:** 2-1342-419-40-220-043-0-452

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

BUDGETARY IMPACT:

Available funds as of 7/13/12.

Attachments

Award Recommendation and Bid Tabulation

D Wilson Construction -Bid Page

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	07/13/2012 11:07 AM
Budget & Management	Merlen P. Munoz	07/13/2012 11:44 AM
Olga Garza	Olga Garza	07/13/2012 03:39 PM
Auditor's Office	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Moises Salazar Started On: 07/11/2012

Final Approval Date: 07/13/2012

Alcocer Garcia Associates, Inc.

1333 E. Jasmine Ave McAllen, Texas 78501 Off. 956-618-2007 Fax. 956-618-2008

July 11, 2012

County of Hidalgo
c/o Martha Salazar, Purchasing Agent
2802 S. Bus. Hwy 281
Edinburg, TX 78539

Project: Renovations to Former Administration Building, 1st & 2nd Floors
Bid No.: 2012-029-06-27-MSS

Dear Ms Salazar,

Enclosed herewith is the tabulation of construction bids received on July 3, 2012 for the referenced project.

The low –bidder, D. Wilson Construction Company, has a long history of good standing and reputable background in construction. All documents submitted with this bid were in order. We, therefore, recommend that the construction contract be awarded to D. Wilson Construction Company in the amount of the bid submitted of $ 3,314,000.00.

Please let us know if we can provide any other information.

Sincerely,

George A. Garcia,
Project Architect

encl

PROJECT: Hidalgo County Renovations to Former Administration Building 1st & 2nd Floors
100 E Cano
Edinburg, Texas

OWNER: County of Hidalgo

PROJECT ARCHITECT: Alcocer Garcia Associates, Inc
McAllen, Texas

BID DATE: July 3, 2012

BID TIME: 3:00 p.m.

BIDDERS TABULATION:

GENERAL CONTRACTOR	BASE BID	ADDENDUM	BID BOND
D. Wilson Construction Company	**$3,314,000**	**1 & 2**	**Y**
FJW CONSTRUCTION	$3,431,000	1&2	Y
RIGNEY CONSTRUCTION	$3,470,000	1&2	Y
E-Con	$3,350,000	1&2	Y
HIGHMARK CONSTRUCTION CO., LLC	$3,350,000	1&2	Y
Journeyman Construction	$3,840,000	1&2	Y
Stoddard Construction & Management, Inc	$4,100,000	1&2	Y

EXHIBIT 'B'

Original

BID

OPENED
3:11
11-03-12
Witnessed

PROJECT: Renovations to Former Administration Building
1st and 2nd Floors
100 E. Cano, Edinburg, Texas
Bid No.: 2012-029-06-27-MSS

PROPOSAL FROM: D. WILSON CONSTRUCTION COMPANY

TO OWNER: County of Hidalgo
2802 S. Business Hwy 281
Edinburg, TX 78539

Having fully examined the Instruction to Bidders, the General and Supplemental Conditions, Bonds Requirements, Specifications and Drawings related to the above project, as well as the site and conditions affecting the work, bidder proposes to furnish all materials, equipment and labor called for by the entire and completed work in accordance with before mentioned documents for the sum of:

BID: Three million, three hundred fourteen thousand and no/100 DOLLARS
In words

($ 3,314,000.00)
In figures

The Undersigned hereby declares that he has visited the Site and has carefully examined the Drawings, Specifications, Contract Documents and Bidding Documents related to the Work covered by his Bid.

Upon receipt of " NOTICE OF AWARD ", the Undersigned will immediately execute the formal Contract (Agreement). Bidder agrees to commence the work within 10 days of receipt of "NOTICE TO PROCEED" and to complete the construction of the project within 320 calendar days of the starting date to be stated in the "NOTICE TO PROCEED".

The Proposal, the Agreement, the Drawings, the General Conditions, Supplementary General Conditions, the Specifications and any Addenda shall all become a part of the Contract.

Bidder acknowledges receipt of the following addenda No(s) 1, 2

If Bidder is notified of the acceptance of this Bid Proposal with forty-five (90) calendar days after bid opening, bidder will enter into an agreement with the County of Hidalgo. The contract required will be AIA Standard Form of Agreement Between Owner and Contractor., as contained in the Project Manual. The General Conditions of the Contract for Construction shall be as contained in the Project Manual.

The Bidder, if awarded the contract, agrees to execute and deliver to the Architect within ten (10) calendar days of the Notice of Award date, satisfactory bonds in the amount of one hundred (100%) percent of Contract Sum conditioned on faithful Performance of Contract and one hundred (100%) percent Payment Bond .

The Bidder shall furnish with this proposal a cashier's check, or bid bond, in the amount of five (5%) percent of greatest amount bid. The check or bid bond shall be made payable to the Owner. The check or bid bond shall be left in escrow with the Architect at bid opening and is the measure of liquidated damages which Owner will sustain by the failure of the bidder to execute and deliver the above named agreement and bonds within ten (10) calendar days of written notification of award of contract to the bidder. The bidder agrees to forfeit to the Owner the cashier's check of bid bond if bidder does not comply with the foregoing. However, if this proposal is not accepted by the Owner within ninety (90) calendar days of the bid opening, or if the bidder is awarded the contract and executes and delivers said contract, the check, or bond, will be returned to the bidder upon receipt of the signed contract and bonds by the Owner.

