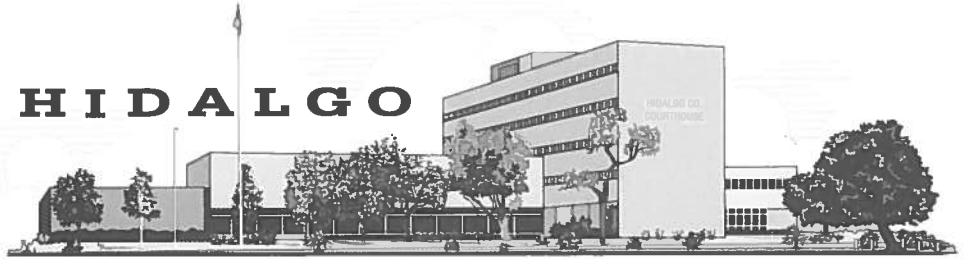


COUNTY of HIDALGO



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

September 26, 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 Eufrazio, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the Office of the Governor-Criminal Justice Division. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$230,000.00	SF-15-BIO-25378-04 BORDER PROSECUTION UNIT

CERTIFIED BY:



Raymundo Eufrazio, CPA
Hidalgo County Auditor

9-29-14

Date



HIDALGO COUNTY DISTRICT JUDGES

JAIME E. TIJERINA JUDGE, 92 ND D.C.	RODOLFO DELGADO JUDGE, 93 RD D.C.	J. R. "BOBBY" FLORES JUDGE, 139 TH D.C.	ROSE GUERRA REYNA JUDGE, 206 TH D.C.	JUAN R. PARTIDA JUDGE, 275 TH D.C.	MARIO E. RAMIREZ, JR. JUDGE, 332 ND D.C.	NOE GONZALEZ JUDGE, 370 TH D.C. OVERSEER	LETICIA LOPEZ JUDGE, 389 TH D.C.	AIDA SALINAS FLORES JUDGE, 398 TH D.C.	ISRAEL RAMON, JR. JUDGE, 430 TH D.C.	JESSE CONTRERAS JUDGE, 449 TH D.C.
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AI-46602

District Attorney 11. B.

CC - REGULAR

Meeting Date: 09/30/2014

Submitted By: Roy Cazares, DISTRICT ATTORNEY

Department: DISTRICT ATTORNEY

Information

CAPTION

DA-Border Prosecution Unit Grant (BPU) (1281):

1. Approval to accept the Border Prosecution Grant in the amount of \$230,000.00, effective 09/01/2014 thru 08/31/2015.
2. Approval of Resolution and approval for County Judge to sign.
3. Approval of certification of revenues as certified by the County Auditor for the FY 2015 Border Prosecution Unit grant funds.
4. Approval to appropriate the FY 2015 Border Prosecution Unit grant funds.
5. Approval of the following personnel actions:

<i>Action</i>	<i>Slot#</i>	<i>Dept /Program</i>	<i>Position Title</i>	<i>Current Salary/Allowance</i>	<i>Proposed Salary/Allowance</i>
Salary Adjustment (decrease)	0001	080-012	Asst. District Atty III	\$79,000.00	\$77,920.00
Auto Allowance (remove)				\$900.00	-0-
Salary Adjustment (decrease)	0004	080-012	Asst. District Atty IV	\$78,000.00	\$76,420.00

6. Approval of the FY 2015 Border Prosecution Unit grant salary schedule.

BACKGROUND

Funding is provided by the Office the Governor Criminal Justice Division. No cash match required.

Fiscal Impact

FISCAL YEAR:

ACCT. #: 4-1281-412-00-080-012-5-XXX

FUNDS AVAILABLE Y/N?:

MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:

No Local match

4-1281-334-10-080-012-5-000 CJD - BPU/Revenue

Grant fiscal year 2015

Grant# SF-15-B10-25378-04

Attachments

Award

Resolution

worksheet

appropriation

PAR forms and job descriptions

Salary Schedule

Form Review

Inbox	Reviewed By	Date
Budget & Management	Debbie Tamez	09/18/2014 04:29 PM
Rosalinda Cantu	Debbie Tamez	09/24/2014 01:36 PM
Human Resources	Diana Munoz	09/26/2014 10:09 AM
Budget & Management	Veronica Ortiz	09/26/2014 11:03 AM
Rosalinda Cantu	Rosie Cantu	09/26/2014 02:07 PM
Manuel Chapa		09/26/2014 03:30 PM
Purchasing Department	Monica Badillo	09/26/2014 05:46 PM
Form Started By: Roy Cazares		Started On: 09/18/2014 04:12 PM
	Final Approval Date: 09/26/2014	

