AGENDA
HIDALGO COUNTY
COMMISSIONERS COURT MEETING
April 15, 2014
9:30 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a SPECIAL MEETING of the Commissioners' Court will be held at Edinburg Council Chambers, 415 W. University Drive, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

1. **Roll Call**

2. **Pledge of Allegiance**

3. **Prayer**

4. **Approval of Consent Agenda**

5. **Open Forum**

6. **County Judge's Office:**

A. **AI-44077** Approval of Proclamation declaring the month of April as Organ Donation Awareness month.

B. **AI-44009** Presentation by the Hidalgo County Commuter Rail District (HCCRD) on their annual report.

C. **AI-44075** 1. Approval of the AICR Form as required by the Texas Homeland Security State Administrative Agency (THSSAA).

2. Authorization for County Judge to sign the AICR Form.

7. **Executive Officer - Valde Guerra:**

A. 1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, Section 262.024(A) (4) "a Professional Service" for the "provision of legal services/representation in connection with litigation."

2. Requesting engagement with the firm of _____ for the "Provision of Legal Services/Representation in connection with Litigation" and authority to submit letter of engagement

B. Presentation for discussion, consideration and action (if necessary) including, but not limited to the following:
1) Renovations to Former Administration Building 1st and 2nd Floors
2) Update on other ongoing county owned building construction and renovation repair projects
3) Emergency situations occurring since last agenda meeting

C. **AI-43875** Requesting approval to remodel Budget & Management Department Lobby Area at the Administration Building with authority to obtain necessary permits/documents and authorize Executive Officer to sign related documents.

D. **AI-44046** Right of Way - (Border Rd. Project - Pct. 2):
1. Authorization for Valde Guerra, Executive Officer to sign IRS Form 8283 (Noncash Charitable Contributions) on behalf of the County in connection with land donation from Jose Becerra
2. Authorization for Valde Guerra, Executive Officer to sign IRS Form 8283 (Noncash Charitable Contributions) on behalf of the County in connection with land donation from Franklin D. Pribble and Josephine Pribble

E. **AI-44083** Discussion and action on revision to the Exiting Elected Official Expenditure Policy

8. **Constables:**

A. **AI-44054** Constable Pct. 3:
Discussion, consideration and approval to appoint Jose Guzman as Reserve Deputy Constable by Constable Lazaro Gallardo, Jr., Constable Precinct 3, in accordance with Texas Local Government Code Section 86.012.

B. **AI-43886** Constable Pct. 3 - LBSP (1284):
Authorization and approval to accept an extension for the 2013 Local Border Security Program (LBSP) grant through August 31, 2014.

C. **AI-43883** Constable Pct. 3-LBSP (1284) :
1. Authorization and approval to accept additional funding of $29,000.00 for the Local Border Security Program FY 2014 (LBSP-14) Grant Award No: LBSP-14-0030.
2. Authorization for County Judge, as authorized official, to sign grant award form and related documents.
3. Authorization to pay overtime reimbursable under the grant terms and conditions.
4. Approval of Certification of Revenues, as certified by the County Auditor, for the Local Border Security Program FY2014 (LBSP-14)
5. Approval to appropriate funds for LBSP-14 in the amount of $29,000.00.

D. **AI-44044** Constable Pct. #4 - LBSP FY14 (1284):
1. Authorization and approval to change the designation of grant officials on the Local Border Security Program FY2014 to assign Atanacio "J.R." Gaitan as Grant Performance Officer.

2. Authorization and approval for County Judge, as authorized official, to sign required documents.

E. **AI-44042** Constable Precinct No. 4:
1. Discussion, consideration, and approval to appoint the persons listed below as Deputy Constable by Constable Atanacio "J.R." Gaitan, Precinct 4 in accordance with Texas Local Government Code Section 86.011:

Michael E. Anzaldua	Robert Lugo, Jr.
David Trinidad Sanchez	Teodoro A. Lemus, Jr.
Raul A. Salinas	David Garza, Jr.
Carlos Gonzalez, Jr.	Albert Allen Collins
Joaquin Vasquez	Romeo Pena, Jr.
Martin Bradley Brown	Aaron L. Moreno
Armando Patlan	Horaldo Sanchez

2. Discussion, consideration, and approval to appoint the person listed below as Reserve Deputy Constable by Constable Atanacio "J.R." Gaitan, Precinct 4 in accordance with Texas Local Government Code Section 86.012:

James Moon

9. **Sheriff's Office:**

A. **AI-44038** Sheriff's Office - LBSP FY2014 (1284)

1. Authorization and approval to change the designation of grant officials on the Local Border Security Program FY2014 to assign Sheriff J.E. "Eddie Guerra" as Grant Performance Officer.

2. Authorization and approval for County Judge, as authorized official, to sign required documents.

B. **AI-44053** Sheriff's Office Grade & Step Pay Plan:
1. Discussion, consideration and approval to revise the Sheriff's Office Grade and Step Pay Plan to include the following personnel actions:

Action	Current Position Rank	Proposed Position Rank	Current G&S Salary	Proposed G&S Salary
Salary Adjustment	Chief Deputy	Chief Deputy	87,550.00	90,000.00

2. Approval of revised Sheriff's Office Grade and Step Pay Plan.

10. Human Resources - Esther Cortez:

A. AI-44079 Sheriff's Office/ Jail (1100):
1. Approval of the following personnel actions, effective 04/15/14:

Action	Position Title	Slot #	Dept. #	Current Budgeted Salary	Proposed Budget Salary
Delete	Chief of Staff	0370	280-001	$ 77,250.00	-0-
Delete	Administrative Assistant I	0389	280-002	$ 24,087.00	-0-
Create	Chief Deputy	0417	280-001	-0-	$ 90,000.00
Add Clothing Allowance	Chief Deputy	0417	280-001	-0-	$ 500.00
Add Supplemental Pay	Chief Deputy	0417	280-001	-0-	$ 1,800.00

2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule(s).

B. AI-43937 Sheriff's Office (1100):
1. Approval of the following personnel actions, effective next full pay period, 04/21/2014:

Action	Slot #	Position Title	Budgeted Allowance Amount
Delete Clothing Allowance	0127	(Sr.) Deputy Sheriff (Step III)	$ 500.00
Add Clothing Allowance	0128	Deputy Sheriff (Step II)	$ 500.00

2. Approval of revised salary schedule.

11. District Attorney's Office - Roy Cazares:

A. **AI-43876** District Attorney's Office - LEOSE (1220):
1.) Approval of certification of revenues as certified by the County Auditor for the 2014 LEOSE allocation of the District Attorney's Office in the amount of $1,357.94.

2.) Approval of Budget Amendment to appropriate the 2014 LEOSE allocation from the State Comptroller in the amount of $1,357.94.

12. **Tax Office - Paul Villarreal:**

A. **AI-44000** Discussion, consideration, and approval to execute an agreement between the County of Hidalgo and HEB Grocery Company, LP to act as an agent of the County in the issuance of Motor Vehicle License Renewal Stickers.

B. **AI-44036** Discussion, consideration, and approval to execute an agreement between the County of Hidalgo and Guzman Insurance Agency to act as a limited-service deputy authorized agent of the County in the issuance of Motor Vehicle License Renewal Stickers.

13. **Health & Human Services Department - Eddie Olivarez**

A. **Health Care Funding District:**

1. Discussion and/or action, including but not limited to Health Care Funding District and/or Expenditures

B. **Indigent Health Care Program:**

1. Discussion and/or action, including but not limited to Indigent Health Care Program and 1115 Waiver and/or Expenditures

14. **Urban County - Diana Serna:**

A. **AI-43921** The Urban County Program on behalf of the City of Palmview is requesting approval and award of best and final negotiated contract with SAMES, Inc. in the amount of $ 39,495.00 utilizing CDBG FY (2013) Street Improvements funds (La Homa Road Bridge Project).

B. **AI-43971** Requesting Approval of the revised Urban County Program HOME - Community Housing Development Organization (CHDO) – Policies Manual and authorization to revise as necessary.

C. **AI-43922** The Urban County Program on behalf of the City of Edcouch is requesting approval and award of best and final negotiated contract with LAZCAMREA, LLC d/b/a Fulcrum Consulting Services in the amount of $15,000.00 utilizing CDBG FY 26 (2013) Street Improvements project.

D. **AI-43947** Urban County Program, on behalf of Precinct No.1, is requesting approval of Amendment No. 2 to the existing contract agreement for appraisal services with Leonel Garza Jr. & Associates under the General Land Office (GLO) Contract No. 12-406-000-6453/DRS210068, Pct. 1 Delta Area Connector/ East Lateral Project. The amendment will increase the professional service contract amount from $102,000.00 to $104,000.00 for a total increase of $2,000.00.

E. **AI-44018** Approval of land acquisition of Parcels # 14,15,42,43, and 46 for the Delta Area Connector/East Lateral Project (GLO 12-406-000-6453/DRS 210068).

15. **Elections Administration - Yvonne Ramon:**

A. **AI-43997** Discussion and/or action, including but not limited to Elections updates.

B. **AI-44003** 1. Discussion, consideration and approval of the May 27, 2014 Primary Runoff Election Early Voting poll locations.
2. Discussion, consideration and approval of the May 27, 2014 Primary Runoff Election Early Voting Mobile Unit sites

C. **AI-44002** 1. Appointment of the Early Voting Ballot Board for the May 27, 2014 Primary Runoff Election.
2. Appointment of the Central Counting Station for the May 27, 2014 Primary Runoff Election.

16. **Planning Department - Raul Sesin:**

A. **AI-43893** 1. Reimbursement of Financial Guarantee
a. Concho Heights Unit 2 – Pct. 4 (Concho Heights, LP)
b. Ranchitos Escondidos Phase I – Pct. 4 (CWL Limited)

17. **Precinct #2 - Comm. H. Palacios:**

A. **AI-43989** Appointment of member to the Hidalgo County Commuter Rail District (HCCRD).

18. **Precinct #3 - Comm. Flores:**

A. **AI-44080** Appointment of member to the Hidalgo County Commuter Rail District (HCCRD).

19. **Precinct #4 - Comm. J. Palacios:**

A. **AI-44057** Requesting approval for payment for inv. no: 3006-14 in the amount of $2,025.60 submitted by Mata-Garcia Architects, LLC in connection to the Hidalgo County Urban County Program- Sunflower Park project.

20. **HIDTA - Task Force - Dora Munoz:**

A. **AI-43840** 1. Requesting to remove the following assets from the Fixed Asset Inventory:

Asset No.	Description	Serial No.
53597	Mobile Radio 5300	5318J1011C10597
53598	Mobile Radio 5300	5318J0911T10447
53599	Portable Radio 5100	5110G2908C63089
53600	Portable Radio 5100	5110G2808C62454
53601	Portable Radio 5100	5100G2808C62409
53602	Portable Radio 5100	5110G2908C63126
53603	Portable Radio 5100	5100G2908C63132
50998	Mobile Radio 5300	5326J3309T-79724
50999	Mobile Radio 5300	5326J3309T-79742
51000	Mobile Radio5300	5326J3209T-79251
51001	Mobile Radio 5300	5326J3209T-79248
51002	Mobile Radio 5300	5326J3309T-79734
51003	Mobile Radio 5300	5326J3309T-79719
51004	Mobile Radio 5300	5326J3309T-79733
51006	Mobile Radio 5300	5326J3209T-79246
51008	Portable Radio 5100	5119G4308T-84921
51009	Portable Radio 5100	5110G3408T-72233
51010	Portable Radio 5100	5110G3308T-70240
51011	Portable Radio 5100	5110G0109C-92983
51012	Portable Radio 5100	5100G3408T-71767

2. Authorization and approval to accept the Memorandum of Understanding between the Hidalgo County HIDTA Task Force and the Starr County HIDTA Task Force.

21. Budget & Management - Sergio Cruz:

A. Budget Appropriations:

1. **AI-43880** Sheriff Office (1100):
A. Approval of Certification of Revenue by County Auditor for the Sheriff.
B. Approval of 2014 appropriation of funds for Sheriff in the amount of $6,766.11 to fund the purchase of a replacement vehicle.

2. **AI-43904** Tax Office Special Vehicle Inventory (1246):
Approval of 2014 appropriation of funds in the amount of $52,764.91 for Tax Office Special Vehicle Inventory to fund various operating expenditures.

3. **AI-43918** County Clerk's Record Archive (1100): Approval of 2014 appropriation of funds in the amount of $54,960.00.

22. **Purchasing Department - Marty Salazar:**
Notes:
A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

A. **AI-44010** 1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, 262.024 (a) (4): a professional service;

2. Acceptance and Approval to enter into contract through (a letter of engagement) with the Law Firm of Best Best & Krieger LLP, to assist Hidalgo County as legal counsel in connection with the reconfiguration of Hidalgo County's 800 MHz Safety Radio System as ordered by the US Federal Communication Commission (FCC) with review and approval as to form by Asst. DA, Hon. Victor Garza.

B. **AI-44074** 1. Discussion and consideration to rescind action taken by HCCC on 04-02-14 on Agenda Item 20.A.1-AI-43662 with roster of 10 grading members, plus Exec. Ofc. & Purchasing Agent as non-graders attached herein; and, if approved;

2. Action to re-designate/appoint a committee to evaluate/grade and score the proposals received by Hidalgo County on 03-19-14 for RFP No. 2014-061-03-19-YZV "Financial Advisory Services", as detailed in procurement packet.

C. **Pct. 1**

1. **AI-43934** Acceptance and approval of professional service agreement #C-14-099-04-15 with Harvey L. Heerssen d/b/a HLH Appraisal Services for the purposes of "Review of Appraisal Services" (on an as needed basis) for projects located within Hidalgo County Precinct No. 1 authorized for negotiations by CC on 03/18/14.

2. **AI-43972** **Constable:**
Acceptance and approval for County to pay the outstanding balance as submitted by Reliant and referenced on Invoice Number #122-003-595-617-9 in the amount of $2,099.54 from 10/01/13 to 12/11/13 and thereafter pursuant to Article Section 9.7.1 of the AIA Contract with Holchmont (Contract #C-12-028-07-24-Construction Of A New Constable Building Precinct One) thus allowing County to deduct the outstanding

amount from the retainage still owed to the general contractor, "Holchmont, LTD" and avoid the possibility of services to be terminated by Reliant due to the outstanding balance.

D. **Pct. 2**

1. **AI-44008** A. Recommendation by project engineer Raul Sesin, P.E., Hidalgo County Planning Dept., to award the project -Hidalgo County Precinct No. 2 -"Gearhart Drive Paving and Drainage Improvements"-RFB No. 2014-078-04-02-MSS." to the lowest bidder meeting all specifications, Rojas Heavy Equipment, LLC dba Rojas Construction & Paving, in the total amount of $185,675.92 (base bid and Alternates 1 and 2).

   B. Pursuant to TXLGC 262.031 and in the interest of expediting a project's progress, requesting authority/approval for the Precinct Commissioner or designee (historically Raul Sesin unless otherwise voice by Comm.) to execute change orders that involve ...'an increase or decrease in cost of $50,000.00 or LESS and in no event to exceed the Change Order's statutory limits...'. The original contract price may not be decreased by 18 % or more without the consent of the contractor".

2. **AI-44023** Approval of the following requisitions listed for operating expenditures exceeding $1,500:

Program	Requisition No.	Vendor	Amount	Item
Road Maintenance	254910	Doggett Freightliner of South Texas, LLC	$1,537.51	Parts for Unit# 51
Road Maintenance	255197	H&V Equipment	$11,658.49	Parts for Unit# 63
Sanitation	254918	Fleetpride	$1,859.82	Parts for Unit# 55

E. **Pct. 4**

1. **AI-44027** Requesting approval of a professional appraisal services agreement with **LEONEL GARZA, JR. & ASSOCIATES, LLC** for the purposes of appraisal services for: **The Fair Market Value Appraisals in connection with the Acquisition of Land, Rights of Way, Easements, Condemnations and Disposition of County owned Property** located within **Hidalgo County Precinct No. 4** (on an as needed basis) and as selected for negotiations by CC from the "POOL" of Appraisers by CC on 03/05/14.

F. **Sheriff's Office**

1. **AI-43910** A. Presentation of the scoring/evaluation grid (for purpose of CC determination as "Qualified" so as to proceed with next step of the procurement process) of the sole response received from Dr. Marin Garza, MD (as detailed in documentation attached herein) for: Professional Physician Services for Inmates for Hidalgo County Sheriff's Office- RFQ 2014-009-03-26-YZV.

   B. Authority for Purchasing Department and/or other County Staff to negotiate a professional services contract with the qualified participant _____ _____ for the provision of "Professional Physician Services for Inmates" for Hidalgo County Sheriff's Office.

2. **AI-44005** A. Requesting exemption from competitive bidding requirements, Texas Local Gov. Code, 262.024(a)(7)(A)(D)-'an item that can be obtained from only one source', 'items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies', 'captive replacement parts or components for equipment';

   B. Acceptance and approval of a "Sole Source Declaration" with L-3 Communications Mobile-Vision for the purchase of products and services commencing with requisition #250088-$1,500.00 for repairs of video system in Sheriff's Office Patrol Units thereafter remain in effect unless revoked by Hidalgo County Commissioners Court.

23. **Closed Session:**
Commissioners' Court may go into Closed Session pursuant to Chapter 551, Texas Government Code, Sections 551.071 & 551.072 to discuss the following:

A. Real Estate Acquisition

B. Pending and/or potential litigation

C. **AI-44014** Claim of Concepcion Cuellar and Norma Gomez, Ind. and as Reps. of the Estate of Brenda Gomez-Cuellar (deceased)

D. **AI-43975** Claim of Leonard Ozuna

E. **AI-43977** Claim of Graciela Ozuna

F. **AI-44025** Irasema Gonzalez et al vs Hidalgo County

24. **Open Session:**

A. Real Estate Acquisition and appropriation for same

B. Pending and/or potential litigation

C. **AI-44015** Claim of Concepcion Cuellar and Norma Gomez, Ind. and as Reps. of the Estate of Brenda Gomez-Cuellar (deceased)

D. **AI-43976** Claim of Leonard Ozuna

E. **AI-43978** Claim of Graciela Ozuna

F. **AI-44026** Irasema Gonzalez et al vs Hidalgo County

25. **Closed Session:**
Commissioners' Court may reconvene into Closed Session for the discussion regarding the agenda items listed

26. **Open Session:**
Commissioners' Court may reconvene into Open Session for the discussion regarding the agenda items listed

27. **Adjourn**

AI-44077 **County Judge's Office 6. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Jaime Longoria **Submitted By:** SANDRA DELEON, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

Approval of Proclamation declaring the month of April as Organ Donation Awareness month.

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/11/2014 04:23 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: SANDRA DELEON Started On: 04/11/2014 03:49 PM

Final Approval Date: 04/11/2014

AI-44009 **County Judge's Office 6. B.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Roberto Villarreal **Submitted By:** Michael Leo, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

Presentation by the Hidalgo County Commuter Rail District (HCCRD) on their annual report.

BACKGROUND

Presentation only. No fiscal impact.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/09/2014 01:31 PM
Obdett Calzada	Obdett Calzada	04/11/2014 03:40 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Michael Leo Started On: 04/09/2014 09:27 AM

Final Approval Date: 04/11/2014

AI-44075 **County Judge's Office 6. C.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Michael Leo **Submitted By:** SANDRA DELEON, COUNTY JUDGE

Department: COUNTY JUDGE

Information

CAPTION

1. Approval of the AICR Form as required by the Texas Homeland Security State Administrative Agency (THSSAA).

2. Authorization for County Judge to sign the AICR Form.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

Approval of the AICR Form

Attachments

forms

form

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/11/2014 04:26 PM
Manuel Chapa	Manuel Chapa	04/11/2014 04:54 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: SANDRA DELEON Started On: 04/11/2014 03:15 PM

Final Approval Date: 04/11/2014

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

ANNUAL INVENTORY CONTROL REQUIREMENT

Name of Jurisdiction: Hidalgo County Constable Pct 1	**Date:** 4/11/14

INSTRUCTIONS: Please initial on the left to certify each of the following statements. All four sections must be certified to be fully compliant. Please return completed document by August 1 to THSSAA monitoring at:
Fax-512-206-3137 or SAAmonitoring@dps.texas.gov

I. Controlled and Capital Assets Acknowledgement

Initial here to certify: CAJ	**My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004.** http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf

II. Tagging of Grant Funded Assets

Initial here to certify: CAJ	**My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA Information Bulletin No. 12-004 including the name of the jurisdiction and a unique identifying number.**

III. Equipment Inventory Requirements

Initial here to certify: CAJ	**My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and captures the following information for all equipment in accordance with THSSAA Information Bulletin 12-004.** **A. Description of the asset** **B. Serial number or other identification number** **C. Source of the asset** **D. Who holds the title** **E. Acquisition date** **F. Cost of the asset** **G. Percentage of federal participation in the cost of the asset** **H. Location** **I. Use** **J. Condition of the Asset** **K. Any ultimate disposition data including the date of disposal and sale price** **L. Control or Inventory Number** ***(Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS)***

IV. PHYSICAL INVENTORY RECONCILIATION

Initial here to certify: CAJ	**My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 24 months in accordance with regulations.** **Our last physical inventory was conducted:** CAJ

V. AUTHORIZED SIGNATURE(S)

Print Name of Jurisdiction/Organization	Hidalgo County Constable Pct. 1
Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer	Celestino Avila JR.
Title (Judge, Mayor, ED, City Manager, CFO)	Constable
Signature	Celestino Avila JR
Date	4/11/14

This form is located at: http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm

Hidalgo County Constable Pct. 1
Property Inventory Log

Item Control No./ Vehicle Unit No.	Item Asset No.	Item Description	Serial No./ V.I.N. No.	Acquisition Date	Unit Cost	% Federal Participation	Grant Type/ Year	Location	Item Condition (N=New, G=Good, F=Fair, P=Poor)	Name Of Title Holder	Dispostion Date/ Fair Market Value
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

* Conduct physical inventory at least once every two years
* Control system must ensure adequate safeguards to prevent loss, damage or theft
* Use Vehicle Identification Number (V.I.N.) in place of serial numbers for motor vehicles
* Ensure adequate equipment maintenance procedures
* Disposition - see procedures from Grantor

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

ANNUAL INVENTORY CONTROL REQUIREMENT

Name of Jurisdiction: Hidalgo County Constable Pct. 2	Date: 11/26/13

INSTRUCTIONS: Please initial on the left to certify each of the following statements. All four sections must be certified to be fully compliant. Please return completed document by August 1 to THSSAA monitoring at:
Fax-512-206-3137 or SAAmonitoring@dps.texas.gov

I. Controlled and Capital Assets Acknowledgement

Initial here to certify:	
	My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004. http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf

II. Tagging of Grant Funded Assets

Initial here to certify:	
	My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA Information Bulletin No. 12-004 including the name of the jurisdiction and a unique identifying number.

III. Equipment Inventory Requirements

Initial here to certify:	
	My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and captures the following information for all equipment in accordance with THSSAA Information Bulletin 12-004. A. Description of the asset B. Serial number or other identification number C. Source of the asset D. Who holds the title E. Acquisition date F. Cost of the asset G. Percentage of federal participation in the cost of the asset H. Location I. Use J. Condition of the Asset K. Any ultimate disposition data including the date of disposal and sale price L. Control or Inventory Number *(Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS)*

IV. PHYSICAL INVENTORY RECONCILIATION

Initial here to certify:	
	My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 24 months in accordance with regulations. Our last physical inventory was conducted: 9/27/2012

V. AUTHORIZED SIGNATURE(S)

Print Name of Jurisdiction/Organization	Hidalgo County Constable Pct. 2
Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer	Armando Campos
Title (Judge, Mayor, ED, City Manager, CFO)	Chief Deputy Constable
Signature	A Campos CDM
Date	11/26/13

This form is located at: http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm

EXHIBIT "F"
CITY NAME Hidalgo County Constable Pct. 2
2012 STONEGARDEN GRANT – PROPERTY ACQUISITION FORM
GRANT #EMW-2012-SS-00018-S01

Description	Tag ID#	Serial or ID#	Source of Property	Title Owner	Acquisition Date	Cost	% of Federal/State Participation in Cost of Property	Location	Use & Condition Of Property	Disposal Date	Price Sold
2010 Tahoe	52566	1GNMCAE05AR231696	CALDWELL COUNTRY CHEVROLET	Hidalgo County	09/28/2010	39,046.00	100%	Constable Pct.2	New		
2010 Tahoe	52567	1GNMCAE03AR239352	CALDWELL COUNTRY CHEVROLET	Hidalgo County	09/28/2010	39,046.00	100%	Constable Pct.2	New		

To be submitted monthly with attached photos of all equipment showing ID tags.

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

ANNUAL INVENTORY CONTROL REQUIREMENT

Name of Jurisdiction: Hidalgo County Constable Pct. 3	Date: 12-09-13

INSTRUCTIONS: Please initial on the left to certify each of the following statements. All four sections must be certified to be fully compliant. Please return completed document by August 1 to THSSAA monitoring at:
Fax-512-206-3137 or SAAmonitoring@dps.texas.gov

I. Controlled and Capital Assets Acknowledgement

Initial here to certify:	
[redacted]	My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004. http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf

II. Tagging of Grant Funded Assets

Initial here to certify:	
[redacted]	My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA Information Bulletin No. 12-004 including the name of the jurisdiction and a unique identifying number.

III. Equipment Inventory Requirements

Initial here to certify:	
[redacted]	My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and captures the following information for all equipment in accordance with THSSAA Information Bulletin 12-004. A. Description of the asset B. Serial number or other identification number C. Source of the asset D. Who holds the title E. Acquisition date F. Cost of the asset G. Percentage of federal participation in the cost of the asset H. Location I. Use J. Condition of the Asset K. Any ultimate disposition data including the date of disposal and sale price L. Control or Inventory Number *(Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS)*

IV. PHYSICAL INVENTORY RECONCILIATION

Initial here to certify:	
[redacted]	My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 24 months in accordance with regulations. Our last physical inventory was conducted: [redacted]

V. AUTHORIZED SIGNATURE(S)

Print Name of Jurisdiction/Organization	Hidalgo County Constable Precinct 3
Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer	Lazaro Gallardo, Jr.
Title (Judge, Mayor, ED, City Manager, CFO)	Constable
Signature	Lazaro Gallardo Jr.
Date	12-09-13

This form is located at: http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm

Hidalgo County Constable's Office

Property Inventory Log

Item Control No./ Vehicle Unit No.	Item Asset No.	Item Description	Serial No./ V.I.N. No.	Unit Cost	% Federal Participation	Grant Type/ Year	LOCATION	Item Condition (N=New, G=Good, F=Fair, P=Poor)	CHECKED BY	DATE CHECKED
900-3600	51222	2010 ALLEYCAT II RECYCLE TRAILER	1D9RP1811XAB388007	$9,999.58	100%	SOLID WASTE ENFORCEMENT GRANT	PCT. 3 MANSION	G		
900-3601	51221	2010 ALLEYCAT II RECYCLE TRAILER	1D9RP1811AB388008	$9,999.58	100%	SOLID WASTE ENFORCEMENT GRANT	PCT. 3 MANSION	G		
900-3602	51223	2010 ALLEYCAT II RECYCLE TRAILER	1D9RP1813AB388009	$ 9,999.58	100%	SOLID WASTE ENFORCEMENT GRANT	PCT. 1	G		
320	52755	2011 CHEVROLET TAHOE	1GNLC2E048R116851	$39,346.00	100%	LBSP	PCT. 3 CONSTABLE	G		
321	52756	2011 CHEVROLET TAHOE	1GNLC2E068R118438	$39,346.00	100%	LBSP	PCT. 3 CONSTABLE	G		
327	53960	2011 FORD F150 PICKUP	1FTFW1CFXBKE10617	$27,593.75	70%	BSCRO	PCT. 3 CONSTABLE	G		
328	53961	2011 FORD F150 PICKUP	1FTFW1CF1BKE10618	$27,593.75	70%	BSCRO	PCT. 3 CONSTABLE	G		
	43206	LATITUDE D600. 1.46HZ PENTIUM 14.1 XGA	H4G8051	$1,722.52	100%	LRGVDC	PCT. 3 CONSTABLE	F		
	48800	2 CAMERAS COBRA VIDEO SYSTEM	173610000006	$5,845.00	100%	SOLID WASTE ENFORCEMENT GRANT	PCT. 3 MANSION	F		
	49956	SUPER CIRCUITS CAMERA MINI WATCHBOX SYSTEM	090827004-0010	$3,846.00	99%	SOLID WASTE ENFORCEMENT GRANT	PCT. 3 MANSION	F		
	49957	SUPER CIRCUITS CAMERA DUAL WATCHBOX SYSTEM	070305011-04448.0458	$2,433.00	99%	SOLID WASTE ENFORCEMENT GRANT	PCT. 3 MANSION	F		

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

ANNUAL INVENTORY CONTROL REQUIREMENT

Name of Jurisdiction: Hidalgo County Constable Pct 4	Date: November 25, 2013

INSTRUCTIONS: Please initial on the left to certify each of the following statements. All four sections must be certified to be fully compliant. Please return completed document by August 1 to THSSAA monitoring at:
Fax-512-206-3137 or SAAmonitoring@dps.texas.gov

I. Controlled and Capital Assets Acknowledgement

Initial here to certify:	My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004. http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf

II. Tagging of Grant Funded Assets

Initial here to certify:	My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA Information Bulletin No. 12-004 including the name of the jurisdiction and a unique identifying number.

III. Equipment Inventory Requirements

Initial here to certify:	My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and captures the following information for all equipment in accordance with THSSAA Information Bulletin 12-004. A. Description of the asset B. Serial number or other identification number C. Source of the asset D. Who holds the title E. Acquisition date F. Cost of the asset G. Percentage of federal participation in the cost of the asset H. Location I. Use J. Condition of the Asset K. Any ultimate disposition data including the date of disposal and sale price L. Control or Inventory Number *(Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS)*

IV. PHYSICAL INVENTORY RECONCILIATION

Initial here to certify:	My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 24 months in accordance with regulations. Our last physical inventory was conducted: September 3, 2013

V. AUTHORIZED SIGNATURE(S)

Print Name of Jurisdiction/Organization	Hidalgo County Constable Pct. 4
Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer	Jose Eduardo Guerra, Constable
Title (Judge, Mayor, ED, City Manager, CFO)	
Signature	
Date	11/25/13

This form is located at: http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

ANNUAL INVENTORY CONTROL REQUIREMENT

Name of Jurisdiction: Hidalgo County Sheriff's Office	Date: 2/24/14

INSTRUCTIONS: Please initial on the left to certify each of the following statements. All four sections must be certified to be fully compliant. Please return completed document by August 1 to THSSAA monitoring at:
Fax-512-206-3137 or SAAmonitoring@dps.texas.gov

I. Controlled and Capital Assets Acknowledgement

Initial here to certify:	My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004. http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf

II. Tagging of Grant Funded Assets

Initial here to certify:	My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA Information Bulletin No. 12-004 including the name of the jurisdiction and a unique identifying number.

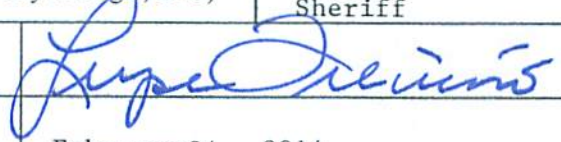
III. Equipment Inventory Requirements

Initial here to certify:	My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and captures the following information for all equipment in accordance with THSSAA Information Bulletin 12-004. A. Description of the asset B. Serial number or other identification number C. Source of the asset D. Who holds the title E. Acquisition date F. Cost of the asset G. Percentage of federal participation in the cost of the asset H. Location I. Use J. Condition of the Asset K. Any ultimate disposition data including the date of disposal and sale price L. Control or Inventory Number (*Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS*)

IV. PHYSICAL INVENTORY RECONCILIATION

Initial here to certify:	My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 24 months in accordance with regulations. Our last physical inventory was conducted: 2/14/14

V. AUTHORIZED SIGNATURE(S)

Print Name of Jurisdiction/Organization	Hidalgo County Sheriff's Office
Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer	Guadalupe "Lupe" Trevino
Title (Judge, Mayor, ED, City Manager, CFO)	Sheriff
Signature	
Date	February 24, 2014

This form is located at: http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

ANNUAL INVENTORY CONTROL REQUIREMENTS

Name of Jurisdiction | Date

This form is needed for the July 1st report each of the following grant years. All Jurisdictions must complete a physical inventory and reconciliation of assets purchased with Homeland Security grant funds. Please refer to THSSAA monitoring guidelines for more information.

I. Controlled and Capital Assets Acknowledgement

My jurisdiction has listed all required homeland security grant funded assets on our local inventory control system in accordance with THSSAA's Information Bulletin No. 12-001

Attached is the inventory addendum with the appropriate grant(s) highlighted

II. Tagging of Grant Funded Assets

My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA's Information Bulletin No. 12-001 including the name of the jurisdiction and a unique identifying number

III. Equipment Inventory Requirements

My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and supports the following information for all equipment in accordance with THSSAA Information Bulletin No. 12-001

A. Description of the asset
B. Serial number or other identification number
C. Source of the asset
D. Who holds the title
E. Acquisition date
F. Cost of the asset
G. Percentage of Federal participation in the cost of the asset
H. Location
I. Use
J. Condition of the Asset
K. Any ultimate disposition data including the date of disposal and sale price
L. Control or Inventory Number

If necessary, additional supplemental sheets may be used to list all assets

IV. PHYSICAL INVENTORY RECONCILIATION

My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 12 months and is in accordance with regulations

Date physical inventory was conducted

V. AUTHORIZED SIGNATURE(S)

Printed Name of Jurisdiction/Organization	
Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer	
Title (Judge, Mayor, CEO, City Manager, CFO)	
Signature	
Date	

This form is located at http://www.txhsgp.state.tx.us/director_staff/san information.html

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

ANNUAL INVENTORY CONTROL REQUIREMENT

Name of Jurisdiction: Emergency Management	Date: 2/20/14

INSTRUCTIONS: Please initial on the left to certify each of the following statements. All four sections must be certified to be fully compliant. Please return completed document by August 1 to THSSAA monitoring at:
Fax-512-206-3137 or SAAmonitoring@dps.texas.gov

I. Controlled and Capital Assets Acknowledgement

Initial here to certify:	My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004. http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf

II. Tagging of Grant Funded Assets

Initial here to certify:	My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA Information Bulletin No. 12-004 including the name of the jurisdiction and a unique identifying number.

III. Equipment Inventory Requirements

Initial here to certify:

My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and captures the following information for all equipment in accordance with THSSAA Information Bulletin 12-004.

A. Description of the asset
B. Serial number or other identification number
C. Source of the asset
D. Who holds the title
E. Acquisition date
F. Cost of the asset
G. Percentage of federal participation in the cost of the asset
H. Location
I. Use
J. Condition of the Asset
K. Any ultimate disposition data including the date of disposal and sale price
L. Control or Inventory Number

(Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS)

IV. PHYSICAL INVENTORY RECONCILIATION

Initial here to certify:	My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 24 months in accordance with regulations. Our last physical inventory was conducted: 2/20/14

V. AUTHORIZED SIGNATURE(S)

Print Name of Jurisdiction/Organization	
Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer	
Title (Judge, Mayor, ED, City Manager, CFO)	
Signature	
Date	

This form is located at: http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm

TEXAS DEPARTMENT OF PUBLIC SAFETY
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)

ANNUAL INVENTORY CONTROL REQUIREMENT

Name of Jurisdiction: Hidalgo County	Date: 04/15/2014

INSTRUCTIONS: Please initial on the left to certify each of the following statements. All four sections must be certified to be fully compliant. Please return completed document by August 1 to THSSAA monitoring at:
Fax-512-206-3137 or SAAmonitoring@dps.texas.gov

I. Controlled and Capital Assets Acknowledgement

Initial here to certify: rg	My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004. http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf

II. Tagging of Grant Funded Assets

Initial here to certify: rg	My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA Information Bulletin No. 12-004 including the name of the jurisdiction and a unique identifying number.

III. Equipment Inventory Requirements

Initial here to certify: rg	My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and captures the following information for all equipment in accordance with THSSAA Information Bulletin 12-004. A. Description of the asset B. Serial number or other identification number C. Source of the asset D. Who holds the title E. Acquisition date F. Cost of the asset G. Percentage of federal participation in the cost of the asset H. Location I. Use J. Condition of the Asset K. Any ultimate disposition data including the date of disposal and sale price L. Control or Inventory Number (*Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS*)

IV. PHYSICAL INVENTORY RECONCILIATION

Initial here to certify: rg	My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 24 months in accordance with regulations. Our last physical inventory was conducted: _____

V. AUTHORIZED SIGNATURE(S)

Print Name of Jurisdiction/Organization	Hidalgo County
Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer	Ramon Garcia
Title (Judge, Mayor, ED, City Manager, CFO)	County Judge
Signature	
Date	04/15/2014

This form is located at: http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm

AI-43875 **Comm. Court Executive Office 7. C.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Sergio Cruz **Submitted By:** Glinda Pacheco, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Requesting approval to remodel Budget & Management Department Lobby Area at the Administration Building with authority to obtain necessary permits/documents and authorize Executive Officer to sign related documents.

BACKGROUND

Total cost of construction/material is approximately $7,546; utilizing County personnel for labor & prior designated funding.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-415-14-115-001-0-431

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

BUDGETARY IMPACT:

Pending CC approval of interdepartmental transfer AI- 43917, in the amount of $7,546.00.

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 08:34 AM
Obdett Calzada	Obdett Calzada	04/10/2014 02:44 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Glinda Pacheco Started On: 04/01/2014 09:43 AM

Final Approval Date: 04/11/2014

AI-44046 **Comm. Court Executive Office 7. D.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Jaime Salinas, Pct 2 ROW **Submitted By:** Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Right of Way - (Border Rd. Project - Pct. 2):
1. Authorization for Valde Guerra, Executive Officer to sign IRS Form 8283 (Noncash Charitable Contributions) on behalf of the County in connection with land donation from Jose Becerra
2. Authorization for Valde Guerra, Executive Officer to sign IRS Form 8283 (Noncash Charitable Contributions) on behalf of the County in connection with land donation from Franklin D. Pribble and Josephine Pribble

BACKGROUND

J. Becerra - donation of 1.49 acre tract of land out of Lot 15 Blk 34 - appraised value of $ 25,754.00
Donation accepted by court on 8/6/13 (Jose Becerra)

F & J Pribble - donation of 1.26 acre tract of land out of Lot 10 Blk 34 - appraised value of $ 20,790.00
Donation accepted by court on 8/6/13 (Josephine Becerra)

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

Authorization to sign IRS Form...

Attachments

2 forms

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 11:03 AM
Manuel Chapa	Manuel Chapa	04/11/2014 09:36 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/10/2014 10:21 AM

Final Approval Date: 04/11/2014

Form **8283**
(Rev. December 2013)
Department of the Treasury
Internal Revenue Service

Noncash Charitable Contributions

► Attach to your tax return if you claimed a total deduction of over $500 for all contributed property.
► Information about Form 8283 and its separate instructions is at *www.irs.gov/form8283*.

OMB No. 1545-0908
Attachment Sequence No. 155

Name(s) shown on your income tax return

Identifying number

Jose Becerra

Note. Figure the amount of your contribution deduction before completing this form. See your tax return instruc

Section A. Donated Property of $5,000 or Less and Publicly Traded Securities—List in this s groups of similar items) for which you claimed a deduction of $5,000 or less. Also securities even if the deduction is more than $5,000 (see instructions).

Part I **Information on Donated Property**—If you need more space, attach a statement.

1	(a) Name and address of the donee organization	(b) If donated property is a vehicle (see instructions), check the box. Also enter the vehicle identification number (unless Form 1098-C is attached)	(c) Description (For a vehicle, enter t mileage. For securities, the num
A		☐	
B		☐	
C		☐	
D		☐	
E		☐	

Note. If the amount you claimed as a deduction for an item is $500 or less, you do not have to complete columns (e), (f), and (g).

	(d) Date of the contribution	(e) Date acquired by donor (mo., yr.)	(f) How acquired by donor	(g) Donor's cost or adjusted basis	(h) Fair market value (see instructions)	(i) Method used to determine the fair market value
A						
B						
C						
D						
E						

Part II **Partial Interests and Restricted Use Property**—Complete lines 2a through 2e if you gave less than an entire interest in a property listed in Part I. Complete lines 3a through 3c if conditions were placed on a contribution listed in Part I; also attach the required statement (see instructions).

2a Enter the letter from Part I that identifies the property for which you gave less than an entire interest ► _____
If Part II applies to more than one property, attach a separate statement.

b Total amount claimed as a deduction for the property listed in Part I: (1) For this tax year ► _____
(2) For any prior tax years ► _____

c Name and address of each organization to which any such contribution was made in a prior year (complete only if different from the donee organization above):
Name of charitable organization (donee)

Address (number, street, and room or suite no.)

City or town, state, and ZIP code

d For tangible property, enter the place where the property is located or kept ► _____

e Name of any person, other than the donee organization, having actual possession of the property ► _____

		Yes	No
3a	Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?		
b	Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire?		
c	Is there a restriction limiting the donated property for a particular use?		

Name(s) shown on your income tax return | Identifying number

Jose Becerra

Section B. Donated Property Over $5,000 (Except Publicly Traded Securities)—List in this section onl for which you claimed a deduction of more than $5,000 per item or group (except contrib reported in Section A). An appraisal is generally required for property listed in Section B (see

Part I Information on Donated Property—To be completed by the taxpayer and/or

4 Check the box that describes the type of property donated:

- a ☑ Art* (contribution of $20,000 or more)
- b ☐ Qualified Conservation Contribution
- c ☐
- d ☐ Art* (contribution of less than $20,000)
- e ☐ Other Real Estate
- f ☐
- g ☐ Collectibles**
- h ☐ Intellectual Property
- i ☐
- j ☐ Other

*Art includes paintings, sculptures, watercolors, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

**Collectibles include coins, stamps, books, gems, jewelry, sports memorabilia, dolls, etc., but not art as defined above.

Note. In certain cases, you must attach a qualified appraisal of the property. See instructions.

5	(a) Description of donated property (if you need more space, attach a separate statement)	(b) If tangible property was donated, give a brief summary of the overall physical condition of the property at the time of the gift	(c) Appraised fair market value
A	1.49 acre tract land out of Lot 15 Blk 34		25,754. 00
B			
C			
D			

	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) For bargain sales, enter amount received	See instructions (h) Amount claimed as a deduction	See instructions (i) Date of contribution
A	Various	Purchased	250,000.. 00	0. 00		
B						
C						
D						

Part II Taxpayer (Donor) Statement—List each item included in Part I above that the appraisal identifies as having a value of $500 or less. See instructions.

I declare that the following item(s) included in Part I above has to the best of my knowledge and belief an appraised value of not more than $500 (per item). Enter identifying letter from Part I and describe the specific item. See instructions. ►

Signature of taxpayer (donor) ► Date ►

Part III Declaration of Appraiser

I declare that I am not the donor, the donee, a party to the transaction in which the donor acquired the property, employed by, or related to any of the foregoing persons, or married to any person who is related to any of the foregoing persons. And, if regularly used by the donor, donee, or party to the transaction, I performed the majority of my appraisals during my tax year for other persons.

Also, I declare that I perform appraisals on a regular basis; and that because of my qualifications as described in the appraisal, I am qualified to make appraisals of the type of property being valued. I certify that the appraisal fees were not based on a percentage of the appraised property value. Furthermore, I understand that a false or fraudulent overstatement of the property value as described in the qualified appraisal or this Form 8283 may subject me to the penalty under section 6701(a) (aiding and abetting the understatement of tax liability). In addition, I understand that I may be subject to a penalty under section 6695A if I know, or reasonably should know, that my appraisal is to be used in connection with a return or claim for refund and a substantial or gross valuation misstatement results from my appraisal. I affirm that I have not been barred from presenting evidence or testimony by the Office of Professional Responsibility.

Sign Here Signature ► Title ► State Certified General Date ►

Business address (including room or suite no.) | Identifying number

1419 Dove Avenue Suite 1 | TX1328375

City or town, state, and ZIP code

McAllen ,Texas 78504

Part IV Donee Acknowledgment—To be completed by the charitable organization.

This charitable organization acknowledges that it is a qualified organization under section 170(c) and that it received the donated property as described in Section B, Part I, above on the following date ► 03/18/2013

Furthermore, this organization affirms that in the event it sells, exchanges, or otherwise disposes of the property described in Section B, Part I (or any portion thereof) within 3 years after the date of receipt, it will file **Form 8282,** Donee Information Return, with the IRS and give the donor a copy of that form. This acknowledgment does not represent agreement with the claimed fair market value.

Does the organization intend to use the property for an unrelated use? . . . . . ► ☐ Yes ☑ No

Name of charitable organization (donee)	Employer identification number
Hidalgo County	74-6000717
Address (number, street, and room or suite no.)	**City or town, state, and ZIP code**
2808 South Business Hwy 281	Edinburg, Texas 78539-6243
Authorized signature	Title / Date

Form **8283**
(Rev. December 2013)
Department of the Treasury
Internal Revenue Service

Noncash Charitable Contributions

► **Attach to your tax return if you claimed a total deduction of over $500 for all contributed property.**
► **Information about Form 8283 and its separate instructions is at *www.irs.gov/form8283.***

OMB No. 1545-0908
Attachment Sequence No. **155**

Name(s) shown on your income tax return

Franklin D Pribble and Josephine Pribble

Note. Figure the amount of your contribution deduction before completing this form. See your tax return ir

Section A. Donated Property of $5,000 or Less and Publicly Traded Securities—List in tl groups of similar items) for which you claimed a deduction of $5,000 or less. securities even if the deduction is more than $5,000 (see instructions).

Part I **Information on Donated Property**—If you need more space, attach a statement.

1	(a) Name and address of the donee organization	(b) If donated property is a vehicle (see instructions), check the box. Also enter the vehicle identification number (unless Form 1098-C is attached)	(c) Desc (For a vehicle, mileage. For secu th
A		☐	
B		☐	
C		☐	
D		☐	
E		☐	

Note. If the amount you claimed as a deduction for an item is $500 or less, you do not have to complete columns (e), (f), and (g).

	(d) Date of the contribution	(e) Date acquired by donor (mo., yr.)	(f) How acquired by donor	(g) Donor's cost or adjusted basis	(h) Fair market value (see instructions)	(i) Method used to determine the fair market value
A						
B						
C						
D						
E						

Part II **Partial Interests and Restricted Use Property**—Complete lines 2a through 2e if you gave less than an entire interest in a property listed in Part I. Complete lines 3a through 3c if conditions were placed on a contribution listed in Part I; also attach the required statement (see instructions).

2a Enter the letter from Part I that identifies the property for which you gave less than an entire interest ► _____
If Part II applies to more than one property, attach a separate statement.

b Total amount claimed as a deduction for the property listed in Part I: **(1)** For this tax year ► _____
(2) For any prior tax years ► _____

c Name and address of each organization to which any such contribution was made in a prior year (complete only if different from the donee organization above):
Name of charitable organization (donee)

Address (number, street, and room or suite no.)

City or town, state, and ZIP code

d For tangible property, enter the place where the property is located or kept ► _____

e Name of any person, other than the donee organization, having actual possession of the property ► _____

		Yes	No
3a	Is there a restriction, either temporary or permanent, on the donee's right to use or dispose of the donated property?		
b	Did you give to anyone (other than the donee organization or another organization participating with the donee organization in cooperative fundraising) the right to the income from the donated property or to the possession of the property, including the right to vote donated securities, to acquire the property by purchase or otherwise, or to designate the person having such income, possession, or right to acquire?		
c	Is there a restriction limiting the donated property for a particular use?		

Name(s) shown on your income tax return | Identifying number

Franklin D Pribble and Josephine Pribble | [redacted]

Section B. Donated Property Over $5,000 (Except Publicly Traded Securities)—List in this section only
for which you claimed a deduction of more than $5,000 per item or group (except contribut
reported in Section A). An appraisal is generally required for property listed in Section B (see i

Part I Information on Donated Property—To be completed by the taxpayer and/or th

4 Check the box that describes the type of property donated:

a ☑ Art* (contribution of $20,000 or more) b ☐ Qualified Conservation Contribution c ☐
d ☐ Art* (contribution of less than $20,000) e ☐ Other Real Estate f ☐
g ☐ Collectibles** h ☐ Intellectual Property i ☐
j ☐ Other

*Art includes paintings, sculptures, watercolors, prints, drawings, ceramics, antiques, decorative arts, textiles, carpets, silver, rare manuscripts, historical memorabilia, and other similar objects.

**Collectibles include coins, stamps, books, gems, jewelry, sports memorabilia, dolls, etc., but not art as defined above.

Note. In certain cases, you must attach a qualified appraisal of the property. See instructions.

5	(a) Description of donated property (if you need more space, attach a separate statement)	(b) If tangible property was donated, give a brief summary of the overall physical condition of the property at the time of the gift	(c) Appraised fair market value
A	1.26 acre tract land out of lot 10 Blk 34		20,790. 00
B			
C			
D			

	(d) Date acquired by donor (mo., yr.)	(e) How acquired by donor	(f) Donor's cost or adjusted basis	(g) For bargain sales, enter amount received	See instructions (h) Amount claimed as a deduction	See instructions (i) Date of contribution
A	Various	loan payment purchase	67,000. 00	0. 00		
B						
C						
D						

Part II Taxpayer (Donor) Statement—List each item included in Part I above that the appraisal identifies as having a value of $500 or less. See instructions.

I declare that the following item(s) included in Part I above has to the best of my knowledge and belief an appraised value of not more than $500 (per item). Enter identifying letter from Part I and describe the specific item. See instructions. ▶

Signature of taxpayer (donor) ▶ Date ▶

Part III Declaration of Appraiser

I declare that I am not the donor, the donee, a party to the transaction in which the donor acquired the property, employed by, or related to any of the foregoing persons, or married to any person who is related to any of the foregoing persons. And, if regularly used by the donor, donee, or party to the transaction, I performed the majority of my appraisals during my tax year for other persons.

Also, I declare that I perform appraisals on a regular basis; and that because of my qualifications as described in the appraisal, I am qualified to make appraisals of the type of property being valued. I certify that the appraisal fees were not based on a percentage of the appraised property value. Furthermore, I understand that a false or fraudulent overstatement of the property value as described in the qualified appraisal or this Form 8283 may subject me to the penalty under section 6701(a) (aiding and abetting the understatement of tax liability). In addition, I understand that I may be subject to a penalty under section 6695A if I know, or reasonably should know, that my appraisal is to be used in connection with a return or claim for refund and a substantial or gross valuation misstatement results from my appraisal. I affirm that I have not been barred from presenting evidence or testimony by the Office of Professional Responsibility.

Sign Here Signature ▶ Title ▶ State Certified General Date ▶

Business address (including room or suite no.) | Identifying number

1419 Dove Avenue Suite 1 | TX1328375

City or town, state, and ZIP code

McAllen, Texas 78504

Part IV Donee Acknowledgment—To be completed by the charitable organization.

This charitable organization acknowledges that it is a qualified organization under section 170(c) and that it received the donated property as described in Section B, Part I, above on the following date ▶ 03/18/2013

Furthermore, this organization affirms that in the event it sells, exchanges, or otherwise disposes of the property described in Section B, Part I (or any portion thereof) within 3 years after the date of receipt, it will file **Form 8282,** Donee Information Return, with the IRS and give the donor a copy of that form. This acknowledgment does not represent agreement with the claimed fair market value.

Does the organization intend to use the property for an unrelated use? . . . . . ▶ ☐ Yes ☑ No

Name of charitable organization (donee)	Employer identification number
Hidalgo County	74-6000717
Address (number, street, and room or suite no.)	City or town, state, and ZIP code
2808 South Business Hwy 281	Edinburg, Texas 78539-6243
Authorized signature	Title / Date

AI-44083 **Comm. Court Executive Office 7. E.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Monica Badillo,
EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Discussion and action on revision to the Exiting Elected Official Expenditure Policy

BACKGROUND

Proposing to increase amounts.

Attachments

current

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/11/2014 05:11 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/11/2014

Final Approval Date: 04/11/2014

EXITING ELECTED OFFICIAL EXPENDITURE POLICY

PURPOSE AND OBJECTIVES

1.1 Local Government Code Section 130.908 requires Commissioners Court to approve any expenditure of an elected county or precinct officer who was not renominated or reelected that is over an amount set by the Commissioners Court. The purpose of this policy is to establish expenditure limits that require Commissioners Court approval.

DEFINITIONS

2.1 **Expenditure:** For the purposes of this policy, expenditure is 1) a single transaction or multiple transactions to any one vendor, or 2) the combination of multiple purchases for a single project or piece of equipment.

2.2 **Travel Expenditure:** For the purposes of this policy, travel expenditure is the combined costs of a single business or training trip including, but not limited to, registration, hotel, transportation and meals.

POLICY

3.1 When a Hidalgo County elected official is not renominated or reelected, during the time following the date of the announcement of the results of the official canvass of the primary or election returns, , while that elected official remains in office, the Commissioners Court must approve all expenditures under the control of the elected official that exceed:

1) $1,500.00 if budgeted in the maintenance and operating category or the capital category, unless the expenditure is for utilities (see item 2 below),

2) $5,000.00 if the expenditure is for utilities (i.e., water, electricity, phone (landline only), gas and sewage); or

Or

3) Any travel expenditure that exceeds $500.00 where the elected official is doing the traveling. Commissioners Court approval is not required for travel expenditures for the staff of the elected official.

3.2 The approval by Commissioners Court must take place before a purchase order is issued, a travel encumbrance is approved, or the County is obligated to pay the expenditure; this includes procurement card transactions. The elected official may be held personally liable for expenditures that occur in violation of this policy.

AI-44054 **Constables 8. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Raquel Ramos, CONSTABLE PCT. #3

Department: CONSTABLE PCT. #3

Information

CAPTION

Constable Pct. 3:
Discussion, consideration and approval to appoint Jose Guzman as Reserve Deputy Constable by Constable Lazaro Gallardo, Jr., Constable Precinct 3, in accordance with Texas Local Government Code Section 86.012.

BACKGROUND

Fiscal Impact

FISCAL YEAR: ACCT. #:

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

BUDGETARY IMPACT:

No Budgetary impact
Approval to appoint...

Attachments

Local Gov't. Code

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 04:24 PM
Manuel Chapa	Manuel Chapa	04/11/2014 09:50 AM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Raquel Ramos Started On: 04/10/2014 03:32 PM

Final Approval Date: 04/11/2014

LOCAL GOVERNMENT CODE

CHAPTER 86. CONSTABLE

SUBCHAPTER A. GENERAL PROVISIONS

§ 86.001. ELIGIBILITY TO SERVE AFTER BOUNDARY CHANGE. A person who has served as the constable of a precinct for 10 or more consecutive years before a change is made in the boundaries of the precinct is not ineligible for reelection in the precinct because of residence outside the precinct if the constable's residence is within the boundaries of the precinct as they existed before the change.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 86.002. OATH; BOND. (a) Before entering on the duties of office, a person who is elected to the office of constable must execute a bond with two or more good and sufficient sureties or with a solvent surety company authorized to do business in this state. The bond must be payable to the governor and the governor's successors in office and conditioned that the constable will faithfully perform the duties imposed by law. The bond must be approved by the commissioners court of the county. The commissioners court shall set the bond in an amount of not less than $500 or more than $1,500.

(b) A person who is elected constable must also take and sign the constitutional oath of office. The oath shall be endorsed on the bond, together with the certificate of the officer who administers the oath. The bond and oath must be deposited and recorded in the office of the clerk of the county court.

(c) The bond is not void on the first recovery but may be sued on from time to time in the name of an injured party until the whole amount of the bond is recovered.

(d) A person who is elected or appointed to the office of constable and who has given the necessary bond and taken the oath of office may immediately perform the duties of the office. The acts of the constable are as valid in law as if the constable were commissioned.

(e) Repealed by Acts 1995, 74th Leg., ch. 683, § 1, eff. Aug. 28, 1995.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 683, § 1, eff. Aug. 28, 1995.

Amended by:

Acts 2005, 79th Leg., Ch. 1094, § 18, eff. September 1, 2005.

§ 86.0021. QUALIFICATIONS; REMOVAL. (a) A person is not eligible to serve as constable unless:

(1) the person is eligible to be licensed under Sections 1701.309 and 1701.312, Occupations Code, and:

(A) has at least an associate's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;

(B) is a special investigator under Article 2.122(a), Code of Criminal Procedure; or

(C) is an honorably retired peace officer or honorably retired federal criminal investigator who holds a certificate of proficiency issued under Section 1701.357, Occupations Code; or

(2) the person is an active or inactive licensed peace officer under Chapter 1701, Occupations Code.

(b) On or before the 270th day after the date a constable takes office, the constable shall provide, to the commissioners court of the county in which the constable serves, evidence that the constable has been issued a permanent peace officer license under Chapter 1701, Occupations Code. A constable who fails to provide evidence of licensure under this subsection or who fails to maintain a permanent license while serving in office forfeits the office and is subject to removal in a quo warranto proceeding under Chapter 66, Civil Practice and Remedies Code.

(c) The license requirement of Subsection (b) supersedes the license requirement of Section 1701.302, Occupations Code.

Added by Acts 1997, 75th Leg., ch. 884, § 3, eff. Jan. 1, 1998. Amended by Acts 1999, 76th Leg., ch. 877, § 1, eff. Aug. 30, 1999; Acts 2001, 77th Leg., ch. 1420, § 14.821, eff. Sept. 1, 2001.

Amended by:

Acts 2005, 79th Leg., Ch. 954, § 1, eff. June 18, 2005.

§ 86.003. NEW BOND; REMOVAL. (a) If any of the sureties of a constable dies, permanently moves from this state, becomes insolvent, or is released from liability as provided by law or if the commissioners court determines that the bond of the constable is insufficient, the court shall issue a citation that requires the constable to appear at a time set in the citation, after the 10th day but on or before the 30th day after the date the citation is issued, in order to execute a new bond with good and sufficient surety.

(b) If the constable neglects or refuses to appear to execute the bond at the designated time, the constable shall cease to perform the duties of the office and shall be removed from office by the judge of the district court in the manner provided by law for the removal of county officers.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

SUBCHAPTER B. DEPUTIES

§ 86.011. APPOINTMENT OF DEPUTY CONSTABLE. (a) An elected constable who desires to appoint a deputy must apply in writing to the commissioners court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm the appointment of the deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.

(b) Each deputy constable must qualify in the manner provided for deputy sheriffs.

(c) The constable is responsible for the official acts of each deputy of the constable. The constable may require a deputy to post a bond or security. A constable may exercise any remedy against a deputy or the deputy's surety that a person may exercise against the constable or the constable's surety.

(d) A person commits an offense if the person:

(1) serves as a deputy constable and the person has not been appointed as provided by Subsection (a); or

(2) is a constable and issues a deputyship without the consent and approval of the commissioners court.

(e) An offense under Subsection (d) is punishable by a fine of not less than $50 or more than $1,000.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 86.012. RESERVE DEPUTY CONSTABLES. (a) The commissioners court of a county may authorize a constable of the county to appoint reserve deputy constables. The commissioners court may limit the number of reserve deputy constables that a constable may appoint.

(b) A reserve deputy constable serves at the discretion of the constable and may be called into service at any time that the constable considers it necessary to have additional officers to preserve the peace and enforce the law. The constable may authorize a reserve deputy constable who is a peace officer as described by Article 2.12, Code of Criminal Procedure, to carry a weapon or act as a peace officer at all times, regardless of whether the reserve deputy constable is engaged in the actual discharge of official duties, or may limit the authority of the reserve deputy constable to carry a weapon or act as a peace officer to only those times during which the reserve deputy constable is engaged in the actual discharge of official duties. A reserve deputy constable who is not a peace officer as described by Article 2.12, Code of Criminal Procedure, may act as a peace officer only during the actual discharge of official duties. A reserve deputy constable, regardless of whether the reserve deputy constable is a peace officer as described by Article 2.12, Code of Criminal Procedure, is not:

(1) eligible for participation in any program provided by the county that is normally considered a financial benefit of full-time employment or for any pension fund created by statute for the benefit of full-time paid peace officers; or

(2) exempt from Chapter 1702, Occupations Code.

(c) A reserve deputy constable must take the official oath and must execute a bond in the amount of $2,000, payable to the constable. The oath and bond must be filed with the county clerk of the county in which the appointment is made. The oath and bond must be given before the reserve deputy constable's entry on duty and simultaneously with the officer's appointment.

(d) While actively engaged in an assigned duty at the call of the constable, a reserve deputy constable is vested with the same rights, privileges, and duties of any other peace officer in this state.

(e) The county and the constable do not incur any liability by reason of the appointment of a reserve deputy constable if the reserve deputy constable incurs a personal injury while serving in that capacity.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1999, 76th Leg., ch. 90, § 3, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1420, § 14.822, eff. Sept. 1, 2001.

SUBCHAPTER C. POWERS AND DUTIES

§ 86.021. GENERAL POWERS AND DUTIES. (a) A constable shall execute and return as provided by law each process, warrant, and precept that is directed to the constable and is delivered by a lawful officer. Notices required by Section 24.005, Property Code, relating to eviction actions are process for purposes of this

section that may be executed by a constable.

(b) A constable may execute any civil or criminal process throughout the county in which the constable's precinct is located and in other locations as provided by the Code of Criminal Procedure or by any other law.

(c) A constable expressly authorized by statute to perform an act or service, including the service of civil or criminal process, citation, notice, warrant, subpoena, or writ, may perform the act or service anywhere in the county in which the constable's precinct is located.

(d) Regardless of the Texas Rules of Civil Procedure, all civil process may be served by a constable in the constable's county or in a county contiguous to the constable's county, except that a constable who is a party to or interested in the outcome of a suit may not serve any process related to the suit.

(e) The constable shall attend each justice court held in the precinct.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 13(a), eff. Aug. 28, 1989; Acts 1997, 75th Leg., ch. 884, § 1, eff. Jan. 1, 1998.

§ 86.022. POWER TO SUMMON RESIDENT ASSISTANCE. (a) If a constable encounters resistance in the execution of any lawful process or in the arrest of an offender, the constable may call for assistance any resident of the county who is convenient.

(b) A person who fails or refuses to obey a call for assistance may, on the motion of the constable, be fined by a justice of the peace in the manner provided for contempt. The amount of the fine may not exceed $10. The person who is accused of not providing assistance must be given three days' notice of the motion.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 86.023. COLLECTION LIABILITY. If, for collection, a constable receives a bond, bill, note, or account from any person and the constable gives a receipt in an official capacity for the instrument or account, the constable and the constable's sureties are liable under the constable's bond for the amount collected if the constable fails to pay the amount on demand to the person for whom the constable made the collection.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 86.024. FAILURE TO EXECUTE PROCESS. (a) If a constable fails or refuses to execute and return according to law a process, warrant, or precept that is lawfully directed and delivered to the constable, the constable shall be fined for contempt before the court that issued the process, warrant, or precept on the motion of the person injured by the failure or refusal. This section does not apply to actions brought under or that could have been brought under Chapter 34, Civil Practice and Remedies Code.

(b) The fine shall be set at not less than $10 or more than $100, with costs. The fine shall be for the benefit of the injured person. The constable must be given 10 days' notice of the motion.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

Amended by:

Acts 2007, 80th Leg., R.S., Ch. 421, § 6, eff. September 1, 2007.

§ 86.025. UNFINISHED BUSINESS. If a constable vacates the office for any reason, all unfinished business shall be transferred to the succeeding constable and completed in the same manner as if the successor had begun the business.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

AI-43886 **Constables 8. B.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Raquel Ramos, CONSTABLE PCT. #3

Department: CONSTABLE PCT. #3

Information

CAPTION

Constable Pct. 3 - LBSP (1284):
Authorization and approval to accept an extension for the 2013 Local Border Security Program (LBSP) grant through August 31, 2014.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2013 **ACCT. #:** 4-1284-421-00-293-080-3-xxx

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

BUDGETARY IMPACT:

No budgetary impact.
Grant period extension only.
New termination date is 8/31/14.

Attachments

Grant Adjustment Notice

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/02/2014 03:51 PM
Manuel Chapa	Manuel Chapa	04/04/2014 08:01 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Raquel Ramos Started On: 04/01/2014 02:48 PM

Final Approval Date: 04/11/2014

GRANT ADJUSTMENT NOTICE

TEXAS DEPARTMENT OF PUBLIC SAFETY
Texas Homeland Security State Administrative Agency

Program Title:	Local Border Security Program FY 13 (LBSP-13)
Funding Instrument:	General Appropriations Act, Rider 41, 82ND Legislature
Administered by:	Texas Homeland Security State Administrative Agency Texas Department of Public Safety 1033 La Posada, Suite 160 Austin, Texas 78752
Grant Number:	LBSP-13-27
Recipient:	Hidalgo County Constable PCT 3
Amount of Grant:	$40,000.00 (Total Grant Amount)
Period of Grant:	January 1, 2013 through **August 31, 2014**
Type of Action	☐ Increase in Funds ☐ Decrease in Funds ☒ **Performance Period Date Change**
Grant Adjustment #:	2

AGENCY APPROVAL
Machelle Pharr Deputy Assistant Director Texas Homeland Security State Administrative Agency
Date: 02/28/2014

AI-43883 **Constables 8. C.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Raquel Ramos, CONSTABLE PCT. #3

Department: CONSTABLE PCT. #3

Information

CAPTION

Constable Pct. 3-LBSP (1284) :
1. Authorization and approval to accept additional funding of $29,000.00 for the Local Border Security Program FY 2014 (LBSP-14) Grant Award No: LBSP-14-0030.
2. Authorization for County Judge, as authorized official, to sign grant award form and related documents.
3. Authorization to pay overtime reimbursable under the grant terms and conditions.
4. Approval of Certification of Revenues, as certified by the County Auditor, for the Local Border Security Program FY2014 (LBSP-14)
5. Approval to appropriate funds for LBSP-14 in the amount of $29,000.00.

BACKGROUND

$46,000.000 was appropriated on March 5, 2014 under Agenda Item number 43320.
Total grant award amount will be $76,000.00 with this Grant Award Notice Adjustment.
Grant Period: February 12, 2014 to August 31, 2014

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1284-421-00-293-080-4-XXX

FUNDS AVAILABLE Y/N?: YES **MATCHING FUNDS Y/N?:** NO

BUDGETARY IMPACT:

See attached appropriation form for funding source.

CONST PCT3 LBSP-OVERTIME PAY: 4-1284-421-00-293-080-4-131

CONST PCT3 LBSP-REVENUES: 4-1284-334-10-293-080-4-000

Grant Fiscal Year: 2014
Grant Period: February 12, 2014 to August 31, 2014

Note: Expenses relating to Health Insurance, Life Insurance, Workers comp, Retirement and Unemployment comp assigned to the overtime hours are to be charged to the Constable Pct 3 budget (Account # 4-1284-421-00-293-080-4-XXX).

Attachments

2014 Grant Adjustment Notice
APP

EST
COR

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/02/2014 02:36 PM
Rosalinda Cantu	Rosie Cantu	04/08/2014 11:49 AM
Manuel Chapa	Manuel Chapa	04/11/2014 02:46 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Raquel Ramos Started On: 04/01/2014

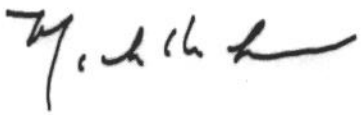
Final Approval Date: 04/11/2014

Texas Department of Public Safety
Texas Homeland Security State Administrative Agency (THSSAA)

2014 Grant Adjustment Notice (GAN)

Recipient Name:	Hidalgo County Constable PCT 3
Recipient Authorized Official and Address:	The Honorable Ramon Garcia PO Box 1356 Edinburg, Texas 78540
SAA Award Number:	LBSP-14-0030
Amount of Grant:	$75,000.00 (Total Grant Amount)
Amount of Match:	No Matching Funds Required
Grant Period:	**From:** February 12, 2014 **To:** August 31, 2014
Date of Grant Adjustment:	March 28, 2014
Adjustment Number:	1
Adjustment Type:	Increase In Funds
Program Title:	Local Border Security Program FY 2014 (LBSP-14)
Authority/Funding Instrument:	Senate Bill 1, Article V, Rider 35 of the Texas General Appropriations Act (83rd Legislature)
CFDA:	NA – These are State Appropriated Funds
Method of Payment:	Primary method is reimbursement
Administered by:	Texas Department of Public Safety Texas Homeland Security State Administrative Agency 1033 La Posada, Suite 160 Austin, Texas 78752

Recipient Acceptance: I have read, understood and agree to this Grant Adjustment Notice consisting of this GAN and the original Award and Terms & Conditions.

AWARDING AGENCY APPROVAL	RECIPIENT GRANT ACCEPTANCE
	
Machelle Pharr Deputy Assistant Director, THSSAA Texas Department of Public Safety	Printed Name: Title:
Date: March 28, 2014	Date:

The signed Grant Adjustment Notice (GAN) must be returned to SAA-LBSP@dps.texas.gov on or before this **GAN Due Date**: April 30, 2014

DATE: April 14, 2014

2014
Appropriation

DEPARTMENT HEAD: Constable Pct 3 - Constable Gallardo

DEPARTMENT NAME: Constable Precinct No. 3

ACCOUNT NUMBER: 4-1284-421-00-293-080-4-XXX LBSP GRANT

Contact Person: Raquel Ramos **Ph#** 956-205-7031

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
4-1284-421-00-293-080-4-131	CONST.PCT NO. 3- LBSP GRANT	OVERTIME	20,304.18
4-1284-421-00-293-080-4-220	CONST.PCT NO. 3- LBSP GRANT	FICA	1,326.92
4-1284-421-00-293-080-4-581	CONST.PCT NO. 3- LBSP GRANT	TRAVEL IN COUNTY	7,368.90
4-1284-334-10-293-080-4-000	CONSTABLE PCT. NO 3 LBSP- REVENUES		29,000.00
		TOTAL BUDGET INCREASE (DECREASE)	**29,000.00**

REASON: TO APPROPRIATE ADDITIONAL FUNDS FOR THE FY-14 LBSP PROGRAM GRANT FUNDS AWARDED TO THE CONSTABLE PCT NO. 3 OFFICE BY THE TEXAS DEPARTMENT OF PUBLIC SAFETY, TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY FOR OVERTIME EXPENDITURES. GRANT PERIOD EFFECTIVE 02-12-2014 TO 08-31-2014. (GRANT AWARD NO. LBSP-14-0030).

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

FINANCIAL COST ESTIMATE

1. NAME OF PROGRAM / ASSISTANCE: Local Border Security Program FY 2014

2. APPLICANT NAME: Hidalgo County Pct 3 Constable Department

3. ESTIMATED MONTHLY EXPENSES:

a. Personnel Estimate

Position	Number of Personnel	Hourly Rate	Overtime Rate (Time and 1/2)	Number of O/T Hours per Person per Day	Number of Days	Salary	FICA 7.65%	Total Salary & Fringe
Deputy II	5	$19.48	$29.22	6	4	$3,506.40	$268.24	$3,774.64
Sgt. II	1	$23.57	$35.36	6	5	$1,060.80	$81.15	$1,141.95
Sr. Deputy	3	$22.95	$34.43	6	4	$2,478.96	$189.64	$2,668.60
Sr. Deputy	2	$21.43	$32.15	6	4	$1,543.20	$118.05	$1,661.25
Sr. Deputy	1	$20.70	$31.05	6	4	$745.20	$57.01	$802.21
								$0.00
							Total Personnel Estimates	**$10,048.65**

b. Travel & Per Diem Estimate

Position	Number of Personnel	Commercial Travel Costs	Mileage from / to County	Estimated Ave. Daily Miles	Number of Days	Total Mileage Cost	Hotel Rate $85 Maximum	Hotel Tax Rate	Meals $36 Maximum	Travel Totals
						$0.00		$0.00		$0.00
						$0.00		$0.00		$0.00
								Total Travel & Per Diem Estimate		$0.00

c. Operational Cost Estimate

	Number of Cars	Number of Miles per Car	Number of Days	Rate per Mile	Subtotal
Mileage	12	91	4	$0.56	**$2,451.19**
Fuel Costs					
Other Costs					
				Total Operational Cost Estimate	**$2,451.19**

*NOTE: Estimate either for fuel or mileage, not both.

FILL IN SHADED FIELDS ONLY

4. NUMBER OF MONTHS IN THE GRANT PERIOD: 6

5. ARE YOU PAID MONTHLY OR BI-MONTHLY: BI-MONTHLY

6. INDICATE THE NUMBER OF HOURS IN YOUR PAY PERIOD: 80

X

Signature of Grant Official

7. TOTAL AMOUNT OF APPLICATION

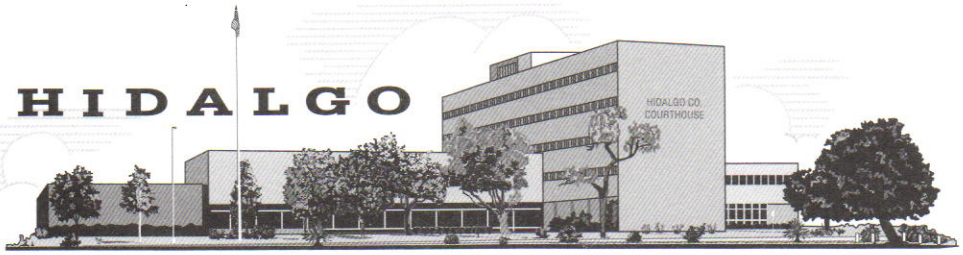
	Total Grant
a. Personnel Estimate	$60,291.90
b. Travel & Per Diem Estimate	$0.00
c. Operational Cost Estimate	$14,707.14
Total Expenses	**$74,999.04**

8. TYPE OF PAYMENT YOU PREFER: (check one)

Reimbursement: X

ONE TIME Advance Payment Request:

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

April 11, 2014

The Honorable Ramon Garcia, Hidalgo County Judge
The Honorable A.C. Cuellar, Jr., 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 § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

> The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Ray Eufracio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the Texas Department of Public Safety – Texas Homeland Security State Administrative Agency. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
$29,000	Award No. LBSP-14-0030

CERTIFIED BY:

Raymundo Eufracio, CPA
Hidalgo County Auditor

4/14/14
Date

THE COUNTY OF HIDALGO

HIDALGO COUNTY DISTRICT JUDGES

JAIME E. TIJERINA JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

AI-44044 **Constables 8. D.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Constable Pct. #4 - LBSP FY14 (1284):
1. Authorization and approval to change the designation of grant officials on the Local Border Security Program FY2014 to assign Atanacio "J.R." Gaitan as Grant Performance Officer.

2. Authorization and approval for County Judge, as authorized official, to sign required documents.

BACKGROUND

Grant period - Jan. 17, 2014 - August 31, 2014

On 12/03/13, Commissioners' Court approved authorization to apply for LBSP 2014 (AI#41969)

On 3/11/14, Commissioners' Court approved authorization to accept the LBSP 2014 grant (AI#43407)

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1284-421-00-294-080-4-XXX

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

BUDGETARY IMPACT:

No matching funds.

Attachments

form
Form A-3
Application

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 01:43 PM
Obdett Calzada	Obdett Calzada	04/11/2014 04:21 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/10/2014 10:02 AM

Final Approval Date: 04/11/2014

LOCAL BORDER SECURITY PROGRAM FY2014 (LBSP-14)
DESIGNATION OF GRANT OFFICIALS

GRANT:	**LOCAL BORDER SECURITY PROGRAM FY2014 (LBSP-14)**

GRANT PERIOD:	**January 17, 2014 – August 31, 2014**

AGENCY NAME:	**HIDALGO COUNTY CONSTABLE PRECINCT 4**

Grant Performance Officer	**(This is typically your Chief or Sheriff)**
Name	**ATANACIO "J.R." GAITAN**
Title	**CONSTABLE**
Official Mailing Address	**2814 S. BUSINESS HIGHWAY 281 EDINBURG, TEXAS 78539**
Daytime Phone Number	**956-383-8560**
Fax Number	**956-383-8565**
E-mail Address	**CONSTABLE4@CO.HIDALGO.TX.US**

Grant Financial Officer	**(This is typically your CFO or County Auditor)**
Name	**Ray Eufracio**
Title	**HIDALGO COUNTY AUDITOR**
Official Mailing Address	**2808 S. BUSINESS HIGHWAY 281** **EDINBURG, TEXAS 78539-6243**
Daytime Phone Number	**956-318-2511**
Fax Number	**956-318-2577**
E-mail Address	**RAY.EUFRACIO@AUDITOR.CO.HIDALGO.TX.US**

Authorized Official	**(This must be the County Judge, Mayor, or City Manager*)** *Note: If someone else is authorized to apply for and accept grant funds for the Jurisdiction, a letter from the governing body indicating such Signature Delegation should be attached with the Application.
Name	**RAMON GARCIA**
Title	**HIDALGO COUNTY JUDGE**
Official Mailing Address	**302 WEST UNIVERSITY EDINBURG, TEXAS 78539**
Daytime Phone Number	**956-318-2600**
Fax Number	**956-318-2699**
E-mail Address	**RAMON.GARCIA@CO.HIDALGO.TX.US**

If at any point during the grant period these POC's change, make necessary changes and resubmit this form immediately to SAA-LBSP@dps.texas.gov .

cc 4/15/14

APPLICATION FOR STATE ASSISTANCE

1. **NAME OF PROGRAM/ ASSISTANCE:** **LOCAL BORDER SECURITY PROGRAM FY2014 (LBSP- 14)**	2. **APPLICANT STATUS:** ☐ City ☒ Reimbursement ☒ County ☐ One time Advance
3. **START DATE:** **JANUARY 17, 2014**	4. **END DATE:** **AUGUST 31, 2014**

5. **APPLICANT INFORMATION**

a. **Legal Name of Applicant Organization (as it appears on the LSBP- 14 Application/Form A-1):** HIDALGO COUNTY CONSTABLE PRECINCT 4	b. **Name & Telephone Number of Grant Performance Officer:** ATANACIO "J.R." GAITAN 956-383-8560
c. **Mailing Address:** 2814 S. BUSINESS HIGHWAY 281 EDINBURG, TEXAS 78539	d. **Physical Address (if different from Mailing Address):** SAME

6. **EMPLOYER IDENTIFICATION NUMBER / TAX ID # 74-6000717**

7. **ESTIMATED EXPENSES:**

a. Salary & Benefits (from line ___ Form A-4)	$101,466.32
b. Travel Expenses (from line ___ Form A-4)	$0.00
c. Operating Expenses (from line ___ Form A-4)	$15,187.20
d. Total Expenses (A + B + C)	$116,653.52

8. **CERTIFICATION**: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.

a. Typed Name of Authorized Official:	RAMON GARCIA
b. Title of Authorized Official:	HIDALGO COUNTY JUDGE
c. Original Signature of Authorized Official:	
d. Date Signed:	

INSTRUCTIONS FOR THIS FORM

Item 2: Indicate whether the applicant is a City or a County and whether the Jurisdiction will request a one-time advance if funded.

Item 5a: Enter the legal name of your jurisdiction. Your entry should match the Applicant Name used on the LBSP-14 Program Application (Form A-1).

Item 6: This 9-digit number should match the number on your Form 74-176. If you do not supply this number we CANNOT award you any grant funds.

Item 7: The data in this section should match the information included on the Financial Cost Estimate (Form A-4).

Item 8: This form must be signed by the Authorized Official who is a person authorized by the governing body of the jurisdiction to apply for and accept grants.

LOCAL BORDER SECURITY PROGRAM FY 2014 (LBSP-14)
APPLICATION

1. APPLICANT NAME (Jurisdiction): HIDALGO COUNTY CONSTABLE PRECINCT 4

2. COUNTY: HIDALGO COUNTY

3. TYPE:
☐ City Government
☒ County Government

3. PAYMENT TYPE:
☒ Reimbursement
☐ One-Time Advance Payment

4. REQUESTED PERIOD OF PERFORMANCE (NOT TO EXCEED AUGUST 31, 2014)

JANUARY 17, 2014 THROUGH AUGUST 31, 2014

6. CHECKLIST OF APPLICATION ATTACHMENTS:
(See the Local Border Security Program 2014 (LBSP- 14) Guide for information about these forms.)

☒ Designation of Grant Officials (Form A-2).
☒ Application for State Assistance (Form A-3). The Authorized Official must sign this form.
☒ Financial Cost Estimate (Form A-4). The Grant Financial Officer must sign this form.
☒ Assurances and Certifications (Form A-5). The Authorized Official must sign this form.
☒ Statement of Work (Form A-6)
☒ Direct Deposit Authorization Form (Form 74-176). The Grant Financial Officer must sign this form.
☒ Copy of local overtime policy.
☒ Copy of pay schedule during the grant period.

7. CERTIFICATION

I certify, by signing this document that the information provided within is accurate, and that I have the legal authority to apply for State assistance. I also understand that this serves as a request for consideration for grant funding and that applying does not guarantee an award will be received. This Application, together with the Local Border Security Program FY2014 (LBSP-14) Guide, constitutes the work plan for the Applicant listed above. If funded the undersigned will be required to agree to and comply with all terms, conditions, and statements of work for the Local Border Security Program FY 2014 (LBSP-14).

Authorized Official (Original Signature)	Date	Grant Performance Officer (Original Signature)	Date

Email* or Mail completed forms and application materials to:

Texas Homeland Security
State Administrative Agency
ATTN: LBSP
1033 La Posada, Ste. 160
Austin, TX 78752

SAA-LBSP@dps.texas.gov

*Note: Email submission is preferred. Applications must be received by the THSSAA by 5PM CDT on December 13, 2013

AI-44042 **Constables 8. E.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Constable Precinct No. 4:
1. Discussion, consideration, and approval to appoint the persons listed below as Deputy Constable by Constable Atanacio "J.R." Gaitan, Precinct 4 in accordance with Texas Local Government Code Section 86.011:

Michael E. Anzaldua	Robert Lugo, Jr.
David Trinidad Sanchez	Teodoro A. Lemus, Jr.
Raul A. Salinas	David Garza, Jr.
Carlos Gonzalez, Jr.	Albert Allen Collins
Joaquin Vasquez	Romeo Pena, Jr.
Martin Bradley Brown	Aaron L. Moreno
Armando Patlan	Horaldo Sanchez

2. Discussion, consideration, and approval to appoint the person listed below as Reserve Deputy Constable by Constable Atanacio "J.R." Gaitan, Precinct 4 in accordance with Texas Local Government Code Section 86.012:

James Moon

BACKGROUND

Sec. 86.011. APPOINTMENT OF DEPUTY CONSTABLE. (a) An elected constable who desires to appoint a deputy must apply in writing to the commissioners court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm the appointment of the deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.

Sec. 86.012. RESERVE DEPUTY CONSTABLES. (a) The commissioners court of a county may authorize a constable of the county to appoint reserve deputy constables. The commissioners court may limit the number of reserve deputy constables that a constable may appoint.

Attachments

Sec 86.011

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 03:21 PM
Manuel Chapa	Manuel Chapa	04/11/2014 09:21 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/10/2014

Final Approval Date: 04/11/2014

LOCAL GOVERNMENT CODE

TITLE 3. ORGANIZATION OF COUNTY GOVERNMENT

SUBTITLE B. COMMISSIONERS COURT AND COUNTY OFFICERS

CHAPTER 86. CONSTABLE

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 86.001. ELIGIBILITY TO SERVE AFTER BOUNDARY CHANGE. A person who has served as the constable of a precinct for 10 or more consecutive years before a change is made in the boundaries of the precinct is not ineligible for reelection in the precinct because of residence outside the precinct if the constable's residence is within the boundaries of the precinct as they existed before the change.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 86.002. OATH; BOND. (a) Before entering on the duties of office, a person who is elected to the office of constable must execute a bond with two or more good and sufficient sureties or with a solvent surety company authorized to do business in this state. The bond must be payable to the governor and the governor's successors in office and conditioned that the constable will faithfully perform the duties imposed by law. The bond must be approved by the commissioners court of the county. The commissioners court shall set the bond in an amount of not less than $500 or more than $1,500.

(b) A person who is elected constable must also take and sign the constitutional oath of office. The oath shall be endorsed on the bond, together with the certificate of the officer who administers the oath. The bond and oath must be deposited and recorded in the office of the clerk of the county court.

(c) The bond is not void on the first recovery but may be sued on from time to time in the name of an injured party until the whole amount of the bond is recovered.

(d) A person who is elected or appointed to the office of constable and who has given the necessary bond and taken the oath of office may immediately perform the duties of the office. The acts of the constable are as valid in law as if the constable were commissioned.

(e) Repealed by Acts 1995, 74th Leg., ch. 683, Sec. 1, eff. Aug. 28, 1995.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1995, 74th Leg., ch. 683, Sec. 1, eff. Aug. 28, 1995. Amended by:

Acts 2005, 79th Leg., Ch. 1094 (H.B. 2120), Sec. 18, eff. September 1, 2005.

Sec. 86.0021. QUALIFICATIONS; REMOVAL. (a) A person is not eligible to serve as constable unless:

(1) the person is eligible to be licensed under Sections 1701.309 and 1701.312, Occupations Code, and:

(A) has at least an associate's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;

(B) is a special investigator under Article 2.122(a), Code of Criminal Procedure; or

(C) is an honorably retired peace officer or honorably retired federal criminal investigator who holds a certificate of proficiency issued under Section 1701.357, Occupations Code; or

(2) the person is an active or inactive licensed peace officer under Chapter 1701, Occupations Code.

(b) On or before the 270th day after the date a constable takes office, the constable shall provide, to the commissioners court of the county in which the constable serves, evidence that the constable has been issued a permanent peace officer license under Chapter 1701, Occupations Code. A constable who fails to provide evidence of licensure under this subsection or who fails to maintain a permanent license while serving in office forfeits the office and is subject to removal in a quo warranto proceeding under

Chapter 66, Civil Practice and Remedies Code.

(c) The license requirement of Subsection (b) supersedes the license requirement of Section 1701.302, Occupations Code.

Added by Acts 1997, 75th Leg., ch. 884, Sec. 3, eff. Jan. 1, 1998. Amended by Acts 1999, 76th Leg., ch. 877, Sec. 1, eff. Aug. 30, 1999; Acts 2001, 77th Leg., ch. 1420, Sec. 14.821, eff. Sept. 1, 2001.

Amended by:

Acts 2005, 79th Leg., Ch. 954 (H.B. 1588), Sec. 1, eff. June 18, 2005.

Sec. 86.003. NEW BOND; REMOVAL. (a) If any of the sureties of a constable dies, permanently moves from this state, becomes insolvent, or is released from liability as provided by law or if the commissioners court determines that the bond of the constable is insufficient, the court shall issue a citation that requires the constable to appear at a time set in the citation, after the 10th day but on or before the 30th day after the date the citation is issued, in order to execute a new bond with good and sufficient surety.

(b) If the constable neglects or refuses to appear to execute the bond at the designated time, the constable shall cease to perform the duties of the office and shall be removed from office by the judge of the district court in the manner provided by law for the removal of county officers.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

SUBCHAPTER B. DEPUTIES

Sec. 86.011. APPOINTMENT OF DEPUTY CONSTABLE. (a) An elected constable who desires to appoint a deputy must apply in writing to the commissioners court of the county and show that it is necessary to appoint a deputy in order to properly handle the business of the constable's office that originates in the constable's precinct. The application must state the name of the proposed deputy. The commissioners court shall approve and confirm

the appointment of the deputy only if the commissioners court determines that the constable needs a deputy to handle the business originating in the precinct.

