

AI-39276

Human Resources 1. A.

**ADDENDUM**

**Meeting Date:** 07/09/2013

**Submitted By:** Sylvia Rios, HUMAN  
RESOURCES/CIVIL SERVICE

**Department:** HUMAN RESOURCES/CIVIL SERVICE

**Information**

**CAPTION**

Elections Department (1100):

1. Approval to create the following temporary full time positions:

Slot #	Position Title	Proposed Budgeted Salary
T151	Elections Clerk	\$17,636.00 per year/\$8.4788 per hour
T152	Elections Clerk	\$17,636.00 per year/\$8.4788 per hour
T153	Elections Clerk	\$17,636.00 per year/\$8.4788 per hour
T154	Elections Clerk	\$17,636.00 per year/\$8.4788 per hour
T155	Elections Clerk	\$17,636.00 per year/\$8.4788 per hour
T156	Elections Clerk	\$17,636.00 per year/\$8.4788 per hour

2. Approval of revised salary schedule.

**BACKGROUND**

**Fiscal Impact**

**FISCAL YEAR:** 2013

**ACCT. #:** UNDETERMINED

**FUNDS AVAILABLE Y/N?:** No

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

**BUDGETARY IMPACT:**

Funds undetermined.

**Attachments**

fiscal note

salary schedule

PAR

description

**Form Review**

Inbox	Reviewed By	Date
Budget & Management	Obdett Calzada	06/19/2013 03:05 PM
Rosalinda Cantu	Obdett Calzada	06/21/2013 02:38 PM
Obdett Calzada	Obdett Calzada	07/03/2013 04:42 PM
Rosalinda Cantu	Rosie Cantu	07/03/2013 05:10 PM
Purchasing Department	Monica Badillo	07/05/2013 07:20 PM
Form Started By: Sylvia Rios		Started On: 06/17/2013 10:32 AM
Final Approval Date: 07/05/2013		

**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 09, 2013

**Agenda Item:** 39276

**Summary of request/proposal:**

Elections Department (1100):

Approval to create the following temporary full time positions, not to exceed (6) months and/or 12/31/2013:

Fund	Position	Slot#	Obj	Current Budgeted Salary	Proposed Budgeted Salary	Total Requested
1100	ELECTIONS CLERK	T151	121	0.00	8,818.00	8,818.00
1100	ELECTIONS CLERK	T152	121	0.00	8,818.00	8,818.00
1100	ELECTIONS CLERK	T153	121	0.00	8,818.00	8,818.00
1100	ELECTIONS CLERK	T154	121	0.00	8,818.00	8,818.00
1100	ELECTIONS CLERK	T155	121	0.00	8,818.00	8,818.00
1100	ELECTIONS CLERK	T156	121	0.00	8,818.00	8,818.00
				0.00	52,908.00	52,908.00

**Budgetary Impact:**

INCREASE/DECREASE ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
3-1100-414-00-130-001-0-121	ELECTIONS DEPT- TEMP F/T EMPLOYEES	\$48,042.90
3-1100-414-00-130-001-0-211	ELECTIONS DEPT- HEALTH INSURANCE	\$0.00
3-1100-414-00-130-001-0-212	ELECTIONS DEPT- LIFE INSURANCE	\$0.00
3-1100-414-00-130-001-0-220	ELECTIONS DEPT- FICA	\$3,675.28
3-1100-414-00-130-001-0-230	ELECTIONS DEPT- RETIREMENT	\$0.00
3-1100-414-00-130-001-0-250	ELECTIONS DEPT- UNEMPLOYMENT COMP	\$240.21
3-1100-414-00-130-001-0-260	ELECTIONS DEPT- WORKER'S COMP	\$24.02
	2013 Budgetary Impact	\$51,982.41

