

CONSENT AGENDA
HIDALGO COUNTY
COMMISSIONERS COURT
MEETING
February 23, 2016
9:30 A.M.

NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Commissioners Court will be held in the Commissioners Courtroom of the Administration Building, 100 E. Cano, 1st floor, Edinburg, Hidalgo County, Texas. Discussion and possible action relating to the following business will be transacted:

NOTICE TO THE PUBLIC
CONSENT AGENDA

The following items are of a routine or administrative nature. The Commissioners Court has been furnished with background and support on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Commissioner, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

1. AI-53514 **Approval of check register and payment of claims and bills** - (Payments from Juvenile Probation, Adult Probation, LEOSE Fund, DA Motor Vehicle Theft Fund, DA Check Fraud Fund, DA Forfeiture Fund, Sheriff Forfeiture Funds, Constable Forfeiture Funds, HIDTA Forfeiture Funds and VIT Interest Fund are presented for recording purposes only.)

2. **2016 Intradepartmental transfers:**

   A. AI-53491 2016 - Probate Court (1100)

   B. AI-53498 2016 - Executive Office (1100)

   C. AI-53475 2016 - Adult Probation DWI Grant (1289)

   D. AI-53495 2016 - Health & Human Services Dept. / Clinics (1100)

   E. AI-53483 2016 - Health & Human Services Dept./CPS-HAZARDS (1293)

F. AI-53474 2016 - Emergency Management (1100)

G. AI-53472 2016 - District Attorney's Office (1100)

H. AI-53469 2016 - Sheriff's Federal Sharing / US Department of Treasury (1228)

I. AI-53464 2016 - Purchasing (1100)

J. AI-53452 2016 - JP Pct. 3 Pl.1 (1100)

K. AI-53449 2016 - Public Affairs (1100)

L. AI-53460 2016 - County Clerk (1237)

3. **2016 Interdepartmental transfers:**

A. AI-53468 Pct 4 CRC (1100):
Approval of 2016 interdepartmental transfer from Pct 4-Parks (program 009) to Pct 4-CRC (program 077) in the amount of $1,176.00 to fund anticipated project expenditures.

B. AI-53467 CO2009BC-Pct 4 (1341):
Approval of 2016 interdepartmental transfer from CO2009BC-Pct 4 (program 029) to Ramsayer Rd (program 173) in the amount of $60,796.60 for Pct.4 road projects.

4. **Interfund transfers:**

A. AI-53466 Pct. 4 Emergency SRV Linn (1100): Approval of 2016 interfund transfer from Rd. Maint (program 007) to Emergency SRV Linn (program 136) in the amount of $3,019.93.

B. AI-53465 Pct. 4 CRC Sunflower/SH107 (1100): Approval of 2016 interfund transfer from Pct. 4 Rd. Maint (program 007) to CRC Sunflower/SH 107 (program 123) in the amount of $2,558.24.

5. **Monthly Fee Reports:**

A. AI-53303 District Clerk:
Fee Report for the month of January 2016 $466,964.58

6. **Planning Department:**

A. AI-53504 1. Approval of Certificate of Plat and Utility Status under Texas Local Govt. Code Section 232.028(b)
2. Approval of Certificate of Water Service Availability under Texas Local Govt. Code Section 232.029 (c)(2)

7. **Executive Office:**

A. AI-53461 Approval of 457 plan hardship withdrawal request for Employee #122335

B. AI-53482 Approval of Right of Way Permits:
Hidalgo Wind Farm LLC:
a) Install Underground Collection Line #1: Under Ware Rd., approx. 6,198 ft. North of the intersection of Ware Rd. and FM 490.
b) Install Underground Collection Line #2: Under Ware Rd., approx. 6,223 ft. North of the intersection of Ware Rd. and FM 490.
c) Install Underground Collection Line #3: Under Ware Rd., approx. 6,248 ft. North of the intersection of Ware Rd. and FM 490.
d) Install Underground Collection Line #4: Under Texan Rd., approx. 4,063 ft. North of the intersection of Texan Rd. and FM 490.
e) Install Underground Collection Line #5: Under Abrams Rd., approx. 84 ft. North of the intersection of Texan Rd. and FM 490.

8. **Headstart:**

A. AI-53309 Approval of Children's Applications for Program Year 2015-2016

B. AI-53310 Approval of Texas Department of Agriculture Meals and Snacks Monthly Report

C. AI-53311 Approval of Special Services Monthly Report: January 2016

D. AI-53312 Approval of Risk Management Report

E. AI-53308 Approval of Monthly Financial Report: January 2016

9. **Auditor's Office:**

A. AI-53289 1. Pursuant to Local Government Code Sections 114.023-.025, requesting approval of Monthly Financial Report for the Months of December 2015 and January 2016. 2. Pursuant to Local Government Code Section 115.0035, requesting approval of the attached reports.

10. **Budget & Management:**

A. AI-53479 Report and approval of emergency transfers for the period of December 1, 2015 through January 29, 2016.

Purchasing Dept:
Notes:
A. FOR ANY CONTRACTS(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,
11. **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-53463 Approval of Invoice #6 in the amount of $3,157.00 submitted by contracted engineer, Hinojosa Engineering, Inc., in connection with professional services rendered for : "Penitas Landfill Survey."

B. AI-53451 Approval to Purchase RTLFiRST & FiRSTView Onsite, Software Upgrades and System Re-Engineering for the Tax Department OPEX Mail Processing Machine through Sole Sourced vendor RT Lawrence Corporation in the amount of $12,000.00 which includes company's travel expenses; Requisition#292838; Request execution of attached Proposal Terms & Conditions upon approval.

C. AI-53293 Requesting authority to advertise and approval of procurement packet (i.e. specifications/requirements, legal notice, purchase order terms/conditions & draft requirement agreement etc) as attached hereto for: Hidalgo County Pct 2-"Purchase of One (1) used 2002 Maximizer Asphalt Distributor" RFB: 2015-057-03-23-MEG with acquisition/evidence through a properly processed Purchase Order including the re-advertising of project in the event

no Bid responses are received and/or are rejected and project is still required.

D. AI-53299 Approve Payment Application No. 9 in the amount $105,432.50 from IOC Company, LLC, awarded contractor for Precinct No. 3's, "Mile 2 North Roadway Project" as certified for payment by project engineer, L&G Engineer, C-14-153-02-17.

E. AI-53346 **Information Technology Department:**
1. Requesting authority to process requisition #290766 to the Department of Information Resources in the amount of $253,491.04 for telephone [regular and/or long distance] services including related features/services through the County's membership/participation with DIR-TEXAN-NG-CTSA-005;

2. Pursuant to the existing Sole Source Declaration [CC 07-17-13], requesting authority to process Requisition #292324 to Time Warner Cable in the amount of $68,160.00 for [regular and/or long distance] services for locations identified in supporting documentation and subject to compliance with HB1295 when and if applicable.

F. AI-53390 Pursuant to page 2. -#10 of the specifications to Contract #C-15-281-10-27 with Elite Transportation for the provision of "Dead Body Pickup and Transport Services", vendor requesting that County approve removing the "2000 Chevy Venture [as identified on "Exhibit "B"-Bid Page of the contract] and replace with a "2000 Ford Excursion" [as reflected on the copy of the Texas Certificate Title as this vehicle serves as backup].

G. AI-53392 Pursuant to Texas Local Government Code, 263.151 (1) approval to declare as "Salvage Property"-[see BACKGROUND] including authority to remove the detailed items listed in Exhibit A [attached as supporting documentation] from the Hidalgo County Community Supervision and Corrections Department's, aka, Adult Probation Department's inventory list, with assistance from the Hidalgo County Precinct 4 to dispose of said items at a landfill.

H. AI-53446 Requesting approval of payment Application No. 6 in the amount of $51,071.24 for the Sioux Road Improvements project for Pct. 2 submitted by contractor, Texas Cordia Construction, LLC through Contract C-15-209-07-21 and as reviewed by project engineer, Raul Sesin, P.E.

I. AI-53448 **AUXILIARY COURT:**
Requesting authority to enter into a 36-month new (capital) lease copier for a RICOH AFICIO MP4054SP through our membership/participation with (DIR) Department of Information Resources awarded vendor, RICOH USA / GE RICOH USA contract DIR-TSO-3041 through Requisition #289745 in the amount of $159.18/month-equipment, 2,500 B/W impressions @ $17.25/month with a total of $176.44/month, effective upon approval and subject to HB-1295 compliance when and if applicable.

J. AI-53290 Requesting authority to advertise and approval of procurement packet (i.e. specifications/requirements, legal notice, Purchase Order, terms & conditions as attached hereto for: Hidalgo County Pct 2-"Purchase of One (1) used 2007 Caterpillar Asphalt Wheel Paver"-RFB: 2015-056-03-23-MEG with acquisition/evidence through a properly processed Purchase Order including the re-advertising of project in the event no Bid responses are received and/or are rejected and project is still required.

AI-53514 1.

CC CONSENT

Meeting Date: 02/23/2016

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

Approval of check register and payment of claims and bills - (Payments from Juvenile Probation, Adult Probation, LEOSE Fund, DA Motor Vehicle Theft Fund, DA Check Fraud Fund, DA Forfeiture Fund, Sheriff Forfeiture Funds, Constable Forfeiture Funds, HIDTA Forfeiture Funds and VIT Interest Fund are presented for recording purposes only.)

BACKGROUND

Fiscal Impact

Attachments

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Form Review

Form Started By: Monica Badillo Started On: 02/22/2016 05:11 PM

Final Approval Date: 02/22/2016

Approval of Check Register as Summarized Below

February 23rd, 2016

Bank Account	Fund	Start Ck #	End Ck #		Amount
01	General Fund	429955	430318		3,080,277.12
02	Special Revenue	409574	409754		819,421.67
04	Capital Projects	16642	16651		1,540,885.56
05	Trust & Agency	24965	24998		2,082,107.41
07	Proprietary	6154	6157		271,266.94
15	Urban County	30783	30797		399,406.95
			Total checks		**8,193,365.65**
Wire Transfers for:					
General Fund			ITEMS:	1	30,000,000.00
Debt Service Funds			ITEMS:	1	3,187,789.25
			Total:		33,187,789.25
Ach Withdrawals for:					
General Fund			ITEMS:	2	798,910.08
Trust & Agency Funds			ITEMS:	6	2,969,424.00
Payroll Fund			ITEMS:	2	3,340,535.80
Proprietary Funds			ITEMS:	1	32,207.32
			Total withdrawals:		7,141,077.20
Bank Internal Transfer for:					
General Fund			ITEMS:	3	5,131,362.93
Special Revenue Funds			ITEMS:	5	6,824,424.85
Proprietary Funds			ITEMS:	2	44,486.04
			Total transfers:		12,000,273.82
			Total electronic payments:		52,329,140.27
			Grand Total:		**60,522,505.92**

Wire Transfers

Date	To	For	From	Amount
02/19/16	Texas Class Investment Pool	General Fund	General Fund	30,000,000.00
			Total General Fund	**30,000,000.00**
02/12/16	The Bank of New York Mellon	Bond Payment	Debt Service Funds	3,187,789.25
			Total Debt Service	3,187,789.25
			Total Wire Transfers	33,187,789.25

ACH Withdrawals

Date	To	For	From	Amount
01/28/16	Lone Star Bank	Analysis charges	General Fund	8,835.27
02/17/16	Texas Class Investment Pool	Tax Office Motor Vehicle	Gerneral Fund	790,074.81
			Total General	798,910.08
02/22/16	IRS Tax Payment	Regular PP04	Trust & Agency Fund	1,129,453.15
02/22/16	IRS Tax Payment	Urban County PP04	Trust & Agency Fund	9,251.50
02/16/16	IRS Tax Payment	Elected Officials PP03	Trust & Agency Fund	52,490.10
02/17/16	Esimpkins	457 Elected Officials	Trust & Agency Fund	775.00
02/19/16	TXSDU	Child Support(Reg. & Ur.)	Trust & Agency Fund	53,082.88
02/16/16	TCDRS	County Retirement	Trust & Agency Fund	1,724,371.37
			Total Trust & Agency	2,969,424.00
02/19/16	County Employees	Regular Payroll PP04	Payroll Fund	3,313,364.55
02/19/16	Urban Co. Employees	Urban Co. Payroll PP04	Payroll Fund	27,171.25
			Total Payroll	3,340,535.80
02/18/16	TriStar Risk Mgnt	Workers Compensation	Proprietary Fund	32,207.32
			Total Proprietary	32,207.32
			Total ACH Withdrawal	7,141,077.20

Bank Internal Transfers

Date	To	For	From	Amount
02/17/16	Payroll Fund	Regular PP04	General Fund	2,250,718.26
02/19/16	Trust & Agency Fund	Regular PP04	General Fund	2,169,255.07
02/18/16	Tax Office Motor Vehicle	Return of Principal Investment	General Fund	711,389.60
			Total General	5,131,362.93
	Payroll Fund	Regular PP04	Special Revenue Fund	1,039,575.38
	Trust & Agency Fund	Regular PP04	Special Revenue Fund	956,007.76
02/17/16	Payroll Fund	Urban County PP04	Special Revenue Fund	27,171.25
02/19/16	Trust & Agency Fund	Urban County PP04	Special Revenue Fund	26,670.46
02/12/16	Special Inventory Acct.	Return of Principal Investment	Special Revenue Fund	4,775,000.00
			Total Special Revenue	6,824,424.85
02/17/16	Payroll Fund	Regular PP04	Proprietary	23,070.91
02/19/16	Trust & Agency Fund	Regular PP04	Proprietary	21,415.13
	Special Revenue Fund	Correct check bank error	Proprietary	
			Total Proprietary	44,486.04
			Total Bank Transfers	12,000,273.82
			Grand Total	52,329,140.27