FIRM: D. WILSON CONSTRUCTION COMPANY

If corporation affix seal here

SIGNED BY: _____

TITLE: VICE PRESIDENT

DATE: JULY 3, 2012

ADDRESS: 1209 E. PECAN, McALLEN, TEXAS 78501

TELEPHONE: (956)686-9573

FAX: (956)686-3270

PLEASE SEE ATTACHMENT A INCLUDED FOLLOWING THIS PAGE.

ATTACHMENT "A"

1. We include the following unit prices as stated per Notes 10 and 12 on page S2.1:

   Unit Price to reinforce existing Columns per Detail 13/SD.1=$1,750.00
   Unit Price to reinforce existing Columns per Detail 14/SD.1=$1,750.00
   We do not include any cost associated with reinforcing existing steel columns in base bid. Our understanding is that it will be determined on unit cost basis after engineer's evaluation.

2. Project Scope indicates that Asbestos and Hazmat Abetment, Data and Cabling, Security System/CCTV System, Access Control are to be provided by the Owner.
   We just carry an empty conduit system for Data/Cabling.

AI-33037 **18. A. 6.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted For: Martha L. Salazar Submitted By: Tanya Delira, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Elections Department:
A. Requesting the granting of an "order" for exemption from competitive bidding requirements under Texas Local Government Code, 262.024(a)(7)(A) "Items for which competition is precluded because of existence of patents, copyrights, secret processes or monopolies";

B. Requesting approval of a "Sole Source Declaration" for (ES&S) "Elections Systems & Software, Inc." for any Software/Hardware Maintenance Agreements and supplies for the Ivotronics and ADA machines, for the lifetime of the machines purchased from the time period of 2005-2007 including the refurbished purchased in 2011.

BACKGROUND

Fiscal Impact

FISCAL YEAR: ACCT. #:

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

BUDGETARY IMPACT:

At this point we are requesting approval of the Sole Source Declaration. At the point of need to purchase, funding will be identified and noted.

Attachments

ES&S
Sole Source Memo
Exhibits A-D

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	07/06/2012 01:17 PM
Budget & Management	Merlen P. Munoz	07/06/2012 01:29 PM
Roland Garcia	Rolando Garcia	07/12/2012 01:57 PM
Auditor's Office	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Tanya Delira Started On: 06/28/2012 10:57 AM

Final Approval Date: 07/13/2012

C-05-004-05-24

ELECTION SYSTEMS & SOFTWARE, INC.
VOTER TABULATION SYSTEM AND SERVICES AGREEMENT

This Agreement is made as of the date it is executed by the last of the parties named below (the "Effective Date").

BETWEEN: Election Systems & Software, Inc., a Delaware corporation ("ES&S");

AND: **Hidalgo County, Texas** ("Customer").

IF THE FOLLOWING TERMS AND CONDITIONS CONFLICT WITH THE TEXAS BUILDING AND PROCUREMENT COMMISSION'S TERMS AND CONDITIONS, THE TBPC's TERMS AND CONDITIONS WILL TAKE PRECEDENCE

RECITALS:

A. Customer has agreed to purchase/license voter tabulation equipment and related software and services from ES&S for use in Hidalgo County, Texas (the "Jurisdiction"). The terms and conditions under which such equipment, software and services shall be provided are set forth in the **GENERAL TERMS** attached hereto.

B. The following Exhibits are incorporated into, and constitute an integral part of, this Agreement (check all that apply):

___X___ Exhibit A (Pricing Summary)

___X___ Exhibit B (ES&S Equipment Description and Pricing)

___X___ Exhibit C (ES&S Software Description and Pricing)

___X___ Exhibit D (Election Support Services)

___X___ Exhibit E (Hardware and Software Maintenance and Support Services (Post-Warranty Period))

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, each of the parties hereto:

- Agrees to the **GENERAL TERMS** and the terms and conditions set forth in each Exhibit attached hereto and incorporated herein.
- Agrees that at all times, this Agreement shall be governed by and construed in accordance with the laws of the **State of Texas**, without regard to conflicts of law principles that would require the application of the laws of any other state.
- Represents and warrants to the other party that as of the date of its signature below it has full power and authority to enter into and perform this Agreement, and that the person signing below on its behalf has been properly authorized to execute this Agreement.
- Acknowledges that it has read this Agreement, understands it and intends to be bound by it.

ELECTION SYSTEMS & SOFTWARE, INC.
11208 John Galt Boulevard
Omaha, NE 68137
Fax No.: (402) 970-1289

Signature

Richard Jablonski
Name (Printed or Typed)

VP of Finance
Title

6/17/05
Date

HIDALGO COUNTY, TEXAS
101 South 10th Street
Edinburg, TX 78540
Fax No.: (956) 318-2569

Signature

Ramon Garcia
Name (Printed or Typed)

County Judge
Title

6-27-05
Date

Approved by Commissioners' Court
on 5-24-05

EXHIBIT E
MAINTENANCE SERVICES
(POST-WARRANTY PERIOD)

ARTICLE I
GENERAL

1. **Term; Termination**. This Exhibit E shall be in effect from the date on which the Warranty Period expires until the first anniversary thereof (the "Hardware Maintenance Term"). The Hardware Maintenance Term shall automatically renew for an unlimited number of successive one year periods until this Exhibit E is terminated by the first to occur of (a) Customer's election to terminate it at any time, notice of which election shall be given to ES&S at least 60 days prior to the termination date, (b) the date that is 30 days after either party notifies the other that the other has materially breached this Exhibit E, and the breaching party fails to cure such breach within such 30-day period, or (c) the date that is 30 days after Customer fails to pay any amount due ES&S under this Exhibit E. The termination of this Exhibit E shall not relieve Customer of its liability to pay any amounts due ES&S hereunder.