(b) Each deputy constable must qualify in the manner provided for deputy sheriffs.

(c) The constable is responsible for the official acts of each deputy of the constable. The constable may require a deputy to post a bond or security. A constable may exercise any remedy against a deputy or the deputy's surety that a person may exercise against the constable or the constable's surety.

(d) A person commits an offense if the person:

(1) serves as a deputy constable and the person has not been appointed as provided by Subsection (a); or

(2) is a constable and issues a deputyship without the consent and approval of the commissioners court.

(e) An offense under Subsection (d) is punishable by a fine of not less than $50 or more than $1,000.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 86.012. RESERVE DEPUTY CONSTABLES. (a) The commissioners court of a county may authorize a constable of the county to appoint reserve deputy constables. The commissioners court may limit the number of reserve deputy constables that a constable may appoint.

(b) A reserve deputy constable serves at the discretion of the constable and may be called into service at any time that the constable considers it necessary to have additional officers to preserve the peace and enforce the law. The constable may authorize a reserve deputy constable who is a peace officer as described by Article 2.12, Code of Criminal Procedure, to carry a weapon or act as a peace officer at all times, regardless of whether the reserve deputy constable is engaged in the actual discharge of official duties, or may limit the authority of the reserve deputy constable to carry a weapon or act as a peace officer to only those times during which the reserve deputy constable is engaged in the actual discharge of official duties. A reserve deputy constable who is not a peace officer as described by

Article 2.12, Code of Criminal Procedure, may act as a peace officer only during the actual discharge of official duties. A reserve deputy constable, regardless of whether the reserve deputy constable is a peace officer as described by Article 2.12, Code of Criminal Procedure, is not:

(1) eligible for participation in any program provided by the county that is normally considered a financial benefit of full-time employment or for any pension fund created by statute for the benefit of full-time paid peace officers; or

(2) exempt from Chapter 1702, Occupations Code.

(c) Except as provided by Subsection (c-1), a reserve deputy constable must take the official oath and must execute a bond in the amount of $2,000, payable to the constable. The oath and bond must be filed with the county clerk of the county in which the appointment is made. The oath and bond must be given before the reserve deputy constable's entry on duty and simultaneously with the officer's appointment.

(c-1) If a constable appoints more than one reserve deputy constable, the constable may execute a blanket surety bond to cover the reserve deputy constables. Instead of a reserve deputy constable executing an individual bond under Subsection (c) or the constable executing a blanket surety bond, the county may self-insure against losses that would have been covered by the bond.

(d) While actively engaged in an assigned duty at the call of the constable, a reserve deputy constable is vested with the same rights, privileges, and duties of any other peace officer in this state.

(e) The county and the constable do not incur any liability by reason of the appointment of a reserve deputy constable if the reserve deputy constable incurs a personal injury while serving in that capacity.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1999, 76th Leg., ch. 90, Sec. 3, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 1420, Sec. 14.822, eff. Sept. 1, 2001.
Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 261 (H.B. 1241), Sec. 1, eff. June 17, 2011.

AI-44038 **Sheriff's Office 9. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Maria Del Rosario Gonzalez, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

Sheriff's Office - LBSP FY2014 (1284)

1. Authorization and approval to change the designation of grant officials on the Local Border Security Program FY2014 to assign Sheriff J.E. "Eddie Guerra" as Grant Performance Officer.

2. Authorization and approval for County Judge, as authorized official, to sign required documents.

BACKGROUND

On 11/26/13, Commissioners' Court approved authorization to apply for LBSP 2014 (AI#41852)

On 2/25/14, Commissioners' Court approved authorization to accept the LBSP 2014 grant (AI#43215)

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1284-421-00-280-080-4-XXX

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

BUDGETARY IMPACT:

No matching funds required.

Attachments

forms

form

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	04/10/2014 10:15 AM
Budget & Management	Debbie Tamez	04/11/2014 09:40 AM
Obdett Calzada	Obdett Calzada	04/11/2014 04:21 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Maria Del Rosario Gonzalez Started On: 04/10/2014 08:44 AM

Final Approval Date: 04/11/2014

LOCAL BORDER SECURITY PROGRAM FY 2014 (LBSP-14)
APPLICATION

1. APPLICANT NAME (Jurisdiction):	Hidalgo County Sheriff's Office
2. COUNTY:	Hidalgo County
3. TYPE:	☐ City Government ☒ County Government
3. PAYMENT TYPE:	☒ Reimbursement ☐ One-Time Advance Payment
4. REQUESTED PERIOD OF PERFORMANCE (NOT TO EXCEED AUGUST 31, 2014)	

6. CHECKLIST OF APPLICATION ATTACHMENTS:
(See the Local Border Security Program 2014 (LBSP- 14) Guide for information about these forms.)

- ☒ Designation of Grant Officials (Form A-2).
- ☒ Application for State Assistance (Form A-3). The Authorized Official must sign this form.
- ☒ Financial Cost Estimate (Form A-4). The Grant Financial Officer must sign this form.
- ☒ Assurances and Certifications (Form A-5). The Authorized Official must sign this form.
- ☒ Statement of Work (Form A-6)
- ☒ Direct Deposit Authorization Form (Form 74-176). The Grant Financial Officer must sign this form.
- ☒ Copy of local overtime policy.
- ☒ Copy of pay schedule during the grant period.

7. CERTIFICATION

I certify, by signing this document that the information provided within is accurate, and that I have the legal authority to apply for State assistance. I also understand that this serves as a request for consideration for grant funding and that applying does not guarantee an award will be received. This Application, together with the Local Border Security Program FY2014 (LBSP-14) Guide, constitutes the work plan for the Applicant listed above. If funded the undersigned will be required to agree to and comply with all terms, conditions, and statements of work for the Local Border Security Program FY 2014 (LBSP-14).

Authorized Official (Original Signature)	Date	Grant Performance Officer (Original Signature)	Date

Email* or Mail completed forms and application materials to:

Texas Homeland Security
State Administrative Agency
ATTN: LBSP
1033 La Posada, Ste. 160
Austin, TX 78752

SAA-LBSP@dps.texas.gov

*Note: Email submission is preferred. Applications must be received by the THSSAA by 5PM CDT on December 13, 2013

LOCAL BORDER SECURITY PROGRAM FY2014 (LBSP-14)
DESIGNATION OF GRANT OFFICIALS

GRANT:	LOCAL BORDER SECURITY PROGRAM FY2014 (LBSP-14)
GRANT PERIOD:	January 17, 2014 – August 31, 2014
AGENCY NAME:	Hidalgo County Sheriff's Office

Grant Performance Officer	**(This is typically your Chief or Sheriff)**
Name	J.E. "Eddie" Guerra
Title	Hidalgo County Sheriff
Official Mailing Address	P.O. Box 1228 Edinburg, TX 78542
Daytime Phone Number	(956)383-8114
Fax Number	**(956)393-6179**
E-mail Address	Sheriff.guerra@hidalgoso.org

Grant Financial Officer	**(This is typically your CFO or County Auditor)**
Name	
Title	
Official Mailing Address	
Daytime Phone Number	
Fax Number	
E-mail Address	

Authorized Official	**(This must be the County Judge, Mayor, or City Manager*)** *Note: If someone else is authorized to apply for and accept grant funds for the Jurisdiction, a letter from the governing body indicating such Signature Delegation should be attached with the Application.
Name	Ramon Garcia
Title	Hidalgo County Judge
Official Mailing Address	302 West University Drive Edinburg, Texas 78539
Daytime Phone Number	(956) 318-2600
Fax Number	(956) 318-2699
E-mail Address	countyjudge@co.hidalgo.tx.us

If at any point during the grant period these POC's change, make necessary changes and resubmit this form immediately to SAA-LBSP@dps.texas.gov .

APPLICATION FOR STATE ASSISTANCE

1. **NAME OF PROGRAM/ ASSISTANCE:**	2. **APPLICANT STATUS:**
LOCAL BORDER SECURITY PROGRAM FY2014 (LBSP- 14)	☐ City ☒ County ☒ Reimbursement ☐ One time Advance
3. **START DATE:** **JANUARY 17, 2014**	4. **END DATE:** **AUGUST 31, 2014**

5. **APPLICANT INFORMATION**

a. **Legal Name of Applicant Organization (as it appears on the LSBP- 14 Application/Form A-1):**	b. **Name & Telephone Number of Grant Performance Officer:**
Hidalgo County Sheriff's Office	J.E. "Eddie" Guerra (956) 393-6002
c. **Mailing Address:** P.O. Box 1228 Edinburg, TX 78542	d. **Physical Address (if different from Mailing Address):** 711 El Cibolo Rd. Edinburg, TX 78542

6. **EMPLOYER IDENTIFICATION NUMBER / TAX ID #**

74-6000717

7. **ESTIMATED EXPENSES:**

a. Salary & Benefits (from line ___ Form A-4)	$220,928.80
b. Travel Expenses (from line ___ Form A-4)	0
c. Operating Expenses (from line ___ Form A-4)	$48,816.00
d. Total Expenses (A + B + C)	$269,744.80

8. **CERTIFICATION**: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.

a. Typed Name of Authorized Official:	Ramon Garcia
b. Title of Authorized Official:	Hidalgo County Judge
c. Original Signature of Authorized Official:	
d. Date Signed:	

INSTRUCTIONS FOR THIS FORM

Item 2: Indicate whether the applicant is a City or a County and whether the Jurisdiction will request a one-time advance if funded.

Item 5a: Enter the legal name of your jurisdiction. Your entry should match the Applicant Name used on the LBSP-14 Program Application (Form A-1).

Item 6: This 9-digit number should match the number on your Form 74-176. If you do not supply this number we CANNOT award you any grant funds.

Item 7: The data in this section should match the information included on the Financial Cost Estimate (Form A-4).

Item 8: This form must be signed by the Authorized Official who is a person authorized by the governing body of the jurisdiction to apply for and accept grants.

AI-44053 **Sheriff's Office 9. B.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Sheriff's Office **Submitted By:** Rosie Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Sheriff's Office Grade & Step Pay Plan:
1. Discussion, consideration and approval to revise the Sheriff's Office Grade and Step Pay Plan to include the following personnel actions:

Action	Current Position Rank	Proposed Position Rank	Current G&S Salary	Proposed G&S Salary
Salary Adjustment	Chief Deputy	Chief Deputy	87,550.00	90,000.00

2. Approval of revised Sheriff's Office Grade and Step Pay Plan.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-421-00-280-001-0-XXX

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

BUDGETARY IMPACT:

No budgetary impact at this time. Chief Deputy position is not created. Funds will be available upon creation of the position.

Attachments

current

proposed

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 03:19 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Rosie Cantu Started On: 04/10/2014

Final Approval Date: 04/11/2014

HIDALGO COUNTY SHERIFF'S OFFICE: [Effective January 1, 2013]

LAW ENFORCEMENT

POSITION	Probationary	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Years of Service		1	2	3	4	5	6	8	12	16	20
Deputy	$37,574	$39,140	$40,510								
Senior Deputy		$43,054	$44,561	$46,120	$47,734	$49,405	$51,134	$53,692	$59,061	$64,966	$71,463
Sergeant		$47,359	$49,017	$50,733	$52,508	$54,346	$56,248	$59,060	$64,966	$71,463	$78,610
Lieutenant		$52,095	$53,918	$55,805	$57,759	$59,780	$61,873	$64,966	$71,463	$78,610	$86,471

Supplemental Pay Program:

Education Program:	Annual	Monthly	Bi-weekly
Associates Degree	$ 1,200.00	$ 100.00	$ 46.15
Bachelor's Degree	$ 1,500.00	$ 125.00	$ 57.69
Master's Degree	$ 1,800.00	$ 150.00	$ 69.23
PHD	$ 2,100.00	$ 175.00	$ 80.77

Certification Program:

Intermediate		
	Annual	$ 600.00
	Monthly	$50.00
	Bi-Weekly	$23.07
Advance		
	Annual	$1,200.00
	Monthly	$100.00
	Bi-Weekly	$46.15
Masters		
	Annual	$1,800.00
	Monthly	$150.00
	Bi-Weekly	$69.23

Assignment Pay Program **

Level 1		$ 1,800
	Annual	$ 1,800
	Monthly	$ 150
	Bi-Weekly	$69.23
Level 2		
	Annual	$2,100.00
	Monthly	$175.00
	Bi-Weekly	$80.76

COMMAND STAFF

Chief Deputy	$87,550
Division Commander	$77,250
Captain	$66,950

** Available only to Senior Deputies

HIDALGO COUNTY SHERIFF'S OFFICE: [Effective April 15, 2014] PROPOSED

LAW ENFORCEMENT

POSITION	Probationary	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Years of Service		1	2	3	4	5	6	8	12	16	20
Deputy	$37,574	$39,140	$40,510								
Senior Deputy		$43,054	$44,561	$46,120	$47,734	$49,405	$51,134	$53,692	$59,061	$64,966	$71,463
Sergeant		$47,359	$49,017	$50,733	$52,508	$54,346	$56,248	$59,060	$64,966	$71,463	$78,610
Lieutenant		$52,095	$53,918	$55,805	$57,759	$59,780	$61,873	$64,966	$71,463	$78,610	$86,471

Supplemental Pay Program:

Education Program:	Annual	Monthly	Bi-weekly
Associates Degree	$ 1,200.00	$ 100.00	$ 46.15
Bachelor's Degree	$ 1,500.00	$ 125.00	$ 57.69
Master's Degree	$ 1,800.00	$ 150.00	$ 69.23
PHD	$ 2,100.00	$ 175.00	$ 80.77

Certification Program:		
Intermediate		
	Annual	$ 600.00
	Monthly	$50.00
	Bi-Weekly	$23.07
Advance		
	Annual	$1,200.00
	Monthly	$100.00
	Bi-Weekly	$46.15
Masters		
	Annual	$1,800.00
	Monthly	$150.00
	Bi-Weekly	$69.23

Assignment Pay Program **		
Level 1		$ 1,800
	Annual	$ 1,800
	Monthly	$ 150
	Bi-Weekly	$69.23
Level 2		
	Annual	$2,100.00
	Monthly	$175.00
	Bi-Weekly	$80.76

COMMAND STAFF

Chief Deputy	$90,000
Division Commander	$77,250
Captain	$66,950

** Available only to Senior Deputies

AI-44079 **Human Resources 10. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Sheriff's Office/ Jail (1100):
1. Approval of the following personnel actions, effective 04/15/14:

Action	Position Title	Slot #	Dept. #	Current Budgeted Salary	Proposed Budget Salary
Delete	Chief of Staff	0370	280-001	$ 77,250.00	-0-
Delete	Administrative Assistant I	0389	280-002	$ 24,087.00	-0-
Create	Chief Deputy	0417	280-001	-0-	$ 90,000.00
Add Clothing Allowance	Chief Deputy	0417	280-001	-0-	$ 500.00
Add Supplemental Pay	Chief Deputy	0417	280-001	-0-	$ 1,800.00

2. Approval of interdepartmental transfer.
3. Approval of revised salary schedule(s).

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** See Below

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

BUDGETARY IMPACT:

SHERIFF - 1100-421-00-280-001-0- Funds from deleted position.

JAIL - 1100-423-21-280-002-0- Funds from deleted position.

See attached fiscal notes and interdepartmental transfer for funding source.

Attachments

REVISED SS (280-002)
REVISED SS (280-001)
FISCAL NOTE- JAIL
fiscal
request
PAR

Form Review

Inbox **Reviewed By** **Date**

Budget & Management	Debbie Tamez	04/11/2014 04:24 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/11/2014

Final Approval Date: 04/11/2014

HIDALGO COUNTY
COMMISSIONER COURT
2014 SALARY SCHEDULE

4-1100-423-21-280-002-0

AI - 44079

JAIL

Slot #	Obj Code	POSITION TITLE	2013 BUDGETED SALARY	2014 ADJUSTED SALARY	2014 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2014 BUDGETED SALARY APPROVED	2014 ACTUAL SALARY	Other Allowances					2014 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$80,810.00
0002	113	REGISTERED NURSE IV	$60,655.00	$0.00	$60,655.00	0	$0.00	$0.00	$60,655.00	$60,655.00	$0.00	$0.00	$0.00	$0.00	$0.00	$60,655.00
0006	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0007	113	LICENSED VOCATIONAL NURSE III	$52,002.00	$0.00	$52,002.00	0	$0.00	$0.00	$52,002.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0008	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0009	113	LICENSED VOCATIONAL NURSE III	$52,002.00	$0.00	$52,002.00	0	$0.00	$0.00	$52,002.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0010	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$53,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$53,894.00
0011	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$53,894.00	$300.00	$0.00	$0.00	$0.00	$0.00	$54,194.00
0012	113	LICENSED VOCATIONAL NURSE III	$53,822.00	$0.00	$53,822.00	0	$0.00	$0.00	$53,822.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0013	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$53,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$53,894.00
0014	113	LICENSED VOCATIONAL NURSE III	$53,894.00	$0.00	$53,894.00	0	$0.00	$0.00	$53,894.00	$53,894.00	$0.00	$0.00	$0.00	$0.00	$0.00	$53,894.00
0015	113	LICENSED VOCATIONAL NURSE III	$53,822.00	$0.00	$53,822.00	0	$0.00	$0.00	$53,822.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0016	113	LICENSED VOCATIONAL NURSE III	$52,002.00	$0.00	$52,002.00	0	$0.00	$0.00	$52,002.00	$52,002.00	$0.00	$0.00	$0.00	$0.00	$0.00	$52,002.00
0017	113	LIEUTENANT STEP IV	$46,283.00	$0.00	$46,283.00	0	$0.00	$0.00	$46,283.00	$46,283.00	$960.00	$0.00	$0.00	$0.00	$0.00	$47,243.00
0018	113	LIEUTENANT STEP V	$47,903.00	$0.00	$47,903.00	0	$0.00	$0.00	$47,903.00	$47,903.00	$1,320.00	$0.00	$3,300.00	$0.00	$0.00	$52,523.00
0019	113	LIEUTENANT STEP V	$47,903.00	$0.00	$47,903.00	0	$0.00	$0.00	$47,903.00	$47,903.00	$1,500.00	$0.00	$1,800.00	$0.00	$0.00	$51,203.00
0020	113	LIEUTENANT STEP V	$47,903.00	$0.00	$47,903.00	0	$0.00	$0.00	$47,903.00	$47,903.00	$1,380.00	$0.00	$1,200.00	$0.00	$0.00	$50,483.00
0021	113	LIEUTENANT STEP IV	$46,283.00	$0.00	$46,283.00	0	$0.00	$0.00	$46,283.00	$46,283.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$48,323.00
0022	113	LIEUTENANT STEP IV	$46,283.00	$0.00	$46,283.00	0	$0.00	$0.00	$46,283.00	$46,283.00	$960.00	$0.00	$1,200.00	$0.00	$0.00	$48,443.00
0023	113	LIEUTENANT STEP IV	$46,283.00	$0.00	$46,283.00	0	$0.00	$0.00	$46,283.00	$46,283.00	$780.00	$0.00	$1,200.00	$0.00	$0.00	$48,263.00
0024	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,380.00	$0.00	$3,900.00	$0.00	$500.00	$53,514.00
0025	113	SERGEANT STEP III	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0026	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,193.00
0027	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0028	113	SERGEANT STEP IV	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$42,076.00	$840.00	$0.00	$0.00	$0.00	$0.00	$42,916.00
0029	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,440.00	$0.00	$600.00	$0.00	$0.00	$45,588.00
0030	113	SERGEANT STEP I	$39,278.00	$0.00	$39,278.00	0	$0.00	$0.00	$39,278.00	$37,950.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$39,570.00
0031	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$45,468.00
0032	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$960.00	$0.00	$600.00	$0.00	$0.00	$45,108.00
0033	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,500.00	$0.00	$0.00	$0.00	$0.00	$45,048.00
0034	113	SERGEANT STEP II	$39,278.00	$0.00	$39,278.00	0	$0.00	$0.00	$39,278.00	$39,278.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,878.00
0035	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,253.00
0036	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0037	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0038	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$44,988.00
0039	113	SERGEANT STEP II	$39,278.00	$0.00	$39,278.00	0	$0.00	$0.00	$39,278.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0040	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$44,628.00
0041	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$1,260.00	$0.00	$1,200.00	$0.00	$0.00	$46,008.00
0042	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,193.00
0044	113	SERGEANT STEP II	$39,278.00	$0.00	$39,278.00	0	$0.00	$0.00	$39,278.00	$39,278.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,578.00
0045	113	SERGEANT STEP V	$43,548.00	$0.00	$43,548.00	0	$0.00	$0.00	$43,548.00	$43,548.00	$840.00	$0.00	$0.00	$0.00	$0.00	$44,388.00
0046	113	SERGEANT STEP III	$40,653.00	$0.00	$40,653.00	0	$0.00	$0.00	$40,653.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0047	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0048	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$2,700.00	$0.00	$0.00	$43,069.00
0049	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$34,081.00
0050	113	DETENTION OFFICER	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00

0051	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$960.00	$0.00	$2,100.00	$0.00	$0.00	$42,649.00
0052	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$43,669.00
0053	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,369.00
0054	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0055	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$40,669.00
0056	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$40,669.00
0057	113	DETENTION OFFICER STEP I	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0058	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$960.00	$0.00	$0.00	$0.00	$0.00	$40,549.00
0059	113	SR. DETENTION OFFICER STEP IV	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0060	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0061	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,369.00
0062	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0063	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0064	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,140.00	$0.00	$0.00	$0.00	$0.00	$40,729.00
0065	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0066	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$34,021.00
0067	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$40,609.00
0068	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$960.00	$0.00	$0.00	$0.00	$0.00	$40,549.00
0069	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$960.00	$0.00	$0.00	$0.00	$0.00	$40,549.00
0070	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0071	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,067.00
0072	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$780.00	$0.00	$0.00	$0.00	$0.00	$40,369.00
0073	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$40,909.00
0074	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$900.00	$0.00	$0.00	$0.00	$0.00	$40,489.00
0075	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$32,624.00
0076	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,429.00
0077	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0078	113	SR. DETENTION OFFICER STEP V	$39,589.00	$0.00	$39,589.00	0	$0.00	$0.00	$39,589.00	$39,589.00	$900.00	$0.00	$0.00	$0.00	$0.00	$40,489.00
0079	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0080	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$4,500.00	$0.00	$0.00	$43,411.00
0081	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0082	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$42,211.00
0083	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0084	113	DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0085	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$33,721.00
0086	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0087	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$2,100.00	$0.00	$0.00	$41,011.00
0088	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0089	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$34,021.00
0090	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0091	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0092	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,067.00
0093	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$0.00	$0.00	$0.00	$32,641.00
0094	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0095	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$32,624.00
0096	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$1,500.00	$0.00	$0.00	$40,351.00
0097	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0098	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0099	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$40,171.00
0100	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$3,300.00	$0.00	$0.00	$42,151.00
0101	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0102	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0103	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$3,900.00	$0.00	$0.00	$42,691.00
0104	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$40,051.00
0105	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0106	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0107	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0108	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00

0109	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0110	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0111	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0112	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$0.00	$0.00	$0.00	$38,971.00
0113	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0114	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,024.00
0115	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0116	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0117	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0118	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0119	113	SR. DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$34,500.00	$300.00	$0.00	$0.00	$0.00	$0.00	$34,800.00
0120	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0121	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$32,624.00
0122	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0123	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0124	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0125	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0126	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$32,624.00
0127	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0128	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0129	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$600.00	$0.00	$0.00	$39,451.00
0130	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0131	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0132	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0133	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$480.00	$0.00	$0.00	$0.00	$0.00	$38,731.00
0134	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0135	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0136	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$1,200.00	$0.00	$0.00	$40,171.00
0137	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0138	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$600.00	$0.00	$0.00	$39,391.00
0139	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0140	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0141	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$600.00	$0.00	$2,400.00	$0.00	$0.00	$34,364.00
0142	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0143	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0144	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0145	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$2,100.00	$0.00	$0.00	$34,801.00
0146	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0147	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0148	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$2,100.00	$0.00	$0.00	$41,011.00
0149	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0150	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0151	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0152	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0153	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0154	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0155	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0156	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0157	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0158	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0159	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0160	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0161	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0162	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0163	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0164	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0165	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$40,951.00
0166	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$0.00	$0.00	$0.00	$38,971.00

0167	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0168	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0169	113	DETENTION OFFICER STEP II	$32,462.00	$0.00	$32,462.00	0	$0.00	($1.00)	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0170	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0171	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$3,600.00	$0.00	$0.00	$36,181.00
0172	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0173	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0174	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0175	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$720.00	$0.00	$2,100.00	$0.00	$0.00	$41,071.00
0176	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$31,309.00
0177	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$40,891.00
0178	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0179	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0180	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0181	113	SR. DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$34,500.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$36,900.00
0182	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0183	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0184	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0185	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0186	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0187	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0188	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0189	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0190	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0191	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0192	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0193	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0194	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0195	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0196	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0197	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0198	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$0.00	$0.00	$0.00	$32,641.00
0199	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0200	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0201	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0202	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0203	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$1,200.00	$0.00	$0.00	$33,841.00
0204	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0205	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0206	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0207	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0208	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0209	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0210	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$180.00	$0.00	$0.00	$0.00	$0.00	$31,544.00
0211	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0212	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0213	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0214	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$33,901.00
0215	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0216	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0217	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0218	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,067.00
0219	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$40,891.00
0220	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0221	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0222	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0223	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0224	113	DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00

0225	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0226	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0227	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$42,211.00
0228	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0229	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0230	113	SR. DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0231	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0232	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0233	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0234	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$31,309.00
0235	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0236	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0237	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0238	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0239	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$3,300.00	$0.00	$0.00	$42,091.00
0240	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0241	113	DETENTION OFFICER STEP I	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0242	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0243	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$660.00	$0.00	$0.00	$0.00	$0.00	$38,911.00
0244	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0245	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0246	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$31,309.00
0247	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0248	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$33,721.00
0249	113	DETENTION OFFICER STEP Ii	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0250	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0251	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$480.00	$0.00	$0.00	$0.00	$0.00	$32,941.00
0252	113	SR. DETENTION OFFICER STEP I	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$34,500.00	$360.00	$0.00	$0.00	$0.00	$0.00	$34,860.00
0253	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0254	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$34,021.00
0255	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0256	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0257	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$600.00	$0.00	$0.00	$0.00	$0.00	$38,851.00
0258	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0259	113	DETENTION OFFICER	$34,500.00	$0.00	$34,500.00	0	$0.00	$0.00	$34,500.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0260	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0261	113	DETENTION OFFICER	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0262	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$2,100.00	$0.00	$0.00	$34,681.00
0263	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$0.00	$0.00	$0.00	$32,641.00
0264	113	SR. DETENTION OFFICER STEP IV	$38,251.00	$0.00	$38,251.00	0	$0.00	$0.00	$38,251.00	$38,251.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,791.00
0265	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0266	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0267	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$33,721.00
0268	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0269	113	DETENTION OFFICER	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0270	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0271	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0272	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0273	113	DETENTION OFFICER	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0274	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0275	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0276	113	DETENTION OFFICER STEP I	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$31,364.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$32,924.00
0277	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0278	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0279	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0280	113	DETENTION OFFICER STEP I	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0281	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0282	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00

0283	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0284	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0285	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0286	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0287	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0288	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$240.00	$0.00	$0.00	$0.00	$0.00	$32,701.00
0289	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$660.00	$0.00	$0.00	$0.00	$0.00	$33,121.00
0290	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$39,237.00
0291	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0292	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$2,100.00	$0.00	$0.00	$39,537.00
0293	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0294	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0295	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0296	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$2,100.00	$0.00	$0.00	$34,681.00
0297	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0298	113	DETENTION OFFICER	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0299	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0300	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0301	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0302	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0303	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0304	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0305	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0306	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$38,637.00
0307	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0308	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0309	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0310	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0311	113	DETENTION OFFICER STEP I	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0312	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0313	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0314	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0315	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0316	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0317	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$3,300.00	$0.00	$0.00	$40,737.00
0318	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0319	113	DETENTION OFFICER STEP I	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0320	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0321	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00
0322	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0323	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0324	113	DETENTION OFFICER	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0325	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$1,200.00	$0.00	$0.00	$37,267.00
0326	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$31,309.00
0327	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0328	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$420.00	$0.00	$0.00	$0.00	$0.00	$36,127.00
0329	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$420.00	$0.00	$0.00	$0.00	$0.00	$37,377.00
0330	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$34,021.00
0331	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0332	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$0.00	$0.00	$0.00	$32,581.00
0333	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0334	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0335	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$60.00	$0.00	$0.00	$0.00	$0.00	$32,521.00
0336	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0337	113	DETENTION OFFICER	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$30,109.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$31,609.00
0338	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0339	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$420.00	$0.00	$0.00	$0.00	$0.00	$37,377.00
0340	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$60.00	$0.00	$0.00	$0.00	$0.00	$31,424.00

0341	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$180.00	$0.00	$2,100.00	$0.00	$0.00	$34,741.00
0342	113	DETENTION OFFICER STEP I	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0343	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0344	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0345	113	DETENTION OFFICER STEP I	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0346	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$33,781.00
0347	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$1,500.00	$0.00	$0.00	$34,261.00
0348	113	DETENTION OFFICER	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0349	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$2,700.00	$0.00	$0.00	$40,137.00
0350	113	SR. DETENTION OFFICER STEP III	$36,957.00	$0.00	$36,957.00	0	$0.00	$0.00	$36,957.00	$36,957.00	$480.00	$0.00	$0.00	$0.00	$0.00	$37,437.00
0351	113	SR. DETENTION OFFICER STEP II	$35,707.00	$0.00	$35,707.00	0	$0.00	$0.00	$35,707.00	$35,707.00	$360.00	$0.00	$0.00	$0.00	$0.00	$36,067.00
0352	113	DETENTION OFFICER STEP II	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$32,461.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,761.00
0353	113	DETENTION OFFICER STEP I	$32,461.00	$0.00	$32,461.00	0	$0.00	$0.00	$32,461.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0354	113	PLUMBER I	$32,928.00	$0.00	$32,928.00	0	$0.00	$0.00	$32,928.00	$32,928.00	$660.00	$0.00	$0.00	$0.00	$0.00	$33,588.00
0355	113	AIR CONDITION TECHNICIAN I	$32,928.00	$0.00	$32,928.00	0	$0.00	$0.00	$32,928.00	$32,928.00	$660.00	$0.00	$0.00	$0.00	$0.00	$33,588.00
0356	113	ELECTRICIAN I	$32,928.00	$0.00	$32,928.00	0	$0.00	$0.00	$32,928.00	$32,928.00	$420.00	$0.00	$0.00	$0.00	$0.00	$33,348.00
0357	113	AIR CONDITION TECHNICIAN I	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$480.00	$0.00	$0.00	$0.00	$0.00	$31,884.00
0358	113	COOK III	$33,013.00	$0.00	$33,013.00	0	$0.00	$0.00	$33,013.00	$26,970.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,970.00
0359	113	COOK III	$33,013.00	$0.00	$33,013.00	0	$0.00	$0.00	$33,013.00	$33,013.00	$480.00	$0.00	$0.00	$0.00	$0.00	$33,493.00
0360	113	ACCOUNTANT I	$32,769.00	$0.00	$32,769.00	0	$0.00	$0.00	$32,769.00	$32,769.00	$600.00	$0.00	$0.00	$0.00	$0.00	$33,369.00
0361	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0362	113	CERTIFIED MEDICAL ASSISTANT	$30,771.00	$0.00	$30,771.00	0	$0.00	$0.00	$30,771.00	$30,771.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,771.00
0363	113	CERTIFIED MEDICAL ASSISTANT	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0364	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$29,128.00	$0.00	$0.00	$0.00	$0.00	$0.00	$29,128.00
0365	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$32,466.00	$360.00	$0.00	$0.00	$0.00	$0.00	$32,826.00
0366	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$32,466.00	$300.00	$0.00	$0.00	$0.00	$0.00	$32,766.00
0367	113	CERTIFIED MEDICAL ASSISTANT	$32,466.00	$0.00	$32,466.00	0	$0.00	$0.00	$32,466.00	$32,466.00	$900.00	$0.00	$0.00	$0.00	$0.00	$33,366.00
0368	113	MAINTENANCE IV	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$480.00	$0.00	$0.00	$0.00	$0.00	$31,884.00
0369	113	MAINTENANCE IV	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,762.00
0370	113	MAINTENANCE IV	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$600.00	$0.00	$0.00	$0.00	$0.00	$32,004.00
0371	113	MAINTENANCE IV	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00
0372	113	COOK III	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$26,970.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,970.00
0373	113	COOK III	$30,203.00	$0.00	$30,203.00	0	$0.00	$0.00	$30,203.00	$30,203.00	$720.00	$0.00	$0.00	$0.00	$0.00	$30,923.00
0374	113	COOK III	$30,203.00	$0.00	$30,203.00	0	$0.00	$0.00	$30,203.00	$30,203.00	$420.00	$0.00	$0.00	$0.00	$0.00	$30,623.00
0375	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$28,919.00
0376	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,094.00
0377	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$540.00	$0.00	$0.00	$0.00	$0.00	$28,634.00
0378	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$360.00	$0.00	$0.00	$0.00	$0.00	$28,454.00
0379	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,094.00
0380	113	COMMUNICATIONS OPERATOR I	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,094.00
0381	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,467.00
0382	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0383	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$300.00	$0.00	$0.00	$0.00	$0.00	$27,167.00
0384	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$480.00	$0.00	$0.00	$0.00	$0.00	$27,347.00
0385	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0386	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$24,087.00	$300.00	$0.00	$0.00	$0.00	$0.00	$24,387.00
0387	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$420.00	$0.00	$0.00	$0.00	$0.00	$27,287.00
0388	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
		APPROVAL TO DELETE THE FOLLOWING FULL TIME POSITION:														
~~0389~~	~~113~~	~~ADMINISTRATIVE ASSISTANT I~~	~~$24,087.00~~	~~$0.00~~	~~$24,087.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$24,087.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0390	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,467.00
0391	113	ADMINISTRATIVE ASSISTANT I	$24,429.00	$0.00	$24,429.00	0	$0.00	$0.00	$24,429.00	$24,429.00	$360.00	$0.00	$0.00	$0.00	$0.00	$24,789.00
0392	113	CUSTODIAN II	$22,303.00	$0.00	$22,303.00	0	$0.00	$0.00	$22,303.00	$22,303.00	$0.00	$0.00	$0.00	$0.00	$0.00	$22,303.00
0393	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$300.00	$0.00	$0.00	$0.00	$0.00	$23,383.00
0394	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$420.00	$0.00	$0.00	$0.00	$0.00	$23,503.00
0395	113	ELECTRICIAN I	$32,928.00	$0.00	$32,928.00	0	$0.00	$0.00	$32,928.00	$32,928.00	$600.00	$0.00	$0.00	$0.00	$0.00	$33,528.00
0398	113	COMMUNITY SERVICE SPECIALIST	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00

0399	113	CAPTAIN	$56,650.00	$0.00	$56,650.00	0	$0.00	$0.00	$56,650.00	$56,650.00	$1,500.00	$0.00	$3,000.00	$0.00	$500.00	$61,650.00
0400	113	CAPTAIN	$56,650.00	$0.00	$56,650.00	0	$0.00	$0.00	$56,650.00	$56,650.00	$900.00	$0.00	$0.00	$0.00	$500.00	$58,050.00
0401	113	SERGEANT STEP I	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$37,950.00	$540.00	$0.00	$0.00	$0.00	$0.00	$38,490.00
0402	113	SERGEANT STEP III	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0403	113	SERGEANT STEP III	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$40,653.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,253.00
0404	113	SERGEANT STEP III	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$40,653.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,313.00
0405	113	SERGEANT STEP I	$42,076.00	$0.00	$42,076.00	0	$0.00	$0.00	$42,076.00	$37,950.00	$420.00	$0.00	$0.00	$0.00	$0.00	$38,370.00
0406	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0407	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0408	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0409	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$32,864.00
0410	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0411	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0412	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0413	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0414	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0415	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0416	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0417	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$32,564.00
0418	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0419	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0420	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0421	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
0422	113	DETENTION OFFICER	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$30,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,109.00
0423	113	DETENTION OFFICER STEP I	$31,364.00	$0.00	$31,364.00	0	$0.00	$0.00	$31,364.00	$31,364.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,364.00
			$14,844,276.00	$0.00	$14,844,276.00		$0.00	($1.00)	$14,844,275.00	$14,026,370.00	$126,060.00	$0.00	$163,800.00	$0.00	$2,000.00	$14,318,230.00

APPROVAL OF THE ABOVE HIGHLIGHTED PERSONNEL ACTIONS ARE PENDING CC APPROVAL.

HIDALGO COUNTY
COMMISSIONER COURT
2014 SALARY SCHEDULE

4-1100-421-00-280-001-0

AI - 44079

SHERIFF

Slot #	Obj Code	POSITION TITLE	2013 BUDGETED SALARY	2014 ADJUSTED SALARY	2014 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2014 BUDGETED SALARY APPROVED	2014 ACTUAL SALARY	Other Allowances					2014 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF	$140,595.00	$0.00	$140,595.00	0	$0.00	$0.00	$140,595.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0003	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$80,810.00
0004	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,380.00	$0.00	$1,800.00	$0.00	$500.00	$80,930.00
0005	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$70,750.00
0006	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$70,750.00
0007	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,140.00	$0.00	$1,200.00	$0.00	$500.00	$69,790.00
0008	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$840.00	$0.00	$3,300.00	$0.00	$0.00	$71,090.00
0010	113	LIEUTENANT STEP IV	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$57,759.00	$1,500.00	$0.00	$3,300.00	$0.00	$0.00	$62,559.00
0011	113	LIEUTENANT STEP III	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$55,805.00	$1,140.00	$0.00	$1,800.00	$0.00	$0.00	$58,745.00
0012	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$1,140.00	$0.00	$3,000.00	$0.00	$500.00	$60,445.00
0013	113	LIEUTENANT STEP II	$53,918.00	$0.00	$53,918.00	0	$0.00	$0.00	$53,918.00	$53,918.00	$900.00	$0.00	$3,000.00	$0.00	$500.00	$58,318.00
0014	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$1,440.00	$0.00	$1,800.00	$0.00	$0.00	$59,045.00
0015	113	LIEUTENANT STEP II	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$53,918.00	$1,080.00	$0.00	$1,800.00	$0.00	$0.00	$56,798.00
0016	113	INFORMATION TECHNOLOGY MANA	$56,162.00	$0.00	$56,162.00	0	$0.00	$0.00	$56,162.00	$56,162.00	$0.00	$0.00	$0.00	$0.00	$500.00	$56,662.00
0018	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$900.00	$0.00	$1,800.00	$0.00	$0.00	$58,505.00
0019	113	LIEUTENANT STEP II	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$53,918.00	$1,440.00	$0.00	$1,800.00	$0.00	$0.00	$57,158.00
0020	113	LIEUTENANT STEP IV	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$57,759.00	$1,140.00	$0.00	$1,800.00	$0.00	$500.00	$61,199.00
0021	113	ACCOUNTANT III	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0022	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$500.00	$53,333.00
0023	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$1,140.00	$0.00	$1,200.00	$0.00	$500.00	$51,857.00
0024	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$51,377.00
0025	113	SERGEANT STEP I	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$47,359.00	$360.00	$0.00	$0.00	$0.00	$0.00	$47,719.00
0026	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$50,697.00
0027	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$52,833.00
0028	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$360.00	$0.00	$1,200.00	$0.00	$500.00	$51,077.00
0029	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$540.00	$0.00	$0.00	$0.00	$500.00	$50,057.00
0030	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$50,877.00
0031	113	SERGEANT STEP I	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$47,359.00	$660.00	$0.00	$0.00	$0.00	$0.00	$48,019.00
0032	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$720.00	$0.00	$0.00	$0.00	$500.00	$51,953.00
0033	113	SERGEANT STEP IV	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$52,508.00	$780.00	$0.00	$600.00	$0.00	$0.00	$53,888.00
0034	113	CRIME SCENE SPECIALIST SUPERVIS	$48,149.00	$0.00	$48,149.00	0	$0.00	$0.00	$48,149.00	$48,149.00	$1,680.00	$0.00	$0.00	$0.00	$500.00	$50,329.00
0035	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$600.00	$0.00	$500.00	$50,597.00
0036	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$720.00	$0.00	$600.00	$0.00	$0.00	$50,337.00
0037	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$1,200.00	$0.00	$500.00	$51,197.00
0038	113	SERGEANT STEP III	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$50,733.00	$840.00	$0.00	$600.00	$0.00	$0.00	$52,173.00
0039	113	SERGEANT STEP I	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$47,359.00	$300.00	$0.00	$0.00	$0.00	$0.00	$47,659.00
0040	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$420.00	$0.00	$1,200.00	$0.00	$500.00	$51,137.00
0041	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$500.00	$53,333.00
0042	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$780.00	$0.00	$0.00	$0.00	$500.00	$47,423.00
0043	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$780.00	$0.00	$0.00	$0.00	$500.00	$47,423.00
0044	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$720.00	$0.00	$0.00	$0.00	$500.00	$47,363.00
0045	113	MECHANIC V	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0046	113	DEPUTY SHERIFF	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	DEPUTY SHERIFF	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0048	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$3,900.00	$0.00	$500.00	$53,634.00

0049	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,900.00	$0.00	$500.00	$51,120.00
0050	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$40,400.00
0051	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0052	113	SR. DEPUTY SHERIFF STEP II	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0053	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,260.00	$0.00	$3,900.00	$0.00	$500.00	$53,394.00
0054	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,200.00	$0.00	$3,300.00	$0.00	$500.00	$52,734.00
0055	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0056	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$40,760.00
0057	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$49,834.00
0058	113	DEPUTY SHERIFF	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$37,574.00	$120.00	$0.00	$0.00	$0.00	$0.00	$37,694.00
0059	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0060	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$3,300.00	$0.00	$0.00	$44,110.00
0061	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$40,460.00
0062	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$44,970.00
0063	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0064	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$43,350.00
0065	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$42,910.00
0066	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0067	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$0.00	$0.00	$0.00	$46,780.00
0068	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0069	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$1,800.00	$0.00	$500.00	$42,990.00
0070	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$43,150.00
0071	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$780.00	$0.00	$0.00	$0.00	$0.00	$41,290.00
0072	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,110.00
0073	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0074	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0075	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0076	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0077	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0078	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$52,314.00
0079	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0080	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$720.00	$0.00	$0.00	$0.00	$0.00	$41,230.00
0081	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0082	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$960.00	$0.00	$0.00	$0.00	$0.00	$48,694.00
0083	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0084	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$1,500.00	$0.00	$0.00	$40,820.00
0085	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$2,100.00	$0.00	$500.00	$51,174.00
0086	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0087	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,014.00
0088	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$52,314.00
0089	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$960.00	$0.00	$3,300.00	$0.00	$500.00	$52,494.00
0090	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,440.00
0091	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0092	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0093	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0094	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$3,300.00	$0.00	$0.00	$51,934.00
0095	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$2,700.00	$0.00	$500.00	$51,774.00
0096	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0097	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$2,100.00	$0.00	$0.00	$43,090.00
0098	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,440.00	$0.00	$1,200.00	$0.00	$0.00	$50,374.00
0099	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$50,434.00
0100	113	DEPUTY SHERIFF	$40,314.00	$0.00	$40,314.00	0	$0.00	$0.00	$40,314.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0101	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$50,434.00
0102	113	DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0103	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0104	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$1,800.00	$0.00	$0.00	$50,374.00
0105	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$51,814.00
0106	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$3,000.00	$0.00	$0.00	$51,634.00

0107	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$1,800.00	$0.00	$0.00	$50,434.00
0108	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0109	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$43,530.00
0110	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0111	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$5,100.00	$0.00	$0.00	$51,880.00
0112	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$3,000.00	$0.00	$0.00	$43,810.00
0113	113	DEPUTY SHERIFF	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$37,574.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$38,834.00
0114	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0115	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$50,640.00
0116	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0117	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0118	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,000.00	$0.00	$0.00	$49,840.00
0119	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0120	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0121	113	DEPUTY SHERIFF	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0122	113	DEPUTY SHERIFF	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0123	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$51,520.00
0124	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$2,100.00	$0.00	$500.00	$49,440.00
0125	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$960.00	$0.00	$600.00	$0.00	$0.00	$47,680.00
0126	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0127	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$48,820.00
0128	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$0.00	$0.00	$0.00	$40,690.00
0129	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0130	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0131	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$50,700.00
0132	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0133	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0134	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$50,760.00
0135	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$40,640.00
0136	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,440.00
0137	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$48,640.00
0138	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0139	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0140	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,000.00	$0.00	$0.00	$49,720.00
0141	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$49,920.00
0142	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0143	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$49,260.00
0144	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$49,260.00
0145	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0146	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$48,220.00
0147	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0148	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$43,210.00
0149	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0150	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$43,030.00
0151	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$47,920.00
0152	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0153	113	DEPUTY SHERIFF	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0154	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0155	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,110.00
0156	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,710.00
0157	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0158	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$2,100.00	$0.00	$500.00	$49,440.00
0159	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$50,640.00
0160	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$48,400.00
0161	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$480.00	$0.00	$0.00	$0.00	$0.00	$39,620.00
0162	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$49,380.00
0163	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$0.00	$0.00	$0.00	$46,780.00
0164	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$50,080.00

0165	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0166	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$41,950.00
0167	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0168	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0169	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$780.00	$0.00	$2,700.00	$0.00	$500.00	$50,100.00
0170	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$5,400.00	$0.00	$500.00	$52,620.00
0171	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$50,520.00
0172	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$42,730.00
0173	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0174	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$1,500.00	$0.00	$0.00	$40,820.00
0175	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0176	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$47,980.00
0177	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$3,300.00	$0.00	$0.00	$49,900.00
0178	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0179	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0180	113	DEPUTY SHERIFF	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0181	113	ACCOUNTANT II	$42,236.00	$0.00	$42,236.00	0	$0.00	$0.00	$42,236.00	$42,236.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$44,036.00
0182	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$960.00	$0.00	$0.00	$0.00	$0.00	$42,098.00
0183	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$300.00	$0.00	$0.00	$0.00	$0.00	$41,438.00
0184	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,738.00
0185	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$720.00	$0.00	$0.00	$0.00	$0.00	$41,858.00
0186	113	MECHANIC IV	$38,222.00	$0.00	$38,222.00	0	$0.00	$0.00	$38,222.00	$38,222.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,222.00
0187	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$480.00	$0.00	$0.00	$0.00	$0.00	$41,618.00
0188	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$43,590.00
0189	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$43,770.00
0190	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0191	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$3,600.00	$0.00	$500.00	$49,141.00
0192	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,990.00
0193	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0194	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00
0195	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$3,300.00	$0.00	$0.00	$46,714.00
0196	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$360.00	$0.00	$0.00	$0.00	$0.00	$39,500.00
0197	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,300.00	$0.00	$0.00	$46,774.00
0198	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0199	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$45,030.00
0200	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,300.00	$0.00	$500.00	$47,274.00
0201	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0202	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,900.00	$0.00	$500.00	$47,874.00
0203	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0204	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$900.00	$0.00	$3,300.00	$0.00	$500.00	$47,754.00
0205	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$600.00	$0.00	$0.00	$41,710.00
0206	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$1,800.00	$0.00	$0.00	$42,670.00
0207	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00
0208	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$46,841.00
0209	113	DEPUTY SHERIFF	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$37,574.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$39,074.00
0210	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$47,581.00
0211	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,650.00
0212	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$47,261.00
0213	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$1,800.00	$0.00	$500.00	$47,401.00
0214	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$46,901.00
0215	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$420.00	$0.00	$0.00	$0.00	$0.00	$39,560.00
0216	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0217	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0218	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0219	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$47,821.00
0220	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00
0221	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$43,770.00
0222	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$1,800.00	$0.00	$500.00	$47,281.00

0223	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0224	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0225	113	DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0226	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0227	113	DEPUTY SHERIFF	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$37,574.00	$180.00	$0.00	$600.00	$0.00	$0.00	$38,354.00
0228	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,710.00
0229	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$780.00	$0.00	$2,100.00	$0.00	$500.00	$43,890.00
0230	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,474.00
0231	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$0.00	$0.00	$0.00	$40,750.00
0232	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$44,674.00
0233	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00
0234	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$44,470.00
0235	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0236	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,650.00
0237	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,990.00
0238	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$43,030.00
0239	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH	$36,630.00	$0.00	$36,630.00	0	$0.00	$0.00	$36,630.00	$36,630.00	$600.00	$0.00	$0.00	$0.00	$500.00	$37,730.00
0241	113	EVIDENCE TECHNICIAN	$35,879.00	$0.00	$35,879.00	0	$0.00	$0.00	$35,879.00	$35,879.00	$480.00	$0.00	$0.00	$0.00	$500.00	$36,859.00
0242	113	EVIDENCE TECHNICIAN	$35,879.00	$0.00	$35,879.00	0	$0.00	$0.00	$35,879.00	$35,879.00	$600.00	$0.00	$0.00	$0.00	$500.00	$36,979.00
0243	113	HUMAN RESOURCES SPECIALIST II	$34,135.00	$0.00	$34,135.00	0	$0.00	$0.00	$34,135.00	$34,135.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,735.00
0244	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$300.00	$0.00	$0.00	$0.00	$0.00	$35,691.00
0246	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,391.00
0247	113	QUARTER MASTER	$32,769.00	$0.00	$32,769.00	0	$0.00	$0.00	$32,769.00	$32,769.00	$780.00	$0.00	$0.00	$0.00	$0.00	$33,549.00
0248	113	ADMINISTRATIVE ASSISTANT III	$34,067.00	$0.00	$34,067.00	0	$0.00	$0.00	$34,067.00	$34,067.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$35,447.00
0249	113	ACCOUNTANT I	$32,769.00	$0.00	$32,769.00	0	$0.00	$0.00	$32,769.00	$32,769.00	$360.00	$0.00	$0.00	$0.00	$0.00	$33,129.00
0250	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0251	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0252	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0253	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0254	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0255	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0256	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$360.00	$0.00	$0.00	$0.00	$0.00	$31,764.00
0257	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0258	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0259	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$300.00	$0.00	$0.00	$0.00	$0.00	$31,704.00
0260	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0261	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0262	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00
0263	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,064.00
0264	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0265	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0266	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0267	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0268	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0269	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0270	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0272	113	ADMINISTRATIVE ASSISTANT II	$32,029.00	$0.00	$32,029.00	0	$0.00	$0.00	$32,029.00	$32,029.00	$780.00	$0.00	$0.00	$0.00	$500.00	$33,309.00
0273	113	ASSISTANT QUARTER MASTER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$780.00	$0.00	$0.00	$0.00	$0.00	$31,122.00
0274	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$28,979.00
0275	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$960.00	$0.00	$0.00	$0.00	$0.00	$28,499.00
0276	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$28,859.00
0277	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0278	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$28,979.00
0279	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0280	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$27,887.00
0281	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$960.00	$0.00	$0.00	$0.00	$0.00	$27,827.00
0282	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,867.00

0283	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$420.00	$0.00	$0.00	$0.00	$0.00	$27,287.00
0284	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,467.00
0285	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0287	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,083.00
0288	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0289	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0290	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0291	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0292	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$25,772.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,772.00
0293	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$25,772.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,772.00
0294	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,563.00
0295	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$600.00	$0.00	$0.00	$0.00	$0.00	$23,683.00
0296	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$600.00	$0.00	$0.00	$0.00	$0.00	$23,683.00
0297	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,563.00
0327	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0328	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$47,920.00
0329	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$600.00	$0.00	$0.00	$47,260.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH	$36,630.00	$0.00	$36,630.00	0	$0.00	$0.00	$36,630.00	$36,630.00	$480.00	$0.00	$0.00	$0.00	$500.00	$37,610.00
0331	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00
0332	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0333	113	DEPUTY SHERIFF STEP 1	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0334	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$4,800.00	$0.00	$500.00	$46,170.00
0335	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$1,800.00	$0.00	$500.00	$43,230.00
0336	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$40,700.00
0337	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0338	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$2,100.00	$0.00	$500.00	$43,290.00
0339	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0340	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,701.00
0341	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0342	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0343	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$660.00	$0.00	$0.00	$0.00	$0.00	$45,221.00
0344	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0345	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0346	113	ADMINISTRATIVE ASSISTANT II	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$29,174.00
0347	113	ADMINISTRATIVE ASSISTANT II	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,114.00
0361	113	BUDGET MANAGER II	$65,507.00	$0.00	$65,507.00	0	$0.00	$0.00	$65,507.00	$65,507.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$67,307.00
0362	113	PROCUREMENT SPECIALIST	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$720.00	$0.00	$0.00	$0.00	$0.00	$45,303.00
0363	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$780.00	$0.00	$0.00	$0.00	$0.00	$36,171.00
0364	113	CRIME VICTIM LIASON	$39,563.00	$0.00	$39,563.00	0	$0.00	$0.00	$39,563.00	$39,563.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,403.00
0365	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$720.00	$0.00	$1,200.00	$0.00	$500.00	$69,370.00
0366	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,080.00	$0.00	$1,800.00	$0.00	$500.00	$70,330.00
0367	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0369	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,440.00	$0.00	$1,800.00	$0.00	$500.00	$80,990.00
		APPROVAL TO DELETE THE FOLLOWING FULL TIME POSITION:														
~~0370~~	~~113~~	~~CHIEF OF STAFF~~	~~$77,250.00~~	~~$0.00~~	~~$77,250.00~~	~~0~~	~~$0.00~~	~~$0.00~~	~~$77,250.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~	~~$0.00~~
0371	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$240.00	$0.00	$1,500.00	$0.00	$0.00	$40,880.00
0372	113	DEPUTY SHERIFF	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$37,574.00	$60.00	$0.00	$0.00	$0.00	$0.00	$37,634.00
0373	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$120.00	$0.00	$0.00	$0.00	$0.00	$39,260.00
0374	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$540.00	$0.00	$0.00	$0.00	$0.00	$39,680.00
0375	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0376	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0377	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0378	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0379	113	TECHNICIAN IV	$38,222.00	$0.00	$38,222.00	0	$0.00	$0.00	$38,222.00	$36,693.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,693.00
0380	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00
0382	113	DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$180.00
0383	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00

0384	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0385	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0386	113	DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$2,340.00
0387	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0388	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0389	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00
0390	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0391	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0392	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0393	113	LIEUTENANT STEP I	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$52,095.00	$840.00	$0.00	$1,800.00	$0.00	$500.00	$55,235.00
0394	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$360.00	$0.00	$1,500.00	$0.00	$0.00	$49,219.00
0395	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$480.00	$0.00	$2,700.00	$0.00	$0.00	$50,539.00
0396	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$420.00	$0.00	$1,500.00	$0.00	$0.00	$49,279.00
0397	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$780.00	$0.00	$600.00	$0.00	$0.00	$52,113.00
0398	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$52,833.00
0399	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$51,297.00
0400	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$52,773.00
0401	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$50,817.00
0402	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$840.00	$0.00	$0.00	$0.00	$0.00	$49,857.00
0403	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0404	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$42,140.00
0405	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0406	113	ADMINISTRATIVE ASSISTANT IV	$37,109.00	$0.00	$37,109.00	0	$0.00	$0.00	$37,109.00	$37,109.00	$420.00	$0.00	$0.00	$0.00	$0.00	$37,529.00
0407	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0408	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0409	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0410	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$23,124.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,124.00
0411	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$23,124.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,124.00
0412	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0413	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0414	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0415	113	QUALITY ASSURANCE INSPECTOR	$55,000.00	$0.00	$55,000.00	0	$0.00	$0.00	$55,000.00	$55,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55,000.00
A416	113	DEPUTY SHERIFF	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00
		APPROVAL TO CREATE THE FOLLOWING FULL TIME POSITION AND ALLOWANCES:														
0417	**113**	**CHIEF DEPUTY**	**$0.00**	**$90,000.00**	**$90,000.00**		**$0.00**	**$0.00**	**$90,000.00**	**$0.00**	**$0.00**	**$0.00**	**$1,800.00**	**$0.00**	**$500.00**	**$0.00**
			$15,010,637.00	$90,000.00	$15,100,637.00		$0.00	$0.00	$15,100,637.00	$14,339,727.00	$168,780.00	$0.00	$384,000.00	$0.00	$50,500.00	$14,940,707.00

APPROVAL OF THE ABOVE HIGHLIGHTED PERSONNEL ACTIONS ARE PENDING CC APPROVAL.

HIDALGO COUNTY
DEPARTMENT OF BUDGET & MANAGEMENT
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: **Commissioner' Court**
From: **Sergio Cruz, Budget Officer**
CC Date: **Tuesday, April 15, 2014**

Agenda Item: **44079**

Summary of request/proposal:
SHERIFF'S OFFICE - JAIL (1100):
APPROVAL TO DELETE THE FOLLOWING FULL TIME POSITION:

Fund	Position	Slot #	Obj	Current Budgeted Salary Allowance	Proposed Budgeted Salary/ Allowance	Total Requested
1100	ADMINISTRATIVE ASSISTANT I	0389	113	24,087.00	0.00	(24,087.00)
				24,087.00	0.00	(24,087.00)

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
4-1100-423-21-280-002-0	113	JAIL	REGULAR FULL TIME	($17,257.74)
4-1100-423-21-280-002-0	211	JAIL	HEALTH INSURANCE	($4,032.32)
4-1100-423-21-280-002-0	212	JAIL	LIFE INSURANCE	($26.91)
4-1100-423-21-280-002-0	220	JAIL	FICA	($1,320.22)
4-1100-423-21-280-002-0	230	JAIL	RETIREMENT	($1,879.37)
4-1100-423-21-280-002-0	250	JAIL	UNEMPLOYMENT COMP	($98.37)
4-1100-423-21-280-002-0	260	JAIL	WORKER'S COMP	($29.34)
			2014 Budgetary Impact	($24,644.27)

2015 Budgetary Impact: ($34,396.54)

Possible Funding Sources: **NO BUDGETARY IMPACT: FUNDS WILL BE TRANSFERRED TO SHERIFF'S BUDGET (280-001) TO COVER A PORTION OF THE PROPOSED CHIEF DEPUTY'S SALARY.**

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, April 15, 2014** **Agenda Item:** **44079**

Summary of request/proposal:
SHERIFF'S OFFICE (1100):
APPROVAL TO DELETE/CREATE THE FOLLOWING FULL TIME POSITION(S) AND THE CREATION OF THE ALLOWANCES LISTED BELOW:

Fund	Position	Slot #	Obj Code	Current Budgeted Salary Allowance	Proposed Budgeted Salary/ Allowance	Total Requested
			SALARY			
1100	CHIEF OF STAFF	0370	113	77,250.00	0.00	(77,250.00)
1100	CHIEF DEPUTY	0417	113	0.00	90,000.00	90,000.00
	TOTAL SALARIES			**77,250.00**	**90,000.00**	**12,750.00**
			ALLOWANCES			
1100	CHIEF DEPUTY (SUPPLEMENTAL ALLOWANCE)	0417	117	0.00	1,800.00	1,800.00
1100	CHIEF DEPUTY (CLOTHING ALLOWANCE)	0417	119	0.00	500.00	500.00
	TOTAL ALLOWANCES			**0.00**	**2,300.00**	**2,300.00**

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
4-1100-421-00-280-001-0	113	SHERIFF	REGULAR FULL TIME	$9,135.06
4-1100-421-00-280-001-0	117	SHERIFF	SUPPLEMENTAL	$1,289.66
4-1100-421-00-280-001-0	119	SHERIFF	CLOTHING	$358.24
4-1100-421-00-280-001-0	211	SHERIFF	HEALTH INSURANCE	$0.00
4-1100-421-00-280-001-0	212	SHERIFF	LIFE INSURANCE	$0.00
4-1100-421-00-280-001-0	220	SHERIFF	FICA	$824.89
4-1100-421-00-280-001-0	230	SHERIFF	RETIREMENT	$1,174.27
4-1100-421-00-280-001-0	250	SHERIFF	UNEMPLOYMENT COMP	$61.46
4-1100-421-00-280-001-0	260	SHERIFF	WORKER'S COMP	$269.58
			2014 Budgetary Impact	$13,113.16

2015 Budgetary Impact: $18,302.32

Possible Funding Sources: **PENDING CC APPROVAL OF INTERDEPARTMENTAL TRANSFER.**

Comments:

DATE: April 15, 2014

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

2014
Transfer

AI- 44079

DEPARTMENT NAME: Dept. of Budget & Mgmt for Sheriff's Office

ACCOUNT NUMBER: 4-1100-42X-XX-280-00X-0-XXX

CONTACT PERSON: Obdett Calzada **PHONE:** (956) 292-7025 Ext. 5419

SUBJECT: **Interdepartmental Transfer/s in Accordance with Local Government Code Chapter 111, Subchapter C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer/s (transfer in/out) (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C.

INCREASE / DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME	AMOUNT
FROM			
4-1100-423-21-280-002-0	113	Jail - Regular Full Time	(9,135.06)
4-1100-423-21-280-002-0	117	Jail - Supplemental Pay	(1,289.66)
4-1100-423-21-280-002-0	119	Jail - Clothing Allowance	(358.24)
4-1100-423-21-280-002-0	220	Jail - FICA	(824.89)
4-1100-423-21-280-002-0	230	Jail - Retirement	(1,174.27)
4-1100-423-21-280-002-0	250	Jail - Unemployment Comp	(61.46)
4-1100-423-21-280-002-0	260	Jail - Worker's Comp	(269.58)
TO			
4-1100-421-00-280-001-0	113	Sheriff - Regular Full Time	9,135.06
4-1100-421-00-280-001-0	117	Sheriff - Supplemental Pay	1,289.66
4-1100-421-00-280-001-0	119	Sheriff - Clothing Allowance	358.24
4-1100-421-00-280-001-0	220	Sheriff - FICA	824.89
4-1100-421-00-280-001-0	230	Sheriff - Retirement	1,174.27
4-1100-421-00-280-001-0	250	Sheriff - Unemployment Comp	61.46
4-1100-421-00-280-001-0	260	Sheriff - Worker's Comp	269.58
		TOTAL BUDGET INCREASE (DECREASE)	**0.00**

REASON: **To cover a portion of the proposed Chief Deputy's salary, slot #0417. The remaining portion will be covered by the deletion of the Chief of Staff position from the Sheriff's budget (280-001).**

DEPARTMENT HEAD SIGNATURE

COMMISSIONERS COURT / / **DATE** **ATTEST, COUNTY CLERK**

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
APR 14 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE/ 280 **DATE:** 4/11/14

CURRENT POSITION TITLE: CHIEF OF STAFF **CURRENT SLOT. #:** 001-370

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other DELETE POSITION

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

POSITION SALARY REQUEST:

Salary Amount: $ 77,250.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ ($77,250.00) (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 ☐

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)

THIS CIVILIAN POSITION IS BEING DELETED AND A CHIEF DEPUTY POSITION WILL BE CREATED TO ASSUME SIMILAR DUTIES IN ADDITION TO HAVING LAW ENFORCEMENT RANK AND AUTHORITY FOR THE POSITION.

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. DEPARTMENT HEAD	4/11/14 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. Esther A. Cortez/ofe HUMAN RESOURCES DIRECTOR	04.14.14 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	4-14-14 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

PEREZ, ABRAM SO#4964

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
APR 14 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE/ 280 **DATE:** 4/11/14

CURRENT POSITION TITLE: ADMINISTRATIVE ASSISTANT I **CURRENT SLOT. #:** 002-389

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other DELETE POSITION

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

POSITION SALARY REQUEST:

Salary Amount: $ 24,087.00 (Current Budgeted Salary) $ 0 (Proposed Budgeted Salary) $ ($24,087.00) (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 ☐

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)

DELETING POSITION TO FUND CHIEF DEPUTY POSITION.

Personnel Adjustment Request Form
Revised: 8/7/2007

Personnel Adjustment Request Form

DEPARTMENT NAME/DIVISION: _____ **SUBMITTED BY:** _____ **DATE:** _____

CURRENT POSITION TITLE: _____ **ADMINISTRATIVE ASSISTANT** _____ **CURRENT SALARY:** _____

PROPOSED POSITION TITLE:
(For Multiple Positions or Vacancy Titles)

REQUEST:

☐ New Position ☐ Temporary Position ☐ Position Reclassification ☐ Other: _____

Note: Refer to Policies and Procedures Manual for Definitions

POSITION CHANGE SALARY IMPACT:

Salary Increase: $ _____ (Current Budgeted Salary) x _____ (Proposed Budgeted Salary) = _____ (Total Change)

Position to be funded from one of the following:

☐ Current Employee Wages ☐ Annual Budget Funds ☐ Will Require Additional Funds

☐ Other: _____

RECLASSIFICATION:

Full Time Employee ☐ Part Time Employee ☐ _____

Object 111 Object 114

Full Time Temporary ☐ Part Time Temporary ☐ _____

Object 112 Object 122

TEMPORARY POSITIONS:

Hourly Rate x 2,080 hrs. per year = Annual Salary

Enter hourly rate for temporary positions

CIVIL SERVICE: **FLSA:**

Position ☐ Exempt ☐

Not Exempt ☐ Non-Exempt ☐

N/A ☐

Begin Date _____ End Date _____ Working Days & Hours _____ Hours Per Week _____ Duration of Position *(Temporary Positions only)* _____

DESCRIPTION OF DUTIES TO BE PERFORMED BY NEW EMPLOYEE: _____

JUSTIFICATION FOR POSITION/REQUEST: *(Explain why this position or adjustment is necessary)*

_____

_____

_____

_____

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. DEPARTMENT HEAD	4/14/14 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. Esther A. Cortez Lopez HUMAN RESOURCES DIRECTOR	04.14.14 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	04-14-14 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
APR 14 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: **SHERIFF'S OFFICE /280** DATE: **4/11/2014**

CURRENT POSITION TITLE: CURRENT SLOT #: 001-417

REQUESTED POSITION TITLE: **CHIEF DEPUTY**

REQUEST FOR:

[X] New Position [ ] Temporary Position [ ] Position Reclassification* [X] Other **CLOTHING/SUPPLEMENTAL**

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

POSITION SALARY REQUEST:

Salary Amount:

$ **0.00** Current G&S/ Budgeted Salary	$ **90,000.00** Proposed G&S/ Budgeted Salary	$ **90,000.00** Net Change SALARY
$ **0.00** Current G&S/ Budgeted Salary	$ **500.00** Proposed G&S/ Budgeted Salary	$ **500.00** Net Change CLOTHING
$ **0.00** Current G&S/ Budgeted Salary	$ **1,800.00** Proposed G&S/ Budgeted Salary	$ **1,800.00** Net Change Supplemental

4/14/14

Position to be funded from one of the following:

[X] 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	[X]	Exempt	[X]
Non-Exempt	[ ]	Non-Exempt	[ ]
N/A	[ ]		

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

THIS POSITION WILL REPLACE THE CURRENT CHIEF OF STAFF POSITION. THE CHIEF DEPUTY WILL REVIEW AND EVALUATE STATISTICAL INFORMATION FOR BOTH ADULT DETENTION BUREAU AND LAW ENFORCEMENT BUREAU, MAKE FORMAL PRESENTATIONS TO GOVERNMENTAL BOARDS, PREPARE AND/OR CHANGE ANY NEW OR CURRENT POLICY, OVERSEE ALL

A[illegible]CTS OF HCSO BUDGETARY FINANCES, REVIEW, EVALUATE AND RECOMMEND HCSO APPLICANTS, ENSURES ALL RECORDS AND LEGAL DOCUMENTS ARE PROPERLY MAINTAINED, DEVELOP E AND ADMINISTER INTER-LOCAL CONTRACTS AND WILL REPRESENT AND ACT ON BEHALF OF THE SHERIFF AS DIRECTED.

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

1.	DEPARTMENT HEAD	4/11/14 Date	FUNDING AVAILABLE IN DEPT. BUDGET	[X]	YES	[ ]	NO
2.	Esther A. Cortez Jefe HUMAN RESOURCES DIRECTOR	04.14.14 Date	PERSONNEL PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	04-14-14 Date	BUDGET PROCEDURES COMPLETED	[✓]	YES	[ ]	NO
4.	COMMISSIONERS' COURT APPROVAL	Date					

HIDALGO COUNTY SHERIFF'S OFFICE

CHIEF DEPUTY

GENERAL DESCRIPTION

Will be assigned to oversee both criminal enforcement and adult detention center. The Chief Deputy is the first executive officer to the Sheriff. The Chief Deputy is the Sheriff's designee in all matters regarding the operations, administration and fiscal matters of the Hidalgo County Sheriff's department and Adult Detention facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending on the area of the Sheriff's Department to which assigned, will be responsible for the administration and delegation of authority to ensure the correct and efficient performance of its supervisors and subordinate personnel in carrying out the following:

Administrative Duties

Conceive and prepare statistical information for the criminal enforcement and/or detention division and department related concerns, functions or activities

Make formal presentations to governmental boards as required

Prepare for consideration any new policy or change in current policy for the improved operation of criminal enforcement and/or detention

Directly oversee all aspects of finances involving the different budgets of the Sheriff

Ensure that all records and legal documents are properly documented, maintained and stored

Act on behalf of the Sheriff during his/her absence

Regular attendance is a must

Ability to work well with others

Supervisory Responsibilities

Will supervise those commanders, captains, lieutenants, sergeants, investigators, deputy sheriffs, detention officers, communication officers and civilian personnel

Will ensure that subordinate personnel in his/her charge carry out day to day duties as defined by job descriptions, level of responsibilities, department goals and applicable federal and state laws

Shall report both orally and in written form, poor job performance, violations of department policy and violations of federal and state laws involving any subordinate

Experience and Education

Graduation from a high school or equivalent (GED)

Must have a minimum of fifteen (15) years of active law enforcement related experience

Certificates, Licenses, & Registration

Must possess a current Advanced Peace Officer license from Texas Commission on Law Enforcement Officers Standard and Education

Must possess a valid Texas motor vehicle operator's license

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

Knowledge, Skills, and Abilities

Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws

Ability to establish and maintain effective working relationships with other County employees and officials, law enforcement agencies and the general public

Ability to analyze situations and adopt a quick, effective and reasonable course of action

Ability to write clear and concise reports and to maintain complete records as required

Ability to learn the use and care of vehicles, firearms and specialized equipment

Ability to communicate effectively orally and in writing

Good physical condition.

Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division

Ability to use decimals and percentages in solving such problems

Ability to speak, read and write in the English language

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of employees or organizations

Ability to speak and write in Spanish preferred

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

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

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is required to use hands to finger, handle or feel objects, tools or controls and talk and hear. The employee is required to stand, walk and reach with hands and arms. The employee is required to sit, climb or balance, run, jump, stoop, kneel, crouch or crawl. The employee may have to physically subdue and restrain uncooperative suspects, prisoners and/or inmates.

The employee must regularly lift and/or move up to ten (10) pounds, occasionally lift and/or move up to twenty-five (25) pounds, and in emergency situations, lift persons with body weight ranging from 100 to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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-43937 **Human Resources 10. B.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Sheriff's Office **Submitted By:** Sylvia Rios, HUMAN RESOURCES/CIVIL SERVICE

Department: HUMAN RESOURCES/CIVIL SERVICE

Information

CAPTION

Sheriff's Office (1100):
1. Approval of the following personnel actions, effective next full pay period, 04/21/2014:

Action	Slot #	Position Title	Budgeted Allowance Amount
Delete Clothing Allowance	0127	(Sr.) Deputy Sheriff (Step III)	$ 500.00
Add Clothing Allowance	0128	Deputy Sheriff (Step II)	$ 500.00

2. Approval of revised salary schedule.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-421-00-280-001-0-119

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

BUDGETARY IMPACT:

NO BUDGETARY IMPACT.

Attachments

FISCAL IMPACT
REVISED SS- CLOTHING
PAR forms & Job Desc

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 09:09 AM
Obdett Calzada	Obdett Calzada	04/11/2014 01:31 PM
Rosalinda Cantu	Rosie Cantu	04/11/2014 04:51 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Sylvia Rios Started On: 04/04/2014 08:41 AM

Final Approval Date: 04/11/2014

HIDALGO COUNTY
DEPARTMENT OF BUDGET & MANAGEMENT
FISCAL NOTE

•Fiscal notes are prepared by the Department of Budget & Management to present the budgetary impact of requests by departments/offices or of new proposals that were not approved during the budget process.

To: **Commissioner' Court**
From: **Sergio Cruz, Budget Officer**
CC Date: **Tuesday, April 15, 2014**

Agenda Item: **43937**

Summary of request/proposal:
SHERIFF'S OFFICE (1100):
APPROVAL TO DELETE/ ADD CLOTHING ALLOWANCE AS FOLLOWS:

Fund	Position	Slot #	Obj	Current Budgeted Salary Allowance	Proposed Budgeted Salary/ Allowance	Total Requested
1100	(SR.) DEPUTY SHERIFF (STEP III)	0127	119	500.00	0.00	(500.00)
1100	DEPUTY SHERIFF (STEP II)	0128	119	0.00	500.00	500.00
		TOTAL		500.00	500.00	0.00

Budgetary Impact:

INCREASE/DECREASE ACCOUNT NUMBER		ACCOUNT (OBJECT) NAME		AMOUNT
4-1100-421-00-280-001-0-	113	SHERIFF-	REGULAR FULL TIME	$0.00
4-1100-421-00-280-001-0-	119	SHERIFF-	CLOTHING ALLOWANCE	$0.00
4-1100-421-00-280-001-0-	211	SHERIFF-	HEALTH INSURANCE	$0.00
4-1100-421-00-280-001-0-	212	SHERIFF-	LIFE INSURANCE	$0.00
4-1100-421-00-280-001-0-	220	SHERIFF-	FICA	$0.00
4-1100-421-00-280-001-0-	230	SHERIFF-	RETIREMENT	$0.00
4-1100-421-00-280-001-0-	250	SHERIFF-	UNEMPLOYMENT COMP	$0.00
4-1100-421-00-280-001-0-	260	SHERIFF-	WORKER'S COMP	$0.00
			2014 Budgetary Impact	$0.00

2015 Budgetary Impact: $0.00

Possible Funding Sources: **NO BUDGETARY IMPACT.**

Comments:

Hidalgo Co. Budget Office
2/3/2005

HIDALGO COUNTY
COMMISSIONER COURT
2014 SALARY SCHEDULE

4-1100-421-00-280-001-0

AI - 43937

SHERIFF

Slot #	Obj Code	POSITION TITLE	2013 BUDGETED SALARY	2014 ADJUSTED SALARY	2014 BASE SALARY	% Inc.	AMOUNT INCREASE	OTHER INCREASE	2014 BUDGETED SALARY APPROVED	2014 ACTUAL SALARY	Other Allowances					2014 ACTUAL TOTAL COMPENSATION
											Longevity 115	Interpet. 116	Supplem. 117	Auto A. 118	Clothing 119	
0001	111	COUNTY SHERIFF	$140,595.00	$0.00	$140,595.00	0	$0.00	$0.00	$140,595.00	$140,595.00	$0.00	$0.00	$3,300.00	$0.00	$500.00	$144,395.00
0003	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$480.00	$0.00	$3,600.00	$0.00	$500.00	$81,830.00
0004	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,380.00	$0.00	$1,800.00	$0.00	$500.00	$80,930.00
0005	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$70,750.00
0006	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,500.00	$0.00	$1,800.00	$0.00	$500.00	$70,750.00
0007	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,140.00	$0.00	$1,200.00	$0.00	$500.00	$69,790.00
0008	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$840.00	$0.00	$3,300.00	$0.00	$0.00	$71,090.00
0010	113	LIEUTENANT STEP IV	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$57,759.00	$1,500.00	$0.00	$3,300.00	$0.00	$0.00	$62,559.00
0011	113	LIEUTENANT STEP III	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$55,805.00	$1,140.00	$0.00	$1,800.00	$0.00	$0.00	$58,745.00
0012	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$1,140.00	$0.00	$3,000.00	$0.00	$500.00	$60,445.00
0013	113	LIEUTENANT STEP II	$53,918.00	$0.00	$53,918.00	0	$0.00	$0.00	$53,918.00	$53,918.00	$900.00	$0.00	$3,000.00	$0.00	$500.00	$58,318.00
0014	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$1,440.00	$0.00	$1,800.00	$0.00	$0.00	$59,045.00
0015	113	LIEUTENANT STEP II	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$53,918.00	$1,080.00	$0.00	$1,800.00	$0.00	$0.00	$56,798.00
0016	113	INFORMATION TECHNOLOGY MANAGEI	$56,162.00	$0.00	$56,162.00	0	$0.00	$0.00	$56,162.00	$56,162.00	$0.00	$0.00	$0.00	$0.00	$500.00	$56,662.00
0018	113	LIEUTENANT STEP III	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$55,805.00	$900.00	$0.00	$1,800.00	$0.00	$0.00	$58,505.00
0019	113	LIEUTENANT STEP II	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$53,918.00	$1,440.00	$0.00	$1,800.00	$0.00	$0.00	$57,158.00
0020	113	LIEUTENANT STEP IV	$57,759.00	$0.00	$57,759.00	0	$0.00	$0.00	$57,759.00	$57,759.00	$1,140.00	$0.00	$1,800.00	$0.00	$500.00	$61,199.00
0021	113	ACCOUNTANT III	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0022	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$500.00	$53,333.00
0023	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$1,140.00	$0.00	$1,200.00	$0.00	$500.00	$51,857.00
0024	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$660.00	$0.00	$1,200.00	$0.00	$500.00	$51,377.00
0025	113	SERGEANT STEP I	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$47,359.00	$360.00	$0.00	$0.00	$0.00	$0.00	$47,719.00
0026	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$1,200.00	$0.00	$0.00	$50,697.00
0027	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$52,833.00
0028	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$360.00	$0.00	$1,200.00	$0.00	$500.00	$51,077.00
0029	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$540.00	$0.00	$0.00	$0.00	$500.00	$50,057.00
0030	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$50,877.00
0031	113	SERGEANT STEP I	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$47,359.00	$660.00	$0.00	$0.00	$0.00	$0.00	$48,019.00
0032	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$720.00	$0.00	$0.00	$0.00	$500.00	$51,953.00
0033	113	SERGEANT STEP IV	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$52,508.00	$780.00	$0.00	$600.00	$0.00	$0.00	$53,888.00
0034	113	CRIME SCENE SPECIALIST SUPERVISOR	$48,149.00	$0.00	$48,149.00	0	$0.00	$0.00	$48,149.00	$48,149.00	$1,680.00	$0.00	$0.00	$0.00	$500.00	$50,329.00
0035	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$600.00	$0.00	$500.00	$50,597.00
0036	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$720.00	$0.00	$600.00	$0.00	$0.00	$50,337.00
0037	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$480.00	$0.00	$1,200.00	$0.00	$500.00	$51,197.00
0038	113	SERGEANT STEP III	$52,508.00	$0.00	$52,508.00	0	$0.00	$0.00	$52,508.00	$50,733.00	$840.00	$0.00	$600.00	$0.00	$0.00	$52,173.00
0039	113	SERGEANT STEP I	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$47,359.00	$300.00	$0.00	$0.00	$0.00	$0.00	$47,659.00
0040	113	SERGEANT STEP II	$49,017.00	$0.00	$49,017.00	0	$0.00	$0.00	$49,017.00	$49,017.00	$420.00	$0.00	$1,200.00	$0.00	$500.00	$51,137.00
0041	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$500.00	$53,333.00
0042	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$780.00	$0.00	$0.00	$0.00	$500.00	$47,423.00
0043	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$780.00	$0.00	$0.00	$0.00	$500.00	$47,423.00
0044	113	CRIME SCENE SPECIALIST	$46,143.00	$0.00	$46,143.00	0	$0.00	$0.00	$46,143.00	$46,143.00	$720.00	$0.00	$0.00	$0.00	$500.00	$47,363.00
0045	113	MECHANIC V	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$0.00	$0.00	$0.00	$0.00	$0.00	$44,583.00
0046	113	DEPUTY SHERIFF	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0047	113	DEPUTY SHERIFF	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0048	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$3,900.00	$0.00	$500.00	$53,634.00

0049	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,900.00	$0.00	$500.00	$51,120.00
0050	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$40,400.00
0051	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0052	113	SR. DEPUTY SHERIFF STEP II	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0053	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,260.00	$0.00	$3,900.00	$0.00	$500.00	$53,394.00
0054	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,200.00	$0.00	$3,300.00	$0.00	$500.00	$52,734.00
0055	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0056	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$120.00	$0.00	$1,500.00	$0.00	$0.00	$40,760.00
0057	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$49,834.00
0058	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$120.00	$0.00	$0.00	$0.00	$0.00	$39,260.00
0059	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0060	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$3,300.00	$0.00	$0.00	$44,110.00
0061	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$120.00	$0.00	$1,200.00	$0.00	$0.00	$40,460.00
0062	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$3,300.00	$0.00	$500.00	$44,970.00
0063	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0064	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$2,100.00	$0.00	$500.00	$43,350.00
0065	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$0.00	$42,910.00
0066	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0067	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$0.00	$0.00	$0.00	$46,780.00
0068	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0069	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$1,800.00	$0.00	$500.00	$42,990.00
0070	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$0.00	$43,150.00
0071	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$780.00	$0.00	$0.00	$0.00	$0.00	$41,290.00
0072	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,110.00
0073	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0074	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0075	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0076	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0077	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0078	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$52,314.00
0079	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0080	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$720.00	$0.00	$0.00	$0.00	$0.00	$41,230.00
0081	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0082	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$960.00	$0.00	$0.00	$0.00	$0.00	$48,694.00
0083	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0084	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$1,500.00	$0.00	$0.00	$40,820.00
0085	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$2,100.00	$0.00	$500.00	$51,174.00
0086	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0087	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$46,014.00
0088	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$52,314.00
0089	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$960.00	$0.00	$3,300.00	$0.00	$500.00	$52,494.00
0090	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,440.00
0091	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0092	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0093	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0094	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$3,300.00	$0.00	$0.00	$51,934.00
0095	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$2,700.00	$0.00	$500.00	$51,774.00
0096	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0097	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$2,100.00	$0.00	$0.00	$43,090.00
0098	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,440.00	$0.00	$1,200.00	$0.00	$0.00	$50,374.00
0099	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$50,434.00
0100	113	DEPUTY SHERIFF	$40,314.00	$0.00	$40,314.00	0	$0.00	$0.00	$40,314.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0101	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$1,500.00	$0.00	$1,200.00	$0.00	$0.00	$50,434.00
0102	113	DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0103	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0104	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$1,800.00	$0.00	$0.00	$50,374.00
0105	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$780.00	$0.00	$3,300.00	$0.00	$0.00	$51,814.00
0106	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$3,000.00	$0.00	$0.00	$51,634.00

0107	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$900.00	$0.00	$1,800.00	$0.00	$0.00	$50,434.00
0108	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0109	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$43,530.00
0110	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0111	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$5,100.00	$0.00	$0.00	$51,880.00
0112	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$3,000.00	$0.00	$0.00	$43,810.00
0113	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$60.00	$0.00	$1,200.00	$0.00	$0.00	$40,400.00
0114	113	DEPUTY SHERIFF STEP I	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0115	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$50,640.00
0116	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0117	113	SR. DEPUTY SHERIFF STEP IV	$47,734.00	$0.00	$47,734.00	0	$0.00	$0.00	$47,734.00	$47,734.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$52,374.00
0118	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,000.00	$0.00	$0.00	$49,840.00
0119	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0120	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0121	113	DEPUTY SHERIFF	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0122	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0123	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$1,500.00	$0.00	$3,900.00	$0.00	$0.00	$51,520.00
0124	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$2,100.00	$0.00	$500.00	$49,440.00
0125	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$960.00	$0.00	$600.00	$0.00	$0.00	$47,680.00
0126	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
		APPROVAL TO DELETE CLOTHING ALLOWANCE:													~~$0.00~~	
0127	**113**	**SR. DEPUTY SHERIFF STEP III**	**$46,120.00**	**$0.00**	**$46,120.00**	**0**	**$0.00**	**$0.00**	**$46,120.00**	**$46,120.00**	**$600.00**	**$0.00**	**$2,100.00**	**$0.00**	~~**$500.00**~~	**$48,820.00**
		APPROVAL TO ADD CLOTHING ALLOWANCE:													**$500.00**	
0128	**113**	**DEPUTY SHERIFF STEP II**	**$40,510.00**	**$0.00**	**$40,510.00**	**0**	**$0.00**	**$0.00**	**$40,510.00**	**$40,510.00**	**$180.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$40,690.00**
0129	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0130	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0131	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$780.00	$0.00	$3,300.00	$0.00	$500.00	$50,700.00
0132	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0133	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0134	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$840.00	$0.00	$3,300.00	$0.00	$500.00	$50,760.00
0135	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$40,640.00
0136	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$300.00	$0.00	$0.00	$0.00	$0.00	$39,440.00
0137	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$1,800.00	$0.00	$0.00	$48,640.00
0138	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0139	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0140	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,000.00	$0.00	$0.00	$49,720.00
0141	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$2,700.00	$0.00	$500.00	$49,920.00
0142	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0143	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$49,260.00
0144	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$49,260.00
0145	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0146	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$48,220.00
0147	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$0.00	$42,970.00
0148	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$43,210.00
0149	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0150	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$43,030.00
0151	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$47,920.00
0152	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0153	113	DEPUTY SHERIFF	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$37,574.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$38,774.00
0154	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0155	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,110.00
0156	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,710.00
0157	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0158	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$2,100.00	$0.00	$500.00	$49,440.00
0159	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$50,640.00
0160	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$48,400.00
0161	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$480.00	$0.00	$0.00	$0.00	$0.00	$39,620.00
0162	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$49,380.00