A/P Summary Check Register FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00429955	300.00	02/23/16	404136 AGUILAR, CESAR OMAR	C
01	00429956	352.50	02/23/16	368954 LAW OFFICE OF DIANA FUENTES AGUILAR	C
01	00429957	375.00	02/23/16	201979 ALEMAN, JAIME	C
01	00429958	2,535.00	02/23/16	23019 ALEXANDER, MARK	C
01	00429959	880.00	02/23/16	375454 ALEXANDER, PAMELA S.	C
01	00429960	810.00	02/23/16	332917 ALVARADO, CATARINA S.	C
01	00429961	2,800.00	02/23/16	305464 ALVAREZ, JUAN R.	C
01	00429962	715.00	02/23/16	419397 ANAYA LAW FIRM PLLC	C
01	00429963	277.50	02/23/16	66702 ARIZPE, SOFIA	C
01	00429964	465.00	02/23/16	2526 ARTURO R. CANTU, ATTORNEY AT LAW	C
01	00429965	450.00	02/23/16	309931 BALL, JOHNATHAN TRACY	C
01	00429966	300.00	02/23/16	329134 BARBOSA, ALBERTO	C
01	00429967	1,510.00	02/23/16	299375 LAURA MARTINEZ BARBOSA	C
01	00429968	300.00	02/23/16	371262 BARRERA, JOSE OSCAR JR.	C
01	00429969	410.00	02/23/16	430897 BRITNY ROCHA	C
01	00429970	1,685.00	02/23/16	400467 BUSTOS, HECTOR	C
01	00429971	2,400.00	02/23/16	330752 CANALES, MELISA LARES	C
01	00429972	300.00	02/23/16	297895 CANCHE, RODOLFO JR.	C
01	00429973	600.00	02/23/16	441732 CANTU, DAVID REYMUNDO	C
01	00429974	557.50	02/23/16	367028 CANTU-DELBOSQUE & ASSOCIATES, P.C.	C
01	00429975	2,250.00	02/23/16	205028 LAW OFFICE OF ROBERT M. CAPELLO JR. P.C.	C
01	00429976	4,650.00	02/23/16	315532 CARLOS E. ORTEGON, P.C.	C
01	00429977	2,945.00	02/23/16	404373 CAVAZOS, CHRISTOPHER P.	C
01	00429978	1,595.00	02/23/16	188921 DAVID E CAZARES P.C.	C
01	00429979	720.00	02/23/16	348147 EDNA ESCANAME CEDILLO	C
01	00429980	1,890.00	02/23/16	222232 LAW OFFICE OF M. TERESA CORONADO	C
01	00429981	350.00	02/23/16	422045 DE LUNA, JESSICA	C
01	00429982	650.00	02/23/16	402761 DE OCHOA, SONIA	C
01	00429983	420.00	02/23/16	213837 DIAZ, MELINDA	C
01	00429984	710.00	02/23/16	322555 ESPINOSA, PILAR V.	C
01	00429985	2,170.00	02/23/16	208809 ESQUIVEL, ROEL	C
01	00429986	805.00	02/23/16	345571 FLORES, ALFONSO RICARDO	C
01	00429987	5,185.00	02/23/16	249378 OSCAR RENE FLORES, P.C.	C
01	00429988	300.00	02/23/16	294772 GALVAN, MONICA M.	C
01	00429989	1,170.00	02/23/16	316105 LAW OFFICE OF CARLOS A. GARCIA	C
01	00429990	35.00	02/23/16	387592 CARLOS MOCTEZUMA GARCIA	C
01	00429991	700.00	02/23/16	217743 LAW OFFICE OF DALINDA B. GARCIA	C
01	00429992	2,212.50	02/23/16	241873 JAIME ROEL GARCIA	C
01	00429993	4,092.50	02/23/16	406864 GARZA GARCIA, PLLC	C
01	00429994	1,655.00	02/23/16	145882 ABEL GARZA ATTORNEY AT LAW	C
01	00429995	305.00	02/23/16	371432 GARZA, AURELIO	C
01	00429996	670.00	02/23/16	249629 GARZA, CARLOS JAIME	C
01	00429997	650.00	02/23/16	434183 GARZA, DORA ALICIA	C
01	00429998	4,202.50	02/23/16	425028 GARZA, FRANCISCO J.	C
01	00429999	185.00	02/23/16	252743 GARZA, ROLANDO	C
01	00430000	1,250.00	02/23/16	19062 GOMEZ, JOSE ANTONIO	C
01	00430001	300.00	02/23/16	181188 GONZALES, FRANCISCO E. JR.	C
01	00430002	550.00	02/23/16	411400 THE LAW OFFICE OF RICHARD D. GONZALES PC	C
01	00430003	795.00	02/23/16	8311 GORENA, DAVID R.	C
01	00430004	827.50	02/23/16	417564 GUERRERO, JOSE ROBERTO	C
01	00430005	2,375.00	02/23/16	376442 GUTIERREZ, ROEL	C
01	00430006	300.00	02/23/16	412406 HELLER, URI AARON	C
01	00430007	800.00	02/23/16	350095 HERNANDEZ, AGUSTIN JR	C
01	00430008	715.00	02/23/16	360953 HERNANDEZ, HECTOR JR.	C
01	00430009	600.00	02/23/16	442364 HINOJOSA, ISMAEL HUGO	C

Bank	Check No	Amount	Date	Vendor	Type
01	00430010	135.00	02/23/16	148156 UNITED STATES TREASURY	C
01	00430011	212.50	02/23/16	123307 LAW OFFICE OF ELBA ROCHA, PLLC	C
01	00430012	400.00	02/23/16	441716 LAW OFFICE OF ELIAKIM GARCIA, PLLC	C
01	00430013	300.00	02/23/16	301752 LAW OFFICE OF ELOY R. GARCIA, JR.	C
01	00430014	700.00	02/23/16	319309 LAW OFFICE OF TRACI LYNN EVANS	C
01	00430015	870.00	02/23/16	114383 LONGORIA, DANIEL Q.	C
01	00430016	550.00	02/23/16	370991 LONGORIA, OSCAR LEE JR.	C
01	00430017	400.00	02/23/16	254673 LOPEZ, GREGORIO R.	C
01	00430018	4,675.00	02/23/16	353582 LOPEZ, TEODULO L. JR.	C
01	00430019	1,000.00	02/23/16	396648 THE MANGI LAW OFFICE, P.C.	C
01	00430020	1,545.00	02/23/16	380725 MARROQUIN, ARMANDO JAMIL	C
01	00430021	300.00	02/23/16	385174 MCGEE, DAVID LEE	C
01	00430022	770.00	02/23/16	282669 LAW OFFICE OF ROBERTO MEZA, JR.	C
01	00430023	600.00	02/23/16	159336 LAW OFFICE OF VERONICA MONCIVAIS	C
01	00430024	4,055.00	02/23/16	251127 LAW OFFICE OF MELISSA RIOS MONTES	C
01	00430025	990.00	02/23/16	265543 LAW OFFICE OF DANIEL MORA, III	C
01	00430026	2,540.00	02/23/16	107743 MORALES, ALFREDO JR.	C
01	00430027	512.50	02/23/16	322652 LAW OFFICE OF JAIME M. MORALES	C
01	00430028	2,617.50	02/23/16	226297 MORALES-MARTINEZ, NEREYDA	C
01	00430029	1,500.00	02/23/16	382647 JORGE MUNOZ	C
01	00430030	947.50	02/23/16	245364 NITSCH, PATRICK A.	C
01	00430031	2,450.00	02/23/16	253871 OSORIO, ALBERTO	C
01	00430032	1,640.00	02/23/16	425630 OZUNA, JOSE DANIEL	C
01	00430033	600.00	02/23/16	411167 PABLO GARZA III, P.C.	C
01	00430034	880.00	02/23/16	156434 PALACIOS, TORIBIO	C
01	00430035	505.00	02/23/16	428744 PALACIOS-LOVE LAW PLLC	C
01	00430036	3,765.00	02/23/16	207748 PENA, FIDEL LUIS III	C
01	00430037	820.00	02/23/16	143456 LAW OFFICE OF GEORGE PITCHFORD	C
01	00430038	3,092.50	02/23/16	209783 RAMIREZ, CARMEN B.	C
01	00430039	350.00	02/23/16	291749 RAMIREZ, JOSE ALBINO	C
01	00430040	700.00	02/23/16	159328 RAMIREZ, LUIS R.	C
01	00430041	5,012.50	02/23/16	95982 RAMIREZ, MARIO	C
01	00430042	400.00	02/23/16	152013 RAMIREZ, REGINALDO	C
01	00430043	1,127.50	02/23/16	145246 RAMIREZ, RUBEN	C
01	00430044	18,407.50	02/23/16	182273 REYES, DANIEL R.	C
01	00430045	775.00	02/23/16	434450 REYES, RENE	C
01	00430046	1,015.00	02/23/16	360279 THE LAW OFFICE OF SAMUEL REYES	C
01	00430047	1,742.50	02/23/16	98655 RICHARD GARZA, ATTORNEY AT LAW	C
01	00430048	1,180.00	02/23/16	297615 LAW OFFICE OF REGINA RICHARDSON	C
01	00430049	1,200.00	02/23/16	439797 RIGNEY, JOHN A.	C
01	00430050	600.00	02/23/16	418943 RIGNEY, PATRICIA ANN	C
01	00430051	572.50	02/23/16	255599 RODRIGUEZ, BERTHA ISABEL	C
01	00430052	700.00	02/23/16	256463 RODRIGUEZ, JOHN J.	C
01	00430053	200.00	02/23/16	173061 JULIAN RODRIGUEZ, JR. & ASSOCIATES, P.C.	C
01	00430054	627.50	02/23/16	156469 THE LAW OFFICE OF RAMON ROSALES JR, P.C.	C
01	00430055	600.00	02/23/16	248614 SAENZ, DAVID	C
01	00430056	350.00	02/23/16	433969 SALINAS, DEREK I	C
01	00430057	1,250.00	02/23/16	423777 SALINAS, JORGE A.	C
01	00430058	3,295.00	02/23/16	317063 ROBERT J. SALINAS	C
01	00430059	3,250.00	02/23/16	311553 THE SANCHEZ LAW FIRM	C
01	00430060	700.00	02/23/16	436607 SOLIS, JOSE ANTONIO	C
01	00430061	300.00	02/23/16	400335 SOLIS, ROGELIO	C
01	00430062	461.00	02/23/16	436542 LAW OFFICE OF CHRIS SULLY	C
01	00430063	435.00	02/23/16	222518 UNITED STATES TREASURY	C
01	00430064	2,710.00	02/23/16	383678 THE VARGAS LAW FIRM	C

Bank	Check No	Amount	Date	Vendor	Type
01	00430065	600.00	02/23/16	251186 THE VASQUEZ LAW FIRM, PC	C
01	00430066	2,110.00	02/23/16	204927 VASQUEZ, LIBRADO KENO	C
01	00430067	680.00	02/23/16	194905 LAW OFFICE OF JAVIER VILLALOBOS, P. C.	C
01	00430068	400.00	02/23/16	295973 LAW OFFICE OF LENNARD K WHITTAKER	C
01	00430069	1,170.00	02/23/16	404381 WIESEHAN, ERIC	C
01	00430070	375.00	02/23/16	398390 THE LAW OFFICE OF JUAN R. ZAMORA	C
01	00430071	27.23	02/23/16	403792 ARENAS, JUAN	C
01	00430072	50.41	02/23/16	113522 CAMPOS, ARMANDO	C
01	00430073	2,810.00	02/23/16	442046 CRISIS PREVENTION INSTITUTE, INC.	C
01	00430074	2,810.00	02/23/16	442046 CRISIS PREVENTION INSTITUTE, INC.	C
01	00430075	2,810.00	02/23/16	442046 CRISIS PREVENTION INSTITUTE, INC.	C
01	00430076	2,810.00	02/23/16	442046 CRISIS PREVENTION INSTITUTE, INC.	C
01	00430077	120.42	02/23/16	371947 FLORES, ESMERALDA	C
01	00430078	7.50	02/23/16	412341 HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
01	00430079	1,529.91	02/23/16	312231 OFFICE DEPOT	C
01	00430080	4,833.44	02/23/16	237299 TDCJ-CASHIER'S OFFICE	C
01	00430081	832.50	02/23/16	313572 3GS, LLC	C
01	00430082	21.95	02/23/16	337 A-OK VACUUM CLEANER	C
01	00430083	240.00	02/23/16	228419 TIJERINA, HOMERO	C
01	00430084	122.12	02/23/16	89885 ACTION HYDRAULIC HOSES, ETC.	C
01	00430085	206.32	02/23/16	332674 ADVANCE STORES COMPANY, INC.	C
01	00430086	47.02	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430087	48.08	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430088	32.72	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430089	32.72	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430090	63.44	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430091	63.44	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430092	39.29	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430093	57.14	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430094	37.09	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430095	40.22	02/23/16	363588 AGUA SPECIAL UTILITY DISTRICT	C
01	00430096	187.20	02/23/16	401374 AIM MEDIA TEXAS OPERATING, LLC	C
01	00430097	693.90	02/23/16	401374 AIM MEDIA TEXAS OPERATING, LLC	C
01	00430098	403.80	02/23/16	401374 AIM MEDIA TEXAS OPERATING, LLC	C
01	00430099	156.20	02/23/16	1007 AIR-FLO FILTER CO.	C
01	00430100	18.45	02/23/16	416410 AIRGAS USA, LLC	C
01	00430101	6,840.00	02/23/16	403709 AL3 ENTERPRISES, LLC	C
01	00430102	81.54	02/23/16	400718 ALFARO, MARIA TERESA	C
01	00430103	85.94	02/23/16	232815 AMERICAN ASSOCIATION OF NOTARIES	C
01	00430104	195.00	02/23/16	196339 AMERICAN AUDIO ALARM & TINT	C
01	00430105	35.00	02/23/16	254878 AMERICAN HORTICULTURAL SOCIETY	C
01	00430106	1,260.00	02/23/16	400700 AMERICAN SURVEILLANCE COMPANY, INC.	C
01	00430107	106.96	02/23/16	1864 AMIGO POWER EQUIPMENT	C
01	00430108	750.00	02/23/16	199362 ANRIGE, INC.	C
01	00430109	47,500.00	02/23/16	316156 LINEBARGER GOGGAN BLAIR & SAMPSON,LLP	C
01	00430110	946.01	02/23/16	302465 ARGUINDEGUI OIL CO II LTD	C
01	00430111	35,335.81	02/23/16	302465 ARGUINDEGUI OIL CO II LTD	C
01	00430112	253.10	02/23/16	310212 ARROWHEAD SCIENTIFIC, INC.	C
01	00430113	1,131.18	02/23/16	328626 AT&T	C
01	00430114	236.20	02/23/16	328626 AT&T	C
01	00430115	624.72	02/23/16	278378 AT&T LONG DISTANCE	C
01	00430116	243.10	02/23/16	366501 AT&T MOBILITY	C
01	00430117	37.99	02/23/16	366501 AT&T MOBILITY	C
01	00430118	26,831.09	02/23/16	2666 ATLAS, HALL & RODRIGUEZ, L.L.P	C
01	00430119	5,850.00	02/23/16	342009 AUTOPSY SVCS & EXPERT TESTIMONY, PLLC	C