Minerva Diaz

From: Ramiro Sendejo [ramiro.sendejo@da.co.hidalgo.tx.us]
Sent: Friday, September 26, 2014 11:00 AM
To: 'Minerva Diaz'
Cc: roy.cazaes@da.co.hidalgo.tx.us; clariza.ramos@da.co.hidalgo.tx.us; 'Deborah Fischer'
Subject: FY2015 D.A. BORDER PROSECUTION UNIT GRANT (BPU) CERTIFICATION OF REVENUES

Good Morning Minerva,

Please process a Certification of Revenue in the amount of \$230,000.00 for the Border Prosecution Unit Grant (BPU) Fiscal Year 2015.

An agenda item will be presented to Commissioners Court requesting acceptance of these funds.

If you have any questions please let me know.

Thank You,

Ramiro Sendejo
Accountant
Administration Section
Office of Criminal District Attorney
Hidalgo County, Texas
100 N Closner Rm 303
Edinburg, TX 78539
(956) 318-2300 ext. 757
(956) 318-2078 FAX
ramiro.sendejo@da.co.hidalgo.tx.us

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STATE OF TEXAS
OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION

RICK PERRY
GOVERNOR

Dear Grantee:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://eGrants.governor.state.tx.us> and go to the 'My Home' tab. In the 'Current Status' column, locate the application that is in 'Pending AO Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button. Grants must be accepted within 45 calendar days of the date the award was issued.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants. The Guide to Grants, also on the website, contains answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

If you have any questions regarding this award, feel free to contact your grant manager, whose name is referenced in the attached Statement of Grant Award or you may always contact our office via the eGrants Help Desk at eGrants@governor.state.tx.us.

We look forward to working with you to ensure the success of your program

A handwritten signature in black ink, appearing to read "Chris Burnett".

Christopher Burnett
Executive Director

Resolution

Whereas, The Hidalgo County Commissioners' Court finds it in the best interest of the citizens of Hidalgo County, that the Border Prosecution Unit be operated from September 1, 2014 through August 31, 2015.

Whereas, The Hidalgo County Commissioners' Court agrees that in the event of loss or misuse of the Criminal Justice Division funds, for the Border Prosecution Unit Grant, the Hidalgo County Commissioners' Court assures that the funds will be returned to the Criminal Justice Division in full

Whereas, The Hidalgo County Commissioners' Court designates the Hidalgo County Judge as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the Hidalgo County Commissioners' Court approves submission of the grant application, with no cash match required by Hidalgo County, for the Border Prosecution Unit to the Office of the Governor, Criminal Justice Division.

Signed by : _____

**Ramon Garcia
County Judge
Hidalgo County**

Date: _____

Grant Number: 2537804

HIDALGO COUNTY
 COMMISSIONER COURT
 2014 SALARY SCHEDULE

4-1281-412-00-080-012-5

AI - 46602

DA BORDER PROSECUTION INITIATIVE

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		
		DECREASE BUDGETED SALARY & REMOVE															
0001	113	ASSISTANT DISTRICT ATTORNEY III	\$79,000.00	\$0.00	\$79,000.00	0	\$0.00	\$0.00	\$79,000.00	\$77,920.00	\$1,920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,740.00
		DECREASE BUDGETED SALARY															
0004	113	ASSISTANT DISTRICT ATTORNEY IV	\$78,000.00	\$0.00	\$78,000.00	0	\$0.00	(\$1,580.00)	\$76,420.00	\$76,420.00	\$4,560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$80,980.00
		TOTAL	\$157,000.00	\$0.00	\$157,000.00	-	\$0.00	(\$2,660.00)	\$154,340.00	\$154,340.00	\$6,480.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$161,720.00

APPROVAL OF THE ABOVE HIGHLIGHTED PERSONNEL ACTIONS & APPROVAL OF THE FY 2015 BPU GRANT;
 PERSONNEL ACTIONS PENDING CC APPROVAL.