2014 Budgetary Impact: N/A

**Possible Funding Sources:** UNDETERMINED

**Comments:**


HIDALGO COUNTY  
COMMISSIONER COURT  
2013 SALARY SCHEDULE

3-1100-414-00-130-001-0  
ELECTIONS DEPT

AI - 39276  
ADDENDUM

Slot #	Obj Code	POSITION TITLE	2012 BUDGETED SALARY	2013 ADJUSTED SALARY	2013 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2013 BUDGETED SALARY APPROVED	2013 ACTUAL SALARY	Other Allowances					2013 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	112	ELECTIONS ADMIN	\$73,500.00	\$0.00	\$73,500.00	0.03	\$2,205.00	\$0.00	\$75,705.00	\$75,705.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,705.00
0007	113	FIELD SERVICE SPECIALIST II	\$37,109.00	\$0.00	\$37,109.00	0.03	\$1,113.27	\$0.00	\$38,222.00	\$38,222.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,222.00
0010	113	ACCOUNTING CLERK II	\$31,815.00	\$0.00	\$31,815.00	0.03	\$954.00	\$0.00	\$32,769.00	\$32,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,769.00
0011	113	EXECUTIVE ASSISTANT I	\$44,287.00	\$123.00	\$44,410.00	0.03	\$1,332.30	\$0.00	\$45,742.00	\$45,742.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,282.00
0014	113	VOTER REGISTRATION SPCLST II	\$27,276.00	\$0.00	\$27,276.00	0.03	\$818.28	\$0.00	\$28,094.00	\$28,094.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,514.00
0015	113	ADMINISTRATIVE ASSISTANT III	\$31,815.00	\$0.00	\$31,815.00	0.03	\$954.45	\$0.00	\$32,769.00	\$32,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,769.00
0016	113	VOTER REGISTRATION SPCLST I	\$25,256.00	\$244.00	\$25,500.00	0.03	\$765.00	\$0.00	\$26,265.00	\$26,265.00	\$360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,625.00
0017	113	VOTER REGISTRATION SPCLST I	\$25,256.00	\$0.00	\$25,256.00	0.03	\$757.68	\$0.00	\$26,014.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,014.00
0018	113	VOTER REGISTRATION SPCLST I	\$25,256.00	\$0.00	\$25,256.00	0.03	\$757.68	\$0.00	\$26,014.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,014.00
0020	113	VOTER REGISTRATION SPCLST I	\$25,256.00	\$0.00	\$25,256.00	0.03	\$757.68	\$0.00	\$26,014.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,014.00
0022	113	VOTER REGISTRATION SPCLST I	\$25,256.00	\$0.00	\$25,256.00	0.03	\$758.00	\$0.00	\$26,014.00	\$26,014.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,014.00
0085	113	EXECUTIVE ASSISTANT I	\$41,481.00	\$0.00	\$41,481.00	0.03	\$1,244.43	\$0.00	\$42,725.00	\$42,725.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,225.00
0109	113	ACCOUNTANT II	\$37,109.00	\$0.00	\$37,109.00	0.03	\$1,113.27	\$0.00	\$38,222.00	\$38,222.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,222.00
0120	113	ELECTIONS SYSTEM MANAGER	\$54,526.00	\$0.00	\$54,526.00	0.03	\$1,635.78	\$0.00	\$56,162.00	\$56,162.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,462.00
0121	113	ELECTIONS SPECIALIST II	\$34,360.00	\$0.00	\$34,360.00	0.03	\$1,030.80	\$0.00	\$35,391.00	\$35,391.00	\$420.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,811.00
0122	113	FIELD SERVICE SPECIALIST I	\$31,815.00	\$0.00	\$31,815.00	0.03	\$954.00	\$0.00	\$32,769.00	\$32,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,769.00
0133	113	GIS OPERATOR ASSISTANT	\$29,458.00	\$0.00	\$29,458.00	0.03	\$884.00	\$0.00	\$30,342.00	\$30,342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,342.00
0134	113	ELECTIONS SPECIALIST I	\$29,458.00	\$0.00	\$29,458.00	0.03	\$883.74	\$0.00	\$30,342.00	\$30,342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,342.00
0135	113	ELECTIONS SPECIALIST I	\$29,458.00	\$0.00	\$29,458.00	0.03	\$883.74	\$0.00	\$30,342.00	\$30,342.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,342.00
0136	113	FIELD SERVICE SPECIALIST I	\$31,815.00	\$0.00	\$31,815.00	0.03	\$954.45	\$0.00	\$32,769.00	\$32,769.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,769.00
0137	113	FIELD SERVICE SPECIALIST II	\$37,109.00	\$0.00	\$37,109.00	0.03	\$1,113.00	\$0.00	\$38,222.00	\$38,222.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38,222.00
0145	113	GIS OPERATOR III	\$43,284.00	\$0.00	\$43,284.00	0.03	\$1,298.52	\$0.00	\$44,583.00	\$44,583.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,583.00
T146	121	DATA ENTRY CLERK I	\$0.00	\$17,636.00	\$17,636.00	0	\$0.00	\$0.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T147	121	DATA ENTRY CLERK I	\$0.00	\$17,636.00	\$17,636.00	0	\$0.00	\$0.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T148	121	DATA ENTRY CLERK I	\$0.00	\$17,636.00	\$17,636.00	0	\$0.00	\$0.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T149	121	DATA ENTRY CLERK I	\$0.00	\$17,636.00	\$17,636.00	0	\$0.00	\$0.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T150	121	DATA ENTRY CLERK I	\$0.00	\$17,636.00	\$17,636.00	0	\$0.00	\$0.00	\$17,636.00	\$17,636.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,636.00
<b>CREATE THE FOLLOWING TEMP FULL TIME POSITIONS:</b>																
T151	121	ELECTIONS CLERK	\$0.00	\$8,818.00	\$8,818.00	0	\$0.00	\$0.00	\$8,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T152	121	ELECTIONS CLERK	\$0.00	\$8,818.00	\$8,818.00	0	\$0.00	\$0.00	\$8,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T153	121	ELECTIONS CLERK	\$0.00	\$8,818.00	\$8,818.00	0	\$0.00	\$0.00	\$8,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T154	121	ELECTIONS CLERK	\$0.00	\$8,818.00	\$8,818.00	0	\$0.00	\$0.00	\$8,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T155	121	ELECTIONS CLERK	\$0.00	\$8,818.00	\$8,818.00	0	\$0.00	\$0.00	\$8,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
T156	121	ELECTIONS CLERK	\$0.00	\$8,818.00	\$8,818.00	0	\$0.00	\$0.00	\$8,818.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$771,955.00	\$141,455.00	\$913,410.00		\$23,169.07	\$0.00	\$936,579.00	\$813,127.00	\$3,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$816,667.00

**APPROVAL TO CREATE THE ABOVE HIGHLIGHTED POSITIONS.  
PERSONNEL ACTIONS ARE PENDING CC APPROVAL.**



# HIDALGO COUNTY

## Personnel Adjustment Request Form



**DEPARTMENT NAME/NUMBER:** Elections Department / 130

**DATE:** 6-11-2013

**CURRENT POSITION TITLE:**

**CURRENT SLOT. #:**

T151, T152, T153, T154, T155,  
T156

**REQUESTED POSITION TITLE:** (Temporary) Elections Clerk  
(For new positions or reclassifications)

**REQUEST FOR:**

- New Position     
  Temporary Position     
  Position Reclassification\*     
  Other \_\_\_\_\_

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 0     
 Current Budgeted Salary     
 \$ \$818.00     
 Proposed Budgeted Salary     
 \$ \$52,908.00     
 Net Change     
  $\frac{17636}{105816} \times 6$      
 *pc*

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      
 8.4788  
 Full Time Temporary Object 121      
 Part Time Temporary Object 122      
 \$ 8.00     
 Enter hourly rate for temp. positions  
 $8.4788 * 1040 \text{ hrs.} = \$8,817.95$      
 $(\$52,908.00 \text{ for six})$   
 Hourly Rate \* 2,080 hrs. per year = Annual Salary     
*pc*

**TEMPORARY POSITIONS:**

7-1-2013     
12-31-2013     
Mon. - Fri., 8am - 5pm     
40     
6 months  
 Start Date     
 End Date     
 Working Days & Hours     
 Hours Per Week     
 Duration (2 weeks, 3 months, etc.)

**CIVIL SERVICE:**  
 Exempt      
 FLSA: Exempt   
 Non-Exempt      
 Non-Exempt   
 N/A

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

Six temporary positions are needed to wrap up all post-election procedures. (Two June Elections), data entry of voter registration cards received and processing scheduled maintenance of records as well as preparing for upcoming November Constitutional election and possible implementation of Vote Center Pilot program. Our office is possibly running an election in September.