2. **Fees.** In consideration for ES&S' agreement to provide Hardware Maintenance Services and Software Maintenance and Support under this Exhibit E, Customer shall pay to ES&S the Hardware Maintenance and Software Maintenance Fees set forth on Schedule E1 for the initial Term and each renewal period. The Hardware Maintenance and Software Maintenance Fees for the initial Term are due on the date of the expiration of the Warranty Period. ES&S may increase the Hardware Maintenance and Software Maintenance Fees for a renewal period by not more than 5% of the amount of the most recent Fees paid by Customer. The Hardware Maintenance and Software Maintenance Fees for any renewal period shall be due and payable no later than 30 days prior to the beginning of such renewal period. The Software Maintenance Fee shall be comprised of (i) a fee for the Software Maintenance and Support provided for the ES&S Firmware, and (ii) a fee for the Software Maintenance and Support provided for all other ES&S Software, and shall be in addition to any fees or charges separately referred to in any Section of this Exhibit E or the Agreement. If Customer elects to receive Software Maintenance and Support for an Add-On or New Product during the Term or any renewal thereof, ES&S will charge an incremental Software Maintenance Fee for such services.

ARTICLE II
HARDWARE

1. **Maintenance Services**. The Hardware Maintenance Services to be provided to Customer under this Exhibit E for the ES&S Equipment listed on Schedule E1 (the "Products") shall be subject to the following terms and conditions:

   a. **Inspection**. If Customer has elected not to receive Hardware Maintenance Services under this Exhibit E for a period of 12 months or more, ES&S may require Customer to allow it to inspect the Products before it provides any Hardware Maintenance Services. The purpose of such inspection shall be to determine whether or not the Products are fit for the ordinary purposes for which they are to be used, normal wear and tear excepted ("Normal Working Condition"). The cost of such inspection will be at the current published ES&S rate plus ES&S' Out-of-Pocket Expenses, and shall be due from Customer within 30 days of its receipt of ES&S' invoice therefore. If any of the Products is not in Normal Working Condition, ES&S, at the option of Customer, (i) shall

EXHIBIT E
ISSUE RESPONSE TIMEFRAME

The following Issue Response Timeframe is the guideline ES&S will follow to acknowledge the receipt of an issue with the site (application software or hardware) initiated by the Customer.

The response time frames are as follows:
NOTE: Hours listed are Central Time Zone.

Hour issue reported	Customer Notification Response Timeframe
Between 8:00 am and 5:00 pm Monday – Friday (Central Time)	4 hours from time when issue received
Between 5:01 pm and 11:59 pm Monday – Friday (Central Time)	Call back after 8:00 am (Central Time) following business day
Between 12:00 am and 7:59 am Monday – Friday (Central Time)	Call back after 8:00 am (Central Time) of business day issue received
Saturday, Sunday and Holidays (Central Time)	Call back after 8:00 am (Central Time) next business day

The timeframe above is not a resolution commitment and Customer should not assume that the issue will be resolved within the timeframe stated above.

ELECTION SYSTEM AND SOFTWARE

Hidalgo County ELECTIONS Department

Alarm Monitoring Service Agreement
Approved in cc on October 11, 2005

ATTEST:

Eddy Trevino Jr.

Purchasing Department

County Of Hidalgo

M E M O R A N D U M

"SOLE SOURCE DECLARATION"

TO: Hidalgo County Commissioners' Court

FROM: Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

DATE: July 17, 2012

RE: "Sole Source Declaration"- Election System & Software for ADA Ivotronic HAVA Compliant Voting Units/Equipment-Software, Repairs, Supplies, Maintenance and Support Services

---

In 2005 Hidalgo County purchased and established an Electronic Voting System. The equipment, software, support, maintenance and repairs were purchased from Election Systems & Software (ES&S) through a non automated contract (#578-NI) awarded on behalf of the Texas Secretary of State's office by the Texas Building Procurement Commission (TBPC). Additional units/equipment, support, maintenance, training and repairs were purchased in 2007 through the same method of procurement.

Election Systems & Software is the "Sole Source" provider for the ADA Ivotronic HAVA Compliant Voting Units/Equipment-Software, Repairs, Supplies, Maintenance and Support Services. They have been certified by the Secretary of State of Texas.

Therefore Hidalgo County must purchase election systems and software for ADA Ivotronic HAVA Compliant Voting Units/Equipment-Software, Repairs, Supplies, Maintenance and Support Services from Election Systems & Software (ES&S) said designation to exist through the life of all products described herein.