0163	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$0.00	$0.00	$0.00	$46,780.00
0164	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$50,080.00
0165	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0166	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$1,200.00	$0.00	$0.00	$41,950.00
0167	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$0.00	$0.00	$0.00	$46,720.00
0168	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0169	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$780.00	$0.00	$2,700.00	$0.00	$500.00	$50,100.00
0170	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$5,400.00	$0.00	$500.00	$52,620.00
0171	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$3,300.00	$0.00	$500.00	$50,520.00
0172	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$1,800.00	$0.00	$0.00	$42,730.00
0173	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0174	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$1,500.00	$0.00	$0.00	$40,820.00
0175	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0176	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$660.00	$0.00	$1,200.00	$0.00	$0.00	$47,980.00
0177	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$480.00	$0.00	$3,300.00	$0.00	$0.00	$49,900.00
0178	113	DEPUTY SHERIFF STEP I	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0179	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0180	113	DEPUTY SHERIFF	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$37,574.00	$0.00	$0.00	$0.00	$0.00	$0.00	$37,574.00
0181	113	ACCOUNTANT II	$42,236.00	$0.00	$42,236.00	0	$0.00	$0.00	$42,236.00	$42,236.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$44,036.00
0182	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$960.00	$0.00	$0.00	$0.00	$0.00	$42,098.00
0183	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$300.00	$0.00	$0.00	$0.00	$0.00	$41,438.00
0184	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$600.00	$0.00	$0.00	$0.00	$0.00	$41,738.00
0185	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$720.00	$0.00	$0.00	$0.00	$0.00	$41,858.00
0186	113	MECHANIC IV	$38,222.00	$0.00	$38,222.00	0	$0.00	$0.00	$38,222.00	$38,222.00	$0.00	$0.00	$0.00	$0.00	$0.00	$38,222.00
0187	113	MECHANIC IV	$41,138.00	$0.00	$41,138.00	0	$0.00	$0.00	$41,138.00	$41,138.00	$480.00	$0.00	$0.00	$0.00	$0.00	$41,618.00
0188	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$2,100.00	$0.00	$500.00	$43,590.00
0189	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$43,770.00
0190	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0191	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$3,600.00	$0.00	$500.00	$49,141.00
0192	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,990.00
0193	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0194	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00
0195	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$360.00	$0.00	$3,300.00	$0.00	$0.00	$46,714.00
0196	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$360.00	$0.00	$0.00	$0.00	$0.00	$39,500.00
0197	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,300.00	$0.00	$0.00	$46,774.00
0198	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0199	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$720.00	$0.00	$3,300.00	$0.00	$500.00	$45,030.00
0200	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,300.00	$0.00	$500.00	$47,274.00
0201	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$240.00	$0.00	$0.00	$0.00	$0.00	$39,380.00
0202	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$3,900.00	$0.00	$500.00	$47,874.00
0203	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$0.00	$0.00	$0.00	$40,810.00
0204	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$900.00	$0.00	$3,300.00	$0.00	$500.00	$47,754.00
0205	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$600.00	$0.00	$0.00	$41,710.00
0206	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$1,800.00	$0.00	$0.00	$42,670.00
0207	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00
0208	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$46,841.00
0209	113	DEPUTY SHERIFF	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$37,574.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$39,074.00
0210	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$47,581.00
0211	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,650.00
0212	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$0.00	$47,261.00
0213	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$1,800.00	$0.00	$500.00	$47,401.00
0214	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$46,901.00
0215	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$420.00	$0.00	$0.00	$0.00	$0.00	$39,560.00
0216	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0217	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0218	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0219	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$47,821.00
0220	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00

0221	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$2,100.00	$0.00	$500.00	$43,770.00
0222	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$420.00	$0.00	$1,800.00	$0.00	$500.00	$47,281.00
0223	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$300.00	$0.00	$2,100.00	$0.00	$500.00	$43,410.00
0224	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$0.00	$0.00	$0.00	$41,050.00
0225	113	DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0226	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0227	113	DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$39,140.00	$180.00	$0.00	$600.00	$0.00	$0.00	$39,920.00
0228	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$43,710.00
0229	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$780.00	$0.00	$2,100.00	$0.00	$500.00	$43,890.00
0230	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$0.00	$0.00	$0.00	$43,474.00
0231	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$240.00	$0.00	$0.00	$0.00	$0.00	$40,750.00
0232	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$1,200.00	$0.00	$0.00	$44,674.00
0233	113	SR. DEPUTY SHERIFF STEP I	$43,054.00	$0.00	$43,054.00	0	$0.00	$0.00	$43,054.00	$43,054.00	$420.00	$0.00	$2,100.00	$0.00	$500.00	$46,074.00
0234	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$3,300.00	$0.00	$0.00	$44,470.00
0235	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0236	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$43,650.00
0237	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$480.00	$0.00	$0.00	$0.00	$0.00	$40,990.00
0238	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$2,100.00	$0.00	$0.00	$43,030.00
0239	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0240	113	CRIMINAL INTELLIGENCE RESEARCH AI	$36,630.00	$0.00	$36,630.00	0	$0.00	$0.00	$36,630.00	$36,630.00	$600.00	$0.00	$0.00	$0.00	$500.00	$37,730.00
0241	113	EVIDENCE TECHNICIAN	$35,879.00	$0.00	$35,879.00	0	$0.00	$0.00	$35,879.00	$35,879.00	$480.00	$0.00	$0.00	$0.00	$500.00	$36,859.00
0242	113	EVIDENCE TECHNICIAN	$35,879.00	$0.00	$35,879.00	0	$0.00	$0.00	$35,879.00	$35,879.00	$600.00	$0.00	$0.00	$0.00	$500.00	$36,979.00
0243	113	HUMAN RESOURCES SPECIALIST II	$34,135.00	$0.00	$34,135.00	0	$0.00	$0.00	$34,135.00	$34,135.00	$600.00	$0.00	$0.00	$0.00	$0.00	$34,735.00
0244	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$300.00	$0.00	$0.00	$0.00	$0.00	$35,691.00
0246	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$0.00	$0.00	$0.00	$0.00	$0.00	$35,391.00
0247	113	QUARTER MASTER	$32,769.00	$0.00	$32,769.00	0	$0.00	$0.00	$32,769.00	$32,769.00	$780.00	$0.00	$0.00	$0.00	$0.00	$33,549.00
0248	113	ADMINISTRATIVE ASSISTANT III	$34,067.00	$0.00	$34,067.00	0	$0.00	$0.00	$34,067.00	$34,067.00	$1,380.00	$0.00	$0.00	$0.00	$0.00	$35,447.00
0249	113	ACCOUNTANT I	$32,769.00	$0.00	$32,769.00	0	$0.00	$0.00	$32,769.00	$32,769.00	$360.00	$0.00	$0.00	$0.00	$0.00	$33,129.00
0250	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0251	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0252	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0253	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0254	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0255	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0256	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$360.00	$0.00	$0.00	$0.00	$0.00	$31,764.00
0257	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0258	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0259	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$300.00	$0.00	$0.00	$0.00	$0.00	$31,704.00
0260	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0261	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0262	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$0.00	$0.00	$0.00	$0.00	$0.00	$31,404.00
0263	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$31,404.00	$660.00	$0.00	$0.00	$0.00	$0.00	$32,064.00
0264	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0265	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0266	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0267	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0268	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0269	113	COMMUNICATIONS OFFICER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$0.00	$0.00	$0.00	$0.00	$0.00	$30,342.00
0270	113	COMMUNICATIONS OFFICER	$31,404.00	$0.00	$31,404.00	0	$0.00	$0.00	$31,404.00	$28,825.00	$0.00	$0.00	$0.00	$0.00	$0.00	$28,825.00
0272	113	ADMINISTRATIVE ASSISTANT II	$32,029.00	$0.00	$32,029.00	0	$0.00	$0.00	$32,029.00	$32,029.00	$780.00	$0.00	$0.00	$0.00	$500.00	$33,309.00
0273	113	ASSISTANT QUARTER MASTER	$30,342.00	$0.00	$30,342.00	0	$0.00	$0.00	$30,342.00	$30,342.00	$780.00	$0.00	$0.00	$0.00	$0.00	$31,122.00
0274	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$28,979.00
0275	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$960.00	$0.00	$0.00	$0.00	$0.00	$28,499.00
0276	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,320.00	$0.00	$0.00	$0.00	$0.00	$28,859.00
0277	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0278	113	ADMINISTRATIVE ASSISTANT I	$27,539.00	$0.00	$27,539.00	0	$0.00	$0.00	$27,539.00	$27,539.00	$1,440.00	$0.00	$0.00	$0.00	$0.00	$28,979.00
0279	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0280	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$27,887.00

0281	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$960.00	$0.00	$0.00	$0.00	$0.00	$27,827.00
0282	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$0.00	$0.00	$0.00	$0.00	$0.00	$26,867.00
0283	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$420.00	$0.00	$0.00	$0.00	$0.00	$27,287.00
0284	113	ADMINISTRATIVE ASSISTANT I	$26,867.00	$0.00	$26,867.00	0	$0.00	$0.00	$26,867.00	$26,867.00	$600.00	$0.00	$0.00	$0.00	$0.00	$27,467.00
0285	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0287	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,083.00
0288	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0289	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0290	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0291	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0292	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$25,772.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,772.00
0293	113	ADMINISTRATIVE ASSISTANT I	$25,772.00	$0.00	$25,772.00	0	$0.00	$0.00	$25,772.00	$25,772.00	$0.00	$0.00	$0.00	$0.00	$0.00	$25,772.00
0294	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,563.00
0295	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$600.00	$0.00	$0.00	$0.00	$0.00	$23,683.00
0296	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$600.00	$0.00	$0.00	$0.00	$0.00	$23,683.00
0297	113	CUSTODIAN II	$23,083.00	$0.00	$23,083.00	0	$0.00	$0.00	$23,083.00	$23,083.00	$480.00	$0.00	$0.00	$0.00	$0.00	$23,563.00
0327	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$2,100.00	$0.00	$500.00	$43,470.00
0328	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$47,920.00
0329	113	SR. DEPUTY SHERIFF STEP III	$46,120.00	$0.00	$46,120.00	0	$0.00	$0.00	$46,120.00	$46,120.00	$540.00	$0.00	$600.00	$0.00	$0.00	$47,260.00
0330	113	CRIMINAL INTELLIGENCE RESEARCH AI	$36,630.00	$0.00	$36,630.00	0	$0.00	$0.00	$36,630.00	$36,630.00	$480.00	$0.00	$0.00	$0.00	$500.00	$37,610.00
0331	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$600.00	$0.00	$0.00	$0.00	$0.00	$39,740.00
0332	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0333	113	DEPUTY SHERIFF STEP 1	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$1,800.00	$0.00	$0.00	$40,940.00
0334	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$360.00	$0.00	$4,800.00	$0.00	$500.00	$46,170.00
0335	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$420.00	$0.00	$1,800.00	$0.00	$500.00	$43,230.00
0336	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$1,500.00	$0.00	$0.00	$40,700.00
0337	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$60.00	$0.00	$0.00	$0.00	$0.00	$39,200.00
0338	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$180.00	$0.00	$2,100.00	$0.00	$500.00	$43,290.00
0339	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0340	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$540.00	$0.00	$2,100.00	$0.00	$500.00	$47,701.00
0341	113	DEPUTY SHERIFF STEP I	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$39,140.00	$180.00	$0.00	$0.00	$0.00	$0.00	$39,320.00
0342	113	DEPUTY SHERIFF STEP II	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$40,510.00	$660.00	$0.00	$0.00	$0.00	$0.00	$41,170.00
0343	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$660.00	$0.00	$0.00	$0.00	$0.00	$45,221.00
0344	113	SR. DEPUTY SHERIFF STEP II	$44,561.00	$0.00	$44,561.00	0	$0.00	$0.00	$44,561.00	$44,561.00	$600.00	$0.00	$2,100.00	$0.00	$500.00	$47,761.00
0345	113	DEPUTY SHERIFF STEP I	$40,510.00	$0.00	$40,510.00	0	$0.00	$0.00	$40,510.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0346	113	ADMINISTRATIVE ASSISTANT II	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$1,080.00	$0.00	$0.00	$0.00	$0.00	$29,174.00
0347	113	ADMINISTRATIVE ASSISTANT II	$28,094.00	$0.00	$28,094.00	0	$0.00	$0.00	$28,094.00	$28,094.00	$1,020.00	$0.00	$0.00	$0.00	$0.00	$29,114.00
0361	113	BUDGET MANAGER II	$65,507.00	$0.00	$65,507.00	0	$0.00	$0.00	$65,507.00	$65,507.00	$1,800.00	$0.00	$0.00	$0.00	$0.00	$67,307.00
0362	113	PROCUREMENT SPECIALIST	$44,583.00	$0.00	$44,583.00	0	$0.00	$0.00	$44,583.00	$44,583.00	$720.00	$0.00	$0.00	$0.00	$0.00	$45,303.00
0363	113	COMMUNICATIONS SUPERVISOR	$35,391.00	$0.00	$35,391.00	0	$0.00	$0.00	$35,391.00	$35,391.00	$780.00	$0.00	$0.00	$0.00	$0.00	$36,171.00
0364	113	CRIME VICTIM LIASON	$39,563.00	$0.00	$39,563.00	0	$0.00	$0.00	$39,563.00	$39,563.00	$840.00	$0.00	$0.00	$0.00	$0.00	$40,403.00
0365	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$720.00	$0.00	$1,200.00	$0.00	$500.00	$69,370.00
0366	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,080.00	$0.00	$1,800.00	$0.00	$500.00	$70,330.00
0367	113	CAPTAIN	$66,950.00	$0.00	$66,950.00	0	$0.00	$0.00	$66,950.00	$66,950.00	$1,260.00	$0.00	$1,800.00	$0.00	$500.00	$70,510.00
0369	113	DIVISION COMMANDER	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$77,250.00	$1,440.00	$0.00	$1,800.00	$0.00	$500.00	$80,990.00
0370	113	CHIEF OF STAFF	$77,250.00	$0.00	$77,250.00	0	$0.00	$0.00	$77,250.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0371	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$240.00	$0.00	$1,500.00	$0.00	$0.00	$40,880.00
0372	113	DEPUTY SHERIFF	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$37,574.00	$60.00	$0.00	$0.00	$0.00	$0.00	$37,634.00
0373	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$120.00	$0.00	$0.00	$0.00	$0.00	$39,260.00
0374	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$540.00	$0.00	$0.00	$0.00	$0.00	$39,680.00
0375	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0376	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0377	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$40,340.00
0378	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0379	113	TECHNICIAN IV	$38,222.00	$0.00	$38,222.00	0	$0.00	$0.00	$38,222.00	$36,693.00	$0.00	$0.00	$0.00	$0.00	$0.00	$36,693.00
0380	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00
0382	113	DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$180.00	$0.00	$0.00	$0.00	$0.00	$180.00
0383	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,200.00	$0.00	$0.00	$1,200.00

0384	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0385	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$600.00	$0.00	$0.00	$0.00	$0.00	$600.00
0386	113	DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$540.00	$0.00	$1,800.00	$0.00	$0.00	$2,340.00
0387	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0388	113	DEPUTY SHERIFF STEP II	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$540.00	$0.00	$0.00	$0.00	$0.00	$540.00
0389	113	DEPUTY SHERIFF	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00
0390	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0391	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0392	113	DEPUTY SHERIFF STEP I	$1,180.00	$0.00	$1,180.00	0	$0.00	$0.00	$1,180.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
0393	113	LIEUTENANT STEP I	$55,805.00	$0.00	$55,805.00	0	$0.00	$0.00	$55,805.00	$52,095.00	$840.00	$0.00	$1,800.00	$0.00	$500.00	$55,235.00
0394	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$360.00	$0.00	$1,500.00	$0.00	$0.00	$49,219.00
0395	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$480.00	$0.00	$2,700.00	$0.00	$0.00	$50,539.00
0396	113	SERGEANT STEP I	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$47,359.00	$420.00	$0.00	$1,500.00	$0.00	$0.00	$49,279.00
0397	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$780.00	$0.00	$600.00	$0.00	$0.00	$52,113.00
0398	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$900.00	$0.00	$1,200.00	$0.00	$0.00	$52,833.00
0399	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$480.00	$0.00	$1,800.00	$0.00	$0.00	$51,297.00
0400	113	SERGEANT STEP III	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$50,733.00	$840.00	$0.00	$1,200.00	$0.00	$0.00	$52,773.00
0401	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$600.00	$0.00	$1,200.00	$0.00	$0.00	$50,817.00
0402	113	SERGEANT STEP II	$50,733.00	$0.00	$50,733.00	0	$0.00	$0.00	$50,733.00	$49,017.00	$840.00	$0.00	$0.00	$0.00	$0.00	$49,857.00
0403	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0404	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$3,000.00	$0.00	$0.00	$42,140.00
0405	113	DEPUTY SHERIFF STEP I	$39,140.00	$0.00	$39,140.00	0	$0.00	$0.00	$39,140.00	$39,140.00	$0.00	$0.00	$0.00	$0.00	$0.00	$39,140.00
0406	113	ADMINISTRATIVE ASSISTANT IV	$37,109.00	$0.00	$37,109.00	0	$0.00	$0.00	$37,109.00	$37,109.00	$420.00	$0.00	$0.00	$0.00	$0.00	$37,529.00
0407	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0408	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0409	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0410	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$23,124.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,124.00
0411	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$23,124.00	$0.00	$0.00	$0.00	$0.00	$0.00	$23,124.00
0412	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0413	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0414	113	ADMINISTRATIVE ASSISTANT I	$24,087.00	$0.00	$24,087.00	0	$0.00	$0.00	$24,087.00	$24,087.00	$0.00	$0.00	$0.00	$0.00	$0.00	$24,087.00
0415	113	QUALITY ASSURANCE INSPECTOR	$55,000.00	$0.00	$55,000.00	0	$0.00	$0.00	$55,000.00	$55,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55,000.00
A416	113	DEPUTY SHERIFF STEP I	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$0.00	$1,500.00
			$15,087,887.00	$0.00	$15,087,887.00		$0.00	$0.00	$15,087,887.00	$14,526,228.00	$169,260.00	$0.00	$389,100.00	$0.00	$51,000.00	$15,135,588.00

APPROVAL OF THE ABOVE HIGHLIGHTED PERSONNEL ACTIONS ARE PENDING CC APPROVAL.

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
APR - 3 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE **DATE:** 4/1/14

CURRENT POSITION TITLE: (Sr.) DEPUTY SHERIFF (Skpiii) **CURRENT SLOT. #:** 001-127

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other DELETING CLOTHING

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

POSITION SALARY REQUEST:

Salary Amount: $ 500.00 (Current Budgeted Salary) $ 0.00 (Proposed Budgeted Salary) $ ($500.00) (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 Temporary Object 121 ☐ Part Time Temporary Object 122 ☐ $ _____

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)

THIS DEPUTY POSITION IS ASSIGNED TO TACTICAL PATROL AND IS ISSUED TACTICAL UNIFORMS. ONLY POSITIONS ASSIGNED TO INVESTIGATIVE SPECIAL ASSIGNMENTS WARRANT CLOTHING ALLOWANCE BECAUSE THE ATTIRE MUST BE CIVILIAN TYPE (DRESSY SHIRT/TIE).

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. for [signature] DEPARTMENT HEAD	4/2/14 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. Ethel Cortez/jpc HUMAN RESOURCES DIRECTOR	04.04.14 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. [signature] DEPARTMENT OF BUDGET & MANAGEMENT	04/11/2014 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

Personnel Adjustment Request Form
Revised: 8/7/2007

HIDALGO COUNTY
Personnel Adjustment Request Form

RECEIVED
APR - 3 2014
HUMAN RESOURCES

DEPARTMENT NAME/NUMBER: SHERIFF'S OFFICE **DATE:** 4/1/14

CURRENT POSITION TITLE: DEPUTY SHERIFF (step) 08E **CURRENT SLOT. #:** 001-128

REQUESTED POSITION TITLE:
(For new positions or reclassifications)

REQUEST FOR:

☐ New Position ☐ Temporary Position ☐ Position Reclassification* ☑ Other ADDING CLOTHING

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

POSITION SALARY REQUEST:

Salary Amount: $ 0.00 (Current Budgeted Salary) $ 500.00 (Proposed Budgeted Salary) $ 500.00 (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 ☐ _____

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)

THIS DEPUTY POSITION WILL BE ASSIGNED TO CRIMINAL INVESTIGATIONS DIVISION. POSITIONS ASSIGNED TO SPECIAL ASSIGNMENTS WARRANT CLOTHING ALLOWANCE BECAUSE THE ATTIRE MUST BE OF CIVILIAN TYPE (DRESSY SHIRT/TIE). EMPLOYEES FILLING THESE POSITIONS ARE NOT ISSUED UNIFORMS.

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. for G. Cantu, Cmdr. DEPARTMENT HEAD	4/2/14 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	☑ YES	☐ NO
2. Esther A. Cortez/ggr HUMAN RESOURCES DIRECTOR	04.04.14 DATE	PERSONNEL PROCEDURES COMPLETED	☑ YES	☐ NO
3. DEPARTMENT OF BUDGET & MANAGEMENT	04/11/2014 DATE	BUDGET PROCEDURES COMPLETED	☑ YES	☐ NO
4. COMMISSIONERS COURT APPROVAL	DATE			

HIDALGO COUNTY SHERIFF'S OFFICE

DEPUTY SHERIFF

GENERAL DESCRIPTION

May be assigned to patrol, narcotics, civil process, warrants, courthouse security, criminal investigation or school policing. Depending on area to which assigned, may perform primarily undercover and surveillance work, patrol work, civil and criminal process serving or investigative work..

EXAMPLES OF WORK PERFORMED

Criminal Enforcement Division
Depending on area to which assigned, may perform any of the following duties:

Patrol an assigned area, generally by vehicle, to prevent crimes and enforce laws and regulations

Respond to emergency calls and routine complaints and take action as necessary

Issue traffic citations and direct traffic

Investigate traffic accidents and crimes against persons and property and assist federal, state and local law enforcement officials

Keep records of activities and make reports concerning crimes, complaints, accidents and investigations

File cases with District Attorney or U.S. Attorney

Make lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution

Serve felony, misdemeanor and mental commitment warrants and make arrests

Serve court papers including writs, summons, subpoenas, capias, etc.

Question witnesses and suspects and take statements and depositions

Assist other law enforcement agencies as needed

Perform surveillance of suspects and assigned locations

Meet with informants and conduct undercover narcotics work

Handle and care for dogs involved in narcotics investigations

Conduct background investigations on applicants for law enforcements and corrections positions

Serve as a bailiff in county and district courts

Gather and label evidence, take photographs and fingerprints, guard and transport prisoners and testify in court

May address and work with community groups to promote good public relations and to inform citizens of police activities and crime prevention

May be responsible for animal control, especially relating to cattle on roadways

Return persons who have been arrested to county in other locations in and out of state

Regular attendance is a must

Ability to work well with others

In School Policing

Respond to emergency calls within the school assigned. Handle routine complaints and take action as necessary

Issue traffic citations and direct traffic

Investigate crimes against persons and property and assists federal, state and local law enforcement officials

Keep records of activities and makes reports concerning crimes, complaints, accidents and investigations

File cases with District Attorney, U.S. Attorney, or Hidalgo County juvenile authorities

Make lawful arrests for violations of laws for the State of Texas and local government ordinance and/or resolution

Serve felony, misdemeanor and mental commitment warrants and make arrests

Question witnesses and suspects and take statements

Assist other law enforcement agencies as needed

May handle and care for dogs involved in narcotics investigations

Gather and label evidence, take photographs and fingerprints, guard and transport prisoners and testify in court

May address and work with community and school groups to promote good public relations and to inform citizens, students, and school faculty of police activities and crime prevention

Will interact with students and school faculty on a daily basis

Will be involved in participating and providing security for school related activities and functions

Will coordinate with Deputy Sheriffs assigned to other schools, criminal enforcement division and other law enforcement agencies for their participating or providing security for school related functions and activities

Will report directly to the school assigned rather than the sheriff's department on a daily basis, unless otherwise instructed

Perform such other related duties as may be assigned by the Sheriff's Department.

SUPERVISORY RESPONSIBILITIES

May be asked to oversee special details involving two or more officers

GENERAL QUALIFICATION GUIDELINES

Experience and Education.

Graduation from a high school or equivalent (GED)

At least one (1) year of law enforcement related experience

Bilingual (Spanish and English) with ability to converse fluently in both languages

Certificates, Licenses, & Registration

Applicant must possess a current Basic Peace Officer Certification from the Texas Commission on Law Enforcement Officers Standard and Education

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

Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws

Ability to establish and maintain effective working relationships with other County employees and officials, law enforcement agencies and the general public

Ability to analyze situations and adopt a quick, effective and reasonable course of action

Ability to write clear and concise reports and to maintain complete records as required

Ability to learn the use and care of vehicles, firearms and specialized equipment

Ability to communicate effectively orally and in writing

Good physical condition.

Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division

Ability to use decimals and percentages in solving such problems

Ability to speak, read and write in the English language

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to write routine reports and correspondence

Ability to speak effectively before groups of employees or organizations

Ability to also speak and write in Spanish preferred

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

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.

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-43876 **District Attorney 11. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Roy Cazares, DISTRICT ATTORNEY

Department: DISTRICT ATTORNEY

Information

CAPTION

District Attorney's Office - LEOSE (1220):
1.) Approval of certification of revenues as certified by the County Auditor for the 2014 LEOSE allocation of the District Attorney's Office in the amount of $1,357.94.

2.) Approval of Budget Amendment to appropriate the 2014 LEOSE allocation from the State Comptroller in the amount of $1,357.94.

BACKGROUND

The Comptroller is directed by the Occupations Code, Section 1701.157 to make an annual allocation from the LEOSE account to qualified law enforcement agencies for expenses related to the continuing education of persons licensed under Chapter 1701, Occupations Code. Of the account, 20 percent is allocated equally among the qualified agencies. The remaining 80 percent is allocated on the basis of the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1220-412-00-080-004-0-XXX

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

BUDGETARY IMPACT:

Appropriation in the amount of $1,357.94

Revenue account: 4-1220-335-00-080-000-0-000 LEOSE FUND-DA REVENUE

Attachments

DALEOSE2014-02
Appropriation
COR

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/02/2014 01:43 PM
Manuel Chapa	Manuel Chapa	04/11/2014 04:31 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Roy Cazares Started On: 04/01/2014 10:22 AM

Final Approval Date: 04/11/2014

Texas Comptroller of Public Accounts

130524461 FEBRUARY 26, 2014

TREASURY WARRANT NO.
130524461

022514 0116 902 9P140458 17460007176 063
PAYING AGENCY: 512-463-4561 COMPTROLLER - STATE FISCAL

PAY ONE THOUSAND THREE HUNDRED FIFTY SEVEN DOLLARS AND 94/100 $1,357.94

TO CRIMINAL DISTRICT ATTORNEY / HIDALGO COUNTY
100 N CLOSNER BLVD RM 3
EDINBURG, TX 78539-3563

VOID AFTER
08/31/2016

Susan Combs

⑈304⑈ ⑆114900164⑆ ⑈130524461⑈

THE STATE OF TEXAS PAYMENT INFORMATION

INVOICE NO.	INV. DATE	INVOICE DESCRIPTION	DOC. NO.	INVOICE AMOUNT
PEACE OFF ALL		PEACE OFFICER ALLOC	9P140458	$1,357.94

FOR QUESTIONS ABOUT THIS PAYMENT, PLEASE CALL
COMPTROLLER - STATE FISCAL AT 512-463-4561.
USE DIRECT DEPOSIT AND GO GREEN! GO TO WWW.TXDIRECTDEPOSIT.ORG TO
LEARN ABOUT DIRECT DEPOSIT OR TO VIEW YOUR PAYMENTS.
CAN'T GO TO THE WEBSITE TO GET A DIRECT DEPOSIT FORM? CALL THE
PAYING AGENCY AT 512-463-4561 OR THE COMPTROLLER AT 512-936-8138.

PAYEE NO: 17460007176 063 PAYEE NAME: CRIMINAL DISTRICT ATTORNEY / HIDALGO COUNTY
WARRANT NO: 130524461 ISSUE DATE: 02/25/2014 WARRANT TOTAL: $1,357.94

No. 130524461 — NOT NEGOTIABLE — Detach here before depositing →

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. BOX 13528 • AUSTIN, TX 78711-3528

February 24, 2014

CRIMINAL DISTRICT ATTORNEY / HIDALGO COUNTY
100 N CLOSNER BLVD RM 3
EDINBURG TX 78539-3563

Vendor number: 17460007176-063

Enclosed is your annual allocation payment from the Law Enforcement Officer Standards and Education (LEOSE) account in the amount of $ 1,357.94.

This payment must be used as necessary to ensure the continuing education of persons licensed under Chapter 1701, Occupations Code, or to provide necessary training, as determined by the agency head, to full-time, fully paid law enforcement support personnel in your agency.

Your agency must maintain a complete and detailed record of all money received and spent. All money received is subject to audit by the Comptroller of Public Accounts and all money spent is subject to audit by the State Auditor.

The Comptroller is directed by the Occupations Code, Section 1701.157 to make an annual allocation from the LEOSE account to qualified law enforcement agencies for expenses related to the continuing education of persons licensed under Chapter 1701, Occupations Code. Of the account, 20 percent is allocated equally among the qualified agencies. The remaining 80 percent is allocated on the basis of the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

An eligible law enforcement position is defined as one held by a person licensed under Chapter 1701, Occupations Code, who works as a peace officer or licensed jailer on the average of at least 32 hours a week, is compensated by a political subdivision of the state at the minimum wage rate or higher, and is entitled to all employee benefits offered to a peace officer.

To receive your agency's share of the LEOSE account in 2015, you must complete and return the enclosed Law Enforcement Officer Standards and Education Account 2015 Allocation Basis form to us no later than April 01, 2014. The information provided in this report must be accurate and returned timely to our office to ensure the correct allocation of the LEOSE account.

Please call us at (800) 531-5441, ext. 3-4530, or (512) 463-4530 if you have any questions or if we can be of assistance.

Enclosures

DATE: April 15, 2014

2014

DEPARTMENT HEAD: Rene Guerra, Criminal District Attorney

DEPARTMENT NAME: District Attorney's Office

ACCOUNT NUMBER: 4-1220-412-00-080-004-0-XXX

Contact Person: Roy Cazares **Ph#: 318-2300**

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
4-1220-412-00-080-004-0-583	TRAVEL OUT OF COUNTY	1,000.00
4-1220-412-00-080-004-0-584	REGISTRATION FEES	357.94
4-1220-335-00-080-000-0-000	LEOSE FUND-DA REVENUE	1,357.94
	TOTAL BUDGET INCREASE (DECREASE)	**1,357.94**

REASON: TO APPROPRIATE THE D.A.'S LEOSE FUNDING FROM THE STATE COMPTROLLER.

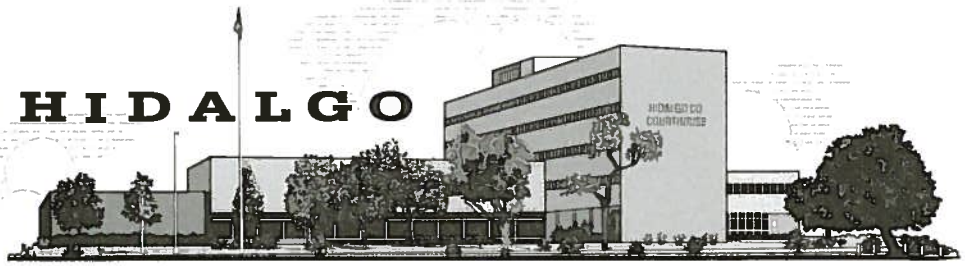
DEPARTMENT HEAD SIGNATURE

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

April 11, 2014

The Honorable Ramon Garcia, Hidalgo County Judge
The Honorable A.C. Cuellar, Jr., 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 § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

> The county auditor shall certify to the commissioners court the receipt of all public or private grant or aid money that is available for disbursement in a fiscal year but not included in the budget for that fiscal year. On certification, the court shall adopt a special budget for the limited purpose of spending the grant or aid money for its intended purpose.

I, Ray Eufracio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners' Court the receipt of the LEOSE annual allocation payment from the Texas Comptroller of Public Accounts for the District Attorney in the amount of $1,357.94. 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

4/14/14
Date

HIDALGO COUNTY DISTRICT JUDGES

JAIME E. TIJERINA, JUDGE, 92ND D.C. | RODOLFO DELGADO, JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES, JUDGE, 139TH D.C. | ROSE GUERRA REYNA, JUDGE, 206TH D.C. | JUAN R. PARTIDA, JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR., JUDGE, 332ND D.C. | NOE GONZALEZ, JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ, JUDGE, 389TH D.C. | AIDA SALINAS FLORES, JUDGE, 398TH D.C. | ISRAEL RAMON, JR., JUDGE, 430TH D.C. | JESSE CONTRERAS, JUDGE, 449TH D.C.

HIDALGO COUNTY texas

Department of
Budget & Management
2818 S. Business Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7034
www.co.hidalgo.tx.us

Memorandum

To: **Ray Eufracio, CPA, County Auditor**

From: **Sergio Cruz, Budget Officer** SC

Date: **Friday, April 11, 2014**

Subject: **DA - 2014 LEOSE - Certification of Revenues**

Cc: **Linda Fong, 1st Assistant County Auditor**
Becky Luna, Director of Accounting

Please let this memo serve as a request for a Certification of Revenues letter from your office in relation to District Attorney's Office LEOSE Agenda Item.

The total amount requested is $1,357.94.

The Agenda Item to approve the Certification of Revenues and appropriation is AI# 43876 4/15/14.

Thank you for your prompt attention to this matter. If you have any questions, please do not hesitate to call me at (956) 292-7025 ext. 5424.

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS

P.O. BOX 13528 • AUSTIN, TX 78711-3528

February 24, 2014

CRIMINAL DISTRICT ATTORNEY / HIDALGO COUNTY
100 N CLOSNER BLVD RM 3
EDINBURG TX 78539-3563

Vendor number: 17460007176-063

Enclosed is your annual allocation payment from the Law Enforcement Officer Standards and Education (LEOSE) account in the amount of $ 1,357.94.

This payment must be used as necessary to ensure the continuing education of persons licensed under Chapter 1701, Occupations Code, or to provide necessary training, as determined by the agency head, to full-time, fully paid law enforcement support personnel in your agency.

Your agency must maintain a complete and detailed record of all money received and spent. All money received is subject to audit by the Comptroller of Public Accounts and all money spent is subject to audit by the State Auditor.

The Comptroller is directed by the Occupations Code, Section 1701.157 to make an annual allocation from the LEOSE account to qualified law enforcement agencies for expenses related to the continuing education of persons licensed under Chapter 1701, Occupations Code. Of the account, 20 percent is allocated equally among the qualified agencies. The remaining 80 percent is allocated on the basis of the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

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To receive your agency's share of the LEOSE account in 2015, you must complete and return the enclosed Law Enforcement Officer Standards and Education Account 2015 Allocation Basis form to us no later than April 01, 2014. The information provided in this report must be accurate and returned timely to our office to ensure the correct allocation of the LEOSE account.

Please call us at (800) 531-5441, ext. 3-4530, or (512) 463-4530 if you have any questions or if we can be of assistance.

Enclosures

Texas Comptroller of Public Accounts

130524461 FEBRUARY 26, 2014

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130524461

022514 0116 902 9P140458 17460007176 063
PAYING AGENCY: 512-463-4561 COMPTROLLER - STATE FISCAL

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TO CRIMINAL DISTRICT ATTORNEY / HIDALGO COUNTY
100 N CLOSNER BLVD RM 3
EDINBURG, TX 78539-3563

VOID AFTER
08/31/2016

Juan Cano

⑈304⑈ ⑆114900164⑆ ⑈130524461⑈

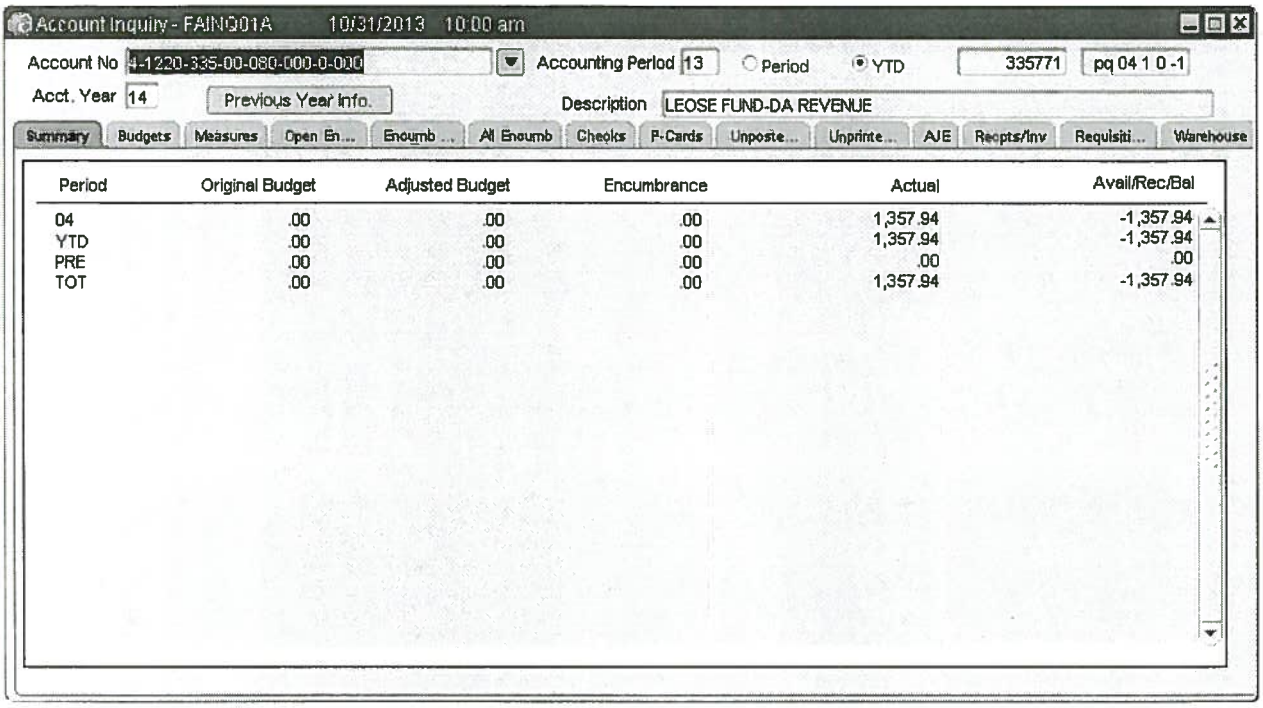
THE STATE OF TEXAS PAYMENT INFORMATION

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PEACE OFF ALL		PEACE OFFICER ALLOC	9P140458	$1,357.94

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PAYING AGENCY AT 512-463-4561 OR THE COMPTROLLER AT 512-936-8138.

PAYEE NO: 17460007176 063 PAYEE NAME: CRIMINAL DISTRICT ATTORNEY / HIDALGO COUNTY
WARRANT NO: 130524461 ISSUE DATE: 02/25/2014 WARRANT TOTAL: $1,357.94

No. 130524461 — NOT NEGOTIABLE — Detach here before depositing →



Period	Original Budget	Adjusted Budget	Encumbrance	Actual	Avail/Rec/Bal
04	.00	.00	.00	1,357.94	-1,357.94
YTD	.00	.00	.00	1,357.94	-1,357.94
PRE	.00	.00	.00	.00	.00
TOT	.00	.00	.00	1,357.94	-1,357.94

DATE: April 15, 2014

2014

DEPARTMENT HEAD: Rene Guerra, Criminal District Attorney

DEPARTMENT NAME: District Attorney's Office

ACCOUNT NUMBER: 4-1220-412-00-080-004-0-XXX

Contact Person: Roy Cazares **Ph#: 318-2300**

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).

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4-1220-412-00-080-004-0-584	REGISTRATION FEES	357.94
4-1220-335-00-080-000-0-000	LEOSE FUND-DA REVENUE	1,357.94
	TOTAL BUDGET INCREASE (DECREASE)	**1,357.94**

REASON: TO APPROPRIATE THE D.A.'S LEOSE FUNDING FROM THE STATE COMPTROLLER.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

AI-44000 **Tax Office 12. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Sergio Cruz **Submitted By:** MARIANELLA CANTON, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Discussion, consideration, and approval to execute an agreement between the County of Hidalgo and HEB Grocery Company, LP to act as an agent of the County in the issuance of Motor Vehicle License Renewal Stickers.

BACKGROUND

HEB Grocery Company, LP has been a limited-service authorized agent for Hidalgo County since 1998. The Tax Assessor-Collector is updating the existing contract to reflect changes in the Texas Department of Motor Vehicles Web Agent Program. This program replaces the previous Remote Sticker Printing System (RSPS). HEB will also be adding 2 additional stores to the current list of locations. (McAllen Trenton Road / Palmhurst E. Mile 3).

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No fiscal impact.

Attachments

Legal Approval

Agreement

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 09:52 AM
Obdett Calzada	Obdett Calzada	04/11/2014 03:34 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: MARIANELLA CANTON Started On: 04/08/2014 04:21 PM

Final Approval Date: 04/11/2014

Zimbra **marianella.canton@co.hidalgo.tx.us**

Fwd: HEB Contract Agreement / Guzman Insurance Contract Agreement

From : Marianella Canton <marianella.canton@co.hidalgo.tx.us> Tue, Apr 08, 2014 04:29 PM
Subject : Fwd: HEB Contract Agreement / Guzman Insurance Contract Agreement
To : Marianella Canton <marianella.canton@co.hidalgo.tx.us>

From: "Steve Crain" <scrain@atlashall.com>
Date: April 8, 2014 at 12:22:36 PM CDT
To: "'Sergio Cruz'" <sergio.cruz@co.hidalgo.tx.us>
Subject: RE: HEB Contract Agreement / Guzman Insurance Contract Agreement

The agreement is fine.

From: Sergio Cruz [mailto:sergio.cruz@co.hidalgo.tx.us]
Sent: Tuesday, April 08, 2014 10:36 AM
To: Stephen L. Crain
Subject: Fwd: HEB Contract Agreement / Guzman Insurance Contract Agreement

Mr. Crain,

Can you please review the attached agreement and advise if it meets your approval?

~Sergio

Sent from my iPad

Begin forwarded message:

> **From:** "Santos Castilleja" <santos.castilleja@hidalgocountytax.org>
> **To:** Sergio Cruz <sergio.cruz@co.hidalgo.tx.us>
> **Cc:** valde.guerra@co.hidalgo.tx.us, Eva Mireles <eva.mireles@hidalgocountytax.org>, Steve Crain <scrain@atlashall.com>, Ray Eufracio <ray.eufracio@auditor.co.hidalgo.tx.us>, Edgar Jaramillo <edgar.jaramillo@hidalgocountytax.org>, Paul Villarreal <paul.villarreal@hidalgocountytax.org>
> **Subject: HEB Contract Agreement / Guzman Insurance Contract Agreement**
>
> April 3, 2014
>
> Sergio Cruz

Hidalgo County Budget Officer
2818 S. Bus. Hwy 281
Edinburg, TX 78539

Subj: HEB Contract Agreement / Guzman Insurance Contract Agreement

Dear Mr. Cruz,

As we noted, we have now transitioned into the WebAgent Program. This is a Web-enabled application that provides real-time registration functions to agents (subcontractors) of the County Tax Assessor-Collector. This program replaces the previous Remote Sticker Printing System (RSPS). The major goal of this program is to eliminate the need for proprietary hardware provided by the Texas Department of Motor Vehicles (TxDMV). Instead, the new web-based application will allow counties and their subcontractors to take advantage of using their own equipment and avoid the annual lease payments.

I have been in contact with Mr. Crain for legal advice regarding amending the existing contract agreement. We have made changes in the contract regarding the Web Agent changes, names of officials, cost of windshield stickers, and the addition of 2 locations. I have included a copy of the agreed upon contract already signed by representatives of HEB along with the previous contract on file. A copy of their Bond increase is also attached. At this time, we request legal approval so that we can place this item on the commissioners' court agenda for consideration and approval.

We would like to present the following item to Commissioners Court.

Caption:

Discussion, consideration, and approval to execute an agreement between the County of Hidalgo and HEB Grocery Company, LP to act as a limited-service deputy authorized agent of the County in the issuance of Motor Vehicle License Renewal Stickers.

At the same time, we would like to have legal approval to the similar contract pending for Guzman Insurance. The contract for Guzman was amended with similar changes made to the HEB Contract. We originally asked for approval to place this item on the agenda on February 20, 2014. Please help us execute these agreements as soon as possible.

Sincerely,

Pablo (Paul) Villarreal Jr. RTA
Hidalgo County Tax Assessor Collector

PV/sc/ig/jr

From: Irma Garcia [mailto:irma.garcia@hidalgocountytax.org]
Sent: Tuesday, April 08, 2014 10:23 AM
To: santos.castilleja@hidalgocountytax.org

Subject: HEB Contract Agreement

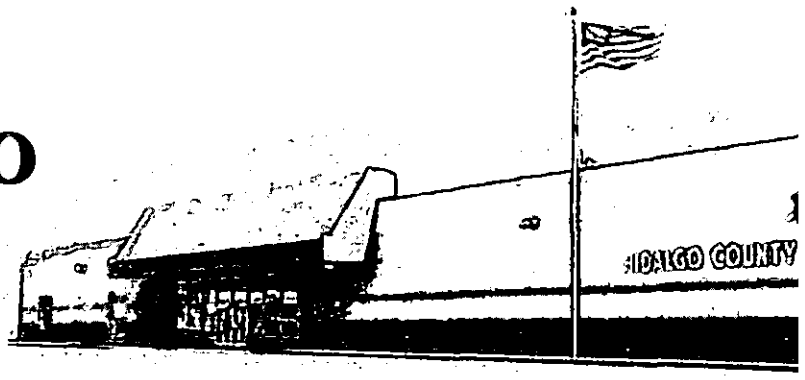
Irma García
Accountant
Hidalgo Co Auto License Department
2804 S. Business Hwy 281
P. O. Box 178
Edinburg, TX 78539

(956) 318-2158 X-4767
(956) 318-2191 fax

Office of Tax Assessor - Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA



Auto License
2804 S. Bus. Hwy 281

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2158 • Fax (956) 318-2191

April 3, 2014

Sergio Cruz
Hidalgo County Budget Officer
2818 S. Bus. Hwy 281
Edinburg, TX 78539

Subj: HEB Contract Agreement / Guzman Insurance Contract Agreement

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Sincerely,

Pablo (Paul) Villarreal Jr. RTA
Hidalgo County Tax Assessor Collector

PV/sc/ig/jr

Cc: Valde Guerra, Hidalgo County Executive Officer of Commissioners Court
Cc: Eva Mireles, Tax Office Chief of Operations
Cc: Steve Crain, Hidalgo County Attorney
Cc: Ray Eufracio, CPA, Hidalgo County Auditor
Cc: Santos Castilleja III, Motor Vehicle Manager

Because People Matter

H-E-B

March 26, 2014

Hidalgo County Tax Office
Attn: Pablo "Paul" Villarreal, Jr.
2804 US Hwy 281
Edinburg, TX 78539
RE: RSPS Program

Dear Mr. Villarreal,

Enclosed is the 2 signed Amendment contract with our new Web Sub language. Please send a sign contract for our records to: 646 S. Main San Antonio, TX 78204, Attn: Teresa Arocha, West 1 Bldg.

Please feel free to contact me at the number listed below or email me at arocha.teresa@heb.com if you have any questions or concerns. Thank you for your time and attention to this matter.

Sincerely,

Teresa Arocha
HEB Services Co. BDA
210-938-7095
Arocha.teresa@heb.com

THE STATE OF TEXAS

COUNTY OF HIDALGO

This Agreement is made by and between the COUNTY OF HIDALGO, on behalf of the Hidalgo County Tax Assessor-Collector, hereinafter referred to as "County", and HEB GROCERY COMPANY, LP, hereafter referred to as "DISTRIBUTOR."

WHEREAS, Distributor desires to act as an agent of the County in the issuance of Motor Vehicle License Renewal Stickers; and

WHEREAS, public convenience will be furthered by the addition of locations for the public to obtain Motor Vehicle License Renewal Stickers.

NOW, THEREFORE, in consideration of Ten Dollars ($10.00), the obligations and covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the County and Distributor hereby agree as follows:

1. The County and the Distributor agree to enter into an agreement to provide point of sale supplies to the Distributor, needed for issuance of license renewal stickers to the public. Distributor agrees to comply with the requirements of the WebAgent System of the Texas Department of Motor Vehicles. All necessary equipment will be furnished and maintained by the Distributor.

2. In order to guarantee the faithful performance of the duties of the Distributor hereunder and to insure that all funds coming into the possession or control of the Distributor by virtue of this agreement are paid over to the County, the Distributor agrees to post a surety bond, or cash deposit in the amount of $5,000.00 per point of sale participating store, naming the Hidalgo County Tax Assessor-Collector as oblige on said bond. If the Distributor elects to post a bond, said bond shall be continuous in form, and subject to termination only with thirty (30) days written notice to the Hidalgo County Tax Assessor-Collector, and shall be issued by a surety company or financial institution acceptable to the County. Upon posting of said bond, the Distributor shall be entitled to the issuance of point of sale supplies.

3. The Distributor shall have its person in charge of local operations and all employees of the Distributor who handle or in any way assist in the issuance of stickers take an oath of deputation to be given by the Tax Assessor-Collector to serve as authorized agents for the issuance of license renewal stickers. The Distributor shall not allow any of its officers, agents, or employees to participate in any manner in the handling or issuance of stickers until said officer, agent or employee has been deputized by the Tax Assessor-Collector, and until all Distributor

personnel are trained in accordance with the Tax Assessor-Collector qualifications, and follow all training programs in the Tax Office before the issuance of said license stickers.

4. The Distributor shall, in writing, designate one or more of its employees who have been deputized to serve as a receiving agent for the Distributor. The County agrees it will not furnish any point of sale supplies for the account of the Distributor other than directly to the Distributor's receiving agent. The Distributor assumes full liability for the safekeeping of all stickers and supplies furnished by the County to the Distributor's receiving agents.

5. All point of sale supplies and funds in the Distributor's custody shall be insured against burglary and robbery by the Distributor.

6. The Distributor shall collect the fees prescribed by the Hidalgo County Tax Assessor-Collector for each sticker issued (including applicable Road & Bridge Fees and RMA Fees). Fees collected for the issuance of stickers by the Distributor shall not be commingled with any other funds in the possession of the Distributor. The Distributor shall forward collected fees not less often than weekly or more often as required by the Tax Assessor-Collector to the Office of the Hidalgo County Tax Assessor-Collector. All collected fees must be accompanied by a report that will account for all stickers sold and fees collected. Stickers that are unaccounted for, all fees and reports will be hand delivered to and signed for by designated Tax Office personnel. All boxes of registration renewal stickers must be accounted for before additional boxes are issued. All registration renewal stickers must be accounted for. Missing stickers will be considered sold or lost. Distributor agrees to pay for any missing stickers in an amount equal to the average value of the sticker based on the bond amount.

7. The Distributor may accept individual checks and cash in payment of fees for the issuance of stickers, provided that checks are made payable to the Distributor, that each check bears such information as may be required by the Distributor, and provided, further, that Distributor assumes full responsibility for collection for all such checks. Distributor shall either transmit funds via ACH or issue a money order (as agreed in advance by the parties) to the Tax Assessor-Collector representing those checks and cash received by the Distributor during the previous week. Said ACH funds transfer or money order shall not include the one dollar ($1.00) processing fee Distributor charges and collects as compensation for providing services of issuance of Stickers. Failure by the Distributor to pay Tax Assessor-Collector within seven (7) days the sums owed for stickers, whether via ACH transfer or in the form of money order to the Tax Assessor-Collector shall be grounds for the suspension of this

Agreement and the Tax Assessor-Collector shall not issue additional inventory point of sale supplies until all sums owed are paid.

8. The Distributor, in accordance with TRC 520.009 of the Texas Transportation Code, may collect from each customer a per transaction fee of up to $1.00 for each transaction processed. The monies collected for these transaction fees shall be retained by the Distributor to offset costs for the issuance of stickers. Transaction fees described herein shall not be commingled with any other statutory funds in the possession of the Distributor, and the additional $1.00 will be collected separately from the license sticker fee.

9. The Distributor is subject to audit by the Hidalgo County Tax Assessor-Collector, Hidalgo County Auditor, the Texas Department of Motor Vehicles, the Comptroller of the State of Texas, any Certified Public Accountant, or any person or entity designated by any one or more of the same, at any time during normal business hours of the Distributor, at the place of business of the Distributor designated in this Agreement. The Distributor's receiving agent shall be present and shall make available at the place of the audit all supplies of forms required.

10. The Distributor shall deliver as often as required by the Hidalgo County Tax Assessor-Collector a license report in the form required by the County. Any report which is not in order and which does not balance or conform to the usual requirements will be returned in its entirety for correction or clarification.

11. Distributor shall, upon receiving a delivery of boxes of registration renewal stickers from the Tax Assessor-Collector, verify that the shipping invoice matches the number of sticker packages delivered before using any of the supplies. Any discrepancies will be reported promptly in writing to the Hidalgo County Tax Assessor-Collector's Office.

12. License renewal stickers will only be sold to persons presenting the renewal notice issued by the Texas Department of Motor Vehicles, and renewal stickers will be issued for the current and upcoming month only. **(Stickers can be sold until midnight of the fifth day after the last of the month in which the person's registration expires.)**

13. Any material changes in the ownership of Distributor must be promptly reported in writing to the Hidalgo County Tax Assessor-Collector's Office. Any such changes will automatically nullify this Agreement and a new agreement must be executed by the new owner if the new owner desires to continue to act as a license renewal agent. It will also be necessary to audit any supplies on hand and a closing report shall be made by the current owner.

14. Distributor will provide access to the authorized representatives of the Hidalgo County Tax Assessor-Collector's Office to the area where license renewal stickers are sold and stored, and will provide the necessary assistance requested in auditing or checking license renewal stickers or supplies.

15. Distributor will verify Proof of Texas Liability Insurance, when applicable, before selling a license renewal sticker.

16. In order to serve as a license renewal agent, Distributor agrees to abide by all rules, regulations, and requirements of the Hidalgo county Tax Assessor-Collector, as may from time to time be amended.

17. This Agreement may be voluntarily terminated by either party upon thirty (30) days written notice to the party. If the Agreement is terminated, the distributor shall return to the County all outstanding inventories of stickers, together with supplies and payment for stickers issued, and a final report within five (5) business days after the termination date.

18. This Agreement shall constitute the entire agreement between the parties hereto. An uncured breach of any obligation to be performed by the Distributor shall constitute a breach of the entire agreement and shall give the County the right to immediately terminate this agreement. The parties hereto agree that any breach by the Distributor shall be considered a substantial breach, and Distributor shall be notified by the County of such breach by certified mail, return receipt requested. Upon the receipt of notice, (which shall be deemed to be three (3) days after mailing) Distributor will have thirty (30) days to cure such breach and if it does not, Distributor shall have five (5) business days to return to the County all point of sale supplies, payment for sticker issued, and final reports, as set forth in numbered paragraph 17, hereof.

19. In the event that any audit or report of the Distributor discloses that any stickers or funds are missing or otherwise unaccounted for, the County Tax Assessor and County Auditor shall be notified promptly, and in such discrepancy is not resolved within thirty (30) days of such notice either by payment of applicable fees to County or proof of finding, the County is entitled to collect on the bond for payment and apply the proceeds there from against the actual damages incurred by the County or any of its agents, employees, or public official. In the event that this Agreement is terminated by the County for uncured breach by the Distributor and the Distributor fails to return point of sale supplies and funds within the time allowed in numbered paragraphs 17 and 18 hereof, the County shall be

entitled to retain proceeds of the bond as liquidated damages or, in the alternative, shall be entitled to seek recovery of actual damages.

20. The term of this agreement shall commence upon receipt by the Hidalgo County Tax Assessor-Collector of the bond herein referred to, and shall continue in full force and effect thereafter until terminated in accordance with the terms hereof.

21. Any notices given under the agreement shall be sufficient if in writing and mailed either by Registered or Certified Mail, return receipt requested, postage prepaid, to the parties as follows:

COUNTY: PABLO (PAUL) VILLARREAL, JR.
HIDALGO COUNTY
TAX ASSESSOR-COLLECTOR
P.O. BOX 178
EDINBURG, TEXAS 78540-0178

DISTRIBUTOR: HEB GROCERY COMPANY, LP
646 SOUTH MAIN AVENUE
SAN ANTONIO, TX 78204
ATTN: DIRECTOR, SERVICES CO.

WITH A COPY TO:

HEB GROCERY COMPANY, LP
646 SOUTH MAIN AVENUE
SAN ANTONIO, TEXAS 78204
ATTN: CORPORATE LAW DEPT.

22. Whenever the Distributor elects to add an additional store, the distributor will have to increase the Bond by $5,000.00.

23. Hidalgo County Tax Assessor-Collector shall not post any notices in or about Distributor's participating stores except as required by applicable law.

24. This agreement constitutes the entire agreement of the parties and all prior agreements, written or oral, are hereby superseded. This Agreement shall not be amended or modified, except in writing and signed by the Hidalgo County Tax Assessor-Collector and Distributor. No official, agent, or employee of the County has the authority, expressed or implied, to orally amend or modify this Agreement. This Agreement may not be assigned by Distributor.

EXECUTED IN DUPLICATE ORIGINALS, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL THIS THE ____ DAY OF _____, 2014

BY:_____
RAMON GARCIA
COUNTY JUDGE

BY:_____
PABLO (PAUL) VILLARREAL JR.
TAX ASSESSOR-COLLECTOR

ATTEST:

_____
ARTURO GUAJARDO JR.
COUNTY CLERK

DISTRIBUTOR:

HEB GROCERY COMPANY, LP

BY:_____

PRINTED NAME: Bill Anderson

TITLE: Group VP

APPROVED BY
LEGAL DEPT. DBV

EXHIBIT "A"

LIST OF PARTICIPATING H-E-B STORES

	ID	SUBCONTRACTOR	ADDRESS	CITY	ZIP	PHONE #	CONTACT
1	301	HEB EDINBURG #1-172	1212 S. CLOSNER	EDINBURG, TX	78539	(956) 381-9136	Nora Trujillo
2	302	HEB EDINBURG #2-431	2700 W. FREDDY GONZALEZ	EDINBURG, TX	78539	(956) 383-4083	Sylvia Segovia
3	400	HEB ELSA #677	512 E. EDINBURG AVE	ELSA, TX	78543	(956) 262-1501	Rogelio Herrera
4		HEB MCALLEN #590	901 TRENTON RD	MCALLEN, TX	78501	(956) 618-0073	Norman Hesbrook
5	503	HEB MCALLEN #3-217	900 S. 10TH ST	MCALLEN, TX	78501	(956) 630-2913	Celia Moreno
6	303	HEB MCALLEN #4-212	3200 N. 10TH ST	MCALLEN, TX	78504	(956) 631-7138	Enrique Garza
7	501	HEB MCALLEN #1-334	3601 PECAN BLVD.	MCALLEN, TX	78501	(956) 971-9881	Veronica Diaz
8	101	HEB PALMVIEW #448	1840 W. Palma Vista	PALMVIEW, TX	78572	(956) 585-3161	Gloria Flores
9	102	HEB MISSION PLUS #3-094	2409 E. EXPRESSWAY 83	MISSION, TX	78572	(956) 205-6700	Belinda Manley
10	103	HEB MISSION #2-671	200 E. GRIFFIN PARKWAY	MISSION, TX	78572	(956) 424-7808	Nora De La Rosa
11	104	HEB MISSION #1-226	820 S. CONWAY (RailRoad)	MISSION, TX	78572	(956) 581-2154	Mary E. Rodriguez
12		HEB PALMHURST #674	120 EAST MILE 3 ROAD	PALMHURST, TX	78573	(956) 580-7407	Gracie Villarreal
13	200	HEB DONNA #009	813 MILLER	DONNA, TX	78537	(956) 464-3471	Gloria Cuellar
14	401	HEB WESLACO #1-231	1004 N. TEXAS	WESLACO, TX	78596	(956) 968-9533	Rosalinda Diaz
15	402	HEB WESLACO #2-485	310 N. WEST GATE DR.	WESLACO, TX	78596	(956) 447-5901	Estela Anzaldua
16	600	HEB MERCEDES #370	209 N. TEXAS	MERCEDES, TX	78570	(956) 514-0003	Lupita Rowelett
17	700	HEB PHARR #642	1300 E. BUSINESS 83	PHARR, TX	78577	(956) 781-6121	Norma Rios
18	504	HEB SAN JUAN #038	901 W. EXPRESSWAY 83	SAN JUAN, TX	78589	(956) 781-0554	Elisena Ibanez
19	100	HEB ALAMO #421	1211 E. FRONTAGE	ALAMO, TX	78516	(956) 702-2289	Elizabeth Morales

19 SUBSTATIONS @ 5000 PER WORKSTATION = 95,000 BOND

Reporting Office
- EDINBURG
- MCALLEN
- MISSION
- WESLACO
- SAN JUAN

Increase PENALTY RIDER

BOND AMOUNT $90,000.00 BOND NO. POB8028071 PREMIUM $360.00

To be attached and form a part of Bond No. POB8028071 dated the 18th day of February, 1998, executed by Fidelity and Deposit Company of Maryland as surety, on behalf of H. E. Butt Grocery Company as current principal of record, and in favor of County of Hidalgo County Clerk's Office, as Obligee, and in the amount of Ninety Thousand Dollars and 00/100 ($90,000.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Fidelity and Deposit Company of Maryland hereby consents that effective from the 17th day of October, 2013, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE Increased:

FROM: Ninety Thousand Dollars and 00/100 ($90,000.00)

TO: One Hundred Thousand Dollars and 00/100 ($100,000.00)

The Increase of said bond penalty shall be effective as of the 17th day of October, 2013, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed the amount of liability assumed by it at the time the act and/or acts of default were committed and in no event shall such liability be cumulative.

Signed, sealed and dated this 17th day of October, 2013.

H. E. Butt Grocery Company
PRINCIPAL

BY: _____

Fidelity and Deposit Company of Maryland
SURETY

BY: _____
Eric S. Feighl, ATTORNEY-IN-FACT

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY:

County of Hidalgo County Clerk's Office
OBLIGEE

BY: _____
TITLE

OFELIA GALVAN
Notary Public, State of Texas
My Commission expires
October 28, 2015

10/21/13

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 17th day of October, 2013.

James M. Carroll, Vice President

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Maryland, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Maryland (herein collectively called the "Companies"), by **THOMAS O. MCCLELLAN, Vice President,** in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint **Philip N. BAIR, Phyllis RAMIREZ and Eric S. FEIGHL, all of Houston, Texas, EACH** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings, EXCEPT bonds on behalf of Independent Executors, Community Survivors and Community Guardians.** and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND,** this 2nd day of July, A.D. 2013.

ATTEST:

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: _____
Assistant Secretary
Eric D. Barnes

_____
Vice President
Thomas O. McClellan

State of Maryland
City of Baltimore

On this 2nd day of July, A.D. 2013, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **THOMAS O. MCCLELLAN, Vice President, and ERIC D. BARNES, Assistant Secretary,** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

_____
Maria D. Adamski, Notary Public
My Commission Expires: July 8, 2015

POA-F 168-7253C

deputy in the manner the assessor-collector considers appropriate.

Transferred, redesignated and amended from Transportation Code, Section 502.114 by Acts 2011, 82nd Leg., R.S., Ch. 1296, Sec. 228, eff. January 1, 2012.

Sec. 520.009. LIMITED-SERVICE DEPUTIES. (a) A limited-service deputy appointed under Section 520.0091 may only accept registration renewals provided by the department and may not prepare or accept an application for title transfer.

(b) The county assessor-collector may pay a limited-service deputy an amount not to exceed the fee the assessor-collector could collect under Section 520.006(a) for each registration receipt issued. The commissioners court of the county may permit a limited-service deputy to charge and retain an additional fee not to exceed $1 for each registration receipt issued by the deputy.

Transferred, redesignated and amended from Transportation Code, Section 502.113 by Acts 2011, 82nd Leg., R.S., Ch. 1296, Sec. 229, eff. January 1, 2012.

Sec. 520.0091. DEPUTY ASSESSOR-COLLECTORS. (a) A county assessor-collector, with the approval of the commissioners court of the county, may deputize an individual or business entity to:

(1) issue motor vehicle registration receipts as a limited-service deputy; or

(2) issue motor vehicle registration receipts and prepare or accept applications for title transfers as a full-service deputy.

(b) An individual or business entity is eligible to be deputized as a limited-service deputy if the person:

(1) is trained to issue registration receipts by the county assessor-collector; and

(2) posts a bond payable to the county assessor-collector:

(A) in an amount determined by the assessor-collector; and

(B) conditioned on the person's proper accounting and remittance of all fees the person collects.

(c) An individual or business entity is eligible to be deputized as a full-service deputy if the person:

(1) meets the requirements of Subsection (b); and

(2) has experience in title transfers.

(d) A person deputized under this section shall keep a separate account of the fees collected and a record of daily receipts.

Transferred and redesignated from Transportation Code, Section 502.112 by Acts 2011, 82nd Leg., R.S., Ch. 1296, Sec. 230, eff. January 1, 2012.

Sec. 520.0092. ACTS BY DEPUTY COUNTY ASSESSOR-COLLECTOR. A deputy county assessor-collector, other than a limited service deputy appointed under Section 520.0091, may perform the duties of an assessor-collector under Chapter 501.

Transferred, redesignated and amended from Transportation Code, Section 501.136 by Acts 2011, 82nd Leg., R.S., Ch. 1296, Sec. 231, eff. January 1, 2012.

Sec. 520.0093. LEASE OF ADDITIONAL COMPUTER EQUIPMENT. (a) This section applies only to the lease of equipment to a county for the operation of the automated registration and titling system in addition to the equipment provided by the department at no cost to the county under a formula prescribed by the department.

(b) On the request of the tax assessor-collector of a county, the department may enter into an agreement with the commissioners court of that county under which the department leases additional equipment to the county for the use of the tax assessor-collector in operating the automated registration and titling system in that county.

(c) A county may install equipment leased under this section at offices of the county or of an agent of the county.

(d) Equipment leased under this section:

(1) remains the property of the department; and

(2) must be used primarily for the automated registration and titling system.

(e) Under the agreement, the department shall charge an amount not less than the amount of the cost to the department to provide the

THE STATE OF TEXAS

COUNTY OF HIDALGO

This Agreement is made by and between the COUNTY OF HIDALGO, on behalf of the Tax Assessor-Collector, hereinafter referred to as "County", and HEB GROCERY COMPANY, LP, hereafter referred to as "DISTRIBUTOR."

WHEREAS, Distributor desires to act as an agent of the ~~Tax Assessor-Collector~~ County in the issuance of Motor Vehicle License Renewal Stickers; and

WHEREAS, public convenience will be furthered by the addition of locations for the public to obtain Motor Vehicle License Renewal Stickers.

NOW, THEREFORE, in consideration of Ten Dollars ($10.00), the obligations and covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the County and Distributor hereby agree as follows:

1. The County and the Distributor agree to enter into an agreement to provide point of sale ~~sticker printing equipment and~~ supplies to the Distributor, needed for issuance of license renewal stickers to the public.~~, by the Distributor. Distributor agrees to pay actual cost of equipment as set forth by the Texas Department of Transportation.~~ Distributor agrees to comply with the requirements of the WebAgent System of the Texas Department of Motor Vehicles. All necessary equipment will be furnished and maintained by Distributor.

2. In order to guarantee the faithful performance of the duties of the Distributor hereunder and to insure that all funds coming into the possession or control of the Distributor by virtue of this agreement are paid over to the County, the Distributor agrees to post a surety bond, or cash deposit in the amount of **$5,000.00** per point of sale ~~workstation~~ participating store, naming the Hidalgo County Tax Assessor-Collector as oblige on said bond. If the Distributor elects to post a bond, said bond shall be continuous in form, and subject to termination only with thirty (30) days written notice to the Hidalgo County Tax Assessor-Collector, and shall be issued by a surety company or~~f~~ financial institution acceptable to the County. Upon posting of said bond, the Distributor shall be entitled to the issuance of point of sale supplies. ~~not more than one (1) work station as listed on Exhibit "A".~~

3. The Distributor shall have its person in charge of local operations and all employees of the Distributor who handle ~~of~~ or in any way assist in the issuance of stickers take an oath of deputation to be given by the Tax Assessor-Collector to serve as authorized agents for the issuance of license renewal stickers. The Distributor shall not allow any of its officers,

agents, or employees to participate in any manner in the handling or issuance of stickers until said officer, agent or employee has been deputized by the Tax Assessor-Collector, and until all Distributor personnel are trained in accordance with the Tax Assessor-Collector qualifications, and follow all training programs in the Tax Office before the issuance of said license stickers.

4. The Distributor shall, in writing, designate one or more of its employees who have been deputized to serve as a receiving agent for the Distributor. The County agrees it will not furnish any point of sale ~~equipment and~~ supplies for the account of the Distributor other than directly to the Distributor's receiving agent. The Distributor assumes full liability for the safekeeping of all stickers and supplies furnished by the County to the Distributor's receiving agents.

5. All point of sale ~~equipment~~ supplies and funds in the Distributor's custody shall be insured against burglary and robbery by the Distributor.

6. The Distributor shall collect the fees prescribed by the Hidalgo County Tax Assessor-Collector for each sticker issued (including applicable Road & Bridge Fees and RMA Fees). Fees collected for the issuance of stickers by the Distributor shall not be commingled with any other funds in the possession of the Distributor. The Distributor shall forward collected fees not less often than weekly or more often as required by the Tax Assessor-Collector to the Office of the Hidalgo County Tax Assessor-Collector. All collected fees must be accompanied by a report that will account for all stickers sold and fees collected. Stickers that are unaccounted for, all fees and reports will be hand delivered to and signed for by designated Tax Office personnel. All boxes of registration renewal stickers must be accounted for before additional boxes are issued. All registration renewal stickers must be accounted for. Missing stickers will be considered sold or lost and will be charged to the Distributor at a rate of ~~$70.80~~ $72.75.

7. The Distributor may accept individual checks and cash in payment of fees for the issuance of stickers, provided that checks are made payable to ~~"Armando Barrera Jr., Tax Assessor-Collector,"~~ "Pablo (Paul) Villarreal Jr., Tax Assessor-Collector," and shall each bear such information as may be required by such rules as are now or shall hereafter be promulgated, in writing, by the Hidalgo County Tax Assessor-Collector. All cash accepted by Distributor shall be replaced by a money order or cashiers check made payable to the Hidalgo County Tax Assessor-Collector. In the event the Distributor accepts checks other than made payable to Hidalgo County Tax Assessor-Collector, the Distributor shall immediately replace said checks with cash.

8. The Distributor, in accordance with TRC ~~502.113~~ 520.009 of the Texas Transportation Code, may collect from each customer a per transaction fee of up to $1.00 for each transaction processed. The monies collected for these transactions fees shall be retained by the Distributor to offset costs for the issuance of stickers. Transactions fees described herein shall not be commingled with any other statutory funds in the possession of the Distributor, and the additional $1.00 will be collected separately from the license sticker fee.

9. The Distributor is subject to audit by the Hidalgo County Tax Assessor-Collector, Hidalgo County Auditor, the Texas Department of ~~Highways and Public Transportation~~ Motor Vehicles, the Comptroller of the State of Texas, any Certified Public Accountant, or any person or entity designated by any one or more of the same, at any time during normal business hours of the Distributor, at the place of business of the Distributor designated in this Agreement. The Distributor's receiving agent shall be present and shall make available at the place of the audit all supplies of forms required.

10. The Distributor shall deliver as often as required by the Hidalgo County Tax Assessor-Collector a license report in the form required by the County. Any report which is not in order and which does not balance or conform to the usual requirements will be returned in its entirety for correction or clarification.

11. Distributor shall, upon receiving a delivery of boxes of registration renewal stickers from the Tax Assessor-Collector, verify that the shipping invoice matches the number of sticker packages delivered before using any of the supplies. Any discrepancies will be reported immediately in writing to the Hidalgo County Tax Assessor-Collector's Office.

12. License renewal stickers will only be sold to persons presenting the renewal notice issued by the Texas Department of ~~Transportation and Registration~~ Motor Vehicles, and renewal stickers will be issued for the current and upcoming month only. **(Stickers can be sold until midnight of the fifth day after the last of the month in which the person's registration expires.)**

13. Any changes in the ownership of Distributor must be immediately reported in writing to the Hidalgo County Tax Assessor-Collector's Office. Any such changes will automatically nullify this Agreement and a new agreement must be executed by the new owner if the new owner desires to continue to act as a license renewal agent. It will also be necessary to audit any supplies on hand and a closing report shall be made by the current owner.

14. Distributor will provide access to the authorized representatives of the Hidalgo County Tax Assessor-Collector's Office to the area where license renewal stickers are sold and stored, and will provide the necessary assistance requested in auditing or checking license renewal stickers or supplies.

15. Distributor will verify Proof of Texas Liability Insurance, when applicable, before selling a license renewal sticker.

16. In order to serve as a license renewal agent, Distributor agrees to abide by all rules, regulations, and requirements of the Hidalgo county Tax Assessor-Collector, as may from time to time be amended.

17. This Agreement may be voluntarily terminated by either party upon thirty (30) days written notice to the party. If the Agreement is terminated, the distributor shall return to the County all outstanding inventories of stickers, together with supplies and payment for stickers issued, and a final report within twenty four (24) hours after the termination date.

18. This Agreement shall constitute the entire agreement between the parties hereto. Breach of any obligation to be performed by the Distributor shall constitute a breach of the entire agreement and shall give the County the right to immediately terminate this agreement. The parties hereto agree that any breach by the Distributor shall be considered a substantial breach, and Distributor shall be notified by the County of such breach by certified mail, return receipt requested. Upon the receipt of notice, (which shall be deemed to be three (3) days after mailing) Distributor shall have twenty four (24) hours to return to the County all point of sale ~~equipment,~~ supplies, payment for sticker issued, and final reports, as set forth in numbered paragraph 17., hereof.

19. In the event that any audit or report of the Distributor discloses that any stickers or funds are missing or otherwise unaccounted for, the County Tax Assessor and County Auditor shall be notified immediately, and the County is entitled to collect on the bond for payment and apply the proceeds there from against the actual damages incurred by the County or any of its agents, employees, or public official. In the event that this Agreement is terminated by the County for breach by the Distributor and the Distributor fails to return point of sale ~~equipment,~~ supplies and funds within the time allowed in numbered paragraphs 17 and 18 hereof, the County shall be entitled to retain proceeds of the bond as liquidated damages or, in the alternative, shall be entitled to seek recovery of actual damages.

20. The term of this agreement shall commence upon receipt by the Hidalgo County Tax Assessor-Collector of the bond herein referred to, and shall

continue in full force and effect thereafter until terminated in accordance with the terms hereof.

21. Any notices given under the agreement shall be sufficient if in writing and mailed either by Registered or Certified Mail, return receipt requested, postage prepaid, to the parties as follows:

COUNTY:
~~ARMANDO BARRERA JR.~~
PABLO (PAUL) VILLARREAL, JR.
HIDALGO COUNTY
TAX ASSESSOR-COLLECTOR
P.O. BOX 178
EDINBURG, TEXAS 78540-0178

DISTRIBUTOR:
~~CATHY SZYMANSKI~~
HEB GROCERY COMPANY, LP
~~SERVICES CO.~~
646 SOUTH MAIN ~~AVE.~~ AVENUE
SAN ANTONIO, TX 78204
ATTN: DIRECTOR, SERVICES CO.

WITH A COPY TO:

HEB Grocery Company, LP
646 SOUTH MAIN AVENUE
SAN ANTONIO, TEXAS 78204
ATTN: CORPORATE LAW DEPT.

22. Whenever the Distributor elects to add an additional store, the distributor will have to increase the Bond by **$5,000.00.** ~~and pay the lease amount designated by TXDOT annually for the use of the RTS Point of Sale equipment. If at the end of the first year that particular additional store has exceeded the minimum transactions set by TXDOT, the fee will then be waived for the following year.~~

23. This agreement constitutes the entire agreement of the parties and all prior agreements, written or oral, are hereby superseded. This Agreement shall not be amended or modified, except in writing and signed by the Hidalgo County Tax Assessor-Collector. No official, agent, or employee of the County has the authority, expressed or implied, to orally amend or modify this Agreement. This Agreement may not be assigned by Distributor.

EXECUTED IN DUPLICATE ORIGINALS, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL THIS THE _____ DAY OF _____, 2013 4

BY:_____
RAMON GARCIA
COUNTY JUDGE

BY:_____
~~ARMANDO BARRERA JR.~~
PABLO (PAUL) VILLARREAL JR.
TAX ASSESSOR-COLLECTOR

ATTEST:

_____
~~JUAN D. SALINAS~~
ARTURO GUAJARDO JR.
COUNTY CLERK

DISTRIBUTOR:

HEB GROCERY COMPANY, LP

BY:_____

PRINTED NAME:_____

TITLE:_____

AI-44036 **Tax Office 12. B.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Edgar Jaramillo, TAX OFFICE

Department: TAX OFFICE

Information

CAPTION

Discussion, consideration, and approval to execute an agreement between the County of Hidalgo and Guzman Insurance Agency to act as a limited-service deputy authorized agent of the County in the issuance of Motor Vehicle License Renewal Stickers.

BACKGROUND

Guzman Insurance Agency has been a limited-service authorized agent for Hidalgo County since 1998. The Tax Assessor-Collector is updating the existing contract to reflect changes in the Texas Department of Motor Vehicles Web Agent Program. This program replaces the previous Remote Sticker Printing System (RSPS).

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No fiscal impact.

Attachments

Agreement

Legal Approval

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 09:51 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

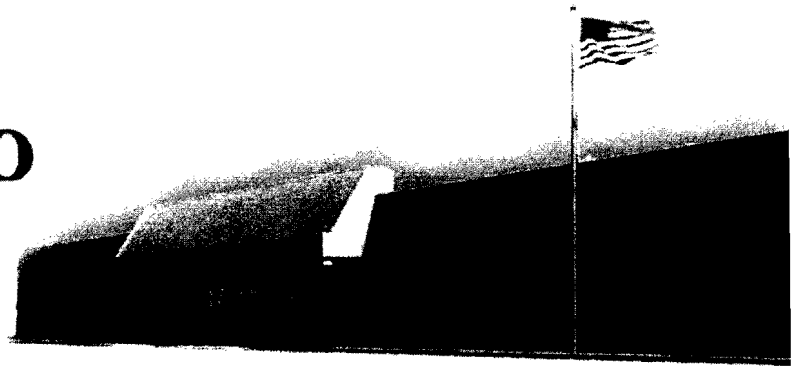
Form Started By: Edgar Jaramillo Started On: 04/10/2014 08:16 AM

Final Approval Date: 04/11/2014

Office of Tax Assessor - Collector

COUNTY of HIDALGO

Pablo "Paul" Villarreal, Jr. RTA



Auto License
2804 S. Bus. Hwy 281

P.O. Box 178
Edinburg, Texas 78540-0178
Ph. (956) 318-2158 • Fax (956) 318-2191

February 20, 2014

Sergio Cruz
Hidalgo County Budget Officer
2818 S. Bus. Hwy 281
Edinburg, TX 78539

Dear Mr. Cruz,

Our Contracted limited-service authorized agent Guzman Insurance will need to update their contract agreement. The Texas Department of Motor Vehicles has replaced the Remote Sticker Printing System (RSPS) with the WebAgent program. Guzman Insurance desires to continue to act as a limited-service deputy authorized agent. They have agreed to comply with the requirements of the WebAgent system. Guzman Insurance has guaranteed faithful performance of duties by posting a surety bond in the amount of $5,000 per location.

Our office also updated changes in the contract regarding names of officials and cost of windshield stickers. I have include a copy of the agreed upon contract already signed by representative of Guzman Insurance along with the previous contract on file. At this time, we request legal approval so that we can place this item on the commissioners' court agenda for consideration and approval.

Caption:

Discussion, consideration, and approval to execute an agreement between the County of Hidalgo and Guzman Insurance Agency to act as a limited-service deputy authorized agent of the County in the issuance of Motor Vehicle License Renewal Stickers.

Sincerely,

Pablo (Paul) Villarreal Jr. RTA
Hidalgo County Tax Assessor Collector

HIDALGO COUNTY ASSESSOR & COLL. OF TEXAS

PV/sc/ig

Cc: Valde Guerra, Hidalgo County Executive Officer of Commissioners Court
Cc: Eva Mireles, Tax Office Chief of Operations
Cc: Ray Eufracio, CPA, Hidalgo County Auditor
Cc: Josephine Ramirez Solis, Assistant Criminal District Attorney, Hidalgo County Affairs Section
Cc: Santos Castilleja III, Motor Vehicle Manager

Tax Office Sub-Stations

1429 S. Tower Rd.	509 E. Earling Rd.	1902 Joe Stephen Ste. 201	722 N. Breyfogle Rd. Ste. 104	300 W. Hall Acres Rd. Ste. C
Alamo, TX 78516	San Juan, TX 78589	Weslaco, TX 78596	Mission, TX 78574	Pharr, TX 78577
(956) 784-8688	(956) 283-1645	(956) 973-7825	(956) 581-8898	(956) 784-3555
Fax (956) 784-3539	Fax (956) 283-1855	Fax (956) 973-7829	Fax (956) 580-7425	Fax (956) 784-3556

THE STATE OF TEXAS

COUNTY OF HIDALGO

This Agreement is made by and between the COUNTY OF HIDALGO, on behalf of the Hidalgo County Tax Assessor-Collector, hereinafter referred to as "County", and Guzman Insurance Agency, hereafter referred to as "DISTRIBUTOR."

WHEREAS, Distributor desires to act as an agent of the County in the issuance of Motor Vehicle License Renewal Stickers; and

WHEREAS, public convenience will be furthered by the addition of locations for the public to obtain Motor Vehicle License Renewal Stickers.

NOW, THEREFORE, in consideration of Ten Dollars ($10.00), the obligations and covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the County and Distributor hereby agree as follows:

1. The County and the Distributor agree to enter into an agreement to provide point of sale supplies to the Distributor, needed for issuance of license renewal stickers to the public. Distributor agrees to comply with the requirements of the WebAgent System of the Texas Department of Motor Vehicles. All necessary equipment will be furnished and maintained by the Distributor.

2. In order to guarantee the faithful performance of the duties of the Distributor hereunder and to insure that all funds coming into the possession or control of the Distributor by virtue of this agreement are paid over to the County, the Distributor agrees to post a surety bond, or cash deposit in the amount of **$5,000.00** per point of sale participating store, naming the Hidalgo County Tax Assessor-Collector as oblige on said bond. If the Distributor elects to post a bond, said bond shall be continuous in form, and subject to termination only with thirty (30) days written notice to the Hidalgo County Tax Assessor-Collector, and shall be issued by a surety company or financial institution acceptable to the County. Upon posting of said bond, the Distributor shall be entitled to the issuance of point of sale supplies.

3. The Distributor shall have its person in charge of local operations and all employees of the Distributor who handle or in any way assist in the issuance of stickers take an oath of deputation to be given by the Tax Assessor-Collector to serve as authorized agents for the issuance of license renewal stickers. The Distributor shall not allow any of its officers, agents, or employees to participate in any manner in the handling or issuance of stickers until said officer, agent or employee has been deputized by the Tax Assessor-Collector, and until all Distributor

personnel are trained in accordance with the Tax Assessor-Collector qualifications, and follow all training programs in the Tax Office before the issuance of said license stickers.

4. The Distributor shall, in writing, designate one or more of its employees who have been deputized to serve as a receiving agent for the Distributor. The County agrees it will not furnish any point of sale supplies for the account of the Distributor other than directly to the Distributor's receiving agent. The Distributor assumes full liability for the safekeeping of all stickers and supplies furnished by the County to the Distributor's receiving agents.

5. All point of sale supplies and funds in the Distributor's custody shall be insured against burglary and robbery by the Distributor.

6. The Distributor shall collect the fees prescribed by the Hidalgo County Tax Assessor-Collector for each sticker issued (including applicable Road & Bridge Fees and RMA Fees). Fees collected for the issuance of stickers by the Distributor shall not be commingled with any other funds in the possession of the Distributor. The Distributor shall forward collected fees not less often than weekly or more often as required by the Tax Assessor-Collector to the Office of the Hidalgo County Tax Assessor-Collector. All collected fees must be accompanied by a report that will account for all stickers sold and fees collected. Stickers that are unaccounted for, all fees and reports will be hand delivered to and signed for by designated Tax Office personnel. All boxes of registration renewal stickers must be accounted for before additional boxes are issued. All registration renewal stickers must be accounted for. Missing stickers will be considered sold or lost. Distributor agrees to pay for any missing stickers in an amount equal to the average value of the sticker based on the bond amount.

7. The Distributor may accept individual checks and cash in payment of fees for the issuance of stickers, provided that checks are made payable to the Distributor, that each check bears such information as may be required by the Distributor, and provided, further, that Distributor assumes full responsibility for collection for all such checks. Distributor shall either transmit funds via ACH or issue a money order (as agreed in advance by the parties) to the Tax Assessor-Collector representing those checks and cash received by the Distributor during the previous week. Said ACH funds transfer or money order shall not include the one dollar ($1.00) processing fee Distributor charges and collects as compensation for providing services of issuance of Stickers. Failure by the Distributor to pay Tax Assessor-Collector within seven (7) days the sums owed for stickers, whether via ACH transfer or in the form of money order to the Tax Assessor-Collector shall be grounds for the suspension of this

Agreement and the Tax Assessor-Collector shall not issue additional inventory point of sale supplies until all sums owed are paid.

8. The Distributor, in accordance with TRC 520.009 of the Texas Transportation Code, may collect from each customer a per transaction fee of up to $1.00 for each transaction processed. The monies collected for these transaction fees shall be retained by the Distributor to offset costs for the issuance of stickers. Transaction fees described herein shall not be commingled with any other statutory funds in the possession of the Distributor, and the additional $1.00 will be collected separately from the license sticker fee.

9. The Distributor is subject to audit by the Hidalgo County Tax Assessor-Collector, Hidalgo County Auditor, the Texas Department of Motor Vehicles, the Comptroller of the State of Texas, any Certified Public Accountant, or any person or entity designated by any one or more of the same, at any time during normal business hours of the Distributor, at the place of business of the Distributor designated in this Agreement. The Distributor's receiving agent shall be present and shall make available at the place of the audit all supplies of forms required.

10. The Distributor shall deliver as often as required by the Hidalgo County Tax Assessor-Collector a license report in the form required by the County. Any report which is not in order and which does not balance or conform to the usual requirements will be returned in its entirety for correction or clarification.

11. Distributor shall, upon receiving a delivery of boxes of registration renewal stickers from the Tax Assessor-Collector, verify that the shipping invoice matches the number of sticker packages delivered before using any of the supplies. Any discrepancies will be reported promptly in writing to the Hidalgo County Tax Assessor-Collector's Office.

12. License renewal stickers will only be sold to persons presenting the renewal notice issued by the Texas Department of Motor Vehicles, and renewal stickers will be issued for the current and upcoming month only. **(Stickers can be sold until midnight of the fifth day after the last of the month in which the person's registration expires.)**

13. Any material changes in the ownership of Distributor must be promptly reported in writing to the Hidalgo County Tax Assessor-Collector's Office. Any such changes will automatically nullify this Agreement and a new agreement must be executed by the new owner if the new owner desires to continue to act as a license renewal agent. It will also be necessary to audit any supplies on hand and a closing report shall be made by the current owner.

14. Distributor will provide access to the authorized representatives of the Hidalgo County Tax Assessor-Collector's Office to the area where license renewal stickers are sold and stored, and will provide the necessary assistance requested in auditing or checking license renewal stickers or supplies.

15. Distributor will verify Proof of Texas Liability Insurance, when applicable, before selling a license renewal sticker.

16. In order to serve as a license renewal agent, Distributor agrees to abide by all rules, regulations, and requirements of the Hidalgo county Tax Assessor-Collector, as may from time to time be amended.

17. This Agreement may be voluntarily terminated by either party upon thirty (30) days written notice to the party. If the Agreement is terminated, the distributor shall return to the County all outstanding inventories of stickers, together with supplies and payment for stickers issued and a final report within five (5) business days after the termination date.

18. This Agreement shall constitute the entire agreement between the parties hereto. An uncured breach of any obligation to be performed by the Distributor shall constitute a breach of the entire agreement and shall give the County the right to immediately terminate this agreement. The parties hereto agree that any breach by the Distributor shall be considered a substantial breach, and Distributor shall be notified by the County of such breach by certified mail, return receipt requested. Upon the receipt of notice, (which shall be deemed to be three (3) days after mailing) Distributor will have thirty (30) days to cure such breach and if it does not, Distributor shall have five (5) business days to return to the County all point of sale supplies, payment for sticker issued, and final reports, as set forth in numbered paragraph 17, hereof.