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

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

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

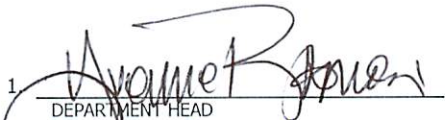


**COMMENTS:** (Any comments you wish to make regarding this request)

Requesting to bypass hiring procedures for some employees and extend their employment (not to exceed one calendar year) and rehire for other vacant positions in July of 2013.

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

Bypass procedures (employment) not necessary. per as per Sergio Cruz.

1.	 DEPARTMENT HEAD	6-11-2013 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2.	 HUMAN RESOURCES DIRECTOR	06-18-13 DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
3.	 DEPARTMENT OF BUDGET & MANAGEMENT	07/08/2013 DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE			

## ELECTIONS CLERK (TEMPORARY)

### GENERAL DESCRIPTION

Will work under the direction of the Elections Administrator and will work closely with the Voter Registrar, Elections Operations, Elections GIS Operations and IT Managers in the performance of the various duties of elections.

### EXAMPLES OF WORK PERFORMED

Maintain accurate and up to date voter registration data and files

Assist public either by telephone or in person, with voter registration application information and elections information as needed

Provide public assistance in responding to telephone calls

Assist public with request information and questions

Knowledgeable of Deputizing Program for public, business and organizations utilized in Voter Registration process

Perform manual filing and scanning of voter applications and forms

Assist in data processing

Assist Election Operations Manager with various duties including processing mail-in ballots, Ballot Board, and preparation of election supplies, bins, etc.

Assist the Elections GIS Operations Manager with various duties such as printing maps, researching demographic data and other duties as needed

Assist the IT department in the Election's Warehouse in regards to voting equipment and election supplies to include transportation, set-up and maintenance of the electronic voting units

Coordinates with Elections Staff on transportation requirements, supplies, and materials such as tables, chairs, voting equipment, ballot boxes, voting booths and election kits

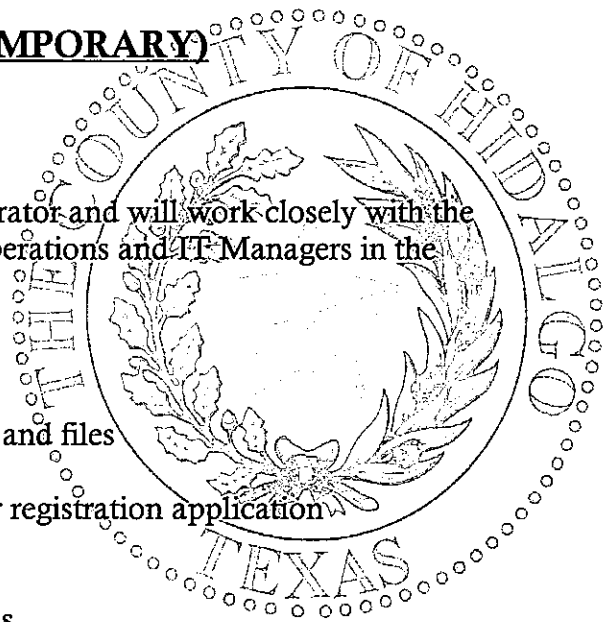
Assist with setting up field system laptops

Assist with troubleshooting laptops, voting machines and other equipment

Assist with set up, delivery and maintenance of voting machines

Must have a basic understanding of Microsoft Office Software

Must be able to work under loud conditions, pressure and in meeting deadlines



Must be able to work nights and weekends as needed

Must have good writing and communications skills

Must be well organized

Must have basic filing skills

Must have regular attendance, be detailed oriented, and a self-motivator

Ability to work well with others including contractual entities, department employees, elected officials, the community, and department heads

Perform other duties as may be assigned

Must have a valid, Texas Driver's license



## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

High school diploma or general education degree GED

Must have a minimum of one year of computer and data entry skills experience

Bilingual is preferred

### **Knowledge, Skills, and Abilities**

Ability to read, interpret and accept documents such as public requests

Ability to communicate effectively with staff and the public

Must have a good driving record

May be asked to handle an electric forklift and other equipment such as a shredder

May be asked to climb a ladder

During elections, must be available to work extended hours and/or weekends when necessary

Must be able to work under stressful and demanding conditions

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

Regular attendance punctuality is a must

## **Registration, Certification, or Licensure**

Employee must have a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by the County's insurance carrier

## **PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is 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



AI-39566

Emergency Management 2. A.

**ADDENDUM**

**Meeting Date:** 07/09/2013

**Submitted For:** Oscar Montoya

**Submitted By:** Veronica Ortiz, BUDGET &  
MANAGEMENT

**Department:** EMERGENCY SERVICES DIVISION

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**Information**

**CAPTION**

1. Requesting authorization for Hidalgo County to execute and sign the Project Officer Designation form for the Hazard Mitigation Grant.
2. Requesting authorization for Hidalgo County to execute and sign the Third Party Authorization form for the Hazard Mitigation Grant.

**BACKGROUND**

Hazard Mitigation Grant-Texas Safe Shelter Initiative Grant approved-AI-36629

Request from the Auditor's Office to include Mr. Eufracio, County Auditor in the Project Officer Designation Form and designate him as the secondary point of contact.

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**Attachments**

form

TPA form

**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Budget & Management	Ivan Cantu	07/05/2013 10:41 AM
Purchasing Department	Monica Badillo	07/05/2013 07:20 PM
Form Started By: Veronica Ortiz		Started On: 07/03/2013 03:45 PM
	Final Approval Date: 07/05/2013	

**PROJECT OFFICER DESIGNATION  
For  
HAZARD MITIGATION GRANT**

\_\_\_\_\_  
**Date**

**Subgrantee:**   Hidalgo County  

Local Government or eligible Agency/Organization

Hazard Mitigation Grant Program (HMGP) Project Number:   DR-1791-331  

Pre-Disaster Mitigation Program (PDM) Project Number: \_\_\_\_\_

I designate my Project Officer for this grant as follows:

Primary Project Officer		Secondary Project Officer	
Name	Belinda Alvarez	Name	Ray Eufracio
Organization	Hidalgo County	Organization	Hidalgo County
Official Position	Deputy Emergency Management Coordinator	Official Position	County Auditor
Mailing Address	302 W. University Dr.	Mailing Address	2808 S. Business HWY 281
City, State, Zip	Edinburg, TX 78539	City, State, Zip	Edinburg, TX 78539
Daytime Phone	(956) 318-2615 Ext. 5008	Daytime Phone	(956) 318-2511 Ext. 4604
Fax Number	(956) 289-7889	Fax Number	(956) 318-2507
Email	belinda.alvarez@co.hidalgo.tx.us	Email	ray.eufracio@auditor.co.hidalgo.tx.us

The above Primary and Secondary Project Officers are hereby authorized to execute and file application for this mitigation project on behalf of this organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. Designated Project Officers are authorized by the below Certifying Official to represent and act for this organization in all dealings with the State of Texas for all matters pertaining to this grant, and will serve as the single point of contact with the designated State Project Officer.