EXHIBIT A
PRICING SUMMARY

Sale Summary:		
Description	**Refer to**	**Amount**
ES&S Equipment	Exhibit B	$1,344,875
ES&S Software License Fees	Exhibit C	$94,280
Election Support Services	Exhibit D	$346,500
Voter Education/Outreach Materials (Not to exceed amount)		$3,000
Shipping and Handling	Note 1	$11,975
Total Net Sale		**$1,800,630**
Terms & Conditions:		
Note 1: Any applicable state and local taxes are not included, and are the responsibility of Customer. See Section 3.5. The cost of Shipping and Handling is included. Premium or rush transportation services incurred in connection with deliverables included in the Total Net Sale are additive and will be billed as incurred.		
Note 2: Payment terms are as follows: (a) $1,800,630 due 60 days after the earlier of (i) delivery of ES&S Equipment or (ii) Customer's receipt of HAVA funds.		
Note 3: Services in excess of those set forth in Exhibit D shall be charged at the then current rates per day, including expenses.		
Note 4: ES&S anticipates delivering the Equipment and Software in accordance with Section 3.1 as follows: Equipment/Software — Estimated Delivery Date ES&S Equipment — July 2005 ES&S Software — July 2005		
Warranty:		
ES&S Equipment – Warranty Period: August 2005 – July 2008	3 years	
ES&S Software – Warranty Period: August 2005 – July 2006 *See Section 3.2 for Warranty terms and conditions*	1 year	
Ongoing Services:		
Description	**Refer to**	**Annual Fee**
Maintenance Services during Warranty Period; Payment is due 30 days after invoice.	Section 3.3	See Schedule E-1 for Fees
Post Warranty Hardware Maintenance Services	Exhibit E	$26,345
Services commence in August 2008. Fees reflect a one-year term. Payment is due at the start of the maintenance period.		
Post Warranty Software Maintenance & Support Services		
- ES&S Firmware	Exhibit E	$14,370
- All Other ES&S Software	Exhibit E	$18,000
Services commence in August 2006. Fees reflect a one-year term. Payment is due at the start of the maintenance period.		

EXHIBIT B
ES&S EQUIPMENT DESCRIPTION AND PRICING

QUANTITY	DESCRIPTION	TOTAL PRICE
350	15" iVotronic Voter Terminal with Booth, PEB, and 128mb Flashcard (Version 8.0.1.0)	$875,000
125	15" iVotronic ADA Terminal with Booth, PEB, 128mb Flashcard, and Headset (Version 8.0.1.0)	$374,375
4	15" iVotronic Supervisor Terminal with PEB, 128mb Flashcard, Power Supply and Cord (Version 8.0.1.0)	$8,800
90	Printer Pack	$58,500
125	128mb Flashcard	$8,750
250	Supervisor PEB	$18,750
2	PEB Reader	$700
130	iVotronic Operators Manual	Included
90	Printer Pack Paper Rolls	Included
	TOTAL	**$1,344,875**

EXHIBIT C
ES&S SOFTWARE DESCRIPTION AND PRICING

DESCRIPTION	NUMBER OF LICENSES
Unity Election System licensed pursuant to Section 2.2(a) of the General Terms (check modules being licensed):	
Data Manager (Version 7.2.1.0)	1
Ballot image Manager (Version 7.2.0.0)	1
iVotronic image Manager (Version 7.2.0.0)	1
Ballot on Demand with Okidata 9300DXN Ballot on Demand Printer	1
Hardware Programming Manager (Version 5.0.3.0)	1
Data Acquisition Manager	N/A
Reporting Manager	N/A
ES&S Firmware (see Notes 1 and 2 below)	1
Total License Fees (including all applicable Documentation)	**$94,280**

Note 1: ES&S Firmware versions may change between execution of the Agreement and first election usage due to ongoing certification of Updates.

Note 2: ES&S Firmware license fee included in the total cost of the ES&S Equipment.

EXHIBIT D
ELECTION SUPPORT SERVICES

1. **Term.** The services described herein shall be provided for the following elections (the "Elections"):

November 2005
March 2006
April 2006
November 2006

2. **Services.** The election support services to be provided by ES&S, a description of such services and total fees are described below. Customer acknowledges that ES&S' fees for election support services are based on the descriptions listed in the table below, and that a change in the descriptions may require ES&S to change the fees charged to Customer. For purposes of ES&S' provision of Election Support Services under this Agreement, a "Service Day" shall mean the performance of any agreed upon Election Support Services on or off of Customer's facilities, as applicable, by one (1) ES&S employee, contractor or agent on any one (1) calendar day or portion thereof. By way of example, "ten Service Days" could be used by Customer through the provision of Election Support Services by one (1) ES&S employee, contractor or agent on each of ten (10) different calendar days, two (2) ES&S employees, contractors or agents on each of five (5) different calendar days, or ten (10) ES&S empioyees, contractors or agents on one (1) calendar day.

Role/Function	Area of Work or Description	Primary Responsibility
Project Management	A project manager appointed by ES&S shall be responsible for the overall planning, communication, management and coordination of ES&S Services. This person shall be the liaison for Customer with ES&S as it pertains to all products, services and obligations set forth in the contract.	ES&S
Shipping Material	Dispose of shipping materials (boxes, packaging, etc.)	Customer
Training – Unity	A system overview that covers the modules licensed by Customer. Class size is limited to 10 and course participant manuals are included. (Customer will ensure participants have an appropriate level of technical experience – including intermediate skills in relational database administration).	ES&S
Training – DRE	ES&S will provide classroom-style training with hands-on practice with the DRE system. General operations, ballot tabulation procedures, log audit capability, reporting, backups and general maintenance procedures will be covered. Course participant manuals are included. Class size limited to 20.	ES&S
Training – Poll Worker Train – The-Trainer	ES&S agrees to conduct Poll Worker "Train the Trainer" classes. Class size is limited to 20. Manuals are provided (up to 20), and a master template for duplication for Poll Workers is included.	ES&S

Role/Function	Area of Work or Description	Primary Responsibility
Pre-Election L&A Testing	ES&S will assist in the development of logic and accuracy procedures (according to State Elections Code), and assist in the actual L&A testing procedures.	ES&S
Election Day Support	ES&S will provide software accumulation assistance on Election Day/Night of each contracted election.	ES&S
	Total Election Support Service Days: 230 **Total Fees: $299,000**	