19. In the event that any audit or report of the Distributor discloses that any stickers or funds are missing or otherwise unaccounted for, the County Tax Assessor and County Auditor shall be notified promptly, and in such discrepancy is not resolved within thirty (30) days of such notice either by payment of applicable fees to County or proof of finding, the County is entitled to collect on the bond for payment and apply the proceeds there from against the actual damages incurred by the County or any of its agents, employees, or public official. In the event that this Agreement is terminated by the County for uncured breach by the Distributor and the Distributor fails to return point of sale supplies and funds within the time allowed in numbered paragraphs 17 and 18 hereof, the County shall be

entitled to retain proceeds of the bond as liquidated damages or, in the alternative, shall be entitled to seek recovery of actual damages.

20. The term of this agreement shall commence upon receipt by the Hidalgo County Tax Assessor-Collector of the bond herein referred to, and shall continue in full force and effect thereafter until terminated in accordance with the terms hereof.

21. Any notices given under the agreement shall be sufficient if in writing and mailed either by Registered or Certified Mail, return receipt requested, postage prepaid, to the parties as follows:

COUNTY: PABLO (PAUL) VILLARREAL, JR.
HIDALGO COUNTY
TAX ASSESSOR-COLLECTOR
P.O. BOX 178
EDINBURG, TEXAS 78540-0178

DISTRIBUTOR: GUZMAN INSURANCE AGNECY
ATTN: BONNIE GUZMAN
300 EAST EXPRESSWAY 83 STE D
PHARR, TX 78577

22. Whenever the Distributor elects to add an additional store, the distributor will have to increase the Bond by **$5,000.00.**

23. Hidalgo County Tax Assessor-Collector shall not post any notices in nor about Distributor's participating stores except as required by applicable law.

24. This agreement constitutes the entire agreement of the parties and all prior agreements, written or oral, are hereby superseded. This Agreement shall not be amended or modified, except in writing and signed by the Hidalgo County Tax Assessor-Collector and Distributor. No official, agent, or employee of the County has the authority, expressed or implied, to orally amend or modify this Agreement. This Agreement may not be assigned by Distributor.

EXECUTED IN DUPLICATE ORIGINALS, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL THIS THE _____ DAY OF _____, 2014

BY:_____
RAMON GARCIA
COUNTY JUDGE

BY:_____
PABLO (PAUL) VILLARREAL JR
TAX ASSESSOR-COLLECTOR

ATTEST:

_____
ARTURO GUAJARDO JR.
COUNTY CLERK

DISTRIBUTOR:

GUZMAN INSURANCE AGENCY

BY:_____

PRINTED NAME:_____

TITLE:_____

deputy in the manner the assessor-collector considers appropriate.

Transferred, redesignated and amended from Transportation Code, Section 502.114 by Acts 2011, 82nd Leg., R.S., Ch. 1296, Sec. 228, eff. January 1, 2012.

Sec. 520.009. LIMITED-SERVICE DEPUTIES. (a) A limited-service deputy appointed under Section 520.0091 may only accept registration renewals provided by the department and may not prepare or accept an application for title transfer.

(b) The county assessor-collector may pay a limited-service deputy an amount not to exceed the fee the assessor-collector could collect under Section 520.006(a) for each registration receipt issued. The commissioners court of the county may permit a limited-service deputy to charge and retain an additional fee not to exceed $1 for each registration receipt issued by the deputy.

Transferred, redesignated and amended from Transportation Code, Section 502.113 by Acts 2011, 82nd Leg., R.S., Ch. 1296, Sec. 229, eff. January 1, 2012.

Sec. 520.0091. DEPUTY ASSESSOR-COLLECTORS. (a) A county assessor-collector, with the approval of the commissioners court of the county, may deputize an individual or business entity to:

(1) issue motor vehicle registration receipts as a limited-service deputy; or

(2) issue motor vehicle registration receipts and prepare or accept applications for title transfers as a full-service deputy.

(b) An individual or business entity is eligible to be deputized as a limited-service deputy if the person:

(1) is trained to issue registration receipts by the county assessor-collector; and

(2) posts a bond payable to the county assessor-collector:

(A) in an amount determined by the assessor-collector; and

(B) conditioned on the person's proper accounting and remittance of all fees the person collects.

(c) An individual or business entity is eligible to be deputized as a full-service deputy if the person:

(1) meets the requirements of Subsection (b); and

(2) has experience in title transfers.

(d) A person deputized under this section shall keep a separate account of the fees collected and a record of daily receipts.

Transferred and redesignated from Transportation Code, Section 502.112 by Acts 2011, 82nd Leg., R.S., Ch. 1296, Sec. 230, eff. January 1, 2012.

Sec. 520.0092. ACTS BY DEPUTY COUNTY ASSESSOR-COLLECTOR. A deputy county assessor-collector, other than a limited service deputy appointed under Section 520.0091, may perform the duties of an assessor-collector under Chapter 501.

Transferred, redesignated and amended from Transportation Code, Section 501.136 by Acts 2011, 82nd Leg., R.S., Ch. 1296, Sec. 231, eff. January 1, 2012.

Sec. 520.0093. LEASE OF ADDITIONAL COMPUTER EQUIPMENT. (a) This section applies only to the lease of equipment to a county for the operation of the automated registration and titling system in addition to the equipment provided by the department at no cost to the county under a formula prescribed by the department.

(b) On the request of the tax assessor-collector of a county, the department may enter into an agreement with the commissioners court of that county under which the department leases additional equipment to the county for the use of the tax assessor-collector in operating the automated registration and titling system in that county.

(c) A county may install equipment leased under this section at offices of the county or of an agent of the county.

(d) Equipment leased under this section:

(1) remains the property of the department; and

(2) must be used primarily for the automated registration and titling system.

(e) Under the agreement, the department shall charge an amount not less than the amount of the cost to the department to provide the

SURETY DIVISION

9025 North Lindbergh Dr. • Peoria, IL 61615

OFFICIAL BOND AND OATH

Bond No. RSB- 528321

Know All Men By These Presents:

That we, TOMAS GUZMAN JR. dba GUZMAN INSURANCE as Principal, and RLI INSURANCE COMPANY, a corporation duly licensed to do business in the State of TEXAS, as Surety, are held and firmly bound unto the COUNTY OF HIDALGO in the penal sum of SIX THOUSAND DOLLARS AND NO CENTS-- ($6,000.00) DOLLARS, to the payment of which

(Not valid if filled in for more than $50,000)

sum, well and truly to be made, we jointly and severally bind ourselves and our legal representatives firmly by these presents.

Signed this 18th day of AUGUST, 19 98.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas, the said Principal was duly ☐ elected ☒ appointed to the office AS DEPUTY TAX ASSESSOR/COLLECTOR FOR THE LIMITED PURPOSE OF SELLING AUTOMOBILE LICENSE RENEWAL STICKERS of _____ in the CITY of PHARR State of TEXAS, for the term commencing on the 18th day of AUGUST, 19 98.

NOW THEREFORE, if the said Principal shall faithfully perform the duties of his said office, then this obligation shall be void and of no effect, otherwise to remain in full force and effect.

Principal

Countersigned _____ Resident Agent

RLI INSURANCE COMPANY

By _____ President

APPROVED: I have inspected the above Bond and do hereby certify that the same is sufficient.

_____ Approving Officer's Title: _____

OATH OF OFFICE

STATE OF TEXAS }
County of HIDALGO } SS

TOMAS GUZMAN JR dba GUZMAN INSURANCE, being duly sworn, says that he will support the Constitution of the United States and the Constitution of the State of TEXAS, and that he will faithfully discharge the duties of his said office as DEPUTY.

Principal

Sworn to before me and signed in my presence this 18th day of AUGUST, 19 98.

My Commission Expires _____, 19 ____ Notary Public

ACKNOWLEDGEMENT OF SURETY

(Corporate Officer)

STATE OF ILLINOIS }
County of Peoria } SS

On this 18th day of AUGUST, 19 98, before me, the undersigned officer, personally appeared Jonathan E. Michael, who acknowledged himself to be the aforesaid officer of the RLI INSURANCE COMPANY, a corporation, and he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

IN WITNESS WHEREOF, I have herunto set my hand and official seal.

Shelly L. Moore
Notary Public - Peoria County

OFFICIAL SEAL
Shelly L. Moore
Notary Public, State of Illinois
My Commission Expires 8/31/98

COMPLAINT NOTICE: Should any dispute arise about your premiums or about a claim that you have filed, contact the agency or write to the issuer of this bond, RLI Insurance Company. If the problem is not resolved, you may also write to the Texas Department of Insurance, Box 149104, Austin, Texas, 78714-9104, Fax # (512) 475-1771. This notice of complaint procedure is for information only and does not become a part or condition of this bond.

RLI Insurance Co.
9025 N. Lindbergh Dr.
Peoria, IL 61615

POWER OF ATTORNEY
(Irrevocable)

BOND NO. RSB- 543421

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI INSURANCE COMPANY**, an Illinois corporation, does hereby make, constitute and appoint Thomas Guzman, Jr. III in the City of Pharr, State of Texas its true and lawful Agent and Attorney-in-Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, the following bonds.

(Shaded area printed blue indicates authenticity)

An ORIGINAL bond required by Statute, Decree of Court or Ordinance for:	AUTHORITY LIMIT
(A) FIDUCIARY	
ADMINISTRATOR'S, PERSONAL REPRESENTATIVE'S AND EXECUTOR'S	$500,000
GUARDIAN'S, CONSERVATEE'S OR CONSERVATOR'S OF INCOMPETENT ADULTS	$250,000
BANKRUPTCY TRUSTEE'S OR RECEIVER'S TO LIQUIDATE	$250,000
REFEREE'S,TRUSTEE'S, AND COMMISSIONER'S TO SELL REAL ESTATE	$250,000
RECEIVER'S IN STATE COURT ONLY	$ 50,000
TESTAMENTARY TRUSTEE'S	$ 50,000
GUARDIAN'S OR CONSERVATOR'S OF MINORS	$ 10,000
(B) COURT	
PLAINTIFF'S BOND (EXCEPT RESTRAINING ORDER, INJUNCTION AND BAIL BONDS)	$ 25,000
(FOR BANKS)	$200,000
DEFENDANT'S BOND	No Authority
(C) LICENSE AND PERMIT	
COUNTY, CITY, TOWN, VILLAGE OR OTHER MUNICIPALITY AS OBLIGEE	$ 25,000
STATE AS OBLIGEE (Except the following bonds)	No Authority
SPECIAL FUEL USER BOND	$ 5,000
COMMERCIAL DRIVERS TRAINING SCHOOL	$ 10,000
CERTIFICATE OF TITLE	$ 15,000
OUTDOOR ADVERTISER	$ 10,000
PERSONNEL EMPLOYMENT ASSISTANCE	$ 5,000
PUBLIC WEIGHER	$ 5,000
SUPERHEAVY OR OVERSIZED PERMIT	$ 10,000
UNITED STATES OF AMERICA OR OTHER BRANCH OF THE FEDERAL GOVERNMENT	No Authority
(D) CONTRACT OR PERFORMANCE OR LABOR AND MATERIAL OR SUB-DIVISION OR SITE IMPROVEMENT OR MAINTENANCE OR CONSTRUCTION BID BONDS	No Authority
(E) PUBLIC OFFICIAL	
NOTARY	$ 50,000
ANY PUBLIC OFFICIAL AND DEPUTIES (Except Agents for Fish and Game License)	$ 50,000
(F) ANY BOND OF INDEMNITY, PROVIDED THERE IS ATTACHED TO THIS POWER OF ATTORNEY WRITTEN AUTHORITY IN THE FORM OF AN ENDORSEMENT OR LETTER; SIGNED BY THE PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER OR ASSISTANT SECRETARY OF RLI INSURANCE COMPANY SPECIFICALLY AUTHORIZING ITS EXECUTION. FOR CONFIRMATION OF THE WRITTEN AUTHORITY, PLEASE CONTACT RLI INSURANCE COMPANY AT 800-645-2402, (309-692-1000 IN ILLINOIS).	As Determined By RLI Insurance Company

Note: Authority Limit refers to the aggregate amount for any single obligation, regardless of the number of instruments issued for that obligation. THIS POWER OF ATTORNEY does not authorize any OPEN PENALTY BONDS OR UTILITY BONDS.

The acknowledgment and execution of any such document by the said Attorney-in-Fact, shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected officers of this Company.

RLI Insurance Company further certifies that the following is a true and exact copy of a Resolution adopted by the Board of Directors of RLI Insurance Company, and now in force, to-wit: "All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the said RLI INSURANCE COMPANY has caused these presents to be executed by its President with its corporate seal affixed this 15th day of January, 1995.

ATTEST Camille J. Hensey
Secretary

RLI INSURANCE COMPANY
Jonathon E. Michael
President

SEAL

State of Illinois)
) SS
County of Peoria)

On this 15th day of January, 1995, personally came before me Jonathon E. Michael and Camille J. Hensey, to me known to be the individuals and officers of RLI Insurance Company who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and described to the said instrument by the authority of the Board of Directors of said corporation.

Shelly L. Moore
Notary Public

OFFICIAL SEAL
Shelly L. Moore
Notary Public, State of Illinois
My Commission Expires 8/31/98

CERTIFICATE:

I, the undersigned officer of RLI Insurance Company, a corporation of the State of Illinois, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the RLI Insurance Company this * 18th day of AUGUST, 1998

RLI INSURANCE COMPANY By: Jonathon E. Michael
President

*IMPORTANT: This date must be filled in before it is attached to the bond and it must be the same date as the bond.

SPA001 (3/95)

THE STATE OF TEXAS

COUNTY OF HIDALGO

This Agreement is made by and between the COUNTY OF HIDALGO, on behalf of the Tax Assessor-Collector, hereinafter referred to as "County", and TOMAS GUZMAN DBA GUZMAN INSURANCE AGENCY, hereafter referred to as "DISTRIBUTOR."

WHEREAS, Distributor desires to act as an agent of the Tax Assessor-Collector in the issuance of Motor Vehicle License Renewal Stickers; and

WHEREAS, public convenience will be furthered by the addition of locations for the public to obtain Motor Vehicle License Renewal Stickers.

NOW, THEREFORE, in consideration of Ten Dollars ($10.00), the obligations and covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the County and Distributor hereby agree as follows:

1. The County and the Distributor agree to enter into an agreement to provide point of sale sticker printing equipment and supplies to the Distributor, needed for issuance of license renewal stickers to the public, by the Distributor. Distributor agrees to pay actual cost of equipment as set forth by the Texas Department of Transportation.

2. In order to guarantee the faithful performance of the duties of the Distributor hereunder and to insure that all funds coming into the possession or control of the Distributor by virtue of this agreement are paid over to the County, the Distributor agrees to post a surety bond, or cash deposit in the amount of **$5,000.00** per point of sale workstation, naming the Hidalgo County Tax Assessor-Collector as oblige on said bond. If the Distributor elects to post a bond, said bond shall be continuous in form, and subject to termination only with thirty (30) days written notice to the Hidalgo County Tax Assessor-Collector, and shall be issued by a surety company of financial institution acceptable to the County. Upon posting of said bond, the Distributor shall be entitled to the issuance of not more than one (1) work station as listed on Exhibit "A".

3. The Distributor shall have its person in charge of local operations and all employees of the Distributor who handle of in any way assist in the issuance of stickers take an oath of deputation to be given by the Tax Assessor-Collector to serve as authorized agents for the issuance of license renewal stickers. The Distributor shall not allow any of its officers, agents, or employees to participate in any manner in the handling or issuance of stickers until said officer, agent or employee has been deputized by the Tax Assessor-Collector, and until all Distributor personnel are trained in accordance with the Tax Assessor-Collector

qualifications, and follow all training programs in the Tax Office before the issuance of said license stickers.

4. The Distributor shall, in writing, designate one or more of its employees who have been deputized to serve as a receiving agent for the Distributor. The County agrees it will not furnish any point of sale equipment and supplies for the account of the Distributor other than directly to the Distributor's receiving agent. The Distributor assumes full liability for the safekeeping of all stickers and supplies furnished by the County to the Distributor's receiving agents.

5. All point of sale equipment, supplies, and funds in the Distributor's custody shall be insured against burglary and robbery by the Distributor.

6. The Distributor shall collect the fees prescribed by the Hidalgo County Tax Assessor-Collector for each sticker issued (including applicable Road and Bridge Fees). Fees collected for the issuance of stickers by the Distributor shall not be commingled with any other funds in the possession of the Distributor. The Distributor shall forward collected fees not less often than weekly or more often as required by the Tax Assessor-Collector to the Office of the Hidalgo County Tax Assessor-Collector. All collected fees must be accompanied by a report that will account for all stickers sold and fees collected. Stickers that are unaccounted for, all fees and reports will be hand delivered to and signed for by designated Tax Office personnel. All packages of blank paper must be accounted for before additional boxes are issued. All blank sticker sheets of paper must be accounted for. Missing sheets will be considered sold or lost and will be charged to the Distributor at a rate of $70.80.

7. The Distributor may accept individual checks and cash in payment of fees for the issuance of stickers, provided that checks are made payable to "Armando Barrera Jr., Tax Assessor-Collector," and shall each bear such information as may be required by such rules as are now or shall hereafter be promulgated, in writing, by the Hidalgo County Tax Assessor-Collector. All cash accepted by distributor shall be replaced by a money order or cashiers check made payable to the Hidalgo County Tax Assessor-Collector. In the event the Distributor accepts checks other than made payable to Hidalgo County Tax Assessor-Collector, the Distributor shall immediately replace said checks with cash.

8. The Distributor, in accordance with TRC 502.113 of the Texas Transportation Code, may collect from each customer a per transaction fee of up to $1.00 for each transaction processed. The monies collected for these transactions fees shall be retained by the Distributor to offset costs for the issuance of stickers. Transactions fees described herein shall not be commingled with any other statutory funds in the possession of the

Distributor, and the additional $1.00 will be collected separately from the license sticker fee.

9. The Distributor is subject to audit by the Hidalgo County Tax Assessor-Collector, Hidalgo County Auditor, the State of Texas Department of Highways and Public Transportation, the Comptroller of the State of Texas, any Certified Public Accountant, or any person or entity designated by any one or more of the same, at any time during normal business hours of the Distributor, at the place of business of the Distributor designated in this Agreement. The Distributor's receiving agent shall be present and shall make available at the place of the audit all supplies of forms required.

10. The Distributor shall deliver as often as required by the Hidalgo County Tax Assessor-Collector a license report in the form required by County. Any report which is not in order and which does not balance or conform to the usual requirements will be returned in its entirety for correction or clarification.

11. Distributor shall, upon receiving a delivery of boxes of blank paper from the Tax Assessor-Collector, verify that the shipping invoice matches the number of blank paper packages delivered before using any of the supplies. Any discrepancies will be reported immediately in writing to the Hidalgo County Tax Assessor-Collector's Office.

12. License renewal stickers will only be sold to persons presenting the renewal notice issued by the Texas Department of Transportation and Registration, and renewal stickers will be issued for the current and upcoming month only. **(Stickers can be sold until midnight of the fifth day after the last of the month in which the person's registration expires.)**

13. Any changes in the ownership of Distributor must be immediately reported in writing to the Hidalgo County Tax Assessor-Collector's Office. Any such changes will automatically nullify this Agreement and a new agreement must be executed by the new owner if the new owner desires to continue to act as a license renewal agent. It will also be necessary to audit any supplies on hand and a closing report shall be made by the current owner.

14. Distributor will provide access to the authorized representatives of the Hidalgo County Tax Assessor-Collector's Office to the area where license renewal stickers are sold and stored, and will provide the necessary assistance requested in auditing or checking license renewal stickers or supplies.

15. Distributor will verify Proof of Texas Liability Insurance, when applicable, before selling a license renewal sticker.

16. In order to serve as a license renewal agent, Distributor agrees to abide by all rules, regulations, and requirements of the Hidalgo county Tax Assessor-Collector, as may from time to time be amended.

17. This Agreement may be voluntarily terminated by either party upon thirty (30) days written notice to the party. If the Agreement is terminated, the distributor shall return to the County all outstanding inventories of stickers, together with supplies and payment for stickers issued, and a final report within twenty four (24) hours after the termination date.

18. This Agreement shall constitute the entire agreement between the parties hereto. Breach of any obligation to be performed by the Distributor shall constitute a breach of the entire agreement and shall give County the right to immediately terminate this agreement. The parties hereto agree that any breach by the Distributor shall be considered a substantial breach, and Distributor shall be notified by County of such breach by certified mail, return receipt requested. Upon the receipt of notice, (which shall be deemed to be three (3) days after mailing) Distributor shall have twenty four (24) hours to return to County all point of sale equipment, supplies, payment for sticker issued, and final reports, as set forth in numbered paragraph 19., hereof.

19. In the event that any audit or report of the Distributor discloses that any stickers or funds are missing or otherwise unaccounted for, the County Tax Assessor and County Auditor shall be notified immediately, and the County is entitled to collect on the bond for payment and apply the proceeds there from against the actual damages incurred by the County or any of its agents, employees, or public official. In the event that this Agreement is terminated by the County for breach by the Distributor and the Distributor fails to return point of sale equipment, supplies, and funds within the time allowed in numbered paragraphs 19 and 20 hereof, the County shall be entitled to retain proceeds of the bond as liquidated damages or, in the alternative, shall be entitled to seek recovery of actual damages.

20. The term of this agreement shall commence upon receipt by the Hidalgo County Tax Assessor-Collector of the bond herein referred to, and shall continue in full force and effect thereafter until terminated in accordance with the terms hereof.

21. Any notices given under the agreement shall be sufficient if in writing and mailed either by Registered or Certified Mail, return receipt requested, postage prepaid, to the parties as follows:

COUNTY: ARMANDO BARRERA, JR.
HIDALGO COUNTY
TAX ASSESSOR-COLLECTOR
P.O. BOX 178
EDINBURG, TEXAS 78540-0178

DISTRIBUTOR: TOMAS GUZMAN
DBA GUZMAN INSURANCE AGENCY
EAST EXPRESSWAY 83 SUITE D.
PHARR, TX 78577

22. This agreement constitutes the entire agreement of the parties and all prior agreements, written or oral, are hereby superseded. This Agreement shall not be amended or modified, except in writing signed by the Hidalgo County Tax Assessor-Collector. No official, agent, or employee of the County has the authority, expressed or implied, to orally amend or modify this Agreement. This Agreement may not be assigned by Distributor.

23. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and venue shall be in Hidalgo County Texas.

EXECUTED IN DUPLICATE ORIGINALS, EACH OF WHICH SHALL HAVE THE FULL FORCE AND EFFECT OF AN ORIGINAL THIS THE 22nd DAY OF April, 2005.

BY: _____
RAMON GARCIA
COUNTY JUDGE

BY: _____
ARMANDO BARRERA JR.
TAX ASSESSOR-COLLECTOR

ATTEST:
Juan D. Salinas III
JUAN D. SALINAS
COUNTY CLERK

APPROVED AS TO FORM
Atlas & Hall, L.L.P.
By: _____
Date: 11-20-05

DISTRIBUTOR:

TOMAS GUZMAN
DBA GUZMAN INSURANCE AGENCY

BY: _____

PRINTED NAME: THOMAS GUZMAN JR.

TITLE: OWNER

Approved by Commissioners' Court
on 4-19-05

HIDALGO COUNTY TAX ASSESSOR COLLECTOR
DEPARTMENT OF AUTO LICENSE AND REGISTRATION

EXHIBIT A

Name	Address	City	Zip
TOMAS GUZMAN DBA GUZMAN INSURANCE AGENCY	EAST EXPRESSWAY 83 SUITE D.	PHARR	78577

Zimbra **marianella.canton@co.hidalgo.tx.us**

FW: Guzman Insurance - Limited service contractor

From : Santos Castilleja <santos.castilleja@hidalgocountytax.org> Wed, Apr 09, 2014 02:21 PM
Subject : FW: Guzman Insurance - Limited service contractor 1 attachment
To : Marianella Canton <marianella.canton@co.hidalgo.tx.us>

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Tuesday, April 08, 2014 12:26 PM
To: Santos Castilleja
Subject: RE: Guzman Insurance - Limited service contractor

The agreement is fine.

From: Santos Castilleja [mailto:santos.castilleja@hidalgocountytax.org]
Sent: Tuesday, April 08, 2014 10:37 AM
To: Sergio Cruz
Cc: valde.guerra@co.hidalgo.tx.us; Eva Mireles; Steve Crain; Ray Eufracio; Paul Villarreal; Edgar Jaramillo
Subject: FW: Guzman Insurance - Limited service contractor

From: Santos Castilleja
Sent: Thursday, February 20, 2014 4:24 PM
To: 'Sergio Cruz'
Cc: 'valde.guerra@co.hidalgo.tx.us'; Eva Mireles; 'Ray Eufracio'; 'josephine.ramirez@da.co.hidalgo.tx.us'; Paul Villarreal; 'letty.chavez@auditor.co.hidalgo.tx.us'; 'Dina.Trevino@co.hidalgo.tx.us'
Subject: Guzman Insurance - Limited service contractor

February 20, 2014

Sergio Cruz
Hidalgo County Budget Officer
2818 S. Bus. Hwy 281
Edinburg, TX 78539

Dear Mr. Cruz,
Our Contracted limited-service authorized agent Guzman Insurance will need to update their contract agreement. The Texas Department of Motor Vehicles has replaced the Remote Sticker Printing System (RSPS) with the WebAgent program. Guzman Insurance desires to continue to act as a limited-service deputy authorized agent. They have agreed to comply with the requirements of the WebAgent system. Guzman Insurance has guaranteed faithful performance of duties by posting a surety bond in the amount of $5,000 per location.

Our office also updated changes in the contract regarding names of officials and cost of windshield stickers. I have include a copy of the agreed upon contract already signed by representative of Guzman Insurance along with the previous contract on file. At this time, we request legal approval so that we can place this item on the

commissioners' court agenda for consideration and approval.

Caption:

Discussion, consideration, and approval to execute an agreement between the County of Hidalgo and Guzman Insurance Agency to act as a limited-service deputy authorized agent of the County in the issuance of Motor Vehicle License Renewal Stickers.

Sincerely,

Pablo (Paul) Villarreal Jr. RTA
Hidalgo County Tax Assessor Collector

PV/sc/ig

From: Irma Garcia [mailto:irma.garcia@hidalgocountytax.org]
Sent: Thursday, February 20, 2014 4:17 PM
To: santos.castilleja@hidalgocountytax.org
Subject: Guzman Insurance - Limited service contractor

Irma Garcia
Accountant
Hidalgo Co Auto License Department
2804 S. Business Hwy 281
P. O. Box 178
Edinburg, TX 78539

(956) 318-2158 X-4767
(956) 318-2191 fax





image001.png
30 KB

AI-43921 **Urban County 14. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Lupita V. Garcia **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

The Urban County Program on behalf of the City of Palmview is requesting approval and award of best and final negotiated contract with SAMES, Inc. in the amount of $ 39,495.00 utilizing CDBG FY (2013) Street Improvements funds (La Homa Road Bridge Project).

BACKGROUND

SAMES, Inc. submitted a best and final offer for professional engineering services for a street improvements project calling for extending the roadway at South La Homa Road and tying into US Business Highway 83 to include a bridge over the existing irrigation canal owned by Hidalgo County Irrigation District #1. The city of Palmview is the owner of right-of-way where the street will be extended. SAMES, Inc. was the highest ranked firm by County Commissioner's Court. See attached scope of services and Best and Final Offer Letter.

Contract Amount: $39,495.00

Available Funds: $ 275,400.00 2013 PALMVIEW STREET IMPROVEMENTS

Attachments

Agenda Backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 09:32 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Mary Flores Started On: 04/03/2014 09:04 AM

Final Approval Date: 04/11/2014

SAM Engineering and **S**urveying, Inc.

SAMES
SAM ENGINEERING & SURVEYING INC.

Reg. # F-10602

200 South Cage Boulevard Ste. A, Pharr, Texas 78577

MAR 31 2014

OL

March 27, 2014

Antonio Barco
Deputy Director
Urban County Program
427 E. Duranta Ave. Suite 107
Alamo, TX 78516

Re: Engineering Proposal for
City of Palmview – Urban County Program 2013 Street Improvements Project
Proposed South La Homa Road Bridge Project

Mr. Barco,

We are pleased to provide this proposal, to the Urban County Program, for providing Professional Engineering Services in relation to the above referenced project. As per our understanding of this project, this project consists of extending the roadway at South La Homa Road and tying into U.S. Business Highway 83 to include a bridge over the existing irrigation canal owned by the Hidalgo County Irrigation District No. 1.

We have visited the project site and have generated a complete probable cost package for the proposed construction. Enclosed please find the following exhibits;

Exhibit A: Scope of Services
Exhibit B: Fee Proposal
Exhibit C: Probable Project Cost Estimate
Exhibit D: Engineering Fee Table
Exhibit E: Project Location Map
Exhibit F: Project Site Photos

At your request, we will begin working on the plan design phase for this project. Project coordination meetings with your staff will be established prior to commencement and throughout the life of the project. SAMES, Inc.'s highly skilled staff will work diligently with

SAM Engineering and **S**urveying, Inc.

SAMES
SAM ENGINEERING & SURVEYING INC.

Reg. # F-10602

200 South Cage Boulevard Ste. A, Pharr, Texas 78577

MAR 31 2014

your staff to provide all the necessary documentation and submittals required to successfully execute this project.

The attached fee proposal of **$39,495.00** which consists of engineering design and surveying fees ($31,520.00) and geotechnical/construction material testing fees ($7,975.00) **constitutes our best and final offer to complete this project**. We have attached for your reference a copy of the fee proposal requested by our office and submitted by Terracon Consultants of Pharr, Texas. The geotechnical report and construction material testing services will be performed by Terracon. All reports and testing results will be provided to the Urban County Program upon request.

Thank you for the great opportunity to allow us to provide our services. We will commence with this project upon receipt of a written notice to proceed and are available at your earliest convenience to discuss this project.

Respectfully Submitted,

Saul D. Maldonado, P.E.
Principal – SAMES, Inc.

Cc: Diana R. Serna, Director – Urban County Program
Lupita Garcia, Project Coordinator – Urban County Program
Ramon Segovia, City Manager – City of Palmview

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Professional Services Agreement

This Agreement, entered into this **15th** day of **April, 2014** by and between **Urban County Program,** (hereinafter called the "Party") and **SAMES, Inc. dba Sam Engineering & Surveying**, duly authorized Engineer, herein acting by **Saul D. Maldonado, Principal Engineer** (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 **Palmview Street Improvements** Account(s) **5013-55-0311-5000-5500-UCP-GVG** *(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 bond 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 **$ 39,495.00** 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 **ninety (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 Three Hundred Thousand Dollars ($300,000.00) for bodily injury and One Hundred Thousand Dollars ($100,000.00) 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 **April 15th, 2014**. 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:_____
Saul D. Maldonado, Principal Engineer

Firm Name: **SAMES, Inc. dba Sam Engineering & Surveying**
Address: **200 South Cage Road**
City/ST/ZIP: **Pharr, TX 78577**

FED ID #/SS #: **26-2941288**

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, L.L.P.
By Stephen L. Crain
on April 26, 2012

Exhibit A
Scope of Services

City of Palmview – Urban County Program
2013 STREET IMPROVEMENTS PROJECT
SOUTH LA HOMA BRIDGE PROJECT

This project consists of extending the existing roadway at the south end of La Homa Road and tying into U.S. Business Highway 83. The proposed pavement will include 2" thick hot-mixed asphaltic concrete, 8" thick caliche base, and 6" thick subgrade preparation. Curb and gutter will also be required at the junction with U.S. Business Highway 83. This project will include a bridge structure to span the existing irrigation canal owned by Hidalgo County Irrigation District No. 1. The proposed bridge structure is a concrete culvert type system that must adequately convey the irrigation canal's maximum conveyance capacity. A reinforced concrete headwall and wing walls will be constructed at the upstream end and downstream end of the culvert. After the culvert and headwalls have been constructed, compacted backfill will be placed on top of the culvert structure and between the canal's embankments. This compacted backfill will bridge the existing canal and act as the foundation for the new roadway extension. However, prior to any construction inside the irrigation canal, a diversion channel will need to be constructed along with two earthen coffer dams; one just upstream of the proposed culvert, and one downstream.

This project will also include the relocation of existing utilities, the placement of drainage pipe and catch basin(s), traffic delineators, thermo striping, traffic control, regulatory traffic signs, temporary erosion control, and metal beam guard fence.

The basic services proposed include project planning, geotechnical engineering, civil engineering design, preparation of bidding documents, bidding and award phase services.

The list below details the major components required for the project, but is not intended to be an all-inclusive list of all the services provided/required to see that the project is completed;

a. Meet with staff to define the project limits and basic project requirements;
b. Perform preliminary engineering design plans;
c. Perform final engineering design plans;
d. Prepare Bidding Documents;
e. Coordinate with vendors for bidding;
f. Coordinate the advertising and bidding phase;
g. Assist the City/UCP with Pre-Bid Meeting and Bid Opening;
h. Provide Bid Tabulation, and recommendation to award;
i. Complete adherence to Urban County Program Protocol and requirements for project;

Exhibit B
Fee Proposal

City of Palmview – Urban County Program
2013 STREET IMPROVEMENTS PROJECT
SOUTH LA HOMA ROAD BRIDGE PROJECT

We propose to provide the services described in Exhibit A for a lump sum amount of $41,495.00, which represents an estimate of hourly services to be provided by our staff at SAMES, Inc. and the staff at the geotechnical consultant. It should be noted that the above stated line item includes several related services that are required to complete the proposed improvements and are listed as follows:

Task 1: Surveying Phase Services $5,290.00

Task 2: Geotechnical Report and Construction Material Testing Services $7,975.00

Task 3: Engineering Design Plans & Specification $26,230.00

Terracon

February 21, 2014

Mr. Jose A. Rodriguez
SAM Engineering and Surveying
200 S. Cage
Pharr, Texas 78577

Telephone # 956-702-8880
Fax # 956-702-8883
Email: jose@samengineering-surveying.com

RE: Proposal
Construction Materials Testing and Geotechnical Engineering Services
La Homa Road Extension
Palmview, Texas
Proposal No P88140084

Dear Mr. Rodriguez:

Terracon Consultants, Inc. (Terracon) is pleased to present this fee estimate to provide construction materials testing and observation, and geotechnical engineering services as outlined below during the construction phase at the above referenced project. This proposal was developed based on information provided by a review of the plans and specifications. **We understand that we have been chosen to provide these services for this publicly funded project. Therefore, by providing cost information we are not in violation of the Texas Professional Services Procurement Act.** Since it is difficult to provide an overall cost estimate for the testing/inspection indicated by the construction documents, as we have no knowledge of the construction schedule of the contractors, control the scope of work, or the estimated quantities we have provided a schedule of fees based upon hourly and unit prices for our services.

A. PROJECT INFORMATION

We understand that The City of Palmview is planning the extension of La Homa Road to Highway 83 access road in Palmview, Texas. Terracon's involvement is anticipated to include providing the field and laboratory quality control testing for the duration of the project.

B. SCOPE OF SERVICES

Terracon will perform materials testing in general accordance with the project specifications. The time required for quality control testing during the construction phase on the project is directly related to the contractor's scheduling and performance. Therefore, our fee for materials testing and observation services will be based upon applicable unit prices and hourly rates. Our anticipated scope of services is as follows:

- Field density/moisture testing and laboratory evaluation of soils;
- Field testing and laboratory evaluation of concrete,
- Field testing and laboratory evaluation of asphalt concrete materials used during pavement construction.

Experienced field/laboratory personnel will be provided for testing services. All field/laboratory construction materials testing/inspection will be performed under the direction of a Registered Professional Engineer. A detailed scope of services envisioned to complete the testing is as follows:

SOILS

Observations/testing will be performed by, or under the direction of a Registered Professional Engineer. The field services will be supported by appropriate laboratory evaluation of soils used as fill or backfill on the site. The laboratory testing will include laboratory moisture-density relationship (Proctor), with sieve analysis and Atterberg limit determinations for classification and/or determination of import fill suitability. Laboratory material evaluations will be conducted each type of soil encountered during fill placement. The testing will be performed to check compliance with project specifications. The project contractor and construction manager personnel on the site will be informed of our field observations and test results. Written reports of test results will be prepared on a regular basis throughout the project duration and distributed per your directive.

CONCRETE

An ACI (American Concrete Institute) or equivalent Certified Engineering Technician will be provided on an as-requested basis to sample the plastic concrete used during construction. The concrete will be tested for slump, air content and temperature at the time of placement. Sets of five (4" X 8") cylinders will be molded at each sampling. All samples will be field cured at the site and returned to our laboratory for additional curing prior to compressive strength testing. Compressive strength testing will be conducted at 7-days (2 specimen), 28 day (3 specimens) intervals to determine compliance with project specifications. All test results will be conveyed after testing is completed.

ASPHALT

Observations/testing will be performed by, or under the direction of a Certified Engineering Technician on an as requested basis during placement of asphalt at the project. The asphalt will be sampled and submitted to our laboratory for Mix Properties, asphalt content and aggregate grain size distribution to verify compliance with project specifications. Asphalt cores will confirm thickness and nuclear gauge density

GEOTECHNICAL ENGINEERING SERVICES

The services to be provided by Terracon are summarized in the following table and paragraphs.

Structures	Number of Borings	Approximate Depth of Borings, feet
La Homa Road Extension (over existing canal)	2	25 - 30
La Homa Road Extension - Pavements	1	5 - 10

Sampling will be in general accordance with industry standard procedures wherein Shelby tube samples or split-barrel samples are obtained. Five samples will be obtained in the upper ten feet of each of the deep borings and at intervals of five feet thereafter. In addition we will observe and record groundwater levels during and after drilling. For safety purposes, all borings will be backfilled immediately after their completion, except where monitor wells are to be installed. Excess auger cuttings would be disposed of on the site.

Once the samples have been collected and classified in the field, they will be placed in appropriate sample containers for transport to the laboratory.

Conditions/Items to be provided by Client: We have been provided with a scaled drawing that depicts the tentative layout of the proposed development. The locations of the borings will be established using this tentative project layout by our field personnel upon arrival at the site. The boring layout will be approximate. Our field personnel will locate the borings by measuring distances and estimating right angles from available reference points on or adjacent to the site.

Additional items to be provided by the client include the right of entry to conduct the exploration and an awareness and/or location of any private subsurface utilities existing in the area. We will contact Texas One Call service for location of utilities in public easements. Location of private lines on the property is not part of the Texas One Call or Terracon scope. All private lines should be marked by others prior to commencement of drilling.

Terracon will take reasonable efforts to reduce damage to the property, such as rutting of the ground surface. However, it should also be understood that in the normal course of our work some such disturbance could occur. We have not budgeted to restore the site beyond backfilling our boreholes. If there are any restrictions or special requirements regarding this site or exploration, these should be known prior to commencing field work.

Our fee is based on the site being accessible to our truck-mounted drilling equipment and Terracon providing layout of the borings; additional costs may result if this is not the case. It does not include services associated with site clearing or location of underground utilities beyond contacting a "one-call" locate service. If such conditions are known to exist on the site, Terracon should be notified so that we may adjust our scope of services and fee, if necessary. We understand that the client will obtain permits required to access boring locations, if needed.

For safety purposes, all borings will be backfilled immediately after their completion. Excess auger cuttings would be disposed of on the site. Because backfill material often settles below the surface after a period of time, we recommend the boreholes be checked periodically and backfilled if necessary. We could provide this service at your request or grout the holes, but this would involve additional cost.

Laboratory Testing – The samples will be tested in our laboratory to determine physical engineering characteristics. Testing will be performed under the direction of a geotechnical engineer and will include visual classification, moisture content, dry density, Atterberg limit, and strength tests (unconfined compression/calibrated penetrometer), as appropriate.

Engineering Analysis and Report – The results of our field and laboratory programs will be evaluated by a professional geotechnical engineer licensed in the State of Texas. Based on the results of our evaluation, an engineering report will be prepared that details the results of the testing performed, provides logs of the borings, and a diagram of the site/boring layout. The report will include the following:

- Computer generated boring logs with soil stratification based on visual soil classification.
- Summarized laboratory data.
- Groundwater levels observed during and after completion drilling
- Boring location plan.
- Subsurface exploration procedures.
- Encountered soils conditions.
- Parameters for foundation design.
- Estimated settlement of foundations;
- Parameters for Pavements design; and
- Subgrade preparation/ earthwork recommendations.

C. COMPENSATION

For the geotechnical engineering services and report the lump sum total fee would be **$3,150.00**. For the Construction Materials Engineering and Testing (CMET) we estimate the fee of our services to be **$4,825.00. A total, combined fee would be about $7,975.00**.

A breakdown of the CMET fee is outlined in the attached Table 1. Please recognize that this is an estimate. We will only invoice for the actual services and required laboratory tests. In the event that construction activities do not require the time we have estimated, the fee will be lower than our estimated fee. If more services are required due to conditions such as scheduling, inclement weather, or retesting, this fee estimate may be exceeded. If it becomes apparent to Terracon that the requested services cannot be performed within the estimated fee and proposed testing and observation quantities, we will submit a written request for a change order. Our estimated fee and any services due to change orders will be provided at the unit rates shown in Table 1.

The applicable field rate will be invoiced for all hours worked, including travel time, report and sample preparation. Technician time will be invoiced on a portal-to-portal basis from our office. Overtime rates on 1.5 times the regular hourly rate will be charged for time worked outside normal workday hours of 8:00 am to 5:00 pm and over eight (8) hours per day, Monday through Friday and for hours worked on Saturday. **Hours worked on Sunday or holiday will be invoiced at the rate of 2.0 times the regular hourly rates.** A minimum of three (3)-hour charge will be invoiced per visit to the project site, Project Management/Clerical services will be invoiced on hours worked, unless otherwise noted on the attached Table 1. Hours will be rounded up to the next whole number.

Scheduling – It is the responsibility of the contractor or your designated representative to notify Terracon, in advance (minimum of 24 hour notice), for testing services required on this project. Our services will be performed on an as requested basis. Terracon will not be responsible for scheduling our services and will not be responsible for tests that are not performed due to failure to schedule our services on the project. Scheduling for your convenience is handled by our Dispatcher at (956) 283-8254.

Approval – If this Scope of Services meets with your approval, work may be initiated by returning an original copy of the Agreement for Services to our Pharr office. Project initiation may be expedited by emailing or faxing a copy of this signed Agreement for Services to (956) 283-8279. Unless requested otherwise, a hard copy of this proposal will not be mailed to you.

The terms, conditions and limitations stated in the Agreement for Services (and sections of this proposal incorporated therein), shall constitute the exclusive terms and conditions and services to be performed for this project. This proposal is valid only if authorized within 90 days from the proposal date.

We thank you for this opportunity to be of service, and we look forward to working with you on this project. If you have any questions, please contact one of the undersigned at (956) 283-8254.

Sincerely,
Terracon Consultants, Inc.

Guadalupe Leal
Project Manager
CMT Department

Alfonso A. Soto, P.E.
Principal

Enclosure(s): Table 1
Agreement for Services
Distribution Sheet

TABLE 1 – CMET SERVICES
ESTIMATED FEE SUMMARY

Our fee estimate is in accordance with the time and tests performed as shown below.

Earthwork/Soils Testing:

Engineering Technician – 30 hours @ $40/hour	$ 1,200
In-Place Nuclear Density Test – 30 tests @ $11/test	$ 330
Moisture Density Relationship – 3 tests @ $200/test	$ 600
Atterberg Limits Determination – 3 tests @ $60/test	$ 180
Sieve Analysis (-200) - 3 tests @ $60/test	$ 180
Vehicle – 10 trips @ $30 /trip	$ 300
Subtotal	**$ 2,790**

Concrete Testing:

Engineering Technician – 18 hours @ $40/hour	$ 720
Compressive Strength Tests – 15 tests @ $13.00/test	$ 195
Vehicle – 6 trips @ $30/trip	$ 180
Subtotal	**$ 1,095**

Asphalt:

Engineering Technician – 6 hours@ $40/hour	$ 240
Asphalt mix verification – 1 test@ $250/test	$ 250
Asphalt cores – 3 cores@ $40/test	$ 120
Vehicle – 2 trips @ $60/trip	$ 60
Subtotal	**$ 670**

Project Management:

Project Manager – 3 hours @ $90/hour	$ 270
Subtotal	**$ 270**

Estimate..... $ 4,825

commercial general liability insurance ($1,000,000 occ / $2,000,000 agg); (iii) automobile liability insurance ($1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance ($1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

10. **CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
11. **Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
12. **Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
13. **Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client agrees to the level or amount of testing performed and the associated risk. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by services not performed due to a failure to request or schedule Consultant's services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods.
14. **Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of tests (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Material unless specifically provided in the Services, and that Client is responsible for directing such disposition. In the event that test samples obtained during the performance of Services (i) contain substances hazardous to health, safety, or the environment, or (ii) equipment used during the Services cannot reasonably be decontaminated, Client shall sign documentation (if necessary) required to ensure the equipment and/or samples are transported and disposed of properly, and agrees to pay Consultant the fair market value of this equipment and reasonable disposal costs. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site. Accordingly, Client waives any claim against Consultant and agrees to indemnify and save Consultant, its agents, employees, and related companies harmless from any claim, liability or defense cost, including attorney and expert fees, for injury or loss sustained by any party from such exposures allegedly arising out of Consultant's non-negligent performance of services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
15. **Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
16. **Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
17. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant:	**Terracon Consultants, Inc.**		Client:	**Sam Engineering and Surveying Inc.**	
By:		Date: **2/21/2014**	By:		Date:
Name/Title:	**Alfonso A. Soto, PE / Department Manager/Principal**		Name/Title:	**Jose A. Rodriguez**	
Address:	**1506 Mid Cities Dr.**		Address:	**200 S. Cage Blvd.**	
	Pharr, TX 78577			**Pharr, TX 78577**	
Phone:	**(956) 283-8254**	Fax: **(956) 283-8279**	Phone:	**(956) 702-8880**	Fax: **(956) 702-8883**
Email:	**aasoto@terracon.com**		Email:	**jose@samengineering-surveying.com**	

Reference Number: P88140084

Terracon

Reference Number: P88140084

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Sam Engineering and Surveying Inc. ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the La Homa Road Extension project ("Project"), as described in the Project Information section of Consultant's Proposal dated 02/21/2014 ("Proposal") unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Scope of Services section of the Proposal ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. When Consultant subcontracts to other individuals or companies, then consultant will collect from Client on the Subcontractors' behalf. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Compensation section of the Proposal unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties. For a limited time period not to exceed three months from the date of the report, Consultant will issue additional reports to others agreed upon with Client, however Client understands that such reliance will not be granted until those parties sign and return Consultant's reliance agreement and Consultant receives the agreed-upon reliance fee.
6. **LIMITATION OF LIABILITY.** CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF $25,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance ($1,000,000); (ii)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/1/2014

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 SafeGuard Insurance Agency 800 N. 10th St. McAllen TX 78501	CONTACT NAME: Rose Ovalle PHONE (A/C, No, Ext): (956) 687-1811 FAX (A/C, No): (956) 687-1819 E-MAIL ADDRESS:
INSURED Sames, Inc, DBA: Sam Engineering & Surveying, 200 S Cage Blvd Suite A Pharr TX 78577	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Zurich Insurance Services, Inc INSURER B: Hartford INSURER C: Certain Underwriters at Lloyds INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: CL144103193 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	
B	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			65SB1675FU-002	4/1/2014	4/1/2015	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			SBS005161429	4/3/2014	4/3/2015	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist BI-single	$ $ 1,000,000 $ $ $ 100,000
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000						EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000 $
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		46WBCAB5808	7/14/2013	7/14/2014	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	Errors & Omissions			ANE1238070.13	11/12/2013	11/12/2014		1,000,000 $5,000 Ded

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

County of Hidalgo
100 N Closner
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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CITY OF PALMVIEW

Moving in the Right Direction

MAYOR
Jorge G. Garcia

MAYOR PRO-TEM
Ricardo Villarreal

COUNCILMEN
Noe Ruben Muñoz
Gerardo Pérez
Joel Garcia Jr.

COUNCILWOMAN
Graciela S. Flores

CITY MANAGER
Ramón Segovia

DIR. OF CITY SERVICES
David Nacianceno

CITY SECRETARY
Aida Rivas

March 31, 2014

Mrs. Diana R. Serna, UCP Director
427 E. Duranta Avenue, Suite 107
Alamo, Texas 78516

RE: APPROVAL OF BEST & FINAL OFFER

Dear Mrs. Serna:

Please be advised that we have reviewed and agree to the Best and Final Offer for the Professional Engineering Services as negotiated with SAMES Engineering for the La Homa 2013 Street Improvements Project. Please proceed to request agenda and have Hidalgo County Commissioner's Court approval for contract with SAMES Engineering.

Should you have any questions please feel free to contact me at your convenience.

Respectfully submitted,

Ramon Segovia,
City Manager

AI-43971 **Urban County 14. B.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Michelle Mendoza **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Requesting Approval of the revised Urban County Program HOME - Community Housing Development Organization (CHDO) – Policies Manual and authorization to revise as necessary.

BACKGROUND

On July 24, 2013, the US Department of Housing and Urban Development published a change to the Final Rule in the Federal Register. The change amends the HOME Investment Partnerships (HOME) Program regulations and is included within the revised CHDO Policy Manual under Section VII. FY 2012 HOME Appropriations Requirements. The changes reflect the requirements provided in the Final Rule that pertain to underwriting, developer capacity and market need. The revised policies will take effect immediately.

Attachments

policies

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/07/2014 01:57 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Mary Flores Started On: 04/07/2014 10:08 AM

Final Approval Date: 04/11/2014

COUNTY OF HIDALGO
URBAN COUNTY PROGRAM – HOME DIVISION
427 E. Duranta, Ste. 107
Alamo, TX 78516
telephone: 956-781-8127
fax: 956-318-2988
email: ucp@co.hidalgo.tx.us

Community Housing Development Organizations (C.H.D.O.)

POLICIES MANUAL

Home Investments Partnership Program

Table of Contents

Page#

Introduction 4

I. HOME Investments Partnership Program

A. HOME Objectives 5
B. Community Housing Development Organizations 5
C. Contractual Agreement 5

II. Applications for Funding

A. HOME Investments Partnerships Program Application 5

III. Financial Management

A. Budget Development Process 8
B. Budget Types and Cost Categories 8
C. Budget Revisions 9
D. Fiscal Records 10
E. Expenditures 10
F. Reimbursement 12
G. Inspections 12
H. CHDOProceeds 12

IV. Administrative Provisions

A. Written Agreement with UCP 13
B. Post-Award Responsibilities 13
C. Federal Requirements 13
D. Insurance 19
E. Homebuyer Assistance and Recapture Policy 19
F. Project Documentation and Reporting 21

V. Procurement and Contracting – Procedures and Requirements

A. Procurement 23

B. Subcontracts 23

VI. Buyer Eligibility and Underwriting

A. HUD Income Guidelines …… 25
B. Underwriting Requirements…….. 25

VII. Implementation of FY2012 HOME Appropriation Law

A. Four-Year Project Completion …… 26
B. Assessment of Project Underwriting, Developer Capacity, and Market Need……. 26
C. Conversion of Homebuyer Units to Rental Units…… 27
D. CHDO Development Capacity …….. 27

VIII. Monitoring and Documentation

A. Monitoring 28
B. Client Documentation by CHDO 29

IX. Exhibits

A. CHDO Qualifications Checklist 31
B. Insurance Requirements 38

Introduction

The County of Hidalgo administers funding through its Urban County Program (UCP) for the HOME Investments Partnership Program (HOME) which is used to support activities that benefit low- and moderate income households.

This manual sets forth policies for the administration of programs and projects funded by the Urban County HOME program. Although some portions of these procedures are complicated and involve complex Federal regulations and policies, this manual summarizes the essential elements for proper program operation.

No handbook can address every type of administrative/accounting problem or situation that may arise during the course of the contract year; therefore the County's UCP staff is available to respond to requests for clarification or additional information.

In the event that new policies are implemented during the contract period, UCP staff will provide timely notification and technical assistance.

This manual is neither intended to be all inclusive nor so restrictive that it cannot be amended.

UCP Program Mailing Address: County of Hidalgo

Urban County Program
427 E. Durana, Ste. 107
Alamo, TX 78516

Telephone: 956-787-8127

Fax: 956-318-2988

I. HOME Investment Partnerships Program

A. HOME Objectives:

The National Affordable Housing Act of 1990 created the Home Investments Partnership (HOME) Program. This federal program is designed to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing for *very* low income and low-income families. The Urban County Program receives an annual federal entitlement of HOME funds to implement the Act locally.

HOME funds are used to achieve the following objectives:

1. To provide decent affordable housing to lower-income households.
2. To expand the capacity of non-profit housing providers.
3. To strengthen the ability of state and local governments to provide housing.
4. To leverage private sector participation.

B. Community Housing Development Organizations:

The UCP will utilize no less than fifteen percent (15%) of its HOME annual allocation for Community Housing Development Organizations (CHDO) activities. HOME funds are allocated annually on an application basis to entities proposing programs or projects that address the stated HOME objectives.

*A **Developer, Owner,*** or ***Sponsor*** may be any for-profit or nonprofit organization or individual (other than a single family owner-occupant) seeking HOME funds for an eligible activity.

*A **Community Housing Development Organization** (CHDO)* is a private nonprofit organization that has among its purposes the provision of decent housing that is affordable to low- and moderate income persons as evidenced in its charter, articles of incorporation, resolutions, or by-laws. A CHDO may apply for funding in the capacity of a Developer, Owner, or Sponsor, but only CHDOs may apply for a HUD mandated set-aside percentage of local HOME funds. See "CHDO Qualifications Checklist" attached hereto as Exhibit "A" for organizational requirements of a CHDO.

C. Contractual Agreement

Prior to the release of HOME funds from the County, a written agreement must be executed with the CHDO. The agreement remains in effect during any period that the CHDO is operating a program or implementing a project in which HOME funds are being invested.

II. Applications for Funding

All organizations requesting HOME funds from the UCP must submit an application that provides information regarding the organization, its corporate and financial structure, and a specific proposal for a program or project.

UCP staff issues a Request for Proposals and accepts applications only once each fiscal year and/or upon funding availability. This is to allow UCP staff sufficient time to review each proposal and make recommendations to the County of Hidalgo Commissioner's Court, which in turn approves or denies each request and allocates the available funds accordingly.

Application information:

A. HOME Investments Partnership Program Application

1. National Objectives

   Organizations requesting HOME funds must identify the specific type of project for which it is requesting funding. The applicant must also certify that those activities meet the HOME national objectives and that they benefit low- and moderate income persons. Applicants must also indicate if they are CHDOs and if they are requesting CHDO funds.

2. Scope of Services

   The applicant must submit a clear and concise narrative description of the proposed program or project that includes quantifiable goals and objectives, methods of approach, and a "Project Development Schedule".

3. Budget Proposal

   a. The applicant must submit a proposed budget that identifies the sources and uses of all funds supporting its project.

   b. If the applicant is requesting designation as a CHDO, and/or requesting CHDO funds, the CHDO must provide its operating costs.

4. Disclosures

   a. Organizational Structure:

      All applicants must submit qualifying information detailing the organizational and management structure of the entity requesting assistance. Such information includes:

      1) The charter or mission statement of the organization.

      2) Documentation of non-profit status.

      3) Documentation of CHDO status (if applicable).

      4) Articles of incorporation and by-laws.

      5) Identification of members of Board of Directors (1/3 minimum requirement for low-income representation and maximum 1/3 public sector representation).

6) Organizational chart listing current employees and job titles.

7) Personnel and Procurement policies and procedures**.**

8) Documentation of employer status.

9) Identification of officials authorized to negotiate and enter into contracts.

b. Financial Management:

The applicant must submit the following information related to its fiscal management capacity:

1) Resumes of its Chief Program Administrator and Chief Fiscal Officer (or equivalent).

2) Organizational budget which describes the applicant's current operating budget (listing all funding sources), exclusive of the proposed program or project.

3) Information regarding the applicant's accounting systems, reporting and payment procedures, and audit requirements.

4) Most recent audit or financial statement.

5. Certifications

a. Certification of Application:

The applicant's Board of Directors must certify that if its proposal is approved and funded by the County, all relevant federal, state, and local regulations will be adhered to. In addition, the applicant must verify that it is fully capable of fulfilling the obligations related to its proposal.

b. Certification of Affiliation:

All members of the Board of Directors, officers, workers, or members of the organization who are an appointed member of the County Commission or who are City employees must be identified.

c. Compliance with Civil Rights Act and Americans with Disabilities Act:

Provide evidence of written policies prohibiting discrimination in employment and in the implementation and operation of the proposed programs or services. The applicant must certify that the applicant's programs, projects, services, and physical facility have been reviewed for accessibility to persons with disabilities.

6. Qualifications

The applicant must submit the following information outlining its affordable housing credentials:

a. Experience in the development and management of affordable housing.

b. A narrative description of the development plan for the proposed project.

c. Identification of the management firm to manage the project post-construction.

7. Site and Planning Information

The applicant must submit information concerning the project site and identify all planning and zoning requirements and applicable permit

III. Financial Management

A. Budget Development Process

All applications for HOME funds shall include a budget proposal that summarizes all anticipated eligible expenses necessary to carry out the activity. In most cases, the applicant will prepare and submit this information, but the UCP may also assist the applicant in this process.

The budget development process shall:

1. Identify all funding commitments received from all donors and funding sources.

2. Identify an amount of HOME funds to be requested from the UCP.

3. Identify all activities and expenditures attributable to specific funding sources.

B. Budget Types and Cost Categories

Budgets shall be prepared in the following general format:

1. Development Projects

The cost categories associated with this budget type pertain to expenses identified with the financing, management, and construction of affordable housing projects:

a. Site Acquisition - Normal cost associated with acquisition of raw land.
b. Closing Costs - Fees, points, interest, or other costs to finance acquisition or construction.
c. Architecture and Engineering - Normal fees and costs for professional design services to prepare plans and specifications.

d. Site Work - Costs normally associated with preliminary site construction work: grading, underground utilities, soils report, environmental remediation
e. Fees and Permits - Costs for design review, building, planning or other required permits.
e. Construction Management - Consultant or other costs to provide construction management services.
f. Construction Contracts - All fees included in primary and subcontracts.
g. Consultants - All consultant fees including environmental testing or other specialty consultants.
h. Administration - Overhead costs for administration by the applicant and other administrative costs.
i. Interest - interest paid on construction loans.
j. Legal - costs for legal services.
k. Financing costs - Miscellaneous costs not included elsewhere but necessary to finance the construction costs.
l. Taxes/Insurance - Property or other taxes required for the property during the construction period and costs of all required construction insurance.
m. Marketing - Costs associated with marketing the project and attaining rent-up and occupancy.
n. Operating Reserve - May be included for a specified period of time. Maximum operating reserve allowance to be determined in accordance with HUD regulations.
o. Developer Fee - Any fees or other charges due to the developer.

Progress payments of developer fees (when applicable) will not exceed the following cumulative maximum percentages of total developer fee at the following stages:

Milestone	Documentation	Max. Cumulative Developer's Fee %
Acquisition Closing	Settlement Statement	25%
50% Construction Complete	50% Passed - Inspection Report	50%
100% Construction Complete	100% Passed – Inspection Report/ Certificate of Occupancy	75%
Home Buyer Loan Closing	Settlement Statement and Final Property Development Budget	100%

C. Budget Revisions

Modifications to approved budgets are allowable but must be directly related to changes in project services and activities.

Development Project budgets may be modified but contingent upon submission of a written request and subsequent approval by the UCP.

The Director of the Urban County Program shall have the authority to grant or deny requests for budget revisions. The UCP will issue a written decision within seven (7) business days of receiving the request.

D. Fiscal Records

Organizations receiving HOME funds must keep the following fiscal records:

1. Bookkeeping Journals and Ledgers

Cash receipts journal, cash disbursements journal, expense journal, general journal, and general ledgers must be maintained. Back-up documentation for the journal entries must be kept and properly filed. Documentation must include: invoices, bills and other receipts, deposit slips, bank statements, check stubs, check books, canceled checks, purchase orders, petty cash records and other verification as applicable.

E. Expenditures

All expenditures associated with an approved activity or project must comply with the following criteria:

1. Limitation of Expenditures

a. The CHDO shall not expend funds provided under the contract prior to the commencement of the contract or subsequent to the suspension or termination of the contract.

b. Expenditures shall be made in conformance with the approved budget and shall meet the criteria established for allowable costs.

c. Expenditures shall be in direct support of the project which is the subject of the contract. The CHDO shall notify the UCP in writing of any expenditures for items jointly used for any other project(s) and the expenditures shall be apportioned according to the percentage of direct use in the project.

2. Eligible Costs

To be eligible for payment, costs must be in compliance with Office of Management and Budget Circular (OMB) A-87 and with the principles set forth below:

a. Be necessary and reasonable for the proper and efficient performance of the contract and in accordance with the approved budget. The UCP shall have final authority to determine in good faith whether an expenditure is "necessary and reasonable."

b. Conform to the limitations within this manual and to any governing statutes, regulations and ordinances.

c. Be fully documented and determined in accordance with approved accounting procedures.

d. Not be included as a cost or used to meet cost sharing or matching requirements of any other funding source in either the current or a prior period.

e. Be the net amount of all applicable credits such as purchase documents, rebates, sales or other income or refunds.

f. Document all costs by maintaining complete and accurate records of all financial transactions, including but not limited to: contracts, invoices, cash receipts, vouchers, canceled checks, bank statements and/or other official documentation evidencing in proper detail the nature and propriety of all charges.

g. Submit to the UCP, within seven (7) working days of the end of the preceding month, requests for reimbursement together with a summary of expenses on a form approved by the UCP supporting documentation.

h. Submit to HUD or UCP at such times and in such forms as HUD or, UCP may require, statements, records, reports, data, and information pertaining to matters covered by the agreement or contract.

3. Ineligible Costs:

a. Bad debts: any losses arising from uncollectable accounts and other claims, and related costs.

b. Contingencies: contributions to a contingency reserve or any similar provisions for unforeseen events.

c. Contributions and donations.

d. Entertainment: costs of amusements, social activities and incidental costs such as meals, beverages, lodging and gratuities relating to entertainment, or any political or lobbying activity.

e. Fines and penalties: costs resulting from violations of or failure to comply with Federal, State, and local laws and regulations.

Interest and other financial costs: interest on borrowings (however represented), bond discounts, cost of financing and refinancing operations, and legal and professional fees paid in connection therewith.

f. Membership expenses: costs of membership in any organization which devotes a substantial part of its activities to influencing legislation.

Non-competitive subcontracts: payments under a subcontract not obtained under competitive bidding procedure, unless the requirement for such a procedure is specifically waived by the UCP.

F. Reimbursement

1. Development Projects

Requests for reimbursement for eligible expenses shall be submitted on a monthly basis but may be submitted more frequently than on a monthly basis if pre-arranged with the UCP. Reimbursement requests received by the 7th working day of the month will, in most cases, be paid no later than the end of the month. Generally, these requests will be granted on a performance oriented basis.

2. UCP staff will review each request for reimbursement submitted by CHDO. Questionable or ineligible expenses will be identified and the CHDO will be requested to submit clarifications, corrections, or additional information.

G. Inspections

1. Frequency of Inspections

Inspections will be performed, by a UCP Rehabilitation Specialist, when receipt of the requests for reimbursement is for a housing unit that is 50% or 100% constructed.

2. Penalty for Multiple Inspections

CHDO shall ensure that when requesting a 50% or 100% reimbursement, which will require an on-site inspection, that in fact the housing unit is 50% or 100% completed. When an on-site inspection is necessary and the Rehabilitation Specialist concludes that the house (reported on the inspection report) is not 50% or 100%, then the Specialist will notify the Division Director and the Coordinator to notify CHDO of discrepancies.

When the reimbursement is submitted again for 50% or 100% and the Specialist identifies that the same housing unit is not at 50% and 100% then the CHDO will be assessed a $50.00 trip charge for the additional trip and for not addressing the discrepancies.

H. CHDO Proceeds

The HOME Final Rule, 24 CFR 92.300(a)(2), allows UCP the option of permitting CHDOs to retain any “proceeds” resulting from the CHDO's investment of its CHDO set-aside funds or requiring the CHDO to return these proceeds to the participating jurisdiction – which will be categorized as program income. CHDO Proceeds include, but are not limited to, the permanent financing of a CHDO project which is used to pay off a CHDO financed construction loan; the sale of CHDO developed homeownership housing; the principal and interest payments from a loan to a buyer of CHDO developed homeownership housing. The UCP has opted to allow the CHDO to retain all CHDO proceeds in order that these funds be re-invested by CHDO and applied towards housing activities for low and moderate income individuals and families. These activities include, but not limited to, acquisition, construction, rehabilitation of home ownership projects, emergency repairs, project operating costs and reserves, housing refinancing costs, and homebuyer

counseling. In addition, CHDO proceeds do not reduce the size of the organization's UCP grant if the proceeds are spent on eligible activities.

Proceeds will be calculated on a per unit basis and submitted to the UCP at the loan closing for the sale of each unit. In addition, an annual CHDO proceeds report will be submitted.

IV. ADMINISTRATIVE PROVISIONS

A. Written Agreement with the Urban County Program

A written agreement must be entered into between the CHDO and UCP (and all entities receiving UCP funds). The written agreement forms the basis for the contractual obligation between the parties to fund and implement the activity, program, or project. The agreement will denote responsibilities attributable to each party, and shall outline in exact measure the scope of services to be provided, methods of accountability, and a schedule for payment. Execution of the agreement binds the CHDO for a specified period of time, and is amendable only upon written authorization from the UCP.

B. Post-Award Responsibilities

Upon execution of the agreement between the UCP and the CHDO, the CHDO shall:

1. Immediately report all changes in its articles of incorporation or certificate of formation, bylaws, or tax-exempt status to the UCP.

2. Maintain no member of the Board of Directors as a paid employee, agent or subcontractor.

3. Include on the Board of Directors representation from the broadest possible cross-section of the community, including those with expertise and interest in the provided services, representatives from community organizations interested in the services, and users of the services.

4. Open to the public all meetings of the Board of Directors, except meetings, or portions thereof, dealing with personnel or litigation matters.

5. Keep minutes of all regular and special meetings of the Board of Directors and, upon request, forward copies to UCP.

C. Federal Requirements

CHDOs must comply with all applicable federal regulations governing the use of UCP funds. These regulations include but may not be limited to those identified as follows:

1. Fair Housing. CHDO must affirmatively further fair housing activities and pay particular attention to any sign of discrimination as it may pertain to the sale of properties funded under the HOME Program in compliance with 24 CFR Part 92.202, 92.250, Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d et. seq.), Fair

Housing Act (42 U.S.C. 3601-3620)(implemented at 24 CFR Part 100), Executive Order 11063 (amended Executive Order 12259), Age Discrimination Act of 1975, as amended (42 U.S.C. 6101) and 24 CFR 5.105(a).

2. Affirmative Marketing Affirmative Marketing. CHDO shall adopt and submit for UCP's approval affirmative marketing procedures and requirements, no later than 30 days after the date of any CHDO agreement executed under the HOME Program. The affirmative marketing procedures and requirements shall include, but need not be limited to, those specified in 24 CFR 92.351. CHDO shall maintain a listing of all homebuyers residing in each unit through the end of the compliance period. Compliance period is as stated in 24 CFR 92.508(4) and (7)(c)(2), "records must be retained for a five years after the project completion date, except for documents imposing recapture restrictions which must be retained for five years after the affordability period terminates."

3. Accessibility for Persons with Disabilities. The Uniform Federal Accessibility Standards set forth in 24 CFR, Part 40, Appendix A. Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination based on physical handicap) (Pub.L. 93-112), as amended, and implementing regulations when published for effect.

4. Equal Employment Opportunity. Executive Order 11246, which provides that there shall be no discrimination in employment under federally assisted construction. In providing the work and services herein specified, CHDO shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. CHDO 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 be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. CHDO shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Federal Government or the UCP setting forth the provisions of this nondiscrimination clause. CHDO shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. CHDO shall incorporate the foregoing requirements of this Paragraph 4 in all of its contracts for program work, and will require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

5. Section 3 of the Housing and Urban Development Act of 1968, which provides for training, employment, and contracting Opportunities for business and lower income persons' assurance of compliance.

    a. The work to be performed on a project assisted under the HOME Program is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given low-income residents of the project area and contracts for work in connection with the project be awarded to business

concerns which are located in, or owned in substantial part by persons residing in, the area of the project.

b. The parties to any CHDO agreement executed under the HOME Program will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department of Housing and Community Development issued prior to the execution of a contract. The parties to any CHDO agreement executed under the HOME Program must certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

c. CHDO will send to each labor organization or representative of workers with which it has a collective bargaining contract or other contract or understanding, if any, a notice advertising to the said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

d. CHDO will include these Section 3 clauses in every contract and subcontract for work in connection with the project and will take appropriate action pursuant to the contract upon a finding that any CHDO or subcontractor is in violation of regulation issued by the Secretary of Housing and Urban Development, 24 CFR Part 135.

e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued prior to the execution of the Construction Contract shall be a condition of the federal financial assistance provided to the project, binding upon CHDO, its successors, and assigns. Failure to fulfill these requirements shall subject CHDO, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135 which provides that, to the greatest extent feasible, opportunities for training and employment shall be given to lower-income residents of HUD-assisted project areas, and that contracts for work in connection with such projects be awarded to business concerns which are located in, or are owned in substantial part by, persons residing in the area of the Program.

6. Minority/Women Employment. CHDO shall collect data indicating the racial/ethnic character of each business entity receiving a contract or subcontract of $25,000 or more paid, or to be paid, with HOME or other Federal funds. This data should indicate which of those entities are women's business enterprises as defined in Executive Order 12138, the amount of the contract or subcontract, and documentation of recipient's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. Such affirmative steps may include, but are not limited to, technical assistance open to all businesses but designed to enhance opportunities for these enterprises and special out-reach efforts to inform them

of contract opportunities. Such steps shall not include preferring any business in the award of any contract or subcontract solely or in part on the basis of race or gender.

The requirements relating to minority and women's business enterprises set forth in Executive Order No. 11625 of October 13, 1971, 36 Fed. Reg. 1967, as amended by Executive Order No. 12007 of August 22, 1977, 42 Fed. Reg. 42839; and Executive Order No. 12432 of July 14, 1983, 48 Fed. Reg. 32551; and Executive Order No. 12138 of May 18, 1979, 44 Fed. Reg. 23637.

7. Davis Bacon and Related Acts. CHDO shall ensure that any contract for construction of housing that includes 12 or more dwelling units will contain a provision requiring the payment of not less than the wages prevailing in the locality, as predetermined by the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C.§276A-5) to all laborers and mechanics employed in the development of any part of the housing and contracts involving their employment shall be subject to the applicable provisions of the Contract Work Hours and Safety Standards Act (40 U.S.C.§§327-333). Construction contractors and subcontractors, must comply with regulations issued under these Acts and with other federal laws and regulations pertaining to labor standards and HUD Handbook 1344.1 (Federal Labor Standards Compliance in Housing and Community Development Programs), as applicable.

8. Conflict of Interest. No officer, employee, or agent of CHDO who exercises any functions or responsibilities with respect to the HOME Program or to the services and work to be performed by CHDO, during such officer's employee's, or agent's tenure or for one (1) year thereafter, shall have any personal or financial interest or benefit, direct or indirect, in any CHDO agreement executed under the HOME Program or the proceeds thereof. CHDO shall incorporate or cause to be incorporated in every contract required to be in writing a provision prohibiting such interest pursuant to the purposes of this Section II.M.8. Exceptions to the provision are allowed however must meet the requirements of 24 CFR Part 92.356(d).

9. Debarred Contractors. In accordance with the provisions of 24 CFR, Part 24, relating to the employment, engagement of services and awarding of contracts, CHDO shall not employ, award contract to, or fund any person that has been debarred, suspended, proposed for debarment, or placed on ineligibility status by the U.S. Department of Housing and Urban Development. In addition, UCP shall have the right to suspend or terminate this agreement if CHDO is debarred, suspended, proposed for debarment, or ineligible from participating in the HOME Program.

10. Environmental Requirements. Notwithstanding any provisions of any CHDO agreement executed under the HOME Program, the parties hereto agree and acknowledge that an agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review and receipt by the Participating Jurisdiction of a release of funds from the U.S. Department of Housing and Urban Development under 24CFR Part 58. The parties further agree that the provision of any funds to the project is conditioned on the Participating

Jurisdiction's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review.

11. Release of Funds. UCP shall not release any funds for any costs incurred by CHDO under any CHDO agreement executed under the HOME Program until UCP has received certification from CHDO that its fiscal control and fund accounting procedures are adequate to assure the proper disbursal of and accounting for funds provided. CHDO understands and agrees that UCP shall assume the responsibilities for environmental review, decision making, and other actions in accordance with and to the extent specified in 24 CFR 92.352 and 24 CFR, Part 58. However, if CHDO has staff experience and/or means to perform the environmental review, CHDO may request in writing, from UCP, approval to perform them.

12. Flood Disaster Protection. CHDO shall comply with the Flood Disaster Protection Act of 1973, as amended (P.L. 93-234), and the standards issued thereto. No portion of the monies to be paid to CHDO shall be used for acquisition or construction purposes as defined under Section 3(a) of said Act, for use in an area identified by the Secretary of HUD as having special flood hazards which is located in an area not in compliance with the requirements for participation in the National Flood Insurance Program pursuant to Section 201(d) of said Act; and the use of any of said monies for such acquisition or construction in such identified areas in communities then participating in the National Flood Insurance Program shall be subject to the mandatory purchase of flood insurance requirements of Section 102(a) of said Act.

    Any contract or Agreement for the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided shall contain, if such land is located in an area identified by the Secretary of HUD as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4001, et seq., provisions obligating the transferee and its successors or assigns to obtain and maintain, during the ownership of such land, such flood insurance as required with respect to financial assistance for acquisition or construction purposes under Section 102(a) of the Flood Disaster Protection Act of 1973, as amended. Such provisions shall be required notwithstanding the fact that the construction on such land is not itself funded with assistance provided.

13. Site & Neighborhood Standards. In accordance with 24 CFR 92.251, housing that is newly constructed with HOME funds must meet all applicable local codes, ordinances, and zoning ordinances at the time of project completion. Newly constructed housing must meet the current edition of the, Model Energy Code published by the Council of American Building Officials. The CHDO must assure that unit design specifications and necessary inspections of each unit are conducted to meet compliance requirements. File documentation must demonstrate compliance.

14. Lead-Based Paint Hazards. Assistance provided is subject to the HUD Lead-Based Paint regulations at 24 CFR Part 35, hereby incorporated and made a part of this Agreement by reference. Any funding commitments made by UCP or CHDO shall

be made subject to the provisions for the elimination of lead-based paint hazards under subpart B of said regulations.

15. Relocation. Displacement, Relocation, and Acquisition. CHDO must ensure that it has taken all reasonable steps to minimize the displacement of persons (families, business and nonprofit organizations) as a result of a project assisted with funds provided under this agreement. CHDO must comply with the applicable provisions of 24 CFR 92.353.

D. Insurance

CHDOs shall obtain and maintain the minimum insurance coverages outlined in "Insurance Requirements" attached hereto as Exhibit "B".

E. Homebuyer Assistance and Recapture Policy

The UCP has adopted a Recapture Policy that serves to address the continued affordability of housing units acquired with HOME funds. Recaptured funds are HOME funds which are recouped by the UCP or the CHDO when HOME assisted homeownership housing does not continue to be the principal residence of the assisted homebuyer for the full affordability period required by 24 CFR 92.254(a)(4). When HOME funds are used to assist a household in the purchase of a unit, restrictions will be placed on the unit to ensure compliance with the recapture requirements described in 24 CFR 92.254(a)(5)(ii). This section sets forth the method that will be used by the UCP and its CHDO's to enforce these requirements.
In the event there is a transfer of title, voluntary or involuntary, within the affordability period, the UCP has selected the "Owner Investment Returned First" recapture option (as defined under 24 CFR 92.254(a)(5)(ii)(A)(4)) to calculate the recapture amount.

Affordability Period. The affordability period will be determined by the amount buyer assistance as follow:

Buyer Assistance Amount per unit	**Period of Affordability**
Under $15,000	5 years
Between $15,000 to $40,000	10 years
Over $40,000	15 years

During the period of affordability the owner is required to occupy the property as their principal residence. A lien will be recorded in the amount of the buyer assistance for the affordability period to ensure full compliance with all HOME requirements.

Buyer Education. Any client(s) qualified to purchase a unit that will be developed utilizing HOME program funds must attend an eight (8) hour Home Buyer Education class. The completion certificate must be submitted to the UCP. Prior to and at loan closing, the CHDO must clearly explain the recapture policy including net proceeds due on sale or transfer of property, the principal residency requirement and the affordability period to the homebuyer. This explanation, with respect to recapture and distribution of net proceeds, allows the homebuyer to understand the extent to which the homebuyer's funds are at risk, and the opportunities being provided for return on the homebuyer's investment. After the explanation is provided to the homebuyer, the homebuyer will sign

an affidavit as evidence of the homebuyer's understanding of and commitment to these obligations.

Legal Documents. Home ownership projects undertaken by a CHDO will be secured by means of a Homebuyer Contract, Second Lien Deed of Trust and a Real Estate Lien Note executed by the low-income homebuyer being assisted and recorded against the property. These documents will address key recapture provisions such as affordability period, principal residency and transfer of title to property in the case of sale, foreclosure or any other event and will reflect the homebuyer's obligation under the deed and note to repay the HOME debt upon resale. The UCP will provide the CHDO with the form of the contract and lien documents listed above.

The CHDO will provide the executed Real Estate Note and the executed and recorded Deed of Trust to the UCP upon recording.

The UCP may also take a lien on real property purchased by the CHDO for home ownership projects and/or liens on individual homebuyer's property to secure the UCP's investment during the Affordability Period, which lien will be released following the end of the Affordability Period.

Senior Debt. The HOME assistance can be subordinated to senior debt that meets the underwriting requirements under Section VI of this policy.

Homebuyer Subsidy (or Buyer Assistance Amount). The CHDO will calculate the amount of the buyer assistance amount that will be recorded in the Note below. The amount of the Note shall include:

- All HOME funds used by the CHDO to cover the difference between the fair market value of the property and the amount of funds the homebuyer provides toward the purchase (homebuyer downpayment and homebuyer first deed).

- All additional HOME funds, if any, provided directly to the homebuyer at time of closing to assist with purchase.

Resale During the Term of the Note and Deed. The homebuyer may sell the property to any willing buyer at the market price. However, the CHDO will have a "right of first refusal" in which the unit may be purchased first before any voluntary or involuntary sale. Any subsequent resale by the CHDO must be to another eligible homebuyer pursuant to this policy.

Any net proceeds recovered after the voluntary or involuntary sale of the property must be distributed in accordance with the terms described herein.

1) Net proceeds will be calculated as the sales price minus superior non-HOME loan repayments and any owner-paid closing costs.

2) From net proceeds, the owner (seller) will be allowed first to recover their investment, which includes:
   a) The owner's original down payment (not including any down payment assistance); plus
   b) The principal that the owner has amortized on senior debt.

3) Then, to the extent net proceeds are available, the full amount of the homebuyer assistance amount, as recorded in the note, will be repaid. However, in cases where there are no net proceeds or the net proceeds are insufficient to repay the HOME funds as described above, the homeowner is not liable for payment of the HOME note beyond the amount of net proceeds that remain.

4) Finally, if any proceeds remain available after full satisfaction of the buyer assistance amount, these funds may be retained by the owner.

The affordability period will terminate upon transfer of title and payment of any amount due.

Enforcement. Compliance will be enforced by the CHDO by conducting principal residency verifications on HOME assisted units throughout the duration of the affordability period. The CHDO will use the HOME-Assisted Unit Tracking Report that will be provided to the CHDO by the UCP to be utilized as a tracking mechanism for principal residency.

Failure to Occupy as Principal Residence. Under the Recapture provision, if the HOME assisted unit ceases to be the principal residence of the home owner, the UCP and the CHDO must ensure that the full Buyer Assistance Amount is recovered and repaid to the UCP in accordance with applicable regulations. The UCP will determine the amount to be repaid. If the HOME loan was deferred and forgivable, the entire Buyer Assistance Amount reflected in the HOME Note shall be repaid by the homeowner. If the HOME loan is amortizing, the home owner will be liable to return the original HOME buyer subsidy minus any HOME principal payments paid to date. Any funds collected under this clause by or on behalf of the CHDO must be returned to the UCP. The UCP will then deposit the funds into the HOME Investment Trust Fund local account.

Prepayment. The UCP will not allow a loan payoff by the client before the affordability period is over. The UCP will only accept such transaction if there is an involuntary transfer of title, which will be handled on a case by case basis.

Refinancing and Resubordination. Owners may not refinance the loans without obtaining the prior written consent of the UCP, which may withhold such consent in order to preserve affordability or otherwise. In order for a refinance and resubordination to be approved, the UCP will review the terms of the new loan to ensure that the following applies:

1. New loan amount must not exceed the current principal amount due (closing costs may be included in the financing amount provided that the monthly payment is still reduced)
2. Interest rate must fixed and lower than current loan rate
3. Monthly payment must be lower that the current loan payment (including PITI)

The UCP will review any request for a Refinance or Home Equity loan during the affordability period. The UCP may accept the following circumstances as a valid reason for this request:

1. Home improvement repairs
2. Education
3. Temporary Emergencies, i.e. medical expenses, loss of employment, funerals etc.

Other unforeseen expenses will be reviewed on a case by case basis.

F. Project Documentation and Reporting

CHDO shall submit to UCP such reports on the operation and performance as may be required by UCP including but not limited to the reports specified in this Section F. In addition, CHDO shall provide UCP with all reports necessary for compliance with 24 CFR 92.509 and 24 CFR Part 92, Subpart L and those reports listed in the Section VIII. If CHDO fails to submit to UCP in a timely and satisfactory manner any report required by this policy or the CHDO Agreement, the UCP may withhold any or all payments otherwise due or requested by CHDO. If UCP withholds such payments, it shall notify CHDO in writing of its decision. Payments withheld may be held by UCP until such time as the delinquent obligations for which funds are withheld are fulfilled by CHDO.

Preliminary Documentation

Before the CHDO is able to begin construction of a unit, a Preliminary Project Summary must be submitted to the UCP for project level approval. These documents will include:

1. The Estimated Project Development Budget includes all anticipated costs and funding sources for the development of the project.

2. Along with the Estimated Project Development Budget, the CHDO shall submit all documentation utilized to determine home buyer eligibility as follows:

   - CHDO Board Approval of Home Buyer
   - Conflict of Interest Affidavit
   - Part 5 Income Calculation Sheet
   - Current Check Stubs (last three consecutive months) OR Verification of Employment
   - Self Employment Earnings Documentation (if applicable)
   - Unemployment Letter (if applicable)
   - Child Support Benefits Letter (if applicable)
   - Social Security and/or Disability Benefits Award Letter (if applicable)
   - Copy of Bank Statements – (Checking Account, last six consecutive months or Savings account, most recent month) OR Verification of Assets on Deposit (if applicable)
   - Recorded Divorce Decree (if applicable)
   - Identification Card (DL/SSN/BC)
   - Purchase Order Request Letter
   - Commitment Letter to Home Buyer
   - Copy of Loan Application
   - Good Faith Estimate
   - Underwriting Worksheet
   - Builder's Contract/Plans & Specs

Project Development

On a quarterly basis, the UCP will track the development of each individual project by assessing requests for reimbursements, processing of developer's fees payments and inspections.

Final Documentation

Once construction of the unit is complete, the CHDO shall provide the UCP with the Final Project Summary, which will include the following:

1.The Final Project Development Budget includes actual costs and funding sources for the completion of the project. This worksheet will identify the total direct and development subsidies which will allow for the calculation of the project's affordability period.

2.The CHDO Proceeds Calculation form

3.Beneficiary Information

4. Home Buyer Closing Documents. Once the sale of the unit has occurred, CHDO shall submit final closing documents to include the following information:

- Homebuyer Contract
- Final Appraisal Report
- Copy of Recorded 1st and 2nd Lien Deeds of Trust
- Copy of 1st and 2nd Lien Real Estate Note
- Copy of Settlement Statement
- Copy of Truth-in-Lending Disclosure
- Final 100% Inspection Report OR Certificate of Occupancy
- Copy of Home Owner's Insurance

Annual Reports

1. Assisted Unit Tracking Report. CHDO shall submit the Assisted Unit Tracking Report to the UCP no later than fifteen (15) calendar days past the UCP fiscal year ending date (June 30th). This report is comprised of two sections listing all UCP funded units that are within their specified affordability period and have generated or are currently generating CHDO proceeds.

    a. Affordability and Principle Residency. This section of the report will provide detailed information regarding unit occupancy for the purpose of tracking affordability and principle residency compliance.

    b. CHDO Proceeds. This section of the report will include unit proceeds origination, amount and utilization type (rehab., acquisition, construction, etc.).

V. Procurement and Contracting - Procedures and Requirements

A. Procurement

In the event that the CHDO does not have written procurement policies and procedures the CHDO shall follow and utilize the County of Hidalgo's Procurement Standards. If the CHDO has its own, then at the minimum it should maintain the following documentation in its files:

a. Summary of bids, proposals received and time and date received.
b. Documented justification for any non-competitive procurement of contract services and reasons for the selection of the subcontractor.
c. Documented justification for the selection of other than the lowest bidder in a competitive procurement.

Note – Efforts should be made by CHDOs to utilize small businesses, minority-owned, and women's businesses, whenever possible. **Additionally, review of procurement process shall be reviewed by UCP prior to CHDO awarding bid**.

B. Subcontracts

Should a CHDO find it necessary to subcontract in order to meet its obligations under its agreement with the UCP, it must enter into a written agreement with those individuals or organizations providing services.

1. Review of Subcontracts by UCP

All CHDOs in their first year of receiving HUD funds from UCP must submit all subcontracts valued at more than $100 to the UCP for review and approval prior to execution.

In a CHDO's second year of UCP funding, prior review and approval by the UCP is required only when the value of the subcontract exceeds 10% of its UCP grant or $10,000, whichever is less.

All subcontracts requiring review and approval by the UCP must be submitted at least 10 business days prior to an effective date. The UCP HOME Coordinator will respond to the request for approval within 7 working days. Subcontracts must be approved prior to execution by any of the parties.

2. Provisions Required in Subcontracts

a. Name, address, phone number and social security number of subcontractor.
b. A termination clause requiring twenty days notice by which either party may terminate the agreement.
c. A UCP uninvolved clause releasing the County from any liability for any breach of the subcontract by either party.

d. A scope of services.
e. The total dollar amount of the subcontract.
f. A termination date no later than the end of the current UCP program year.
g. A clause requiring contractor to comply with stated "Conditions of Federal Funding".
h. An independent contractor clause stating that the subcontractor is an independent contractor or employee of the CHDO. Subcontractor is not an agent or employee of the County, and as such waives any claims to any rights or benefits which accrue to employees of the County.
i. Signature of person authorized by CHDO's Board of Directors to execute agreements.
j. Signature of person authorized by subcontractor to execute agreements.