\_\_\_\_\_  
Signature of Mayor, Judge, or Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of above Authorized Official

# Third Party Authorization

Date: \_\_\_\_\_

HMGP Sub-grantee lcr r nlecpv: \_\_\_\_\_

Hazard Mitigation Grant Program (HMGP) Project Number: \_\_\_\_\_

In order to be more efficient in assisting our sub-grantee lcr r nlecpv" with their HMGP applications and projects, the State is asking for the contact information below to be filled out for any contacts in addition to the primary and secondary project officers, who will be authorized for involvement in the grant application or project identified above. This would include cm'outside consultants'y j lej "ecp"dg"f guki pcvgf "lpf kxf wcm{ "qt"d{ "eqpuwmpj "ht o 0

Name:
Organization:
Official Position:
Mailing Address:
City, State, Zip:
Daytime Phone:
Fax Number:
Email:

The above individual has been given permission to communicate with the Texas Division of Emergency Management, Mitigation section, by the sub-grantee concerning their Hazard Mitigation Grant Program applications and projects.

\_\_\_\_\_  
Signature of Authorized Agent/Project Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

AI-39563

2013 Intradep. (line item)Transfers 3. A.

**ADDENDUM**

**Meeting Date:** 07/09/2013

Submitted For: Sheriff Office Submitted By: Manuel Chapa, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

2013 - Sheriff's Office (1100)

BACKGROUND

To pay WA#1 (AI# 39480)

Fiscal Impact

FISCAL YEAR: 2013

ACCT. #: 3-1100-421-00-280-001-0-xxx

FUNDS AVAILABLE Y/N?: y

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

Available balance as of 7-5-13 \$78,560.09

Attachments

transfer

Form Review

Inbox	Reviewed By	Date
Manuel Chapa (Originator)	Manuel Chapa	07/03/2013 03:37 PM
Veronica Ortiz	Veronica Ortiz	07/03/2013 04:12 PM
Budget & Management	Ivan Cantu	07/05/2013 10:40 AM
Auditor's Office	Monica Badillo	07/05/2013 07:20 PM
Form Started By: Manuel Chapa		Started On: 07/03/2013 03:09 PM
	Final Approval Date: 07/05/2013	



AI-39480

Purchasing Department 4. A.

**ADDENDUM**

**Meeting Date:** 07/09/2013

**Submitted For:** Martha L Salazar

**Submitted By:** Letty Saenz, PURCHASING DEPT.

**Department:** PURCHASING DEPT.

**Information**

**CAPTION**

Sheriff's Office:

Acceptance and approval of Work Authorization No. 1 (with estimated cost proposal of \$ 47,000.00) as submitted by HALFF ASSOCIATES, INC. for PROJECT: ELECTRICAL MECHANICAL and STRUCTURAL ENGINEERING for MODIFICATIONS to INCORPORATE MOTOROLA and 911 EQUIPMENT at HIDALGO COUNTY SHERIFF'S OFFICE, in connection to "on-call" agreement #C-13-044-03-22 for the purposes of: "Building Repairs/Renovation, Alterations and/or Additions to County Owned Buildings within Hidalgo County Precinct No. 4".

**BACKGROUND**

Work Authorization No. 1-Halff Associates Inc-C-13-044-03-22-Additions and Renovations of Communications & 911 System for the Sheriff's Office)

**Fiscal Impact**

**FISCAL YEAR:** 2013

**ACCT. #:** 3-1100-421-00-280-001-0-431

**FUNDS AVAILABLE Y/N?:**

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

**FISCAL YEAR:**

**ACCT. #:**

**FUNDS AVAILABLE Y/N?:**

**MATCHING FUNDS Y/N?:**

**BUDGETARY IMPACT:**

Funding pending approval of AI-39563

**Attachments**

WA#1-Halff Assoc Inc-C-13-044-03-20(Radio/911 Syst)-HCSO

**Form Review**

**Inbox**  
Purchasing Department  
Budget & Management  
Auditor's Office

**Reviewed By**  
Darlene Betancourt  
Ivan Cantu  
Monica Badillo

**Date**  
07/03/2013 04:23 PM  
07/05/2013 10:39 AM  
07/05/2013 07:20 PM  
Started On: 06/28/2013 04:05 PM

Form Started By: Letty Saenz

Final Approval Date: 07/05/2013

## EXHIBIT E -Work Authorization

# HIDALGO COUNTY

Professional Engineering Services

Contract # C-13-044-03-20

Work Authorization Form

## WORK AUTHORIZATION NO. 01

THIS WORK AUTHORIZATION is made pursuant to the terms and conditions of Section I.A. of the Agreement made by and between HIDALGO COUNTY, action herein by and through the Commissioner's Court, hereinafter called the "Owner," and, Half Associates, Inc., professional engineers of McAllen, Texas, Texas, hereinafter called "Engineer".

### PART 1. SCOPE OF WORK

The purpose of this Work Authorization is for the Engineer to provide **Electrical, Mechanical, and Structural Engineering for Modifications to incorporate Motorola and 911 equipment at Hidalgo County Sherriff's Office.**

The scope of services to be provided by the Owner is identified in EXHIBIT "A" – Scope of Services to be Provided by the Owner attached hereto.

The scope of services to be provided by the Engineer is identified in EXHIBIT "B" – Scope of Services to be Provided by the Engineer attached hereto.