Role/Function	Area of Work or Description	Primary Responsibility
Installation – DRE Terminal	ES&S will inspect the iVotronic Terminal at the customers delivery location to make sure it is operating properly and is within specifications for tabulating election day ballots.	ES&S
	Total Installation Fees: $47,500	

Note: In the event that Customer does not utilize all 230 of the Election Support Service Days contracted for herein in support of the Elections set forth in Section 1 of this Exhibit D above, Customer may carry forward and utilize any such remaining Election Support Service Days in support of any additional elections conducted by Customer through December 31, 2007. Thereafter, Customer shall separately purchase from, and contract with, ES&S for any additional Election Support Services Days desired by Customer to support any elections occurring after December 31, 2007

[END OF EXHIBIT D]

AI-33238 **Purchasing Department 18. A. 7.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Marty Salazar,
PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Status by consultant, Vazaldua & Associates, Inc. of the project titled: Consulting Services for Hidalgo County Energy Efficiency Conservation Strategy;

B. Pursuant to article 3.02-under Period of Services, request by awarded consultant, Vazaldua and Associates, Inc. that Commissioners Court approve an extension on this agreement (performance period set by DOE Grant is 03-30-13);

C. Pursuant to article 11.01-Assignment or Transfer of Interest, request by awarded consultant, Vazaldua and Associates, Inc. that Commissioners Court approve the assignment/transfer of interest to Energy Knowledge Group, LLC (EKG) of the contract balances reflected on Revised Appendix B-Project Cost and Payment Schedule-item #6 and Retainer in the following amounts: Item #6-$32,325.55 and Retainer-$20,675.37.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2 **ACCT. #:** 2-1287-419-00-110-074-3-311

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

BUDGETARY IMPACT:

Funding for this project is under PO#660229 for Vazaldua & Associates.

Attachments

Email and Contract Information
Vendor Application
HC EKG
HUB DECLARATION
PURCH APP

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	07/12/2012 03:46 PM
Budget & Management	Merlen P. Munoz	07/12/2012 04:15 PM
Rosalinda Cantu	Merlen P. Munoz	07/12/2012 04:36 PM
Roland Garcia	Rolando Garcia	07/13/2012 10:30 AM
Auditor's Office	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Marty Salazar Started On: 07/12/2012 11:03 AM

Final Approval Date: 07/13/2012

From: Paul Vazaldua [mailto:paulmv555@yahoo.com]
Sent: Thursday, July 12, 2012 12:20 PM
To: jaime.longoria@co.hidalgo.tx.us; Martha Salazar; Donnie Herrin
Subject: Request for Contract Extension and Request for Assignment of Payment

I would like to request that the County Purchasing Department place an item on the agenda requsting an item on the agenda persuant to Section 3.2 of our contract. The delay in recieving utility bills has cause a tricke affect for items which need to be completed to ensure contractual obligations. Other requests were made to County of Hidalgo such as setting up meeting with Public Information Officer for public information purposes. Additionally, our office holds emails requestion that a training calendar be in place to commence training sessions, to date we have not recieved that nor the number of attendees.

According to our records there are $58,875.92 yet to be invoiced by Vazaldua and Associates for the Energy Study project.

At this time I would agree that the following assignments be made:

Invoice Number Six: $35,325.55

Check to Vazaldau and Associates $3,000.00 and check to EKG $32,325.55

Retainer:

Check to Vazaldua and Associates $2,875.00 and check to EKG 20,675.37

Paul M. Vazaldua, Jr.
Principal Consultant

3400 N. McColl Road
McAllen, Texas 78501

(956) 212-6082 Office
(956) 451-6775 Cell
(956) 630-1101 Fax

"Dream as if you'll live forever, live as if you will die today" James Dean

STATE OF TEXAS	§	ENERGY EFFICIENCY
	§	CONSERVATION BLOCK
	§	GRANT PROGRAM
COUNTY OF HIDALGO	§	AGREEMENT

C-10-339-05-17

This Agreement (the "Agreement") is entered into this **17th day of May, 2011**, COUNTY OF HIDALGO ("COUNTY"), a political subdivision of the State of Texas, and **Paul M. Vazaldua Jr. D/B/A Vazaldua and Associates**, ("CONSULTANT"), a professional corporation practicing under the law of the State of Texas (also, individually, a "Party" or, collectively, the "Parties").

RECITALS

WHEREAS, COUNTY has received Energy Efficiency & Conservation Block Grant ("EECBG") funds from the United States Department of Energy ("DOE") under The American Recovery and Reinvestment Act of 2009 (the "ACT"); and

WHEREAS, COUNTY desires to secure consulting services from the Energy Efficiency and Conservation Block Grant Program, using funds from COUNTY's 2010 EECBG direct allocation; and

WHEREAS, CONSULTANT has agreed to provide such services for the compensation provided herein;

NOW, THEREFORE, the Parties, agree as follows:

ARTICLE I
PURPOSE

1.01 The purpose of this Agreement is to secure consulting services for the implementation and completion of the Energy Efficiency and Conservation Strategy (the "Project").

ARTICLE II
CONSULTANT'S SERVICES

2.01 CONSULTANT will perform the services described in COUNTY's Request for Qualifications RFQ No.: 2010-339 and CONSULTANT's response thereto (collectively, the "RFQ", attached and incorporated into the Agreement as Exhibit "A"), in accordance with the standard of care required of other CONSULTANT's on similar projects. This shall include, but not limited to, CONSULTANT's employment of sufficient qualified personnel and CONSULTANTs to fully and timely accomplish the services promised and agreed to in this Agreement.