3. Required Subcontract Documentation

The CHDO shall maintain the following documentation in its files:

a. Summary of bids and proposals received.
b. Justification for any non-competitive procurement of contract services and reasons for the selection of the subcontractor.
c. Justification for the selection of other than the lowest bidder in a competitive procurement.
d. Section 3 compliance documentation.

4. Types of Subcontracts Covered Under This Section

a. Bookkeepers and auditors.
b. Contractual personnel services (those not on the CHDO's payroll.)
c. Office equipment rental.
d. Office space rental.

5. Types of Subcontracts Not Covered Under This Section

a. Extension of above contracts if dollars per hour/month/year do not change.
b. Vehicle rental to take project's clients to a particular event. (Requests for travel related to trips outside of the County of Hidalgo are required under the agreement with the County)
c. Maintenance agreements for office equipment
d. Janitorial services for office space.

VI. Buyer Eligibility and Underwriting

A. HUD Income Limits

The applicant's annual income must not exceed 80% of the HUD determined area median income, adjusted by family size at the time of application. CHDO shall review view the most current HUD income limits found at http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/ to determine eligibility.

B. Underwriting Requirements

1. Housing debt will be evaluated through a review of the household's front end and back end ratios. The front end cannot exceed 35%; the back end cannot exceed 45%. This calculation will be completed in order to determine the homebuyers long term affordability through the review of estimated housing costs, revolving debt, including personal loans, credit/charge cards and any secured/unsecured loans, as well as other monthly obligations. Applicants are required to submit to a credit history review.
2. Mortgage rates shall not be 4 points over the conforming Fannie Mae par rate
3. No more than one (1) point on origination fees will be allowed
4. Loans must be a fixed rate
5. No balloon payments will be allowed
6. Total loan to value ratio, including the homebuyer assistance lien, shall not exceed a 100% without UCP approval
7. No interest buy-downs will be allowed
8. An appropriate amount of assistance needs to be measured via a subsidy layering analysis which calculates the difference between the sales price and the household's maximum loan amount inclusive of all funding sources. Direct HOME assistance shall not exceed the amount calculated by the subsidy layering.
9. For the purposes of determining household income, assets will be calculated from the contributions of all adult household members and youth, as outlined within the HUD publication Technical Guide for Determining Income and Allowances for the HOME Program (Third Edition), until such time as a revision is provided. The UCP will continue to use the Section 8/Part 5 methodology.

VII. FY2012 HOME Appropriation Requirements

In accordance with the Consolidated and Further Continuing Appropriations Act, 2012, and Notice CPD 12-007 (Operating Guidance for Implementing FY 2012 HOME Appropriation Requirements), the UCP has adopted the following requirements:

A. Four-Year Project Completion

Requirement:

Projects not completed within four years of the commitment date, as determined by a signature of each party to the written agreement, must be repaid to the HOME Investment Trust Fund. Completion shall mean that all necessary construction work has been completed and the UCP has received a certificate of occupancy or other certification indicating that the construction has been completed and the project is ready for occupancy.

Implementation:

The UCP will evaluate the readiness of each project before setting it up in IDIS to ensure compliance with the four-year completion requirement. Project readiness evaluations will include underwriting requirements, developer capacity and market analyses as explained in detail below (see B. & D.). Additionally, on a monthly basis, UCP staff will download and review the HOME PJs Open Activities Report and the HOME PJs Vacant Units Report (located at http://www.hud.gov/offices/cpd/affordablehousing/reports/) in order to evaluate any possible remediation measures that may be required. *Please note, that the CHDO is required to provide UCP with the certificate of occupancy or 100% inspection report (if a countywide project).*

B. Assessment of Project Underwriting, Developer Capacity, and Market Need

Requirement:

Before entering into a legally binding homebuyer written agreement, the UCP must:

1. *Underwrite the project or evaluate the underwriting of another funder;*
2. *Assess the development capacity and fiscal soundness of the developer; and*
3. *Examine neighborhood market conditions to ensure adequate need for each project.*

Implementation:

1. Underwriting – The UCP has developed and implemented written policies and procedures for underwriting projects. The current underwriting policies utilized to ensure project viability with regards to the affordability capacity of the buyer, are noted within Section VI. Buyer Eligibility and Underwriting, of this policy manual.
2. Developer Capacity/Fiscal Capacity – Project underwriting practices regarding developer capacity are reviewed at the time proposals are submitted during the annual Request for Proposals process as explained below (see "D. CHDO Development Capacity"). Additionally, the UCP requires that each developer submit a pro-forma cash flow statement for the project, along with the most

recent annual financial audit, in order to analyze the fiscal soundness of both the developer and the project.

3. Market Conditions – The UCP has developed procedures in order to ensure that there is an adequate need for projects based on the neighborhood market conditions for a specific project location. These procedures include the assessment and evaluation of neighborhood market conditions within areas of interest proposed by developers, County Officials and/or residents of the County, in an effort to further substantiate practicability of any particular undertaking. These study's will examine categories such as number of owner-occupied housing units, owner-occupied home values, area median incomes, home loans made to minorities and median leveraged funds ratios for loans. Understanding variances in the housing market, UCP staff will make any adjustments deemed appropriate in order to capture the most accurate data available at the time the research is being conducted.

C. Conversion of Homebuyer Units to Rental Units

Requirement:

Homebuyer units that have not been sold to an eligible homebuyer within six months of completion must be converted to a HOME rental unit that complies with all HOME requirements for the period of affordability applicable to such rental units. HUD considers a homebuyer unit "sold" if the CHDO has a ratified sales contract for the unit within six months of completing project construction.

Implementation:

The UCP will not approve or perform a project set-up unless the CHDO has identified an eligible applicant and property. Any deviation from the aforementioned process will require UCP approval. Further, if the situation arises where a homebuyer unit is not sold within six months, the UCP will have the option to identify partners in the community with the capacity to manage rental units, when necessary.

D. CHDO Development Capacity

Requirement:

The UCP may not reserve HOME funds to a CHDO for development activities unless it has determined that the CHDO has staff with demonstrated development experience. The entitlement community must ensure that the current CHDO staff has experience developing projects of the same size, scope and level of complexity as the activities for which HOME funds are being reserved or committed.

Implementation:

The UCP will continue to utilize its annual Request For Proposals (RFP) process to review and evaluate CHDOs staff experience and organizational capacity before awarding a contract. The CHDO RFP process captures the relative information and documentation in order to determine CHDOs staff expertise as well as past experience in the development of projects as it pertains to the particular project's scope and level of complexity. Also, the

UCP will utilize a "CHDO Staff Experience & Organizational Capacity Checklist" to document its efforts of this requirement.

VIII. Monitoring and Documentation

A. Monitoring

1. County Purpose

UCP staff will conduct an on-going monitoring process in order to review the programmatic and financial aspects of the CHDO's activities. UCP staff will review monthly activity reports submitted by the CHDO for compliance with federal regulations regarding the use of federal funds and the implementation of the program or project.

The monitoring process is oriented towards resolving problems, offering technical assistance, and promoting timely implementation of projects. To this end UCP staff may require corrective actions of the CHDO. Following are examples of significant problems which will trigger corrective action by the CHDO:

a. Services are not documented.
b. Procurement Issues.
c. Goals are not being met.
d. Project files not in order.
e. Complaints by clients.
f. Required reports not being submitted in a timely manner.

2. Programmatic Monitoring

a. When requested by UCP, CHDOs will submit a programmatic report detailing the implementation and administration of the activity, program, or project. The programmatic report shall include the following:

i. Progress in meeting stated goals and objectives.
ii. Changes in staff or Board of Directors.
iii. Problems encountered and steps taken to resolve them.
iv. Other general information as appropriate.

3. Monthly Financial Monitoring

a. When requested by UCP, CHDOs will submit a financial report concerning the financial and accounting status of the project. The financial report shall include the following:

i. Summary of all disbursements of UCP funds.
ii. Summary of all requests for reimbursement of UCP funds.
iii. Report on percentage of UCP funds expended and remaining by cost category.

4. On-Site Visits

Based on monitoring results, UCP staff may hold discussions with CHDOs whose performance does not appear to be sufficient to meet the goals and achievements as outlined in the agreement. An on-site visit may occur to discuss the service activity shortfall.

On-site monitoring visits may also be conducted in order to ascertain that that eligible clients for which the program or project was intended are being served and that in the event of an audit, the required client information is being maintained.

B. Client Documentation by CHDO

Each CHDO is required to maintain documentation on clients benefiting from activities, programs, or projects funded through the County's UCP program. As a condition of receiving the HUD grant, the UCP, and in turn the CHDO, must certify that low- and moderate-income persons are being served. HUD also requires information on the race and ethnic background of the clients, how many are female heads of households, their residency and how many are very-low income. UCP staff and HUD must also have access to the names of the clients. Any information regarding applicants for services funded through federal monies shall be held in strict confidence.

EXHIBIT “A”

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO) APPLICATION CHECKLIST

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)
QUALIFICATIONS CHECKLIST

All of the following information is required from CHDOs. Please attach the requested information to this section and place a checkmark in the appropriate box to indicate that the information has been provided.

1. Legal Status

A. The non-profit organization is organized under State or local laws as evidenced by:

- ❑ A Charter.
- ❑ Articles of Incorporation.

B. No part of the organization's net earnings inure to the benefit of any member, founder, contributor, or individual as evidenced by:

- ❑ A Charter.
- ❑ Articles of Incorporation.

C. The organization has a tax exempt ruling from the Internal Revenue Service under Section 501(c) or (4) of the Internal Revenue Code of 1986, as evidenced by:

❑ A 501(c)(3) OR (4) Certificate from the IRS. OR,

The organization is classified as a subordinate of a central organization non-profit under Section 905 of the Internal Revenue Code as evidenced by:

- ❑ A group exemption letter from the IRS that includes the CHDO.

D. The organization has among its purposes the provision of decent housing that is affordable to low- and moderate income people as evidenced by a statement in its:

- ❑ Charter.
- ❑ Articles of incorporation.
- ❑ By-laws.
- ❑ Resolutions.

(reference pertinent section of document checked above)

2. Capacity

A. Demonstrate that the organization conforms to the financial accountability standards of Attachment F of OMB Circular A-110, "Standards of Financial Management Systems" as evidenced by one of the following:

- ❑ Notarized statement by the President or CFO;
- ❑ Certification from a Certified Public Accountant;
- ❑ A HUD approved audit summary.

B. Document the organization's capacity for carrying out HOME-assisted activities as evidenced by one of the following:

- ❑ Resumes and/or statements that describe the experience of key staff members who have successfully completed project similar to those to be assisted with HOME funds.
- ❑ Contract(s) with consultant firms or individuals who have housing experience similar to projects to be assisted with HOME funds, to train appropriate key staff of the organization.

C. Demonstrate a history of serving the community within which housing to be assisted with HOME funds is to be located, as evidenced by one of the following signed by the Chairman of the Board or the Executive Director of the organization:

- ❑ An annual report or statement that documents at least one year of experience in serving the community;
- ❑ For newly created organizations formed by local churches, service or community organizations, a statement that documents that its parent organization has at least one year of experience in serving the community.

3. Organizational Structure

Use the following definitions in responding to this section:

Low-income neighborhood - a neighborhood where 51% or more of resident households have incomes which are less than or equal to 80% of area median income (based on latest Census tract data or other identified source).

Community - one or more neighborhoods, town, village, city, county, or multi-county area.

A. Demonstrate that the organization maintains at least one-third of its governing community residents, or elected representatives of low-income neighborhood organizations as evidenced by the following:

- ❑ Submit the attached "CHDO Certification of Low-Income Community Representation".

B. Demonstrate that the organization provides a formal process for low-income program beneficiaries to advise the organization in all of its decisions regarding the design, siting, development, and management of affordable housing projects as evidenced by one of the following:

- ❑ Appropriate citation in by-laws or articles of incorporation

  _____
  (reference pertinent document and section)

- ❑ Written statement signed by Chairman or Executive Director certifying that such a process is in place within the organization's operating procedures.

C. A CHDO may be chartered by a State or local government. However, the government entity may not appoint more than one-third of the organization's governing board; board members appointed by the government entity may not appoint the remaining two-thirds of the board; and public officials cannot compose more than one-third of the governing board. Provide evidence that the organization satisfies these criterion by citing the appropriate section of the bylaws or articles of incorporation.

(reference pertinent document and section)

- ❑ Check this box if not chartered by State or local government.

D. A CHDO may be sponsored or created by a for-profit entity. However, the for-profit entity may not appoint more than one-third of the organization's governing board; and board members appointed by the for-profit may not appoint the remaining two-thirds of the board. Provide evidence that the organization satisfies these criterion by citing the appropriate section of the bylaws or articles of incorporation.

(reference pertinent document and section)

- ❑ Check this box if not sponsored or created by a for-profit entity.

4. Relationship with For-Profit Entities

A. Demonstrate that the organization is not controlled by nor receives direction from individuals or entities seeking profit from the organization as evidenced by one of the following:

- ❑ By-laws or articles of incorporation.

(reference pertinent document and section)

- ❑ Memorandum of Understanding between CHDO and for-profit entity.

B. Demonstrate that the for-profit sponsor of a CHDO does not have as its primary purpose the development or management of housing as evidenced by:

- ❑ the for-profit organizations by-laws (attach pertinent section).

(reference pertinent document and section)

C. Demonstrate that the CHDO sponsored by a for-profit entity is free to contract for goods and services from vendors of its own choosing as evidenced by:

- ❑ By-laws;
- ❑ Charter;
- ❑ Articles of Incorporation

(reference pertinent document and section)

CHDO:_____

Statement on Certification of Community Representatives

Today's Date: _____ /_____/_____

I am a CHDO Board Community Representative for the above CHDO and this is my statement on the Certification of my board background:

Check ☐	Statement
	I am a ***CURRENT RESIDENT OF LOW INCOME NEIGHBORHOOD*** ***Neighborhood:_____*** Attach: Map of Residence (Census Track)
	I am a ***LOW INCOME RESIDENT*** Employed at:_____ My Household Yearly Income: $_____ Size of Household:_____
	I am a ***ELECTED REPRESENTATIVE OF LOW -INCOME NEIGHBORHOOD ORGANIZATIONS*** on the following: ***Neighborhood Organization:_____*** Attach Map of Low Income Neighborhood (Census Track)

I am providing the above statement. If you have any questions, please call me at the number listed below. Thank You.

Signature: _____

Print Name: _____

Address: _____

City, Tx, Zip: _____

Phone: _____

		Identify who they represent		Board Term	Residence	Employment
#	**BOARD MEMBER**	**COMMUNITY REPRESENTATIVE** (Identify which Number) 1. Resident of Low income Neighborhood (Census Track- show maps) 2. Residents who are low-income (Show self- certification 3. Elected Representatives of low-income neighborhood organizations (Census Track-show maps)	**PUBLIC OFFICIALS** (Identify) 1. Elected Officials 2. Appointed Public Officials 3. Public Employees 4. Board Members Appointed by P.O. Identify by Whom	**BOARD POSITION TERM: EXPIRATION DATE**	**HOME ADDRESS** **HOME NUMBER**	**Provide the following:** 1. OCCUPATION 2. Place of Employment
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

CALCULATION **Example: 3 Public Officials divide 10 Board Members = 30% or 3 Allowed**

# PUBLIC OFFICIALS	÷	**# OF BOARD MEMBERS**	☐	**MAXIMUM 1/3 ALLOWED FOR PUBLIC OFFICIALS. IF YOU HAVE MORE THAN THIS AMOUNT, THEN YOU ARE NOT MEETING THE CHDO CRITERIA.**
	÷		☐	

EXHIBIT “B”

INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

1. **CHDO Insurance.** CHDO, at its sole cost and expense, for the full term of this Agreement (and any extensions thereof), shall obtain and maintain at minimum compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects UCP and any insurance or self-insurance maintained by UCP shall be excess of CHDO's insurance coverage and shall not contribute to it.

2. **Subcontractor(s') Insurance.** If CHDO utilizes one or more subcontractors in the performance of this Agreement, CHDO shall obtain and maintain independent insurance as to each subcontractor or otherwise provide evidence of insurance coverage for each subcontractor equivalent to that required of CHDO in this Agreement, unless CHDO and UCP both initial here _____/ _____ .

3. **Types of Insurance and Minimum Limits.** The following types of insurance and minimum limits are required for at least the following minimum coverage and limits of liability.

   a. Worker's Compensation written in accordance with the laws of the State of Texas and providing coverage for any and all employees of CHDO in the minimum statutorily required coverage amounts.

   b. Automobile Liability Insurance for each of CHDO's vehicles used in the performance of this Agreement, including owned, non-owned (e.g. owned by CHDOs employees or contractors), leased or hired vehicles, in the minimum amount of $300,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage shall not be required if vehicle used by CHDO is not a material part of performance of this Agreement and CHDO and UCP both certify to this fact.

   c. Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of $300,000 combined single limit, including coverage for:

      (1) bodily injury.
      (2) personal injury.
      (3) broad form property damage.
      (4) contractual liability.
      (5) cross-liability.

4. Other Insurance Provisions.

   a. If any insurance coverage required in this Agreement is provided on a "Claims Made" rather than "Occurrence" form, CHDO agrees to maintain the required coverage for duration of this Agreement (hereinafter "post agreement coverage") and any extensions thereof. CHDO may maintain the required post agreement coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post agreement coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Agreement. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Agreement in order to purchase prior acts or tail coverage for post agreement coverage shall be deemed to be reasonable.

5. Endorsements.

a. All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause, with the exception that Endorsement (ii), providing for 30-day notices, is the only endorsement required to be made a part of the Worker's Compensation and Employers' Liability policy coverage.

(1) "The County of Hidalgo, its employees, officers, agents and volunteers are hereby added as additional insurers, but only as respects work done by, for, or on behalf of the named insured under Agreement with the County of Hidalgo."

(2) "Thirty (30) days prior written notice shall be given to the County of Hidalgo in the event of cancellation, reduction in coverage, or non-renewal of this policy for whatever reason."

6. Proof of Coverage.

a. CHDO agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide UCP on or before the effective date of this Agreement with Certificate of Insurance for all required coverages. Copies of all the required Endorsements required above shall be attached to the Certificate(s) of Insurance or other evidence of insurance acceptable to the County of Hidalgo, which shall be provided by CHDO's insurance company as evidence of the stipulated coverages. This Proof of Coverage shall then be mailed to the County of Hidalgo at the following address:

HOME Coordinator
County of Hidalgo
Urban County Program
427 E. Duranta, Ste. 107
Alamo, TX 78516

END INSURANCE REQUIREMENTS

AI-43922 **Urban County 14. C.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Monica Leal **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

The Urban County Program on behalf of the City of Edcouch is requesting approval and award of best and final negotiated contract with LAZCAMREA, LLC d/b/a Fulcrum Consulting Services in the amount of $15,000.00 utilizing CDBG FY 26 (2013) Street Improvements project.

BACKGROUND

LAZCAMREA, LLC d/b/a Fulcrum Consulting Services submitted a best and final offer for professional engineering services for a street project within the City of Edcouch. LAZCAMREA, LLC d/b/a Fulcrum Consulting Services was the highest ranked firm by County Commissioner's Court. See attached scope of services and Best and Final Offer Letter.

Contract Amount: **$ 15,000.00**

Funds Available: $ 273,561.23 YR 26 (2013) Street Improvements

Attachments

Agenda Backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 12:13 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Mary Flores Started On: 04/03/2014 09:33 AM

Final Approval Date: 04/11/2014

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Professional Services Agreement

This Agreement, entered into this 15th day of April, 2014 by and between Urban County Program, (hereinafter called the "Party") and LAZCAMREA, LLC d/b/a Fulcrum Consulting Services, duly authorized Engineer, herein acting by George Lazaro, P.E., General Manager (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 Edcouch – Street Improvements project Account(s) 5013-20-0311-5000-2000 *(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 **$ 15,000.00** 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 **April 15, 2014**. 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:_____
George Lazaro, P.E., General Manager

Firm Name: **LAZCAMREA, LLC d/b/a Fulcrum Consulting Services**
Address: **PO Box 530540**
City/ST/ZIP: **Harlingen, TX 78553-0540**

FED ID #/SS #: **069929571**

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, L.L.P.
By Stephen L. Crain
on April 26, 2012

Exhibit "A"

(Scope of Services)

See Attached

FULCRUM
CONSULTING SERVICES

PLANNERS * ENGINEERS * ARCHITECTS * SURVEYORS

March 20, 2014

Mrs. Monica Leal
UCP Project Coordinator
City of Edcouch
427 E. Duranta, Suite 107
Alamo, TX 78516

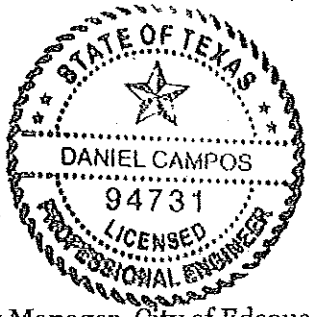
Re: City of Edcouch - 2014 Street Improvements Project
Best & Final Offer

Mrs. Leal,

Our best and final offer for Engineering Services for this project is $15,000.00. We stand ready to proceed with this project at the execution of the contract. If you have any questions or require further information, please feel free to contact me at your convenience.

Sincerely,
Fulcrum Consulting Services

Daniel Campos, P.E.



XC: Mr. Bernard Rodriguez – City Manager, City of Edcouch
Mr. Pete DeLaCruz – UCP Program Coordinator, City of Edcouch
Fulcrum Consulting Services – Office File

Office: (956) 797-3411 P.O. Box 530540 Harlingen, Texas 78553 Fax: (956) 797-3400

FULCRUM
CONSULTING SERVICES

PLANNERS * ENGINEERS * ARCHITECTS * SURVEYORS

City of Edcouch
2013 Street Improvement Project
Scope of Services

The scope involves restoration of deteriorated asphalt pavement caused by weathering and aging and structural failure caused by traffic loading. The following restoration measures are being proposed for the treatment of these City streets: thin non-structural overlay (less than 2"), structural overlay (2" or more), and milling and removal of deterioration.

With the assistance of City personnel, an inventory of all City streets has been compiled in order to evaluate the condition of existing City street pavements. A priority list has been developed based on the severity of the asphalt pavement deterioration.

A comprehensive evaluation using data collected and an assessment completed based on road characteristics such as; roughness (ride), surface distress (condition), surface skid characteristics, and structure (pavement strength and deflection). Using the assessment, a cost effective strategy for street restoration was developed.

Our office proposes to convey these strategies into a set of contract documents for the following streets and intersections:

1. Victoria Street – From FM 1015 to Angelita Street
2. Angelita Street – From Victoria Street to Gonzalez Street
3. Salazar Street – From SH 107 to Avenida Del Sur Street
4. Sgt. Cervantes Street – From SH 107 to Avenida Del Sur
5. Southern Street – From Cochran Street to Ester Street
6. Adkins Street – From Montgomery Ave. to Wista Street (overlays)
7. Mid-Section (corner) Homer De Leon St. & Gonzalez Street Valley Gutter Location (concrete) City of Edcouch, Hidalgo County, Texas

Office: (956) 797-3411 P.O. Box 530540 Harlingen, Texas 78553 Fax: (956) 797-3400

CITY OF EDCOUCH

Project Name: City of Edcouch 2013 Street Improvements Project

Planning & Engineering	Principal	Project Engineer	Design Engineer	Engineering Technician	CAD Tech.	CAD Tech.	Admin. Assist.	
101 - Project Adminstration	8	3	3	4	3	0	2	
101- Field Work & Design Critieria	6	6	9	14	12	14	3	
101 - Final Design	7	6	9	14	12	13	3	
101 - Construction	0	5	0	8	0	5	4	
TOTAL HOURS	21	20	21	40	27	32	12	
BILLING RATE	$150.00	$140.00	$110.00	$65.00	$60.00	$60.00	$50.00	
SUBTOTAL - LABOR COST	$3,150.00	$2,800.00	$2,310.00	$2,600.00	$1,620.00	$1,920.00	$600.00	
TOTAL ENGINEERING								$15,000.00

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/18/2014

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

JOHN FTACEK
101 S MAIN ST
LA FERIA, TX 78559

CONTACT NAME: JOHN FTACEK
PHONE (A/C, No, Ext): 956-797-2881 FAX (A/C, No): 956-797-1803
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : STATE FARM LLOYDS INSURANCE COMPANY	
INSURER B : STATE FARM MUTUAL INSURANCE COMPANY	
INSURER C : TEXAS MUTUAL INSURANCE COMPANY	
INSURER D : STATE FARM FIRE AND CASUALTY COMPANY	
INSURER E :	
INSURER F :	

INSURED

LAZ CAMREA, LLC DBA: FULCRUM CONSULTING SERVICES
207 EAST MAGNOLIA AVENUE
LA FERIA, TX 78559

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [ ] LOC OTHER:			90-B4-W575-5	08/12/2013	08-12/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ $ 5,000 $ $ 200,000 $
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS [X] SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS			200-3651-F27-53B	12/27/2013	06/27/214	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB [ ] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		SBP-001240295+20120713	07/13/2013	07/13/2014	PER STATUTE [ ] 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
D	ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY INSURANCE POLICY			PS0000004408901	08/30/2013	08/30/2014	1,000,000 - LIMIT OF LIAB EACH CLAIM 1,000,000 - TOTAL LIMIT OF LIABILITY	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHMENT OF SCHEDULED AUTOS

CERTIFICATE HOLDER

URBAN COUNTY PROGRAM
427 E. DURANTE STE 107
ALAMO, TX 78516

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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AGENCY CUSTOMER ID: _____

LOC #: _____

ACORD

ADDITIONAL REMARKS SCHEDULE

AGENCY OHN FTACEK STATE FARM INSURANCE AGENCY	NAMED INSURED URBAN COUNTY PROGRAM 427 E DURANTE STE 107 ALAMO, TX 78516
POLICY NUMBER 00 3651 -F27-53C	
CARRIER TATE FARM MUTUAL / NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

SCHEDULE OF VEHICLES:

1	2008	FORD E150	1FTNE14W08DB52831
2	2008	FORD F250 SD	1FTSW21R18EB54067
3	2011	CHEVROLET TAHOE	1GNSCBE08BR364564
4	2012	CHEVROLET SUBURBAN	1GNSCJE05CR541185
5	2006	FORD F250 SD	1FTSW20546EA21282

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AI-43947 **Urban County 14. D.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Amanda Flores **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Urban County Program, on behalf of Precinct No.1, is requesting approval of Amendment No. 2 to the existing contract agreement for appraisal services with Leonel Garza Jr. & Associates under the General Land Office (GLO) Contract No. 12-406-000-6453/DRS210068, Pct. 1 Delta Area Connector/ East Lateral Project. The amendment will increase the professional service contract amount from $102,000.00 to $104,000.00 for a total increase of $2,000.00.

BACKGROUND

The increase of the professional service agreement with Leonel Garza Jr. & Associates will require this amendment in order to add the additional tract of land requiring a new appraisal report for the Delta Area Connector/ East Lateral Project.

Original Contract:	$100,000.00
Amendment No. 1:	$102,000.00
Amendment No. 2	$ 2,000.00
New Contract Amount:	$**104,000.00**

Account No. 6540-62-0100-5000-6200
Amount Available: $2450.00 for increase

Attachments

Agenda Backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/04/2014 12:16 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Mary Flores Started On: 04/04/2014 10:35 AM

Final Approval Date: 04/11/2014

STATE OF TEXAS §

COUNTY OF HIDALGO §

SECOND AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

This SECOND AMENDMENT to the PROFESSIONAL SERVICE CONTRACT by and between **Hidalgo County, Texas** acting by and through the **Hidalgo County Urban County Program** ("Party") and **Leonel Garza, Jr., Associates** ("Appraiser") is entered into between the parties effective this 15th day of April, 2014.

WHEREAS, Party and Appraiser entered into a Professional Services Contract dated May 7th 2013 in which Appraiser agreed to provide certain professional appraisal services for the Delta Area Connector East Lateral Project (the "Agreement");

WHEREAS, by First Amendment to Professional Services Agreement. Party and Appraiser amended the Agreement to add an additional parcel for appraisal and increased the fee to the Appraiser by the sum of Two Thousand and no/100ths Dollars ($2,000.00) under the Agreement.

WHEREAS, the Agreement now requires amendment in order to add another one (1) additional tract of land requiring appraisal services and to increase the fee under the Agreement for such additional tract of land; and

WHEREAS, the parties desire to amend the Agreement as herein provided.

NOW THEREFORE, for and in consideration of the terms and provisions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Party and Appraiser agree to the following amendments to the Agreement:

1. The Agreement is amended by the addition of one (1) additional parcel to be appraised, such parcel more particularly described on Exhibit A attached hereto and to increase the fee in this Agreement by Two Thousand and no/100ths ($2,000.00) for a total fee under the Agreement of One Hundred and Four Thousand no/100ths Dollars ($104,000.00.

2. Except as modified herein, all terms and conditions of the Agreement, as amended, remain in full force and effect and Party and Appraiser ratify and confirm the terms and provisions of the Agreement, as amended.

EXECUTED effective as of the day and year first written above.

APPRAISER

Leonel Garza, Jr. and Associates

_____

By: Leonel Garza, Jr
Its: _____

COUNTY OF HIDALGO URBAN COUNTY PROGRAM

_____

Diana R. Serna, UCP Director

APPROVED AS TO FORM:
ATLAS, HALL & RODRIGUEZ, LLP

By: Stephen L. Crain 4/3/2014
Stephen L. Crain

County: Hidalgo
Project: Hidalgo County Improvements
130.0 Foot Right of Way Easement

September, 2013

EXHIBIT "A"

Property Description
130.0' Foot Right of Way Easement

Being a 4.12 (179,286 sq.ft) acre tract of land out of Lot 11, Block 99 Missouri Texas Land & Irrigation Company, Hidalgo County, Texas as per map records of Hidalgo County, Texas being that certain tract of land conveyed to First National Bank in a special warranty deed recorded in document number 2367926, Official Records of Hidalgo County, Texas said 4.12 (179,286 sq.ft.) acre tract of land being more particularly described by metes and bounds as follows:

NOTE: ALL BEARINGS AND COORDINATES ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (4205), NORTH AMERICAN DATUM OF 1983, 1993 ADJUSTMENT. ALL DISTANCES AND COORDINATES SHOWN ARE SURFACE AND MAY BE CONVERTED TO GRID BY DIVIDING BY A COMBINED SURFACE ADJUSTMENT FACTOR OF 1.000040;

BEGINNING at the half (1/2) inch iron rod found at the northeast corner of Bar Subdivision Unit No. 3 also being the northeast corner of Lot 17, Bar Subdivision Unit No. 3, Hidalgo County, Texas as per map recorded in volume 22, page 148, map records of Hidalgo County, Texas for the northwest corner of this tract of land and the **POINT OF BEGINNING;**

1. **THENCE,** East, 130.0 feet to a half (1/2) inch iron rod set with plastic cap stamped **"SAMES"**, for the northeast corner of this tract of land;

2. **THENCE,** South, 1,367.42 feet to a half (1/2) inch iron rod set with plastic cap stamped **"SAMES"**, for the southeast corner of this tract of land and the north right of way line of Montecristo Road;

3. **THENCE,** South, 79°47'50" West, 132.09 feet to a half (1/2) inch iron rod set with plastic cap stamped "SAMES", along the north right of way line of Montecristo Road for the southwest corner of this tract of land;

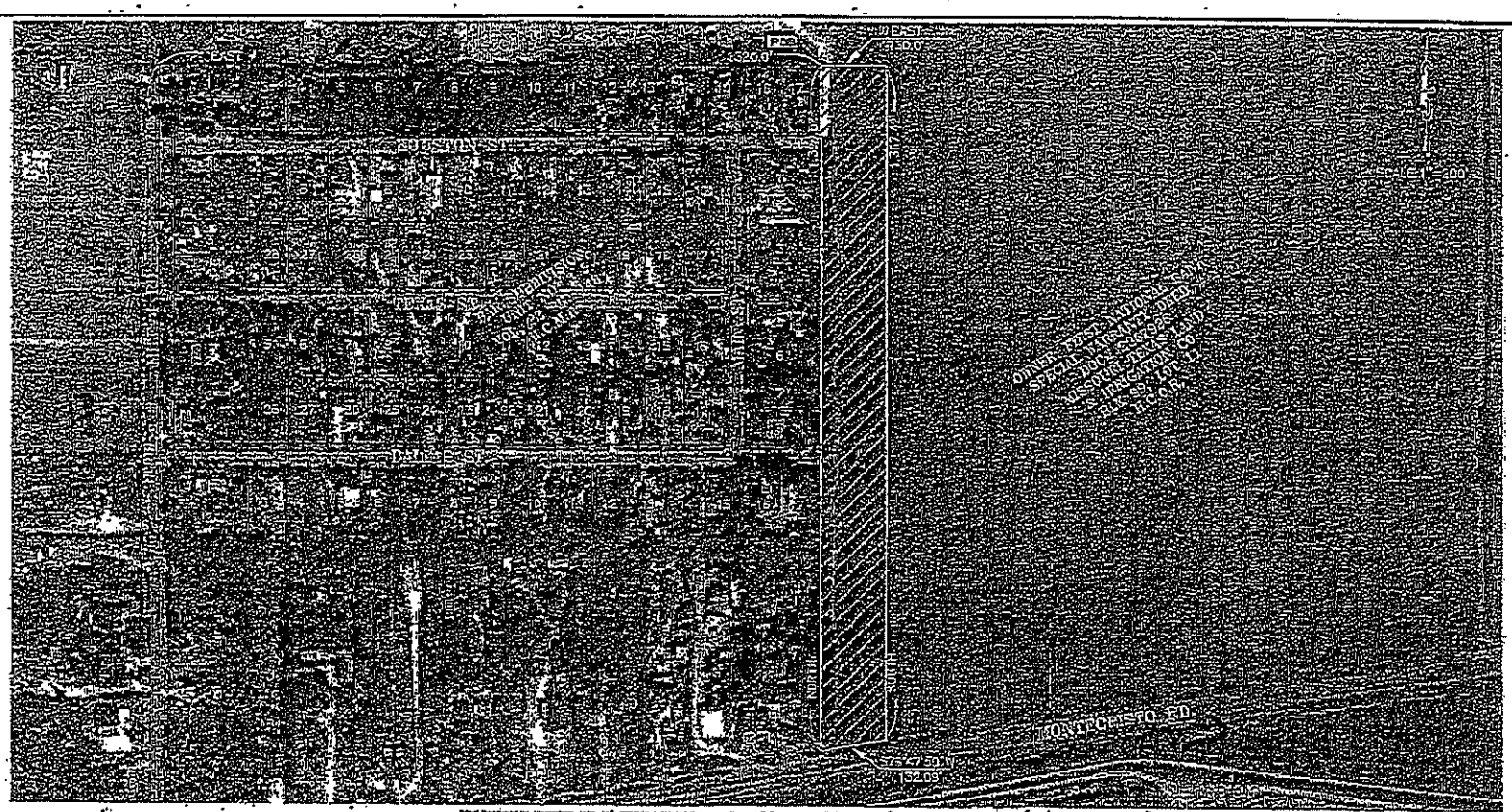
4. **THENCE,** North, 1,390.82 feet to the point of beginning, containing 4.12 (179,286 sq.ft.) of an acre tract of land, more or less.

A parcel plat of even date accompanies this metes and bounds description.

9/16/2013

Samuel D. Maldonado, PE, RPLS
Registered Professional Land Surveyor
SAM Engineering and Surveying, Inc. (SAMES, Inc)

STATE OF TEXAS
REGISTERED
SAMUEL D. MALDONADO
6027
PROFESSIONAL
LAND SURVEYOR


POB
POINT OF BEGINNING
POINT OF COMMENCEMENT
CONTROL POINT
CONTROL POINT
CONTROL POIN

LEONGAR-02 HEREN1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/7/2014

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	CONTACT NAME:
Shepard Insurance Agency 5801 N 10th St Ste 300 McAllen, TX 78504	PHONE (A/C, No, Ext): (956) 686-3888 FAX (A/C, No): (956) 682-5650 E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Sentinel Ins Co, LTD	11000
INSURER B: State Automobile Mutual Ins Co	25127
INSURER C: Hartford Ins Co of the Midwest	37478
INSURER D: Berkley Assurance Company	
INSURER E:	
INSURER F:	

INSURED
Leonel Garza Jr & Associates LLC
1419 Dove Ave
Suite 1
McAllen, TX 78504

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: X POLICY PRO-JECT LOC			65SBATE2179	05/18/2013	05/18/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X HIRED AUTOS X SCHEDULED AUTOS X NON-OWNED AUTOS	X	X	BAP 2325091 02	05/23/2013	05/23/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (PER ACCIDENT)	$ 500,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			65SBATE2179	05/18/2013	05/18/2014	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
C	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	X	65WBCAE1721	01/11/2014	01/11/2015	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
D	Professional Liabili	X		VUMB0034000	05/18/2013	05/18/2014	See Description	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Professional Liab: $1,000,000 ea Wrongful Act/$1,000,000 Policy Aggregate.
$7,500 Deductible per Claim

The General Liability policies includes a blanket automatic additional insured endorsement (Form SS.00 08 04 05) that provides additional insured status to the certificate holder only when there is a written contract between certificate holder that requires it or such status;

The General Liability policies inclues a blanket waiver of subrogation endorsement (Form SS 00 08 04 05) that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it.

CERTIFICATE HOLDER

Hidalgo County
2812 S. Highway 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

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AI-44018 **Urban County 14. E.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: P R Avila **Submitted By:** Mary Flores, URBAN COUNTY

Department: URBAN COUNTY

Information

CAPTION

Approval of land acquisition of Parcels # 14,15,42,43, and 46 for the Delta Area Connector/East Lateral Project (GLO 12-406-000-6453/DRS 210068).

BACKGROUND

Funding is from the General Land Office Grant Round 2.1 allocated for the East Lateral Drainage Project.

Account # 6540-62-0100-5000-6200
Amount Available: $92,489.00

Attachments

Agenda Backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/09/2014 01:28 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Mary Flores Started On: 04/09/2014 11:17 AM

Final Approval Date: 04/11/2014

RGV RIGHT-OF-WAY SERVICES, LLC

P.O. Box 720431
McAllen, TX 78504

956-630-9401 Office
956-682-0566 Fax
rgvrow@gmail.com

Date: March 17, 2014

Ms. Diana R. Serna, Director
Hidalgo County Urban County Program
427 E. Duranta Ave., Suite 107
Alamo, Texas 78516

RE: Delta Area Connector/East Lateral
Drainage Improvement Project
Parcel # 14 and 15
Property Owner: Jose C. Hinojosa
GLO # 12-406-000-6453/DRS 210068

Dear Ms. Serna:

Enclosed herein please find a copy of the counter offers we have received on behalf of Parcel 14 and 15 for Jose C. Hinojosa. On behalf of the owner, her brother-in-law is proposing that we pay $5,700.00 per acre for each parcel. Please note that our offer for Parcel 14 was $8,071.00 and they are requesting payment in the amount of $9,685.00. With regarding to Parcel 15, our offer was $16,951.00 and they are requesting payment in the amount of $20,341.00.

Please review the attached correspondence and let me know how you would like to proceed from here. Should you have any questions or concerns, please contact me at your earliest convenience.

Sincerely,

Daniel G. Rios, President
RGV Right-of-Way Services, LLC

March 11, 2014

JOSE C. HINOJOSA
P.O. BOX 198
Edcouch, Texas 78538

RGV Right of Way Services, LLC
P.O. Box 720431
McAllen, Texas 78504

Re: **Parcel #14 - Delta Area Connector / East Lateral Project**

Dear Mr. Rios,

We are respectfully submitting a counter offer to your offer concerning the easement acquisition of the above referenced parcel. We are proposing a price of $5,700.00 per acre for the easement acquisition plus damages/improvements to my property for a total amount of $9,685.00. We believe these values are more in line with what we believe our property is worth.

We are willing to sign a Possession and Use Agreement form upon our receipt of written acceptance of our counter offer, thereby avoiding the delay and expense of formal condemnation proceedings.

This offer will remain open for acceptance for a 30 day period from date hereof. Please contact us at your earliest convenience should you have any questions or comments regarding the above.

Respectfully,

Frances Hinojosa / for José C. Hinojosa

RGV RIGHT-OF-WAY SERVICES, LLC

P.O. Box 720431
McAllen, Texas 78504

956-630-9401 Office
956-682-0566 Fax
rgvrow@gmail.com

Date: March 3, 2014

County: Hidalgo
Federal Project No.: N/A
Highway: Between Mile 2 West & Mile 1 West Rd.

ROW GLO: 12-406-000-6453/DRS 210068
Parcel: 14
From: 0.25 South of Mile 13 North Road
TO: 0.75 Miles North of Mile 19 North Road

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED
NO. 7008 0150 0001 4225 3369

Mr. Jose C. Hinojosa
PO Box 188
Edcouch, Texas 78538-0188

Dear Mr. Hinojosa,

In acquiring property for the Drainage system of the County of Hidalgo (the "County") in conjunction with Disaster Recovery Entitlement Grant follows a definite procedure for appraising the land needed and for handling personal negotiations with each owner. As has been or will be explained by the County's negotiator, Daniel G. Rios, a portion of your property located to the rear of your land, as described in the enclosed property description, is to be acquired for the construction or improvements of the above-referenced Drainage project.

We believe at this stage of the purchase process it is mutually beneficial to confirm that, based on an appraisal, the Hidalgo County Commissioners' Court has authorized me to make an offer to you in the amount of $8,071.00 for your property, which includes $6,053.00 for the property to be purchased and $2,018.00 for damages/improvements to your remaining property. This amount is the total amount of just compensation for all interests in the portion of your property to be acquired, as determined in accordance with State law, less oil, gas and sulphur, subject to clear title being conveyed to the County. In accordance with State law, it is the policy of the County to negotiate with the fee owner(s) of the real property with the understanding that you will, in turn, negotiate with any lessee or other party who may own any interest in the land or improvements, with the exception of public utility easements, which will be handled separately by the County.

This offer to purchase includes the contributory values of the improvement(s) listed below, which are considered to be part of the real property. Since the improvement(s) must be removed, it is the policy of the County to permit owners who convey voluntarily to the County to thereafter retain the improvement(s), if they wish to do so. The retention values shown below are the estimated amounts the improvement(s) would bring if sold on public bids. If you wish to retain title to any of the following improvement(s) and remove it (them) from the right of way, the amount of the above offer must be reduced by the appropriate retention amount(s). This option to retain the improvement(s) does NOT apply should it become necessary for the County to acquire the real property by eminent domain.

Improvement	Total Amount
Agricultural Tile Drainage ($1,500.00/acre x 1.345 Acres)	$2,018.00

If you wish to accept the offer based upon this appraisal, please contact **Daniel G. Rios** as soon as possible, at **(956) 630-9401**, so that the process of issuing your payment may be started. **If you are not willing to accept this offer, you may submit a written request for administrative settlement/counteroffer, setting forth a counteroffer amount and the basis for such amount, provided such settlement request is received in writing within 30 days from the date of this letter.** *Please note that your opportunity to submit an administrative settlement shall be forfeited if such a settlement request is not received by the Department within the 30 day time deadline.*

In the event the condition of the property changes for any reason, the County shall have the right to withdraw or modify this offer.

After the date of payment of the purchase price, or the date of deposit in court of funds to satisfy the award of compensation as determined through eminent domain proceedings to acquire real property, you will be reimbursed for any fair and reasonable incidental expenses necessarily incurred in transferring title to the property for the use by the County of Hidalgo. Expenses eligible for reimbursement may include (1) recording fees, transfer taxes and similar expenses incidental to conveying the real property to the County and (2) penalty costs for prepayment of any preexisting recorded mortgage entered into in good faith encumbering the real property. Voluntary unnecessary expenses or expenses incurred in clearing questionable title will not be eligible for reimbursement. Eligible incidental expenses will be reimbursed upon submission of a claim supported by receipted bills or other evidence of actual expenses incurred. You may file a written request for review if you believe that the County failed to properly determine the eligibility for, or the amount of, incidental expenses to be reimbursed. There is no standard form on which to request a review of a claim; however, the claim must be filed with this office within six months after you are notified of the County's determination on any claim for reimbursement.

You may be entitled to additional payments and services under the County's Relocation Assistance Program. It is emphasized, however, that any benefits to which you may be entitled under this program will be handled entirely separate from and in addition to this transaction.

You will receive a brochure entitled *"Relocation Assistance"* which will inform you of eligibility requirements, payments and services which are available.

You have the right to discuss with others any offer or agreement regarding the County's acquisition of the subject property, or you may (but are not required to) keep the offer or agreement confidential from others, subject to the provisions of Chapter 552, Government Code (the Public Records Act) as it may apply to the Department.

Attached is a copy of the Texas Department of Transportation brochure entitled *"Right of Way Purchase"* which we trust will give you a better understanding of the procedures followed by the County in purchasing property. We respectfully request the opportunity to meet with you or to otherwise discuss and answer any questions you may have regarding the details of the type of facility to be built, or concerning the County's offer or proposed purchase transaction. Also, please do not hesitate to contact me at the telephone number provided above regarding any questions you may have.

Please see the enclosed copy of the Texas Landowner Bill of Rights.

Finally, we enclosed copies of all appraisal reports relating to your property being acquired which were prepared in the ten (10) years preceding the date of this offer and produced or acquired by the Department, including the appraisal on which this offer is based.

Sincerely,

Daniel G. Rios, President
RGV Right-of-Way Services, LLC
Right of Way Agent

ENCLOSURES:
Appraisal Report(s)
Landowner Bill of Rights
Brochure ("Right of Way Purchase")
Relocation Assistance

7008 0150 0001 4225 3364

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	$

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USPS 78

Mr. Jose C. Hinojosa
PO Box 188
Edcouch, Texas 78538-0188

for Instructions

SENDER: *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mr. Jose C. Hinojosa
PO Box 188
Edcouch, Texas 78538-0188

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Francs Hinojosa ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* Francs Hinojosa C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? *(Extra Fee)* ☐ Yes

2. Article Number *(Transfer from service label)* 7008 0150 0001 4225 3364

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

March 11, 2014

JOSE C. HINOJOSA
P.O. BOX 198
Edcouch, Texas 78538

RGV Right of Way Services, LLC
P.O. Box 720431
McAllen, Texas 78504

Re: **Parcel #15 - Delta Area Connector / East Lateral Project**

Dear Mr. Rios,

We are respectfully submitting a counter offer to your offer concerning the easement acquisition of the above referenced parcel. We are proposing a price of $5,700.00 per acre for the easement acquisition plus damages/improvements to my property for a total amount of $20,341.00. We believe these values are more in line with what we believe our property is worth.

We are willing to sign a Possession and Use Agreement form upon our receipt of written acceptance of our counter offer, thereby avoiding the delay and expense of formal condemnation proceedings.

This offer will remain open for acceptance for a 30 day period from date hereof. Please contact us at your earliest convenience should you have any questions or comments regarding the above.

Respectfully,

Frances Hinojosa / for Jose C. Hinojosa

RGV RIGHT-OF-WAY SERVICES, LLC

P.O. Box 720431
McAllen, Texas 78504

956-630-9401 Office
956-682-0566 Fax
rgvrow@gmail.com

Date: March 3, 2014

County: Hidalgo
Federal Project No.: N/A
Highway: Between Mile 2 West & Mile 1 West Rd.

ROW GLO: 12-406-000-6453/DRS 210068
Parcel: 15
From: 0.25 South of Mile 13 North Road
TO: 0.75 Miles North of Mile 19 North Road

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED
NO. 7008 0150 0001 4225 3352

Mr. Jose C. Hinojosa
PO Box 188
Edcouch, Texas 78538-0188

Dear Mr. Hinojosa,

In acquiring property for the Drainage system of the County of Hidalgo (the "County") in conjunction with Disaster Recovery Entitlement Grant follows a definite procedure for appraising the land needed and for handling personal negotiations with each owner. As has been or will be explained by the County's negotiator, Daniel G. Rios, a portion of your property located to the rear of your land, as described in the enclosed property description, is to be acquired for the construction or improvements of the above-referenced Drainage project.

We believe at this stage of the purchase process it is mutually beneficial to confirm that, based on an appraisal, the Hidalgo County Commissioners' Court has authorized me to make an offer to you in the amount of $16,951.00 for your property, which includes $12,713.00 for the property to be purchased and $4,238.00 for damages/improvements to your remaining property. This amount is the total amount of just compensation for all interests in the portion of your property to be acquired, as determined in accordance with State law, less oil, gas and sulphur, subject to clear title being conveyed to the County. In accordance with State law, it is the policy of the County to negotiate with the fee owner(s) of the real property with the understanding that you will, in turn, negotiate with any lessee or other party who may own any interest in the land or improvements, with the exception of public utility easements, which will be handled separately by the County.

This offer to purchase includes the contributory values of the improvement(s) listed below, which are considered to be part of the real property. Since the improvement(s) must be removed, it is the policy of the County to permit owners who convey voluntarily to the County to thereafter retain the improvement(s), if they wish to do so. The retention values shown below are the estimated amounts the improvement(s) would bring if sold on public bids. If you wish to retain title to any of the following improvement(s) and remove it (them) from the right of way, the amount of the above offer must be reduced by the appropriate retention amount(s). This option to retain the improvement(s) does NOT apply should it become necessary for the County to acquire the real property by eminent domain.

Improvement	Total Amount
Agricultural Tile Drainage ($1,500.00/acre x 2.825 Acres)	$4,238.00

If you wish to accept the offer based upon this appraisal, please contact **Daniel G. Rios** as soon as possible, at **(956) 630-9401**, so that the process of issuing your payment may be started. **If you are not willing to accept this offer, you may submit a written request for administrative settlement/counteroffer, setting forth a counteroffer amount and the basis for such amount, provided such settlement request is received in writing within 30 days from the date of this letter.** *Please note that your opportunity to submit an administrative settlement shall be forfeited if such a settlement request is not received by the Department within the 30 day time deadline.*

In the event the condition of the property changes for any reason, the County shall have the right to withdraw or modify this offer.

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Please see the enclosed copy of the Texas Landowner Bill of Rights.

Finally, we enclosed copies of all appraisal reports relating to your property being acquired which were prepared in the ten (10) years preceding the date of this offer and produced or acquired by the Department, including the appraisal on which this offer is based.

Sincerely,

Daniel G. Rios, President
RGV Right-of-Way Services, LLC
Right of Way Agent

ENCLOSURES:
Appraisal Report(s)
Landowner Bill of Rights
Brochure ("Right of Way Purchase")
Relocation Assistance

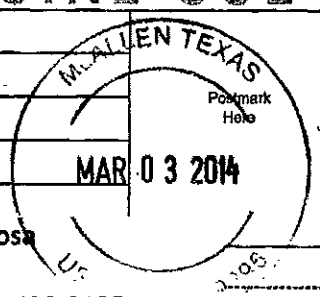
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Mr. Jose C. Hinojosa
PO Box 188
Edcouch, Texas 78538-0188

See for Instructions

SENDER: *COMPLETE THIS SECTION*

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- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mr. Jose C. Hinojosa
PO Box 188
Edcouch, Texas 78538-0188

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X Frances Hinojosa ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* Frances Hinojosa C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☑ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? *(Extra Fee)* ☐ Yes

2. Article Number *(Transfer from service label)* 7008 0150 0001 4225 3352

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

d'Hemecourt Properties Inc.

P.O. Box 507

Mercedes, TX. 78570

Mr. Daniel G. Rios, President

RGV Right of Way Services, LLC

P.O. Box 720431

McAllen, TX 78504

VIA CERTIFIED MAIL

RETURN RECEIPT REQUESTED

NO. 7013 3020 0000 9171 7338

RE: Your three (3) letters dated March 7, 2014 regarding right of way acquisition for ROW GLO12-406-000-6453/DRS210068 (your designation) related to Parcels 42, 43 and 46 (which Parcels are hereinafter delineated individually as the "Parcel" or collectively as the "Parcels") from d'Hemecourt Properties Inc. ("Grantor").

Dear Mr. Rios,

Thank you for the above referenced letters that describe Hidalgo County's acquisition of the Parcels and thank you again for the phone call.

Based on the assumption that the county will be obtaining an easement and not a fee simple acquisition we are in agreement with both the per acre purchase amount and the per acre contribution/improvement amount in each of the three letters.

This acceptance is conditional on the following for each Parcel:

1. Review of the final legal documents.
2. Review of the accuracy of the survey.
3. Reservation of all existing mineral rights, if any, by the Grantor.
4. All three parcels are currently leased to Harbison Farms Mr Jack Harbison ("Lessee") .The County is currently already negotiating for property acquisition with the Lessee of Grantor for additional property owned by Lessee. Construction timing and methods will be also be critical to these negotiations. Due to these special considerations it is only reasonable for the County to be responsible for negotiating with the lessee the terms of damages, if any, or construction timing or methods. If required by law or at the request of either party Grantor will participate after any final understanding is reached. Grantor's lessee is Jack Harbison of Harbison Farms.
5. The property will be acquired "as is, where is" and Grantor will provide no warranty of title.

6. There will be no damage to adjacent property including the crops before, during or after the construction period.
7. All dirt excavated during the construction period will be removed from the Parcels with 90 days of the date of excavation.

We look forwarding to finalizing the County's acquisition of the Parcels for this important project. Please continue to use the Richardson address for the purposes of this right of way acquisition.

Sincerely,

d'Hemecourt Properties Inc.

By: Geo. A. d'Hemecourt III
Vice President 972 - 989-6000

RGV RIGHT-OF-WAY SERVICES, LLC

P.O. Box 720431
McAllen, TX 78504

956-630-9401 Office
956-682-0566 Fax
rgvrow@gmail.com

Date: March 7, 2014

County: Hidalgo
Federal Project No.: N/A
Highway: Between Mile 2 West & Mile 1 West Rd.

ROW GLO: 12-406-000-6453/DRS 210068
Parcel: 42
From: 0.25 South of Mile 13 North Road
TO: 0.75 Miles North of Mile 19 North Road

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED
NO. 7008 0150 0001 4225 3291

D'Hemecourt Properties
1222 Huntington
Richardson, Texas 75080

Dear Sir/Madam,

In acquiring property for the Drainage system of the County of Hidalgo (the "County") in conjunction with Disaster Recovery Entitlement Grant follows a definite procedure for appraising the land needed and for handling personal negotiations with each owner. As has been or will be explained by the County's negotiator, Daniel G. Rios, a portion of your property located to the rear of your land, as described in the enclosed property description, is to be acquired for the construction or improvements of the above-referenced Drainage project.

We believe at this stage of the purchase process it is mutually beneficial to confirm that, based on an appraisal, the Hidalgo County Commissioners' Court has authorized me to make an offer to you in the amount of $431.00 for your property, which includes $375.00 for the property to be purchased and $56.00 for damages/improvements to your remaining property. This amount is the total amount of just compensation for all interests in the portion of your property to be acquired, as determined in accordance with State law, less oil, gas and sulphur, subject to clear title being conveyed to the County. In accordance with State law, it is the policy of the County to negotiate with the fee owner(s) of the real property with the understanding that you will, in turn, negotiate with any lessee or other party who may own any interest in the land or improvements, with the exception of public utility easements, which will be handled separately by the County.

This offer to purchase includes the contributory values of the improvement(s) listed below, which are considered to be part of the real property. Since the improvement(s) must be removed, it is the policy of the County to permit owners who convey voluntarily to the County to thereafter retain the improvement(s), if they wish to do so. The retention values shown below are the estimated amounts the improvement(s) would bring if sold on public bids. If you wish to retain title to any of the following improvement(s) and remove it (them) from the right of way, the amount of the above offer must be reduced by the appropriate retention amount(s). This option to retain the improvement(s) does NOT apply should it become necessary for the County to acquire the real property by eminent domain.

Improvement	Total Amount
Agricultural Tile Drainage ($1,500.00/acre x 0.037 Acres)	$56.00

If you wish to accept the offer based upon this appraisal, please contact Daniel G. Rios as soon as possible, at (956) 630-9401, so that the process of issuing your payment may be started. If you are not willing to accept this offer, you may submit a written request for administrative settlement/counteroffer, setting forth a counteroffer amount and the basis for such amount, provided such settlement request is received in writing within 30 days from the date of this letter. *Please note that your opportunity to submit an administrative settlement shall be forfeited if such a settlement request is not received by the Department within the 30 day time deadline.*

In the event the condition of the property changes for any reason, the County shall have the right to withdraw or modify this offer.

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You have the right to discuss with others any offer or agreement regarding the County's acquisition of the subject property, or you may (but are not required to) keep the offer or agreement confidential from others, subject to the provisions of Chapter 552, Government Code (the Public Records Act) as it may apply to the Department.

Attached is a copy of the Texas Department of Transportation brochure entitled *"Right of Way Purchase"* which we trust will give you a better understanding of the procedures followed by the County in purchasing property. We respectfully request the opportunity to meet with you or to otherwise discuss and answer any questions you may have regarding the details of the type of facility to be built, or concerning the County's offer or proposed purchase transaction. Also, please do not hesitate to contact me at the telephone number provided above regarding any questions you may have.

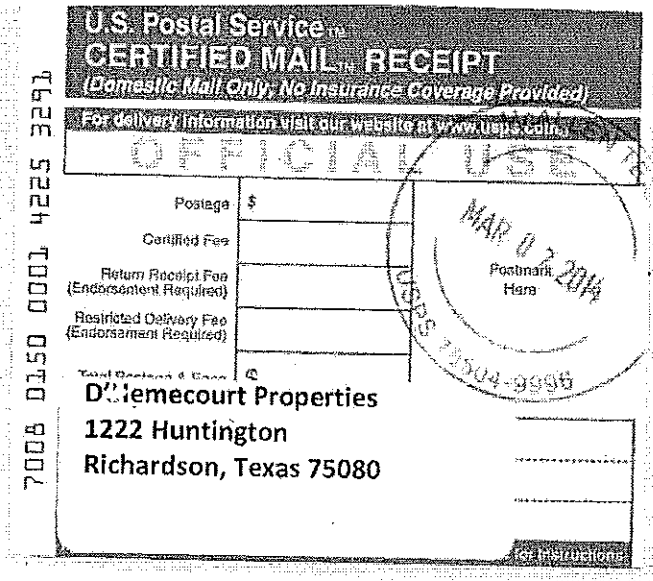
Please see the enclosed copy of the Texas Landowner Bill of Rights.

Finally, we enclosed copies of all appraisal reports relating to your property being acquired which were prepared in the ten (10) years preceding the date of this offer and produced or acquired by the Department, including the appraisal on which this offer is based.

Sincerely,

Daniel G. Rios, President
RGV Right-of-Way Services, LLC
Right of Way Agent

ENCLOSURES:
Appraisal Report(s)
Landowner Bill of Rights
Brochure ("Right of Way Purchase")
Relocation Assistance



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

D'Hemecourt Properties
1222 Huntington
Richardson, Texas 75080

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☐ Addressee

B. Received by (Printed Name) George d'Hemecourt
C. Date of Delivery 3-11-14

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7008 0150 0001 4225 3291

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

RGV RIGHT-OF-WAY SERVICES, LLC

P.O. Box 720431
McAllen, TX 78504

956-630-9401 Office
956-682-0566 Fax
rgvrow@gmail.com

Date: March 7, 2014

County: Hidalgo
Federal Project No.: N/A
Highway: Between Mile 2 West & Mile 1 West Rd.

ROW GLO: 12-406-000-6453/DRS 210068
Parcel: 43
From: 0.25 South of Mile 13 North Road
TO: 0.75 Miles North of Mile 19 North Road

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED
NO. 7008 0150 0001 4225 3307

D'Hemecourt Properties
1222 Huntington
Richardson, Texas 75080

Dear Sir/Madam,

In acquiring property for the Drainage system of the County of Hidalgo (the "County") in conjunction with Disaster Recovery Entitlement Grant follows a definite procedure for appraising the land needed and for handling personal negotiations with each owner. As has been or will be explained by the County's negotiator, Daniel G. Rios, a portion of your property located to the rear of your land, as described in the enclosed property description, is to be acquired for the construction or improvements of the above-referenced Drainage project.

We believe at this stage of the purchase process it is mutually beneficial to confirm that, based on an appraisal, the Hidalgo County Commissioners' Court has authorized me to make an offer to you in the amount of $27,854.00 for your property, which includes $24,260.00 for the property to be purchased and $3,594.00 for damages/improvements to your remaining property. This amount is the total amount of just compensation for all interests in the portion of your property to be acquired, as determined in accordance with State law, less oil, gas and sulphur, subject to clear title being conveyed to the County. In accordance with State law, it is the policy of the County to negotiate with the fee owner(s) of the real property with the understanding that you will, in turn, negotiate with any lessee or other party who may own any interest in the land or improvements, with the exception of public utility easements, which will be handled separately by the County.

This offer to purchase includes the contributory values of the improvement(s) listed below, which are considered to be part of the real property. Since the improvement(s) must be removed, it is the policy of the County to permit owners who convey voluntarily to the County to thereafter retain the improvement(s), if they wish to do so. The retention values shown below are the estimated amounts the improvement(s) would bring if sold on public bids. If you wish to retain title to any of the following improvement(s) and remove it (them) from the right of way, the amount of the above offer must be reduced by the appropriate retention amount(s). This option to retain the improvement(s) does NOT apply should it become necessary for the County to acquire the real property by eminent domain.

Improvement	Total Amount
Agricultural Tile Drainage ($1,500.00/acre x 2.396 Acres)	$3,594.00

If you wish to accept the offer based upon this appraisal, please contact Daniel G. Rios as soon as possible, at (956) 630-9401, so that the process of issuing your payment may be started. If you are not willing to accept this offer, you may submit a written request for administrative settlement/counteroffer, setting forth a counteroffer amount and the basis for such amount, provided such settlement request is received in writing within 30 days from the date of this letter. *Please note that your opportunity to submit an administrative settlement shall be forfeited if such a settlement request is not received by the Department within the 30 day time deadline.*

In the event the condition of the property changes for any reason, the County shall have the right to withdraw or modify this offer.

After the date of payment of the purchase price, or the date of deposit in court of funds to satisfy the award of compensation as determined through eminent domain proceedings to acquire real property, you will be reimbursed for any fair and reasonable incidental expenses necessarily incurred in transferring title to the property for the use by the County of Hidalgo. Expenses eligible for reimbursement may include (1) recording fees, transfer taxes and similar expenses incidental to conveying the real property to the County and (2) penalty costs for prepayment of any preexisting recorded mortgage entered into in good faith encumbering the real property. Voluntary unnecessary expenses or expenses incurred in clearing questionable title will not be eligible for reimbursement. Eligible incidental expenses will be reimbursed upon submission of a claim supported by receipted bills or other evidence of actual expenses incurred. You may file a written request for review if you believe that the County failed to properly determine the eligibility for, or the amount of, incidental expenses to be reimbursed. There is no standard form on which to request a review of a claim; however, the claim must be filed with this office within six months after you are notified of the County's determination on any claim for reimbursement.

You may be entitled to additional payments and services under the County's Relocation Assistance Program. It is emphasized, however, that any benefits to which you may be entitled under this program will be handled entirely separate from and in addition to this transaction. You will receive a brochure entitled "*Relocation Assistance*" which will inform you of eligibility requirements, payments and services which are available.

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Attached is a copy of the Texas Department of Transportation brochure entitled "*Right of Way Purchase*" which we trust will give you a better understanding of the procedures followed by the County in purchasing property. We respectfully request the opportunity to meet with you or to otherwise discuss and answer any questions you may have regarding the details of the type of facility to be built, or concerning the County's offer or proposed purchase transaction. Also, please do not hesitate to contact me at the telephone number provided above regarding any questions you may have.

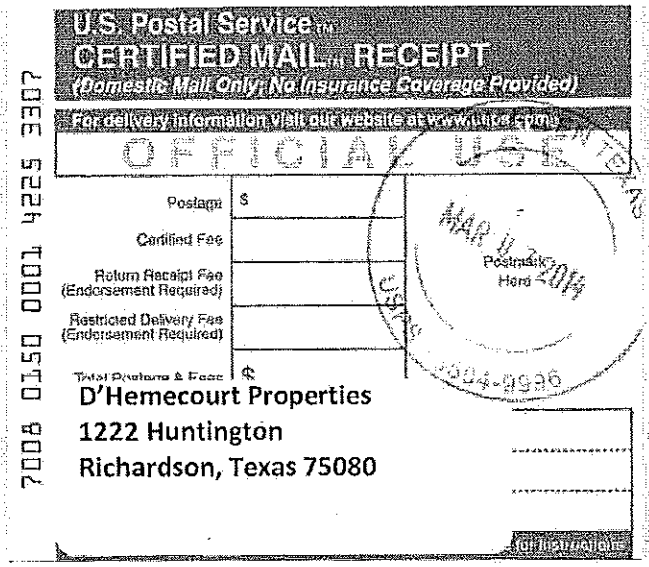
Please see the enclosed copy of the Texas Landowner Bill of Rights.

Finally, we enclosed copies of all appraisal reports relating to your property being acquired which were prepared in the ten (10) years preceding the date of this offer and produced or acquired by the Department, including the appraisal on which this offer is based.

Sincerely,

Daniel G. Rios, President
RGV Right-of-Way Services, LLC
Right of Way Agent

ENCLOSURES:
Appraisal Report(s)
Landowner Bill of Rights
Brochure ("Right of Way Purchase")
Relocation Assistance



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

D'Hemecourt Properties
1222 Huntington
Richardson, Texas 75080

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☐ Addressee

B. Received by (Printed Name) Gerard d'Hemecourt
C. Date of Delivery 3-11-14

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☒ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7008 0150 0001 4225 3307

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

RGV RIGHT-OF-WAY SERVICES, LLC

P.O. Box 720431
McAllen, TX 78504

956-630-9401 Office
956-682-0566 Fax
rgvrow@gmail.com

Date: March 7, 2014

County: Hidalgo
Federal Project No.: N/A
Highway: Between Mile 2 West & Mile 1 West Rd.

ROW GLO: 12-406-000-6453/DRS 210068
Parcel: 46
From: 0.25 South of Mile 13 North Road
TO: 0.75 Miles North of Mile 19 North Road

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED
NO. 7008 0150 0001 4225 3314

D'Hemecourt Properties
1222 Huntington
Richardson, Texas 75080

Dear Sir/Madam,

In acquiring property for the Drainage system of the County of Hidalgo (the "County") in conjunction with Disaster Recovery Entitlement Grant follows a definite procedure for appraising the land needed and for handling personal negotiations with each owner. As has been or will be explained by the County's negotiator, Daniel G. Rios, a portion of your property located to the rear of your land, as described in the enclosed property description, is to be acquired for the construction or improvements of the above-referenced Drainage project.

We believe at this stage of the purchase process it is mutually beneficial to confirm that, based on an appraisal, the Hidalgo County Commissioners' Court has authorized me to make an offer to you in the amount of $34,178.00 for your property, which includes $29,768.00 for the property to be purchased and $4,410.00 for damages/improvements to your remaining property. This amount is the total amount of just compensation for all interests in the portion of your property to be acquired, as determined in accordance with State law, less oil, gas and sulphur, subject to clear title being conveyed to the County. In accordance with State law, it is the policy of the County to negotiate with the fee owner(s) of the real property with the understanding that you will, in turn, negotiate with any lessee or other party who may own any interest in the land or improvements, with the exception of public utility easements, which will be handled separately by the County.

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Improvement	Total Amount
Agricultural Tile Drainage ($1,500.00/acre x 2.940 Acres)	$4,410.00

If you wish to accept the offer based upon this appraisal, please contact Daniel G. Rios as soon as possible, at (956) 630-9401, so that the process of issuing your payment may be started. If you are not willing to accept this offer, you may submit a written request for administrative settlement/counteroffer, setting forth a counteroffer amount and the basis for such amount, provided such settlement request is received in writing within 30 days from the date of this letter. *Please note that your opportunity to submit an administrative settlement shall be forfeited if such a settlement request is not received by the Department within the 30 day time deadline.*

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C7

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Sincerely,

Daniel G. Rios, President
RGV Right-of-Way Services, LLC
Right of Way Agent

ENCLOSURES:
Appraisal Report(s)
Landowner Bill of Rights
Brochure ("Right of Way Purchase")
Relocation Assistance

7008 0150 0001 4225 3314

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com®

OFFICIAL USE

Postage	$
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	

MAR 07 2014 Postmark Here

USPS

75204-9996

D'Hemecourt Properties
1222 Huntington
Richardson, Texas 75080

See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

D'Hemecourt Properties
1222 Huntington
Richardson, Texas 75080

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X [signature] ☐ Agent ☐ Addressee

B. Received by (Printed Name) | C. Date of Delivery
George d'Hemecourt

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
☑ Certified Mail ☐ Express Mail
☐ Registered ☐ Return Receipt for Merchandise
☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee) ☐ Yes

2. Article Number (Transfer from service label) 7008 0150 0001 4225 3314

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

AI-43997 **Elections Administration 15. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Amanda Valdez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

Discussion and/or action, including but not limited to Elections updates.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:**

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

BUDGETARY IMPACT:

No fiscal impact

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/08/2014 05:07 PM
Manuel Chapa	Manuel Chapa	04/11/2014 10:11 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Amanda Valdez Started On: 04/08/2014 04:07 PM

Final Approval Date: 04/11/2014

AI-44003 **Elections Administration 15. B.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Amanda Valdez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

1. Discussion, consideration and approval of the May 27, 2014 Primary Runoff Election Early Voting poll locations.
2. Discussion, consideration and approval of the May 27, 2014 Primary Runoff Election Early Voting Mobile Unit sites

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:**

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

BUDGETARY IMPACT:

No fiscal impact

Attachments

schedule

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 08:38 AM
Obdett Calzada	Obdett Calzada	04/11/2014 03:40 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Amanda Valdez Started On: 04/08/2014 04:39 PM

Final Approval Date: 04/11/2014

CALL (956) 318-2570 For General Information (Llame para Información General)

May 27, 2014 (27 de Mayo de 2014)

PRIMARY RUNOFF ELECTION
(Desempate de Elección Primaria)

EARLY VOTING SCHEDULE (Horario para el Voto Adelantado)

Days/ Dias	Dates/ Fechas	Hours/ Horas
Monday/ Lunes	May 19, 2014	7:00 A.M. -- 7:00 P.M.
Tuesday/ Martes	May 20, 2014	7:00 A.M. -- 7:00 P.M.
Wednesday/ Miércoles	May 21, 2014	7:00 A.M. -- 7:00 P.M.
Thursday/ Jueves	May 22, 2014	7:00 A.M. -- 7:00 P.M.
Friday/ Viernes	May 23, 2014	7:00 A.M. -- 7:00 P.M.

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

ALAMO SUB
(Library Room)
Sgt. Fernando de la Rosa Lib.
416 N. Tower Rd.
Alamo, TX

ALTON SUB
(Comm. Chambers)
City Hall
509 S. Alton Blvd.
Alton, TX

DONNA SUB
(Main Entrance)
Amigos Del Valle
1408 Silver Ave.
Donna, TX

EDINBURG SUB
(Warehouse Training Rm.)
Elections Annex Bldg
317 N. Closner "Rear"
Edinburg, TX

EDINBURG SUB
(Student Union Bldg.)
UTPA
1201 W. University
Edinburg, TX

ELSA SUB
(Chambers)
Fire Station
216 E. 4th St.
Elsa, TX

EDCOUCH SUB
(Main Entrance)
Fire Station
200 W. Santa Rosa Ave.
Edcouch, TX

HIDALGO SUB
(Chambers)
Hidalgo City Hall
704 E. Texano
Hidalgo, TX

LA JOYA SUB
(Main Entrance)
Youth Service Ctr.
624 Salomon Chapa
La Joya, TX

MCALLEN SUB
(Exercise Room)
Lark Comm. Ctr.
2601 Lark Ave.
McAllen, TX

MCALLEN SUB
(Meeting Room)
McAllen Public Lib.
4001 N. 23rd St.
McAllen, TX

MCALLEN SUB
(Main Entrance)
Palmer Pavilion
301 E. Hackberry
McAllen, TX

MCALLEN SUB
(Exercise Room)
Palmview Comm. Ctr.
3401 Jordan Ave.
McAllen, TX

MERCEDES SUB
(Civic Center Room)
Mercedes Civic Ctr.
530 W. 2nd St.
Mercedes, TX

MISSION SUB
(Community Room)
Mission City Hall
1201 E. 8th St.
Mission, TX

MISSION SUB
(Gym)
B&G @ Bannworth Park
1822 N. Shary Rd.
Mission, TX

PALMHURST SUB
(Family Room)
Church of Christ
1410 E. 3 Mile Rd.
Palmhurst, TX

PALMVIEW SUB
(Main Entrance)
Co. Comm. Pct. #3
724 N. Breyfogle Rd.
Palmview, TX

PENITAS SUB
(Meeting Room)
Meeting Rm. Annex
1320 S. Main St.
Penitas, TX

PHARR SUB
(Conference Rm.)
Jose Pepe Salinas Ctr.
1011 W. Kelly
Pharr, TX

PHARR SUB
(Main Entrance)
Las Milpas Comm. Ctr.
7107 S. Cage Blvd.
Pharr, TX

PROGRESO SUB
(Main Entrance)
Progreso Comm. Ctr.
510 FM 1015
Progreso, TX

SAN JUAN SUB
(Commissioner's Rm.)
Fire Station #2
2301 N. Raul Longoria
San Juan, TX

SULLIVAN SUB
(Main Entrance)
Sullivan Fire Station
500 Cenizo
Sullivan City, TX

WESLACO SUB
(Conference Rm. B)
Business Visitor & Event Ctr.
275 S. Kansas
Weslaco, TX

AI-44002 **Elections Administration 15. C.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Amanda Valdez, ELECTIONS DEPT.

Department: ELECTIONS DEPT.

Information

CAPTION

1. Appointment of the Early Voting Ballot Board for the May 27, 2014 Primary Runoff Election.
2. Appointment of the Central Counting Station for the May 27, 2014 Primary Runoff Election.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:**

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

BUDGETARY IMPACT:

No fiscal impact

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/08/2014 05:04 PM
Manuel Chapa	Manuel Chapa	04/11/2014 04:28 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Amanda Valdez Started On: 04/08/2014 04:33 PM

Final Approval Date: 04/11/2014

AI-43893 **Planning Department 16. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Raul E. Sesin, PE **Submitted By:** Nora Cavazos, PLANNING DEPT.

Department: PLANNING DEPT.

Information

CAPTION

1. Reimbursement of Financial Guarantee
a. Concho Heights Unit 2 – Pct. 4 (Concho Heights, LP)
b. Ranchitos Escondidos Phase I – Pct. 4 (CWL Limited)

BACKGROUND

Attachments

Concho Heights Unit 2; reimburse

Ranchitos Escondidos Ph I; reimburse

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 08:36 AM
Glinda Pacheco	Glinda Pacheco	04/11/2014 11:37 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Nora Cavazos Started On: 04/02/2014 12:22 PM

Final Approval Date: 04/11/2014

Hidalgo County Planning Department

Raul E. Sesin, PE, CFM
Planning Administrator

Main Office
1304 S. 25th Street
Edinburg, Texas 78542
Phone (956) 318-2840
Fax (956) 318-2844

Engineering Projects Office
301 E. State Street
Pharr, Texas 78577
Phone (956) 318-2840
Fax (956) 318-2844

Precinct No. 1 Substation
1902 Joe Stephens Ave.
Weslaco, Texas 78596
Phone (956) 968-4734
Fax (956) 973-7850

Precinct No. 3 Substation
2401 N. Moorefield Rd.
Mission, Texas 78572
Phone (956) 205-7045
Fax (956) 205-7049

TO: JUDGE RAMON GARCIA
COUNTY COMMISSIONER'S COURT

FROM: RAUL E. SESIN, P.E., PLANNING ADMINISTRATOR

DATE: APRIL 2, 2014

RE: CONCHO HEIGHTS UNIT II SUBDIVISION – PCT. 4

ON MARCH 25, 2014, THE COUNTY COMMISSIONERS COURT GRANTED FINAL APPROVAL WITH FINANCIAL GUARANTEE FOR THE ABOVE REFERENCED SUBDIVISION. THE CASH DEPOSIT WAS USED TO SECURE THE FUNDS FOR THE INSTALLATION OF SEVENTEEN (17) REMAINING SEPTIC TANK SYSTEMS. FORTY SEVEN (47) LOTS HAD ALREADY BEEN INSTALLED BEFORE FINAL APPROVAL OF THE PLAT.

THE DEVELOPER IS REQUESTING REIMBURSEMENT IN THE AMOUNT OF $25,500.00 DOLLARS FROM THE CASH DEPOSIT. THIS REFLECTS THE INSTALLATION OF SEVENTEEN (17) ADDITIONAL SEPTIC TANK SYSTEMS. ATTACHED IS A LETTER FROM HIDALGO COUNTY HEALTH DEPARTMENT STATING THAT SIXTY FOUR (64) SEPTIC TANKS HAVE BEEN INSTALLED, INSPECTED, AND CAN BE EXPECTED TO FUNCTION SATISFACTORILY.

STAFF HAS NO OBJECTION TO THE APPROVAL FOR REIMBURSEMENT OF THE TOTAL CASH DEPOSIT IN THE AMOUNT OF $25,500.00 FOR THE AFOREMENTIONED IMPROVEMENTS.

CASH DEPOSIT

ORIGINAL AMOUNT	$ 25,500.00
REIMBURSEMENT	$ 25,500.00
BALANCE REMAINING	$ 0

Hidalgo County Planning Department

Raul E. Sesin, PE, CFM
Planning Administrator

Main Office
1304 S. 25th Street
Edinburg, Texas 78542
Phone (956) 318-2840
Fax (956) 318-2844

Engineering Projects Office
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Pharr, Texas 78577
Phone (956) 318-2840
Fax (956) 318-2844

Precinct No. 1 Substation
1902 Joe Stephens Ave.
Weslaco, Texas 78596
Phone (956) 968-4734
Fax (956) 973-7850

Precinct No. 3 Substation
2401 N. Moorefield Rd.
Mission, Texas 78572
Phone (956) 205-7045
Fax (956) 205-7049

HIDALGO COUNTY PLANNING DEPARTMENT

Date 3-17 20 14

Received of: Concho Heights, LP $ 25,500.00

Twenty-five thousand five hundred & 00/100 Dollars

Subdivision: Concho Heights Unit II

Cash _____ Check # 1092 M.O. # _____

Received by: Yolanda Castillo

○ UTILITY CERTIFICATE REVIEW FEE	
Acct # - 1100-341-30-210-003-0-000	
Permit No.	
TOTAL	
○ SUBDIVISION FEES	
Acct # - 1100-341-30-210-003-0-000	
Filing/Review Fee	
2% Inpsection Fee	
Maps	
Subd. Rules Book	
Other	
TOTAL	
○ ESCROW	
Acct # - 1100-341-30-210-003-0-000	
1/3 Paving	
Septic Tank -17	25,500.00
Other	
TOTAL	25,500.00

THE STATE OF TEXAS
COUNTY OF HIDALGO

Precinct No. 2 & 4
RECEIPT
Nº 69627 - 2/4

White - Customer Copy • Yellow - Auditor's Copy • Pink - Office Copy

COUNTY AUDITOR'S FORM RE-PD-0001

TXD#170161152

1092

CONCHO HEIGHTS, LP
P.O. BOX 365
LA BLANCA, TX 78558
(956) 464-4431
(956)630-2135

VANTAGE BANK TEXAS
SAN ANTONIO, TX 78279
88-1258-1149

3/14/2014

PAY TO THE ORDER OF Hidalgo County $**25,500.00

Twenty-Five Thousand Five Hundred and 00/100********** DOLLARS

Hidalgo County

Ramona Flores
AUTHORIZED SIGNATURE

MEMO 17 Septick tanks @1500

⑈001092⑈ ⑆164912589⑆ 270061330⑈

Visit Hidalgo County Planning Department on the web at www.co.hidalgo.tx.us

Hidalgo County Planning Department

Raul E. Sesin, PE, CFM
Planning Administrator

Main Office
1304 S. 25th Street
Edinburg, Texas 78542
Phone (956) 318-2840
Fax (956) 318-2844

Engineering Projects Office
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Pharr, Texas 78577
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Precinct No. 1 Substation
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Precinct No. 3 Substation
2401 N. Moorefield Rd.
Mission, Texas 78572
Phone (956) 205-7045
Fax (956) 205-7049

HEALTH DEPARTMENT

March 20, 2014

Hidalgo County Planning Department
Mr. Raul E. Sesin
1304 S. 25th St.
Edinburg, TX 78539

RE: CONCHOS HEIGHTS PH II

Dear Mr. Sesin:

According to our records 64 septic tanks systems for Conchos Heights phase II Subdivision located at Trenton Rd and Cesar Chavez RD Edinburg, TX. Have been installed and inspected and can be expected to function satisfactory.

Sincerely,

Elizardo "Chardo" Ramos
Environmental Health
Division Manager

CR/mm

Hidalgo County Planning Department

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TO: JUDGE RAMON GARCIA
COUNTY COMMISSIONER'S COURT

FROM: RAUL E. SESIN, P.E., PLANNING ADMINISTRATOR

DATE: APRIL 2, 2014

RE: RANCHITOS ESCONDIDOS PHASE I SUBDIVISION – PCT. 4

ON FEBRUARY 11, 2014, THE COUNTY COMMISSIONERS COURT GRANTED FINAL APPROVAL WITH FINANCIAL GUARANTEE FOR THE ABOVE REFERENCED SUBDIVISION. THE CASH DEPOSIT IN THE AMOUNT OF $30,965.00 WAS USED TO SECURE THE FUNDS FOR THE CONSTRUCTION OF A DETENTION POND.

THE DEVELOPER IS REQUESTING REIMBURSEMENT IN THE AMOUNT OF $30,965.00 DOLLARS FROM THE CASH DEPOSIT. THIS REFLECTS THE CONSTRUCTION OF A DETENTION POND. ATTACHED IS A COPY OF OUR INSPECTION REPORT STATING THAT ALL CONSTRUCTION HAS BEEN COMPLETED.

STAFF HAS NO OBJECTION TO THE APPROVAL FOR REIMBURSEMENT OF THE TOTAL CASH DEPOSIT IN THE AMOUNT OF $30,965.00 FOR THE AFOREMENTIONED IMPROVEMENTS.

CASH DEPOSIT

ORIGINAL AMOUNT	$ 30,965.00
REIMBURSEMENT	$ 30,965.00
BALANCE REMAINING	$ 0

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Fax (956) 205-7049

HIDALGO COUNTY PLANNING DEPARTMENT

Date Jan 15 20 14

Received of: CWL Limited $ 30,965.00

Thirty thousand nine hundred sixty five & 00/100 Dollars

Subdivision: Ranchitos Escondidos Ph. 1 (Pond excavation)

Cash _____ Check # 1262 M.O. # _____

Received by: _____

o UTILITY CERTIFICATE REVIEW FEE	
Acct # - 1100-341-30-210-003-0-000	
Permit No.	
TOTAL	
o SUBDIVISION FEES	
Acct # - 1100-341-30-210-003-0-000	
Filing/Review Fee	
2% Inpsection Fee	
Maps	
Subd. Rules Book	
Other	
TOTAL	
o ESCROW	
Acct # - 1100-341-30-210-003-0-000	
1/3 Paving	
Septic Tank -	
Other Pond Excavation	30,965.00
TOTAL	30,965.00

THE STATE OF TEXAS
COUNTY OF HIDALGO

Precinct No. 2 & 4
RECEIPT
Nº 69346 - 2/4

White - Customer Copy • Yellow - Auditor's Copy • Pink - Office Copy

COUNTY AUDITOR'S FORM RE-PD-0001

NDL# 14344449

CWL LIMITED
PO BOX 118
EDINBURG, TX 78540
956-383-7032 (956) 381-0480

TEXAS REGIONAL BANK 88-1161/1149
PO BOX 5555
MCALLEN, TX 78502-5555
956-682-2265

1262

DATE 1/13/2014

PAY Hidalgo County $ **30,965.00

*THIRTY-THOUSAND NINE-HUNDRED-SIXTY-FIVE AND 00/100**********DOLLARS

TO THE ORDER OF Hidalgo County

CWL LIMITED By: THREE LLC, It's General Partner

Memo RE - Pond Excavation

⑈1262⑈ ⑆114917335⑆ ⑈0030236⑈

Security features. Details on back.

Hidalgo County Planning Department

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Raul E. Sesin, P.E.
Planning Administrator

PLANNING DEPARTMENT
COUNTY OF HIDALGO
1304 South 25th Street
Edinburg, Texas 78539
Tel. (956) 318-2840 • Fax. (956) 318-2844
www.co.hidalgo.tx.us

Ranchitos Escondidos Phase1Subdivision

ONSITE INSPECTION

WATER FACILITIES:

- ☐ All water services connections and meter boxes have been installed
- ☐ All six filling stations (hydrants) have been installed (painted black)

OSSF / SANITARY SEWER:

- ☐ All OSSF have been installed.
- ☐ Health dept installation inspection letter has been submitted

PAVING:

- ☐ All streets have been paved at 24' county section.
- ☐ Street testing results from Millennium Engineers have been submitted and are satisfactory to County specs.
- ☐ All street sign have been installed.
- ☐ 24" thermoplastic permanent pavement Stopbar markings have been completed.
- ☐ Temp-turn around has been build north of Cesar Chaves Rd.
- ☐ Type III barricade has been installed at Tasajillo dead ends.
- ☐ Road side ditches along Tasajillo, Cesar Chaves and Sunrise Lane have been constructed to county specs.

DRAINAGE:

- ☑ Type "cc" inlets and storm drainage pipes have been constructed.
- ☑ Regional detention pond has been constructed to HCDD#1 specifications.
- ☑ Concrete head wall, Gate entrances and 6 foot chain link gas been installed.
- ☑ Caliche access all weather road has been constructed.

OTHER IMPROVEMENTS:

- ☐ Lot staking has been completed.
- ☐ All driveways with concrete culverts have been installed for every lot.