### PART 2. ESTIMATED COST

The estimated cost for services under this Work Authorization is \$ **47,000.00**. This amount is based upon the costs outlined in the Estimated Cost Proposal attached hereto as EXHIBIT "D".

### PART 3. PAYMENT

Compensation and payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Article/Part/Section 6 of the Agreement.

### PART 4. FUNDING

This Work Authorization No. 1 shall be funded through funding source: Account No. 3-1100-421-00-280-001-0-431 Requisition Number \_\_\_\_\_

(MUST BE INCLUDED AFTER CC APPROVAL)  
(funding pending approval under AI-39563)

**PART 5. PERIOD OF SERVICE**

This Work Authorization shall become effective on the date of final acceptance of the parties hereto, and terminate upon completion of scopes of the work authorization.

**PART 6. RESPONSIBILITIES AND OBLIGATIONS**

This Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

**PART 7. ACKNOWLEDGEMENT AND CONFIRMATION**

Acknowledgement and confirmation by Hidalgo County Precinct #4, Commissioner Joseph Palacios as to content and detail of this Work Authorization No. 1.

HIDALGO COUNTY PRECINCT No. 4

\_\_\_\_\_  
BY: Joseph Palacios, Commissioner

**PART 8. ACCEPTANCE AND APPROVAL**

This Work Authorization is hereby accepted, approved by Hidalgo County Commissioners' Court on \_\_\_\_\_ as indicated below and effective as of 3 day of July, 2013.

THE ENGINEER:  
HALFF ASSOCIATES INC.

  
\_\_\_\_\_  
By: Menton J. Murray, III, P.E., LEED AP

THE OWNER:  
HIDALGO COUNTY

\_\_\_\_\_  
By: Ramon Garcia, County Judge

ATTEST:

By: \_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

**LIST OF ATTACHMENTS**

ATTACHMENT "A" -Service to be Provided by the Owner  
ATTACHMENT "C" -Work Schedule

ATTACHMENT "B" -Services to be Provided by the Engineer  
ATTACHMENT "D" -Cost Proposal

# **EXHIBIT A**

## **-Scope of Services to be Provided by the Owner**

The following provides an outline of the services to be provided by the **OWNER** in the development of the Project.

The **OWNER** will provide to the **ENGINEER** the following:

- (1) Authorization to the **ENGINEER** to begin work in accordance with Section 3 of this Agreement.
- (2) Payment for work performed by the **ENGINEER** and accepted by the **OWNER** in accordance with Section 6 of the Agreement.
- (3) Assistance to the **ENGINEER**, as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the **ENGINEER** cannot easily obtain.
- (4) Provide any available relevant data the **OWNER** may have on file concerning the project.
- (5) Provide timely review and decisions in response to the **ENGINEER'S** request for information and/or required submittals and deliverables, in order for the **ENGINEER** to maintain the agreed-upon work schedule prepared in accordance with Attachment "C" of this Agreement.
- (6) Attend and participate in progress meetings as required and as coordinated and conducted by the **ENGINEER**.
- (7) Assist the **ENGINEER** in the preparation of the project mailing list; provide representation, a site and stenographer for all public meetings; additionally:  
  
*Public Meetings*
  - (a) Approve agenda and all exhibits prior to public meeting.
  - (b) Approve date and location of the meeting.
  - (c) Review/approve Public Meeting Report.
- (8) Attend the Preliminary Concept Conference coordinated and conducted by the **ENGINEER** and more particularly identified in Attachment "B" of the Agreement.
- (9) Assist the **ENGINEER** as required in the coordination with the USACE and the Federal Emergency Management Agency (FEMA) and any other coordinating agency or entity.
- (10) Review and approve the Project design criteria.
- (11) Review and approve change orders as required and prepared by the **ENGINEER**.

# **EXHIBIT B**

## **-Scope of Services to be Provided by the Engineer**

Through project award via work authorization, engineer shall provide professional services required to design and specify Building Repair and Renovation Projects. Type of services that may be included as dictated by the individual project requirements consist of: 1) Surveying, 2) Civil Engineering, 3) Mechanical/ Plumbing Engineering, 4) Electrical Engineering, 5) Structural Engineering, and or 6) Architecture. Upon Identification by the Owner of specific projects that require the professional services of the Engineer, a detailed scope of work and identification of professional service disciplines required shall be established.

**Half Associates, Inc. is please to submit this task order proposal under our existing Professional Service Agreement (C-13-044-03-20) with Hidalgo County to provide Electrical, Mechanical, and Structural Engineering design for Modifications to incorporate Motorola and 911 equipment at Hidalgo County Sherriff's Office.**

### **Electrical Engineering for Modifications to incorporate Motorola and 911 Equipment**

- 1. Review Existing Conditions**
- 2. Review Existing drawings and draft backgrounds**
- 3. Verify peak demand from MVEC**
- 4. Prepare demolition plans**
- 5. Meet Motorola to confirm layout**
- 6. Dry Fire Suppression Fire Suppression**
- 7. Conduit routing for Motorola and Telco**
- 8. Hardware and Security System integration**
- 9. Meet with AT&T to confirm layout**
- 10. Prepare floor plan with outlets shown**
- 11. Prepare panel schedules for circuiting**
- 12. Prepare transformers and panel mounting detail**
- 13. Prepare lighting plan**

### **HVAC Engineering for Modifications to incorporate Motorola and 911 Equipment**

- 1. Review Existing Conditions**
- 2. Prepare demolition plans**
- 3. Prepare ventilation additions to electrical room**
- 4. Fire Dampers for Dry Fire Protection**
- 5. Size new Comp Room AC (CRAC) unit**
- 6. Prepare new duct layout**
- 7. Prepare Plans and Specifications**

**Electrical, Mechanical, and Structural Engineering for Modifications to Incorporate Code Requirements to meet Critical Operating Power System Design (COPS)**

- 1. Electrical and Mechanical Engineering**
- 2. Structural Engineering**
- 3. Revision to Existing Electrical Systems**
- 4. Plan Revisions per NFPA**
- 5. Transfer Switch Modifications**
- 6. Coordination Study**
- 7. Commissioning**
- 8. Document Emergency Operations Plan**