2.02 CONSULTANT shall perform all of its services hereunder in a manner satisfactory and acceptable to COUNTY, represented by the Department, in keeping with the standard of care provided by other CONSULTANTs in similar projects. CONSULTANT's Working Documents and Specifications for the Project shall be suitable for their intended use and shall include plans and profiles necessary to tie all Project Activities.

2.03 CONSULTANT's Working Documents and Specifications for the Project shall meet applicable federal, state, and local standards, codes and specifications in effect at the time of award to Contractors, including the ACT and the Americas with Disabilities Act and the Texas Accessibility Standards. CONSULTANT shall be responsible for securing all governmental approvals pertinent to the completion of CONSULTANT's work product, except that CONSULTANT shall request no waiver of any code, standard or specification without the prior written consent of the Hidalgo COUNTY Commissioners Court (the "Court").

ARTICLE III
PERIOD OF SERVICES

3.01 Services will be completed in accordance with the RFQ and the ACT.

3.02 CONSULTANT shall not be liable or responsible for any delays due to causes beyond CONSULTANT's reasonable control. Within 30 days from the occurrence of any event for which time for performance by CONSULTANT should be significantly extended under this provision, CONSULTANT may give written notice to COUNTY stating the reason for the extension and the actual or estimated time thereof.

ARTICLE IV
COORDINATION WITH COUNTY

4.01 CONSULTANT shall hold periodic conferences with the Executive Director of the Department (the "Director") to ensure that the completed Project will be consistent with Hidalgo COUNTY's policies and standards.

4.02 The Director shall act on behalf of COUNTY with respect to the work to be performed under this Agreement. The Director shall have complete authority to transmit instructions, receive information, interpret and define COUNTY's policies and decisions with respect to materials, equipment, elements and systems pertinent to CONSULTANT's services.

4.03 COUNTY agrees to make available to CONSULTANT all existing maps, plans, field notes, statistics, compilations, and other data in its possession relative to the existing facilities and to the Project, at no cost to CONSULTANT.

4.04 All information made available to CONSULTANT will remain the property of COUNTY, and must be returned to COUNTY.

ARTICLE V
FEE SCHEDULE & PAYMENT

5.01 COUNTY shall pay CONSULTANT an amount not to exceed **$235,503.68** for services performed under this as detailed in Exhibit B, attached hereto and incorporated herein at this point for all purposes. CONSULTANT may begin incurring costs as of **May 17, 2011**.

5.02 CONSULTANT's invoices to COUNTY shall provide complete information and documentation to substantiate CONSULTANT's charges and shall be in form to be specified by the Hidalgo County Auditor. All payments to CONSULTANT shall be made on the basis of

8.03 Within 30 days from the date of the termination of this Agreement, CONSULTANT shall submit a statement, showing in detail the services performed under this Agreement prior to the effective date of termination or suspension.

8.04 Neither COUNTY nor CONSULTANT shall be deemed in violation of this Agreement if it is prevented from performing any of its obligations hereunder by reasons for which it is not responsible or circumstances beyond its control. However, notice of the impediment or delay in performance must be timely given and all reasonable efforts undertaken to mitigate its effects.

ARTICLE IX
CONSULTANT'S WARRANTY

9.01 CONSULTANT warrants that he will employ or retain the necessary personnel with the appropriate knowledge and skills to perform the work and/or services required and described in this Agreement.

ARTICLE X
EQUAL EMPLOYMENT OPPORTUNITY/ MINORITY BUSINESS ENTERPRISE

10.01 CONSULTANT shall not engage in employment practices that have the effect of discriminating against any employee or applicant for employment and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to their race, color, religion, national origin, sex, age, handicap, or political belief or affiliation. If non-compliance occurs, CONSULTANT, upon written notification by COUNTY, will begin compliance procedures within 30 days.

ARTICLE XI
ASSIGNMENT OR TRANSFER OF INTEREST

11.01 CONSULTANT may not assign its interest in the Agreement without written consent of COUNTY. Any attempt to assign without COUNTY's approval will be void.

ARTICLE XII
INSURANCE

12.01 CONSULTANT shall maintain and provide proof of insurance incorporated in this Agreement as Exhibit C, which will also include any subcontractor that is subcontracted by the CONSULTANT in at least the following limits, to be in place prior to providing any services under this Agreement and to continue at all times in force in effect during the term of this Agreement, naming the COUNTY as additional insured.

12.02 CONSULTANT shall carry Professional liability insurance policy with limits of at least One Million Dollars ($1,000,000) per occurrence, or limited to claims made, include at least five (5) year extended reporting period.

COMPANY/FIRM: Vazaldua & Associates

By: _____

Printed Name: Paul M Vazaldua Jr.

Title: Owner

Approved on Commissioners' Court: May 17, 2011

APPROVED AS TO FORM:
Atlas & Hall, L.L.P.