Bank	Check No	Amount	Date	Vendor		Type
01	00430120	1,957.27	02/23/16	337412	AUTOZONE	C
01	00430121	220.00	02/23/16	385778	BIO-OPS, LLC.	C
01	00430122	63.69	02/23/16	4537	BURTON AUTO SUPPLY, INC	C
01	00430123	321.84	02/23/16	4537	BURTON AUTO SUPPLY, INC.	C
01	00430124	6,066.00	02/23/16	4561	BUSTER LIND PRODUCE	C
01	00430125	1,500.00	02/23/16	429465	CAMPBELL, ALEXANDER III	C
01	00430126	2,500.00	02/23/16	101575	CASTRO, DAVID M.	C
01	00430127	1,210.11	02/23/16	300896	CC DISTRIBUTORS, INC.	C
01	00430128	24,011.00	02/23/16	153915	CDW GOVERNMENT INC.	C
01	00430129	22,627.30	02/23/16	6513	CITY OF EDINBURG	C
01	00430130	44.61	02/23/16	10197	CITY OF EDINBURG	C
01	00430131	226.86	02/23/16	6637	CITY OF MISSION	C
01	00430132	99.00	02/23/16	339865	CMS COMMUNICATIONS, INC.	C
01	00430133	780.00	02/23/16	355372	CTC DISTRIBUTING, LTD	C
01	00430134	145.00	02/23/16	250562	DANABY RENTALS, INC.	C
01	00430135	244.20	02/23/16	195294	DAVILA & ASSOCIATES, INC	C
01	00430136	11.34	02/23/16	442054	DE LA FUENTE, JESSICA	C
01	00430137	25.92	02/23/16	370347	DEL ANGEL, ENEDELIA	C
01	00430138	758.88	02/23/16	399124	DELUXE SMALL BUSINESS SALES, INC.	C
01	00430139	60.79	02/23/16	228389	DIRECTV	C
01	00430140	136.00	02/23/16	228389	DIRECTV, INC.	C
01	00430141	53.52	02/23/16	258385	DISH	C
01	00430142	150.00	02/23/16	307238	DISTRICT 12 TEAFCS	C
01	00430143	150.00	02/23/16	307238	DISTRICT 12 TEAFCS	C
01	00430144	370.00	02/23/16	227153	ECONOMY TIRES & WHEELS	C
01	00430145	65.00	02/23/16	308889	EPSILON SIGMA PHI	C
01	00430146	65.00	02/23/16	308889	EPSILON SIGMA PHI	C
01	00430147	65.00	02/23/16	308889	EPSILON SIGMA PHI	C
01	00430148	50.00	02/23/16	308889	EPSILON SIGMA PHI	C
01	00430149	65.00	02/23/16	308889	EPSILON SIGMA PHI	C
01	00430150	436.95	02/23/16	435880	ORLANDO RAMIREZ	C
01	00430151	4,224.90	02/23/16	387436	ESPINOSA LAW FIRM, LLC	C
01	00430152	7,440.00	02/23/16	436623	FAMILY FOCUS PSYCHOLOGICAL SERVICES, PLL	C
01	00430153	4,703.80	02/23/16	11827	FARMER BROS. CO.	C
01	00430154	1,273.06	02/23/16	11908	FEDEX	C
01	00430155	59.30	02/23/16	332852	FERGUSON ENTERPRISES, INC #61	C
01	00430156	150.86	02/23/16	248649	FLEETPRIDE	C
01	00430157	9,638.96	02/23/16	289612	FLOWERS BAKING CO. OF SAN ANTONIO, LLC	C
01	00430158	467.80	02/23/16	321826	G & K SERVICE INC.	C
01	00430159	33.35	02/23/16	434566	GARCIA, SHARON	C
01	00430160	918.31	02/23/16	13897	GATEWAY PRINTING & OFFICE SUPPLY, INC.	C
01	00430161	7,486.55	02/23/16	169242	GCR TIRE CENTERS	C
01	00430162	868.83	02/23/16	211567	GE CAPITAL INFORMATION TECHNOLOGY SOLUTI	C
01	00430163	445.14	02/23/16	211567	GE CAPITAL INFORMATION TECHNOLOGY SOLUTI	C
01	00430164	4,677.50	02/23/16	359211	GONZALEZ, AMANDO O.	C
01	00430165	15.66	02/23/16	143782	GONZALEZ, JOSEFINA	C
01	00430166	140.40	02/23/16	440884	GONZALEZ, NORA	C
01	00430167	913.69	02/23/16	15253	GULF COAST PAPER CO.	C
01	00430168	189.00	02/23/16	15261	GULF DATA PRODUCTS	C
01	00430169	65.00	02/23/16	15369	GUTHRIE'S LOCKSMITH & SAFE SHOP	C
01	00430170	21,336.00	02/23/16	16357	HIDALGO CO. DISTRICT CLERK	C
01	00430171	22.00	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
01	00430172	22.00	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
01	00430173	16.75	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
01	00430174	22.00	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C

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01	00430175	22.00	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
01	00430176	7.50	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
01	00430177	40.00	02/23/16	334804	HILLSBOROUGH COUNTY SHERIFF'S OFFICE	C
01	00430178	490.50	02/23/16	308056	ID WHOLESALER	C
01	00430179	41.60	02/23/16	405078	INDUSTRIAL DISTRIBUTION GROUP	C
01	00430180	7,000.00	02/23/16	207055	IVAN G. MELENDEZ, M.D.	C
01	00430181	2,213.03	02/23/16	179442	IVAN'S AUTOMOTIVE	C
01	00430182	33.25	02/23/16	359025	JC'S RESTAURANT	C
01	00430183	57.35	02/23/16	253324	JOHNSTONE SUPPLY-PHARR	C
01	00430184	305.00	02/23/16	286508	LAB SERVICES, INC.	C
01	00430185	200.00	02/23/16	341258	LAURA HINOJOSA	C
01	00430186	600.00	02/23/16	292672	LAW OFFICE OF ALFRED T. DENHAM	C
01	00430187	732.00	02/23/16	282693	LEXISNEXIS	C
01	00430188	728.00	02/23/16	282693	LEXISNEXIS	C
01	00430189	120.74	02/23/16	282693	LEXISNEXIS RISK SOLUTIONS	C
01	00430190	121.91	02/23/16	168602	LONE STAR NATIONAL BANK	C
01	00430191	45.66	02/23/16	143731	LONE STAR OVERNIGHT	C
01	00430192	149.04	02/23/16	333557	LOPEZ, SANDRA	C
01	00430193	27,272.16	02/23/16	22438	MAGIC VALLEY ELECTRIC CO-OP, INC.	C
01	00430194	1,438.63	02/23/16	22438	MAGIC VALLEY ELECTRIC CO-OP, INC.	C
01	00430195	255.47	02/23/16	22438	MAGIC VALLEY ELECTRIC CO-OP, INC.	C
01	00430196	88.68	02/23/16	22438	MAGIC VALLEY ELECTRIC CO-OP, INC.	C
01	00430197	324.88	02/23/16	22438	MAGIC VALLEY ELECTRIC CO-OP, INC.	C
01	00430198	800.00	02/23/16	347612	MARCO ANTONIO MUNIZ	C
01	00430199	172.01	02/23/16	23493	MATT'S CASH & CARRY	C
01	00430200	1,000.00	02/23/16	266264	MCALLEN MEDICAL LP	C
01	00430201	388.00	02/23/16	361526	MEDTECH FORENSICS, INC.	C
01	00430202	1,000.00	02/23/16	338648	MEGAWARE CORP.	C
01	00430203	850.00	02/23/16	300675	MEMORIAL FUNERAL HOME	C
01	00430204	725.00	02/23/16	300675	MEMORIAL FUNERAL HOME	C
01	00430205	4,446.44	02/23/16	190454	MICHELIN NORTH AMERICA, INC.	C
01	00430206	101.52	02/23/16	404500	MICHELS, LINDA	C
01	00430207	15,756.77	02/23/16	138657	BORDEN DAIRY COMPANY	C
01	00430208	488.75	02/23/16	125334	MINGO'S CAR KLINIC & DETAILING	C
01	00430209	104.83	02/23/16	401960	MISSION QUICK LUBE, INC.	C
01	00430210	233.97	02/23/16	275506	MOBILE RELAYS PARTNERS, LTD.	C
01	00430211	11.88	02/23/16	273422	MORENO, GLORIA	C
01	00430212	1,311.80	02/23/16	414492	MOUNTAIN GLACIER, LLC	C
01	00430213	250.00	02/23/16	349542	RONALDO MUNOZ	C
01	00430214	222.45	02/23/16	3166	NEUHAUS & COMPANY LTD	C
01	00430215	213.00	02/23/16	25895	NORTH ALAMO WATER SUPPLY CORP	C
01	00430216	40.21	02/23/16	25895	NORTH ALAMO WATER SUPPLY CORP	C
01	00430217	128.26	02/23/16	25895	NORTH ALAMO WATER SUPPLY CORP	C
01	00430218	107.61	02/23/16	25895	NORTH ALAMO WATER SUPPLY CORP	C
01	00430219	104.80	02/23/16	25895	NORTH ALAMO WATER SUPPLY CORP	C
01	00430220	153.46	02/23/16	25895	NORTH ALAMO WATER SUPPLY CORP	C
01	00430221	784.63	02/23/16	25895	NORTH ALAMO WATER SUPPLY CORP	C
01	00430222	5,580.00	02/23/16	261319	NUECES COUNTY	C
01	00430223	629.80	02/23/16	165778	JMP INTERESTS LTD	C
01	00430224	2,674.11	02/23/16	255165	O. E. INVESTMENTS, LTD	C
01	00430225	1,736.70	02/23/16	312231	OFFICE DEPOT	C
01	00430226	200.00	02/23/16	161985	OLD REPUBLIC SURETY GROUP	C
01	00430227	44,188.00	02/23/16	99953	PALM VALLEY ANIMAL CENTER	C
01	00430228	81.54	02/23/16	440736	PEREZ, SAMUEL JR.	C
01	00430229	12,581.57	02/23/16	247448	PERFORMANCE FOOD GROUP OF TEXAS-VICTORIA	C