INSPECTED BY: _____ DATE: 04-01-2014

Hidalgo County Planning Department

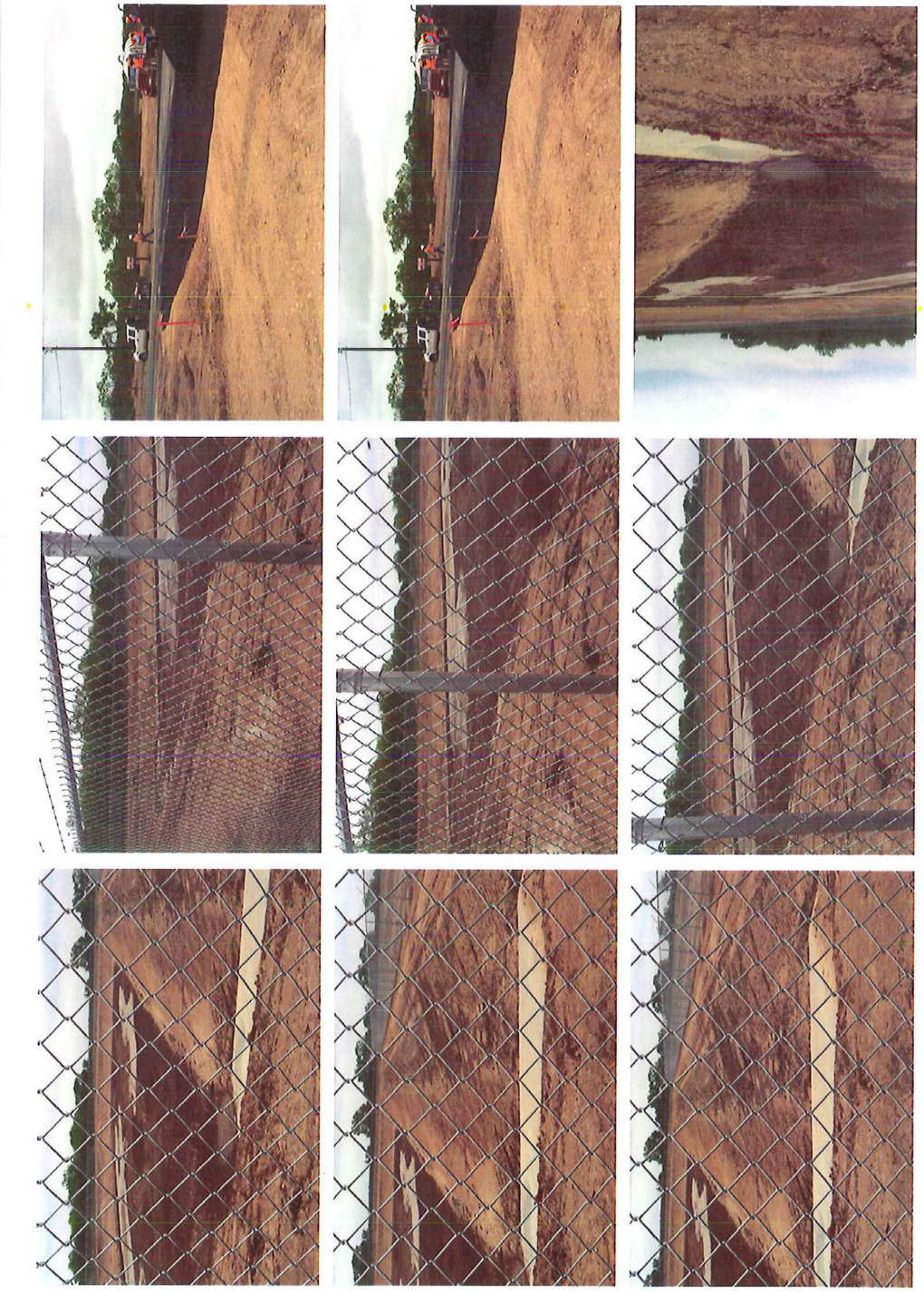
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Hidalgo County Planning Department

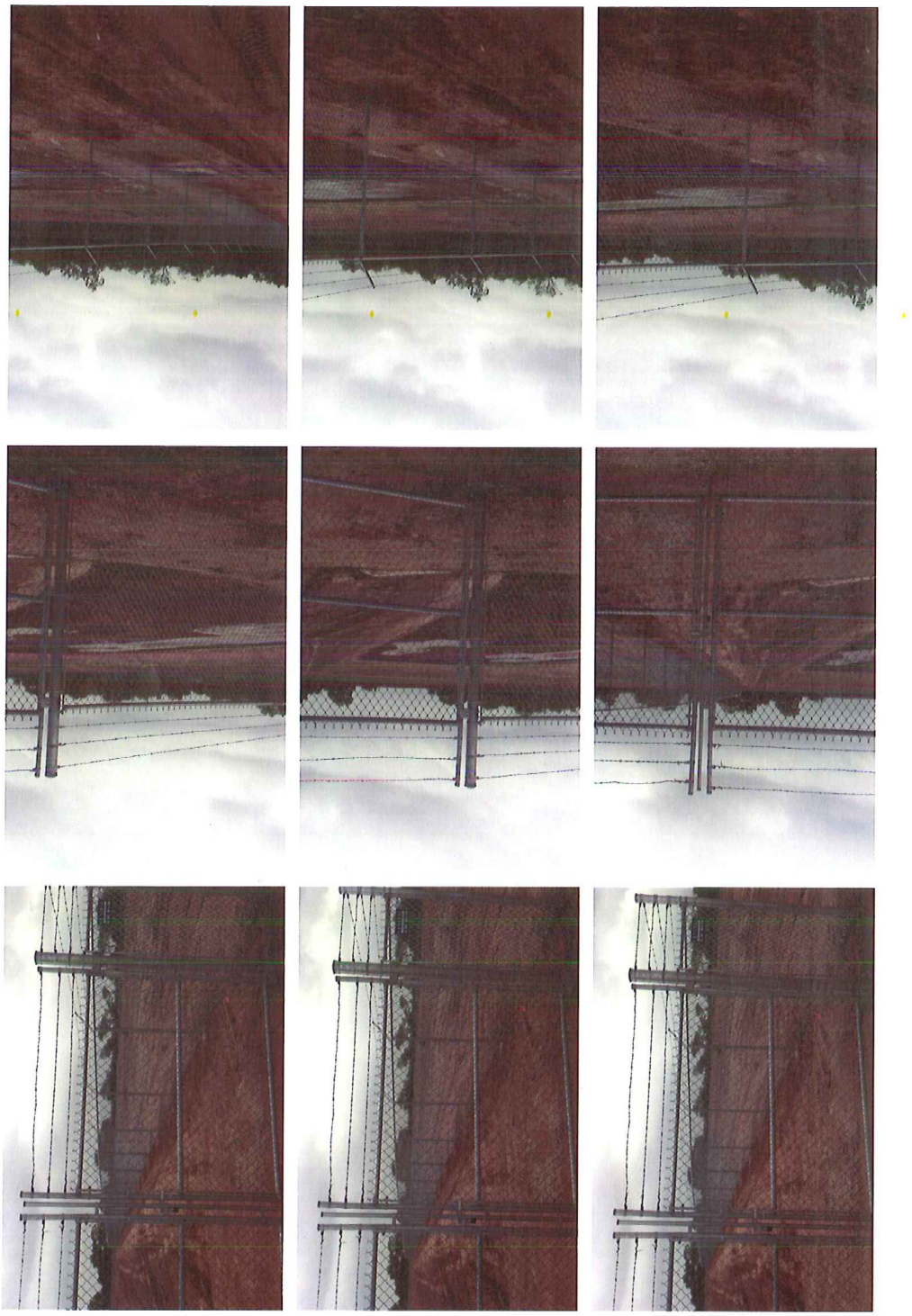
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AI-43989 **Precinct #2 17. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Angela Garcia, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Appointment of member to the Hidalgo County Commuter Rail District (HCCRD).

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/08/2014 03:37 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Angela Garcia Started On: 04/08/2014 03:12 PM

Final Approval Date: 04/11/2014

AI-44080 **Precinct #3 18. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Mona per Michael Leo **Submitted By:** Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Appointment of member to the Hidalgo County Commuter Rail District (HCCRD).

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/11/2014 04:35 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/11/2014 04:29 PM

Final Approval Date: 04/11/2014

AI-44057 **Precinct #4 19. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Comm. J. Palacios **Submitted By:** Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

Requesting approval for payment for inv. no: 3006-14 in the amount of $2,025.60 submitted by Mata-Garcia Architects, LLC in connection to the Hidalgo County Urban County Program- Sunflower Park project.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-452-00-124-009-0-334

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

BUDGETARY IMPACT:

PO # 707281
Funds available as of 04/10/14

Inv. No: 3006-14
Contract Amount: $48,070.00
Account No: 5008/09/10/12-94-0306-5000-9400

Attachments

Urban County- Mata Garcia
PO 707281
Inv 3006-14

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/11/2014 01:27 PM
Manuel Chapa	Manuel Chapa	04/11/2014 04:28 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Veronica Lopez Started On: 04/10/2014 04:30 PM

Final Approval Date: 04/11/2014

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

Professional Services Agreement

This Professional Services Agreement (the "Agreement"), entered into this **30th** day of **April, 2013** by and between **Hidalgo County, Texas** acting by and through its **Urban County Program,** (hereinafter called the "Party") and **Mata-Garcia Architects, LLP**, duly authorized Architect, herein acting by **Hector Rene Garcia, Architect/Partner** (hereinafter called the "Architect").

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.

WHEREAS, the Party is interested in obtaining Architectural Services;

WHEREAS, the Architect, duly licensed and registered to practice architecture 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 Architect to render certain services in connection therewith;

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

SECTION I
EMPLOYMENT OF THE ARCHITECT

Party and Architect agree that Party's obligations under the Agreement are subject to and contingent upon actual receipt of adequate federal funds to meet the obligations of Party under this Agreement, and there shall be no obligation to allocate any other funds to this Agreement on behalf of the Party in the event adequate funds are not received by the Party on a timely basis. The Party agrees to employ the Architect to furnish and provide the architectural services as stated in the following sections and upon receipt of such satisfactory services, the Party agrees to pay the Architect as stated in the sections to follow.

SECTION II
BASIC SERVICES OF THE ARCHITECT

The Architect shall perform the following Basic Services for **Precinct No. 4- Parks Recreational Facility Improvements Project-Sunflower Park** Account(s) **5008/09/10/12-94-0306-5000-9400**, (the "Project') as more particularly described in Exhibit A attached hereto. The account number is include for the convenience of the Party and does not change the provisions of Section 1 above. Notwithstanding any provision to the contrary in the Agreement, all services listed in Section 2 or

in Exhibit A are considered basic, not additional, services and will be provided by Architect to the Party in exchange for the fixed amount set forth in section 6.1.

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 construction documents and plans for 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 Architect, may be required for the proper execution of the Project.

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

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

e. 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.

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

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 Architect's written approval of final payment to the Contractor(s). During the Construction Phase, the Architect 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 Architects 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, Architect will continually keep 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. Review and recommend monthly and final estimates for payments to Contractor ", all of which shall be provided to Party on a timely basis, allowing the Party adequate time in accordance with Party's regular procedures to process, approve and make any such payments in accordance with applicable contracts and law.

i. 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 mylar copies of as-built drawings of the constructed improvements, within sixty (60) days of issuance of certificate of completion.

l. 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 ARCHITECT

If authorized in writing in advance by the Party, the Architect 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

Provided the Architect obtains the Party's prior written consent for the specific expense, the following expenses will be reimbursable hereunder:

4.1 Travel and subsistence required for the Architect 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 Architect on the basis of 1.1 times the Architects 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 Architect 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 Architect may rely upon in performing his services under this Agreement.

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

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

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 Architect whenever the Party observes or otherwise becomes aware of any defect in the Project.

SECTION VI
PAYMENTS TO THE ARCHITECT

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

6.1 The Architect shall be paid a total fixed amount of **Forty-Eight Thousand & Seventy Dollars and Zero Cents ($48,070.00)** for services rendered under this contract. Payment shall be based on request for reimbursements with documentation requested by the Party. The Architect's fee shall be due and payable as outlined in Sections 6.2, 6.3, and 6.4 as follows.

6.2 At Architect's completion and Party's approval of the Architect'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 Architect's completion and Party's approval of the Architect'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 Architect's completion and Party's approval of the Architect'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 Architect's reports.

6.5 For Additional Services as provided in Section III herein the Architect shall be paid a sum of 1.1 times the Architect'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 Architect. Upon receipt of such notice, the Architect 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 Architect 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 Architect a sum of money equal to the reasonable value of the professional architect services rendered by the Architect to the Party in connection with the services performed under this Contract, less payments previously made by the Party to Architect on work performed and expenses incurred by Architect 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 Architect shall not be relieved of liability to the Party for damages sustained by the Party arising from Architect's negligent acts, errors or omissions related to Architect's obligations created under this Agreement.

SECTION IX
COUNTY AND CITY OFFICIALS

Architect 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 Architect's negligent acts, errors or omissions related to Architect's obligations created under this Agreement.

SECTION X
SUCCESSORS AND ASSIGNS

Party and Architect 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 Architect shall assign or transfer any interest in this Agreement without the written consent of the other.

SECTION XI
TIME OF PERFORMANCE

The Architect 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
LAW and VENUE

This Agreement shall be governed by the laws of the State of Texas and is performable in Hidalgo County, Texas. 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 Architect shall comply with all applicable laws, ordinances, and codes of the State and local governments, and the Architect 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 Architect 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 Architect 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 Architect which are directly pertinent to the Project for the purpose of making the audit, examination, excerpts, and transcriptions.

16.2 The Architect 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 Architect 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 Architect pertaining to this Agreement. Such rights to access shall continue as long as the records are retained by Architect. Architect 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 Architect 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 Architect 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 Architect shall incorporate or cause to be incorporated in all such documents in the paragraph in this Section.

SECTION XVII
INSURANCE

The Architect 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 Architect shall furnish Party Certificates of Insurance showing the comprehensive automobile liability insurance policies to be in effect, commencing when Architects commence operations under this Agreement, in the sum of Three Hundred Thousand Dollar ($300,000.00) 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 Party consistent with potential exposure of Party under the Texas Tort Claims Act;

17.4 Workers Compensation Insurance in amount established by Texas law, unless the Architect is specifically exempted from the Texas Worker's Compensation Act, Texas Labor Code Chapter 401, et. seq.

17.5 Professional Liability insurance in an amount of One Million Dollars ($1,000.000.00).

17.6 All insurance policies must be written by an insurance company or companies acceptable to the Party.

SECTION XVIII
WARRANTY

18.1 Architect represents and warrants to Owner all services rendered to Owner under this Agreement shall, at a minimum, comply with the Texas Architectural Practices Act (Tex. Civ. St. Ann., Article 3271) and rules of the Texas Board of Professional Architects.

[Remainder of this page intentionally blank]

SECTION XIX
EFFECTIVE DATE

The effective date of this contract shall be **May 30, 2013**. Such date being the date Hidalgo County Commissioners' Court approved entering into contract with Architect.

MATA-GARCIA ARCHITECTS, LLP

By: _____
Name: Hector Rene Garcia
Its: Architect/Partner

Address: 1314 Ivy Avenue,
City/ST/ZIP: McAllen, Texas 78501

FED ID #/SS #: 27-4159763

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on this the 31st day of May, 2013, by Hector Rene Garcia of and on behalf of Mata-Garcia Architects, (a corporation)(a partnership)(a sole proprietorship).

_____
Notary - Signature

(Seal)

GUADALUPE V GARCIA
My Commission Expires
July 24, 2016

COUNTY OF HIDALGO

By: _____
Name: Diana R. Serna
Its: Director of Urban County Program

_____
Witness

Reviewed as to Form:
Atlas, Hall & Rodriguez, LLP

By: _____
Stephen L. Crain

Exhibit "A"

(Scope of Services)

See Attached

MATA-GARCIA ARCHITECTS, L.L.P.

Architecture ~ Project Management ~ Interior Design

"Exhibit A"

May 24, 2013

Guadalupe V. Garcia
UCP Coordinator II
Urban County Program
3304 West Alberta Road
Edinburg, Texas 78530

Hidalgo County Precinct No. 4 – Parks, Recreational Facility Improvements Project
Sunflower Park

Scope of Work Outline / Fee Proposal

Schematic Phase:

01. On-site programming of proposed facility; produce program in booklet format.
02. Review of program requirements with Precinct Administration and Urban County Program.
03. Produce design concepts based on program.
04. Review floor/site plan options with Precinct Administration and Urban County Program.
05. Make adjustments to selected plans based on Precinct Administration/Urban County comments.
06. Request property survey, topographical survey and soils borings from Pct. Administration
07. Coordinate placement of proposed amenities within the property.
08. Coordinate verification of on-site/off-site location of utilities and impact on project.
09. Initial meeting with civil, mechanical, electrical, plumbing and structural engineers to review logistics of selected design.

Design Development Phase:

01. Finalize plans, present exterior elevations and proposed construction materials for review and comment by Precinct Administration and Urban County Program.
02. Document applicable building codes and apply to selected design. Submit proposed design concepts to local building officials for initial review and comments.
03. Meet with consultants to review initial engineering design layouts, present issues based on existing on-site/off-site conditions and coordinate work between consultants and owner- provided surveys. Coordinate with civil engineering consultant proposed finished grades, contouring of site, determine applicable codes, coordinate detention ponds with placement of facility amenities and support areas, cost estimate of civil engineering work under architects contract.
04. Structural Engineering: Determine required Design Criteria based on applicable building code. Provide recommendations on most efficient structural system/materials for project. Review architectural plan and provide locations of structural members. Provide recommendations on probable sizes of structural members. Provide recommendations/input on potential conflict areas between Architectural/MEP/Structural. Provide preliminary framing and foundation layout. Provide necessary cost data is required.
05. MEP Engineering: Calculations of energy loads, design to applicable code, recommendation of systems and fixtures, review of architectural drawings to provide recommendations on location of utility spaces, cost data for MEP systems.
06. Review with Precinct Administration and Urban County preliminary construction costs as provided by each of the consultants as compared to the project budget.

1314 Ivy Avenue, McAllen, Texas 78501
PH. 956.631.1945 ~ Fax 956.631.1968 ~ e-mail: hector@matagarcia-architects.com

Construction Document Phase:

01. Full A/E Team works on construction documents.
02. Architectural: Overall coordination of project, Specifications, Architectural Site Plans and Details, Floor Plans, Finish Schedules, ADA Compliance, Elevations, Plan Details, Roof Plan and Details, Wall Sections, Building Sections, Reflected Ceiling Plan, Flooring and Fixture Plans, Building Envelope Compliance Report.
03. Structural Engineering: Provide complete structural engineering design of proposed facilities. Provide updated progress drawings to design team for coordination. Attend periodic progress meeting with design team. Produce drawings that include General Notes, Typical Details, Foundation Plan, Framing Plan, Foundation Details and Framing Details. Produce and provide structural specifications.
04. Mechanical Engineering: Plumbing/Electrical load calculations. Equipment selection and schedules for exhaust systems for restrooms.
05. Electrical Engineering: Electrical service entrance design: Electrical distribution system design. Interior lighting and control system design. Site lighting and control system design. Circuiting of receptacles & power equipment. Schedules for panels and electrical riser diagrams.
06. Plumbing Engineering: Specification of plumbing fixtures. Domestic water system design. Sanitary sewer/vent system design. Grease waste system and interceptor design. Natural gas distribution system design. Kitchen plumbing systems design. Roof storm drainage system (if applicable). Sewer/Vent Isometrics. Energy compliance report.
07. Civil Engineering: Coordination with civil engineering consultant the design of site grading, drainage, access to public utilities, public access being done under a separate contract and coordinate connections to building amenities tie-ins under this contract.
08. Meetings are held by the A/E team with Precinct Administration and Urban County Program at the completion of 25%, 50%, 75% and 100% stages of the construction documents.
09. Meet with local building officials for final review of A/E interpretation and application of building and energy codes.
10. A final cost estimate is prepared by the A/E Team and presented to the Precinct Administration and Urban County Program for review.

Proposal Phase:

01. Coordinate printing and distribution of contract documents to general/sub contractors and local/state/national document distribution agencies. (Printing of construction documents is a reimbursable.)
02. Coordination of A/E team in review of questions presented by general/sub contractors and production of addendums in response to questions posed.
03. Coordinate receipt-of/opening-of/reading-of/ranking-of general contractor's proposals for proposed facility and reviewing proposals with Precinct Administration and Urban County.
04. Preparing contract for construction.

Construction Phase:

01. Weekly on-site observation of work-to-date and meeting with general/sub contractors.
02. Weekly report on construction progress.
03. Monthly Pct. No. 4 Administration and A/E Team meeting with general contractor to review construction progress to date and contractor payment request and percentage of completion versus project construction timeline.
04. Monthly update, tying project payments to project timeline, percentage of days to date to that of the overall construction timeline.
05. Structural Engineer: Provide periodic jobsite observation visits. Provide site observation reports. Attend periodic construction progress meetings. Review project shop drawings.
    Review and answer contractor generated RFI's. Review any change order requests. Provide construction punchlist.
06. MEP Engineer: RFI responses. Submittal reviews. Construction site visit observations shall be dispersed strategically throughout the project as follows: under slab, rough-in, above ceiling, punch list, & back punch.

07. Civil Engineer: RFI responses. Submittal reviews. Construction site visit observations shall be dispersed strategically throughout the project.

Project Budget for Precinct No. 4 Parks, Recreational Facility Improvements Project - Sunflower Park based on $506,000.00 budget set by Urban County Program

Schematic Design Phase 15% of Phase One at 9.5%	$ 7,210.50
Design Development Phase 15% of Phase One at 9.5%	$ 7,210.50
Construction Document Phase 45% of Phase One at 9.5%	$ 21,631.50
Bid Proposal Phase 5% of Phase One at 9.5%	$ 2,403.50
Construction Administration 20% of Phase One at 9.5%	$ 9,614.00
Total A/E Fee	$ 48,070.00

If you have any questions, feel free to call.
Thank you.

Hector Rene Garcia
Architect / Partner

Enclosures:
W9
Certificate of Debarment
CIQ form
Certificate of Insurance

Originals by U.S. Mail

NOTICE TO PROCEED

Project Name: Precinct No. 4- Parks, Recreational Facility Improvements

Project Location: Sunflower Park

Project Account Number(s): 5012-94-0306-5000-9400-UCP-GVG

Wage Decision: TX130005 (Building) & TX130008 (Heavy Highway)

Approved by Hidalgo County Commissioners' Court on: April 30, 2013

This is to inform you that **Mata-Garcia Architects** (Engineering Firm);

1314 Ivy Avenue (Address), **McAllen, TX 78501** (City/State) may proceed with the engineering services for the above referenced project as of **June 11, 2013** (Date).

Diana R. Serna

Diana R. Serna, Director
Urban County Program
1916 Tesoro Blvd.
Pharr, Texas 78577
(956) 787-8127

6-11-13
Date

Purchase Order
COUNTY OF HIDALGO

PO# 707281

DATE: 04/04/14

PAGE NO: 1 Of 1

PO TYPE:

VENDOR: 407933 REQ: 00254108

PHONE:

EMAIL:

MATA-GARCIA ARCHITECTS, LLP
1314 IVY AVENUE
MCALLEN TX 78501

SHIP TO: HIDALGO CO. PCT 4
1051 N. DOOLITTLE
EDINBURG TX 78542

CONTACT:

SITE: COMMISSIONER, PRECINCT 4

SPECIAL INSTRUCTIONS: PCT#346

VENDOR NOTES

1. Do not add to, or alter this Purchase Order. This Order is not renewable.
2. TAX EXEMPTION: This Purchase Order may be accepted in lieu of Exemption Certificate.
3. This Order is also placed F.O.B. Destination. Vendor must repay all shipping costs.
4. Invoice each Purchase Order singly. Original invoices are required customer copy may be accepted. Out number must appear on all invoices, bills of lading, and packages.
5. Payment will be made only for bona fide and full completed orders, unless otherwise attached.

QTY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER SUNFLOWER PARK- URBAN COUNTY PROJECT FOR PAYMENT #3 2/19/14 Inv. No.:3006-14 CONTRACT AMT. IS FOR $48,070.00 ACCT: 5008/09/10/12-94-0306-5000-9400		
1.00	EACH	RM REIMBERSABLE EXPENSES RGV REPRO. INV 101294 FOR AMT. OF $1,131.60 RGV REPRO. INV 101336 FOR AMT. OF $219.00 ADA FILING AND REVIEW, A. COVACEVICH INV. 656 $675.00	2,025.60	2,025.60
		TOTAL:		2,025.60
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233 ********** For Hidalgo County use only 4-1100-452-00-124-009-0-334 2,025.60		

Authorized by: Martha L Salazar

HIDALGO COUNTY
URBAN COUNTY PROGRAM

PROFESSIONAL SERVICES - ARCHITECT

REQUEST FOR PAYMENT NO: 3 DATE: 2/19/2014

PRECINCT COUNTY OF HIDALGO PRECINCT 4
PROJECT NAME: SUNFLOWER PARK
Arch. Firm: Mata-Garcia Architects, LLP
1314 Ivy Avenue
McAllen, Texas 78501

Contract Amount: $48,070.00
Account No.: 5008/09/10/12-94-0306-5000-9400

Scope of Services	Estimated Amount	% Completed to Date	Total Due	Less Previous Payments	Amount Due This Request
Reimbursable Expenses					
RGV Repro. Inv 101294	$1,131.60	100	$1,131.60	$0.00	$1,131.60
RGV Repro. Inv 101336	$219.00	100	$219.00	$0.00	$219.00
ADA Filing and review, A. Covacevich inv. 656	$675.00	100	$675.00	$0.00	$675.00
TOTAL	**$2,025.60**	**100**	**$2,025.60**	**$0.00**	**$2,025.60**

I, the undersigned certify that the above is true and correct to the best of my knowledge.

02.25.2014
Architect Signature Date

Hector R. Garcia
(Print Name)

Joseph Palacios 3/19/14
Precinct/UCP Signature Date

Joseph Palacios
(Print Name)

MATA-GARCIA ARCHITECTS, L.L.P.

Architecture ~ Project Management ~ Interior Design

INVOICE FOR ARCHITECTURAL SERVICES

Project: Precinct No. 4 - Parks and Recreational Facility Improvements Project
Sunflower park
5008/09/10/12-94-0306-5000-9400

Project: Hidalgo County , Texas
Urban County Program
3304 West Alberta Road
Edinburg, Texas

Date: January 24, 2014

Invoice No.: 3006-14

Your account is now due $2,025.60 as follows:

Architectural/Engineering Fee $48,070.00

Work by Phases:

Preliminary Phase	$48,070.00	x 15%	= $ 7,210.50
Contract Documents Phase	$48,070.00	x 60%	= $28,842.00
Construction Administration	$48,070.00	x 25%	= $12,017.50
Total Contract Amount			= $48,070.00

Work to Date:

Preliminary Phase	$ 7,210.50	x 100%	= $ 7,210.50
Contract Documents Phase	$28,842.00	x 100%	= $28,842.00
Construction Administration	$12,017.50	x 0%	= $ 0.00
Total Work to Date			= $36,052.50
Reimbursable expenses			
Printing:			
RGV Reprographics, Invoice #101294			= $ 1,131.60
RGV Reprographics, Invoice #101336			= $ 219.00
TDLR (ADA)Filing and Review			
Anthony Covacevich, Invoice 656			= $ 675.00
Total Due To Date			= $38,078.10
Less previous billed, inv 2952-13			= $21,631.50, ck 28624
Less previous billed, inv 2971-13			= $14,421.00, ck407933
Total Due Now			= $ 2,025.60

RECEIVED
JAN 31 2014
BY: L. Lucio

1314 W. Ivy Avenue
McAllen, Texas 78501

Anthony Covacevich Consultant

401 Southgate Circle
Weslaco, TX 78596

Invoice

Date	Invoice #
11/21/2013	656

Bill To
Mata- Garcia Architects, LLP 1314 West Ivy Avenue McAllen, Tx 78501-4310

Description	Amount
Review of TAS Project #B4805305 Impvts to Sunflower Park	500.00
TDLR Filing Fee	175.00

PAID

CK. NO. 23082
DATE 1/8/2014

Thank you for your business.

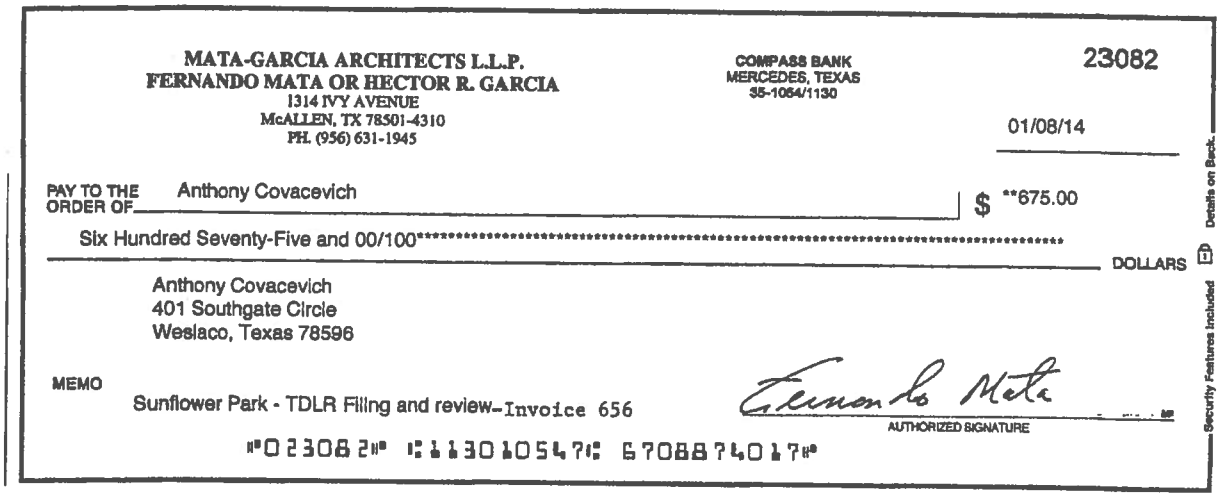
Total $675.00

Friday, Jan 24, 2014 01:15:45 p.m. CT

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#23082 Date: **01/14** Amount:**$675.00**



MATA-GARCIA ARCHITECTS L.L.P.
FERNANDO MATA OR HECTOR R. GARCIA
1314 IVY AVENUE
McALLEN, TX 78501-4310
PH. (956) 631-1945

COMPASS BANK
MERCEDES, TEXAS
35-1064/1130

23082

01/08/14

PAY TO THE ORDER OF Anthony Covacevich $ **675.00

Six Hundred Seventy-Five and 00/100********** DOLLARS

Details on Back.

Anthony Covacevich
401 Southgate Circle
Weslaco, Texas 78596

MEMO Sunflower Park - TDLR Filing and review-Invoice 656

AUTHORIZED SIGNATURE

Security Features Included

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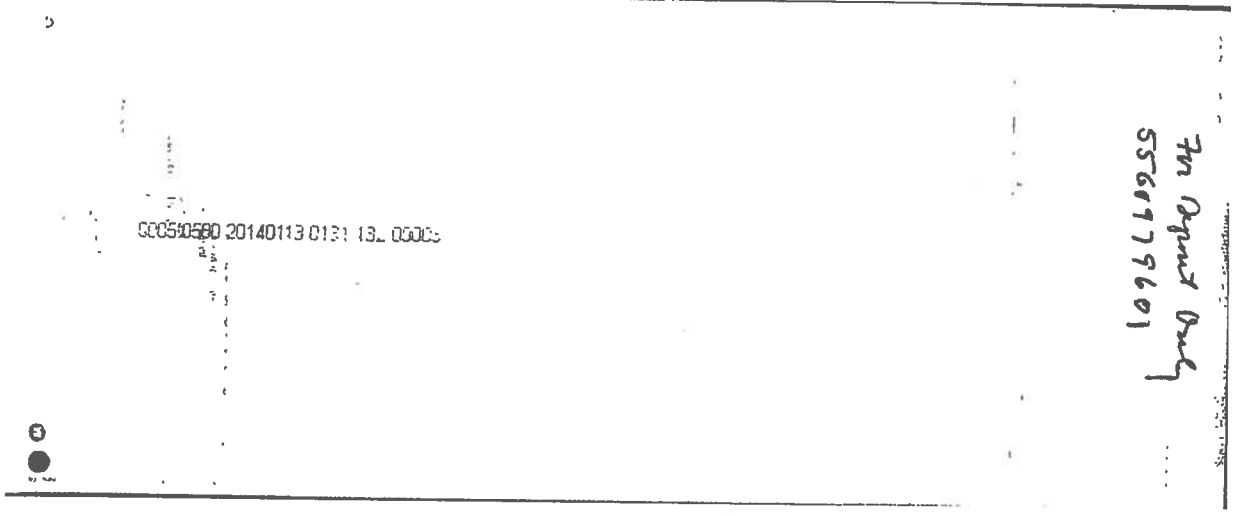
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RGV Reprographics, Inc.
519 S.Broadway
PO Box 1959
McAllen, TX 78505
USA

Voice: (956) 686-1525
Fax: (956) 686-1529

INVOICE

Invoice Number: 101294
Invoice Date: Nov 20, 2013
Page: 1

Bill To:	Ship to:
MATA - GARCIA ARCHITECTS, LLP 1314 Ivy Avenue McAllen, TX 78501 USA	ASK PO NUMBER 1314 Ivy Avenue McAllen, TX 78501 USA

Customer ID	Customer PO	Payment Terms	
MATA VIL	Sun Flower Park Pct4	Net 30 Days	
Sales Rep ID	**Shipping Method**	**Ship Date**	**Due Date**
	McA May		12/20/13

Quantity	Item	Description	Unit Price	Amount
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20.00	2543-01	BINDING -WIDE FORMAT	1.00	20.00
14,700.00	2500A-01	735 originals 20 sets 8.5x11	0.05	735.00
20.00	2542-01	BINDING -SPECS	2.00	40.00
		Sun Flower Park Precinct No. 4 San Carlos TX		

PAID
CK. NO 23157
DATE 2/18/14

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Sales Tax	
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TOTAL	**1,131.60**

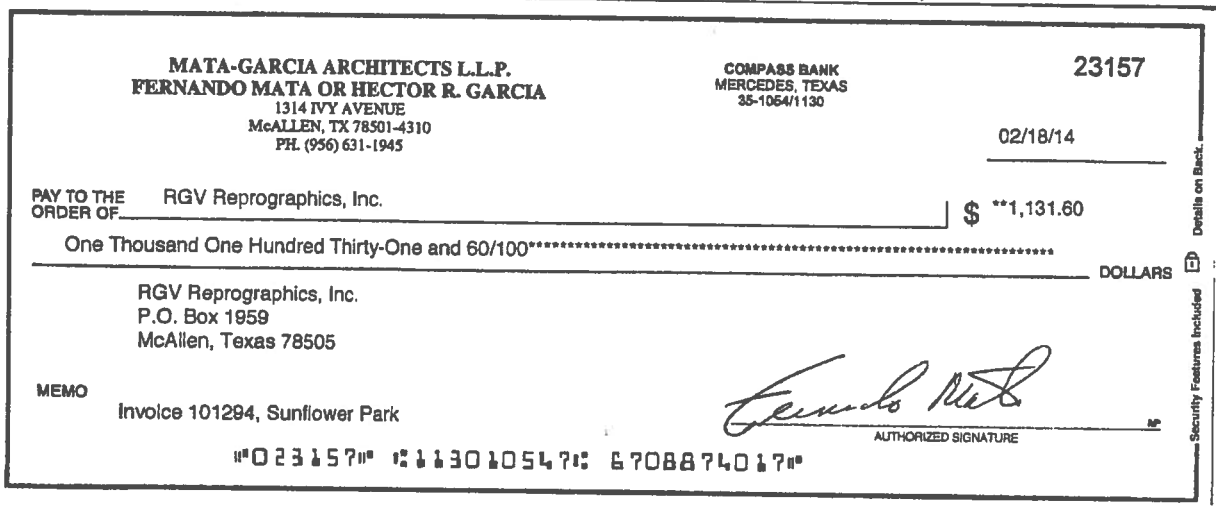
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Thursday, Feb 20, 2014 09:23:30 a.m. CT

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#23157 Date: 02/19 Amount:$1,131.60



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FERNANDO MATA OR HECTOR R. GARCIA
1314 IVY AVENUE
McALLEN, TX 78501-4310
PH. (956) 631-1945

COMPASS BANK
MERCEDES, TEXAS
35-1054/1130

23157

02/18/14

PAY TO THE ORDER OF RGV Reprographics, Inc. $ **1,131.60

One Thousand One Hundred Thirty-One and 60/100********** DOLLARS

RGV Reprographics, Inc.
P.O. Box 1959
McAllen, Texas 78505

MEMO Invoice 101294, Sunflower Park

AUTHORIZED SIGNATURE

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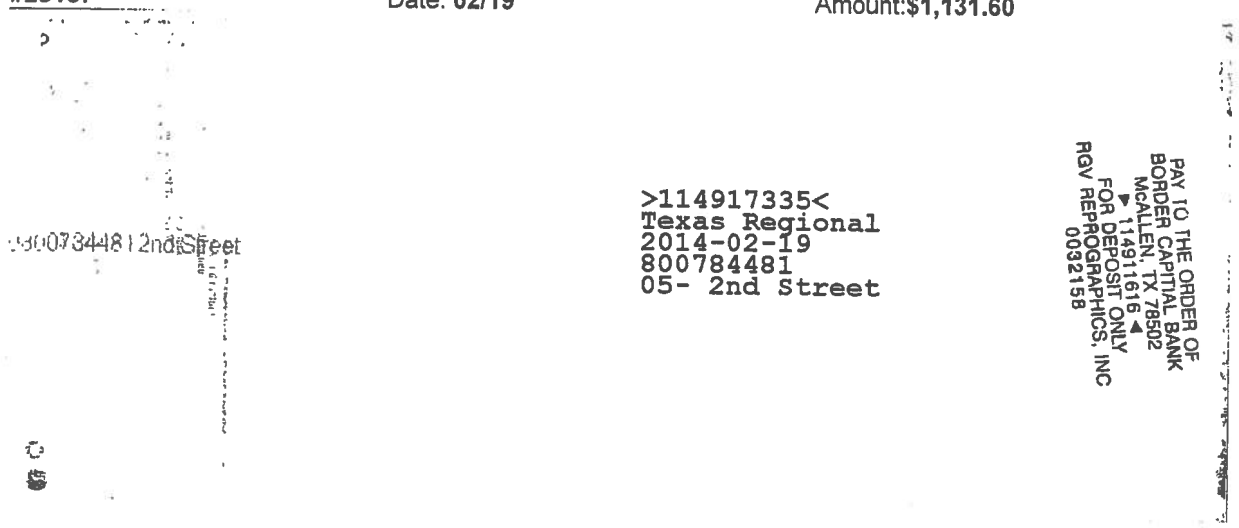
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RGV Reprographics, Inc.
519 S.Broadway
PO Box 1959
McAllen, TX 78505
USA

Voice: (956) 686-1525
Fax: (956) 686-1529

INVOICE

Invoice Number: 101336
Invoice Date: Nov 26, 2013
Page: 1
Duplicate

Bill To:	Ship to:
MATA - GARCIA ARCHITECTS, LLP 1314 Ivy Avenue McAllen, TX 78501 USA	ASK PO NUMBER 1314 Ivy Avenue McAllen, TX 78501 USA

Customer ID	Customer PO	Payment Terms	
MATA VIL		Net 30 Days	
Sales Rep ID	**Shipping Method**	**Ship Date**	**Due Date**
	McAllen Vic		12/26/13

Quantity	Item	Description	Unit Price	Amount
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60.00	2573A-01	STAPLING PER STAPLE	0.05	3.00
		Sunflower Park Precinct No. 4 San Carlos TX		

PAID
CK. NO. 23158
DATE 2/18/14

Subtotal	219.00
Sales Tax	
Total Invoice Amount	219.00
Payment/Credit Applied	
TOTAL	**219.00**

Check/Credit Memo No:

Wednesday, Feb 26, 2014 01:13:26 p.m. CT

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#23158 Date: 02/19 Amount:$219.00

MATA-GARCIA ARCHITECTS L.L.P.
FERNANDO MATA OR HECTOR R. GARCIA
1314 IVY AVENUE
McALLEN, TX 78501-4310
PH. (956) 631-1945

COMPASS BANK
MERCEDES, TEXAS
35-1054/1130

23158

02/18/14

PAY TO THE ORDER OF RGV Reprographics, Inc. $ **219.00

Two Hundred Nineteen and 00/100********** DOLLARS

Details on Back. Security Features Included

RGV Reprographics, Inc.
P.O. Box 1959
McAllen, Texas 78505

MEMO
Invoice 101336, Sunflower Park

Fernando Mata
AUTHORIZED SIGNATURE

⑈023158⑈ ⑆113010547⑆ 670887401⑆

View Back Image OK

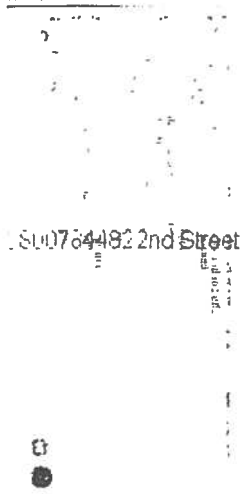
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Thursday, Feb 20, 2014 09:23:12 a.m. CT

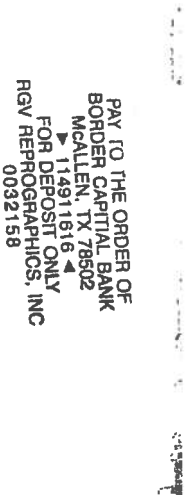
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Zoom Out Zoom In Print Screen Send Us a Message

#23158 Date: **02/19** Amount:**$219.00**



>114917335<
Texas Regional
2014-02-19
800784482
05- 2nd Street



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AI-43840 **HIDTA - Task Force 20. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Rene Guerra, Criminal District Attorney **Submitted By:** Nelda Olivarez, HIDTA

Department: HIDTA

Information

CAPTION

1. Requesting to remove the following assets from the Fixed Asset Inventory:

Asset No.	Description	Serial No.
53597	Mobile Radio 5300	5318J1011C10597
53598	Mobile Radio 5300	5318J0911T10447
53599	Portable Radio 5100	5110G2908C63089
53600	Portable Radio 5100	5110G2808C62454
53601	Portable Radio 5100	5100G2808C62409
53602	Portable Radio 5100	5110G2908C63126
53603	Portable Radio 5100	5100G2908C63132
50998	Mobile Radio 5300	5326J3309T-79724
50999	Mobile Radio 5300	5326J3309T-79742
51000	Mobile Radio5300	5326J3209T-79251
51001	Mobile Radio 5300	5326J3209T-79248
51002	Mobile Radio 5300	5326J3309T-79734
51003	Mobile Radio 5300	5326J3309T-79719
51004	Mobile Radio 5300	5326J3309T-79733
51006	Mobile Radio 5300	5326J3209T-79246
51008	Portable Radio 5100	5119G4308T-84921
51009	Portable Radio 5100	5110G3408T-72233
51010	Portable Radio 5100	5110G3308T-70240
51011	Portable Radio 5100	5110G0109C-92983
51012	Portable Radio 5100	5100G3408T-71767

2. Authorization and approval to accept the Memorandum of Understanding between the Hidalgo County HIDTA Task Force and the Starr County HIDTA Task Force.

BACKGROUND

The mobile and portable radios being transferred were purchased by the Hidalgo County HIDTA Task Force utilizing
$99,747.00 (81.17%) of HIDTA Grant Funds and $23,134.34 (18.83%) of Equitable Sharing HIDTA Funds.

As set forth under the HIDTA Program Policy and Budget Guidance;section 6.3.2 Disposition of Equipment: Before disposing of any HIDTA-funded equipment, all HIDTA grantees must make the equipment available to the HIDTA Director for possible use by another HIDTA participant.

The Guide to Equitable Sharing for State and Local Law Enforcement Agencies; the recipient law enforcement agency may at its discretion, , transfer the tangible property to another governmental department or agency to support drug abuse treatment, drug and crime prevention and education, housing, and job skills programs, or other community-based programs.

Attachments

MOU Starr County

backup

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/31/2014 02:30 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Nelda Olivarez Started On: 03/28/2014 07:40 AM

Final Approval Date: 04/11/2014

STATE OF TEXAS)
)
COUNTY OF HIDALGO)

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is entered into, by and between the **HIDALGO COUNTY HIDTA TASK FORCE**, hereinafter called "HIDTA", and the **STARR COUNTY HIDTA TASK FORCE**, hereinafter called "STARR COUNTY".

WITNESSETH:

WHEREAS, HIDTA has certain surplus equipment and STARR COUNTY has a need for such surplus equipment which will be utilized in crime prevention and law enforcement (hereinafter "Equipment");

WHEREAS, HIDTA and STARR COUNTY have common law enforcement and crime prevention goals and close government ties and the STARR COUNTY has a need for such Equipment to continue their efforts;

WHEREAS, HIDTA purchased the Equipment with Federal Asset Forfeiture Program Funds (Equitable Sharing), and the transfer of Equipment is allowable under *The Guide to Equitable Sharing for State and Local Law Enforcement Agencies.*

NOW THEREFORE, to enhance cooperation amongst local law enforcement agencies and express their mutual commitment to crime prevention and law enforcement, HIDTA and STARR COUNTY hereby agree as follows:

1. **EQUIPMENT SHARING:** HIDTA will permanently transfer to the STARR COUNTY certain surplus designated Equipment owned by HIDTA which is identified as:

Description	County Asset No.	Serial Number
1. Mobile Radio 5300 EFJ	53597	5318J1011C10597
2. Mobile Radio 5300 EFJ	53598	5318J0911T10447
3. Portabel Radio 5100 ES	53599	5110G2908C63089
4. Portabel Radio 5100 ES	53600	5110G2808C62454
5. Portabel Radio 5100 ES	53601	5110G2808C62409
6. Portabel Radio 5100 ES	53602	5110G2908C63126
7. Portabel Radio 5100 ES	53603	5110G2908C63132
8. Mobile Radio 5300 EFJ	50998	5326J3309T-79724
9. Mobile Radio 5300 EFJ	50999	5326J3309T-79742
10. Mobile Radio 5300 EFJ	51000	5326J3209T-79251
11. Mobile Radio 5300 EFJ	51001	5326J3209T -79248
12. Mobile Radio 5300 EFJ	51002	5326J3309T -79734
13. Mobile Radio 5300 EFJ	51003	5326J3309T -79719
14. Mobile Radio 5300 EFJ	51004	5326J3309T -79733
15. Mobile Radio 5300 EFJ	51006	5326J3209T -79246
16. Portable Radio 5100 EFJ	51008	5119G4308T-84921
17. Portable Radio 5100 EFJ	51009	5110G3408T-72233
18. Portable Radio 5100 EFJ	51010	5110G3308T-70240

19. Portable Radio 5100 EFJ	51011	5110G0109C-92983
20. Portable Radio 5100 EFJ	51012	5110G3408T-71767

2. **IN CONSIDERATION OF THE EQUIPMENT SHARING:** STARR COUNTY agrees to the following:

   A. STARR COUNTY will accept permanently transferred Equipment in "as-is" condition and acknowledges that HIDTA makes no warranty in any manner as to the fitness of the equipment for any purpose.

   B. STARR COUNTY will be responsible for all Equipment repairs and maintenance.

   C. STARR COUNTY agrees that Equipment shall be solely used for law enforcement purposes.

   D. STARR COUNTY agrees to follow the *HIDTA Program Policy and Budget Guidance* Section 8-Property Management for the above HIDTA grant purchase equipment .

HIDTA will receive no compensation from STARR COUNTY for any EQUIPMENT shared and/or transferred pursuant to this agreement. This agreement becomes effective on the Date it is signed by both parties. This agreement can be terminated upon thirty (30) days written notice.

COUNTY OF HIDALGO HIDTA TASK FORCE

By: _____ _____
Ramon Garcia, Hidalgo County Judge — Date

By: _____ 3/27/14
Rene Guerra, Hidalgo County District Attorney — Date

STARR COUNTY HIDTA TASK FORCE

By: _____ 3-21-14
Omar Escobar, Starr County District Attorney — Date

APPROVED AS TO FORM
Hidalgo County District Attorney's Office

By :_____ Date: _____
Josephine Ramirez Solis, Assistant DA

AI-43840 **HIDTA - Task Force 22. A.**
CC - REGULAR
Meeting Date: 04/15/2014
Submitted For: Rene Guerra, Criminal District Attorney **Submitted By:** Nelda Olivarez, HIDTA
Department: HIDTA

Information

CAPTION

1. Requesting to remove the following assets from the Fixed Asset Inventory:

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53603	Portable Radio 5100	5100G2908C63132
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51008	Portable Radio 5100	5119G4308T-84921
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51011	Portable Radio 5100	5110G0109C-92983
51012	Portable Radio 5100	5100G3408T-71767

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BACKGROUND

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As set forth under the HIDTA Program Policy and Budget Guidance;section 6.3.2 Disposition of Equipment: Before disposing of any HIDTA-funded equipment, all HIDTA grantees must make the equipment available to the HIDTA Director for possible use by another HIDTA participant.

The Guide to Equitable Sharing for State and Local Law Enforcement Agencies; the recipient law enforcement agency may at its discretion, , transfer the tangible property to another governmental department or agency to support drug abuse treatment, drug and crime prevention and education, housing, and job skills programs, or other community-based programs.

Attachments

MOU Starr County

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	03/31/2014 02:30 PM
Budget & Management	Debbie Tamez	03/31/2014 02:30 PM
Auditor's Office		
Purchasing Department		

Form Started By: Nelda Olivarez Started On: 03/28/2014 07:40 AM

AI-43880 **Budget and Management 21. A. 1.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Patricia Ramos, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Sheriff Office (1100):
A. Approval of Certification of Revenue by County Auditor for the Sheriff.
B. Approval of 2014 appropriation of funds for Sheriff in the amount of $6,766.11 to fund the purchase of a replacement vehicle.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-421-00-280-001-0-741

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

BUDGETARY IMPACT:

Available funds as of 4/1/2014, monies are to be unreserved from acct#4-1100-360-00-000-005-0-000 Gen Fund Misc Rev-Insurance Claims.

Attachments

Appropriation
COR

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/01/2014 03:05 PM
Manuel Chapa	Manuel Chapa	04/04/2014 10:39 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Patricia Ramos Started On: 04/01/2014 12:57 PM

Final Approval Date: 04/11/2014

DATE: April 1, 2014

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for **Sheriff**

ACCOUNT NUMBER: 4-1100-421-00-280-001-0-741

Contact Person: Patricia Ramos Ph#: (956) 292-7025 ext. 5416

2014
Appropriation
AI-43880

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
4-1100-421-00-280-001-0- 741	Sheriff-	Vehicles	6,766.11
4-1100-360-00-000-005-0- 000	*Gen Fund-Misc-Rev-*	*Insurance Claims*	*6,766.11*
	TOTAL BUDGET INCREASE (DECREASE)		**6,766.11**

REASON: Appropriation of funds from General Fund Miscellaneous Revenue total loss of county vehicle into Sheriff account to fund replacement vehicle.

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

April 11, 2014

The Honorable Ramon Garcia, Hidalgo County Judge
The Honorable A.C. Cuellar, Jr., 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 revenue from insurance proceeds in the amount of $6,766.11. 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

4/14/14
Date

HIDALGO COUNTY DISTRICT JUDGES

JAIME E. TIJERINA JUDGE, 92ND D.C. | RODOLFO DELGADO JUDGE, 93RD D.C. | J. R. "BOBBY" FLORES JUDGE, 139TH D.C. | ROSE GUERRA REYNA JUDGE, 206TH D.C. | JUAN R. PARTIDA JUDGE, 275TH D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332ND D.C. | NOE GONZALEZ JUDGE, 370TH D.C. OVERSEER | LETICIA LOPEZ JUDGE, 389TH D.C. | AIDA SALINAS FLORES JUDGE, 398TH D.C. | ISRAEL RAMON, JR. JUDGE, 430TH D.C. | JESSE CONTRERAS JUDGE, 449TH D.C.

HIDALGO COUNTY
texas

Department of
Budget & Management
2818 S. Business Hwy. 281
Edinburg, Texas 78539
Office: (956) 292-7025
Fax: (956) 292-7034
www.co.hidalgo.tx.us

MEMORANDUM

To: Raymundo Eufracio, CPA, County Auditor

From: Sergio Cruz, Budget Officer SC

Date: Tuesday, April 1, 2014

Subject: Certification of Revenues

Cc: Linda Fong, 1st Assistant Auditor
Becky Luna, Director of Accounting Division
Alvaro Chuc, Financial Accounting Supervisor

Please let this memo serve as request for Certification of Revenues for Sheriff (AI-43880 04/08/14). Revenues have been received in the amount of $6,766.11 and are recorded in account no. 4-1100-360-00-000-005-0-000.

These revenues will be appropriated in the next Commissioners' Court meeting following the Certification of Revenues.

Thank you for your attention on this matter. If you have any questions, please do not hesitate to contact me at (956) 292-7025 ext., 5424.

OFFICIAL HIDALGO COUNTY RECEIPT
OFFICE OF THE COUNTY TREASURER
NORMA G. GARCIA

Receipt No: 173576

Received From: DBM SAFETY DIVISION 03/11/14 Date 03/17/14

1	1 25076056	DOI:12/19/13 VIN# 1FAFP53U5A231105	4-1100-360-00-000-005-0-000	6,766.11

Total: **6,766.11**

Check Total	6,766.11
Cash Total	.00
Credit Total	.00
Other Total	.00

PAYMENT NO 1 25 076056 J
PAYMENT AMOUNT $6,766.11
ISSUE DATE 02-25-2014
AUTHORIZED BY SUTTON, STACEY
PHONE (888) 257-6077

CLAIM NO 53-27V5-474
LOSS DATE 12-19-2013
POLICY NO 2338-673-53
INSURED COMPLE, ALEX

HIDALGO COUNTY
9805 N 10TH ST
MCALLEN TX 78504-9529

REMARKS Total Loss Settlement

COVERAGE DESCRIPTION	ON BEHALF OF	AMOUNT
PROPERTY DAMAGE LIABILITY	HIDALGO COUNTY	6,766.11

RETAIN STUB FOR RECORDS

GREEN DROPOUT APPEARS ON FACE OF DOCUMENT

State Farm STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY
TEXAS
CTLU PQBPCL338

JPMORGAN CHASE BANK, NA 56-1544/441
COLUMBUS, OH 43240

1 25 076056 J

CLAIM NO 53-27V5-474
LOSS DATE 12-19-2013

INSURED COMPLE, ALEX

DATE 02-25-2014
MM DD YYYY

****EXACTLY SIX THOUSAND SEVEN HUNDRED SIXTY-SIX AND 11/100 DOLLARS $*****6,766.11

Pay to the Order of: HIDALGO COUNTY

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

SECURED DOCUMENT WATERMARK APPEARS ON BACK, HOLD AT 45° ANGLE FOR VIEWING

⑈ 25 1 7076056 ⑈ ⑆044115443⑆ 627119209 ⑈

D. AI-43465 Approval to accept settlement check from State Farm Insurance Company in the amount of $6,766.11 to settle total loss auto accident with County vehicle. (Sheriff Office)

E. AI-43511 Approval of 2014 Museum Funding Agreement between County of Hidalgo and Museum of South Texas History in the amount of $ 270,000.00.

8. **Constables:** Chief Rivera

A. AI-43407 Constable Pct. 4- Local Border Security Program (1284) :
1. Authorization and approval to accept the Local Border Security Program FY 2014 (LBSP-14) Grant Award No: LBSP-14-0031 in the amount of $75,000.00.
2. Authorization for County Judge, as authorized official, to sign grant award form and related documents.
3. Authorization to pay overtime reimbursable under the grant terms and conditions.
4. Approval of Certification of Revenues, as certified by the County Auditor, for the Local Border Security Program FY2014 (LBSP-14).
5. Approval to appropriate funds for LBSP-14 in the amount of $75,000.00.

9. **Human Resources - Esther Cortez:** Sylvia

A. AI-43341 Sheriff's Office (1100):
1. Approval of the following personnel actions, effective next full pay period, 03/24/2014.

Action	*Position Title*	*Slot No.*	*Budgeted/Proposed Allowance Amount*
Delete Clothing Allowance	Deputy Sheriff	0209	$500.00
Add Clothing Allowance	Deputy Sheriff (Step II)	0120	$500.00

2. Approval of revised salary schedule.

10. **Sheriff's Office:** Capt. Ozuna

A. AI-43435 Presentation and discussion of the 2013 Racial Profiling Report as presented by the Hidalgo County
Sheriff's Office, in accordance with Article 2.133 of the Texas Code of Criminal Procedure.

11. **Health & Human Services Department - Eddie Olivarez**

A. AI-43331 Requesting approval of the Secure Shredding Service Agreement between Lonestar Shredding - Rio Grande Valley and Hidalgo County Health & Human Services Dept. The Agreement is for shredding services provided by Lonestar.

B. AI-43327 Approval to process the following Time Warner invoices as claims with authority for County Treasurer to isssue a check after auditing procedures are completed by County Auditor.

Vendor	Account No.	Statement Date	Amount
Time Warner	8260-18-010-0425162	10/10/2013	$1,757.86
Time Warner	8260-18-010-0425162	11/11/13	$589.25
Time Warner	8260-18-010-0425162	12/10/13	$589.25
Time Warner	8260-18-0425162	01/10/14	$587.13

DATE: April 1, 2014

2014
Appropriation
AI-43880

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for **Sheriff**

ACCOUNT NUMBER: 4-1100-421-00-280-001-0-741

Contact Person: Patricia Ramos Ph#: (956) 292-7025 ext. 5416

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
4-1100-421-00-280-001-0- 741	Sheriff-	Vehicles	6,766.11
4-1100-360-00-000-005-0- 000	*Gen Fund-Misc-Rev-*	*Insurance Claims*	*6,766.11*
		TOTAL BUDGET INCREASE (DECREASE)	**6,766.11**

REASON: Appropriation of funds from General Fund Miscellaneous Revenue total loss of county vehicle into Sheriff account to fund replacement vehicle.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

__/__/__
DATE

ATTEST COUNTY CLERK

AI-43904 **Budget and Management 21. A. 2.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Tax Office **Submitted By:** Ivan Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

Tax Office Special Vehicle Inventory (1246):
Approval of 2014 appropriation of funds in the amount of $52,764.91 for Tax Office Special Vehicle Inventory to fund various operating expenditures.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1246-415-15-140-003-0-XXX

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

BUDGETARY IMPACT:

Appropriation of funds in the amount of $52,764.91 for the Tax Office Special Vehicle Inventory Fund to fund various operating expenditures.

Funds available in the unreserved f/b as of 4-2-14. Refer to attached Budget Analysis.

Attachments

Budget Analysis

Appropriation

Form Review

Inbox	Reviewed By	Date
Ivan Cantu (Originator)	Ivan Cantu	04/04/2014 08:35 AM
Budget & Management	Debbie Tamez	04/04/2014 10:09 AM
Manuel Chapa	Manuel Chapa	04/11/2014 08:59 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Ivan Cantu Started On: 04/02/2014 02:47 PM

Final Approval Date: 04/11/2014

Hidalgo County
Department of Budget & Management

Tax Office Special Vehicle Inventory
2014 Budget Analysis

4-1246-415-15-140-003-0-XXX - Tax Office

Obj. Code	Obj. Code Description	2014 Original Budget	2014 Adjusted Budget as of 4-2-14	2014 Tax Office Budget Request	Appropriation Amount
336	Computer Services	-	-	20,000.00	20,000.00
535	Postage	1,680.62	1,680.62	24,445.53	22,764.91
583	Out of Co. Travel	-	-	10,000.00	10,000.00
584	Registration Fees	5,000.00	5,000.00	5,000.00	-
	GRAND TOTALS	**6,680.62**	**6,680.62**	**59,445.53**	**52,764.91**

RECAP:

2014 Original Budget (Adopted)	6,680.62
Appropriation Amount	52,764.91
2014 Tax Office Budget Request	**59,445.53**

DATE: April 15, 2014

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: DBM for Tax Office Special Veh. Inventory

ACCOUNT NUMBER: 4-1246-415-15-140-003-0-XXX

Contact Person: Ivan Cantu Ph#: (956) 292-7025 ext. 5425

2014
Appropriation

SUBJECT: **Budget Amendments** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)		ACCOUNT (OBJECT) NAME		AMOUNT
4-1246-415-15-140-003-0-	336	Tax Off.-	Computer Services	20,000.00
4-1246-415-15-140-003-0-	535	Tax Off.-	Postage	22,764.91
4-1246-415-15-140-003-0-	583	Tax Off.-	Out of Co. Travel	10,000.00
		TOTAL BUDGET INCREASE (DECREASE)		**52,764.91**

REASON: Appropriation of funds for the Tax Office Special Vehicle Inventory to fund operating expenditures for calendar year 2014, as requested by Tax Office during the 2014 Budget Process. Monies are taken from the unreserved fund balance.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

____/____/____
DATE

ATTEST COUNTY CLERK

AI-43918 **Budget and Management 21. A. 3.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Co. Clerk's Office **Submitted By:** Merlen P. Munoz, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

County Clerk's Record Archive (1100): Approval of 2014 appropriation of funds in the amount of $54,960.00.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-415-40-180-002-0-XXX

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

BUDGETARY IMPACT:

Available funds as of 4/3/2014, Monies are to be unreserved from acct#4-1100-255-02-000-004-0-000 Fund Balance - Restricted For CC Rec Archv.

Attachments

Appropriation

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/03/2014 08:37 AM
Merlen P. Munoz (Originator)	Merlen P. Munoz	04/04/2014 07:18 AM
Budget & Management	Merlen P. Munoz	04/04/2014 07:19 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Merlen P. Munoz Started On: 04/03/2014 08:15 AM

Final Approval Date: 04/11/2014

DATE: April 3, 2014

2014
Appropriation

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for **Co. Clerk Record Archive**

ACCOUNT NUMBER: 4-1100-415-40-180-002-0-XXX

Contact Person: Merlen Munoz Ph#: (956) 292-7025 ext. 5403

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
4-1100-415-40-180-002-0-	350	Co. Clerk Record Archive	Other Services	52,730.00
4-1100-415-40-180-002-0-	661	Co. Clerk Record Archive	Minor Office Furn. & Equip.	480.00
4-1100-415-40-180-002-0-	745	Co. Clerk Record Archive	Computer Equip.	1,750.00
			TOTAL BUDGET INCREASE (DECREASE)	**54,960.00**

REASON: To appropriate funding for anticipated expenditures.

Note: Monies are to be unreserved from acct#4-1100-255-02-000-004-0-000 Fund Balance - Restricted For CC Rec Archv

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

____/____/____
DATE

ATTEST COUNTY CLERK

AI-44010 **Purchasing Department 22. A.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: O. Montoya, EMC-Co. Judge **Submitted By:** Darlene Betancourt, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

1. Requesting exemption from competitive bidding requirements under the Texas Local Government Code, 262.024 (a) (4): a professional service;

2. Acceptance and Approval to enter into contract through (a letter of engagement) with the Law Firm of Best Best & Krieger LLP, to assist Hidalgo County as legal counsel in connection with the reconfiguration of Hidalgo County's 800 MHz Safety Radio System as ordered by the US Federal Communication Commission (FCC) with review and approval as to form by Asst. DA, Hon. Victor Garza.

BACKGROUND

Costs assocaited with Legal Services will be reimbused by Sprint/Nextel as outlined in the FCC Order

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

No fiscal Impact to Hidalgo County. Fees to be assessed and paid by Sprint/Nextel as outlined in the FCC Order attacher herein

Attachments

FCC Info-Engagement Letter

List of Entities

Legal Approval

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/11/2014 05:04 PM
Budget & Management	Debbie Tamez	04/11/2014 05:06 PM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Darlene Betancourt Started On: 04/09/2014 09:53 AM

Final Approval Date: 04/11/2014

Sample

4-1-13
Per telephone conversation Victor approval

Hon. Ramon Garcia
County of Hidalgo
100 E. Cano
Edinburg, Texas 78539

RE: Engagement of Legal Services

Honorable Judge Garcia:

We are pleased to submit to you a proposed agreement for the Law Firm of Best Best & Krieger L.L.P to serve as legal counsel for County of Hidalgo (hereinafter referred to as "County") in connection with reconfiguration of the County's 800 MHz public safety radio system as ordered by the Federal Communication Commission (hereinafter referred to as "FCC").

Basic Services

County engages the Law Firm to advise the County in connection with reconfiguration of the County's 800 MHz public safety radio system as ordered by the FCC, including, but not limited to: If necessary, filing extensions for additional time to complete any and all FCC and or Transition Authority (hereinafter referred to as "TA") deadlines; Facilitating biweekly updates to the TA regarding reconfiguration planning phase; Facilitating Cost Estimates to be submitted, and ensuring they meet FCC and TA requirements; Negotiating with Sprint/Nextel the reasonable estimated costs for reconfiguration; Facilitating request for payment to be submitted to Sprint/Nextel associated with the reconfiguration planning phase.

1. The Law Firm will provide the County with copies of all legal memoranda prepared as a result of this engagement, and if the engagement is for litigation, the Law Firm will provide copies of all relevant pleadings and timely status reports to the County Attorney; to the extent you require his assistance.

2. Notwithstanding the foregoing, since this is a professional service involving the attorney-client relationship, this service may be terminated (1) at any time by mutual consent of the parties or (2) by either party, in its discretion, effective on 30 days written notice to the other. If such should transpire, the Law Firm will ensure that it will co-operate in the termination of the service without prejudice to the County and County shall be responsible for payment of bills incurred up to date of termination.

3. All bills, status reports and communications relating to this service shall be submitted by the Law Firm to the Hidalgo County Emergency Management Coordinator.

4. All notices or other communication between parties shall be sent to :

Oscar Montoya
Hidalgo County
Emergency Management Coordinator
302 W. University
Edinburg, TX 78539

James R. Hobson
Best Best & Krieger LLP
2000 Pennsylvania Avenue N.W., Suite 4300
Washington, DC 20006-1812

Compensation

The attorneys in charge of this representation will be James R. Hobson and Gerard L. Lederer, whose hourly attorney standard rates for services -- which shall be reimbursed by Sprint/Nextel as provided -- are $515 per hour. Work performed at the direction of the County that is outside of the scope of work that is required to be reimbursed by Nextel will be at the firm's discounted municipal rate of $315 per hour. Such work would not be performed without written County permission.

Law Firm's fees for legal services in connection with reconfiguration of the County's 800 MHz public safety radio system ordered by the FCC will be based on the time we spend on the engagement. Statements for services will include itemized detail. As encouraged by the FCC orders, we will bill Sprint/Nextel directly at our standard rates. It is anticipated that most of the work on this project will be performed by James Hobson and Gerard Lavery Lederer at the hourly rates reflected in the paragraph above. In the course of the negotiations with

Sprint/Nextel, the Law Firm shall record in the eventual agreement that we expect payment from Sprint Nextel. Law Firm would have no recourse to County for payment unless County asks for services which are (1) agreed in advance and in writing to be outside the scope of reconfiguration planning and implementation for which the FCC has made Sprint/Nextel responsible; or (2) disputed between the County and Nextel as to Nextel's responsibility for payment and the County agrees to County payment in settlement of the dispute. All such additional work shall be subject to the billing practices outlined in this Letter of Engagement.

Additional Services

Law Firm attorneys are representing other clients with essentially identical interests in this matter. When work is performed for the benefit of two or more clients in this matter, the fees and charges will be appropriately allocated.

We understand that the parties potentially adverse to the County's interests are Sprint Nextel and possibly the Transition Administrator appointed by the FCC. Please inform us immediately if you become aware of any additional adverse parties.

The scope of representation by the firm's lawyers under this retainer is limited to matters as to which we are permitted to represent you by law, regulations or custom.

The term of this agreement shall be for one year from the date of its approval by the County, but shall automatically extend for successive one year terms unless the County gives Law Firm notice of termination during the last month of any term. Additionally, the County may at any time after the first year from the date of approval terminate this agreement by giving Law Firm 30 days written notice of termination.

No provisions of this agreement shall be deemed to be an agreement or undertaking of any member of the Commissioners Court or any official or employee of the Issuer, and no such member, official or employee shall be personally liable in connection herewith or be subject to any personal liability or accountability by reason of the terms hereof.

This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

In the event that, during any term hereof, the Commissioner's Court does not appropriate sufficient funds to meet the obligations of the County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Consultant(s). County agrees however, to use reasonable efforts to secure funds necessary for the continued performance of

this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of County pursuant to the provision of Tex. Loc. Govt. Code Ann §271.903 (Vernon Supp. 1995).

If this proposed agreement for service of Best Best & Krieger LLP as Legal Counsel is satisfactory, please evidence your acceptance and approval by executing two copies in the space provided below.

Sincerely,

BEST BEST & KRIEGER L.L.P.

By:_____

APPROVED AND ACCEPTED:

COUNTY OF HIDALGO

_____
County Judge, Ramon Garcia

ATTEST:

_____
County Clerk, Arturo Guajardo Jr.

APPROVED BY COMMISSIONERS COURT:

On this the _____day of _____20_____.

APPROVE AS TO FORM:_____
By: Victor M. Garza
Assistant District Attorney – County Affairs

800 MHz Transition Administrator
The Official Reconfiguration Manager

HIDALGO, COUNTY OF
Alvarez, Belinda/Radio Systems Manager
1615 S. Closner Ste G
Edinburg, TX 78539

August 28, 2012

Dear Belinda Alvarez/Radio Systems Manager,

As an 800 MHz licensee, you may be aware that the Federal Communications Commission (FCC) has mandated the reconfiguration of the 800 MHz band throughout the United States to correct interference caused by commercial wireless cellular systems (such as Sprint Nextel) and public safety licensees operating in the same band. The 800 MHz Transition Administrator, LLC (TA) is charged with overseeing 800 MHz band reconfiguration.

On August 17, 2012, the FCC issued a Notice of Proposed Rulemaking (NPRM) seeking comments on its proposed band plan for the U.S.-Mexico border region. The NPRM is available at http://800ta.org/content/fccguidance/DA_12-1343_08.17.12.pdf.

Based on the proposed band plan, your 800 MHz license contains frequencies that may be subject to 800 MHz band reconfiguration. This letter provides information about preparing for reconfiguration.

The TA will issue proposed replacement frequencies to you at a later date. Although you are not required to engage in planning or negotiation activities prior to receiving proposed replacement frequencies from the TA, the FCC encourages you to engage in such activities to the extent that they are not frequency-dependent and would not result in unnecessary duplication of costs. If planning funding is required, you should submit a Request for Planning Funding (RFPF) to the TA and negotiate a Planning Funding Agreement (PFA) with Sprint Nextel. The RFPF Form and Instructions are available on the TA's website at http://www.800TA.org/content/resources/forms.asp.

The reconfiguration process consists of planning for your reconfiguration, negotiating a Frequency Reconfiguration Agreement (FRA) with Sprint Nextel, implementing your reconfiguration, and closing your FRA. As part of your preparation for reconfiguration, it would be beneficial to familiarize yourself with the tasks involved in the different phases of the reconfiguration process. The TA recommends that you review the following resources, which are attached to this letter.

- *Mexican Border Region Licensees Fact Sheet*: The Fact Sheet provides guidance for Mexican border region licensees about reconfiguration and non-frequency-dependent activities that such licensees may engage prior to receiving their proposed replacement frequencies from the TA. The Fact Sheet can be viewed at http://www.800ta.org/content/resources/Mexico_Border_Region_Reconfig_Fact_Sheet.pdf.

- *Process Guide*: The Process Guide describes the phases of the reconfiguration process and the steps involved in completing them. The phases are the Planning and Negotiation Phase, the Reconfiguration Implementation Phase, and the Closing Phase. The Process Guide also provides information about resources and guidance to assist with each phase. The Process Guide can be viewed at http://www.800ta.org/content/resources/Process_Guide.pdf.

800 MHz Transition Administrator
The Official Reconfiguration Manager

Additional information regarding the reconfiguration process for Mexican border region licensees is available on the TA's website at http://www.800TA.org/content/resources/mexicoborder.asp.

If you have not submitted a Point of Contact (POC) Form to the TA, please complete the attached form. Please fill in the names and contact information for the person(s) who will be your points of contact, print out the form, sign it and fax it back to the TA at 888-701-4380. If you previously submitted a POC Form to the TA, please take this opportunity to review and update it, if necessary. The TA will use this information to keep you informed when further steps are required in the rebanding process.

The TA also recommends that you review and update your contact information on your FCC licenses in the Universal Licensing System (ULS) database located on the FCC's website at http://wireless.fcc.gov/uls/index.htm?job=home. Please note that it is your regulatory obligation to ensure the accuracy of all the information on your FCC licenses.

The TA would be pleased to answer any questions that you may have regarding the reconfiguration program. You may contact the TA via email at comments@800TA.org or by phone at 888-800-8220.

Sincerely,

Brett S. Haan

Brett Haan
800 MHz Transition Administrator, LLC

Attachments:

- Mexican Border Region Licensees Fact Sheet
- Process Guide
- Point of Contact Form

About the 800 MHz Transition Administrator, LLC

800 MHz Transition Administrator, LLC ("TA LLC") is the Transition Administrator ("TA") for the reconfiguration of the 800 MHz band mandated by the Federal Communications Commission ("FCC"). TA LLC has contracted with Deloitte Consulting LLP, Squire Sanders (US) LLP, and Baseline Wireless Services, LLC perform the duties of the TA. Among its duties, the TA establishes reconfiguration guidelines, specifies replacement channels, reviews reconfiguration cost estimates, monitors payment of reconfiguration costs, manages the relocation schedule, facilitates issue resolution and administers the alternative dispute resolution process. TA LLC uses information it receives solely for the purposes of administering the 800 MHz reconfiguration process and may disclose such information to the FCC or other authorized parties pursuant to the requirements of the 800 MHz Order or other authorized parties pursuant to the requirements of the 800 MHz Order or other applicable laws.

Before the
Federal Communications Commission
Washington, D.C. 20554

In the Matter of	)	
	)	
Improving Public Safety Communications in the 800 MHz Band	)	WT Docket 02-55
	)	
Consolidating the 800 and 900 MHz Industrial/Land Transportation and Business Pool Channels	)	
	)	ET Docket No. 00-258
Amendment of Part 2 of the Commission's Rules to Allocate Spectrum Below 3 GHz for Mobile and Fixed Services to Support the Introduction of New Advanced Wireless Services, including Third Generation Wireless Systems	)	RM-9498
	)	
Petition for Rule Making of the Wireless Information Networks Forum Concerning the Unlicensed Personal Communications Service	)	RM-10024
	)	
Petition for Rule Making of UT Starcom, Inc., Concerning the Unlicensed Personal Communications Service	)	ET Docket No. 95-18
	)	
Amendment of Section 2.106 of the Commission's Rules to Allocate Spectrum at 2 GHz for use by the Mobile Satellite Service	)	

REPORT AND ORDER, FIFTH REPORT AND ORDER, FOURTH MEMORANDUM OPINION AND ORDER, AND ORDER

Adopted: July 8, 2004 **Released: August 6, 2004**

By the Commission: **Chairman Powell, Commissioners Abernathy, Copps, and Adelstein issuing separate statements.**

TABLE OF CONTENTS

Heading Paragraph #

I. INTRODUCTION 1
II. EXECUTIVE SUMMARY 8
III. MAJOR FINDINGS AND DECISIONS 13
A. The 800 MHz Interference Problem and Solutions 13

B. Entitlement to Interference Protection 19
C. 800 MHz Band Reconfiguration 21
D. Band Reconfiguration Process 26
E. Guarantee of Sufficient Funds for Band Reconfiguration 29
F. Equitable Compensation for Band Reconfiguration 31
IV. REGULATORY BACKGROUND 36
A. 800 MHz Band 36
B. 700 MHz Band 40
C. 900 MHz Band 42
D. 1.9 GHz Band 47
1. 1910-1915 MHz Band 50
2. 1990-1995 MHz Band 55
3. Band Pairing 59
V. RECORD OVERVIEW OF THE 800 MHZ PUBLIC SAFETY INTERFERENCE PROCEEDING 61
VI. DISCUSSION 62
A. The Commission's Spectrum Management and Legal Authority 62
B. Interference Abatement 88
1. Types of Interference 89
2. Entitlement to Interference Protection 92
a. Introduction 93
b. Interference Protection Standard 96
(i) Signal Strength Threshold for Interference Protection 105
(ii) Signal Measurement Techniques 108
c. Minimum Receiver Performance Criteria 109
3. Overall Approach to Interference Abatement 115
a. Role of Enhanced Best Practices 115
b. Interference Abatement Rules and Procedures 124
(i) Mutual Notification Requirements Applicable to 800 MHz Licensees 124
(ii) Responsibility for Mitigation Pre- and Post- Band Reconfiguration 128
(iii) Interference Resolution Procedures 132
C. Band Reconfiguration 142
1. Technical Issues Addressed by Band Reconfiguration 143
2. New 800 MHz Band Plan 149
a. Band Plan Overview 149
b. Expansion Band 154
c. Guard Band 157
d. Relocating ESMR Operations in 800 MHz Band 159
(i) Relocation Options 162
(ii) Expanded ESMR Spectrum 164
e. Permitting Additional Non-ESMR Cellular Architecture Systems in the 800 MHz Band 170
3. Border Regions 175
4. Cost Responsibility 177
a. Relocation Costs and Remuneration 179
b. Continued Availability of Funds 180
5. Logistics of Band Reconfiguration 188
a. Transition Administrator 190
b. Scheduling and Implementation 201
c. Freeze on the Acceptance of 800 MHz Applications 204
d. Tolling of 800 MHz Site-Based Construction Requirements 205

6. Disposition of Nextel's 900 MHz SMR and 700 MHz Guard Band Block B Spectrum 207
D. Appropriate Compensation for Band Reconfiguration 210
1. Public Interest Considerations for Granting Spectrum Rights to Nextel 213
2. Choice of 1.9 GHz Replacement Spectrum 217
3. Assignment of Spectrum Rights at 1.9 GHz to Nextel 223
a. Redesignation of the 1910-1915 MHz Band 224
b. Pairing the 1910-1915 MHz and 1990-1995 MHz Bands 236
c. Relocation and Cost Sharing Obligations in the 1910-1915 MHz Band 239
d. Relocation and Cost Sharing Obligations in the 1990-1995 MHz Band 250
(i) Nextel-BAS Plan 251
(ii) MSS-BAS Plan 264
4. Method for Determining Equitable Compensation 277
a. Valuation of 1.9 GHz Spectrum 279
b. Offsets 298
(i) Relocation and Band-Clearing Costs 299
(ii) 800 MHz Spectrum Relinquished to Public Safety and Other 800 MHz Incumbents 307
(iii) 700 MHz Guard Band Spectrum 324
5. Financial Aspects of Band Reconfiguration 325
6. Financial Reconciliation Process 329
VII. SERVICE POOL CONSOLIDATION – THE PCIA PETITION 333
VIII. OPERATIONAL FLEXIBILITY IN THE 900 MHZ BAND 335
IX. CONCLUSION 338
X. ORDERING CLAUSES 340
XI. PROCEDURAL MATTERS 365
A. Regulatory Flexibility Act 365
B. Paperwork Reduction Act 366
APPENDIX A: FINAL REGULATORY FLEXIBILITY ANALYSIS 168
APPENDIX B: PAPERWORK REDUCTION ANALYSIS 181
APPENDIX C: FINAL RULES 25
APPENDIX D: ENHANCED BEST PRACTICES 234
APPENDIX E: ILLUSTRATIVE FORM OF LETTER OF CREDIT 238
APPENDIX F: NPSPAC REGIONS 250
APPENDIX G: SOUTHEAST ESMR BAND PLAN 252

I. INTRODUCTION

1. The Homeland Security obligations of the Nation's public safety agencies make it imperative that their communications systems are robust and highly reliable.[1] Accordingly, in this *Report and Order*, we adopt technical and procedural measures designed to address the ongoing and growing problem of interference to public safety communications in the 800 MHz band.[2] In reaching our decisions herein, we are fulfilling the Commission's obligation to "promote safety of life and property through the use of wire and radio communication."[3] We also reiterate our continuing commitment to "ensuring that essential public health and safety personnel have effective communications services available to them in emergency situations."[4]

[1] 47 U.S.C. § 337(f) defines "public safety services" as services:

(continued....)

2. With many of our Nation's first responders using the 800 MHz band for critical public safety communications (*e.g.*, to communicate with their respective dispatchers and each other at the scene of an incident), this band has become a linchpin in their ability to communicate effectively. In recent years, however, public safety systems in this band have encountered increasing amounts of interference from commercial mobile radio service (CMRS) providers. The interference problem in the 800 MHz band is caused by a fundamentally incompatible mix of two types of communications systems: cellular-architecture multi-cell systems—used by ESMR and cellular telephone licensees[5]—and high-site non-cellular systems—used by public safety, private wireless, and some SMR licensees and stems primarily from the operations of Nextel Communications, Inc. (Nextel), an "Enhanced" Specialized Mobile Radio (ESMR) provider in the 800 MHz band,[6] as well as the operations of cellular telephone providers in the Cellular A and B bands.[7] Throughout this proceeding, we have sought a solution to the interference problem that achieves the following paramount goals:

- a solution that abates "unacceptable interference" caused by ESMR and cellular systems to

(Continued from previous page)

(A) the sole or principal purpose of which is to protect the safety of life, health, or property;

(B) that are provided
  (i) by State or local government entities; or
  (ii) by nongovernmental organizations that are authorized by a government entity whose primary mission is the provision of such services; and

(C) that are not made commercially available to the public by the provider.

[2] For purposes of this proceeding, "800 MHz band" refers to spectrum from 806-824/851-869 MHz, which is licensed to public safety, commercial, and private wireless operators pursuant to Part 90 of the Commission's rules.

[3] 47 U.S.C. § 151.

[4] Federal Communications Commission Strategic Plan FY 2003-FY2008, p.5 (2002).

[5] For the purposes of this proceeding, the term "800 MHz cellular system" will refer to systems which employ a "high-density cellular" architecture. *See* ¶ 172 *infra* for a definition of "800 MHz cellular systems."

[6] Specialized Mobile Radio (SMR) systems provide land mobile communications services (other than radiolocation services) in the 800 MHz and 900 MHz band on a commercial basis. *See* 47 C.F.R. §§ 90.7, 90.601 *et seq.* ESMR is a term coined by Nextel to describe SMR systems, such as Nextel's, that use cellular architecture, *i.e.*, systems that use multiple, interconnected, multi-channel transmit/receive cells and employ frequency reuse to serve a larger number of subscribers than is possible using non-cellular technology. The particular ESMR technology used by Nextel—the Motorola iDEN system—is capable of using cellular architecture in non-contiguous spectrum. A similar, derivative Motorola technology, known as "Harmony," is also in limited use. Although the term "ESMR" does not appear in the Commission's rules, it has appeared in the Commission's case law. *See* Request of Fleet Call, Inc. *Memorandum Opinion and Order*, FCC 91-56, 6 FCC Rcd 1533 ¶ 13(1991). More recently, the Wireless Telecommunications Bureau has defined ESMR as an alternative method to provide wireless service that is based on digital TDMA technology and operates with individual base stations. *See* "Wireless Telecommunications Bureau Seeks Comment on Qualcomm Inc.'s Petition," *Public Notice*, 15 FCC Rcd 2580, 2619 (WTB 2000).

[7] Cellular telephone providers are licensed in the Cellular Radiotelephone Service, pursuant to Part 22 of the Commission's rules, and operate cellular architecture systems in the Cellular A and B bands (824-849/864-894 MHz), which lie immediately above the 800 MHz band. *See* 47 C.F.R. § 22.99. Hereinafter, for brevity's sake, we refer to these systems as "cellular telephone" or "cellular" systems. While cellular telephone systems are similar to ESMR systems, they operate in contiguous spectrum and employ somewhat different technology.

800 MHz public safety systems;[8]

- a solution that is both equitable and imposes minimum disruption to the activities of all 800 MHz band users, including public safety, non-cellular[9] SMR, and Business, Industrial and Land Transportation (B/ILT) systems;[10]
- a solution that results in responsible spectrum management; and
- a solution that provides additional 800 MHz spectrum that can be quickly accessed by public safety agencies and rapidly integrated into their existing systems.

3. Based on the extensive record of this proceeding and the goals we seek to accomplish, we conclude that the most effective solution to the public safety interference problem in the 800 MHz band is a Commission-derived plan, which is comprised of both long-term and short-term components. As the short-term vehicle by which we ensure a more effective response to the ongoing interference problem, we implement technical standards defining unacceptable interference in the 800 MHz band as well as procedures detailing who bears responsibility for abating this interference and what steps responsible parties must take. For the long-term, we reconfigure the 800 MHz band to address the identified root cause of the interference by separating generally incompatible technologies.

4. To achieve this new 800 MHz band plan, we establish a transition mechanism by which (1) there is minimal disruption to the operations of all affected 800 MHz incumbents during the transition period; (2) the associated reconfiguration costs are funded; and (3) the public safety community and, later, critical infrastructure industries (CII),[11] obtain access to an average additional 4.5 megahertz of 800 MHz

[8] "Unacceptable interference" is a term of art adopted for the limited purposes of this proceeding. *See* ¶¶ 97-107 *supra*. It defines a bright-line test for interference protection that takes into account, among other factors, the strength of the desired signal and the characteristics of the receiver being employed. It is not intended to determine what level of interference is unacceptable for any other purpose or in any other band.

[9] "Non-cellular" systems are systems that provide service to their mobile users or subscribers from one or a small number of base stations, which are typically "high site" (*i.e.*, located at high elevations, on towers, mountains, hill tops, or tall buildings) multiple, interconnected, multi-channel transmit/receive cells and employ frequency reuse to serve a larger number of subscribers. For the purposes of this proceeding, the term non-cellular will refer to systems which do not employ a "high-density cellular" architecture. *See* ¶¶ 170-174 *infra*.

[10] Business and Industrial/Land Transportation (B/ILT) licensees are licensed in the Private Land Mobile Radio Service pursuant to Part 90 of the Commission's Rules and utilize their systems for private, internal needs in a variety of commercial applications (e.g., factories, taxis. B/ILT typically use "high-site, high power" systems in the 800 MHz and 900 MHz. See 47 C.F.R. 90.35. *See also* n. 9 for a description of high site, high power systems.

[11] For purposes of this *Report and Order*, we define as CII licensees those entities, outside of the scope of the "public safety service" definition of 47 U.S.C. § 337(f), *see* n. 1 *supra*, but which operate "public safety" radio services within the scope of Section 309(j)(2) of the Act. 47 U.S.C. § 309(j)(2) defines "public safety radio services" as including private internal radio services used by State and local governments and non-government entities, and including emergency road services provided by not-for profit organizations, that: (i) are used to protect the safety of life, health, or property; and (ii) are not made commercially available to the public.

Examples of CII licensees include 800 MHz systems that provide private internal radio services used by utilities, railroads, metropolitan transit systems, pipelines, private ambulances, volunteer fire departments, and not-for-profit organizations that offer emergency road services, such as the American Automobile Association (AAA).

We recognize that the section 309(j)(2) definition is more encompassing than that proposed by Nextel in the "White Paper." *See* Promoting Public Safety Communications, Realigning the 800 MHz Land Mobile Radio (continued....)

band spectrum. We believe that the totality of these measures will both eliminate unacceptable interference currently encountered by 800 MHz public safety and CII systems[12] and reflect sound spectrum management principles. Our plan incorporates essential elements of a proposal developed by Nextel, the major public safety organizations, and various private wireless organizations (the so-called "Consensus Parties").[13]

(Continued from previous page)
Band to Rectify Commercial Mobile Radio - Public Safety Interference and Allocate Additional Spectrum to Meet Critical Public Safety Needs, Nextel Communications, Inc, submitted by Robert S. Foosaner, Nextel Communications, Inc., to Thomas J. Sugrue, Chief, Wireless Telecommunications Bureau, FCC (cover letter dated Nov. 12, 2001) (White Paper) at 46. In this regard, we observe that in the White Paper, Nextel cites a study undertaken by the Department of Commerce, National Telecommunications and Information Administration, which requested comment on a broader definition of CII, including pipelines and railroads. *See* White Paper at n. 60; Request for Comment on Energy, Water and Railroad Service Providers' Spectrum Use Study, 66 Fed Reg. 18447 (2001). Section 309(j)(2) also is broader than the definition proposed by the Critical Infrastructure Communications Council (CICC), which is composed of the following organizations: The American Gas Association, the American Petroleum Institute, the American Public Power Association, the American Water Works Association, the Association of American Railroads, the Edison Electric Institute, the Interstate Natural Gas Association of America, the National Association of Water Companies, the National Rural Electric Cooperative Association, and the United Telecom Council (UTC). *See* UTC Comments at n. 2. We nonetheless believe that this expanded definition is appropriate in this context because it recognizes that the very nature of the services provided by the included entities involves potential hazard to life and property and that CII entities often work hand in hand with public safety officials at the scene of an incident. Indeed, reliable CII radio communications have long proven essential in speeding recovery from natural or man-made disasters. Our decision to define CII is confined to this proceeding and does not represent a Commission decision that CII entities are public safety entities.