By: _____
Stephen L. Crain
5/31/11

Revised Appendix B
Project Cost and Payment Schedule

Consultant Pay Schedule			
Cycle	Invoice Date	%	Amount
Total Price =>		100.0%	$ 235,503.68
Retainer =>		10.0%	$23,550.37
Net =>		90.0%	$211,953.31
0.5	6/28/2011	15.0%	$35,325.55
1	7/12/2011	15.0%	$35,325.55
1.5	7/26/2011	15.0%	$35,325.55
2	8/9/2011	15.0%	$35,325.55
2.5	8/23/2011	15.0%	$35,325.55
3	12/15/2011	15.0%	$35,325.55
Retainer	2/13/2011	10.0%	$23,550.37
Total Payment =>		**100.0%**	**$235,503.68**

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department thru Facsimile: (956) 318-2629 or (956) 292-7612 in person or regular mail to: 2812 S. Business Hwy. 281 , Edinburg, Texas 78539 or email: purchasing@co.hidalgo.tx.us

Company Name: **Telephone No. ( )**

dba Name:

Legal Name:

Mailing Address : **Fax No. ( )**

Physical Address:

City, State, Zip **Tax I.D. No.**

Remit to Address : **City, State, Zip**

E-Mail Address:

Representative(s) Name(s) & Title(s)

Type of Organization (check one): _____ **Individual** _____ **Partnership** _____ **Corporation** _____**Non-Profit** _____ **LLC** _____ **Sole Proprietor** _____ **Other, Specify**

State Identification No._____ **(Please attached completed W-9 form with this application)**

Federal Identification No. or (if individual) SS No.

State of Incorporation: _____ **Date:**_____ **Other:**

Type of Business (check one): _____ **Manufacturer** _____ **Wholesaler** _____ **Retailer** _____ **Broker** _____ **Distributor** _____ **Service Organization** _____ **Other, Specify**

Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:

Small and/or Disadvantaged Business Information (check application criteria)

Small Business: **Disadvantaged Business (At Least 51% Ownership)**

_Less than 125,000 annual gross receipt	Black American	Native American
Less than 250,000 annual gross receipt	Hispanic American	Women
Less than 499,000 annual gross receipt	Asian Pacific American	Other
More than 500,000 annual gross receipt		

Have you been certified as a HUB or an MBE/WBE source?: Yes No

Indicate Certification No.(s):_____ **or are Certificate(s) attached?:** Yes No

What type of product(s) is/are solicited by your company?:

Would you like to be provided with specifications for procurements of such products?: Yes No

To Be Completed by the County: Rec'd by (Purchasing):_____ **Date Rec'd by (Purchasing):**

Date Forwarded Information to Auditor's Office:_____**Entry Date:** _____ **Vendor No.:**

Revised12/14/06

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes No

If yes, by whom?: Texas Building & Procurement Commission Other_____

Indicate Certification No(s).:_____ or Are Certificate(s) Attached?: Yes No

---

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP,or RFQ is to be subcontracted with Certified HUB sources?: _____%
(List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

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

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

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

			–			–				

Employer identification number

		–						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Form **W-9**
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Energy Knowledge Group, LLC

Business name/disregarded entity name, if different from above

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

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

☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)
P.O. Box 940644

Requester's name and address (optional)
County of Hidalgo, Texas

City, state, and ZIP code
Plano, TX 75094

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ - ☐☐ - ☐☐☐☐

Employer identification number
26-3906927

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 7/13/12

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

The primary objective of the Hidalgo County HUB Program is to ensure Historically Underutilized Businesses receive a fair and equal opportunity for participation in the County's procurement process. This fact holds true for Services (Professional & Non-Professional), Commodities, and Construction contracts and any subcontracts thereto. The program strongly encourages Prime Contractors to provide subcontracting opportunities to Certified Hub Contractors/Vendors. Our goal for HUB contractor/vendor participation, as well as HUB subcontractor participation is 30%. To be considered as a "Certified HUB Contractor/Vendor" the contractor/vendor must have been certified by, and hold a current and valid certification with any of the three agencies listed below.

Have you been Certified as a HUB or an MBE/WBE source?: Yes (No)

If yes, by whom?: Texas Building & Procurement Commission Other_____

Indicate Certification No(s).:_____ or Are Certificate(s) Attached?: Yes No

LIST OF CERTIFIED HUB SUBCONTRACTORS

(Attach additional pages if necessary)

What percentage of the Bid, RFP,or RFQ is to be subcontracted with Certified HUB sources?: 0 %
(List HUB Subcontractor information below).

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

HUB Subcontractor Name: _____ HUB Status: _____
Certifying Agency (Check all applicable): Texas Building & Procurement Commission Other
Address: _____ City: _____ State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone No.: ( )_____
Subcontract Amount: $_____ Description of Work to be Performed: _____

HIDALGO COUNTY
PURCHASING DEPARTMENT
Bidder/Vendor Application

Complete in print or type. Please return this application to the Hidalgo County Purchasing Department
thru Facsimile: (956) 318-2629 or (956) 292-7612
in person or regular mail to: 2812 S. Business Hwy. 281 , Edinburg, Texas 78539
or email: purchasing@co.hidalgo.tx.us

Company Name: Energy Knowledge Xchng **Telephone No. (** 214 **)** 632 5124

dba Name:

Legal Name:

Mailing Address : P.O.Box 940644 **Fax No. (** **)**

Physical Address: 5805 Colebrook Ct, Arlington, TX 76017

City, State, Zip Plano, TX 75094 **Tax I.D. No.** 26-3906927

Remit to Address : P.O.Box 940644 **City, State, Zip** Plano, TX 75094

E-Mail Address: dherrin@energykg.com

Representative(s) Name(s) & Title(s) Donnie Herrin, President

Type of Organization (check one): ____ Individual ____ Partnership ____ Corporation ____ Non-Profit
✓ LLC ____ Sole Proprietor ____ Other, Specify

State Identification No. 26-3906927 **(Please attached completed W-9 form with this application)**
80106 4713 **Federal Identification No. or (if individual) SS No.**

State of Incorporation: TX **Date:** 12/18/08 **Other:**

Type of Business (check one): ____ Manufacturer ____ Wholesaler ____ Retailer ____ Broker
____ Distributor ____ Service Organization ✓ Other, Specify Energy Efficiency Service Co.

