

# 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](http://www.co.hidalgo.tx.us/auditor)

August 27, 2015

The Honorable Ramon Garcia, Hidalgo County Judge  
The Honorable A.C. Cuellar, Jr., Commissioner, Precinct No. 1  
The Honorable Eduardo Cantu, 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 commissioner's 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 Apportionment Funds appropriated in the General Appropriations Act for the District Attorney. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$22,500.00	Apportionment Funds for State Appropriation Year 2016

CERTIFIED BY:

Raymundo Eufrazio, CPA  
Hidalgo County Auditor

Date

**HIDALGO COUNTY DISTRICT JUDGES**

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

AI-51000

District Attorney 7. A.

CC - REGULAR

Meeting Date: 09/01/2015

Submitted By: Ramiro Sendejo, DISTRICT  
ATTORNEY

Department: DISTRICT ATTORNEY

**Information**

**CAPTION**

DA's- State Supplement (1281):

1. Requesting approval to accept the FY 2015-2016 D.A. State Supplement in the amount of \$22,500.00.
2. Approval of certification of revenues as certified by the County Auditor for the FY 2015-2016 D.A. State Supplement Grant.
3. Approval of appropriation of funds in the amount of \$22,500.00.
4. Approval to create one (1) Part Time position and approval to waive the posting procedures:

Slot #	Dept/Program	Position Title	Proposed Hourly Rate	Proposed # of Working Hours	Proposed Budgeted Salary
G019	080-010	Clerk I	\$10.10	1,040	\$10,504.00

5. Approval to delete the following temporary part time positions, effective 09/01/2015:

Slot#	Dept/Program	Position Title	Budgeted Salary
T017	080-010	CLERK I	\$8,302.00
T018	080-010	CLERK I	\$6,683.00

6. Approval to revise the salary schedule in accordance with Commissioners Court action.

**BACKGROUND**

Funding is provided by the State.

**Fiscal Impact**

**FISCAL YEAR:** SEE BELOW

**ACCT. #:** 5-1281-412-00-080-010-6-XXX

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

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

**BUDGETARY IMPACT:**

County Fiscal/Calendar Year: 5

Grant Account Fiscal Year: 6

State Fiscal Year: 2016

Appropriation of funds into DA State Supplement fund in the amount of \$22,500.00

"DA State Supplement Grant Revenue"- Acct# 5-1281-334-10-080-010-6-000

Grant Period 9/01/2015 to 08/31/2016

No local cash match is required. 100% state funding.

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**Attachments**

**APPROPRIATION**

**JOB DESCRIPTION**

**APPORTIONMENT GUIDELINES**

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**Form Review**

<b>Inbox</b>	<b>Reviewed By</b>	<b>Date</b>
Budget & Management	Debbie Tamez	08/20/2015 03:15 PM
Manuel Chapa	Manuel Chapa	08/21/2015 11:52 AM
Auditor's Office	Debbie Tamez	08/21/2015 02:39 PM
Obdett Calzada	Obdett Calzada	08/28/2015 04:42 PM
Purchasing Department		
Form Started By: Ramiro Sendejo		Started On: 08/20/2015 11:11 AM

**Minerva Diaz**

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**From:** Ramiro Sendejo [ramiro.sendejo@da.co.hidalgo.tx.us]  
**Sent:** Thursday, August 20, 2015 11:02 AM  
**To:** 'Minerva Diaz'  
**Cc:** 'Rosalinda Cantu'; 'Deborah Fischer'  
**Subject:** FY2016 D.A. STATE SUPPLEMENT CERTIFICATION OF REVENUES

Good Morning Minerva,

Please process a Certification of Revenue in the amount of \$22,500.00 for the D.A. State Supplement Fiscal Year 2016.

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](mailto:ramiro.sendejo@da.co.hidalgo.tx.us)

\*\*\*\*\*  
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# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: DISTRICT ATTORNEY - STATE SUPPLEMENT (080-010)

DATE: 8/28/15

CURRENT POSITION TITLE:

CURRENT SLOT. #: G019

REQUESTED POSITION TITLE: CLERK I  
(For new positions or reclassifications)

**REQUEST FOR:**

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

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

**POSITION SALARY REQUEST:**

Salary Amount: \$ 0.00 Current Budgeted Salary    \$ 10,500.00 Proposed Budgeted Salary    \$ 10,500.00 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)

Upon evaluation/ assessment of the District Attorney's Office it was determined that the department was in need of a regular part-time Clerk I position to provide administrative support.

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

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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	<u>Paulida Cautin</u> DEPARTMENT HEAD	<u>08/24/15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	_____ HUMAN RESOURCES DIRECTOR	_____ DATE	PERSONNEL PROCEDURES COMPLETED	<input 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	_____	_____	_____



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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	<u>Paulida Cauti</u> DEPARTMENT HEAD	<u>08/28/15</u> DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2.	_____ HUMAN RESOURCES DIRECTOR	_____ DATE	PERSONNEL PROCEDURES COMPLETED	<input 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	_____	_____	_____



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

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

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

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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

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1.	<i>Rosaida Cauti</i> DEPARTMENT HEAD	08/28/15 DATE	FUNDING AVAILABLE IN DEPT. BUDGET	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
2.	HUMAN RESOURCES DIRECTOR	DATE	PERSONNEL PROCEDURES COMPLETED	<input 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		