**Bid Phase Services**

- 1. Prebid conference**
- 2. Received Bids**
- 3. Negotiation meeting**

**Construction Administration**

- 1. Pre-construction meeting (1 Visit)**
- 2. Field Observations (4 Field meetings)**
- 3. Response to RFI's**
- 4. Review Submittals**
- 5. Punch list and final observation**
- 6. Attendance at Commissioners Court Meeting (1)**

# EXHIBIT C

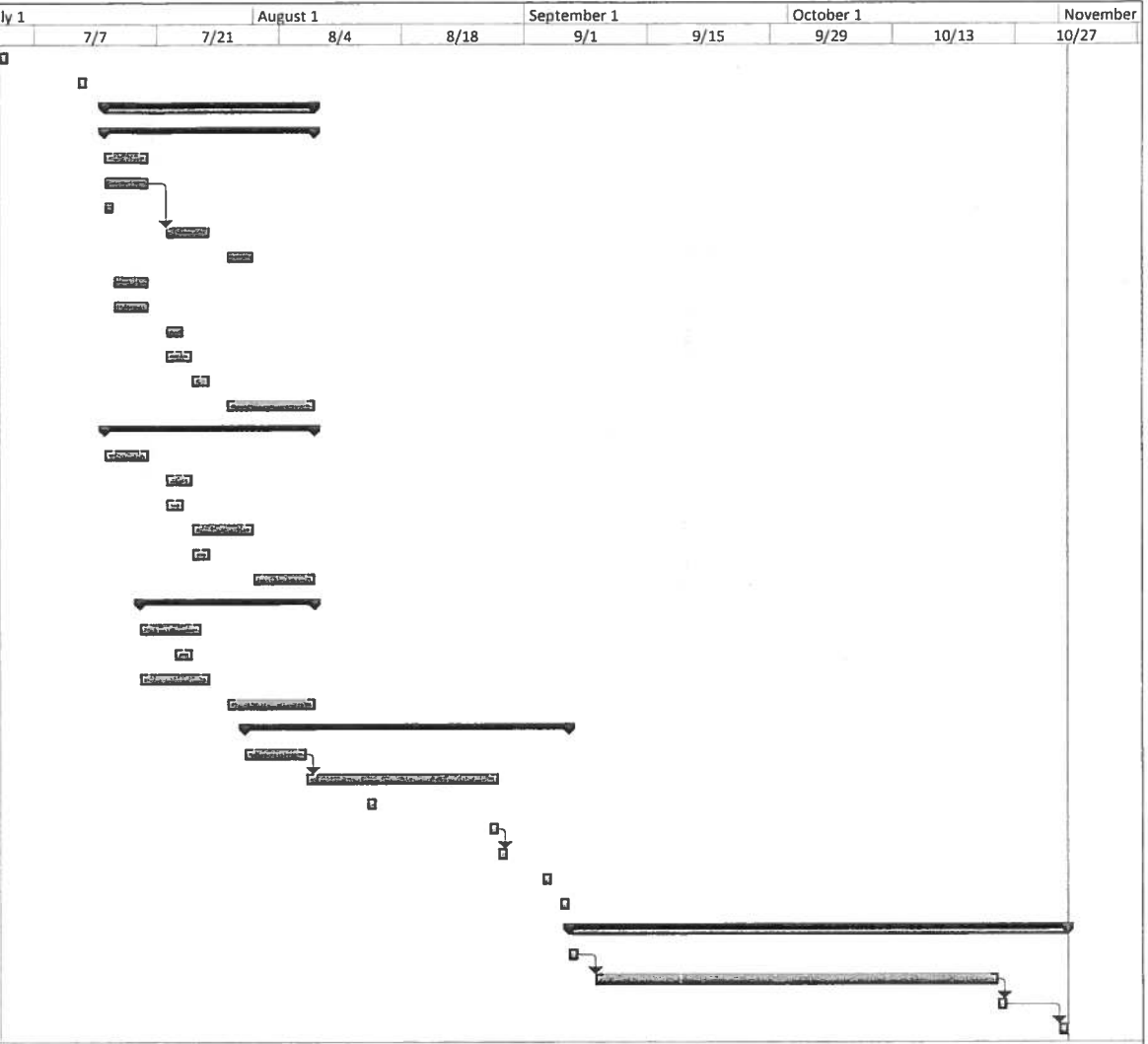
## -Work Schedule

A detailed work schedule for each **Work Authorization**, identified and more particularly described in Article 7 of this Agreement, shall be prepared by the **Engineer** to be submitted and approved by the Owner in writing for each **Work Authorization**. The work schedule will provide specific work sequence and definite review times by the **Owner** and the **Engineer** of the work performed.

The **Engineer** will diligently pursue the completion of each **Work Authorization** as defined by the milestones and deliverable due dates outlined in each **Work Authorization**'s associated work schedule.

The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established work schedule.

