**From:** Steven steven.cruz
**To:** Monica Badillo
**Subject:** Fwd: use of town square
**Date:** Friday, October 12, 2012 8:54:43 AM

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Steven Cruz
Director of Operations
Hidalgo County Pct. 4

Begin forwarded message:

**From:** Martin Martinez <mmartinez@cityofedinburg.com>
**Date:** October 12, 2012, 8:45:06 AM CDT
**To:** Mark Lozano <malozano@cityofedinburg.com>
**Cc:** "Steven steven.cruz (steven.cruz@co.hidalgo.tx.us)" <steven.cruz@co.hidalgo.tx.us>
**Subject: FW: use of town square**

The request for the new fiscal year prove of insurance has already been submitted by Estella Solis from HR. Upon receiving the new year prove of insurance form I will forward it to Steven Cruz as requested.

M.M.

**Martin Martinez**
Recreation Senior Supervisor
Edinburg Parks and Recreation

THE CITY OF EDINBURG s

315 E. Palm Drive
Edinburg, Texas 78539
956.381.5631 O 956.330.6514 C
mmartinez@cityofedinburg.com
www.cityofedinburg.com

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**From:** Estella Solis
**Sent:** Thursday, October 11, 2012 4:53 PM
**To:** Martin Martinez
**Subject:** RE: use of town square

Martin,

I have already submitted the request hopefully I will receive it tomorrow.

Enjoy your evening,

**Estella Hinojosa**
Risk Manager
Human Resources Department

415 W. University Drive
Edinburg, Texas 78541
956.388.1873 O 956.292.2040 F
esolis@cityofedinburg.com
www.cityofedinburg.com

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**From:** Martin Martinez
**Sent:** Thursday, October 11, 2012 4:37 PM
**To:** Estella Solis
**Subject:** FW: use of town square

Hi Estella:

Sorry to bother you again but, Hidalgo County wants proof of insurance for the 2013 year for the 10K Run/Walk. Their request is at the bottom of this email.

Thanks Again,

M.M.

**Martin Martinez**
Recreation Senior Supervisor
Edinburg Parks and Recreation

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Edinburg, Texas 78539
956.381.5631 O 956.330.6514 C

mmartinez@cityofedinburg.com
www.cityofedinburg.com

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**From:** Martin Martinez
**Sent:** Thursday, October 11, 2012 8:11 AM
**To:** Estella Solis
**Cc:** Mark Lozano; Luis A. Rodriguez
**Subject:** FW: use of town square

Good morning Estella:

I/they need an updated insurance form. Please read message below forwarded to me by Steven Cruz.

Thanks,

m.m.

**Martin Martinez**
Recreation Senior Supervisor
Edinburg Parks and Recreation

315 E. Palm Drive
Edinburg, Texas 78539
956.381.5631 O 956.330.6514 C
mmartinez@cityofedinburg.com
www.cityofedinburg.com

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**From:** Steven steven.cruz [mailto:steven.cruz@co.hidalgo.tx.us]
**Sent:** Wednesday, October 10, 2012 6:29 PM
**To:** Martin Martinez; Ramiro Moreno
**Subject:** Fwd: use of town square

Steven Cruz
Director of Operations
Hidalgo County Pct. 4

Begin forwarded message:

**From:** "Monica Badillo" <monica.badillo@co.hidalgo.tx.us>

**Date:** October 10, 2012, 5:17:04 PM CDT
**To:** "Steven Cruz" <steven.cruz@co.hidalgo.tx.us>
**Subject: FW: use of town square**

Hi Steve,
Can you get me a new liability insurance certificate with current dates; the one I received is for Oct.2011-Oct.2012;
Also please ask them to remove my name just leave County of Hidalgo as insured.
Thanks,

*Monica Badillo, Court Administrator*
*County of Hidalgo Executive Office*
*2818 S. Bus. Hwy. 281*
*Edinburg, Texas 78539*
*(956) 292-7025 ext. 5404*
*(956) 292-7034 (fax)*

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**From:** Monica Badillo [mailto:monica.badillo@co.hidalgo.tx.us]
**Sent:** Thursday, October 04, 2012 1:28 PM
**To:** Steven Cruz (steven.cruz@co.hidalgo.tx.us)
**Subject:** use of town square

Hi Steve,
The process to use the town square is as follows:

<!--[if !supportLists]-->1. <!--[endif]--> Letter to county from requesting party detailing event/purpose of request, along with $1M general liability insurance certificate.
<!--[if !supportLists]-->2. <!--[endif]-->Item is placed on agenda for approval.

If you need additional info. please call me.

*Monica Badillo, Court Administrator*
*County of Hidalgo Executive Office*
*2818 S. Bus. Hwy. 281*
*Edinburg, Texas 78539*
*(956) 292-7025 ext. 5404*
*(956) 292-7034 (fax)*