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01	00430230	170.56	02/23/16	150797 PETROLEUM SOLUTIONS, INC.	C
01	00430231	43.99	02/23/16	344478 PITNEY BOWES, INC.	C
01	00430232	82.00	02/23/16	28894 POSTMASTER	C
01	00430233	280.00	02/23/16	274615 PRO-TECH PEST CONTROL	C
01	00430234	85.00	02/23/16	433039 R & R AUTO PARTS	C
01	00430235	6,500.00	02/23/16	406538 MBTV TEXAS VALLEY LLC	C
01	00430236	75.00	02/23/16	429066 RAPE AGGRESSION DEFENSE SYSTEMS, INC	C
01	00430237	515.00	02/23/16	43192 R.E. FRIEDRICHS CO	C
01	00430238	2,622.25	02/23/16	403113 RECOVERY HEALTHCARE CORPORATION	C
01	00430239	73.96	02/23/16	277223 RELIANT	C
01	00430240	23.46	02/23/16	277223 RELIANT	C
01	00430241	51,215.58	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430242	846.48	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430243	8,183.99	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430244	163.14	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430245	43.41	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430246	27.10	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430247	19.75	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430248	12.59	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430249	108.82	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430250	212.57	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430251	160.62	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430252	7.29	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430253	40.36	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430254	11.07	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430255	34.06	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430256	37.68	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430257	30.06	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430258	14.57	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430259	11.54	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430260	29.68	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430261	29.49	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430262	56.71	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430263	51.22	02/23/16	277223 RELIANT, DEPT 0954	C
01	00430264	845.90	02/23/16	31003 RIO GRANDE PLUMBING SUPPLY INC.	C
01	00430265	78.70	02/23/16	176311 RIO GRANDE STEEL LTD	C
01	00430266	14.58	02/23/16	363634 RODRIGUEZ, VERONICA J.	C
01	00430267	524.69	02/23/16	269123 RUSH TRUCK CENTERS OF TEXAS, LP	C
01	00430268	139.99	02/23/16	304131 SAENZ HARDWARE	C
01	00430269	29.70	02/23/16	398470 SAENZ, PRAJEDES R.	C
01	00430270	52.38	02/23/16	212083 SALAZAR, ERNESTINA	C
01	00430271	1,345.00	02/23/16	399981 SANCHEZ, ROBERT	C
01	00430272	52.01	02/23/16	251933 SANTOS, GRACIELA	C
01	00430273	172.26	02/23/16	411205 SAUCEDA, SONIA	C
01	00430274	526.88	02/23/16	34274 SHERWIN WILLIAMS COMPANY	C
01	00430275	188.83	02/23/16	34274 SHERWIN WILLIAMS COMPANY	C
01	00430276	29,991.50	02/23/16	432466 SILSBEE FORD INC.	C
01	00430277	4,449.20	02/23/16	34797 SOUTH TEXAS COMMUNICATIONS, INC.	C
01	00430278	247.50	02/23/16	401269 SOUTH TEXAS INTERPRETERS FOR	C
01	00430279	2,336,286.47	02/23/16	184195 SPECIAL REVENUE FUND	C
01	00430280	69.12	02/23/16	35173 SPIKES MOTOR COMPANY	C
01	00430281	42.99	02/23/16	210501 SPRINT	C
01	00430282	8,771.19	02/23/16	210501 SPRINT	C
01	00430283	7,206.99	02/23/16	319449 STAPLES ADVANTAGE	C
01	00430284	12,005.15	02/23/16	319449 STAPLES ADVANTAGE	C

Bank	Check No	Amount	Date	Vendor	Type
01	00430285	282.95	02/23/16	133655 SUPERIOR ALARMS	C
01	00430286	172.30	02/23/16	114243 SYSCO INC.	C
01	00430287	110.00	02/23/16	309982 TCAAA	C
01	00430288	110.00	02/23/16	309982 TCAAA	C
01	00430289	120.00	02/23/16	221716 TAE4-HA, DISTRICT 12	C
01	00430290	120.00	02/23/16	221716 TAE4-HA, DISTRICT 12	C
01	00430291	120.00	02/23/16	221716 TAE4-HA, DISTRICT 12	C
01	00430292	120.00	02/23/16	221716 TAE4-HA, DISTRICT 12	C
01	00430293	5,677.04	02/23/16	288888 TEXAS GAS SERVICE	C
01	00430294	1,882.00	02/23/16	369039 TEXAS LAND RECLAMATION LLC	C
01	00430295	25.00	02/23/16	399256 TEXAS NURSERY & LANDSCAPE ASSOCIATION	C
01	00430296	2,700.00	02/23/16	226475 TEXAS WILDLIFE DAMAGE MANAGEMENT FUND	C
01	00430297	146.42	02/23/16	231924 TIME WARNER CABLE	C
01	00430298	103.36	02/23/16	231924 TIME WARNER CABLE	C
01	00430299	949.75	02/23/16	231924 TIME WARNER CABLE	C
01	00430300	868.25	02/23/16	231924 TIME WARNER CABLE	C
01	00430301	1,543.26	02/23/16	302007 TIRE CENTERS, LLC	C
01	00430302	698.60	02/23/16	213934 TRANE U.S. INC.	C
01	00430303	131.28	02/23/16	38873 TRUCKERS EQUIPMENT INC.	C
01	00430304	838.22	02/23/16	401838 U.S. BANK NATIONAL ASSOCIATION ND	C
01	00430305	85.72	02/23/16	36927 UNIFIRST HOLDINGS, INC	C
01	00430306	193.04	02/23/16	251577 VERIZON SOUTHWEST, INC.	C
01	00430307	37.99	02/23/16	287024 VERIZON WIRELESS	C
01	00430308	2,776.00	02/23/16	287024 VERIZON WIRELESS	C
01	00430309	557.40	02/23/16	287024 VERIZON WIRELESS	C
01	00430310	206.04	02/23/16	287024 VERIZON WIRELESS	C
01	00430311	286.45	02/23/16	287024 VERIZON WIRELESS	C
01	00430312	350.00	02/23/16	208078 VIDEO SOUND & LIGHT ENTERPRISES INC.	C
01	00430313	3,526.57	02/23/16	40991 GRAINGER	C
01	00430314	1,092.42	02/23/16	40991 GRAINGER	C
01	00430315	435.70	02/23/16	348376 WESTERN DETENTION PRODUCTS, INC.	C
01	00430316	537.69	02/23/16	42129 XEROX CORPORATION	C
01	00430317	219.74	02/23/16	42129 XEROX CORPORATION	C
01	00430318	211.10	02/23/16	42129 XEROX CORPORATION	C
Total Bank No 01		**3,080,277.12**			
02	00409574	398,919.48	02/23/16	399949 FJW CONSTRUCTION, LLC	C
02	00409575	266.86	02/23/16	343277 CITIBANK	C
02	00409576	3,112.50	02/23/16	215791 JAVIER HINOJOSA ENGINEERING	C
02	00409577	6,908.21	02/23/16	215791 JAVIER HINOJOSA ENGINEERING	C
02	00409578	200.00	02/23/16	227609 ABSOLUTE SERVICES	C
02	00409579	7,868.43	02/23/16	342033 AIRCOOL TECH - ACT CORPORATION	C
02	00409580	1,697.64	02/23/16	149411 AMEDA, INC.	C
02	00409581	629.10	02/23/16	363502 ARREDONDO, ALIFONSO III	C
02	00409582	101.69	02/23/16	397741 BEST WESTERN PLUS	C
02	00409583	39.00	02/23/16	145106 BOOTH, DALE RANDOLPH JR.	C
02	00409584	602.65	02/23/16	4561 BUSTER LIND PRODUCE	C
02	00409585	12.10	02/23/16	155896 CANTU, EULALIA	C
02	00409586	74.24	02/23/16	416738 CANTU, LETICIA	C
02	00409587	53.38	02/23/16	119695 CARDONA, DIANA	C
02	00409588	14.71	02/23/16	426016 CARRIZALES, ESTHER BURLENE	C
02	00409589	29.70	02/23/16	403407 CASTRO, NADIA	C
02	00409590	30.49	02/23/16	276103 CHAVEZ, MARIA GUADALUPE	C
02	00409591	159.85	02/23/16	343277 CITIBANK	C
02	00409592	85.77	02/23/16	161128 CITY OF ALAMO	C

Bank	Check No	Amount	Date	Vendor	Type
02	00409593	84.10	02/23/16	161128 CITY OF ALAMO	C
02	00409594	17,224.87	02/23/16	6513 CITY OF EDINBURG	C
02	00409595	2,808.69	02/23/16	134686 CITY OF MERCEDES	C
02	00409596	22,167.67	02/23/16	6637 CITY OF MISSION	C
02	00409597	11,050.43	02/23/16	215597 CITY OF PENITAS	C
02	00409598	44,679.65	02/23/16	301957 CITY OF PHARR	C
02	00409599	44.74	02/23/16	353256 CITY OF ROMA	C
02	00409600	9,584.05	02/23/16	76554 CITY OF SAN JUAN	C
02	00409601	692.71	02/23/16	403954 COLORADO BOXED BEEF CO.	C
02	00409602	64.79	02/23/16	343285 COLUNGA, BLANCA A	C
02	00409603	800.00	02/23/16	435090 CONTEMPO ADVERTISING AND DESIGN LLC	C
02	00409604	313.20	02/23/16	338745 CORREA, LUIS	C
02	00409605	30.06	02/23/16	169722 DE LEON, ARACELI	C
02	00409606	87.52	02/23/16	258385 DISH	C
02	00409607	59.94	02/23/16	350567 DURAN, LYDIA	C
02	00409608	138.32	02/23/16	336459 EARTHGRAINS BAKING CO'S INC.	C
02	00409609	15.65	02/23/16	143774 EGUIA, MELISSA	C
02	00409610	546.99	02/23/16	396095 ENTERPRISE HOLDINGS, INC.	C
02	00409611	43.20	02/23/16	254347 FLORES, NORMA D.	C
02	00409612	29.40	02/23/16	342157 FLORES, SORAIDA	C
02	00409613	79.92	02/23/16	281158 GARCIA, REFUGIO III	C
02	00409614	17.28	02/23/16	361119 GARZA, DANIEL	C
02	00409615	21.06	02/23/16	376108 GARZA, DIANNA	C
02	00409616	7,845.00	02/23/16	197416 GILLUM, RHONDA L., C.P.A.	C
02	00409617	59.50	02/23/16	203815 GOMEZ, JUANITA	C
02	00409618	27.46	02/23/16	268631 GOMEZ, MARTHA	C
02	00409619	43.74	02/23/16	113182 GONZALEZ, DELIA E	C
02	00409620	15.37	02/23/16	252336 GONZALEZ, MARIA ESTELA	C
02	00409621	592.54	02/23/16	15253 GULF COAST PAPER CO.	C
02	00409622	20.57	02/23/16	368822 HERNANDEZ, GENEVIEVE	C
02	00409623	5.94	02/23/16	371378 HERNANDEZ, MARICELA	C
02	00409624	52.10	02/23/16	441589 HERNANDEZ, ROGELIO	C
02	00409625	164.76	02/23/16	270962 HIDALGO COUNTY CSCD	C
02	00409626	7.50	02/23/16	412341 HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
02	00409627	7.50	02/23/16	412341 HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
02	00409628	7.50	02/23/16	412341 HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
02	00409629	59.22	02/23/16	358134 HUERTA, ROSA H.	C
02	00409630	21.93	02/23/16	368814 LOPEZ, NANCY	C
02	00409631	65.84	02/23/16	350532 LOZANO, ISABEL	C
02	00409632	33.48	02/23/16	194484 MAR, JOSEFINA S.	C
02	00409633	78.60	02/23/16	429112 MARQUEZ, ANA	C
02	00409634	49.20	02/23/16	355976 MARTINEZ, RUBICELA	C
02	00409635	29.46	02/23/16	428116 MATA, MARIA D.	C
02	00409636	27.25	02/23/16	389196 MAZARIEGOS, MARIANA	C
02	00409637	364.62	02/23/16	374121 MCCORMICK, PATRICK KELLEY	C
02	00409638	58.46	02/23/16	314838 MILLER, MARGARITA	C
02	00409639	32.94	02/23/16	364568 MIRELES, JOLIE SWAIN	C
02	00409640	30.18	02/23/16	428604 MONSIVAIS, YESENIA	C
02	00409641	50.54	02/23/16	368849 MORENO, MARIA TERESA	C
02	00409642	250.00	02/23/16	349542 RONALDO MUNOZ	C
02	00409643	94.75	02/23/16	153842 NICHO PRODUCE CO, INC	C
02	00409644	414.70	02/23/16	296597 OLIVAREZ, EDUARDO	C
02	00409645	242.51	02/23/16	350672 ORTIZ, FRANCISCO JR	C
02	00409646	42.78	02/23/16	207594 PENA, CARMEN	C
02	00409647	353.02	02/23/16	247448 PERFORMANCE FOOD GROUP OF TEXAS-VICTORIA	C