ID	Task Name	Duration	Start	Finish	July 1		August 1		September 1		October 1		November
					6/23	7/7	7/21	8/4	8/18	9/1	9/15	9/29	10/13
1	Project Proposal	1 day	Wed 7/3/13	Wed 7/3/13									
2	Proposal Award	1 day	Fri 7/12/13	Fri 7/12/13									
3	<b>Phase 1-Motorola/911 MEP Design</b>	<b>18 days</b>	<b>Mon 7/15/13</b>	<b>Wed 8/7/13</b>									
4	Electrical Design	18 days	Mon 7/15/13	Wed 8/7/13									
5	Review Exist. Conditions	5 days	Mon 7/15/13	Fri 7/19/13									
6	Preliminary Dwgs	5 days	Mon 7/15/13	Fri 7/19/13									
7	MVEC Demand	1 day	Mon 7/15/13	Mon 7/15/13									
8	Demo Plans	5 days	Mon 7/22/13	Fri 7/26/13									
9	Circuit HVAC	3 days	Mon 7/29/13	Wed 7/31/13									
10	Motorola Outlets	4 days	Tue 7/16/13	Fri 7/19/13									
11	Security	4 days	Tue 7/16/13	Fri 7/19/13									
12	Transformer Details	2 days	Mon 7/22/13	Tue 7/23/13									
13	Lighting Plans	3 days	Mon 7/22/13	Wed 7/24/13									
14	Review with Owner	2 days	Thu 7/25/13	Fri 7/26/13									
15	Construction Documentation	8 days	Mon 7/29/13	Wed 8/7/13									
16	<b>HVAC Design</b>	<b>18 days</b>	<b>Mon 7/15/13</b>	<b>Wed 8/7/13</b>									
17	Review Exist. Conditions	5 days	Mon 7/15/13	Fri 7/19/13									
18	HVAC Load Calcs	3 days	Mon 7/22/13	Wed 7/24/13									
19	Demo Plans	2 days	Mon 7/22/13	Tue 7/23/13									
20	HVAC Design	5 days	Thu 7/25/13	Wed 7/31/13									
21	Review with Owner	2 days	Thu 7/25/13	Fri 7/26/13									
22	Construction Documentation	5 days	Thu 8/1/13	Wed 8/7/13									
23	<b>Phase 2 - COPS Modifications</b>	<b>14 days</b>	<b>Fri 7/19/13</b>	<b>Wed 8/7/13</b>									
24	Generator and ATS Design	5 days	Fri 7/19/13	Thu 7/25/13									
25	Fuel Tank Sizing	2 days	Tue 7/23/13	Wed 7/24/13									
26	Feeder Coordination & Design	6 days	Fri 7/19/13	Fri 7/26/13									
27	Electrical Coordination Study	8 days	Mon 7/29/13	Wed 8/7/13									
28	<b>Project Procurement Phase</b>	<b>27 days</b>	<b>Wed 7/31/13</b>	<b>Thu 9/5/13</b>									
29	Req. Approval to Procure Bids	5 days	Wed 7/31/13	Tue 8/6/13									
30	Solicit Bids	16 days	Wed 8/7/13	Wed 8/28/13									
31	Pre-Bid Conference	1 day	Wed 8/14/13	Wed 8/14/13									
32	Receive Bids	1 day	Wed 8/28/13	Wed 8/28/13									
33	Contractor Negotiation	1 day	Thu 8/29/13	Thu 8/29/13									
34	Request Approval to Award	1 day	Tue 9/3/13	Tue 9/3/13									
35	Award Contract	1 day	Thu 9/5/13	Thu 9/5/13									
36	<b>Construction Phase</b>	<b>41 days</b>	<b>Fri 9/6/13</b>	<b>Fri 11/1/13</b>									
37	Construction Kick-Off	1 day	Fri 9/6/13	Fri 9/6/13									
38	Construction	34 days	Mon 9/9/13	Thu 10/24/13									
39	Project Punchlist	1 day	Fri 10/25/13	Fri 10/25/13									
40	Project Back Punchlist	1 day	Fri 11/1/13	Fri 11/1/13									



Project: SCH130703\_Pct4\_911Cen  
Date: Wed 7/3/13

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			

# **EXHIBIT D**

## **Cost Proposal**

**Provide Electrical, Mechanical, and Structural Engineering design for Modifications to incorporate Motorola and 911 equipment at Hidalgo County Sherriff's Office.**

### **Phase 1 Engineering for Motorola and 911 Equipment**

- **Electrical Engineering Design** \$14,530.00
- **Mechanical Engineering** \$ 8,240.00

### **Phase 2 Engineering Modifications for COPS Requirement**

- **Electrical & Mechanical Engineering** \$11,310.00
- **Structural Engineering** \$ 2,395.00
- **Bid Phase Services** \$ 3,660.00
- **Construction Phase Services** \$ 6,865.00

**Total Cost Proposal \$47,000.00**

Haiff Associates, Inc.  
 Fee Schedule- Communication System Hidalgo County Sheriffs- Additional Services  
 HIDALGO COUNTY 2013 On-Call Contract No: C13-044-0320

	Project Manager	PE	EIT	Designer	Const. Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
<b>Contracted Rate:</b>	\$180	\$145	\$100	\$70	\$75	\$50	\$50	\$135			
<b>Phase 1 Engineering for Motorola &amp; 911 Equipment</b>											
<b>Task / Scope</b>											
<b>ELECTRICAL ENGINEERING DESIGN</b>											
Review Existing Conditions	4		2							6	\$920
Review Existing Conditions	2		1			4				7	\$660
Review existing drawings and draft background			4			8				12	\$800
Verify peak demand from MVEC	1		1							2	\$280
Prepare demolition plan	2			8		4				14	\$1,120
Review wire sizes to existing switchboard	4		2							6	\$920
Add circuiting to new HVAC unit	1		2			3				6	\$530
Meet with Motorola to confirm layout	4		4			3				11	\$1,270
Dry Fire Suppression\ Fire Suppression	2		0			1				3	\$410
Conduit routing for Motorola and Telco	4		4			1				9	\$1,170
Hardware and Security system integration	4		0	4						8	\$1,000
Meet with AT&T to confirm layout	4						1			5	\$770
Prepare floor plan with outlets shown			9	0		8				17	\$1,300
Prepare panel schedules for circuiting	1		3			3				7	\$630
Prepare transformer and panel mounting detail	1		3			3				7	\$630
Prepare lighting plan	0		3			2				5	\$400
Project Specs and Bid Docs	4		4				12			20	\$1,720
<b>Electrical Design Phase Sub-Total (Hours)</b>	<b>38</b>	<b>0</b>	<b>42</b>	<b>12</b>	<b>0</b>	<b>40</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>145</b>	
<b>Electrical Design Phase Sub-Total (\$)</b>	<b>\$6,840</b>	<b>\$0</b>	<b>\$4,200</b>	<b>\$840</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$650</b>	<b>\$0</b>	<b>\$0</b>		<b>\$14,530</b>
<b>MECHANICAL ENGINEERING DESIGN</b>											
Review Existing Conditions	2		5							7	\$860
Review existing drawings and prepare backgrounds	1		4			4				9	\$780
Determine if AHJ requires Facility is COPS (Critical op)	2									2	\$360
Calculate HVAC loads equipment, bldg. and people	2		8			2				12	\$1,260
Prepare demolition plan	2		8			4				14	\$1,360
Prepare ventilation additions to electrical room	1		2							3	\$380
Fire Dampers for Dry Fire Protection			2			2				4	\$300
Size new Comp Room AC (CRAC) unit	1		2							3	\$380
Prepare new duct layout	1		8			8				17	\$1,380
Prepare Plans and Specifications	1		8			4				13	\$1,180
<b>Mechanical Design Phase Sub-Total (Hours)</b>	<b>13</b>	<b>0</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>84</b>	
<b>Mechanical Design Phase Sub-Total (\$)</b>	<b>\$2,340</b>	<b>\$0</b>	<b>\$4,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$8,240</b>