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.		09/24/2014		
	DEPARTMENT HEAD	DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.		09-25-14		
	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
3.	DEPARTMENT OF BUDGET & MANAGEMENT	DATE	BUDGET PROCEDURES COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO
4.	COMMISSIONERS COURT APPROVAL	DATE		

HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE

ASSISTANT DISTRICT ATTORNEY III

GENERAL DESCRIPTION

Performs intermediate-level legal work; Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary for this position.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsel with clients, victims, or police concerning the commencement of proceedings in court or related forums

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums

Counsel and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums

Identifies and prepares non-testimonial forms of evidence for use in court and related forums

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings

Drafts legal instruments and various documents with legal implications

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications

Develops knowledge and expertise in applicable area of law to keep pace with constant

HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE

ASSISTANT DISTRICT ATTORNEY III

GENERAL DESCRIPTION

Performs intermediate-level legal work; Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the frequent supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary for this position.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsels with clients, victims, or police concerning the commencement of proceedings in court or related forums.

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication.

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate.

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums.

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums.

Counsels and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation.

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums.

Identifies and prepares non-testimonial forms of evidence for use in court and related forums.

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings.

Drafts legal instruments and various documents with legal implications.

Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications.

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Two (2) years experience as a licensed attorney

Juris Doctorate (JD) degree

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

Experience and education may be substituted for one another

Knowledge, Skills, and Abilities

Ability to work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must be computer literate

Knowledge of all applicable laws and procedures

Must have good working knowledge and understanding of penal statutes and code of criminal procedures as well as case holdings and departmental policies

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



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. |  | 09/24/2014 | | |
| | DEPARTMENT HEAD | DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  | 09.25.14 | | |
| | HUMAN RESOURCES DIRECTOR | DATE | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT | DATE | BUDGET PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS COURT APPROVAL | DATE | | |

HIDALGO COUNTY DISTRICT ATTORNEY'S OFFICE

ASSISTANT DISTRICT ATTORNEY IV

GENERAL DESCRIPTION

Performs senior-level legal work. Work involves prosecuting and defending all manner of civil and criminal matters in various levels of trials and appellate courts and administrative forums. Work under the supervision of higher level attorneys in an effort to build the knowledge, skills, and expertise necessary for this position. Investigates and litigates various cases filed with the District Attorney's office.

EXAMPLES OF WORK PERFORMED

Will make decisions and/or counsel with clients, victims, or police concerning the commencement of proceedings in court or related forums.

May also provide written or oral legal advice to individual or governmental clients, and draft legal instruments or other written materials carrying legal implication.

Appears in court and/or related forums to select juries, present and cross-examine evidence, make legal arguments, and act as an oral advocate.

Drafts and files pleadings, answering motions, briefs and responses necessary to conduct litigation and/or proceedings in related forums.

Investigate facts giving rise to legal issues, and bring about solutions to their clients legal problems in a variety of forums.

Counsel and advises clients within bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation.

Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums.

Identifies and prepares non-testimonial forms of evidence for use in court and related forums.

Conducts and/or supervises investigations and/or civil and criminal discovery proceedings.

Drafts legal instruments and various documents with legal implications.

Develops knowledge and expertise in applicable area of law to keep pace with constant developments and to impart this knowledge and skills to others in various settings

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Three to four (3-4) years of experience as a licensed attorney

Juris Doctorate (JD) degree

Licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas

Two (2) years of experience may be substituted for one (1) year of education

Certificates, Licenses & Registration

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 work efficiently and effectively in high-pressure situations

Ability to communicate effectively

Able to handle all stressful situations with an even temperament and work effectively with others in achievement of tasks

Must possess advanced professional level of analytical ability and be very well versed in the art of being diplomatic and tactful in addition to the use of good judgment and common sense

Must possess necessary writing skills at a seasoned level to communicate information and directions to attorneys, detectives, police agencies and citizens

Must be computer literate

Knowledge of all applicable laws and procedures

Must have good working knowledge and understanding of penal statutes and code of criminal procedures as well as case holdings and departmental policies

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.

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- working in a multi-task environment

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