Bank	Check No	Amount	Date	Vendor	Type
02	00409648	6,720.00	02/23/16	14966 GREGORIO PINA, III, PH.D.	C
02	00409649	16.36	02/23/16	359432 PRADO, SUSANA	C
02	00409650	2,250.00	02/23/16	403113 RECOVERY HEALTHCARE CORPORATION	C
02	00409651	10,050.00	02/23/16	384151 REDWOOD TOXICOLOGY LABORATORY INC.	C
02	00409652	4,885.13	02/23/16	277223 RELIANT, DEPT 0954	C
02	00409653	288.03	02/23/16	277223 RELIANT, DEPT 0954	C
02	00409654	5,488.91	02/23/16	277223 RELIANT, DEPT 0954	C
02	00409655	35.83	02/23/16	350524 REQUENEZ, GRACIELA	C
02	00409656	46.86	02/23/16	350516 RESENDEZ, PATSY I	C
02	00409657	37.66	02/23/16	426024 RODRIGUEZ, ALICIA	C
02	00409658	168.00	02/23/16	374776 RODRIGUEZ, GEORGINA	C
02	00409659	19.69	02/23/16	365424 RODRIGUEZ, JOANNA	C
02	00409660	27.46	02/23/16	409618 ROSAS, ELEXIS L.	C
02	00409661	44.55	02/23/16	399647 SANDOVAL, MARIA ISABEL	C
02	00409662	41.40	02/23/16	387991 SIERRA, GLORIA	C
02	00409663	42.91	02/23/16	391697 SMITH, GUADALUPE	C
02	00409664	45.01	02/23/16	212253 SMITH, MARIA DEL ROSARIO	C
02	00409665	160.40	02/23/16	129763 SOUTHERN FOODS GROUP, LLC	C
02	00409666	314.93	02/23/16	319449 STAPLES BUSINESS ADVANTAGE	C
02	00409667	371.00	02/23/16	319449 STAPLES BUSINESS ADVANTAGE	C
02	00409668	13.39	02/23/16	321877 SUAREZ, KASSANDRA	C
02	00409669	734.82	02/23/16	114243 SYSCO INC.	C
02	00409670	74.24	02/23/16	359459 TANGUMA, VIRGINIA	C
02	00409671	8,201.79	02/23/16	237299 TDCJ-CASHIER'S OFFICE	C
02	00409672	722.10	02/23/16	288888 TEXAS GAS SERVICE	C
02	00409673	534.81	02/23/16	308072 THE CHANGE COMPANIES	C
02	00409674	74.00	02/23/16	249238 TREVINO, ROSALINDA	C
02	00409675	352.99	02/23/16	287024 VERIZON WIRELESS	C
02	00409676	92.29	02/23/16	323454 WATSON, MARIA AMANDA	C
02	00409677	84.10	02/23/16	207675 YBARRA, DIANA	C
02	00409678	27.77	02/23/16	369357 ZEPEDA, MARIA D.	C
02	00409679	300.00	02/23/16	198412 ACE COURT REPORTING SERVICE & DIGITAL	C
02	00409680	469.86	02/23/16	332674 ADVANCE STORES COMPANY, INC.	C
02	00409681	61.32	02/23/16	1961 ANDERSON EQUIPMENT CO INC	C
02	00409682	3,729.23	02/23/16	302465 ARGUINDEGUI OIL CO II LTD	C
02	00409683	3,346.89	02/23/16	302465 ARGUINDEGUI OIL CO II LTD	C
02	00409684	641.50	02/23/16	366501 AT&T MOBILITY	C
02	00409685	7,356.75	02/23/16	366501 AT&T MOBILITY	C
02	00409686	206.31	02/23/16	337412 AUTOZONE	C
02	00409687	94.76	02/23/16	4537 BURTON AUTO SUPPLY, INC	C
02	00409688	62.46	02/23/16	4537 BURTON AUTO SUPPLY, INC.	C
02	00409689	4,615.00	02/23/16	266353 CASIANO, GLORIA YANEZ	C
02	00409690	260.77	02/23/16	153915 CDW GOVERNMENT INC.	C
02	00409691	1,242.50	02/23/16	134821 CHEMSEARCH	C
02	00409692	189.90	02/23/16	195332 CHIEF SUPPLY CORPORATION	C
02	00409693	65.08	02/23/16	169447 CITY OF WESLACO	C
02	00409694	392.66	02/23/16	169447 CITY OF WESLACO	C
02	00409695	27,260.00	02/23/16	355372 CTC DISTRIBUTING, LTD	C
02	00409696	165.82	02/23/16	228389 DIRECTV	C
02	00409697	58.50	02/23/16	421812 DOGGETT FREIGHTLINER OF SOUTH TEXAS, LLC	C
02	00409698	489.90	02/23/16	227153 ECONOMY TIRES & WHEELS	C
02	00409699	450.00	02/23/16	110736 FLORES, ADELAIDO JR.	C
02	00409700	5,867.10	02/23/16	125717 FRONTERA MATERIALS, INC.	C
02	00409701	300.00	02/23/16	241873 JAIME ROEL GARCIA	C
02	00409702	611.04	02/23/16	13897 GATEWAY PRINTING & OFFICE SUPPLY, INC.	C

Bank	Check No	Amount	Date	Vendor		Type
02	00409703	55,831.62	02/23/16	184187	GENERAL FUND	C
02	00409704	708.86	02/23/16	242101	H & V EQUIPMENT SERVICES INC.	C
02	00409705	7.50	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
02	00409706	7.50	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
02	00409707	22.00	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
02	00409708	22.00	02/23/16	432644	HIDALGO COUNTY TAX ASSESSOR-COLLECTOR	C
02	00409709	735.83	02/23/16	179442	IVAN'S AUTOMOTIVE	C
02	00409710	250.00	02/23/16	237507	LEXISNEXIS RISK SOLUTIONS	C
02	00409711	215.00	02/23/16	191809	LIVELY, SHANA	C
02	00409712	839.70	02/23/16	58114	LYNN PEAVEY CO	C
02	00409713	155.10	02/23/16	24996	MISSION AUTO ELECTRIC, INC.	C
02	00409714	970.89	02/23/16	275506	MOBILE RELAYS PARTNERS, LTD.	C
02	00409715	122.00	02/23/16	414492	MOUNTAIN GLACIER, LLC	C
02	00409716	47.40	02/23/16	3166	NEUHAUS & COMPANY LTD	C
02	00409717	530.09	02/23/16	221945	O'REILLY AUTOMOTIVE STORES, INC.	C
02	00409718	1,443.68	02/23/16	423386	NCH CORPORATION	C
02	00409719	28.00	02/23/16	91987	PUEBLO TIRES LTD	C
02	00409720	1,009.75	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409721	678.35	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409722	107.50	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409723	19.39	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409724	11.30	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409725	233.45	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409726	15.61	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409727	557.58	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409728	236.82	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409729	193.56	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409730	48.39	02/23/16	277223	RELIANT, DEPT 0954	C
02	00409731	95.00	02/23/16	377627	RENE'S STARTER & ALTERNATOR	C
02	00409732	125.81	02/23/16	216607	RIO HYDRAULIC, LLC	C
02	00409733	61.62	02/23/16	269123	RUSH TRUCK CENTERS OF TEXAS, LP	C
02	00409734	600.00	02/23/16	214531	SOS TECHNOLOGIES	C
02	00409735	63.50	02/23/16	34797	SOUTH TEXAS COMMUNICATIONS, INC.	C
02	00409736	43,629.00	02/23/16	34797	SOUTH TEXAS COMMUNICATIONS, INC.	C
02	00409737	54,530.00	02/23/16	184195	SPECIAL REVENUE FUND	C
02	00409738	133.10	02/23/16	35173	SPIKES MOTOR COMPANY	C
02	00409739	3,523.10	02/23/16	319449	STAPLES ADVANTAGE	C
02	00409740	35.00	02/23/16	133655	SUPERIOR ALARMS	C
02	00409741	264.61	02/23/16	285927	THOMSON WEST	C
02	00409742	714.00	02/23/16	285927	THOMSON WEST	C
02	00409743	359.07	02/23/16	231924	TIME WARNER CABLE	C
02	00409744	247.00	02/23/16	184152	TRUST & AGENCY	C
02	00409745	15.98	02/23/16	36927	UNIFIRST HOLDINGS, INC	C
02	00409746	307.70	02/23/16	36927	UNIFIRST HOLDINGS, INC	C
02	00409747	4,469.21	02/23/16	332216	VALLEY METRO SECURITY LLC	C
02	00409748	383.54	02/23/16	251577	VERIZON SOUTHWEST, INC.	C
02	00409749	1,372.66	02/23/16	287024	VERIZON WIRELESS	C
02	00409750	227.94	02/23/16	287024	VERIZON WIRELESS	C
02	00409751	62.56	02/23/16	287024	VERIZON WIRELESS	C
02	00409752	37.99	02/23/16	287024	VERIZON WIRELESS	C
02	00409753	31.28	02/23/16	287024	VERIZON WIRELESS	C
02	00409754	340.35	02/23/16	40991	GRAINGER	C
Total Bank No 02		**819,421.67**				
04	00016642	12,807.85	02/23/16	367346	FLEET SAFETY EQUIPMENT, INC.	C

Bank	Check No	Amount	Date	Vendor	Type
04	00016643	93,658.80	02/23/16	280046 L & G CONSULTING ENGINEERS, INC.	C
04	00016644	35,973.75	02/23/16	280046 L & G CONSULTING ENGINEERS, INC.	C
04	00016645	28,193.71	02/23/16	280046 L & G CONSULTING ENGINEERS, INC.	C
04	00016646	103,774.69	02/23/16	280046 L & G CONSULTING ENGINEERS, INC.	C
04	00016647	183,453.00	02/23/16	280046 L & G CONSULTING ENGINEERS, INC.	C
04	00016648	13,809.68	02/23/16	372862 SAMES, INC.	C
04	00016649	65,907.74	02/23/16	372862 SAMES, INC.	C
04	00016650	26,040.60	02/23/16	34797 SOUTH TEXAS COMMUNICATIONS, INC.	C
04	00016651	977,265.74	02/23/16	229245 SIERRA TITLE OF HIDALGO COUNTY, INC.	C
Total Bank No 04		**1,540,885.56**			
05	00024965	11,678.52	02/19/16	158275 BOUDLOCHE, CINDY	C
05	00024966	1,815.00	02/19/16	252123 COMBINED LAW ENFORCEMENT ASSOC OF TEXAS	C
05	00024967	540.00	02/19/16	262838 HIDALGO CO ADULT PROBATION	C
05	00024968	1,096.00	02/19/16	157228 HIDALGO CO. UNITED WAY	C
05	00024969	240.00	02/19/16	261394 HIDALGO COUNTY SHERIFF LAW ENFORCE ASSOC	C
05	00024970	4,902.00	02/19/16	282944 HIDALGO COUNTY SHERIFF'S ASSOCIATION	C
05	00024971	1,658.84	02/19/16	167479 TEXAS GUARANTEED STUDENT LOAN CORPORATIO	C
05	00024972	16.00	02/19/16	157228 HIDALGO CO. UNITED WAY	C
05	00024973	786.91	02/19/16	285269 DEPT. OF CHILD SUPPORT SERVICES	C
05	00024974	15.03	02/19/16	435872 EDUCATIONAL CREDIT MANAGEMENT CORP.	C
05	00024975	16.29	02/19/16	435872 EDUCATIONAL CREDIT MANAGEMENT CORP.	C
05	00024976	6.00	02/19/16	262838 HIDALGO CO ADULT PROBATION	C
05	00024977	351.23	02/19/16	266795 DIVISION OF CHILD SUPPORT SERVICES	C
05	00024978	781.04	02/19/16	335975 MID ATLANTIC CAPITAL CORPORATION	C
05	00024979	158.00	02/19/16	420212 NEW JERSEY FAMILY SUPPORT PAYMENT CTR	C
05	00024980	3,916.85	02/19/16	349453 PRE-PAID LEGAL SERVICES, INC	C
05	00024981	68.41	02/19/16	349453 PRE-PAID LEGAL SERVICES, INC	C
05	00024982	531.46	02/19/16	336653 SERVICE EMPLOYEES INTERNATIONAL UNION	C
05	00024983	36.00	02/19/16	191167 SOUTH TEXAS COLLEGE	C
05	00024984	193.00	02/19/16	201324 U.S. DEPARTMENT OF EDUCATION	C
05	00024985	65.67	02/19/16	201324 U.S. DEPARTMENT OF EDUCATION	C
05	00024986	152.34	02/19/16	201324 U.S. DEPARTMENT OF EDUCATION	C
05	00024987	187.17	02/19/16	201324 U.S. DEPARTMENT OF EDUCATION	C
05	00024988	180.37	02/19/16	201324 U.S. DEPARTMENT OF EDUCATION	C
05	00024989	13,861.63	02/23/16	441244 CONTINENTAL AMERICAN INSURANCE COMPANY	C
05	00024990	12,058.58	02/23/16	217972 ALLSTATE WORKPLACE DIVISION	C
05	00024991	83,444.58	02/23/16	441252 AMERITAS LIFE INSURANCE CORP.	C
05	00024992	20,157.66	02/23/16	441260 AVESIS THIRD PARTY ADMINISTRATORS, INC.	C
05	00024993	16,008.76	02/23/16	373273 COLONIAL LIFE & ACCIDENT INSURANCE CO.	C
05	00024994	949.58	02/23/16	184187 GENERAL FUND	C
05	00024995	22,086.29	02/23/16	441279 HUMANA INSURANCE COMPANY	C
05	00024996	29,322.05	02/23/16	441287 TEXAS LIFE INSURANCE COMPANY	C
05	00024997	31,917.87	02/23/16	368059 UNUM LIFE INSURANCE COMPANY OF AMERICA	C
05	00024998	1,822,908.28	02/23/16	209759 PROPRIETARY FUND	C
Total Bank No 05		**2,082,107.41**			
07	00006154	270,957.38	02/23/16	354295 HEALTH CARE SERVICE CORPORATION	C
07	00006155	252.84	02/23/16	184187 GENERAL FUND	C
07	00006156	14.00	02/23/16	414492 MOUNTAIN GLACIER, LLC	C
07	00006157	42.72	02/23/16	312231 OFFICE DEPOT	C
Total Bank No 07		**271,266.94**			
15	00030783	15,978.60	02/23/16	1902 AMIGOS DEL VALLE, INC.	C
15	00030784	23,934.60	02/23/16	433829 ARMIN ANTONIO SOLIS CONST	C
15	00030785	1,569.30	02/23/16	402656 CAMP UNIVERSITY	C
15	00030786	10,485.00	02/23/16	180904 CASCO INDUSTRIES INC.	C

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Bank	Check No	Amount	Date	Vendor	Type
15	00030787	145,257.00	02/23/16	134686 CITY OF MERCEDES	C
15	00030788	96,474.86	02/23/16	428841 GNH COMPANY, LLC	C
15	00030789	1,115.90	02/23/16	343889 OPEN HANDS COMMUNITY CHARITABLE SERVICES	C
15	00030790	96,195.96	02/23/16	407941 RG ENTERPRISES LLC	C
15	00030791	89.64	02/23/16	401293 SALINAS, BRANDY R.	C
15	00030792	2,449.10	02/23/16	344443 SENIOR COMMUNITY OUTREACH SERVICES, INC.	C
15	00030793	35.00	02/23/16	319449 STAPLES CREDIT PLAN	C
15	00030794	700.00	02/23/16	373567 TEXAS HOMELESS NETWORK	C
15	00030795	86.40	02/23/16	396354 TREVINO, ERIC A.	C
15	00030796	665.59	02/23/16	169498 URBAN COUNTY PROGRAM	C
15	00030797	4,370.00	02/23/16	41998 WOMEN TOGETHER FOUNDATION INC.	C
Total Bank No 15		**399,406.95**			

Total Hand Checks	.00
Total Computer Checks	8,193,365.65
Total ACH Checks	.00
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00
Grand Total:	**8,193,365.65**

Batch Yr	Batch No	Amount
16	000419	4,852.50
16	000420	24,657.50
16	000421	27,727.50
16	000422	34,607.50
16	000423	46,330.00
16	000425	40,487.21
16	000426	66,271.06
16	000428	123,190.71
16	000437	11,704.92
16	000440	573,640.53
16	000441	426,117.20
16	000442	21,546.00
16	000445	2,157.06
16	000446	343,310.22
16	000449	55,662.17
16	000451	69,036.78
16	000453	2,496,692.42
16	000454	12,953.56
16	000460	21,930.36
16	000464	16.00
16	000469	17,969.62
16	000480	7,445.77
16	000485	107,515.36
16	000488	756.63
16	000489	934.47
16	000490	1,072.44
16	000491	8,503.16
16	000496	47,776.55
16	000501	399,406.95
16	000502	398,919.48
16	000511	977,265.74
16	000522	1,822,908.28

AI-53491

2016 Intradept. (line item) Transfer 2. A.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Lydia Barrientes, COUNTY COURT #3 (PROBATE)

Submitted By: Lydia Barrientes, COUNTY COURT #3 (PROBATE)

Department: COUNTY COURT #3 (PROBATE)

Information

CAPTION

2016 - Probate Court (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: ACCT. #:

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

BUDGETARY IMPACT:

FISCAL YEAR: 2016 ACCT. #: 6-1243-412-00-023-002-0-XXX

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

BUDGETARY IMPACT:

Funds available as of 02/19/2016.