Halff Associates, Inc.  
 Fee Schedule- Communication System Hidalgo County Sheriffs- Additional Services  
 HIDALGO COUNTY 2013 On-Call Contract No: C13-044-0320

	Project Manager	PE	EIT	Designer	Const. Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:											
	\$180	\$145	\$100	\$70	\$75	\$50	\$50	\$135			
<b>Phase 2 Engineering Modifications for COPS Requirements</b>											
<b>ELECTRICAL &amp; MECHANICAL ENGINEERING</b>											
Electrical Engineering	6						3.5			9.5	\$1,255
Revision to Existing Electrical System	8					8	2			18	\$1,940
Plan Revision per NFPA	8					8	2			18	\$1,940
Generator Disconnect	1					1				2	\$230
Portable Generator Connection	1					2				3	\$280
Transfer Switch Modifications	1					2				3	\$280
Over Current Device Revisions			4							4	\$400
Coordination Study			4							4	\$400
Commissioning					8					8	\$600
Security Revisions					3					3	\$225
Capacity Verification	4		4							8	\$1,120
Fuel System Evaluation			1							1	\$100
Tank Revision			2			2				4	\$300
Ground Fault & Time current coordination			2							2	\$200
Document Emergency Operations Plan	4		2							6	\$920
Specifications	4						8			12	\$1,120
<b>Electrical &amp; Mechanical Phase Sub-Total (Hours)</b>	<b>37</b>	<b>0</b>	<b>19</b>	<b>0</b>	<b>11</b>	<b>23</b>	<b>15.5</b>	<b>0</b>	<b>0</b>	<b>105.5</b>	
<b>Electrical &amp; Mechanical Phase Sub-Total (\$)</b>	<b>\$6,660</b>	<b>\$0</b>	<b>\$1,900</b>	<b>\$0</b>	<b>\$825</b>	<b>\$1,150</b>	<b>\$775</b>	<b>\$0</b>	<b>\$0</b>		<b>\$11,310</b>
<b>Structural Engineering</b>											
Fire Rated Enclosure	8		2	4	4		3.5			21.5	\$2,395
<b>Structural Phase Sub-Total (Hours)</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>3.5</b>	<b>0</b>	<b>0</b>	<b>21.5</b>	
<b>Structural Phase Sub-Total (\$)</b>	<b>\$1,440</b>	<b>\$0</b>	<b>\$200</b>	<b>\$280</b>	<b>\$300</b>	<b>\$0</b>	<b>\$175</b>	<b>\$0</b>	<b>\$0</b>		<b>\$2,395</b>
<b>Bid Phase Services</b>											
Printing Coordination	2					2	2			6	\$560
Prebid conference	5						2			7	\$1,000
Receive Bids	5						2			7	\$1,000
Negotiation meeting	5						4			9	\$1,100
<b>Bid Phase Sub-Total (Hours)</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>29</b>	
<b>Bid Phase Sub-Total (\$)</b>	<b>\$3,060</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>	<b>\$500</b>	<b>\$0</b>	<b>\$0</b>		<b>\$3,660</b>

Halff Associates, Inc.  
 Fee Schedule- Communication System Hidalgo County Sheriffs- Additional Services  
 HIDALGO COUNTY 2013 On-Call Contract No: C13-044-0320

	Project Manager	PE	EIT	Designer	Const. Admin	CAD Tech	Clerical	2-Man Survey Crew	Sub-Consultant	TOTAL (HOURS)	TOTAL (\$)
Contracted Rate:	\$180	\$145	\$100	\$70	\$75	\$50	\$50	\$135			
<b>Construction Phase Services</b>											
Pre construction meeting (1 Visit)	5						2			7	\$1,000
Response to RFI's	4					2	1			7	\$870
Review Submittals	4				2		4.5			10.5	\$1,095
Field Observations(4 Field meetings)	5				20		8			33	\$2,800
Punch List and final observation	1						4			5	\$380
Attendance at Commissioners Court Meeting (1)	4									4	\$720
Construction Phase Sub-Total (Hours)	23	0	0	0	22	2	19.5	0	0	66.5	
Construction Phase Sub-Total (\$)	\$4,140	\$0	\$0	\$0	\$1,650	\$100	\$975	\$0	\$0		\$6,865
<b>TOTAL HOURS (PRIME CONSULTANT)</b>											
	136	0	110	16	37	91	61.5	0	0	451.5	
<b>Contracted Rate</b>											
	\$180	\$145	\$100	\$70	\$75	\$50	\$50	\$135			
<b>TOTAL LABOR COSTS</b>											
	\$24,480	\$0	\$11,000	\$1,120	\$2,775	\$4,550	\$3,075	\$0	\$0		
<b>TOTAL EXPENSES</b>											
<b>TOTAL LABOR PLUS EXPENSES</b>											
											\$47,000

AI-39569

Closed Session 5. A.

**ADDENDUM**

**Meeting Date:** 07/09/2013

**Submitted By:** Monica Badillo, EXECUTIVE  
OFFICE

**Department:** EXECUTIVE OFFICE

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**Information**

**CAPTION**

CL-13-2038-D; Rosa Medina Lugo, Relator vs. Judge Gilberto Saenz

**BACKGROUND**

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Budget & Management	Ivan Cantu	07/05/2013 10:41 AM
Purchasing Department	Monica Badillo	07/05/2013 07:20 PM
Form Started By: Monica Badillo		Started On: 07/03/2013 04:34 PM
	Final Approval Date: 07/05/2013	

AI-39558

Open Session 6. A.

**ADDENDUM**

**Meeting Date:** 07/09/2013

**Submitted By:** Veronica Ortiz, BUDGET &  
MANAGEMENT

**Department:** EXECUTIVE OFFICE

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**Information**

**CAPTION**

CL-13-2038-D; Rosa Medina Lugo, Relator vs. Judge Gilberto Saenz

**BACKGROUND**

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Budget & Management	Ivan Cantu	07/05/2013 10:39 AM
Purchasing Department	Monica Badillo	07/05/2013 07:20 PM
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