[12] Although we focus on the benefits to public safety and CII, we do not intend to imply that other 800 MHz radio systems will not be beneficiaries of the actions we take today. Except where specifically stated otherwise, the interference protections we afford today inure to the benefit of all 800 MHz non-cellular licensees. "Non-cellular 800 MHz licensees," as used herein, refers to public safety, CII, B/ILT and non-cellular SMR licensees.

[13] The proponents of this proposal have referred to themselves as the "Consensus Parties" and we use that term for reference purposes in this *Report and Order*. The Consensus Parties' members are the Association of Public Safety Communications Officials-International (APCO), International Association of Chiefs of Police (IACP), International Association of Fire Chiefs, Inc. (IAFC), International Municipal Signal Association (IMSA), Major Cities Chiefs Association (MCCA), Major County Sheriffs' Association (MCSA), National Sheriffs' Association (NSA), Aeronautical Radio, Inc. (ARINC), American Mobile Telecommunications Association (AMTA), American Petroleum Institute (API), Association of American Railroads (AAR), Forest Industries Telecommunications (FIT), Industrial Telecommunications Association (ITA), PCIA - The Wireless Infrastructure Association (PCIA), Taxicab, Limousine and Paratransit Association (TLPA), National Stone, Sand and Gravel Association (NSSGA), and Nextel. *See* Letter, dated October 29, 2002, from Robert M. Gurss, Esq., Counsel for APCO to Marlene H. Dortch, Secretary, Federal Communications Commission. *See* n. 172 *infra*. However, while the Consensus Parties represent a broad coalition of commercial and public safety entities, we recognize that their position does not reflect a consensus of all of the various parties to this proceeding, including some public safety entities that object to the Consensus Parties' proposal or elements thereof. *See, e.g.*, Letter, dated March 24, 2004, from Chuck Canterbury, National President, Fraternal Order of Police (FOP) to George W. Bush, President, United States of America: Letter, dated March 25, 2004 from Art Gordon, National Executive Vice President, Federal Law Enforcement Officers Association to George W. Bush, President, United States of America. With regard to the Fraternal Order of Police letter, we observe that on July 1, 2004, the FOP indicated that their concerns over the Consensus Plan have been addressed and that they now support the Consensus Plan. *See* Letter dated July 1, 2004, from Chuck Canterbury, National President, Fraternal Order of Police, to Michael K. Powell, Chairman, Federal Communications Commission.

5. In recognition of the public interest benefit derived from robust and reliable public safety communications coupled with the spectrum rights Nextel will surrender as well as financial commitments that Nextel will incur in connection with band reconfiguration, upon acceptance of Nextel of the conditions and obligations that we place on it in this R&O, we will modify certain Nextel licenses to provide it with rights to operate on ten megahertz of spectrum in the 1.9 GHz band, conditioned on fulfillment of the obligations we place on it in this *Report and Order*.[14] As a necessary predicate for the license modifications, we also take action by this Order in ET Docket No. 00-258 and ET Docket No. 95-18 to redesignate the spectrum for the provision of licensed Fixed and Mobile services to be used for Advanced Wireless Services (AWS).[15] To ensure that by these actions Nextel, other licensees and the public are treated equitably, and that Nextel does not realize any windfall gain, we confer these 1.9 GHz spectrum rights on a "value for value" basis. Under this approach, we credit Nextel for (1) the net value of spectrum rights that Nextel is relinquishing to public safety, CII, and other 800 MHz band licensees; (2) the actual cost of 800 MHz band reconfiguration (including both Nextel's costs to support relocation by other licensees and Nextel's own relocation costs); and (3) costs incurred by Nextel to clear the 1.9 GHz band, less any reimbursed expenses. If these combined offsets ultimately total less than the value determined by this *Report and Order* for the 1.9 GHz spectrum rights, we require Nextel to make a payment to the U.S. Treasury at the conclusion of the transition process equal to the difference.[16]

6. In complying with the obligations we place upon it in this *Report and Order*, we recognize that Nextel may have to shift some of its operations from the 800 MHz band to 900 MHz band frequencies in order to provide the "green space" necessary to effect reconfiguration of the 800 MHz band. Moreover, in some areas, Nextel may have to share spectrum in the 817-824 MHz/862-869 MHz segment of the reconfigured band with other ESMR licensees.[17] To the extent that such sharing may reduce the amount of 800 MHz spectrum available to Nextel, we believe we should provide the regulatory flexibility necessary for Nextel to make up the shortfall by using 900 MHz band channels. We therefore amend our rules to allow 900 MHz band licensees to initiate CMRS operations on their currently authorized spectrum or to assign their authorizations to others for CMRS use.[18]

7. The totality of the actions we take today are based on unique and compelling public interest considerations in the record before us regarding the serious and continuing public safety interference problems in the 800 MHz band. These considerations require that we take the most effective actions, in the short-term and long-term, to promote robust and reliable public safety communications in the 800 MHz band to ensure the safety of life and property. While we are mindful of our statutory obligations under Section 309(j) of the Act regarding the use of competitive bidding procedures for the assignment of

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[14] We make these modifications under the authority granted us by Sections 4, 301, 303 and 316 of the Act, 47 U.S.C. §§ 316, 303, 301, and 154(i). We set forth a detailed description of our legal authority in ¶¶ 62-87 *infra*.

[15] *See* ¶¶ 223-276 *infra*. AWS is the collective term we use for new and innovative fixed and mobile terrestrial wireless applications using bandwidth that is sufficient for the provision of a variety of applications, including those using voice and data (such as Internet browsing, message services, and full-motion video) content. Although AWS is commonly associated with so-called third generation (3G) applications and has been predicted to build on the successes of such current-generation commercial wireless services as cellular and Broadband PCS, the services ultimately provided by AWS licensees are only limited by the fixed and mobile designation of the spectrum we allocate for AWS and the service rules we ultimately adopt for the bands.

[16] *See* ¶¶ 210-212 *infra*.

[17] *See* ¶¶ 159-163 *infra*.

[18] *See* 47 C.F.R. § 90.621(f) in Appendix C *infra*.

spectrum, we nonetheless believe the license modifications we approve today are consistent with Section 309(j) of the Act and our other spectrum management obligations. This action does not signal any change in the Commission's policy of using competitive bidding as a licensing tool in other contexts, consistent with statutory requirements.

II. EXECUTIVE SUMMARY

8. In this *Report and Order,* we adopt a two-prong solution to the public safety interference problem in the 800 MHz band, with each prong having several components. First, to more adequately respond to individual interference events immediately, we establish an objective standard for defining "unacceptable interference" to 800 MHz non-cellular systems, establish rules and procedures for the expeditious implementation and enforcement of this standard, and endorse a variety of technical solutions and mechanisms, defined as "Enhanced Best Practices," to address interference abatement in the short-term. Second, to provide a better spectrum environment for public safety in the long-term, we adopt a plan for reconfiguration of the 800 MHz band and provide for a thirty-six-month transition by incumbent licensees from their current frequency assignments to new frequency assignments in the band.

9. Based on the extensive and comprehensive record of the proceeding, we are convinced that neither band reconfiguration alone, nor application of "technical fixes" on a case-by-case basis would adequately address the interference to 800 MHz public safety communications systems. Thus, we have adopted a Commission-derived solution which, in addition to decisions we have reached independently, incorporates both recommendations made by the proponents of case-by-case "technical fixes" and the proponents of band reconfiguration. In reaching this solution, we were aided by technical and economic studies, research data and legal analyses contained in the record.[19] We believe that the approach we adopt is technically and legally sound, logistically achievable, and representative of the collective expertise of all of the various interests which have addressed this significant issue.

10. In the first prong of this *Report and Order*, we take a number of steps to provide for immediate abatement of interference to 800 MHz band public safety and other non-cellular systems:

- We adopt a new, objective definition of "unacceptable interference," for purposes of this proceeding only, to determine when public safety and other non-cellular 800 MHz band licensees are entitled to interference protection.[20]

- We assign strict responsibility for eliminating unacceptable interference to the ESMR or cellular telephone operator(s) implicated in the interference occurrence, and assign joint responsibility to all involved commercial operators if unacceptable interference results from a combination of signals from multiple systems.[21]

- We require ESMR and cellular telephone licensees, on request, to notify public safety and

[19] A detailed overview of the record is set forth in ¶ 61 *infra.* For citation purposes, we refer to comments received to the *Notice of Proposed Rulemaking* in this proceeding using the following format: [Party Name] Comments/Reply Comments at [Page or Paragraph Number]. We refer to comments received in response to the Consensus Parties Reply Comments using the following format: Comments of [Party Name] to the Consensus Parties Reply Comments at [Page or Paragraph Number]; we refer to comments received in response to the Supplemental Comments of the Consensus Parties using the following format: Comments/Reply Comments of [Party Name] to Supplemental Comments of the Consensus Parties at [Page or Paragraph Number].

[20] *See* ¶ 107 *infra.*

[21] *See* ¶ 130 *infra.*

CII licensees prior to activating new or modified cells, and require public safety and CII licensees receiving such information to notify ESMR and cellular telephone licensees of changes in system parameters.[22]

11. Under the second prong of the *Report and Order*, we take steps to reconfigure the 800 MHz band to separate public safety, CII, and other non-cellular systems on the one hand, and ESMR systems, such as Nextel's, on the other:

- We designate fourteen megahertz in the upper portion of the 800 MHz band (817-824 MHz/862-869 MHz) for ESMR systems, while designating eighteen megahertz in the lower portion of the 800 MHz band (806-815 MHz/851-860 MHz) for use by public safety, CII, and other non-cellular systems.[23] Between the upper and lower band segments, we establish an Expansion Band and a Guard Band to separate ESMR operations from public safety and CII operations and protect the latter from interference.

- As part of band reconfiguration, we require Nextel to relinquish all of its 800 MHz band spectrum holdings below 817 MHz/862 MHz.[24] This will result in an additional average of 4.5 megahertz of 800 MHz band spectrum becoming available to the public safety community, particularly in the major markets where the shortage of public safety spectrum is most acute.

- We require band reconfiguration to be completed through a phased transition process within thirty-six months of release of a Public Notice announcing the start date of reconfiguration in the first NPSPAC region.[25] We provide for an independent Transition Administrator to oversee the band reconfiguration process.[26]

- We assign financial responsibility to Nextel for the full cost of relocation of all 800 MHz band public safety systems and other 800 MHz band incumbents to their new spectrum assignments with comparable facilities, *i.e.*, systems with comparable technological and operational capability.[27] We adopt financial, licensing, and administrative safeguards to ensure completion of band reconfiguration regardless of Nextel's financial condition.[28]

12. In connection with the reconfiguration of the 800 MHz band, as described above, we take the following additional spectrum-related actions:

- We accept Nextel's relinquishment of its current spectrum rights in the 700 MHz Guard Band and contemplate a future *Further Notice of Proposed Rulemaking* to determine the

[22] *See* ¶¶ 124-127 *infra.*

[23] *See* ¶ 151 *infra.*

[24] *See* ¶ 198 *infra.*

[25] *See* ¶ 201 *infra.*

[26] *See* ¶¶ 190-200 *infra.*

[27] *See* ¶¶ 177-178 *infra.*

[28] *See* ¶¶ 180-187 *infra.*

Zimbra **darlene.betancourt@co.hidalgo.tx.us**

BB&K Listing

From : Belinda Alvarez <belinda.alvarez@co.hidalgo.tx.us>
Wed, Apr 09, 2014 08:08 AM
1 attachment

Subject : BB&K Listing

To : 'Darlene Betancourt' <darlene.betancourt@co.hidalgo.tx.us>

Darlene,

As you requested here is a list of entities that Mr. James Hobson from Best, Best & Krieger Attorneys at Law is working with on the 800 MHz Transition:

City of Brownsville
City of Harlingen
Willacy County
City of McAllen
City of Laredo
Rio Grande City

Belinda Sáenz-Alvarez
Deputy Emergency Management Coordinator
Hidalgo County Emergency Management
302 W. University
Edinburg, TX 78539
Office (956) 318-2615 Cell (956) 720-2165 Fax (956) 289-7889
belinda.alvarez@co.hidalgo.tx.us<mailto:Belinda.alvarez@co.hidalgo.tx.us>

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Zimbra **darlene.betancourt@co.hidalgo.tx.us**

FW: Legal Review-BBK

From : Belinda Alvarez <belinda.alvarez@co.hidalgo.tx.us> Wed, Apr 09, 2014 08:01 AM
Subject : FW: Legal Review-BBK 2 attachments
To : 'Darlene Betancourt' <darlene.betancourt@co.hidalgo.tx.us>

From: Victor M. Garza [mailto:victor.garza@da.co.hidalgo.tx.us]
Sent: Wednesday, April 02, 2014 4:42 PM
To: Belinda Alvarez
Cc: Oscar Montoya
Subject: RE: here is engagement letter for Hidalgo County, TX

Ms. Alvarez,

I have reviewed the final draft of the proposed engagement letter for legal services as to the County 800MHz reconfiguration process, and at this time approve as to form. Please let me know if you have any additional questions.

Respectfully,

Victor M. Garza
Assistant District Attorney
County Affairs Section
Office of the District Attorney
Hidalgo County, Texas
100 N. Closner RM 303
Edinburg, Texas 78539
(956) 318-2313 EXT. 3827
(956) 318-2079 FAX
victor.garza@da.co.hidalgo.tx.us<mailto:victor.garza@da.co.hidalgo.tx.us>

****
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****

From: Belinda Alvarez [mailto:belinda.alvarez@co.hidalgo.tx.us]
Sent: Wednesday, April 02, 2014 2:33 PM
To: victor.garza@da.co.hidalgo.tx.us
Subject: FW: here is engagement letter for Hidalgo County, TX

Victor,

Attached is the final draft of the engagement letter from Best, Best and Krieger. Please review and approve. I am preparing agenda item for April 8th. Please call me if you have any questions thank you.

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Belinda Sáenz-Alvarez
Deputy Emergency Management Coordinator
Hidalgo County Emergency Management

From: Willette Hill [mailto:Willette.Hill@bbklaw.com]
Sent: Wednesday, April 02, 2014 1:15 PM
To: Belinda Alvarez
Cc: James Hobson
Subject: here is engagement letter for Hidalgo County, TX

Ms. Alvarez,

Attached please find the firm's engagement letter.

Ms. Willette Hill | Best Best & Krieger LLP
Administrative Coordinator
Washington Office
2000 Pennsylvania Avenue N.W., Suite 4300, Washington, DC 20006
Direct: (202) 370-5310 | Fax: (202) 785-1234
email: willette.hill@bbklaw.com<mailto:patsy.hinojosa@bbklaw.com>
[cid:image001.png@01CF4E92.1B9F4C10]<http://www.bbklaw.com/>

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AI-44074 **Purchasing Department 22. B.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Martha L. Salazar, HC-PA **Submitted By:** Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

1. Discussion and consideration to rescind action taken by HCCC on 04-02-14 on Agenda Item 20.A.1-AI-43662 with roster of 10 grading members, plus Exec. Ofc. & Purchasing Agent as non-graders attached herein; and, if approved;

2. Action to re-designate/appoint a committee to evaluate/grade and score the proposals received by Hidalgo County on 03-19-14 for RFP No. 2014-061-03-19-YZV "Financial Advisory Services", as detailed in procurement packet.

BACKGROUND

Fiscal Impact

FISCAL YEAR: **ACCT. #:**

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

BUDGETARY IMPACT:

This part of an RFP/Q does not require expenditure.

Attachments

AI -43662-Selection Roster

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/11/2014 03:54 PM
Budget & Management	Debbie Tamez	04/11/2014 03:58 PM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/11/2014 03:09 PM

Final Approval Date: 04/11/2014

Purchasing Department - Marty Salazar:
Notes:
A. FOR ANY CONTRACT(S) AWARDED AND APPROVED UNDER THIS AGENDA, EXECUTED COPIES OF THE CONTRACT(S) WILL BE AVAILABLE ON THE COUNTY INTRA-NET WEBSITE AND WILL BE FOWARDED VIA E-MAIL, FAX OR HAND DELIVERED TO HIDALGO COUNTY AUDITOR'S OFFICE.

B. ANY AND ALL REQUESTS FOR PAYMENT(S) APPROVED WILL BE SUBJECT TO COUNTY AUDITORS PROCESSING PROCEDURES INCLUDING AUTHORITY FOR COUNTY TREASURER TO ISSUE PAYMENT(S)/CHECK(S).

Hidalgo County

At this time, Mrs. Marty Salazar requested that Consent Agenda Item 10.G be discussed for action.

I. **AI-43662** Appointment and/or designation by Commissioner's Court of a committee to evaluate/grade and score the proposals received (03-19-14) for RFP No. 2014-061-03-19-YZV "Financial Advisory Services", as detailed in procurement packet.

On motion by COMMISSIONER PCT. 4, JOSEPH PALACIOS, seconded by COMMISSIONER PCT. 3, JOE M. FLORES , the Court made a UNANIMOUS vote of approval to appoint Raul Silguero (Pct. 2), Mona Parras (Pct. 3), Yolanda Chapa (Judges office), Marcos Lopez (Pct 4), Raul Lozano (Pct 1), Frank Traver, Segio Cruz, Dina Trevino, Ray Salazar (Budget and Management), Linda Fong (Auditors Office), Mr. Valde Guerra (Advisor), Mrs. Marty Salazar (Purchasing Coordinator).

Vote: 4 - 0 - Unanimously

!. **AI-43822** a. Requesting approval of Change Order No. 1 (increase) in connection: "Repairs and Renovations-1st and 2nd Floor to the Former Administration Building," in the amount of $128,787.00 to awarded general contractor, D. Wilson Construction, Inc., and as recommended by project architect, Alcocer Garcia Associates with concurrence by construction manager, Prodigy, including authority for County Judge to execute document;
b. Acceptance and approval of an Amendment No. 2 to the AIA A101-2007 Standard Form of Agreement with D. Wilson Construction Company, for the "Remodel of Existing Old Administration Building (1st and 2nd Floor)," to remove the allowance schedules and re-direct to Betterment Allowance;
c. Requesting approval of clarifications to the following Construction Change Directives:
1. Change Directive No. 1 (approved CC 11/26/13) to be funded by allowance;
2. Change Directive No. 2 (CC 3/11/14-NOT APPROVED) thus null and void;
3. Change Directive No. 3 (CC 3/18/14) to be funded by either the allowances or Betterment Allowance;
d. Approval of Construction Change Directive #5 (as drafted/submitted through project architect, Alcocer/Garcia & reviewed/concurred by construction manager, Prodigy) for the access control in an amount $1,025.00.

AI-43934 **Purchasing Department 22. C. 1.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Comm. A. C. Cuellar, Pct. #1 **Submitted By:** Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Acceptance and approval of professional service agreement #C-14-099-04-15 with Harvey L. Heerssen d/b/a HLH Appraisal Services for the purposes of "Review of Appraisal Services" (on an as needed basis) for projects located within Hidalgo County Precinct No. 1 authorized for negotiations by CC on 03/18/14.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1200-431-00-121-005-0-XXX

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

BUDGETARY IMPACT:

Funding will be identified once the Precinct identifies project(s) on an "as needed basis".

Attachments

ins

contract

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/09/2014 06:39 PM
Budget & Management	Debbie Tamez	04/10/2014 09:38 AM
Manuel Chapa	Manuel Chapa	04/11/2014 04:58 PM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Vangie Garcia Started On: 04/03/2014 05:01 PM

Final Approval Date: 04/11/2014

Allstate. You're in good hands.

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/14/2014

PRODUCER

Pisani and Associates
8588 Hwy 6 North
Houston, TX 77095
281-855-7115

THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Harvey L. Heersen DBA HLH Appraisal Services
6107 Aberton Forest Drive
Houston, TX 77084

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Allstate Insurance	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	$
		COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$
		[ ] 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	048963714 BAP	04/16/2014	04/16/2015	COMBINED SINGLE LIMIT (Ea accident)	$ 500,000
		[ ] ANY AUTO				BODILY INJURY (Per person)	$
		[ ] ALL OWNED AUTOS					
		[X] SCHEDULED AUTOS				BODILY INJURY (Per accident)	$
		[ ] HIRED AUTOS					
		[ ] NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		[ ] ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	$
		[ ] OCCUR [ ] CLAIMS MADE				AGGREGATE	$
							$
		[ ] DEDUCTIBLE					$
		[ ] RETENTION $					$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
		OTHER					
		Professional Liability	LSI012626-002	04/14/2014	04/14/2015	$1,000,000 Each Claim $2,000,000 Aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

2010 Ford F-150

1FTEW1C87AFD03660
Endorsed with Hidalgo County as an additional insured and with a waiver if subrogation in favor of Hidalgo County.

CERTIFICATE HOLDER

Hidalgo County
Purchasing Department
2812 South Highway, BUS 281
Edinburg, TX 78539

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Adam Pisani

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STANLEY MCDONALD AGCY IL, INC/PHS
PO BOX 29611
CHARLOTTE NC 28229

HIDALGO COUNTY
ATTN: PURCHASING DEPARTMENT
2812 S BUSINESS HIGHWAY 281
EDINBURG TX 78539

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/14/2014

THIS CERTIFICATEIS 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 SUBROGATIONIS 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	CONTACT NAME:	
STANLEY MCDONALD AGCY IL, INC/PHS 715004 P:(866) 467-8730 F:(877) 538-8295 PO BOX 29611 CHARLOTTE NC 28229	PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No): (877) 538-8295
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A : Sentinel Ins Co LTD	11000
INSURED	INSURER B :	
HARVEY L HEERSSEN D/B/A HLH APPRAISAL SERVICES 6107 ABERTON FOREST DR HOUSTON TX 77084	INSURER C :	
	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	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] [X] General Liab	X	X	41 SBM ZP3811	04/14/2014	04/14/2015	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC						GENERAL AGGREGATE	$2,000,000
							PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS [ ] SCHEDULED AUTOS HIRED AUTOS [ ] NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB [ ] OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$
	DED [ ] RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH)	N/A					[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE- EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDER

HIDALGO COUNTY
ATTN: PURCHASING DEPARTMENT
2812 S 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

Marc Maillox

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AGENCY CUSTOMER ID: _____

LOC#: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
STANLEY MCDONALD AGCY IL, INC/PHS	HARVEY L HEERSSEN D/B/A HLH APPRAISAL SERVICES 6107 ABERTON FOREST DR HOUSTON TX 77084
POLICY NUMBER SEE ACORD 25	
CARRIER: SEE ACORD 25 / NAIC CODE	EFFECTIVE DATE: SEE ACORD 25

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM

FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Waiver of Subrogation applies in favor of the Certificate holder per the Business Liability Coverage Form SS0008 attached to this policy. County of Hidalgo are listed as additional insured. See the Business Liability Coverage Form SS0008 attached to this policy for Additional Insured provisions.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/07/2014

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	**CONTACT NAME:** DANA DAMICO
LIA ADMIN. & INSURANCE SERVICES 1600 ANACAPA STREET SANTA BARBARA, CA 93101	**PHONE (A/C, No, Ext):** 805-963-6624 **FAX (A/C, No):** 805-962-0652 **E-MAIL ADDRESS:** DANA@LIABILITY.COM
	INSURER(S) AFFORDING COVERAGE — **NAIC #**
	INSURER A : LIBERTY SURPLUS INSURANCE CORP — 10725
INSURED HLH APPRAISAL SERVICES HARVEY L. HEERSSEN 6107 ABERTON FOREST DRIVE HOUSTON, TX 77084 166125	**INSURER B :** **INSURER C :** **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	
	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			LSI012626-002	04/14/2014	04/14/2015	$1,000,000 EACH CLAIM $2,000,000 AGGREGATE	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

REAL ESTATE APPRAISERS PROFESSIONAL LIABILITY
POLICY INCLUDES A WAIVER OF SUBROGATION (REFER TO VI. CONDITIONS (L) SUBROGATION OF THE LIBERTY POLICY)

CERTIFICATE HOLDER

HIDALGO COUNTY
PURCHASING DEPARTMENT
2812 S. HIGHWAY, BUS. 281
EDINBURG, TX 7853

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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THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

PROFESSIONAL SERVICES CONTRACT
C-14-099-04-15

THIS AGREEMENT is made effective the **15th** day of **April, 2014**, by and between the **County of Hidalgo, Texas** ("County") and **HARVEY L. HEERSSEN** d/b/a **HLH APPRAISAL SERVICES** ("Appraiser").

W I T N E S S E T H:

WHEREAS, the County requires review of appraisal services for: **"REVIEW OF APPRAISAL SERVICES" (on an as needed basis)** for projects located within **HIDALGO COUNTY PRECINCT No. 1**; and;

WHEREAS, the County of Hidalgo solicited Request for Qualifications (RFQ) for the development and establishment of a yearly pool for "Professional Appraisal Services", and

WHEREAS, from which "Professional Appraiser" has been selected from the "Pool" of pre-qualified Appraisers from response to the Request for Qualifications (RFQ), and

WHEREAS, County has determined that the services of "Professional Appraiser" are sometimes necessary to carry out the required appraisal activities; and

WHEREAS, pursuant to Texas Government Code Section 2254.002, "The Professional Services Procurement Act," the County requested proposals from professional right-of-way appraiser to assist the County by providing review of appraisal services; and

WHEREAS, County has selected the Appraiser to provide the review appraisal services within Hidalgo County Precinct No. 1, in accordance to Exhibit "A-1", Request for Qualifications (RFQ) Procurement Packet and through its procured approved pool of Appraisers.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, County and Appraiser do mutually agree as follows:

1. Scope of Services. Appraiser agrees to provide to County ***"Review of Appraisal Services (on an as needed basis)*** for projects located within **Hidalgo County Precinct No. 1** as shown in Exhibit "A" attached hereto and entitled "Services to be provided by the Appraiser". ***In the event the Appraiser does not provide the "Review of Appraisal Services" prior to the date specified on the purchase order, the Purchase Order will become NULL and VOID. If such Purchase Order becomes NULL and VOID and "Review of Appraisal Services" is secured from another firm, Appraiser will be responsible for any additional charges or expenses incurred by Hidalgo County.***

Further, in the event that it is demonstrated by Appraiser that Hidalgo County has caused or delayed thus preventing the Appraiser from meeting the specified agreed upon deadline to provide the "Review of Appraisal Services" ordered, Appraiser must advise the Purchasing Department in written notice to authorize and to secure additional time to comply.

2. Non-Exclusive Services of Appraiser. Hidalgo County reserves the right to request these services from other sources other than the Appraiser and shall not be in violation of any terms or conditions of this Agreement.

3. Term. This Contract for a period of **one (1) year**, effective **April 15, 2014**, and will expire **April 14, 2015** or unless sooner terminated as provided herein. The Appraiser will not begin to work or incur costs until authorized in writing by the County with each **"Purchase Order".**

4. Compensation. As consideration for rendering the Services provided for in this Contract, the County agrees to pay the Appraiser the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Appraiser. The Appraiser is authorized to submit periodic requests for payment within thirty days after completion of each purchase order. The request for payment shall be made using forms acceptable to the County and shall show the total amount earned to the date of submission and the amount due and payable as of the date of the current billing. Upon receipt of said request for payment, County shall submit a requisition for

payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Appraiser agrees to separately account for the receipt and/or expenditure of funds received pursuant to this Contract and to keep adequate books and records of all such receipts and/or expenditures. All payments to Appraiser shall be mailed to the address shown in numbered paragraph 21, hereof.

5. Progress. Upon acceptance of a purchase order, the Appraiser shall undertake and complete the authorized work. The County or the Appraiser can request conferences to be provided at the Appraiser's office, the office of the County or at other agreed upon locations.

6. Inspection of Work. The County has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed. If any inspection or evaluation is made on the premises of the Appraiser, or a subcontractor, the Appraiser shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7. Amendments. If it becomes necessary at any time during the contract period to change the scope of work, the contract period, the maximum amount payable, the complexity, or the character of this contract, an amendment must be prepared and executed within the contract period. The County retains the right to reject any such amendment proposed by the Appraiser unless the County finds the proposed amendment necessary to complete the work authorized herein. Any such amendments be made in writing agreed to by all parties hereto and duly executed before the end of the contract period as specified.

If the County finds it necessary to require changes in completed work because of errors made by the Appraiser, the County shall require the Appraiser to correct the work at no cost to the County and without amendment to the contract.

8. Reporting. The Appraiser shall promptly advise the County in writing of events

which have a significant impact upon the contract, including:

a. Problems, delays, or adverse conditions which will materially affect the ability to meet time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any County or, if Federal funds are involved, Federal assistance needed to resolve the situation.

b. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

9. Ownership of Documents. Upon completion or termination of this contract, all documents prepared by the Appraiser or furnished to the Appraiser by the County shall be delivered to and become the property of the County. All sketches, photographs, calculations, and other data prepared under this contract shall be made available, upon request, to the County without restriction or limitation on their further use. The Appraiser may, at its own expense, have copies made of the documents or any other data furnished the County under this contract.

10. Independent Contractor. Appraiser must comply with all applicable Hidalgo County policies and with any applicable federal, state or local laws, regulations, orders or ordinances applicable to the services provided by Appraiser under this Contract. Notwithstanding the foregoing sentence, Appraiser represents and maintains that it is an independent contractor and is not an employee of Hidalgo County, Texas, or any agency thereof, and represents and warrants that it does not desire or request any fringe benefits provided to employees of Hidalgo County, Texas, and/or any agency thereof, including, but not limited to benefits associated with Hidalgo County's civil service program. Appraiser agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

11. Voluntary Termination. County may terminate this Contract at any time for any reason or no reason at all upon the giving of thirty (30) days prior written notice to the other party.

12. Insurance. Appraiser agrees to provide liability insurance covering its activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, ' 100.001, et seq., Texas Civil Practices and Remedies Code, and shall

furnish department a certificate of insurance, Exhibit "C", issued by the insurer that such insurance is in full force and effect.

13. No Assignment. Except as otherwise herein provided, Appraiser, may not assign the obligations or rights under this contract to any person without the prior written consent of County.

14. Conflict. Nothing in this Contract shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Contract and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Contract shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

15. Termination by County. If Appraiser fails to deliver quality service, fails to achieve the defined goals, outcomes, strategies and outputs set by County, or if Appraiser fails to comply with any conditions in this Contract, then County shall have the right to terminate this Contract upon the giving of ten (10) days prior written notice to Appraiser.

16. No Waiver. No waiver by County of any breach of any provision of this Contract shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

17. Entire Agreement. This Contract contains the entire agreement between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representations or agreements in connection with this Contract not specifically set forth herein. This Contract may be modified or amended only by agreement in writing executed by County and Appraiser, and not otherwise.

18. Venue. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

19. Hold Harmless. In the event Appraiser should cause, either directly or indirectly, damage, loss, destruction, liability, or claims against the other party as a result of intentional conduct, negligence or otherwise, Appraiser shall hold harmless and indemnify County from any and all obligations, liabilities, causes of action, lawsuits, damages, and assessments, including legal fees, etc., that result from the Appraiser's intentional actions or negligence. This indemnification clause shall survive this Contract and be enforceable as a separate agreement in the event its survival and enforcement becomes necessary.

20. Attorney's Fees. In the unlikely event that a dispute occurs which is litigated or arbitrated, or a cause of action in law or equity is filed concerning the operation, construction, interpretation, or enforcement of this Contract, the losing party shall bear the cost of the attorney's fees incurred by the prevailing party and any and all costs applicable thereto, including, but not limited to, court costs, deposition fees, expert witness fees, out-of-pocket expenses and travel expenses which are incurred by the prevailing party.

21. Notices. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County: County of Hidalgo
Attention: County Judge
302 West University Dr.
Edinburg, Texas 78539

If to Appraiser: Harvey L. Heerssen d/b/a
HLH APPRAISALSERVICES
6107 Aberton Forest Drive
Houston, Texas 77084

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the Unites States mail.

22. Execution of Documents. The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Contract.

. **23. Binding Contract.** This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this contract.

24. Gender. All pronouns used in this Contract shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate

25. Authority. The execution and performance of this Contract by County and Appraiser have been duly authorized by all necessary laws, resolutions or corporate action, and this Contract constitutes the valid and enforceable obligations of County and Appraiser in accordance with its terms.

26. Commitment of Current Revenues. In the event that, during any term hereof, the County does not appropriate sufficient funds to meet to the obligations of this Contract, the County may terminate this Contract upon thirty (30) days written notice to the Surveyor. The County agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Contract. The parties intend this provision to be a continuing right to terminate this Contract at the expiration of each budget period of the County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1995).

EXECUTED, as of the day and year first written above.

APPROVED BY COMMISSIONER'S COURT ON _____, 2014

APPROVED AS TO FORM:
Atlas, Hall & Rodriguez, L.L.P.

By:_____
Stephen L. Crain, Attorney

COUNTY OF HIDALGO, TEXAS

By:_____
Ramon Garcia, County Judge

APPRAISER: Harvey L. Heerssen d/b/a
HLH APPRAISAL SERVICES

By:_____

Printed Name: Harvey L. Heerssen

Title: Owner

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

EXHIBIT "A-1"

REQUEST FOR QUALIFICATIONS
(RFQ) PROCUREMENT PACKET

Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

November 18, 2013

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Qualifications - **"Professional Appraisal Services Pool-Hidalgo County"**
(Including all funding sources, programs, and entities)
RFQ No: 2014-006-12-11-SGS

Dear Respondents:

Enclosed please find a Request for Qualifications (RFQ) packet for your consideration. Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFQ process.

We have updated our RFQ packet. Carefully read and review all instructions, requirements, specifications and/or scope of work included in this packet.

If any further assistance is required, please do not hesitate to call the Purchasing Department at (956) 318-2626.

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sgs

Enclosures

Hidalgo County Purchasing Department
New Administration Building
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

REQUEST FOR QUALIFICATIONS (RFQ)

TABLE OF CONTENTS

HIDALGO COUNTY
(All funding sources, programs and entities)
"Professional Appraisal Services Pool"
RFQ No: 2014-006-12-11-SGS

Item	Description	No. of Pages
1.	Request for Qualifications Letter	1
2.	Request for Qualifications, Legal Notice	9
3.	Exhibit A, Requirements	8
4.	Exhibit B, Evaluation Criteria and Evaluation Form	2
5.	Exhibit C, Insurance Requirements,	4
6.	Exhibit D, CIQ Conflict of Interest Questionnaire	1
7.	Exhibit E, Proposer's Affidavit	1
8.	Vendor/Bidder Application and W-9 form	6
09.	Certification Regarding Debarment	1
10.	RFQ Submittal Check List	1

The above mentioned items shall be found in the Request for Qualifications (RFQ) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

November 18, 2013
Date

REQUEST FOR QUALIFICATIONS (RFQ)

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Appraisal Services Pool"

RFQ NO: 2014-006-12-11-SGS

Acceptance Due Date: **DECEMBER 11, 2013**

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department

Project Buyer Contact Information:

Sandy Suarez, Buyer II
(956) 292-7000 Ext. 4860
sandy.suarez@co.hidalgo.tx.us

1. Sealed qualifications will be received for "HIDALGO COUNTY (Including all funding sources, programs, and entities) **Professional Appraisal Services Pool"**, in accordance with the requirements attached hereto as Exhibit "A." Qualifications should address all requirements set forth. Respondents may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall qualifications.

2. **One (1) original, seven (7) copies** of all request for qualifications (RFQ) and two (2) CDs in PDF Format are required with the respondent's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, **RFQ – 2014-006-12-11-SGS"HIDALGO COUNTY (Including all funding sources, programs, and entities)-"Professional Appraisal Services Pool"**, and in County's Purchasing Department, Physical Location: 2802 S. Business Hwy. 281 Postal/ Mailing: 2812 S. Business Hwy. 281 New Administration Building , Edinburg, Texas, **ON OR BEFORE 9:30 A.M., WEDNESDAY, DECEMBER 11, 2013.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY QUALIFICATIONS RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE IN REFERENCE TO QUALIFICATION.

   Hidalgo County reserves the right to refuse and reject any/all qualifications and to waive any/all formalities or technicalities, or to accept the qualification considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this qualification that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification for approval. Receipt of any qualification shall under no circumstances obligate County to accept the lowest dollar qualification. The award of this contract shall be made to the responsible offeror whose qualification is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible respondent, or to reject all qualifications and re-advertise.

5. For work to be performed at a County owned or operated location, each respondent shall, in its sole discretion, visit the job site before preparing the qualification and thoroughly familiarize himself/herself with existing conditions. Respondent should take field dimensions and note all circumstances which affect the dollar amount of the qualification.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, respondents are required to include illustrations, specifications, explanation of warranties, and service data with

their qualification including catalogue numbers and any necessary references.

7. No qualification may be withdrawn within ninety (90) days from the scheduled time to open qualifications.

8. County reserves the right to accept or reject any or all qualifications

9. Any interpretations, amendments, corrections or changes to this qualification document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Qualification. Respondents shall acknowledge receipt of all addenda as a part of their qualification.

10. Costs are to be net F.O.B., County Prepaid.

11. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

12. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a qualification or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

13. **DELIVERY INSTRUCTIONS:**

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

14. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful respondent
  b) Name and address of receiving department or official
  c) Purchase Order Number and Contract number (if any)
  d) Notation- **HIDALGO COUNTY** (Including all funding sources, programs, and entities) **Professional Appraisal Services Pool"**
  e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

- Discount payments will be considered when offered.

- Contact person for Billing and Payment questions:

HIDALGO COUNTY AUDITOR'S OFFICE
Postal/Mailing 2808 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2511

15. **SCHEDULE OF EVENTS**

Qualification Opening, 9:30 A.M.	**December 11, 2013**
Award of Contract	_____, 2013
Commence Work or Deliver Products	_____, 2013

16. **HIDALGO COUNTY PROPOSED HOLIDAYS**

2014 YEAR	
New Year's Day	01/01/14
Martin Luther King Day	01/20/14
President's Day	02/17/14
Good Friday	04/18/14
Easter	04/21/14
Memorial Day	05/26/14
Independence Day	07/04/14
Labor Day	09/01/14
Veteran's Day	11/11/14
Thanks Giving Day	11/27/14 and 11/28/14
Christmas Day	12/24/14 and 12/25/14
New Years Eve	12/31/14

17. **~~BID OR PERFORMANCE BOND~~ AND DEBARMENT CERTIFICATION; ~~PAYMENT UNDER CONTRACT~~:**

- ~~If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas~~.
  All respondents are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a qualification, and prior to commencement of the actual work, the respondent shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.~~

- ~~If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and materialmen have been paid.~~

- ~~If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.~~

- ~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

18. ETHICAL STANDARDS:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or qualification therefore pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

- **NOTICE:**
  ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

  No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform

themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

19. **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 contracts 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 respondent 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 completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539CHidalgo County Courthouse.

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.

20. If, during the life of any contract or qualification awarded, the successful respondent's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

21. Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

22. Minimum Standards For Responsible Prospective Respondents: A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a qualification, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the qualification;

- Be able to comply with the required or proposed delivery schedule;

- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

23. Successful respondent will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful respondent's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

24. Any contract award to a successful respondent 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 (30) day's written notice prior to cancellation.

25. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful respondent; County reserves the right to terminate any contract immediately in the event a successful respondent fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the requirements.

26. Successful respondent shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful respondent, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from qualification award. Successful respondent indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful respondent shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful respondent's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful respondent.

27. Successful respondent shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for

Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful respondent within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

28. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

29. The successful respondent shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

30. Respondents shall provide with the qualification response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.

31. Respondents must provide **all** documentation requested with this Qualification in their response. Failure to provide this information may result in rejection of the qualification as none conforming.

Request for Qualification
for
HIDALGO COUNTY
(Including all funding sources, programs, and entities)
"Professional Appraisal Services Pool"
RFQ No: 2014-006-12-11-SGS

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Location: 2802 S. Business Hwy. 281
Postal/ Mailing: 2812 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned respondent proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned further agrees, upon acceptance of its qualification, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Respondents acknowledge receipt of all of the pages of the documents referenced in the Request for Qualification Checklist presented in connection with this procurement. Respondent understands that Hidalgo County reserves the right to reject any or all qualifications and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification.

Respondent agrees that this qualification shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving qualifications, as contained in the Requirements.

Respectfully submitted,

Respondent: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

The County of Hidalgo will be accepting Statements of Qualifications from Real Estate Appraisers (firms) in order to establish a pre-qualified pool on an "As Needed Basis" per project by all County Departments and/or applicable Programs requiring said services as set forth in the requirements. Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the pre-qualified pool of Real Estate Appraisers will be for **February 09, 2014 and ending March 15, 2015.** The Hidalgo County Purchasing Department will receive **sealed** envelopes containing Statement of Qualifications for the provision of **"PROFESSIONAL APPRAISAL SERVICES POOL-HIDALGO COUNTY"** (including all funding sources, Programs, and Entities)-**Request For Qualifications** as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, December 11, 2013.** **ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

The following outlines the Request for Qualifications:

SECTION I -GENERAL TERMS AND CONDITIONS

RFQ DOCUMENT SUBMITTALS/DELIVERY

A total of one (1) original, seven (7) copies and two (2) CD's in PDF format of the RFQ shall be submitted as part of your response.

Respondents must complete and include in their response, all documentation requested in this RFQ. Refer to enclosed RFQ Check List form for documents to be included with your response.

Hidalgo County is requesting that statements of Qualifications responses be sealed, clearly marked and labeled with the Company's name, RFQ Number: 2014-006-12-11-SGS, Project title: "Professional Appraisal Services Pool" and Opening Date and be delivered to Martha L. Salazar, CPPB, Purchasing Agent, at:

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

Hidalgo County requires respondents, when hand delivering statements of Qualifications, to have a Purchasing Department representative time/date stamp and initial the sealed envelope when dropping RFQ off.

All costs and expenses associated with the preparation and submission of (RFQs, bids, proposals and/or quotes) shall be the responsibility of the respondent and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant of 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 of 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 Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage 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 N. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:
Respondents to this RFQ 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 (3) that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Respondents, 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:
Respondents are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF QUALIFICATIONS:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Respondent 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 vendor's ability.

RESPONDENT DEFAULT:
Hidalgo County reserves the right, in case of respondent default, to procure the articles or services from other sources and hold the defaulting respondent responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the respondent to review the Request for Qualifications (RFQ) packet and to notify in writing the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. These criteria also apply to requirements that are ambiguous.

RFQ QUESTIONS AND ANSWERS:
Any protest(s) or question(s) regarding the requirements or request for qualifications procedures must be received in the Purchasing Department **via facsimile to (956) 292-7612 or via e-mail: sandy.suarez@co.hidalgo.tx.us BY NO LATER THAN Wednesday, December 04, 2013 at 5:00 p.m. Responses will be sent to all applicants by Friday, December 06, 2013 at 5:00 p.m. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SIGNING OF QUALIFICATIONS:
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 respondent may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF POOL:
The pool term is for a period of one (1) year, or upon completion of project(s) unless project specifies for more than one (1) year.

DAVIS BACON ACT: (IF APPLICABLE)
All selected and awarded firms are required; if applicable adhere to the Davis-Bacon Act.

SECTION II -RFP REQUIREMENTS

REQUEST FOR QUALIFICATIONS:
The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations may result in disqualification of the submitted RFQ.

UNDERSTANDING OF THE PROJECT:
This section should demonstrate the respondents 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.

FIRM QUALIFICATIONS:
The County of Hidalgo is seeking to contract with an Appraisal firm(s) that has had experience in, but not limited to, the following areas:

Scope of Appraisal and/or Review Appraisal Services:

1) Property appraisals will be based on "Fair Market Value" unless otherwise specified or requested. Two copies of the appraisal report shall be bound, clearly labeled and signed by the primary certified general appraiser and any other certified general appraiser and /or licensed trainee which aided in the process. Four additional copies will be furnished.

2) All photographs used within the report must be originals. No digital photos shall be used for subject property. Digital photos shall only be used comparable sales. All adjustments to any comparable sales must be clearly explained in a narrative format. All comparable sales must be with a two year time frame. If any sales which have occurred prior to the two year limit, they just be clearly explained and added to the conventional three comparable sales typically used in the appraisal process.

3) Current location maps of the subject property including, area regional, plat and flood maps must be included and clearly labeled for the subject property.

4) All reports shall be a "Self Contained Narrative Report" unless otherwise requested and shall follow the 2009 or most current Uniform Standard of Professional Appraisal Practice (USPAP) rules and regulations. Each appraisal report must be physically inspected, photographed, and personally signed by the primary-general certified appraiser of the firm. Appraiser trainees may aid in the collection of the information, however, all analysis and conclusion must be performed by the primary general certified appraiser.

5) Appraisal reports are due within four weeks of request (20 business days) and receipt of a fully executed purchase order.

Additionally, this section should include, but not restricted to the following information:

A. Firm name, address, phone number and person to contact regarding the Request for Qualification.

B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities.

C. List of references including the name, address and phone number of the person most closely associated with the firm's prior project performance.

D. Ability to commence services immediately after successfully negotiating a contract for services.

E. Familiarity with the geographical area.

F. Statement regarding an Affirmative Action Program.

G. Minimum of $1,000,000.00 Professional liability, errors and omissions, insurance.

PERSONNEL AND STAFFING:

The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

REQUIRED CERTIFICATIONS AND SUBMITTAL:

This section will contain any current licenses and/or certifications as required by the STATE OF TEXAS.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann.2254.001, et seq.

PART III -SELECTION / EVALUATION

SELECTION/EVALUATION PROCESS:

The evaluation system consists of a 100-point system. The firms will be ranked after evaluation on a per project basis upon approval of roster by Hidalgo County Commissioner's Court. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation will be based on the criteria outlined below, and will be scored on the scales shown on the enclosed "RFQ Evaluation Form."
The respondent's Statement of Qualifications will be evaluated based on the criteria presented below.

1) ***Responsiveness:*** **30 points**
   a) Requested Information
   b) Thoroughness
   c) Understanding of Project
   d) List of references provided
   e) Clarity - Brevity
   f) Degree of Interest

2) ***Firm Capabilities:*** **45 points**

   a) Background
   b) Relevant experience
   c) Experience with similar projects
   d) Knowledge of area
   e) Timeliness of schedule
   f) Quality services previously provided to Hidalgo County

   g) Current workload
   h) Ability to commence various re-quested projects simultaneously
   i) Completion of projects within budgets

3) ***Staffing:*** **25 points**

   a) Qualifications of personnel - The professional team members responsible assigned to assist County projects shall be identified in the organizational chart.
   b) Key personnel
   c) Required discipline skills

REQUEST FOR QUALIFICATIONS GRADING AND RANKING PROTOCOL:

Once a Project has been identified and it is determined that Real Estate Appraiser Services are required, approval to seek engagement for professional services is sought from Hidalgo County Commissioners Court. The following protocol and procedures are utilized;

1) Hidalgo County Commissioners' Court, Elected Official and/or the User Department in need of Real Estate Appraiser Services **will nominate** (at the minimum) three (3) firms from Hidalgo County's approved pool of firms, thereafter, will review, score, and evaluate the responses received in Request for Qualifications.

2) A grid of the scores will be presented to Commissioners' Court for the purpose of **ranking and approval** for the Purchasing Department to enter into negotiations with the number one (1) ranked firm;

NEGOTIATION PROCESS:

Negotiations will commence with Commissioners' Court approved number one ranked firm;

1. Firms will be asked to submit (as part of those negotiations) a "scope of service" including fees;

2. The negotiated contract including best and final offer with the successful firm will be presented to Commissioners' Court (including compliance with all requirements as well as insurances) for consideration and final approval.

3. If negotiations with the number one (1) ranked firm fail, the Purchasing Department will recommend to Commissioners' Court that negotiations cease with the number one (1) ranked firm and commence to negotiate with the next highest ranked firm;

EXHIBIT "B"

EVALUATION CRITERIA
"PROFESSIONAL APPRAISAL SERVICES POOL"
RFQ No. 2014-006-12-11-SGS

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

1. RESPONSIVENESS (30) POINTS

   A. Requested Information
   B. Thoroughness
   C. Understanding of Project
   D. List of references provided
   E. Clarity – Brevity
   F. Degree of Interest

2. FIRM CAPABILITIES (45) POINTS

   A. Background
   B. Relevant experience
   C. Experience with similar projects
   D. Knowledge of area
   E. Timeless of schedule
   F. Quality services previously provided to Hidalgo County
   G. Current workload
   H. Ability to commence various re-quested projects simultaneously
   I. Completion of projects within budgets

3. STAFFING (25) POINTS

   A. Qualifications of personnel
   B. Key personnel
   C. Required discipline skills

GRAND TOTAL 100 Points

Internal Use Only: Commodity Code: 946-15

EXHIBIT "B"

EVALUATION CRITERIA

"PROFESSIONAL APPRAISAL SERVICES POOL"

RFQ No. 2014-006-12-11-SGS

Selection Criteria	Points	Score
1. **RESPONSIVENESS** ----- (30 pts)		
➢ Requested information	5	
➢ Thoroughness	5	
➢ Understanding of Project	5	
➢ List of references provided	5	
➢ Clarity-Brevity	5	
➢ Degree if Interest	5	
Comments/Rationale For Points:		TOTAL
2. **FIRM CAPABILITIES** ---- (45 pts)		
➢ Background	5	
➢ Relevant experience	5	
➢ Experience with similar projects	5	
➢ Knowledge of area	5	
➢ Timeliness of schedule	5	
➢ Quality services previously provided to Hidalgo County	5	
➢ Current workload	5	
➢ Ability to commence various re-quested projects simultaneously	5	
➢ Completion of projects within budgets	5	
Comments/Rationale For Points:		TOTAL
3. **STAFFING**-------- (25 pts)		
➢ Qualification of personnel	10	
➢ Key personnel	10	
➢ Required discipline skills	5	
Comments/Rationale For Points:		TOTAL
Total Score		

Project Name: _____

Department: _____

Firm/Participant: _____

Evaluator: _____ Date: _____

EXHIBIT "C"

Insurance Requirements
Professional Services
(i.e...Engineers, Architects, Appraisers & Surveyors)

The proposer awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the proposer in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. 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 a five (5) year extended reporting period.

2. A Five Hundred Thousand Dollars ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

3. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand Dollars ($500,000.00) arising out of the services provided to County hereunder.

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

5. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

ACORD

CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

INSURER A

INSURER B

INSURER C

INSURER D

INSURER E

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS MADE OCCUR OWNER'S & CONTRACTOR'S PROT. AGGREGATE LIMIT APPLIES PER: POLICY PROJECT LOC				EACH OCCURRENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ $ $ $ $
C	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN EA ACC AUTO ONLY: AGG	$ $ $
	EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM DEDUCTIBLE RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER

Hidalgo County
Attn: Purchasing Department
2812 S Highway Bus. 281
Edinburg, Texas 78539

ADDITIONAL INSURED; INSURER LETTER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court;

- will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court; currently carry the following

  Professional Liability (Errors & Omissions): $_____

  Automobile Liability: $_____ General Liability: $_____

- have already been met, see attached copy of Insurance certificate.

_____ _____
Authorized Representative Date

Notice to Proposer:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the award to be rescinded and re-awarded to next qualified vendor. Certificates of Insurance will be monitored and verified on a quarterly basis to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY YOUR PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____

2. Bonds: _____

3. Certificates: _____

4. Permits: _____

5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this project, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the packet in order to expedite the evaluation process. Failure to provide said documentation will result in the disqualification of your proposal/qualification.

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

Exhibit "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_____ _____

Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

EXHIBIT "E"
PROPOSER'S AFFIDAVIT

PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING
FOR "REAL ESTATE APPRAISERS POOL"

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, _____, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the Proposer nor any of the Proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the Proposer is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

_____

Signature/Title: _____

_____

Subscribed and sworn to before me this _____day of _____, 20__.

_____

Notary Public

My commission expires:_____, 20__

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:
Mailing/Postal Address: 2812 S. Business Hwy. 281
Physical Address: 2802 S. Business Hwy. 281
Edinburg, Texas 78539
or e-mail: 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.:

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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Certification
Regarding Debarment, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature:_____

Print Name:_____

Title:_____

Telephone Number:_____

Date:_____

If the proposer is unable to certify to all of the statements in this Certification, such proposer should attach an explanation to this proposal.

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
REQUEST FOR QUALIFICATIONS
PROFESSIONAL APPRAISALS SERVICES POOL

RFQ No.: 2014-006-12-11-SGS

RFQ SUBMITTAL CHECK LIST

All forms listed below must be included in the RFQ response.

Indicate with a check mark (✓) the Forms completed and included in this response:

_____ Page 9 of Legal Notice

_____ Exhibit "C" -Acknowledgement forms (pages 3 and 4)

_____ Exhibit "D" -CIQ Form -Copy of County Clerk File Recording fee receipt.

_____ Exhibit "E" –Proposers Affidavit

_____ Vendor Bidder Application and IRS form W-9

_____ Certification Regarding Debarment

_____ One Original, 7 Copies, and 2 CD's containing a complete copy of Response.

_____ _____
SIGNATURE DATE

EXHIBIT "A"

SERVICES TO BE PROVIDED BY APPRAISER

HLH APPRAISAL SERVICES

Specializing in Appraisal Review of Road and Drainage Projects

April 3, 2014

Ms. Vangie Y. Garcia
Contract's Manager
Hidalgo County Purchasing Department
New Administration Building
2802 S. Business Highway 281
Edinburg, TX. 78539

RE: "Review of Appraisal Services" on an as needed basis for projects located within Hidalgo County Precinct No. 1.

Dear Ms. Garcia:

In an effort to expedite the processing of a Agreement, this letter is in reference to your request of this date regarding my Scope of Services, Proposed Rate/Fee Schedule to begin the negotiation process for a "Professional Services Agreement." This is in connection for **"Review of Appraisal Services" on an as needed basis for projects located within Hidalgo County Precinct No. 1.**

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More specifically, the scope of work also includes (1) to physically inspect the project and each parcel from the road right of way, (2) to review each appraisal report for USPAP compliance, and (3) to prepare and submit electronically an appraisal review submission for each parcel to the Hidalgo County Right of Way Department, Precinct No. 1.

My fee schedule for this project is $450.00 for each appraisal review report of each parcel. My commitment is to complete all appraisal review reports within the time line requested and specified by Hidalgo County, Precinct No. 1. Additionally, if any updated appraisal reviews are necessary, an update will be accomplished for the reduced fee of $225.00.

My insurance is currently being renewed and I will send you the current renewed Acord forms for the required Hidalgo County insurance, ie. General Liability, Professional Liability (E & O) and Auto Liability as soon as I receive them.

Please advise if any additional information is needed. Thank you.

Sincerely,

Harvey L. Heerssen
TX.State Certified General Appraiser
No. TX-1327190-G

6107 Aberton Forest Drive, Houston, TX. 77084. 281-799-5652. heerssen@sbcglobal.net

EXHIBIT "B"
APPRAISER'S RATE SCHEDULE

HLH APPRAISAL SERVICES

Specializing in Appraisal Review of Road and Drainage Projects

April 3, 2014

Ms. Vangie Y. Garcia
Contract's Manager
Hidalgo County Purchasing Department
New Administration Building
2802 S. Business Highway 281
Edinburg, TX. 78539

RE: "Review of Appraisal Services" on an as needed basis for projects located within Hidalgo County Precinct No. 1.

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Please advise if any additional information is needed. Thank you.

Sincerely,

Harvey L. Heerssen
TX.State Certified General Appraiser
No. TX-1327190-G

6107 Aberton Forest Drive, Houston, TX. 77084. 281-799-5652. heerssen@sbcglobal.net

EXHIBIT "C"
INSURANCE REQUIREMENTS

ACORD

HEERHA1 OP ID: JM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/12/2013

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 Stanley McDonald Agency IL Inc 2018 State Road P.O. Box 1446 La Crosse, WI 54602-1446 David R. Mc Donald Phone: 608-788-6160 Fax: 608-788-7012	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED Mr. Harvey L Heerssen dba HLH Appraisal Services 6107 Aberton Forest Drive Houston, TX 77084	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A: Hartford Accident & Indemnity 22357 INSURER B: INSURER C: 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 Business Owners			41SBMZP3811	04/14/2013	04/14/2014	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (Mandatory in NH)	Y/N	N/A				WC STATU-TORY LIMITS OTH-ER	
							E.L. EACH ACCIDENT	$
							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)

CERTIFICATE HOLDER

Hidalgo County
Purchasing Department
New Administrative Building
2812 S Highway Bus. 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

ACORD 25 (2010/05)

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/11/2013

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PRODUCER	CONTACT NAME: Adam Pisani
The Pisani Agency 8588 Hwy 6 N Houston, TX 77095	PHONE (A/C, No, Ext): 281-855-7115 FAX (A/C, No): 281-855-1097 E-MAIL ADDRESS:
INSURED	**INSURER(S) AFFORDING COVERAGE** / **NAIC #**
Harvey L. Heerssen DBA HLH Appraisal Services 6107 Aberton Forest Dr Houston, TX 77084	INSURER A: Allstate Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY PRO-JECT LOC			TBD			EACH OCCURRENCE $ DAMAGE TO RENTED PREMISES (Ea occurrence) $ MED EXP (Any one person) $ PERSONAL & ADV INJURY $ GENERAL AGGREGATE $ PRODUCTS - COMP/OP AGG $ $
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS X SCHEDULED AUTOS NON-OWNED AUTOS			048963714 BAP	04/16/2013	04/16/2014	COMBINED SINGLE LIMIT (Ea accident) $ 500,000 BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS MADE DED RETENTION $						EACH OCCURRENCE $ AGGREGATE $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT $ 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)

2010 Ford F-150
1FTEW1C87AFD03660

CERTIFICATE HOLDER	CANCELLATION
Hidalgo County, Attn. Purchasing Department 2812 S. Highway Bus. 281 Edinburg, TX 78539	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 A. Pisani

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/11/2013

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PRODUCER	LIA ADMIN. & INSURANCE SERVICES 1600 ANACAPA STREET SANTA BARBARA, CA 93101
CONTACT NAME:	DIANNE DERAS KIRKWOOD
PHONE (A/C, No, Ext):	805-963-6624
FAX (A/C, No):	805-962-0652
E-MAIL ADDRESS:	DIANNE@LIABILITY.COM

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : LIBERTY SURPLUS INSURANCE	10725
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
HLH APPRAISAL SERVICES
HARVEY L. HEERSSEN
6107 ABERTON FOREST DRIVE
HOUSTON, TX 77084
166125

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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	GENERAL LIABILITY							
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE	$
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY							
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per person)	$
	HIRED AUTOS / NON-OWNED AUTOS						BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (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			LSI012626-001	04/14/2013	04/14/2014	$1,000,000 EACH CLAIM $2,000,000 AGGREGATE	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
REAL ESTATE APPRAISERS PROFESSIONAL LIABILITY

CERTIFICATE HOLDER

HIDALGO COUNTY, PURCHASING DEPARTMENT
NEW ADMINISTRATIVE BUILDING
2812 S. HIGHWAY BUS. 281
EDINBURG, TX 78539

CANCELLATION

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April 3, 2014

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2802 S. Business Highway 281
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Please advise if any additional information is needed. Thank you.

Sincerely,

Harvey L. Heerssen
TX.State Certified General Appraiser
No. TX-1327190-G

6107 Aberton Forest Drive, Houston, TX. 77084. 281-799-5652. heerssen@sbcglobal.net

Zimbra **evangelina.garcia@co.hidalgo.tx.us**

RE: Review as to form-Contract with HLH Appraisal for Review of Appraisal Services-Pct. 1

From : Steve Crain <scrain@atlashall.com> Fri, Apr 04, 2014 01:32 PM
Subject : RE: Review as to form-Contract with HLH Appraisal for Review of Appraisal Services-Pct. 1
To : 'Evangelina Garcia' <evangelina.garcia@co.hidalgo.tx.us>

Good to go.

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Friday, April 04, 2014 12:59 PM
To: Steve Crain
Subject: Re: Review as to form-Contract with HLH Appraisal for Review of Appraisal Services-Pct. 1

Here you go Mr. Crain.....this is what happens when trying to take care of too many things. Sorry.....

From: "Steve Crain" <scrain@atlashall.com>
To: "Evangelina Garcia" <evangelina.garcia@co.hidalgo.tx.us>
Sent: Friday, April 4, 2014 12:54:35 PM
Subject: RE: Review as to form-Contract with HLH Appraisal for Review of Appraisal Services-Pct. 1

The term is incorrect in numbers paragraph 3. The ending date of the term should be 2015.

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Friday, April 04, 2014 11:54 AM
To: Steve Crain
Cc: Martha Salazar
Subject: Re: Review as to form-Contract with HLH Appraisal for Review of Appraisal Services-Pct. 1

My apologies Mr. Crain; totally forgot to remove the first page.....here's the correct document.
Thank you

From: "Martha Salazar" <martha.salazar@co.hidalgo.tx.us>
To: "Evangelina Garcia" <evangelina.garcia@co.hidalgo.tx.us>
Sent: Friday, April 4, 2014 11:23:22 AM

AI-43972 **Purchasing Department 22. C. 2.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Martha L. Salazar, HC-PA **Submitted By:** Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Constable:

Acceptance and approval for County to pay the outstanding balance as submitted by Reliant and referenced on Invoice Number #122-003-595-617-9 in the amount of $2,099.54 from 10/01/13 to 12/11/13 and thereafter pursuant to Article Section 9.7.1 of the AIA Contract with Holchmont (Contract #C-12-028-07-24-Construction Of A New Constable Building Precinct One) thus allowing County to deduct the outstanding amount from the retainage still owed to the general contractor, "Holchmont, LTD" and avoid the possibility of services to be terminated by Reliant due to the outstanding balance.

BACKGROUND

General Contractor "Holchmont LTD" was responsible in paying the electric billing up to December 11, 2013 pursuant to Hidalgo County's acceptance and approval on December 20, 2013 of the certificate of substantial completion's with effective date of December 11, 2013.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 1100-419-40-220-001-0-622

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

BUDGETARY IMPACT:

Funds available as of 4/11/14.

Attachments

RELIANT INVOICES

AIA 207-9.7.1

LEGAL'S RESPONSE

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/09/2014 06:42 PM
Budget & Management	Debbie Tamez	04/10/2014 10:04 AM
Glinda Pacheco	Glinda Pacheco	04/11/2014 11:12 AM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Vangie Garcia Started On: 04/07/2014 05:35 PM

Final Approval Date: 04/11/2014

reliant
an NRG company

Reliant Account: 9 848 016 - 3 **Date Due:** 01/13/2014
Customer Name: HIDALGO COUNTY
Account Name: H C CONSTABLE PCT. 1 OFFICES

Current due date does not extend date due for previous amount due.

SL03

Invoice Number	Amount Due
122 003 595 617 9	$ 2,099.54

Account Summary

Billing Date: Dec 13, 2013

Previous Amount Due	$1,207.94
Payment	0.00
Balance Forward	1,207.94
Current Charges	891.60
Amount Due	**$2,099.54**

GLO

Questions or Comments?

Reliant Energy
P.O. Box 1532
HOUSTON TX 77251-1532
For billing inquiries: Contact us toll-free at 1-888-256-8108
Email us at: solutions@reliant.com
Visit our website:
reliantAccountConnect.com
PUCT Certificate 10007

Service Address:

1902 JOE STEPHENS AVE
WESLACO TX 78599

For outages or emergencies 1-866-223-8508.

ESI ID:

10032789493434345
SCALAR Meter

Electric Usage Detail

Load Factor	36.3 %
Meter Number: 455684998	
Current Meter Read 12/11/2013	321
Previous Meter Read 11/08/2013	153
kWh Multiplier	40
kWh Usage	6,720
Demand	23 kW

Current Electric Charges Detail

33 Day Billing Period From 11/08/2013 To 12/11/2013

State Power Program - Fixed Price		
Actual Consumption* Price	6,720 kWh @ $0.118080/kWh	793.50
TDSP Pass-Through Charges	From 11/08/2013 To 12/11/2013	
Transition Charge	23.40000 kW @ $0.978447/kW	22.90
Transition Charge	23.40000 kW @ $2.320791/kW	54.31
Transition Charge	23.40000 kW @ $0.892882/kW	20.89
Total TDSP Pass-Through Charges		98.10
Current Charges		**$891.60**

70/139

Important Message: Explanation of charges and other critical information are provided on reverse side, when applicable.

Please mail this portion with your payment. Make check payable to: RELIANT

reliant
an NRG company

Reliant Energy
P.O. Box 1532
HOUSTON TX 77251-1532

Account: 9 848 016 - 3

AMOUNT PAID $: _____.____

Date Due	01/13/2014
Amount Due	$ 2,099.54
Invoice Number	122 003 595 617 9

Mail payment to:

H C CONSTABLE PCT. 1 OFFICES
3100 S BUSINESS HIGHWAY 281
EDINBURG TX 78539

RELIANT, DEPT 0954
PO BOX 120954
DALLAS TX 75312-0954

1220035956179 00170000098480163000000209954000002099544O

Reliant Account: 9 848 016 - 3 **Date Due:** 01/13/2014
Customer Name: HIDALGO COUNTY
Account Name: H C CONSTABLE PCT. 1 OFFICES

Remittance Instructions -- To improve customer service, Reliant Energy will process payments by invoice number. Your invoice number must be included with your payment to ensure that your account is properly credited. Your invoice number is shown in the box at the top of this invoice. You can provide your invoice number by sending the attached bill stub with your payment or by printing the invoice number on your check advice. Please include invoice number with all payments.

Electronic Payment Method Option -- If you would like to pay electronically by Automated Clearing House (ACH) or wire transfer, you may send your payment using ABA Routing Number: 043000261 and Bank Account Number 1192420. Your invoice number must be included with your ACH or wire payment to ensure that your account is properly credited. Your invoice number is shown in the box at the top of this invoice. If you have any questions, please call a Customer Care Specialist at 1-888-256-8108.

Notification Requirement - Pursuant to the Texas Government Code Section 2251.042, a State Power Program customer must notify Reliant Energy of any error in an invoice submitted for payment not later than the 21st day after the date the customer receives the invoice.

Late Fees -- Interest charges may be assessed on overdue payments at the rate specified in the Agreement.

12200359561 79 00170000098480163000000209954000002099544 0

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an NRG company

CORRECTED INVOICE
Reliant Account: 9 848 016 - 3 **Date Due:** 12/13/2013
Customer Name: HIDALGO COUNTY
Account Name: H C CONSTABLE PCT. 1 OFFICES

SL03

Current due date does not extend date due for previous amount due.

Invoice Number	Amount Due
160 002 870 380 5	$ 1,207.94

Account Summary

Billing Date: Nov 13, 2013

Previous Amount Due	$431.41
Payment	0.00
Balance Forward	431.41
Current Charges	776.53
Amount Due	**$1,207.94**

GLO

Questions or Comments?

Reliant Energy
P.O. Box 1532
HOUSTON TX 77251-1532
For billing Inquiries: Contact us toll-free at 1-888-256-8108
Email us at: solutions@reliant.com
Visit our website:
reliantAccountConnect.com
PUCT Certificate 10007

Service Address:

1902 JOE STEPHENS AVE
WESLACO TX 78599

For outages or emergencies 1-866-223-8508.

ESI ID:

10032789493434345
SCALAR Meter

Electric Usage Detail

Load Factor	56 %
Meter Number: 455684998	
Current Meter Read 11/08/2013	153
Previous Meter Read 10/10/2013	22
kWh Multiplier	40
kWh Usage	5,240
Demand	13 kW

Current Electric Charges Detail

29 Day Billing Period From 10/10/2013 To 11/08/2013

State Power Program - Fixed Price		
Actual Consumption* Price	5,240 kWh @ $0.118080/kWh	618.74
TDSP Pass-Through Charges	From 10/10/2013 To 11/08/2013	
Transition Charge	5,240 kWh @ $0.008067/kWh	42.27
Transition Charge	5,240 kWh @ $0.015567/kWh	81.57
Transition Charge	5,240 kWh @ $0.006479/kWh	33.95
Total TDSP Pass-Through Charges		157.79
Current Charges		**$776.53**

16/31

Important Message: Explanation of charges and other critical information are provided on reverse side, when applicable.

Please mail this portion with your payment. Make check payable to: RELIANT

reliant
an NRG company

Reliant Energy
P.O. Box 1532
HOUSTON TX 77251-1532

Account: 9 848 016 - 3

AMOUNT PAID $: _____.____

Date Due	12/13/2013
Amount Due	$ 1,207.94
Invoice Number	160 002 870 380 5

Mail payment to:

H C CONSTABLE PCT. 1 OFFICES
3100 S BUSINESS HIGHWAY 281
EDINBURG TX 78539

RELIANT, DEPT 0954
PO BOX 120954
DALLAS TX 75312-0954

160002870380 5 00170000098480163900000120794000001207944 0

Reliant Account: 9 848 016 - 3 **Date Due:** 12/13/2013
Customer Name: HIDALGO COUNTY
Account Name: H C CONSTABLE PCT. 1 OFFICES

Remittance Instructions -- To improve customer service, Reliant Energy will process payments by invoice number. Your invoice number must be included with your payment to ensure that your account is properly credited. Your invoice number is shown in the box at the top of this invoice. You can provide your invoice number by sending the attached bill stub with your payment or by printing the invoice number on your check advice. Please include invoice number with all payments.

Electronic Payment Method Option -- If you would like to pay electronically by Automated Clearing House (ACH) or wire transfer, you may send your payment using ABA Routing Number: 043000261 and Bank Account Number 1192420. Your invoice number must be included with your ACH or wire payment to ensure that your account is properly credited. Your invoice number is shown in the box at the top of this invoice. If you have any questions, please call a Customer Care Specialist at 1-888-256-8108.

Notification Requirement - Pursuant to the Texas Government Code Section 2251.042, a State Power Program customer must notify Reliant Energy of any error in an invoice submitted for payment not later than the 21st day after the date the customer receives the invoice.

Late Fees -- Interest charges may be assessed on overdue payments at the rate specified in the Agreement.

16000287038O5 0017000009848016390000012079400000012079440

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an NRG company

Reliant Account: 9 848 016 - 3 **Date Due:** 11/20/2013
Customer Name: HIDALGO COUNTY
Account Name: H C CONSTABLE PCT. 1 OFFICES

SL99

Invoice Number	Amount Due
008 004 599 995 2	$ 431.41

Account Summary

Billing Date: Oct 21, 2013

Previous Amount Due	$0.00
Payment	0.00
Balance Forward	0.00
Current Charges	431.41
Amount Due	**$431.41**

GLO

Questions or Comments?

Reliant Energy
P.O. Box 1532
HOUSTON TX 77251-1532
For billing inquiries: Contact us toll-free at 1-888-256-8108
Email us at: solutions@reliant.com
Visit our website:
reliantAccountConnect.com
PUCT Certificate 10007

Service Address:

1902 JOE STEPHENS AVE
WESLACO TX 78599

For outages or emergencies 1-866-223-8508.

ESI ID:

10032789493434345
SCALAR Meter

Electric Usage Detail

Load Factor	31.8 %
Meter Number: 455684998	
Current Meter Read 10/10/2013	22
Previous Meter Read 10/01/2013	0
kWh Multiplier	40
kWh Usage	880
Demand	12 kW

Current Electric Charges Detail

10 Day Billing Period From 10/01/2013 To 10/10/2013

State Power Program - Fixed Price		
Actual Consumption* Price	880 kWh @ $0.118080/kWh	103.91
TDSP Pass-Through Charges	From 10/01/2013 To 10/10/2013	
Other Connections - Labor	1 @ $301.000000/EA	301.00
Transition Charge	880 kWh @ $0.008067/kWh	7.10
Transition Charge	880 kWh @ $0.015567/kWh	13.70
Transition Charge	880 kWh @ $0.006479/kWh	5.70
Total TDSP Pass-Through Charges		327.50
Current Charges		**$431.41**

1/1

Important Message: Explanation of charges and other critical information are provided on reverse side, when applicable.

Please mail this portion with your payment. Make check payable to: RELIANT

reliant
an NRG company

Reliant Energy
P.O. Box 1532
HOUSTON TX 77251-1532

Account: 9 848 016 - 3

AMOUNT PAID $: _____.____

Date Due	11/20/2013
Amount Due	$ 431.41
Invoice Number	008 004 599 995 2

Mail payment to:

H C CONSTABLE PCT. 1 OFFICES
3100 S BUSINESS HIGHWAY 281
EDINBURG TX 78539

RELIANT, DEPT 0954
PO BOX 120954
DALLAS TX 75312-0954

00800459999952 0017000009848016310000004314100000043141300

Reliant Account: 9 848 016 - 3 **Date Due:** 11/20/2013
Customer Name: HIDALGO COUNTY
Account Name: H C CONSTABLE PCT. 1 OFFICES

Remittance Instructions -- To improve customer service, Reliant Energy will process payments by invoice number. Your invoice number must be included with your payment to ensure that your account is properly credited. Your invoice number is shown in the box at the top of this invoice. You can provide your invoice number by sending the attached bill stub with your payment or by printing the invoice number on your check advice. Please include invoice number with all payments.

Electronic Payment Method Option -- If you would like to pay electronically by Automated Clearing House (ACH) or wire transfer, you may send your payment using ABA Routing Number: 043000261 and Bank Account Number 1192420. Your invoice number must be included with your ACH or wire payment to ensure that your account is properly credited. Your invoice number is shown in the box at the top of this invoice. If you have any questions, please call a Customer Care Specialist at 1-888-256-8108.

AEP TEXAS CENTRAL SERVICE TERRITORY TRANSITION CHARGE NOTICE -- The amount billed includes Transmission and Distribution Provider Transition Charges which were authorized by Financing Orders in Public Utility Commission of Texas (PUCT) Docket No. 21528 and Docket No. 32475. These charges have been transferred to and are being collected on behalf of a Special Purpose Entity and are not owned by Reliant Energy or by AEP Texas Central Company (AEP). Under certain circumstances described in AEP's Tariff for Retail Delivery service the Servicer may be permitted to collect the Transition Charges directly from the retail customer.

Notification Requirement - Pursuant to the Texas Government Code Section 2251.042, a State Power Program customer must notify Reliant Energy of any error in an invoice submitted for payment not later than the 21st day after the date the customer receives the invoice.

Late Fees -- Interest charges may be assessed on overdue payments at the rate specified in the Agreement.

00800459999952 00170000098480163100000043141000000043141300

§ 9.6.5 Contractor payments to material and equipment suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents.

§ 9.6.7 DELETED.

§ 9.7 FAILURE OF PAYMENT

If the Architect does not issue a Certificate for Payment, through no fault of the Contractor, within seven days after receipt of the Contractor's Application for Payment, or if the Owner does not, for reasons other than a default of the Contract, including, but not limited to, those defaults set forth in Clauses 9.5.1.1 through 9.5.1.7 pay the Contractor within seven days after the date established in the Contract Documents the amount certified by the Architect , then the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shut-down, delay and start-up, plus interest as provided for in the Contract Documents.

§ 9.7.1 If Owner is entitled to reimbursement or payment from Contractor under or pursuant to the Contract Documents, such payment shall be made promptly upon demand by Owner. Notwithstanding anything contained in the Contract Documents to the contrary, if Contractor fails to promptly make any payment due Owner, or if Owner incurs any costs and expenses to cure any default of Contractor or to correct defective Work, Owner shall have an absolute right to offset such amount against the Contract Sum and may, in Owner sole discretion, elect either to (i) deduct an amount equal to that which Owner is entitled from any payment then or thereafter due Contractor from Owner, or (ii) issue a written notice to Contractor reducing the Contract Sum by an amount equal to that which Owner is entitled.

§ 9.8 SUBSTANTIAL COMPLETION

§ 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof (which Owner agrees to accept separately) is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

§ 9.8.2 When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.3 Upon receipt of the Contractor's list, the Architect will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If the Architect's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Architect. In such case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

§ 9.8.4 When the Work or designated portion thereof is substantially complete, the Architect will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, shall establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance, and shall fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of issuance of the certificate of final payment by Architect unless otherwise provided in the Certificate of Substantial Completion. The Work will not be considered suitable for Substantial Completion review until all Project systems included in the Work are operational as designed and scheduled, all designated or required governmental inspections and certifications have been made and posted, designated instruction of Owner's personnel in the operation of systems has been completed, and all final finishes within the Contract are in place. In general, the only remaining Work shall be minor in nature, so that Owner and/or Owner's employees and if applicable, the public, could occupy the building on that date and the completing of the

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User Notes: (959998329)

From : Steve Crain <scrain@atlashall.com> Mon, Mar 24, 2014 04:17 PM
Subject : FW: Electricity Billing-Constable Precinct One
To : 'Martha Salazar' <martha.salazar@co.hidalgo.tx.us>

See below.

From: Debra L. Goetz [mailto:dgr@atlashall.com]
Sent: Monday, March 24, 2014 3:21 PM
To: scrain@atlashall.com
Subject: FW: Electricity Billing-Constable Precinct One

Here is the information

From: Debra L. Goetz [mailto:dgr@atlashall.com]
Sent: Monday, February 24, 2014 9:26 AM
To: 'Steve Crain'
Subject: RE: Electricity Billing-Constable Precinct One

Steve,

The question posed is whether direct payment by the county needs to be approved by commissioners court or whether they may simply pay it. The contract does not address the question of how the county internally authorizes a payment, and you had already advised the county that they were entitled to make the payment. It appears that the County should follow the same procedure it would follow for any other payment being made pursuant to the contract.

While they did not provide the entire contract, I believe this is the same one we had reviewed last month for a different issue, and if so, the relevant provision allowing the County to pay and then deduct the amount provides:

§ 9.7.1 If Owner is entitled to reimbursement or payment from Contractor under or pursuant to the Contract Documents, such payment shall be made promptly upon demand by Owner. Notwithstanding anything contained in the Contract Documents to the contrary, if Contractor fails to promptly make any payment due Owner, or if Owner incurs any costs and expenses to cure any default of Contractor or to correct defective Work, Owner shall have an absolute right to offset such amount against the Contract Sum and may, in Owner's sole discretion, elect either to (i) deduct an amount equal to that which Owner is entitled from any payment then or thereafter due Contractor from Owner, or (ii) issue a written notice to Contractor reducing the Contract Sum by an amount equal to that which Owner is entitled.

From: Steve Crain [mailto:scrain@atlashall.com]
Sent: Friday, February 21, 2014 5:24 PM
To: 'Debra L. Goetz'
Subject: FW: Electricity Billing-Constable Precinct One

Can you check the AIA agreement re this matter and let me know.

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Friday, February 21, 2014 4:55 PM
To: Steve Crain; valde guerra; Daniel Flores
Cc: Oscar Garza; Evangelina Garcia; Moises Salazar; Lauro Torres; Stan Ramos; Darlene H. Betancourt; Jessica Ortega
Subject: Fwd: Electricity Billing-Constable Precinct One

Mr. Crain:
Recent history on this item. Some time ago, you and I discussed the issue of contractor, Holchemont, not paying for electric bills prior to HC acceptance and approval of Substantial Completion. You advised at that time that a viable option (pursuant to the AIA terms & conditions attached) to send the vendor notice of HC's intent to reduce any expenses incurred by Holchemont (in this case electricity) and paid by the County (so as to prevent interruption of services) would be deducted from any balances due and/or owning Holchemont.

Below for your confirmation is notice of the issues detailed above. We likewise sent notice to Mr. Daniel Flores to make the necessary arrangement to pay the electricity bills in dispute so as to avoid interruption or termination of services.

Our question them becomes, do we need CC approval to make said payment(s) or do the terms and conditions under the AIA authorize such action on the County's part.
Please advise.
Yours truly,
Marty S.

AI-44008 **Purchasing Department 22. D. 1.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Hon. H. Palacios, Comm. HC Pct. #2 **Submitted By:** Moises Salazar, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Recommendation by project engineer Raul Sesin, P.E., Hidalgo County Planning Dept., to award the project -Hidalgo County Precinct No. 2 -"Gearhart Drive Paving and Drainage Improvements"-RFB No. 2014-078-04-02-MSS." to the lowest bidder meeting all specifications, Rojas Heavy Equipment, LLC dba Rojas Construction & Paving, in the total amount of $185,675.92 (base bid and Alternates 1 and 2).

B. Pursuant to TXLGC 262.031 and in the interest of expediting a project's progress, requesting authority/approval for the Precinct Commissioner or designee (historically Raul Sesin unless otherwise voice by Comm.) to execute change orders that involve ...'an increase or decrease in cost of $50,000.00 or LESS and in no event to exceed the Change Order's statutory limits...'. The original contract price may not be decreased by 18 % or more without the consent of the contractor".

BACKGROUND

Req. # 255148

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1200-431-00-122-092-0-731

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

BUDGETARY IMPACT:

Attachments

Bid Tabulation

PCT 2 Award Recommendation

Award Recommendation by Mr. Sesin, P.E., project engineer.

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/11/2014 02:48 PM
Budget & Management	Debbie Tamez	04/11/2014 03:12 PM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Moises Salazar Started On: 04/09/2014

Final Approval Date: 04/11/2014

BID COMPARISON
HIDALGO COUNTY PRECINCT No. 2
PROJECT No. 2014-078-04-02-MSS
GEARHART DRIVE PAVING AND DRAINAGE IMPROVEMENTS PROJECT

BASE BID				Sanco General Contracting Inc.		Rojas Construction		Jimmy Closner & Sons		2GS, LLC	
Item No.	Item Description	Estimated Quantity	Unit	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL	Unit Price	TOTAL
1	PRIME COAT (MC-30) ENTIRE BASE AND LEAVE IT READY FOR										
	HMAC INSTALLATION (ESTIMATED 830 GAL.)	4,141	SY	$ 1.40	$ 5,797.40	$ 3.00	$ 12,423.00	$ 1.20	$ 4,969.20	$ 2.00	$ 8,282.00
2	8" COMPACTED CALICHE (LABOR ONLY)	4,822	SY	$ 4.00	$ 19,288.00	$ 2.00	$ 9,644.00	$ 3.20	$ 15,430.40	$ 5.00	$ 24,110.00
3	BIAXIAL GEOGRID	4,822	SY	$ 2.00	$ 9,644.00	$ 4.00	$ 19,288.00	$ 2.50	$ 12,055.00	$ 5.00	$ 24,110.00
4	EXCAVATE STOCKPILE & TREAT CALICHE WITH 2% LIME AND										
	REWORK EXISTING ROAD SECTION TO ACHIEVE PROP BASE	2,103	SY	$ 5.00	$ 10,515.00	$ 10.00	$ 21,030.00	$ 8.00	$ 16,824.00	$ 20.00	$ 42,060.00
5	EROSION AND SEDIMENT CONTROL STRUCTURAL PRACTICES										
	TO COMPY WITH COUNTY AND TCEQ REQUIREMENTS FOR										
	STORM WATER POLLUTION PREVENTION	1	LS	$ 6,000.00	$ 6,000.00	$ 3,000.00	$ 3,000.00	$ 2,500.00	$ 2,500.00	$ 2,200.00	$ 2,200.00
6	18" LAYDOWN CURB & GUTTER	2,442	LF	$ 8.00	$ 19,536.00	$ 8.50	$ 20,757.00	$ 6.50	$ 15,873.00	$ 7.20	$ 17,582.40
7	CONCRETE APRON AROUND "C-C" INLET	8	EA	$ 500.00	$ 4,000.00	$ 500.00	$ 4,000.00	$ 1,000.00	$ 8,000.00	$ 200.00	$ 1,600.00
8	ASPHALT DRIVEWAYS (3" CALICHE BASE & 1" ACP)	210	SY	$ 6.00	$ 1,260.00	$ 20.00	$ 4,200.00	$ 10.50	$ 2,205.00	$ 25.00	$ 5,250.00
9	4" CONCRETE DRIVEWAYS	771	SY	$ 38.00	$ 29,298.00	$ 27.00	$ 20,817.00	$ 50.00	$ 38,550.00	$ 35.00	$ 26,985.00
10	GRADE ROADISE DITCH	200	LF	$ 7.50	$ 1,500.00	$ 7.50	$ 1,500.00	$ 7.50	$ 1,500.00	$ 10.00	$ 2,000.00
11	TRAFFIC CONTROL	1	LS	$ 6,000.00	$ 6,000.00	$ 2,000.00	$ 2,000.00	$ 3,500.00	$ 3,500.00	$ 2,200.00	$ 2,200.00
12	24" THERMOPLASTIC STOP BAR	1	EA	$ 300.00	$ 300.00	$ 500.00	$ 500.00	$ 950.00	$ 950.00	$ 500.00	$ 500.00
13	STOP SIGN	1	EA	$ 400.00	$ 400.00	$ 500.00	$ 500.00	$ 180.00	$ 180.00	$ 275.00	$ 275.00
			BASE BID TOTAL:		**$ 113,538.40**		**$ 119,659.00**		**$ 122,536.60**		**$ 157,154.40**

ALTERNATE #1 BID											
Item No.	Item Description	Estimated Quantity	Unit	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures
1	2" HMAC TYPE "D" (MATERIAL & LABOR)	4,141	SY	$ 12.00	$ 49,692.00	$ 10.12	$ 41,906.92	$ 11.35	$ 47,000.35	$ 12.15	$ 50,313.15
			ALT. BID #1 TOTAL:		**$ 49,692.00**		**$ 41,906.92**		**$ 47,000.35**		**$ 50,313.15**

ALTERNATE #2 BID											
Item No.	Item Description	Estimated Quantity	Unit	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures	Unit Price In Figures	Total Extension In Figures
1	8" COMPACTED CALICHE (MATERIAL ONLY)	4,822	SY	$ 7.00	$ 33,754.00	$ 5.00	$ 24,110.00	$ 4.00	$ 19,288.00	$ 4.00	$ 19,288.00
			ALT. BID #2 TOTAL:		**$ 33,754.00**		**$ 24,110.00**		**$ 19,288.00**		**$ 19,288.00**
			BASE BID TOTAL		**$ 113,538.40**		**$ 119,659.00**		**$ 122,536.60**		**$ 157,154.40**
			ALTERNATE NO. 1 TOTAL		**$ 49,692.00**		**$ 41,906.92**		**$ 47,000.35**		**$ 50,313.15**
			ALTERNATE NO. 2 TOTAL		**$ 33,754.00**		**$ 24,110.00**		**$ 19,288.00**		**$ 19,288.00**
			GRAND TOTAL		**$ 196,984.40**		**$ 185,675.92**		**$ 188,824.95**		**$ 226,755.55**

Zimbra **moises.salazar@co.hidalgo.tx.us**

Re: Gearhart Drive Project

From : Erika Zamora <erika.zamora@co.hidalgo.tx.us> Wed, Apr 09, 2014 02:53 PM

Subject : Re: Gearhart Drive Project

To : Moises Salazar <moises.salazar@co.hidalgo.tx.us>

Cc : Raul Silguero <raul.silguero@co.hidalgo.tx.us>, Eliza Yzaguirre <areanna.yzaguirre@co.hidalgo.tx.us>, Nora Cavazos <nora.cavazos@hchd.org>, Raul Sesin <raul.sesin@co.hidalgo.tx.us>

Good afternoon Moises,

Precinct 2 concurs with the recommendation submitted by Mr. Sesin to award the Pct 2 Gearhart Drive Project to overall low bidder Rojas Construction. The requested information is as follows:

Account No: 4-1200-431-00-122-092-0-731
Requisition No: 255148
Award Letter From Mr. Sesin is attached.