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 02:30 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Lydia Barrientes Started On: 02/19/2016 02:07 PM

Final Approval Date: 02/19/2016

DATE: February 22, 2016

DEPARTMENT HEAD: JUDGE HOMERO GARZA

DEPARTMENT NAME: PROBATE COURT

ACCOUNT NUMBER: 6-1243-412-00-023002-0-

SUBJECT: **Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
890	OTHER	660	FURN & EQUIO CNTRLD	1,000.00
890	OTHER	**550**	PRINTING & BINDING	**700.00**
			TOTAL	**1,700.00**

REASON: PURCHASE PRINTER/SCANNER/FAX - ENVELOPES/BUSINESS CARDS

Homero R

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

AI-53498

2016 Intradept. (line item) Transfer 2. B.

CC CONSENT

Meeting Date: 02/23/2016

Submitted By: Monica Badillo, EXECUTIVE OFFICE

Department: EXECUTIVE OFFICE

Information

CAPTION

2016 - Executive Office (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-413-00-125-001-0-xxx

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

BUDGETARY IMPACT:

Funds available as of 2-19-16.

Attachments

transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 03:30 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Monica Badillo Started On: 02/19/2016 03:24 PM

Final Approval Date: 02/19/2016

DATE: **February 19, 2016**

DEPARTMENT HEAD: **VALDE GUERRA**

DEPARTMENT NAME: **EXECUTIVE OFFICE**

ACCOUNT NUMBER: **6-1100-413-00-125-001-0-xxx**

SUBJECT: **Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.**

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT DESCRIPTION	**TO** OBJECT CODE	OBJECT DESCRIPTION	**AMOUNT**
610	GENERAL SUPPLIES	**584**	REGISTRATION FEES	**400.00**
583	TRAVEL - OUT OF COUNTY	**584**	REGISTRATION FEES	**2,000.00**
			TOTAL	**2,400.00**

REASON: **For upcoming travel.**

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

AI-53475

2016 Intradept. (line item) Transfer 2. C.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Maria Castilleja, ADULT PROBATION

Submitted By: Maria Castilleja, ADULT PROBATION

Department: ADULT PROBATION

Information

CAPTION

2016 - Adult Probation DWI Grant (1289)

BACKGROUND

Approve Misdemeanor DWI Grant #2881401 budget adjustment

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1289-423-00-320-046-6-XXX

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

BUDGETARY IMPACT:

Funds available as of 02/19/16, pending 2015 rollover balances.

Attachments

MISD DWI LIT

Approved budget

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 09:40 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Maria Castilleja Started On: 02/18/2016 05:02 PM

Final Approval Date: 02/19/2016

INTRADEPARTMENTAL TRANSFER REQUEST

DATE: February 18, 2016

2016
Transfer

DEPARTMENT HEAD: Arnold K. Patrick

DEPARTMENT NAME: ADULT PROBATION

ACCOUNT NUMBER: 6-1289-423-00-320-046-6-XXX Misdemeanor DWI

SUBJECT: **Intradepartmental transfer(s)**

Contact: Rosario Castilleja
Ph#: 587-6009 ext 4414

Honorable Commissioners' Court of Hidalgo County:

I submit for your consideration the following Intradepartmental transfer(s) (increase/decrease) in accordance with Local Government Code, Chapter 111, 111.070, Item C (2).

FROM Object Code	Description	TO Object Code	Description	Amount
113	Full Time Employees	583	Out of County Employee Travel	$ 2,000.00
113	Full Time Employees	584	Registration Fees	$ 500.00
113	Full Time Employees	610	General Supplies	$ 6,659.00
211	Health Insurance	610	General Supplies	$ 107.00
211	Health Insurance	660	Furnishings & Equipment Controlled	$ 619.44
212	Life Insurance	660	Furnishings & Equipment Controlled	$ 12.21
220	FICA	660	Furnishings & Equipment Controlled	$ 1,852.24
230	Retirement	660	Furnishings & Equipment Controlled	$ 461.16
250	Unemployment Compensation	660	Furnishings & Equipment Controlled	$ 54.95
			TOTAL	**$ 12,266.00**

REASON:

To reclassify salaries and fringe into supplies and equipment and travel expenditures

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

Form DBM-201

Print This Page

Agency Name: Hidalgo County
Grant/App: 2881401 **Start Date:** 9/1/2015 **End Date:** 8/31/2016

Project Title: Misdemeanor DWI Court Program
Status: Active Grant

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Attorney	The attorney will provide legal advise and counsel to all participants in the program. Additionally, the attorney will participate in all staffings.	$12,500.00	$0.00	$0.00	$0.00	$12,500.00	15
Personnel	Counselor and/or Therapist (licensed)	Substance Abuse counselor provides direct services to offenders to address individual substance abuse problems. Counselor also conducts group sessions.	$50,684.00	$0.00	$0.00	$0.00	$50,684.00	100
Travel and Training	In-State Registration Fees, Training, and/or Travel	Adding in state travel and registration expenses	$2,500.00	$0.00	$0.00	$0.00	$2,500.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Operating supplies for the grant activities such as paper, folders, calculators, etc.	$4,766.00	$0.00	$0.00	$0.00	$4,766.00	0
Personnel	Probation Officer	Probation Officer (1) supervises and monitors the offenders in the program; will provide case management for the offenders on the program; officer conducts visits as needed and administers drug tests; also attends staffings and court hearings and keeps the judge abreast of offenders' progress.	$62,050.00	$0.00	$0.00	$0.00	$62,050.00	100
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing	Supplies for drug testing such as vision goggles and breath tester devices	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	0

	kit)							
Personnel	Prosecutor	Prosecutor representative from DA office ; Prosecutor reviews the cases for entrance into the program; prosecutor participates in the staffings.	$12,500.00	$0.00	$0.00	$0.00	$12,500.00	15

You are logged in as **User Name:** apatrick

AI-53495

2016 Intradept. (line item) Transfer 2. D.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Eddie Olivarez, HEALTH & HUMAN SERVICES DEPT.

Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

2016 - Health & Human Services Dept. / Clinics (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-441-00-340-003-0-xxx

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

BUDGETARY IMPACT:

Funds available as of 2-19-16.

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 03:15 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Mike Escaname Started On: 02/19/2016 03:06 PM

Final Approval Date: 02/19/2016

Date: February 19, 2016
Department Head: Eduardo Olivarez, Chief Administrative Officer
Department Name: Hidalgo County Health Department
Account Number: 6-1100-441-00-340-003-0 Health Clinics
Budget Line Item Transfer(s)

Honorable Commissioner's Court of Hidalgo County

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C:

FROM		TO		
ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	AMOUNT
6-1100-441-00-340-003-0-534	HEALTH CLINICS-INTERNET	6-1100-441-00-340-003-0-412	HEALTH CLINICS-CABLE/SATELLITE TV	$ 14,749.00
6-1100-441-00-340-003-0-534	HEALTH CLINICS-INTERNET	6-1100-441-00-340-003-0-660	HEALTH CLINICS-FURN & EQUIP CNTRLD	$ 1,798.00
6-1100-441-00-340-003-0-534	HEALTH CLINICS-INTERNET	6-1100-441-00-340-003-0-751	HEALTH CLINICS-MACHINERY & EQUIPMENT	$ 2,453.00
6-1100-441-00-340-003-0-610	HEALTH CLINICS-GENERAL SUPPLIES	6-1100-441-00-340-003-0-751	HEALTH CLINICS-MACHINERY & EQUIPMENT	$ 346.00
			Amount	$ 19,346.00

Revenue Account
Amount Requested: $ 19,346.00

Reason: Funds needed to cover anticipated expenditure. .

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST COUNTY CLERK

AI-53483

2016 Intradept. (line item) Transfer 2. E.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Eddie Olivarez, HEALTH & HUMAN SERVICES DEPT.

Submitted By: Mike Escaname, HEALTH & HUMAN SERVICES DEPT.

Department: HEALTH & HUMAN SERVICES DEPT.

Information

CAPTION

2016 - Health & Human Services Dept./CPS-HAZARDS (1293)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1293-441-00-340-013-6-XXX

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

BUDGETARY IMPACT:

Funds available as of 2/19/16, pending 2015 rollover balances.

Attachments

LIT

Sal Proj

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 01:14 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Mike Escaname Started On: 02/19/2016 11:55 AM

Final Approval Date: 02/19/2016

Date: February 19, 2016
Department Head: Eduardo Olivarez, Chief Administrative Officer
Department Name: Hidalgo County Health & Human Services Department
Account Number: 6-1293-441-00-340-013-6- CPS/HAZARDS
Budget Line Item Transfer(s)

Honorable Commissioner's Court of Hidalgo County

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C:

FROM		TO		
ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	ACCOUNT NUMBER	ACCOUNT NAME (OBJECT CODE)	AMOUNT
6-1293-441-00-340-013-6-113	CPS/HAZARDS-REG F/T EMPLOYEES	6-1293-441-00-340-013-6-610	CPS/HAZARDS-GENERAL SUPPLIES	$4,500.00
6-1293-441-00-340-013-6-230	CPS/HAZARDS-RETIREMENT	6-1293-441-00-340-013-6-610	CPS/HAZARDS-GENERAL SUPPLIES	$1,900.00
6-1293-441-00-340-013-6-250	CPS/HAZARDS-UNEMPLOYMENT COMP	6-1293-441-00-340-013-6-610	CPS/HAZARDS-GENERAL SUPPLIES	$1,000.00
6-1293-441-00-340-013-6-220	CPS/HAZARDS-FICA	6-1293-441-00-340-013-6-212	CPS/HAZARDS-LIFE INSURANCE	$25.00
			Amount	$ 7,425.00

Revenue Account
Amount Requested: $ 7,425.00

Reason: Line item transfer needed to cover anticipated expenditures;

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONER'S COURT DATE ATTEST COUNTY CLERK

This analysis is needed as the amount budgeted in the general ledger consists of 90% grant monies and 10% local match funds.

CPS / HAZARDS (PHEP) FY 16
GRANT ENDING 06/30/2016

Projection of Salaries and Fringes for the remainder of the CPS / HAZARDS (PHEP) FY 16 period ending 06/30/2015

		*COST PER PAY PERIOD Grant Budget 90%	*COST PER PAY PERIOD Match Budget 10%	REMAINING PAY PERIODS	COST FOR REMAINING PDS Grant Budget 90%	COST FOR REMAINING PDS Match Budget 10%	2/19/2016 BUDGET BALANCE Grant Budget 90%	2/19/2016 BUDGET BALANCE Match Budget 10%	ANTICIPATED SURPLUS/DEFICIT Grant Budget 90%	ANTICIPATED SURPLUS/DEFICIT Match Budget 10%
Salaries-F/T	113	$ 15,654.66		10.4	$ 162,808.46		$ 167,989.34	$ 30,045.63	$ 5,180.88	$ 30,045.63
Sub-Total Pay		**$ 15,654.66**	**$ -**	**$ 10.40**	**$ 162,808.46**	**$ -**	**$ 167,989.34**	**$ 30,045.63**	**$ 5,180.88**	**$ 30,045.63**
Health Insurance	211	$ 2,290.38		9.4	$ 21,529.57		$ 22,078.68	$ 4,547.36	$ 549.11	$ 4,547.36
Life Insurance *	212	$ 27.89		5.4	$ 150.61		$ 135.91	$ 21.30	$ (14.70)	$ 21.30
Fica	220	$ 1,197.58		10.4	$ 12,454.85		$ 14,169.14	$ 2,312.17	$ 1,714.29	$ 2,312.17
Retirement	230	$ 1,761.14		10.4	$ 18,315.86		$ 21,216.26	$ 3,442.24	$ 2,900.40	$ 3,442.24
Unemployment Comp	250	$ 78.29		10.4	$ 814.22		$ 2,748.81	$ 171.62	$ 1,934.59	$ 171.62
Worker's Comp	260	$ 134.18		10.4	$ 1,395.47		$ 2,119.66	$ 343.35	$ 724.19	$ 343.35
Sub-Fringes		**$ 5,489.46**	**$ -**	**$ 56.40**	**$ 54,660.57**	**$ -**	**$ 62,468.46**	**$ 10,838.04**	**$ 7,807.89**	**$ 10,838.04**
		$ 21,144.12	**$ -**	**$ 66.80**	**$ 217,469.03**	**$ -**	**$ 230,457.80**	**$ 40,883.67**	**$ 12,988.77**	**$ 40,883.67**

Pay Periods Remaining at 02/20/2016:	Work Period Covered	Pay Date	
1	02/08/16 - 02/21/16	3/4/2016	
2	02/22/16 - 03/06/16	3/18/2016	
3	03/07/16 - 03/20/16	4/1/2016	
4	03/21/16 - 04/03/16	4/15/2016	
5	04/04/16 - 04/17/16	4/29/2016	
6	04/18/16 - 05/01/16	5/13/2016	
7	05/02/16 - 05/15/16	5/27/2016	
8	05/16/16 - 05/29/16	6/10/2016	
9	05/30/16 - 06/12/16	6/24/2016	
10	06/13/16 - 06/26/16	7/8/2016	
	06/27/16 - 06/30/16	7/22/2016	4 days only

Prepared by:
Health Human Services Dept.
02/19/2016

AI-53474

2016 Intradept. (line item) Transfer 2. F.

CC CONSENT
Meeting Date: 02/23/2016
Submitted By: Sandra Deleon, COUNTY JUDGE
Department: COUNTY JUDGE

Information
CAPTION
2016 - Emergency Management (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-429-00-110-075-0-XXX
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:
From 610 --> 660 in the amount of $696.08. Funds available as of 02/19/2016.