Name & Title of Person(s) Authorized to Sign Bids, Proposals, and/or Contracts:
Donnie Herrin, President.

Small and/or Disadvantaged Business Information (check application criteria)

Small Business:

_Less than 125,000 annual gross receipt
Less than 250,000 annual gross receipt
Less than 499,000 annual gross receipt
More than 500,000 annual gross receipt

Disadvantaged Business (At Least 51% Ownership)

Black American
Hispanic American
Asian Pacific American
Native American
Women
Other

Have you been certified as a HUB or an MBE/WBE source?: Yes (No)

Indicate Certification No.(s):____ **or are Certificate(s) attached?:** Yes No

What type of product(s) is/are solicited by your company?: Energy Efficiency

Would you like to be provided with specifications for procurements of such products?: Yes (No)

To Be Completed by the County: Rec'd by (Purchasing):____ **Date Rec'd by (Purchasing):**

Date Forwarded Information to Auditor's Office:____ **Entry Date:** ____ **Vendor No.:**

Revised12/14/06

AI-33094 **Purchasing Department** **18. B. 1.**

CC REGULAR

Meeting Date: 07/17/2012

Department Head: Agapito Vargas **Submitted By:** Yvette Islas, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Presentation through project engineer, J. E. Saenz & Associates of Commissioners Court's approval of Change Order No. 1 with contractor Sascon, Inc. for Lakeview Subdivision, Pct. No. 4 reflecting an additional 200 calendar days to contract time due to Sascon's work stoppage.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

no fiscal impact

Attachments

lakeview ch order1

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	07/06/2012 01:18 PM
Budget & Management	Merlen P. Munoz	07/06/2012 01:30 PM
Manuel Chapa	Manuel Chapa	07/11/2012 04:20 PM
Auditor's Office	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Yvette Islas Started On: 07/03/2012 02:23 PM

Final Approval Date: 07/13/2012

Aj # 33094
R 07-17-12

CHANGE ORDER NUMBER ONE(1)

Project: Lakeview Subdivision

DATE OF ISSUANCE: July 3, 2012 EFFECTIVE DATE: _____

OWNER: Hidalgo County Precinct No.4
OWNER'S CONTRACT NO: C-CAP-11-123-05-23

CONTRACTOR: Sascon, Inc.
5200 N. 26th Lane
McAllen, Texas 78504

ENGINEER: J.E. Saenz & Associates, Inc.
211 E. Wisconsin
Edinburg, Texas 78539

You ar directed to make the following changes in the Contract Documents.

Description:

Additional days are being requested to allow Eberle Materials, Inc. to complete the project.

Reason for Change Order:

The request for additional days is due to work stoppage on behalf of Sascon, Inc. since they were closing their business and preparing Eberle Materials, Inc. to review the project and prepare themselves to complete the work..

Attachments:

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIME:	
Original Contract Price $ 292,535.85		Original Contract Time for Substantial Completion:	90 calendar days or dates
Net Changes from previous Change Order $ 0.00		Net Change from previous Change Orders 0 calendar days	
Contract Price prior to this Change Order $ 292,535.85		Contract Time prior to this Change Order Substantial Completion:	90 calendar days or dates
Net Increase(decrease) of this Change Order $ 0.00		Net Increase(decrease) of this Change Order 200 calendar days	
Contract Price with all approved Change Orders $ 292,535.85	Net % increase(decrease)from original contract price. 0%	Contract Time with all approved Change Orders Substantial Completion:	290 (8/31/12) calendar days or dates

RECOMMENDED:
By: _____ Engineer (Authorized Signature)
Date: 7/3/12

APPROVED:
By: _____ Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: Carl Sklar Contractor (Authorized Signature)
Date: 7-03-12

Exhibit E-B

AI-33174 **Closed Session 20. C.**

CC REGULAR

Meeting Date: 07/17/2012

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

Department: SAFETY DIVISION

Information

CAPTION

Claim of Julio Garcia

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/10/2012 11:29 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Aida Alvarez Started On: 07/10/2012 11:19 AM

Final Approval Date: 07/13/2012

AI-33223 **Closed Session 20. D.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Claim of Maria Robledo and Hilario Robledo, minor

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/12/2012 08:18 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Monica Badillo Started On: 07/11/2012 05:11 PM

Final Approval Date: 07/13/2012

AI-33175 **Open Session 21. C.**

CC REGULAR

Meeting Date: 07/17/2012

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

Department: SAFETY DIVISION

Information

CAPTION

Claim of Julio Garcia

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/10/2012 11:29 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Aida Alvarez Started On: 07/10/2012 11:21 AM

Final Approval Date: 07/13/2012

AI-33224 **Open Session 21. D.**

CC REGULAR

Meeting Date: 07/17/2012

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Claim of Maria Robledo and Hilario Robledo, minor

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Merlen P. Munoz	07/12/2012 08:18 AM
Purchasing Department	Monica Badillo	07/13/2012 05:50 PM

Form Started By: Monica Badillo Started On: 07/11/2012 05:12 PM

Final Approval Date: 07/13/2012