Please proceed to place an agenda item on for commissioners court approval to award the bid.

Thank you,

Erika Zamora
Director of Administrative Operations
Hidalgo County Precinct #2
300 West Hall Acres, Suite G
Pharr, Tx 78589
(956) 787-1891 Ext. 2015 - Office
erika.zamora@co.hidalgo.tx.us

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

From: "Moises Salazar" <moises.salazar@co.hidalgo.tx.us>
To: "Raul Silguero" <raul.silguero@co.hidalgo.tx.us>
Cc: "Erika Zamora" <erika.zamora@co.hidalgo.tx.us>, "Eliza Yzaguirre" <areanna.yzaguirre@co.hidalgo.tx.us>, "Nora Cavazos" <nora.cavazos@hchd.org>, "Raul Sesin" <raul.sesin@co.hidalgo.tx.us>
Sent: Wednesday, April 9, 2014 10:04:40 AM
Subject: Re: Gearhart Drive Project

Mr Silguero,
We have initiated the bid award recommendation agenda item for the Gearhart Dr. Paving and Drainage Improvements. We have also included the paragraph "B" in reference to the authority to execute Change Orders.

We will need the following information in order to be able to submit it:

* Fund Account #
* Requisition#
* Mr. Sesin's award recommendation letter.
* Precincts concurrence to Mr. Sesin's award recommendation and request to be placed on the agenda.

We appreciate your help.

Thank you.
From the desk of:
Moises Salazar, Buyer III
Hidalgo County Purchasing Department
2802 South Business Hwy 281

Edinburg, TX 78539
(956) 292-7000 Ext. 4863
(956) 318-2626
(956) 292-7612 Fax
moises.salazar@co.hidalgo.tx.us

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

From: "Raul Sesin" <raul.sesin@co.hidalgo.tx.us>
To: "Raul Silguero" <raul.silguero@co.hidalgo.tx.us>
Cc: "Erika Zamora" <erika.zamora@co.hidalgo.tx.us>, "Eliza Yzaguirre" <areanna.yzaguirre@co.hidalgo.tx.us>, "Nora Cavazos" <nora.cavazos@hchd.org>, "Hidalgo Co. Purchasing" <moises.salazar@co.hidalgo.tx.us>
Sent: Wednesday, April 9, 2014 9:09:44 AM
Subject: Gearhart Drive Project

Good morning Tocayo, I just received confirmation from Commissioner to award the entire project as per my recommendation. Please make sure the project is on CC to award next week.

If you need anything else from me, please let me know.

Thanks.

Raul E. Sesin, PE
Sent from my iPhone
956-566-1974

Hidalgo County Planning Department

Raul E. Sesin, PE, CFM
Planning Administrator

Main Office
1304 S. 25th Street
Edinburg, Texas 78542
Phone (956) 318-2840
Fax (956) 318-2844

Engineering Projects Office
301 E. State Street
Pharr, Texas 78577
Phone (956) 318-2840
Fax (956) 318-2844

Precinct No. 1 Substation
1902 Joe Stephens Ave.
Weslaco, Texas 78596
Phone (956) 968-4734
Fax (956) 973-7850

Precinct No. 3 Substation
2401 N. Moorefield Rd.
Mission, Texas 78572
Phone (956) 205-7045
Fax (956) 205-7049

April 8, 2014

Honorable Commissioner Hector "Tito" Palacios
Hidalgo County Precinct No. 2
301 West Hall Acres Road
Pharr, Texas 78577

RE: Gearhart Drive
Paving and Drainage Improvements
Hidalgo County Precinct No. 2
Bid No.: 2014-078-04-02-MSS

Dear Commissioner Palacios;

Bids were received and opened for Gearhart Drive Paving and Drainage Improvements Bid No.: 2014-078-04-02-MSS on April 2, 2014. A total of four bids were received with Rojas Construction being the overall low bidder for the project. Attached is a copy of the bid tabulation for your review.

This project consists of the reconstruction of Gearhart Drive with curb and gutter and driveway improvements. Rojas Construction has constructed several projects within Hidalgo County. We recommend awarding the project to Rojas Construction for the overall bid in the amount of $185,675.92 which is the Base Bid ($119,659.00) with Alternate No. 1 ($41,906.92) and Alternate No. 2 ($24,110.00).

If you have any questions or require further information, please feel free to contact me at your convenience.

Respectfully,
HIDALGO COUNTY PLANNING DEPARTMENT

PE

Raul E. Sesin, P.E., C.F.M.
Planning Administrator

Attachments: Bid Comparison

AI-44023 **Purchasing Department 22. D. 2.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Comm. Tito Palacios, Pct. #2 **Submitted By:** Erika Zamora, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Approval of the following requisitions listed for operating expenditures exceeding $1,500:

Program	Requisition No.	Vendor	Amount	Item
Road Maintenance	254910	Doggett Freightliner of South Texas, LLC	$1,537.51	Parts for Unit# 51
Road Maintenance	255197	H&V Equipment	$11,658.49	Parts for Unit# 63
Sanitation	254918	Fleetpride	$1,859.82	Parts for Unit# 55

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-432-00-122-001-0-672

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

BUDGETARY IMPACT:

Funds available through Req#00254918

FISCAL YEAR: 2014 **ACCT. #:** 4-1200-431-00-122-006-0-672

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

BUDGETARY IMPACT:

Funds available through Req#00254910

FISCAL YEAR: 2014 **ACCT. #:** 4-1200-431-00-122-006-0-672

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

BUDGETARY IMPACT:

Funds available through Req#00255197

Attachments

Requisitions

Form Review

Inbox	Reviewed By	Date
Erika Zamora	Erika Zamora	04/11/2014 04:24 PM
Purchasing Department	Darlene Betancourt	04/11/2014 04:55 PM
Budget & Management	Debbie Tamez	04/11/2014 04:56 PM
Glinda Pacheco	Glinda Pacheco	04/11/2014 05:11 PM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Erika Zamora Started On: 04/09/2014

Final Approval Date: 04/11/2014

Requisition

Req # 00254918

PO # 707508
Date: 04/04/14

Bill To: x
x

Vendor : 248649
FLEETPRIDE
P.O. BOX 847118
DALLAS TX 75284-7118

Ship To: HIDALGO CO. PCT 2
300 WEST HALL ACRES, SUITE G
PHARR TX 78577

Contact: **ROCKY CAVAZOS**
956-787-1891

Contract No:

Special Instructions:
REQ. #0051

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		SANITATION DEPARTMENT		
		DO NOT DUPLICATE ORDER		
2.00	EACH	EX #E12584029 BRAKE ROTOR: PREMIUM	300.91	601.82
2.00	EACH	EX #E11107690 DISC PADS, EXTENDED WEAR HD W/ RIMS	106.00	212.00
2.00	EACH	EX #E12584031 BRAKE ROTOR: PREMIUM	523.00	1,046.00
		Account No	Encumbrance	
		4-1100-432-00-122-001-0-672	1,859.82	
			Freight	.00
			Total	1,859.82
		REPAIR PART FOR UNIT #55 - 2002- FORD F750 REGULAR CAB XL TRUCK {VIN #3FDPF75582MA10006 L/P #822-148}		
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Requisition

Req # 00254910

PO #

Date: 04/04/14

Bill To: x
x

Vendor : 421812
DOGGETT FREIGHTLINER OF SOUTH TEXAS,
3103 N CAGE BLVD
PHARR TX 78577
FAX (956)782-8235

Ship To: HIDALGO CO. PCT 2
300 WEST HALL ACRES, SUITE G
PHARR TX 78577

Contact: **ROCKY CAVAZOS**
956-787-1891

Contract No:

Special Instructions:
REQ. #0177

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		ROAD MAINTENANCE DEPARTMENT		
		DO NOT DUPLICATE ORDER		
1.00	EACH	#103F/68 880 04 07 BUMPER, CTR SECTION	387.70	387.70
1.00	EACH	#103F/A21-25519-013 BUMPER-FRONT, FL112, PTD	155.86	155.86
1.00	EACH	#103F/A21-25519-014 BUMPER-FRONT, FL112, PTD	223.79	223.79
1.00	EACH	#103F/04-16424-000 SHIELD, MUFFLER 3/4	219.07	219.07
1.00	EACH	#103F/EXC M50 05; GLASS/FRAME SERV ASSY	59.75	59.75
1.00	EACH	#103F/680 720 01 46 RGLTR WINDOW MAN LH	44.03	44.03
1.00	EACH	#103F/680 720 04 46 RGLTR WINDOW MAN RH	38.58	38.58
2.00	EACH	#103F/A18-18557-002 CRANK WINDOW ASSY	16.54	33.08
2.00	EACH	#103F/680 725 00 01 GLASS CHANNEL SUPPORT	5.83	11.66
1.00	EACH	#103F/TDA S464 007 0 CAB LEVELING VA	128.77	128.77
1.00	EACH	#103F/A17-14764-000 GRILLE ASSY- W/ NAMEPLATE, PTI	235.22	235.22
		Account No	Encumbrance	
		4-1200-431-00-122-006-0-672	1,537.51	
			Freight	.00
			Total	1,537.51
		REPAIR PARTS FOR UNIT #51 - 2000 WHITE SEMI-TRACTOR FREIGHTLINER MODEL FL112 {VIN #1FUYTWEBXYHF34574 L/P #990-101}		
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Requisition

Req # 00255197

PO #

Date: 04/10/14

Bill To: x
x

Vendor : 242101
H & V EQUIPMENT, INC.
P.O. BOX 909
PROGRESO TX 78579
FAX (956)565-2252

Ship To: HIDALGO CO. PCT 2
300 WEST HALL ACRES, SUITE G
PHARR TX 78577

Contact: **ROCKY CAVAZOS**
956-787-1891

Contract No:

Special Instructions:
REQ. #0186

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		ROAD MAINTENANCE DEPARTMENT		
		DO NOT DUPLICATE ORDER		
1.00	EACH	#02712 / 06242 ROLLER BEARING	3,797.72	3,797.72
1.00	EACH	#02700 / 01340 BALL BEARING	1,506.59	1,506.59
1.00	EACH	#02700 / 01320 BALL BEARINGS	848.12	848.12
1.00	EACH	#02777 / 00027 SEAL ; AXIAL FACE	1,315.71	1,315.71
1.00	EACH	#02772 / 36770 O-RING	104.93	104.93
1.00	EACH	#07240 / 10036 RING GEAR	93.99	93.99
1.00	EACH	#02772 / 10130 O-RING	3.97	3.97
1.00	EACH	#02712 / 06242 ROLLER BEARING	3,797.72	3,797.72
1.00	EACH	#02772 / 15040 O-RING	9.81	9.81
1.00	EACH	#02772 / 36770 O-RING	104.93	104.93
1.00	EACH	INBOUND (GROUND) FREIGHT	75.00	75.00
		Account No	Encumbrance	
		4-1200-431-00-122-006-0-672	11,658.49	
			Freight	.00
			Total	11,658.49
		REPAIR PARTS FOR UNIT #63 - VIBROMAX 1105D (ROLLER) VIN #JKC8308909		
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

AI-44027 **Purchasing Department 22. E. 1.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Comm. J. Palacios, HC-Pct. 4 **Submitted By:** Letty Saenz, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting approval of a professional appraisal services agreement with **LEONEL GARZA, JR. & ASSOCIATES, LLC** for the purposes of appraisal services for: **The Fair Market Value Appraisals in connection with the Acquisition of Land, Rights of Way, Easements, Condemnations and Disposition of County owned Property** located within **Hidalgo County Precinct No. 4** (on an as needed basis) and as selected for negotiations by CC from the "POOL" of Appraisers by CC on 03/05/14.

BACKGROUND

Prof Appraisal Services Agreement - C-14-086-04-15 - Leonel Garza, Jr. & Assoc - Pct 4
Legal's approval

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1200-431-00-124-007-0-731/711

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

BUDGETARY IMPACT:

Attachments

C-14-086-04-15-Leonel Garza Jr & Assoc-Pct 4

Legals approval

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/09/2014 06:45 PM
Budget & Management	Debbie Tamez	04/10/2014 11:14 AM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Letty Saenz Started On: 04/09/2014 03:05 PM

Final Approval Date: 04/11/2014

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

PROFESSIONAL SERVICES CONTRACT
C-13-086-04-15

THIS AGREEMENT is made effective the **15th** day of **April, 2014**, by and between the **County of Hidalgo, Texas** ("County") and **Leonel Garza, Jr. & Associates, LLC** ("Appraiser").

W I T N E S S E T H:

WHEREAS, the County requires appraisal services for: **The Fair Market Value Appraisals in connection with the Acquisition of Land, Rights of Way, Easements, Condemnations and Disposition of County owned Property located** within **Hidalgo County Precinct No. 4**; and

WHEREAS, the County of Hidalgo solicited Request for Qualifications (RFQ) for the development and establishment of a yearly pool for "Professional Appraisal Services", and

WHEREAS, from which "Professional Appraiser" has been selected from the "Pool" of pre-qualified Appraisers from response to the Request for Qualifications (RFQ), and

WHEREAS, County has determined that the services of "Professional Appraiser" are sometimes necessary to carry out the required appraisal activities; and

WHEREAS, pursuant to Texas Government Code Section 2254.002, "The Professional Services Procurement Act," Government Code, the County requested proposals from professional right-of-way appraiser to assist the County by providing appraisal services; and

WHEREAS, County has selected the Appraiser to provide the review appraisal services within Hidalgo County Precinct No. 4, in accordance to Exhibit "A-1", Request for Qualifications (RFQ) Procurement Packet and through its procured approved pool of Appraisers.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, County and Appraiser do mutually agree as follows:

1. Scope of Services. Appraiser agrees to provide to County **The Fair Market Value**

Appraisals in connection with the Acquisition of Land, Rights of Way, Easements, Condemnations and Disposition of County owned Property located within **Hidalgo County Precinct No. 4** as shown in Exhibit "A" attached hereto and entitled "Services to be Provided by the Appraiser". ***In the event the Appraiser does not provide the fair market value appraisal prior to the date specified on the purchase order, the Purchase Order will become NULL and VOID. If such Purchase Order becomes NULL and VOID and a fair market value appraisal is secured from another firm, Appraiser will be responsible for any additional charges or expenses incurred by Hidalgo County.***

Further, in the event that it is demonstrated by Appraiser that Hidalgo County has caused or delayed thus preventing the Appraiser from meeting the specified agreed upon deadline to provide the fair market value appraisal ordered, Appraiser must advise in written notice to the Purchasing Department to authorize and to secure additional time to comply.

2. Non-Exclusive Services of Appraiser. Hidalgo County reserves the right to request these services from other sources other than the Appraiser and shall not be in violation of any terms or conditions of this Agreement.

3. Term. This Contract is for a period of **one (1) year**, effective **April 15, 2014**, and will expire **April 14, 2015** or unless sooner terminated as provided herein. The Appraiser will not begin work or incur costs until authorized in writing by the County for each "Purchase Order".

4. Compensation. As consideration for rendering the Services provided for in this Contract, the County agrees to pay the Appraiser the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Appraiser. The Appraiser is authorized to submit periodic requests for payment within thirty days after completion of each purchase order. The request for payment shall be made using forms acceptable to the County and shall show the total amount earned to the date of submission and the amount due and payable as of the date of the current billing. Upon receipt of said request for payment, County shall submit a requisition for

payment of said services in the customary manner provided for payments utilized by Hidalgo County, Texas. Appraiser agrees to separately account for the receipt and/or expenditure of funds received pursuant to this Contract and to keep adequate books and records of all such receipts and/or expenditures. All payments to Appraiser shall be mailed to the address shown in numbered paragraph 21, hereof.

5. Progress. Upon acceptance of a purchase order, the Appraiser shall undertake and complete the authorized work. The County or the Appraiser can request conferences to be provided at the Appraiser's office, the office of the County, or at other agreed upon locations.

6. Inspection of Work. The County has the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed. If any inspection or evaluation is made on the premises of the Appraiser, or a subcontractor, the Appraiser shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work.

7. Amendments. If it becomes necessary at any time during the contract period to change the scope of work, the contract period, the maximum amount payable, the complexity, or the character of this contract, an amendment must be prepared and executed within the contract period. The County retains the right to reject any such amendment proposed by the Appraiser unless the County finds the proposed amendment necessary to complete the work authorized herein. Any such amendments be made in writing agreed to by all parties hereto and duly executed before the end of the contract period as specified.

If the County finds it necessary to require changes in completed work because of errors made by the Appraiser, the County shall require the Appraiser to correct the work at no cost to the County and without amendment to the contract. If the changes are made at the request of the County and are not due to errors of the Appraiser, the County will reimburse the Appraiser for the additional work at the same rate of pay established in Exhibit "B", "Basis for Payment". If payment

for the additional work will cause the maximum amount payable to be exceeded, an amendment shall be executed in accordance with the terms of this provision.

8. Reporting. The Appraiser shall promptly advise the County in writing of events which have a significant impact upon the contract, including:

1. Problems, delays, or adverse conditions which will materially affect the ability to meet time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any County or, if Federal funds are involved, Federal assistance needed to resolve the situation.

2. Favorable developments or events which enable meeting time schedules and goals sooner than anticipated or producing more work units than originally projected.

9. Ownership of Documents. Upon completion or termination of this contract, all documents prepared by the Appraiser or furnished to the Appraiser by the County shall be delivered to and become the property of the County. All sketches, photographs, calculations, and other data prepared under this contract shall be made available, upon request, to the County without restriction or limitation on their further use. The Appraiser may, at its own expense, have copies made of the documents or any other data furnished the County under this contract.

10. Independent Contractor. Appraiser must comply with all applicable Hidalgo County policies and with any applicable federal, state or local laws, regulations, orders or ordinances applicable to the services provided by Appraiser under this Contract. Notwithstanding the foregoing sentence, Appraiser represents and maintains that it is an independent contractor and is not an employee of Hidalgo County, Texas, or any agency thereof, and represents and warrants that it does not desire or request any fringe benefits provided to employees of Hidalgo County, Texas, and/or any agency thereof, including, but not limited to benefits associated with Hidalgo County's civil service program. Appraiser agrees to be responsible for any federal income tax, withholding or social security tax liability that might arise from payments received hereunder.

11. Voluntary Termination. County may terminate this Contract at any time for any reason or no reason at all upon the giving of thirty (30) days prior written notice to the other party.

12. Insurance. Appraiser agrees to provide liability insurance covering its activities in providing the services for County in an amount not less than the minimum amounts prescribed by the Texas Tort Claims Act, ' 100.001, et seq., Texas Civil Practices and Remedies Code, and shall furnish department a certificate of insurance, Exhibit "C", issued by the insurer that such insurance is in full force and effect.

13. No Assignment. Except as otherwise herein provided, Appraiser, may not assign the obligations or rights under this contract to any person without the prior written consent of County.

14. Conflict. Nothing in this Contract shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Contract and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Contract shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflict exists.

15. No Waiver. No waiver by County of any breach of any provision of this Contract shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

16. Entire Agreement. This Contract contains the entire agreement between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representations or agreements in connection with this Contract not specifically set forth herein. This Contract may be modified or amended only by agreement in writing executed by County and Appraiser, and not otherwise.

17. Venue. This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

18. Hold Harmless. In the event Appraiser should cause, either directly or indirectly, damage, loss, destruction, liability, or claims against the other party as a result of intentional conduct, negligence or otherwise, Appraiser shall hold harmless and indemnify County from any and all obligations, liabilities, causes of action, lawsuits, damages, and assessments, including legal fees, etc., that result from the Appraiser=s intentional actions or negligence. This indemnification clause shall survive this Contract and be enforceable as a separate agreement in the event its survival and enforcement becomes necessary.

19. Attorney's Fees. In the unlikely event that a dispute occurs which is litigated or arbitrated, or a cause of action in law or equity is filed concerning the operation, construction, interpretation, or enforcement of this Contract, the losing party shall bear the cost of the attorney's fees incurred by the prevailing party and any and all costs applicable thereto, including, but not limited to, court costs, deposition fees, expert witness fees, out-of-pocket expenses and travel expenses which are incurred by the prevailing party.

20. Notices. Except as may be otherwise specifically provided in this Contract, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or at such other addresses as may have been theretofore specified by written notice delivered in accordance herewith:

If to County:	Hidalgo County Attention: County Judge 1615 South Closner, Suite J Edinburg, Texas 78539
If to Appraiser:	Leonel Garza, Jr. & Associates, LLC Attn: Leonel Garza, III, Co-Owner/Primary R.E.A. 1419 Dove, Suite 1 McAllen, Texas 78504

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is

personally delivered to the addressee or, if mailed, at such time as it is deposited in the Unites States mail.

21. Execution of Documents. The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Contract.

. **22. Binding Contract.** This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this contract.

23. Gender. All pronouns used in this Contract shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate

24. Authority. The execution and performance of this Contract by County and Appraiser have been duly authorized by all necessary laws, resolutions or corporate action, and this Contract constitutes the valid and enforceable obligations of County and Appraiser in accordance with its terms.

25. Commitment of Current Revenues Only. In the event that, during any term hereof, the Commissioners Court does not appropriate sufficient funds to meet the obligations of County under this Agreement, County may terminate this Agreement upon ninety (90) days written notice to Company. County agrees, however, to use reasonable efforts to secure funds necessary for the continued performance of this Agreement. The parties intend this provision to be a continuing right to terminate this Agreement at the expiration of each budget period of County pursuant to the provisions of Tex. Loc. Govt. Code Ann. ' 271.903 (Vernon Supp. 1996).

EXECUTED as of the day and year first written above.

Approved by Commissioners' Court on _____, 2014.

APPROVED AS TO FORM:
Atlas, Hall & Rodriguez, LLP

By:_____
Stephen L. Crain, Attorney

COUNTY OF HIDALGO, TEXAS

By:_____
Ramon Garcia, County Judge

APPRAISER:
Leonel Garza, Jr. & Associates, LLC

By:_____

Printed Name: Leonel Garza, III

Title: Owner/Primary R.E.A.

ATTEST:

_____
Arturo Guajardo, Jr., County Clerk

EXHIBIT “A-1”

REQUEST FOR QUALIFICATIONS (RFQ) PROCUREMENT PACKET

Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

November 18, 2013

Participant's name

Address

City

State, Zip Code

Re: **HIDALGO COUNTY**
Request for Qualifications - **"Professional Appraisal Services Pool-Hidalgo County"**
(Including all funding sources, programs, and entities)
RFQ No: 2014-006-12-11-SGS

Dear Respondents:

Enclosed please find a Request for Qualifications (RFQ) packet for your consideration. Hidalgo County Purchasing Department welcomes and appreciates your participation in the RFQ process.

We have updated our RFQ packet. Carefully read and review all instructions, requirements, specifications and/or scope of work included in this packet.

If any further assistance is required, please do not hesitate to call the Purchasing Department at (956) 318-2626.

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sgs

Enclosures

Hidalgo County Purchasing Department
New Administration Building
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

REQUEST FOR QUALIFICATIONS (RFQ)

TABLE OF CONTENTS

HIDALGO COUNTY
(All funding sources, programs and entities)
"Professional Appraisal Services Pool"
RFQ No: 2014-006-12-11-SGS

Item	Description	No. of Pages
1.	Request for Qualifications Letter	1
2.	Request for Qualifications, Legal Notice	9
3.	Exhibit A, Requirements	8
4.	Exhibit B, Evaluation Criteria and Evaluation Form	2
5.	Exhibit C, Insurance Requirements,	4
6.	Exhibit D, CIQ Conflict of Interest Questionnaire	1
7.	Exhibit E, Proposer's Affidavit	1
8.	Vendor/Bidder Application and W-9 form	6
09.	Certification Regarding Debarment	1
10.	RFQ Submittal Check List	1

The above mentioned items shall be found in the Request for Qualifications (RFQ) packet that is attached herewith. Should you find that any of the items are not attached in its entirety please contact Purchasing by calling (956) 318-2626, advise of missing documentation, and Purchasing will forward information either through facsimile or by U.S. Mail.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

November 18, 2013
Date

REQUEST FOR QUALIFICATIONS (RFQ)

HIDALGO COUNTY

(Including all funding sources, programs, and entities)

"Professional Appraisal Services Pool"

RFQ NO: 2014-006-12-11-SGS

Acceptance Due Date: **DECEMBER 11, 2013**

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department

Project Buyer Contact Information:

Sandy Suarez, Buyer II
(956) 292-7000 Ext. 4860
sandy.suarez@co.hidalgo.tx.us

1. Sealed qualifications will be received for "HIDALGO COUNTY (Including all funding sources, programs, and entities) **Professional Appraisal Services Pool",** in accordance with the requirements attached hereto as Exhibit "A." Qualifications should address all requirements set forth. Respondents may suggest substitutions of features which they feel would be in the best interest of Hidalgo County ("County"). Strong rationale must be presented for any deviation from the requirements. Hidalgo County reserves the right to reject the deviation and its effect on the overall qualifications.

2. **One (1) original, seven (7) copies** of all request for qualifications (RFQ) and two (2) CDs in PDF Format are required with the respondent's name and address clearly typed/printed on upper left hand corner and the proper notation clearly typed/printed on the lower left hand corner of the envelope and/or package, **RFQ – 2014-006-12-11-SGS"HIDALGO COUNTY (Including all funding sources, programs, and entities)-"Professional Appraisal Services Pool",** and in County's Purchasing Department, Physical Location: 2802 S. Business Hwy. 281 Postal/ Mailing: 2812 S. Business Hwy. 281 New Administration Building , Edinburg, Texas, **ON OR BEFORE 9:30 A.M., WEDNESDAY, DECEMBER 11, 2013.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY QUALIFICATIONS RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED. OVERNIGHT MAIL MUST ALSO BE PROPERLY LABELED ON THE OUTSIDE OF EXPRESS ENVELOPE OR PACKAGE IN REFERENCE TO QUALIFICATION.

   Hidalgo County reserves the right to refuse and reject any/all qualifications and to waive any/all formalities or technicalities, or to accept the qualification considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to separate and accept, or eliminate any item(s) listed under this qualification that it deems necessary to accommodate budgetary and/or operational requirements. Hidalgo County also reserves the right to reject any or all qualifications submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification for approval. Receipt of any qualification shall under no circumstances obligate County to accept the lowest dollar qualification. The award of this contract shall be made to the responsible offeror whose qualification is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other evaluation factors as herein set forth.

4. Failure of the delivered item to perform as specified or failure to meet the stated delivery schedule shall release Hidalgo County from all obligations to the contracting party with regard to the item(s) in question. In such event, County may elect to award the contract to the next-lowest responsible respondent, or to reject all qualifications and re-advertise.

5. For work to be performed at a County owned or operated location, each respondent shall, in its sole discretion, visit the job site before preparing the qualification and thoroughly familiarize himself/herself with existing conditions. Respondent should take field dimensions and note all circumstances which affect the dollar amount of the qualification.

6. Descriptive specifications are referenced in this document to indicate the general kind and quality of equipment desired by Hidalgo County. Due to various styles and models of equipment, respondents are required to include illustrations, specifications, explanation of warranties, and service data with

their qualification including catalogue numbers and any necessary references.

7. No qualification may be withdrawn within ninety (90) days from the scheduled time to open qualifications.

8. County reserves the right to accept or reject any or all qualifications

9. Any interpretations, amendments, corrections or changes to this qualification document must be in a written addendum and signed by the County Judge or his designee. Addenda will be mailed to all who are known to have received a copy of the Request for Qualification. Respondents shall acknowledge receipt of all addenda as a part of their qualification.

10. Costs are to be net F.O.B., County Prepaid.

11. County is exempt from Federal Excise Tax, State Tax and Local Tax. Do Not include tax in cost figure. If it is determined that tax was included in the cost figures it will not be included in the tabulation of any awards. Tax exemption certificates will be furnished upon request.

12. Funds for this procurement have been provided through the County budget for this fiscal year only. County, on an annual basis, has the right to reconsider a contract during the budget process for ensuing years if financial resources of County are insufficient to meet the liabilities of said contract. The award of a qualification or contract hereunder will not be construed to create a debt of the County which is payable out of funds beyond the current fiscal year.

13. **DELIVERY INSTRUCTIONS:**

- No deliveries accepted after 3:00 P.M., Monday-Friday.
- At least seventy two (72) hours prior notice of delivery must be given to Martha L. Salazar, CPPB, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, CPPB, Purchasing Agent
(956) 318-2626

14. **BILLING AND PAYMENT INSTRUCTIONS:**

- Invoices must include:
  a) Name and address of successful respondent
  b) Name and address of receiving department or official
  c) Purchase Order Number and Contract number (if any)
  d) Notation- **HIDALGO COUNTY (Including all funding sources, programs, and entities) Professional Appraisal Services Pool"**
  e) Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.

- Discount payments will be considered when offered.

- Contact person for Billing and Payment questions:

HIDALGO COUNTY AUDITOR'S OFFICE
Postal/Mailing 2808 S. Business Hwy. 281
Edinburg, Texas 78539
(956) 318-2511

15. SCHEDULE OF EVENTS

Qualification Opening, 9:30 A.M.	**December 11, 2013**
Award of Contract	_____, 2013
Commence Work or Deliver Products	_____, 2013

16. HIDALGO COUNTY PROPOSED HOLIDAYS

2014 YEAR	
New Year's Day	01/01/14
Martin Luther King Day	01/20/14
President's Day	02/17/14
Good Friday	04/18/14
Easter	04/21/14
Memorial Day	05/26/14
Independence Day	07/04/14
Labor Day	09/01/14
Veteran's Day	11/11/14
Thanks Giving Day	11/27/14 and 11/28/14
Christmas Day	12/24/14 and 12/25/14
New Years Eve	12/31/14

17. ~~BID OR PERFORMANCE BOND~~ AND DEBARMENT CERTIFICATION; ~~PAYMENT UNDER CONTRACT~~:

- ~~If the contract proposed is for the construction of public works or is for a contract for goods and services exceeding $100,000, all bidders shall furnish a good and sufficient bid bond in the amount of five percent of the total contract price. A bid bond must be executed with a surety company authorized to do business in Texas~~.
  All respondents are also required to furnish a certification or acknowledgment stating that the contractor or vendor is free from suspension or debarment pursuant to federal regulation 45CFR76.

- ~~Together with the signing of a contract or issuance of a purchase order following the acceptance of a qualification, and prior to commencement of the actual work, the respondent shall furnish a performance bond to the County for the full amount of the contract, if that contract exceeds $50,000.~~

- ~~If the contract is for $50,000 or less, no money will be paid to the contractor until completion and acceptance of the work or the fulfillment of the purchase obligation to the County, and, if applicable, the receipt by County of satisfactory evidence that all subcontractors and materialmen have been paid.~~

- ~~If a contract is for the construction, alteration or repair of public buildings or public works, the contractor *shall* provide a payment bond for a contract in excess of Twenty Five Thousand Dollars ($25,000.00), as required by Tex. Govt. Code Ch. 2253.~~

- ~~For requirements contracts, bond requirements are determined by applying the proposed unit price to the estimated quantities included in the specifications.~~

18. ETHICAL STANDARDS:

- It shall be a breach of ethics to offer, give or agree to give any elected official, department head or employee, or former elected official, department head or employee, of the County, or for any elected official, department head or employee or former elected official, department head or employee of the County, to solicit, demand, accept or agree to accept from another person, entity or organization, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or qualification therefore pending before any department or agency of the County.

- It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the County, or any person associated therewith, as an inducement for the award of a subcontract or order.

- No public official shall have an interest in a contract awarded hereunder except in accordance with Tex. Loc. Govt. Code Chapter 171.

- **NOTICE:**
  ALL COMMUNICATIONS BY A VENDOR TO THE COUNTY, ITS OFFICIALS, AND DEPARTMENT HEADS REGARDING THIS PROCUREMENT SHALL BE DONE THROUGH THE HIDALGO COUNTY PURCHASING DEPARTMENT.

  No vendor, its representative, agent, or employee shall engage in private communication with a member of the Hidalgo County Commissioners Court or county department heads regarding any procurement of goods or services by the County from the date that the bid, RFP, or RFQ is released. No private communication regarding the purchase shall be permitted until the procurement process is complete and a purchase order is granted or a contract is entered into. Members of the commissioners court are required to make a reasonable effort to inform

themselves regarding potential procurements and have a duty to inquire of vendors, their representatives or employees, the nature of any private communication being sought prior to engaging in any communication. "Private Communication" means communication with any vendor outside of a posted meeting of the governing body, a regular meeting of a standing or appointed committee, or a negotiation with a vendor which has been specifically authorized by the governing body.

19. **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 contracts 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 respondent 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 completed CIQ forms to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539CHidalgo County Courthouse.

  COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE PROPOSER.

20. If, during the life of any contract or qualification awarded, the successful respondent's net prices generally available to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to County.

21. Proposals, and all goods and services provided thereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

22. Minimum Standards For Responsible Prospective Respondents: A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a qualification, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the qualification;

- Be able to comply with the required or proposed delivery schedule;

- Have a satisfactory record of performance;
- Have a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award.

23. Successful respondent will pay or cause to be paid, without cost or expenses to County, all FICA, FUTA/SUTA and Federal Income Withholding Taxes of all employees, and all wages and benefits as required by Federal or State law. Successful respondent's officers, agents and/or employees will not be entitled to any benefits of an employee or elected official of County, including, but not limited to, benefits associated with County's civil service system.

24. Any contract award to a successful respondent 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 (30) day's written notice prior to cancellation.

25. County reserves the right to enforce performance of any contract awarded hereunder in any manner prescribed by law or deemed to be in the best interest of the County in the event of breach or default by successful respondent; County reserves the right to terminate any contract immediately in the event a successful respondent fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the requirements.

26. Successful respondent shall defend, indemnify and save harmless County and all its elected officials, officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful respondent, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from qualification award. Successful respondent indemnifies and will indemnify and save harmless County from liability, claim or demand on their part, agents, servants, customers, and/or employees whether such liability, claim or demand arise from event or casualty happening or within the occupied premises themselves or happening upon or in any of the halls, elevators, entrances, stairways or approaches of or to the facilities within which the occupied premises are located. Successful respondent shall pay any judgment with costs which may be obtained against County growing out of such injury or damages, and shall, upon request, provide a defense to County by counsel reasonably acceptable to County. Successful respondent's indemnity hereunder shall include, but is not limited to, claims relating to patent, copyright or trademark infringement, and the like, arising out of the goods or services provided by successful respondent.

27. Successful respondent shall warrant that all items/services shall conform with the specifications and/or all warranties provided under the Uniform Commercial Code and be free from all defects in material, workmanship and the like. Items supplied under a contract pursuant to this Request for

Qualifications shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful respondent within two business days at no expense to County. Items not picked up within one (1) week after notification shall be deemed a donation to County and may be used or disposed of at County's discretion and without waiver of any other rights of County as to the item's nonconformity.

28. This document and any disputes arising hereunder shall be governed and construed according to the laws of the State of Texas, and will be performable exclusively in Hidalgo County, Texas.

29. The successful respondent shall not assign, sell, transfer or convey its rights under any awarded contract, in whole or in part, without the prior written consent of County.

30. Respondents shall provide with the qualification response, a list of at least three (3) references where like services have been supplied by their firm. Include the name of the business or government, address, telephone number and name of representative or contact person.

31. Respondents must provide **all** documentation requested with this Qualification in their response. Failure to provide this information may result in rejection of the qualification as none conforming.

Request for Qualification
for
HIDALGO COUNTY
(Including all funding sources, programs, and entities)
"Professional Appraisal Services Pool"
RFQ No: 2014-006-12-11-SGS

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Location: 2802 S. Business Hwy. 281
Postal/ Mailing: 2812 S. Business Hwy. 281
New Administration Building
Edinburg, Texas 78539

In accordance with the Requirements, and subject to all laws and regulations of the United States and state and local laws, the undersigned respondent proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned further agrees, upon acceptance of its qualification, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Requirements within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Respondents acknowledge receipt of all of the pages of the documents referenced in the Request for Qualification Checklist presented in connection with this procurement. Respondent understands that Hidalgo County reserves the right to reject any or all qualifications and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best qualification.

Respondent agrees that this qualification shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving qualifications, as contained in the Requirements.

Respectfully submitted,

Respondent: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

The County of Hidalgo will be accepting Statements of Qualifications from Real Estate Appraisers (firms) in order to establish a pre-qualified pool on an "As Needed Basis" per project by all County Departments and/or applicable Programs requiring said services as set forth in the requirements. Upon approval and acceptance by Hidalgo County Commissioners' Court, the term of the pre-qualified pool of Real Estate Appraisers will be for **February 09, 2014 and ending March 15, 2015.** The Hidalgo County Purchasing Department will receive **sealed** envelopes containing Statement of Qualifications for the provision of **"PROFESSIONAL APPRAISAL SERVICES POOL-HIDALGO COUNTY"** (including all funding sources, Programs, and Entities)**-Request For Qualifications** as specified herein. Statements of Qualifications will be accepted until **9:30 A.M., Wednesday, December 11, 2013. ANY RFQ RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

The following outlines the Request for Qualifications:

SECTION I -GENERAL TERMS AND CONDITIONS

RFQ DOCUMENT SUBMITTALS/DELIVERY

A total of one (1) original, seven (7) copies and two (2) CD's in PDF format of the RFQ shall be submitted as part of your response.

Respondents must complete and include in their response, all documentation requested in this RFQ. Refer to enclosed RFQ Check List form for documents to be included with your response.

Hidalgo County is requesting that statements of Qualifications responses be sealed, clearly marked and labeled with the Company's name, RFQ Number: 2014-006-12-11-SGS, Project title: "Professional Appraisal Services Pool" and Opening Date and be delivered to Martha L. Salazar, CPPB, Purchasing Agent, at:

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

Hidalgo County requires respondents, when hand delivering statements of Qualifications, to have a Purchasing Department representative time/date stamp and initial the sealed envelope when dropping RFQ off.

All costs and expenses associated with the preparation and submission of (RFQs, bids, proposals and/or quotes) shall be the responsibility of the respondent and no reimbursements for such charges or expenses shall be passed onto Hidalgo County.

DISCLOSURE OF CONFLICT OF INTEREST:
Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant of 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 of 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 Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encourage 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 N. Closner, Edinburg, TX 78539-Hidalgo County Courthouse. **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:
Respondents to this RFQ 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 (3) that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:
Respondents, 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:
Respondents are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF QUALIFICATIONS:
Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:
Respondent 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 vendor's ability.

RESPONDENT DEFAULT:
Hidalgo County reserves the right, in case of respondent default, to procure the articles or services from other sources and hold the defaulting respondent responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:
It is the responsibility of the respondent to review the Request for Qualifications (RFQ) packet and to notify in writing the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. These criteria also apply to requirements that are ambiguous.

RFQ QUESTIONS AND ANSWERS:
Any protest(s) or question(s) regarding the requirements or request for qualifications procedures must be received in the Purchasing Department **via facsimile to (956) 292-7612 or via e-mail: sandy.suarez@co.hidalgo.tx.us BY NO LATER THAN Wednesday, December 04, 2013 at 5:00 p.m. Responses will be sent to all applicants by Friday, December 06, 2013 at 5:00 p.m. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

SIGNING OF QUALIFICATIONS:
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 respondent may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

TERM OF POOL:
The pool term is for a period of one (1) year, or upon completion of project(s) unless project specifies for more than one (1) year.

DAVIS BACON ACT: (IF APPLICABLE)
All selected and awarded firms are required; if applicable adhere to the Davis-Bacon Act.

SECTION II -RFP REQUIREMENTS

REQUEST FOR QUALIFICATIONS:
The required contents and limitations for the preparation of the RFQ are described in this section. Failure to provide the requested information or adhere to any County limitations may result in disqualification of the submitted RFQ.

UNDERSTANDING OF THE PROJECT:
This section should demonstrate the respondents 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.

FIRM QUALIFICATIONS:
The County of Hidalgo is seeking to contract with an Appraisal firm(s) that has had experience in, but not limited to, the following areas:

Scope of Appraisal and/or Review Appraisal Services:

1) Property appraisals will be based on "Fair Market Value" unless otherwise specified or requested. Two copies of the appraisal report shall be bound, clearly labeled and signed by the primary certified general appraiser and any other certified general appraiser and /or licensed trainee which aided in the process. Four additional copies will be furnished.

2) All photographs used within the report must be originals. No digital photos shall be used for subject property. Digital photos shall only be used comparable sales. All adjustments to any comparable sales must be clearly explained in a narrative format. All comparable sales must be with a two year time frame. If any sales which have occurred prior to the two year limit, they just be clearly explained and added to the conventional three comparable sales typically used in the appraisal process.

3) Current location maps of the subject property including, area regional, plat and flood maps must be included and clearly labeled for the subject property.

4) All reports shall be a "Self Contained Narrative Report" unless otherwise requested and shall follow the 2009 or most current Uniform Standard of Professional Appraisal Practice (USPAP) rules and regulations. Each appraisal report must be physically inspected, photographed, and personally signed by the primary-general certified appraiser of the firm. Appraiser trainees may aid in the collection of the information, however, all analysis and conclusion must be performed by the primary general certified appraiser.

5) Appraisal reports are due within four weeks of request (20 business days) and receipt of a fully executed purchase order.

Additionally, this section should include, but not restricted to the following information:

A. Firm name, address, phone number and person to contact regarding the Request for Qualification.

B. Qualifications and recent experience of the firm and key personnel relative to the performance of similar services for public entities.

C. List of references including the name, address and phone number of the person most closely associated with the firm's prior project performance.

D. Ability to commence services immediately after successfully negotiating a contract for services.

E. Familiarity with the geographical area.

F. Statement regarding an Affirmative Action Program.

G. Minimum of $1,000,000.00 Professional liability, errors and omissions, insurance.

PERSONNEL AND STAFFING:

The firm should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

REQUIRED CERTIFICATIONS AND SUBMITTAL:

This section will contain any current licenses and/or certifications as required by the STATE OF TEXAS.

PARTICIPATING FIRMS ARE NOT TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

The fee will be negotiated in accordance with the Professional Services Procurement Act, Tex. Govt. Code Ann.2254.001, et seq.

PART III -SELECTION / EVALUATION

SELECTION/EVALUATION PROCESS:

The evaluation system consists of a 100-point system. The firms will be ranked after evaluation on a per project basis upon approval of roster by Hidalgo County Commissioner's Court. Categories under the 100-point system include response to RFQ. RFQ submittal evaluation will be based on the criteria outlined below, and will be scored on the scales shown on the enclosed "RFQ Evaluation Form."
The respondent's Statement of Qualifications will be evaluated based on the criteria presented below.

1) ***Responsiveness:*** **30 points**
   a) Requested Information
   b) Thoroughness
   c) Understanding of Project
   d) List of references provided
   e) Clarity - Brevity
   f) Degree of Interest

2) ***Firm Capabilities:*** **45 points**

   a) Background
   b) Relevant experience
   c) Experience with similar projects
   d) Knowledge of area
   e) Timeliness of schedule
   f) Quality services previously provided to Hidalgo County

   g) Current workload
   h) Ability to commence various re-quested projects simultaneously
   i) Completion of projects within budgets

3) ***Staffing:*** **25 points**

   a) Qualifications of personnel - The professional team members responsible assigned to assist County projects shall be identified in the organizational chart.
   b) Key personnel
   c) Required discipline skills

REQUEST FOR QUALIFICATIONS GRADING AND RANKING PROTOCOL:

Once a Project has been identified and it is determined that Real Estate Appraiser Services are required, approval to seek engagement for professional services is sought from Hidalgo County Commissioners Court. The following protocol and procedures are utilized;

1) Hidalgo County Commissioners' Court, Elected Official and/or the User Department in need of Real Estate Appraiser Services **will nominate** (at the minimum) three (3) firms from Hidalgo County's approved pool of firms, thereafter, will review, score, and evaluate the responses received in Request for Qualifications.

2) A grid of the scores will be presented to Commissioners' Court for the purpose of **ranking and approval** for the Purchasing Department to enter into negotiations with the number one (1) ranked firm;

NEGOTIATION PROCESS:

Negotiations will commence with Commissioners' Court approved number one ranked firm;

1. Firms will be asked to submit (as part of those negotiations) a "scope of service" including fees;

2. The negotiated contract including best and final offer with the successful firm will be presented to Commissioners' Court (including compliance with all requirements as well as insurances) for consideration and final approval.

3. If negotiations with the number one (1) ranked firm fail, the Purchasing Department will recommend to Commissioners' Court that negotiations cease with the number one (1) ranked firm and commence to negotiate with the next highest ranked firm;

EXHIBIT "B"

EVALUATION CRITERIA
"PROFESSIONAL APPRAISAL SERVICES POOL"
RFQ No. 2014-006-12-11-SGS

The respondent's RFQ will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "RFQ Evaluation Form."

1. RESPONSIVENESS **(30) POINTS**

A. Requested Information
B. Thoroughness
C. Understanding of Project
D. List of references provided
E. Clarity – Brevity
F. Degree of Interest

2. FIRM CAPABILITIES **(45) POINTS**

A. Background
B. Relevant experience
C. Experience with similar projects
D. Knowledge of area
E. Timeless of schedule
F. Quality services previously provided to Hidalgo County
G. Current workload
H. Ability to commence various re-quested projects simultaneously
I. Completion of projects within budgets

3. STAFFING **(25) POINTS**

A. Qualifications of personnel
B. Key personnel
C. Required discipline skills

GRAND TOTAL **100 Points**

Internal Use Only: Commodity Code: 946-15

EXHIBIT "B"

EVALUATION CRITERIA

"PROFESSIONAL APPRAISAL SERVICES POOL"

RFQ No. 2014-006-12-11-SGS

Selection Criteria	Points	Score
1. **RESPONSIVENESS** ----- (30 pts)		
➢ Requested information	5	
➢ Thoroughness	5	
➢ Understanding of Project	5	
➢ List of references provided	5	
➢ Clarity-Brevity	5	
➢ Degree if Interest	5	
Comments/Rationale For Points:		**TOTAL**
2. **FIRM CAPABILITIES** ---- (45 pts)		
➢ Background	5	
➢ Relevant experience	5	
➢ Experience with similar projects	5	
➢ Knowledge of area	5	
➢ Timeliness of schedule	5	
➢ Quality services previously provided to Hidalgo County	5	
➢ Current workload	5	
➢ Ability to commence various re-quested projects simultaneously	5	
➢ Completion of projects within budgets	5	
Comments/Rationale For Points:		**TOTAL**
3. **STAFFING**-------- (25 pts)		
➢ Qualification of personnel	10	
➢ Key personnel	10	
➢ Required discipline skills	5	
Comments/Rationale For Points:		**TOTAL**
Total Score		

Project Name: _____

Department: _____

Firm/Participant: _____

Evaluator: _____ Date: _____

EXHIBIT "C"

Insurance Requirements
Professional Services
(i.e...Engineers, Architects, Appraisers & Surveyors)

The proposer awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the proposer in at least the following limits, to be in place prior to providing any services under this Contract and to continue at all times in force in effect during the term of this Contract:

1. 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 a five (5) year extended reporting period.

2. A Five Hundred Thousand Dollars ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

3. Automobile liability insurance policy with limits of at least Three Hundred Thousand Dollars ($300,000.00) per person and Five Hundred Thousand Dollars ($500,000.00) per occurrence. Coverage should include injury to or death of persons and property damage claims with limits up to Five Hundred Thousand Dollars ($500,000.00) arising out of the services provided to County hereunder.

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

5. Workers compensation insurance in amounts established by Texas law, unless the Bidder is specifically exempted from the Texas Workers Compensation Act, Texas Labor Code Chapter 401, et. seq.

Hidalgo County will only accept certificates of insurance on an Acord form (as attached hereto). Certificates of insurance naming County as an additional insured shall be submitted to County for approval prior to any services being performed by Contractor. Each policy of insurance required hereunder shall extend for a period equivalent to, or longer than the term of the Contract, and any insurer hereunder shall be required to give at least thirty (30) days written notice to the County prior to the cancellation of any such coverage on the termination date, or otherwise. This Contract shall be automatically suspended upon the cancellation, or other termination, of any required policy of insurance hereunder, and such suspension shall continue until evidence adequate replacement coverage is provided to County. If replacement coverage is not provided within thirty (30) days following suspension of the Contract, this Contract shall automatically terminate.

ACORD CERTIFICATE OF INSURANCE

DATE (MM/DD/YY)

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURED

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

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 THER TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐☐ CLAIMS MADE ☐ OCCUR ☐ OWNER'S & CONT. PROT ☐ OWNER'S PROTECTIVE LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURRENCE	$
					FIRE DAMAGE (Any one fire)	$
					MED EXP (Any one person)	$
					PERSONAL & ADV INJURY	$
					GENERAL AGGREGATE	$
					PRODUCTS – COMP/OP AGG	$
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	$
					BODILY INJURY (Per person)	$
					BODILY INJURY (Per accident)	$
					PROPERTY DAMAGE (Per accident)	$
	GARAGE LIABILITY ☐ ANY AUTO				AUTO ONLY-EA ACCIDENT	$
					OTHER THAN AUTO ONLY: EA ACC	$
					AGG	$
C	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS-MADE ☐ DEDUCTIBLE ☐ RETENTION $				EACH OCCURRENCE	$
					AGGREGATE	$
						$
						$
						$
D	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				WC STATU- ☐ OTHER TORY LIMITS	
					E.L. EACH ACCIDENT	$
					E.L. DISEASE-EA EMPLOYEE	$
					E.L. DISEASE-POLICY LIMIT	$
	OTHER					

DESCRIPTION OF OPERATIONS / LOCATION / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Hidalgo shall be named as additional insured on all Commercial General Liability policies.

CERTIFICATE HOLDER	ADDITIONAL INSURED, INSURER LETTER: ____	CANCELLATION
Hidalgo County Attn: Purchasing Department 2812 S Highway Bus. 281 Edinburg, Texas 78539		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BY CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE

SAMPLE

Insurance Requirement Acknowledgment

I, _____, authorized representative for _____,
Company/Vendor

hereby acknowledge receipt of the County's required insurance limits. Said requirements:

- will be acquired within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court;

- will acquire additional amounts required to meet the County's requirements within 10 working days after notification from Purchasing Department of award of project by the Hidalgo County Commissioners' Court; currently carry the following

  Professional Liability (Errors & Omissions): $_____

  Automobile Liability: $_____ General Liability: $_____

- have already been met, see attached copy of insurance certificate.

_____ _____
Authorized Representative Date

Notice to Proposer:

A certificate of insurance for the required insurance limits shall be provided to the Purchasing Department's Contract Managers in order to qualify for award and to execute a contract between your Company and the County

Failure to provide Certificates of Insurance to the Purchasing Department's Contract Managers will cause the award to be rescinded and re-awarded to next qualified vendor. Certificates of Insurance will be monitored and verified on a quarterly basis to ensure coverage policy is in place. It is the Company's obligation to maintain the appropriate insurance coverage throughout the term of the contract.

THIS FORM MUST ACCOMPANY YOUR PACKET

PROJECT REQUIREMENTS ACKNOWLEDGMENT

This is to certify that I, _____, possess all of the APPLICABLE:

1. Licenses: _____
2. Bonds: _____
3. Certificates: _____
4. Permits: _____
5. Other: _____

necessary to carry out the required project. Furthermore, I am providing copies of the required documentation so that, if my company is awarded this project, I may be eligible to enter into a contract with Hidalgo County and proceed to complete the project in a timely manner.

* Any licenses, bonds, certificates, permits, etc. which are required must be presented as part of the packet in order to expedite the evaluation process. Failure to provide said documentation will result in the disqualification of your proposal/qualification.

_____ _____

Authorized Signature Date

_____

Company

_____

Address

_____

City, State, Zip

Exhibit "D"

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person who has a business relationship with local governmental entity.**

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name of local government officer with whom filer has employment or business relationship.**

_____

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4

_____ _____

Signature of person doing business with the governmental entity Date

Adopted 06/29/2007

EXHIBIT "E"
PROPOSER'S AFFIDAVIT

PROPOSER'S AFFIDAVIT OF NON-COLLUSION
NON-CONFILICT OF INTERST, AND ANTI-LOBBYING
FOR "REAL ESTATE APPRAISERS POOL"

STATE OF TEXAS
COUNTY OF HIDALGO

Affiant, _____, being first duly sworn, deposes that:

(1) Affiant does hereby state neither the Proposer nor any of the Proposer's officers, partners, owners, agents, representatives, employees, or parties in interest, has in any way colluded, conspired, agreed, directly or indirectly with any person, firm, corporation, or other proposer, or potential proposer, to provide any money or other valuable consideration for assistance in procuring or attempting to procure a contract or fix the prices in the attached proposed or the proposal of any other proposer, and further states that no such money or other reward will be hereinafter paid.

(2) Affiant further states they have neither recommended or suggested to Hidalgo County or nay of its officials or employees, any of the terms or provisions set forth in their Request for Proposal and subsequent agreement, except at a meeting open to all interested proposers, of which proper notice was given.

(3) Affiant, further states their officers, employees, or agents have not, and will not attempt to lobby, directly or indirectly, the Hidalgo County Commissioner's Court between proposal submission date and award by the Hidalgo County Commissioner's Court.

(4) Affiant further states no officer, or stockholder of the Proposer is a member of the staff, or related to any employee of the Hidalgo County except as noted herein below:

Signature/Title: _____

Subscribed and sworn to before me this _____day of _____, 20__.

_____

Notary Public

My commission expires:_____, 20__

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: Mailing/Postal Address: 2812 S. Business Hwy. 281 Physical Address: 2802 S. Business Hwy. 281 Edinburg, Texas 78539 or e-mail: 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.:**

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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/ disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/ disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),

2. The United States or any of its agencies or instrumentalities,

3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,

4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or

5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

7. A foreign central bank of issue,

8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,

9. A futures commission merchant registered with the Commodity Futures Trading Commission,

10. A real estate investment trust,

11. An entity registered at all times during the tax year under the Investment Company Act of 1940,

12. A common trust fund operated by a bank under section 584(a),

13. A financial institution,

14. A middleman known in the investment community as a nominee or custodian, or

15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over $600 required to be reported and direct sales over $5,000 [1]	Generally, exempt payees 1 through 7 [2]

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out Item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account [1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor [2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee [1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner [1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner [3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity [4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Certification
Regarding Debarment, Suspension Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, in the applicant certifies, to the best of his or her knowledge and belief, that both it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Have not within a three-year period preceding this bid/proposal and/or application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, theory, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated herein; and

d. Have not within a three-year period preceding this bid/proposal and/or application had one or more public transactions terminated of cause or default.

Signature:_____

Print Name:_____

Title:_____

Telephone Number:_____

Date:_____

If the proposer is unable to certify to all of the statements in this Certification, such proposer should attach an explanation to this proposal.

HIDALGO COUNTY
(Including all funding sources, programs, and entities)
REQUEST FOR QUALIFICATIONS
PROFESSIONAL APPRAISALS SERVICES POOL

RFQ No.: 2014-006-12-11-SGS

RFQ SUBMITTAL CHECK LIST

All forms listed below must be included in the RFQ response.

Indicate with a check mark (✓) the Forms completed and included in this response:

_____ Page 9 of Legal Notice

_____ Exhibit "C" -Acknowledgement forms (pages 3 and 4)

_____ Exhibit "D" -CIQ Form -Copy of County Clerk File Recording fee receipt.

_____ Exhibit "E" –Proposers Affidavit

_____ Vendor Bidder Application and IRS form W-9

_____ Certification Regarding Debarment

_____ One Original, 7 Copies, and 2 CD's containing a complete copy of Response.

_____ _____

SIGNATURE DATE

EXHIBIT “A”

SERVICES TO BE PROVIDED BY APPRAISER

1419 Dove Avenue, Suite 1, McAllen, Texas 78504
Email Address: leonel3@garza-associates.com
Office (956) 687-7295 Fax (956) 687-9236

Leonel Garza Jr. & Associates LLC

Best & Final For Appraisal Services

To:	Hidalgo County Purchasing Department 2802 South Business Highway 281 Edinburg, Texas 78539	**From:**	Leonel Garza III
Fax:	(956) 318-2629	**Pages:**	2 Pages
Phone:	(956) 292-7000 Ext. 4861	**Date Submitted:**	March 20, 2014
Re:	**Appraisal Proposal – Precinct No. 4**	**CC:**	Leticia Saenz, CPPB / Contract Manager

Mrs. Saenz:

As per e-mail from Leticia Saenz on March 20, 2014, our office is pleased to present our best and final offer proposal for appraising the various properties in connection with Acquisition of Land, Rights of Way, Easements, Condemnations and Disposition of County Owned Property located within Hidalgo County Precinct No. 4 (on an "As Needed Basis"). The appraisal reports shall be based on the Texas Department of Transportation, County of Hidalgo and SB-18 requirements as follows:

Appraisal Report Cost	**$2,250.00 Per Parcel** Included Per Parcel: (4) Original Appraisal Reports
Additional Original Reports	**$ 50.00 Per Original Copy** This cost shall apply for additional original (color) copies required by the Hidalgo County Precinct #4 Department and or other County agencies involved in the project.
Updated/Revised Reports	**$ 500.00 Per Parcel** This cost shall apply when a major change to the survey and or correction of the survey and or right-of-way map has been performed after the completion of the appraisal report. These revision cost shall be discussed with the Precinct prior to billing. Minor revisions to a parcel report will be billed on a case by case basis depending on complexity of the revision as determined by Leonel Garza Jr. & Associates LLC.
Condemnation Hearing Cost	**Hourly Rate = $ 150.00 Per Hour** Hourly rate shall apply to any and all preparation time required for the condemnation hearing.
Appeals Court / Trial	**Hourly Rate = $ 250.00 Per Hour** ***(Plus Expenses)*** (Hourly rate shall apply to any and all preparation time, depositions, and consulting required for an appeal of a Condemnation Hearing to a bench or jury trial.)

March 20, 2014

The appraisal report is for the purpose of establishing the market value of the fee simple estate of the various properties within Hidalgo Precinct No. 4. An appraisal report, which details the scope of our analysis, assumptions & limiting conditions, and certification shall be included with each report adhering to the standards required by state law. I (Leonel Garza III) shall personally inspect each of the subject properties and study and analyze all factors pertinent to the estimate of market value as per date of appraisal. The report shall not reflect any loss or damage to business interest and or going concern to the subject property. A deadline will be established by the Hidalgo County Right of Way Department as outlined within the Purchase Order provided by the client. However, it is also acknowledge that additional time may be required for complex properties of which comparable sales are difficult to locate additional time may be required. This will be discussed with the Precinct and the Purchasing Department prior to acceptance of the request and or at the time of discovery of special circumstances.

Due to the urgency of the projects, the following items shall be required to expedite the project as soon as possible (if applicable):

1. Physical Address of the Subject Property or Directions
2. Access To Property
3. Legal Description and Metes & Bounds
4. Site Plan or Survey
5. Name of Current Owner or Entity Property Is Listed Under
6. Property Contact Person (To Make Inspection Arrangements)
7. Rent Rolls
8. Sales Contracts

If you have any questions about this report or if any item needs clarification please call (956) 687-7295 or via email leonel3@garza-associates.com. Please sign and fax back the first two pages of this report upon acceptance of this proposal. Thank you for the opportunity.



Leonel Garza III
State Certified Real Estate Appraiser
TX-1328375-General
Leonel Garza Jr. & Associates LLC

_____
(Please Sign Here Upon Acceptance)

_____
(Please Print Name)

_____
Date of Acceptance

EXHIBIT “B”

FEE SCHEDULE

1419 Dove Avenue, Suite 1, McAllen, Texas 78504
Email Address: leonel3@garza-associates.com
Office (956) 687-7295 Fax (956) 687-9236

Leonel Garza Jr. & Associates LLC

Best & Final For Appraisal Services

To:	Hidalgo County Purchasing Department 2802 South Business Highway 281 Edinburg, Texas 78539	**From:**	Leonel Garza III
Fax:	(956) 318-2629	**Pages:**	2 Pages
Phone:	(956) 292-7000 Ext. 4861	**Date Submitted:**	March 20, 2014
Re:	**Appraisal Proposal – Precinct No. 4**	**CC:**	Leticia Saenz, CPPB / Contract Manager

Mrs. Saenz:
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Condemnation Hearing Cost	**Hourly Rate = $ 150.00 Per Hour** Hourly rate shall apply to any and all preparation time required for the condemnation hearing.
Appeals Court / Trial	**Hourly Rate = $ 250.00 Per Hour** ***(Plus Expenses)*** (Hourly rate shall apply to any and all preparation time, depositions, and consulting required for an appeal of a Condemnation Hearing to a bench or jury trial.)

EXHIBIT “C”

INSURANCE REQUIREMENTS

LEONGAR-02 HEREN1

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/8/2014

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
Shepard Insurance Agency
5801 N 10th St Ste 300
McAllen, TX 78504

CONTACT NAME:
PHONE (A/C, No, Ext): (956) 686-3888 FAX (A/C, No): (956) 682-5650
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Sentinel Ins Co, LTD	11000
INSURER B : State Automobile Mutual Ins Co	25127
INSURER C : Hartford Ins Co of the Midwest	37478
INSURER D : Berkley Assurance Company	
INSURER E :	
INSURER F :	

INSURED
Leonel Garza Jr & Associates LLC
1419 Dove Ave
Suite 1
McAllen, TX 78504

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:			65SBATE2179	05/18/2013	05/18/2014	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS X SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	X	X	BAP 2325081 02	05/23/2013	05/23/2014	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 500,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			65SBATE2179	05/18/2013	05/18/2014	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
C	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	X	65WBCAE1721	01/11/2014	01/11/2015	X PER STATUTE 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
D	Professional Liabili	X		VUMB0034900	05/18/2013	05/18/2014	See Description	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liab: $1,000,000 ea wrongful Act/$1,000,000 Policy Aggregate
$7,500 Deductible per Claim

Business Auto units: 2014 Toyota #5TFUM5F17EX05299; 2010 Toyota #5TFRM5F15AX011366

The General Liability policies includes a blanket automatic additional insured endorsement (Form SS 00 08 04 05) that provides additional insured status to the certificate holder only when there is a wriiten contract between certificate holder that requires it or such status;

The General Liability policies inclues a blanket waiver of subrogation endorsement (Form SS 00 08 04 05) that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it.

CERTIFICATE HOLDER

Hidalgo County
2812 S. Highway 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



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Zimbra **leticia.saenz@co.hidalgo.tx.us**

RE: Review & Approve Prof Svcs Agreement#C-14-086-04-15-Leonel Garza & Assoc-Pct 4 (on call projects)

From : Steve Crain <scrain@atlashall.com> Wed, Apr 09, 2014 01:39 PM

Subject : RE: Review & Approve Prof Svcs Agreement#C-14-086-04-15-Leonel Garza & Assoc-Pct 4 (on call projects) 1 attachment

To : 'Leticia H. Saenz' <leticia.saenz@co.hidalgo.tx.us>

Good to go.

From: Leticia H. Saenz [mailto:leticia.saenz@co.hidalgo.tx.us]
Sent: Wednesday, April 09, 2014 11:57 AM
To: Steve Crain; Marynel Trevino
Subject: Re: Review & Approve Prof Svcs Agreement#C-14-086-04-15-Leonel Garza & Assoc-Pct 4 (on call projects)

Mr. Crain-

Please review the highlighted area in the description box of the insurance certificate.

Please advise.

Thanks.

Leticia H. Saenz, CPPB/Contracts Manager
Hidalgo County Purchasing Department
2812 South Business Highway 281
Edinburg, Texas 78539
P*(956) 318-2626* ***F****(956) 318-2629*
Email: *leticia.saenz@co.hidalgo.tx.us*

...DON'T WORRY...BE HAPPY...

From: "Steve Crain" <scrain@atlashall.com>
To: "Leticia H. Saenz" <leticia.saenz@co.hidalgo.tx.us>
Sent: Wednesday, April 9, 2014 11:30:20 AM
Subject: RE: Review & Approve Prof Svcs Agreement#C-14-086-04-15-Leonel Garza &

AI-43910 **Purchasing Department 22. F. 1.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: MARTHA L. SALAZAR **Submitted By:** Yolanda Velasquez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Presentation of the scoring/evaluation grid (for purpose of CC determination as "Qualified" so as to proceed with next step of the procurement process) of the sole response received from Dr. Marin Garza, MD (as detailed in documentation attached herein) for: Professional Physician Services for Inmates for Hidalgo County Sheriff's Office- RFQ 2014-009-03-26-YZV.

B. Authority for Purchasing Department and/or other County Staff to negotiate a professional services contract with the qualified participant _____ for the provision of "Professional Physician Services for Inmates" for Hidalgo County Sheriff's Office.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 1100-423-21-280-002-0-331

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

BUDGETARY IMPACT:

Attachments

Acceptance & Participation Sheet

Evaluation Grid

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/09/2014 06:37 PM
Budget & Management	Debbie Tamez	04/10/2014 11:32 AM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Yolanda Velasquez Started On: 04/02/2014 03:37 PM

Final Approval Date: 04/11/2014

HIDALGO COUNTY PURCHASING DEPARTMENT
ACCEPTANCE SHEET

DEPARTMENT NAME: HIDALGO COUNTY SHERIFF DEPARTMENT

ACCEPTANCE DATE: MARCH 26, 2014 AS PER ADDENDUM1-ACCEPTANCE DATE HAS CHANGE: APRIL 02, 2014	**ACCEPTANCE TIME:** 9:30 A.M.

DESCRIPTION OF RFQ: HIDALGO COUNTY –"PROFESSIONAL PHYSICIAN SERVICES FOR INMATES"

RFQ № 2014-009-03-26-YZV	**BUYER:** Yolanda Velasquez

RFP	NAME OF COMPANY	ACKNOWLEDGED
#1	Dr. Marin Garza	√
#2		
#3		
#4		
#5		
#6		
#7		
#8		

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING VENDOR'S LOG
REQUIREMENTS/RFQ&P PACKETS

IBF-RFB-RFP-RFQ-RFQ&P-RFI

RFQ ACCEPTANCE DATE: MARCH 26, 2014 **RFQ ACCEPTANCE TIME: 9:30 A.M.**

DEPARTMENT/RFQ/P DESCRIPTION: "Professional Physician Services for Inmates-Hidalgo County Sheriff's Office".

RFQ NO: 2014-009-03-26-YZV

	NAME OF BIDDER: COMPANY/FIRM & REPRESENTATIVE'S NAME	RFQ&P REQUEST	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	PHYSICAL ADDRESS CITY, STATE, ZIP CODE PHONE & FAX NUMBERS
01	Marin Garza, MD	Mail	Docswife722@aol.com YZV	03/10/2014	P. O. Box 180 Linn, TX 78563 Tel: 956-289-7000
02	Gumaro Garza, MD	Mail	Grz4556@aol.com YZV	03/10/2014	502 S. Closner Edinburg, TX 78539 Tel: 956-331-9477
03	Naph Care Kemberly English	Email	kenglish@naphcare.com YZV	03/11/2014	2090 Columbiana Rd. Ste 4000 Birmingham, AL 35216 Tel: 205-536-8477
04	Correct Care Solutions June Crawford	Email	jcrawford@correctcaresoutions.com YZV	03/11/2014	1283 Murfreesboro Rd., Ste 500 Nashville, TN 37217 Tel: 615-815-2774
05	Corizon Health Briana Lutes	Email	Briana.lutes@corizonhealth.com YZV	03/11/2014	105 Westpark Drive Ste 200 Brentwood, TN 37027 Tel: 615-376-0657
06	Correctional HealthCare Co Jedidiah Smith	Email	Jedidiah.smith@correctioncare.com YZV	03/11/2014	6200 S. Syracuse Way #440 Greenwood Village, CO 80111 Tel: 720-380-2367
07	American Correctional Solutions Josh Parrot	Email	josh@correctionalsolutions.com YZV	03/11/2014	1400 Reynolds Ave., Ste 103 Irvin, CA 92614 Tel: 714-538-0200 x301
08	Prime Vendor, INC Ashley Reed	Email	Work41@prime-vendor.com YZV	03/11/2014	4622 Cedar Ave Ste 124 Wilmington, NC 28403 Tel: 800-746-9554
09	Maxim Healthcare Services Jadd Martinez	Email	jamartin@maxhealth.com YZ	03/14/14	104 Traffic Way Suite A Arroyo Grande, CA 93420 Tel: 805-489-2685
10	The Healing Staff Anibal Ortiz	Email	a.ortiz@thehealingstaff.com YZV	03/14/14	10100 Reunion Place #750 San Antonio, TX 78216 Tel: 210-299-7623
11	Jackson & Coker Courtney Lemke	Email	clemke@jacksonandcoker.com YZV	03/14/14	3000 Old Alabama Rd 119-608 Alpharetta, GA 30022 Tel: 678-277-3044
12	Consultant in Correctional Health Care Marc F. Stern	Email	marcstern@live.com YZV	03/16/14	Tel: 360-701-6520

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)

HIDALGO COUNTY PURCHASING DEPARTMENT
PARTICIPATING VENDOR'S LOG
REQUIREMENTS/RFQ&P PACKETS

IBF-RFB-RFP-RFQ-RFQ&P-RFI

RFQ ACCEPTANCE DATE: MARCH 26, 2014 **RFQ ACCEPTANCE TIME: 9:30 A.M.**
DEPARTMENT/RFQ/P DESCRIPTION: "Professional Physician Services for Inmates-Hidalgo County Sheriff's Office".
RFQ NO: 2014-009-03-26-YZV

	NAME OF BIDDER: COMPANY/FIRM & REPRESENTATIVE'S NAME	RFQ&P REQUEST	SIGNATURE (IF APPLICABLE) OR INITIALS OF STAFF ADDRESSING MAIL OUT	DATE	PHYSICAL ADDRESS CITY, STATE, ZIP CODE PHONE & FAX NUMBERS
13	Healthcare Staffing & Recruitment Pam Mandich	Email	pmandich@advancedpracticesolutions.com YZV	03/17/14	2882 Middle Street St Paul, MN 55117 Tel: 651-789-4902
14	Wexford Health Sources, INC Wendelyn R. Pekich	Email	wpekich@wexfordhealthc.com YZV	03/17/14	5010Holiday Drive Foster Plaza Four Pittsburgh, PA 15220 Tel: 412-937-5216
15					
16					
17					
18					
19					
20					
21					
22					

***VIA:**
IN PERSON (IP)
TELEPHONE REQUEST (TR)
BIDDER LIST MAIL OUT (BLM)

HIDALGO COUNTY

"Professional Physician Services"
RFQ № 2014-009-03-26-YZV
EVALUATION GRID

EVALUATION CRITERIA	PROPOSER				
	GRADERS				
	1	**2**	**3**	**4**	**5**
Physician(s) Qualifications/and other Credentials	30	30	30	30	30
Understanding the Services/Methodology	20	20	20	20	20
Experience	20	20	20	20	20
Ability to commit all services required	30	30	30	30	30
Total	100	100	100	100	100
TOTAL AVERAGES	100				
Designated/Approved by CC as "Qualified" to proceed with negotiation phase of procurement process.	Yes_____		No_____		

AI-44005 **Purchasing Department 22. F. 2.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Hon. J.E. Guerra, HC-Sheriff **Submitted By:** Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

A. Requesting exemption from competitive bidding requirements, Texas Local Gov. Code, 262.024(a)(7)(A)(D)-'an item that can be obtained from only one source', 'items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies', 'captive replacement parts or components for equipment';

B. Acceptance and approval of a "Sole Source Declaration" with L-3 Communications Mobile-Vision for the purchase of products and services commencing with requisition #250088-$1,500.00 for repairs of video system in Sheriff's Office Patrol Units thereafter remain in effect unless revoked by Hidalgo County Commissioners Court.

BACKGROUND

In discussion with Safety Division of the insurance matter with L-3 was concluded that the vendor (L-3) meets/over exceeds what the County requires; therefore not required to list Hidalgo County as additional insured. Concern of the matter entails while the equipment is in route/returned via transport carrier; which then would be a claim against the transport carrier. In addition, vendor has stated and confirm that Hidalgo County would be covered under their "Blanket Insurance Coverage" as an insured party.

Fiscal Impact

FISCAL YEAR: 2014 **ACCT. #:** 4-1100-421-00-280-001-0-432

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

BUDGETARY IMPACT:

Funding available as of 4-11-14 Requisition# 250088 - L-3 COMMUNICATIONS MOBILE-VISION, INC.

Attachments

DOCUMENTATION

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	04/11/2014 10:07 AM
Budget & Management	Debbie Tamez	04/11/2014 01:29 PM
Manuel Chapa	Manuel Chapa	04/11/2014 04:55 PM
Auditor's Office	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Vangie Garcia Started On: 04/08/2014 05:34 PM

Final Approval Date: 04/11/2014

purchase of office supplies, separate purchases of supplies by an individual department are not considered to be part of a single purchase and single contract by the county if a specific intent to avoid the requirements of this subchapter is not present.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 57(a), eff. Aug. 28, 1989; Acts 1989, 71st Leg., ch. 1250, Sec. 9, eff. Sept. 1, 1989; Acts 1991, 72nd Leg., ch. 16, Sec. 13.02(b), eff. Aug. 26, 1991; Acts 1993, 73rd Leg., ch. 757, Sec. 13, 38, eff. Sept. 1, 1993; Acts 1997, 75th Leg., ch. 442, Sec. 1, eff. Sept. 1, 1997; Acts 1999, 76th Leg., ch. 505, Sec. 2, eff. Sept. 1, 1999; Acts 2001, 77th Leg., ch. 436, Sec. 4, eff. May 28, 2001; Acts 2001, 77th Leg., ch. 1063, Sec. 2, eff. Sept. 1, 2001; Acts 2001, 77th Leg., ch. 1409, Sec. 4, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 1276, Sec. 12.004, eff. Sept. 1, 2003. Amended by:

Acts 2007, 80th Leg., R.S., Ch. 689 (H.B. 1764), Sec. 1, eff. September 1, 2007.

Acts 2009, 81st Leg., R.S., Ch. 1266 (H.B. 987), Sec. 4, eff. June 19, 2009.

Acts 2011, 82nd Leg., R.S., Ch. 1129 (H.B. 628), Sec. 4.04, eff. September 1, 2011.

Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. 1093), Sec. 22.002 (23), eff. September 1, 2013.

Sec. 262.0235. PROCEDURES ADOPTED BY COUNTY PURCHASING AGENTS FOR ELECTRONIC BIDS OR PROPOSALS. The county purchasing agent, before receiving electronic bids or proposals, shall adopt rules in conformance with Section 262.011(o) to ensure the identification, security, and confidentiality of electronic bids or proposals.

Added by Acts 2001, 77th Leg., ch. 1063, Sec. 3, eff. Sept. 1, 2001.

Sec. 262.024. DISCRETIONARY EXEMPTIONS. (a) A contract for the purchase of any of the following items is exempt from the requirement established by Section 262.023 if the commissioners court by order grants the exemption:

(1) an item that must be purchased in a case of public

calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the county;

(2) an item necessary to preserve or protect the public health or safety of the residents of the county;

(3) an item necessary because of unforeseen damage to public property;

(4) a personal or professional service;

(5) any individual work performed and paid for by the day, as the work progresses, provided that no individual is compensated under this subsection for more than 20 working days in any three month period;

(6) any land or right-of-way;

(7) an item that can be obtained from only one source, including:

(A) items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies;

(B) films, manuscripts, or books;

(C) electric power, gas, water, and other utility services; and

(D) captive replacement parts or components for equipment;

(8) an item of food;

(9) personal property sold:

(A) at an auction by a state licensed auctioneer;

(B) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code; or

(C) by a political subdivision of this state, a state agency of this state, or an entity of the federal government;

(10) any work performed under a contract for community and economic development made by a county under Section 381.004; or

(11) vehicle and equipment repairs.

(b) The renewal or extension of a lease or of an equipment maintenance agreement is exempt from the requirement established by Section 262.023 if the commissioners court by order grants the exemption and if:

(1) the lease or agreement has gone through the

Hidalgo County Purchasing Department
2812 S. Business Highway 281
New Administration Building
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

MEMORANDUM

"SOLE SOURCE DECLARATION"

TO: Hidalgo County Commissioner's Court

FROM: Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

DATE: April 15, 2014

RE: "Sole Source Declaration" – L-3 Communications Mobile-Vision

---

L-3 Communications Mobile-Vision has been the vendor since 2004 for purchase and repairs of Hidalgo County's Video System installed in each of the Sheriff's Office Units. The System is utilized for recording of daily activities for evidence should the need arise while units on patrol within Hidalgo County.

The Digital Evidence Series of digital evidence management solutions and PatrolScout AVL/video streaming equipment and software is a series of software and workstation/server products designed solely and specifically by L-3 Communications Mobile-Vision to support the Flashback2 and Flashback3 digital in-car video solution which are in the Sheriff's Office Units.

As attempts were made to seek additional quotes with Tri-County Communications and South Texas Communications; both vendors responded that they could not provide the services inasmuch as L-3 Communications is the sole manufacturer to this equipment, were not certified for servicing this type of equipment and that the equipment would be sent by them to L-3 for them to repair which would result in additional charges.

Therefore, Hidalgo County Sheriff's Office requires the purchase of equipment/software parts and/or services to these proprietary components under L-3 Communications Mobile-Vision from the sole source vendor and owner of the "Digital Evidence Series" Video System identified as System7 pro VHS in-car video system.

This sole source declaration remains in effect unless revoked by Hidalgo County Commissioners Court.

Requisition

SHERIFF'S LAW ENFORMENT FACILITY

Req # 00250088
PO #
Date: 01/15/14

Bill To: x
x

Vendor : 281786
L-3 COMMUNICATIONS MOBILE-VISION, IN(
90 FANNY ROAD
BOONTON NJ 07005
FAX (973)257-3024

Ship To: SHERIFF'S LAW ENFORMENT FACILITY
711 EL CIBOLO RD.
EDINBURG TX 78539

Contact: EVER OCHOA
956-393-6024

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
1.00	LOT	BLANKET PURCHASE ORDER TO REPAIR VIDEO SYSTEM IN SHERIFF' OFFICE PATROL CARS	1,500.00	1,500.00
		Account No	Encumbrance	
		4-1100-421-00-280-001-0-432	1,500.00	
			Freight	.00
			Total	1,500.00
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

Req. #500108

communications

Mobile-Vision, Inc.
90 Fanny Road
Boonton, NJ 07005
Tel: (800) 336-8475 (973) 263-1090 Fax: (973) 257-3024
www.L-3com.com/mv

January 2, 2014

Mr. Ever Ochoa
Hidalgo County Sheriff's Office
711 El Cibolo Road
Edinburg, TX 78542

Dear Mr. Ochoa:

RE: Sole Source Letter

The L-3 Communications Mobile-Vision, Inc. V-One All-In-One Computer, Flashback, Flashback2, Flashback3 DVR, along with CycleVision and Interview Room products and all associated spare parts and accessories are designed and manufactured exclusively by L-3 Communications Mobile-Vision, Inc. and are not available from another source. In addition, all Extended Warranty Services, repair and warranty claims are managed exclusively by L-3 Mobile-Vision. Any work performed by non-authorized personnel will void all warranties and claims.

The Digital Evidence Series™ of digital evidence management solutions and PatrolScout AVL/video streaming equipment and software is a series of software and workstation/server products designed specifically, and only, by L-3 Communications Mobile-Vision, Inc. to support its Flashback2 and Flashback3 digital in-car video solution. For L-3 to maintain the equipment (servers and raid, etc.), they will need to be purchased through L-3 Mobile Vision directly.

The series includes versions of the Digital Evidence Pro™, and Digital Evidence Viewer™ that are configured with various levels of software and hardware that accommodate an agency based on fleet size and/or evidence volume. Digital Evidence Pro modules enable the following exclusive, sole source capabilities:

- Intelligent Wireless Transfer™ leveraging multi-channel usage for high-speed transfers
- Automated Intelligent Volume Management ™
- Case Management Features
- We use a Linux based platform that provides greater security then a web-based platform, which reduces the chances of viruses and hacking.
- We can integrate in-car video systems, body worn cameras and interview rooms into a single back end solution.

Please call me if you have any questions or need additional information.

Sincerely,

Chief Mike Burridge (Ret.)
Vice President
Sales & Marketing

1421 E. PIKE BLVD.
WESLACO, TX 78596

TRI-COUNTY
COMMUNICATIONS, LTD.

PHONE (956) 447-8440
FAX (956) 447-0622

February 19, 2014

Mr. Ever Ochoa
Hidalgo County Sheriff's Department
711 El Cibolo Road
Edinburg, Tx 78541

Dear Mr. Ochoa:

In regards to the needed repair of your Mobile-Vision Video System, Tri-County Communications would send it to L3 Mobile-Vision Inc for the repairs. They are the manufacturer of this equipment. We are not a certified service center for Mobile-Vision equipment. The charge for this repair would be L3's charge plus shipping and a handling fee for Tri-County's cost in packing and shipping the equipment.

If you have any questions, please contact me.

Yours truly,

Vickie Wilt,
Office Manager

South Texas Communications

P.O. Box 3712
McAllen, Tx. 78502 - 3712

MOTOROLA
Authorized Radio System Specialist

To Whom It May Concern:

In regards to the repair of a Mobile Vision Video System South Texas Communications would need to send it in to L3 Mobile Vision Inc. for repairs. Since we are not a certified service center for Mobile Vision the charge will be a flat fee that L3 will provide for repair and a shipping and handling fee for South Texas Communications cost in packaging and shipping the equipment.

If you have any questions or concerns feel free to give us a call.

Thanks,

709 East Pecan
McAllen, Tx 78501
Office: 956-687-8501
Fax: 956-687-1735

851 S. Williams
San Benito, Tx. 78586
Office: 956-399-8562
Fax: 956-399-8563

1705 E. Price
Brownsville, Tx. 78521
Office: 956-544-4553
Fax: 956-544-4554

HIDALGO COUNTY PURCHASING DEPARTMENT
SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER

Before me, the undersigned official, on this day, personally appeared Mike Burridge a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Mike Burridge. I am over the age of 18, have never been convicted of crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: L-3 Communications Mobile-Vision, Inc
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
   System 7 Pro VHS parts, equipment and repair.
4. Competition in providing the above named item(s), product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 262.024(a)(7)(A), of the Local Government Code. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like Item(s) or product(s) available for purchase that would serve the same purpose or function.
6. Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuations of any/all business with Hidalgo County.

Signature [signature]

SWORN AND SUBSCRIBED TO under oath before me on 10 day of March, 2014.

[signature]
NOTARY PUBLIC

MICHAEL A RIES
Commission # 2410778
Notary Public, State of New Jersey
My Commission Expires
July 26, 2016

Michael A. Ries
PRINTED NAME

7-26-2016
MY COMMISSION EXPIRES

COMPANY NAME: L-3 Communication Mobile-Vision, Inc.
ADDRESS, CITY, STATE & ZIP CODE: 90 Fanny Road, Boonton, NJ 07005
PHONE: 800-336-8475 NUMBER:
CONTACT NAME AND TITLE: Christa D. Collis
WEB ADDRESS: www.mobile-vision.com EMAIL: christa.collis@L-3com.com
FEDERAL TAX ID NUMBER: 22-2893537 TEXAS SALES TAX NUMBER:

Zimbra **evangelina.garcia@co.hidalgo.tx.us**

RE: Req. #250088-Hidalgo County Sherrif's Office

From : Izzy Valdovino <Izzy.Valdovino@l-3com.com> Wed, Apr 09, 2014 04:14 PM
Subject : RE: Req. #250088-Hidalgo County Sherrif's Office 5 attachments
To : evangelina garcia <evangelina.garcia@co.hidalgo.tx.us>

Ms. Garcia,

Hidalgo County would be covered under our "Blanket Insurance Coverage" as an insured party. Corporate policy does not allows us to list additional entities as a Certificate Holder.

Please let me know if you have any questions. Hopefully, since this is just equipment that the Sheriff's Department is sending for repair, it will be acceptable.

Thanks,

Izzy Valdovino
Regional Sales Manager
Austin, TX

Mobile-Vision, Inc.

C: 973-255-0961
izzy.valdovino@l-3com.com
http://www.l-3com.com/mv

From: Evangelina Garcia [mailto:evangelina.garcia@co.hidalgo.tx.us]
Sent: Wednesday, April 09, 2014 3:32 PM
To: Valdovino, Izzy @ PRG - MVI
Subject: Re: Req. #250088-Hidalgo County Sherrif's Office

Mr. Valdovino:

The accord is exactly what is required however it needs to reference Hidalgo County under certificate holder.

Thanks

AI-44014 **Closed Session 23. C.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Claim of Concepcion Cuellar and Norma Gomez, Ind. and as Reps. of the Estate of Brenda Gomez-Cuellar (deceased)

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/09/2014 01:25 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/09/2014

Final Approval Date: 04/11/2014

AI-43975 **Closed Session 23. D.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Leonard Ozuna

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/08/2014 10:46 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Aida Alvarez Started On: 04/08/2014 10:02 AM

Final Approval Date: 04/11/2014

AI-43977 **Closed Session 23. E.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Graciela Ozuna

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/08/2014 10:48 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Aida Alvarez Started On: 04/08/2014 10:05 AM

Final Approval Date: 04/11/2014

AI-44025 **Closed Session 23. F.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Irasema Gonzalez et al vs Hidalgo County

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 10:20 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Aida Alvarez Started On: 04/09/2014 02:23 PM

Final Approval Date: 04/11/2014

AI-44015 **Open Session 24. C.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Claim of Concepcion Cuellar and Norma Gomez, Ind. and as Reps. of the Estate of Brenda Gomez-Cuellar (deceased)

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/09/2014 01:25 PM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Monica Badillo Started On: 04/09/2014

Final Approval Date: 04/11/2014

AI-43976 **Open Session 24. D.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Leonard Ozuna

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/08/2014 10:46 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Aida Alvarez Started On: 04/08/2014 10:04 AM

Final Approval Date: 04/11/2014

AI-43978 **Open Session 24. E.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Claim of Graciela Ozuna

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/08/2014 10:50 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Aida Alvarez Started On: 04/08/2014 10:06 AM

Final Approval Date: 04/11/2014

AI-44026 **Open Session 24. F.**

CC - REGULAR

Meeting Date: 04/15/2014

Submitted For: Valde Guerra **Submitted By:** Aida Alvarez, SAFETY DIVISION

Department: SAFETY DIVISION

Information

CAPTION

Irasema Gonzalez et al vs Hidalgo County

BACKGROUND

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	04/10/2014 10:20 AM
Purchasing Department	Monica Badillo	04/11/2014 05:48 PM

Form Started By: Aida Alvarez Started On: 04/09/2014 02:26 PM

Final Approval Date: 04/11/2014