Attachments
LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 09:37 AM
Final Approval	Veronica Ortiz	02/19/2016 09:39 AM

Form Started By: Sandra Deleon Started On: 02/18/2016 04:47 PM
Final Approval Date: 02/19/2016

DATE: February 18, 2016

DEPARTMENT HEAD: RICARDO SALDANA, EMC

DEPARTMENT NAME: Division of Emergency Services-Emergency Management

ACCOUNT NUMBER: 6-1100-429-00-110-075-0-

SUBJECT: Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT NAME	TO OBJECT CODE	OBJECT NAME	AMOUNT
610	GENERAL SUPPLIES	660	FURN & EQUIP CNTRLD	696.08
			TOTAL	696.08

REASON: TRANSFER IS BEING REQUESTED TO COVER COSTS FOR THE PURCHASE OF A MOBILE DRY ERASE BOARD.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE / /

ATTEST COUNTY CLERK

AI-53472

2016 Intradept. (line item) Transfer 2. G.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Rosie Cantu, DISTRICT ATTORNEY

Submitted By: Ana Galvan, DISTRICT ATTORNEY

Department: DISTRICT ATTORNEY

Information

CAPTION

2016 - District Attorney's Office (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-412-00-080-002-0-XXX

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

BUDGETARY IMPACT:

From 610 ---> 350 for $350.00. Funds available as of 02/19/2016.

Attachments

Intra-departmental transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 09:36 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Ana Galvan Started On: 02/18/2016 03:50 PM

Final Approval Date: 02/19/2016

DATE: February 18, 2016

DEPARTMENT HEAD: Ricardo Rodriguez, Jr.

DEPARTMENT NAME: District Attorney's Office

ACCOUNT NUMBER: 6-1100-412-00-080-002-0-XXX

2016
Transfer

Contact Person: Ana Galvan **Ph#:** (956) 292-7604 Ext. 8083

SUBJECT: **Intradepartmental transfer(s)** (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 Intradepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
610	GENERAL SUPPLIES	350	OTHER SERVICES	350.00
			TOTAL	$ 350.00

REASON: **Intradepartmental transfer is needed to pay outstanding invoices.**

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-53469

2016 Intradept. (line item) Transfer 2. H.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Rosie Hinojosa, SHERIFF DEPT.

Submitted By: Rosie Hinojosa, SHERIFF DEPT.

Department: SHERIFF DEPT.

Information

CAPTION

2016 - Sheriff's Federal Sharing / US Department of Treasury (1228)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1228-421-00-280-006-0-xxx

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

BUDGETARY IMPACT:

Funds available as of 02/19/2016.

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	02/18/2016 03:49 PM
Budget & Management	Veronica Ortiz	02/19/2016 09:36 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Rosie Hinojosa Started On: 02/18/2016 03:39 PM

Final Approval Date: 02/19/2016

DATE: 2/18/2016

DEPARTMENT HEAD: Sheriff J. E. "Eddie" Guerra

DEPARTMENT NAME: Sheriff's Federal Sharing - US Department of Treasury

ACCOUNT NUMBER: 6-1228-421-00-280-006-0

SUBJECT: Budget Line-Item Transfer (s)

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfers in accordance with Local Government Code, Chapter 111, Subchapter C.:

FROM			TO		
ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME		ACCOUNT NUMBER	ACCOUNT (OBJECT) NAME	AMOUNT
6-1228-421-00-280-006-0-430	Repair & Maint. Services	➔	6-1228-421-00-280-006-0-336	Computer Services	8,200.00
6-1228-421-00-280-006-0-584	Registration Fees		6-1228-421-00-280-006-0-336	Computer Services	5,000.00
6-1228-421-00-280-006-0-583	Out of County Employee Travel		6-1228-421-00-280-006-0-336	Computer Services	4,800.00
6-1228-421-00-280-006-0-610	General Supplies		6-1228-421-00-280-006-0-336	Computer Services	1,000.00
6-1228-421-00-280-006-0-610	General Supplies		6-1228-421-00-280-006-0-761	Software	14,000.00
		➔			
		➔			
		➔			
		➔			
		T O T A L			**$33,000.00**

REASON: To appropriate monies for anticipated expenses.

_____

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT **DATE** **ATTEST COUNTY CLERK**

AI-53464

2016 Intradept. (line item) Transfer 2. I.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Sergio Cruz, BUDGET & MANAGEMENT

Submitted By: Ivan Cantu, BUDGET & MANAGEMENT

Department: BUDGET & MANAGEMENT

Information

CAPTION

2016 - Purchasing (1100)

BACKGROUND

To fund the purchase of five (5) new computers, five (5) new monitors, & one (1) new laser printer including monthly maintenance for the PO Administration division.

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-415-18-160-001-0-XXX

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

BUDGETARY IMPACT:

Funds available as of 2-19-16

Attachments

Purchasing LIT

Form Review

Inbox	Reviewed By	Date
Ivan Cantu (Originator)	Ivan Cantu	02/18/2016 02:32 PM
Budget & Management	Veronica Ortiz	02/19/2016 09:33 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Ivan Cantu Started On: 02/18/2016 01:48 PM

Final Approval Date: 02/19/2016

DATE: March 1, 2016

DEPARTMENT HEAD: Sergio Cruz, Budget Officer

DEPARTMENT NAME: Department of Budget & Management for Purchasing Dept.

ACCOUNT NUMBER: 6-1100-415-18-160-001-0-XXX

Contact Person: Ivan Cantu, Budget Analyst III **Ph#:** EXT. 5425

2016
Intradepartmental Transfer

AI #53464/CC 3-1-16

SUBJECT: **Intradepartmental transfer(s)** (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 Intradepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

FROM OBJECT CODE	OBJECT DESCRIPTION	TO OBJECT CODE	OBJECT DESCRIPTION	AMOUNT
660	Furn. & Equip. Cntrld	430	Repair & Maint. Svcs	100.00
660	Furn. & Equip. Cntrld	610	General Supplies	1,184.03
660	Furn. & Equip. Cntrld	751	Machinery & Equipment	1,250.97
			TOTAL	**2,535.00**

REASON:
To fund the purchase of five (5) new computers, five (5) new monitors, & one (1) new laser printer for the PO administration division.

DEPARTMENT HEAD SIGNATURE

DATE / /

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK

AI-53452

2016 Intradept. (line item) Transfer 2. J.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Kimberly Echavarria, J.P. 3, 1

Submitted By: Kimberly Echavarria, J.P. 3, 1

Department: J.P. 3, 1

Information

CAPTION

2016 - JP Pct. 3 Pl.1 (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-412-00-065-001-0-xxx

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

BUDGETARY IMPACT:

Funds available as of 2-19-16.

Attachments

2016 Line Item Transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 09:30 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Kimberly Echavarria Started On: 02/17/2016 03:17 PM

Final Approval Date: 02/19/2016

2015 Line Item Transfer(s)
Justice of the Peace Pct. 3 Pl. 1

Honorable Commissioners' Court of Hidalgo County:

I submit to you for your consideration the following line-item transfer(s) in accordance with Local Government Code, Chapter 111,

FROM										TO									
ACCOUNT NUMBER								ACCOUNT NAME		ACCOUNT NUMBER								ACCOUNT NAME	AMOUNT
6	1100	412	00	065	001	0	610	Office Supplies	->	6	1100	412	00	065	001	0	583	Travel Out of County	$ 425.32
6	1100	412	00	065	001	0	610	Office Supplies	->	6	1100	412	00	065	001	0	584	Registration Fees	$ 387.00
6	1100	412	00	065	001	0	442	Equip Rentals	->	6	1100	412	00	065	001	0	430	Repair & Main Services	$ 1,184.40
6	1100	412	00	065	001	0	442	Equip Rentals	->	6	1100	412	00	065	001	0	531	Telephone	$ 105.36
6	1100	412	00	065	001	0	442	Equip Rentals	->	6	1100	412	00	065	001	0	780	Capital Leases	$ 1,923.84
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																			$ 4,025.92

REASON: Requesting the monies to be moved out of the listed object code(s) into the designated account(s) in order to cover upcoming expenses and to cover invoices.

Luis J. Garza
DEPARTMENT HEAD

APPROVED COMMISSIONERS' COURT

2/17/2016
DATE

ATTEST COUNTY CLERK

AI-53449

2016 Intradept. (line item) Transfer 2. K.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Julia Sullivan, COUNTY JUDGE

Submitted By: Jane Lopez, PUBLIC AFFAIRS

Department: COUNTY JUDGE

Information

CAPTION

2016 - Public Affairs (1100)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-413-00-110-077-0-XXX

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

BUDGETARY IMPACT:

From 540 -> 550 in the amount of $8,900.00. Funds available as of 02/18/2016.

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/17/2016 11:01 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Jane Lopez Started On: 02/17/2016 09:34 AM

Final Approval Date: 02/19/2016

DATE: 2/17/16

DEPARTMENT HEAD: Judge Ramon Garcia

DEPARTMENT NAME: County Judge's Office

ACCOUNT NUMBER: 6-1100-413-00-110-077-0

SUBJECT: Intra-departmental Transfer/s (increase/decrease) in Accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Intra-departmental transfer/s (increase/decrease) in accordance with Local Government Code, Chapter 111, Subchapter C, Section 111.070, Subsection C.

FROM OBJECT CODE	OBJECT NAME	TO OBJECT CODE	OBJECT NAME	AMOUNT
540	Advertising	550	Printing and Binding	8,900.00
			TOTAL	8,900.00

REASON: Transfer needed for year expenses.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

AI-53460

2016 Intradept. (line item) Transfer 2. L.

CC CONSENT

Meeting Date: 02/23/2016

Submitted By: Priscilla Torres, COUNTY CLERK

Department: COUNTY CLERK

Information

CAPTION

2016 - County Clerk (1237)

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1237-415-40-180-003-0-XXX

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

BUDGETARY IMPACT:

From 753 --> 660. Funds available as of 02/19/2016

Attachments

LIT

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 09:33 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Priscilla Torres Started On: 02/17/2016 04:35 PM

Final Approval Date: 02/19/2016

COUNTY OF HIDALGO

ARTURO GUAJARDO, JR. - COUNTY CLERK

DATE: 2/3/2016

DEPARTMENT HEAD: Arturo Guajardo, Jr

DEPARTMENT NAME: Hidalgo County Clerk's Office

ACCOUNT NUMBER: 6-1237-415-40-180-003-0-XXX

SUBJECT: Budget Intradepartmental Transfer in Accordance with Local Government Code, Chapter 111, Subchapter C.

Honorable Commissioner's Court of Hidalgo County:

I would like to request the following Intradepartmental Budget Transfer/s in accordance with Local Government Code, Chapter 111, Subchapter C.

FROM:		TO:		
OBJECT CODE	OBJECT NAME	OBJECT CODE	OBJECT NAME	AMOUNT
753	CC REC. MGMT. - FURNITURE & FIXTURES	660	CC REC. MGMT - FURNISHINGS & EQUIPMENT	$730.00
			TOTAL	$730.00

REASON: To pay for some up coming needed expenses.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS COURT

DATE

ATTEST COUNTY CLERK

P.O. Box 58 / 100 N. Closner, Edinburg, Texas, 78540
956.318.2100 ~ fax 956.318.2105
www.hidalgocountyclerk.us

AI-53468

2016 Interdepartmental Transfers 3. A.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Joseph Palacios, COMM. PCT. #4

Submitted By: Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

Pct 4 CRC (1100):
Approval of 2016 interdepartmental transfer from Pct 4-Parks (program 009) to Pct 4-CRC (program 077) in the amount of $1,176.00 to fund anticipated project expenditures.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-466-00-124-077-0-610

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

BUDGETARY IMPACT:

Funds available as of 02/18/16

Attachments

53468

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 09:35 AM
Manuel Chapa	Veronica Ortiz	02/19/2016 11:15 AM
Merlen P. Munoz	Merlen P. Munoz	02/19/2016 04:11 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Veronica Lopez Started On: 02/18/2016 02:46 PM

Final Approval Date: 02/19/2016

DATE: February 18, 2016

2016
Transfer

DEPARTMENT HEAD: Comm. Joseph Palacios

DEPARTMENT NAME: Hidalgo County Precinct No.4

AI- 53468

ACCOUNT NUMBER: 6-1100-466-00-124-077-0-610

SUBJECT: **Interdepartmental transfer(s)** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Contact: Veronica L. Davis
Ph#: 956-383-3112 Ext. 4019

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
From:		
6-1100-452-00-124-009-0-610	**Pct 4 Parks- General Supplies**	**($1,176.00)**
To:		
6-1100-466-00-124-077-0-610	**Pct.4 CRC- General Supplies**	**$1,176.00**
	TOTAL BUDGET INCREASE (DECREASE)	**0.00**

REASON:
Transfer needed for CRC project expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

AI-53467

2016 Interdepartmental Transfers 3. B.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Joseph Palacios, COMM. PCT. #4

Submitted By: Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

CO2009BC-Pct 4 (1341):
Approval of 2016 interdepartmental transfer from CO2009BC-Pct 4 (program 029) to Ramsayer Rd (program 173) in the amount of $60,796.60 for Pct.4 road projects.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1341-431-00-124-173-0-721

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

BUDGETARY IMPACT:

Funds available as of 02/18/16 pending 2015 Budget Carryover by the Auditor's Office.

Attachments

53467

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 09:34 AM
Manuel Chapa	Veronica Ortiz	02/19/2016 11:15 AM
Merlen P. Munoz	Merlen P. Munoz	02/19/2016 04:08 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Veronica Lopez Started On: 02/18/2016 02:31 PM

Final Approval Date: 02/19/2016

DATE: February 18, 2016

2016
Transfer

DEPARTMENT HEAD: Comm. Joseph Palacios

DEPARTMENT NAME: Hidalgo County Precinct No.4

AI- 53467

ACCOUNT NUMBER: 6-1341-431-00-124-173-0-721

SUBJECT: **Interdepartmental transfer(s)** (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

Contact: Veronica L. Davis
Ph#: 956-383-3112 Ext. 4019

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Interdepartmental transfer(s) (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
From:		
6-1341-431-00-124-029-0-751	**CO2009BC- Pct4- Machinery & Equip**	**($60,796.60)**
To:		
6-1341-431-00-124-173-0-721	**CO2009BC-Pct4 Ramsayer Rd (Exp 281 - 300 ft Past Doolittle)- Roa**	**$60,796.60**
	TOTAL BUDGET INCREASE (DECREASE)	**0.00**

REASON:
Interdepartmental transfer needed for Ramsayer Road expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

/ /
DATE

ATTEST COUNTY CLERK

AI-53466

Interfund Transfers 4. A.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Joseph Palacios, COMM. PCT. #4

Submitted By: Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

Pct. 4 Emergency SRV Linn (1100): Approval of 2016 interfund transfer from Rd. Maint (program 007) to Emergency SRV Linn (program 136) in the amount of $3,019.93.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-419-40-124-136-0-660

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

BUDGETARY IMPACT:

Funds available as of 02/18/16

Attachments

Transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 11:12 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Veronica Lopez Started On: 02/18/2016 02:28 PM

Final Approval Date: 02/19/2016

DATE: February 19, 2016

2016
Transfer
AI- 53466

DEPARTMENT HEAD: Comm. Joseph Palacios

DEPARTMENT NAME: Hidalgo County Precinct No.4

ACCOUNT NUMBER: 6-1X00-XXX-XX-XXX-XXX-0-XXX

SUBJECT: **Interfund & BA- Transfer/s (transfer in/out) (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C.**

Contact: Veronica L. Davis
Ph#: 956-383-3112 Ext. 4019

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following amendments (increase) to my departmental budget in accordance with Local Government Code, Chapter 111, Subchapter C.

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
From:		
6-1200-431-00-124-007-0-890	**Pct. 4 Rd Maint- Other**	**($3,019.93)**
6-1200-391-01-000-100-0-000	**Transfer In**	**($3,019.93)**
To:		
6-1100-491-01-000-200-0-891	**Transfer Out**	**($3,019.93)**
6-1100-419-40-124-136-0-660	**Pct4 Emergency SRV Linn- Furn & Equip**	**$3,019.93**
	TOTAL BUDGET INCREASE (DECREASE)	

REASON:
Transfer needed for the Emergency SRV Linn project expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

Interfund Transfers 4. B.

AI-53465

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Joseph Palacios, COMM. PCT. #4

Submitted By: Veronica Lopez, COMM. PCT. #4

Department: COMM. PCT. #4

Information

CAPTION

Pct. 4 CRC Sunflower/SH107 (1100): Approval of 2016 interfund transfer from Pct. 4 Rd. Maint (program 007) to CRC Sunflower/SH 107 (program 123) in the amount of $2,558.24.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-419-40-124-123-0-XXX

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

BUDGETARY IMPACT:

Funds available as of 02/18/16

Attachments

Transfer

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 11:11 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Veronica Lopez Started On: 02/18/2016 02:22 PM

Final Approval Date: 02/19/2016

DATE: February 19, 2016

2016
Transfer
AI- 53465

DEPARTMENT HEAD: Comm. Joseph Palacios

DEPARTMENT NAME: Hidalgo County Precinct No.4

ACCOUNT NUMBER: 6-1X00-419-XX-124-XXX-0-XXX

SUBJECT: **Interfund & BA- Transfer/s (transfer in/out) (increase/decrease) in Accordance with Local Government Code Chapter 111, Subchapter C.**

Contact: Veronica L. Davis
Ph#: 956-383-3112 Ext. 4019

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following amendments (increase) to my departmental budget in accordance with Local Government Code, Chapter 111, Subchapter C.

ACCOUNT NUMBER	ACCOUNT NAME	INCREASE (DECREASE) AMOUNT
From:		
6-1200-431-00-124-007-0-890	**Pct. 4 Rd Maint- Other**	**($31,734.24)**
6-1200-391-01-000-100-0-000	**Transfer In**	**($31,734.24)**
To:		
6-1100-491-01-000-200-0-891	**Transfer Out**	**($31,734.24)**
6-1100-419-40-124-123-0-751	**Pct4 CRC Sunflower/SH107- Mach & Equip**	**$2,558.24**
6-1100-419-40-124-123-0-334	**Pct4 CRC Sunflower/SH107- Architectural & Engineering Serv**	**$28,000.00**
6-1100-419-40-124-123-0-740	**Pct4CRC Sunflower/SH107- Improvements**	**$1,176.00**
	TOTAL BUDGET INCREASE (DECREASE)	

REASON:
Transfer needed for New CRC project expenditures.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK

Monthly Fee Reports 5. A.

AI-53303

CC CONSENT
Meeting Date: 02/23/2016
Submitted For: Vanessa Gonzalez, DISTRICT CLERK
Submitted By: Vanessa Gonzalez, DISTRICT CLERK
Department: DISTRICT CLERK

Information

CAPTION

District Clerk:
Fee Report for the month of January 2016 $466,964.58

BACKGROUND

Fiscal Impact

Attachments

January 2016 Fee Account Monthly Report

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/10/2016 04:52 PM

Form Started By: Vanessa Gonzalez Started On: 02/05/2016 04:01 PM
Final Approval Date: 02/12/2016

HIDALGO COUNTY DISTRICT CLERK MONTHLY FEE REPORT

FOR THE MONTH OF JANUARY 2016

	# OF CASES				
DISTRICT COURT FEES (LGC 133.151(a)(1)&(a)(2))					
DIVORCE & FAMILY LAW CASES	# 221	Cases To Report	= $ 9,794.20		
PARTIAL PAYMENT				1100-207-20-000-051-0-000	$ 9,794.20
OTHER THAN DIVORCE/FAMILY	# 523	Cases To Report	= $ 25,932.61		
PARTIAL PAYMENT				1100-207-20-000-052-0-000	$ 25,932.61
INDIGENT LEGAL SERVICES (LGC 133.152 (a)(1)-(2))					
DIVORCE & FAMILY LAW CASES	# 272	Actions To Report	= $ 1,360.00		
PARTIAL PAYMENT					
OTHER THAN DIVORCE/FAMILY	# 635	Actions To Report	= $ 6,276.23		
PARTIAL PAYMENT				1100-207-20-000-050-0-000	$ 7,636.23
JUDICIAL SUPPORT FEE (LGC 133.154) @37.00AFTER 12/1/05	# 2	Cases To Report	= $ 74.00		
PARTIAL PAYMENT					
JUDICIAL SUPPORT FEE (LGC 133.154) @$42.00AFTER 1/1/08	# 736	Cases To Report	= $ 30,620.61		
PARTIAL PAYMENT				1100-207-20-000-055-0-000	$ 30,694.61
FAMILY PROTECTION FEE (GC 51.961) AFTER 6/15/07@$15.00				1100-341-10-090-011-0-000	$ 2,700.00

$50<=10, $75(11-25), $100(26-100), $125(101-500), $150(501-1000) $200>1000

CLERK COST (GC 51.317(b)(1)&(b-1))	$ 36,853.70			
OTHER CLERK COST (GC51.317-319)	$ 42,792.76	$ 79,646.46		
TIME PAYMENT (LGC 133.103) @$10.00		$ 1,360.74		
PHOTO & CERTIFIED COPIES (GC 51.318(b)(7)-(8))		$ 20,690.49		
OTHER FEES: REGISTRY ADMINISTRATION FEE (LGC 117.055)		$ 5,632.16		
REGISTRY ADMINISTRATION INTEREST (LGC 117.054)		$ 11.43		
NSF CHECK FEE (LGC 118.141)		$ -		
STOP PAYMENT CHARGE (LGC 118.141 (b)(1)-(2))		$ -		
TOTAL CLERK'S FEES			1100-341-10-090-001-0-000	$ 107,341.28
INTEREST EARNED FOR THE MONTH OF JANUARY 2016			1100-361-11-000-005-0-000	$ -
COURT FEES: DISTRICT ATTORNEY (CCP 102.008)			1100-341-10-090-007-0-000	$ 279.21
DISTRICT ATTORNEY BOND FORFEITURES COMMISSIONS (GC 41.005)			1100-341-10-090-008-0-000	$ -
PROTECTIVE ORDER (D.A. FEES, FC 71.04) @$150.00			1100-341-10-000-003-0-000	$ -
TIME PAYMENT ADMINISTRATION OF JUSTICE (LGC 133.103) @$ 2.50			1100-341-10-090-002-0-000	$ 340.18
TIME PAYMENT (LGC 133.103) @ $12.50			1100-207-20-000-005-0-000	$ 1,700.92
LOCAL (CRIMINAL) TRANSACTION FEE (CCP 102.072)@$2.00			1100-341-10-090-003-0-000	$ 2,260.00
APPELLATE JUD. SYS. FUND (GC 22.2141) @$5.00			1100-207-20-000-001-0-000	$ 2,808.24
STATEWIDE E-FILING FEE (GC.51.851) 9/1/15 @ $30.00			1100-207-20-000-068-0-000	$ 21,821.29
MASTER COURT FEES (14.82gFC) @$7.00			1100-341-10-090-004-0-000	$ -
JURY FEES (CCP 102.004) 1/1/16 @ $40.00			1100-341-10-090-006-0-000	$ 11,591.60
PASSPORT EXECUTION FEE @$25.00			1100-341-10-090-013-0-000	$ 1,000.00
PASSPORT PHOTO FEE @$15.00			1100-341-10-090-014-0-000	$ 290.00
RECORDS ARCHIVE AND PRESERVATION FEE (GC 51.305) 8/01/09 @ $5.00			1100-341-10-090-015-0-000	$ 8,048.42
DOMESTIC RELATIONS OFFICE FEE (FC 203.005)			1100-341-10-090-016-0-000	$ 3,430.24
E-FILING TRANSACTION FEE (GC 72.031) 1/1/14 @ $2.00			1100-341-10-090-018-0-000	$ 12,766.00
TAX A/C SCOFFLAW FEE (TC 502.010 (f)) @ $20.00			1100-341-10-140-050-0-000	$ 1,528.70
SHERIFF FEES (CCP 102.011)	$ 23,616.70			
SHERIFF FEES (HCSO)	$ 2,851.22		1100-342-10-090-001-0-000	$ 26,467.92
CONSTABLE FEES(CCP 102.011) PCT. 1			1100-342-10-291-000-0-000	$ -
PCT. 2			1100-342-10-292-000-0-000	$ 1,921.94
PCT. 3			1100-342-10-293-000-0-000	$ 2,816.45
PCT. 4			1100-342-10-294-000-0-000	$ 3,631.10
PCT. 5			1100-342-10-295-000-0-000	$ -
PUBLIC DEFENSE ATTY'S FEES (CCP 26.05)			1100-351-20-090-001-0-000	$ 10,083.10
FINES (LGC 113.004)			1200-351-10-090-000-0-000	$ 60,319.92
BOND FORFEITURES (CCP 22.16)			1200-352-10-090-001-0-000	$ -
PRE-TRIAL DIVERSION PROGRAM FEES (CCP 102.0121 (a))			1225-341-10-080-000-0-000	$ 3,000.00
COURTHOUSE SECURITY FUND (291.008 LGC/102.017 CCP)			1241-341-10-090-001-0-000	$ 4,302.41
# _____ CIVIL FILINGS X $5.00 =	$ 3,558.39			
# _____ FELON. CONV.X $5.00 =	$ 744.02			
# _____ MISD.CONV. X $3.00 =	$ -			
COUNTY RECORDS PRESERVATION (GC 51.708)			1238-341-10-090-001-0-000	$ 7,167.93
COUNTY RECORDS MANAGEMENT & PRESERVATION (GC 51.317/ CCP 102.005)			1238-341-20-090-001-0-000	$ 6,307.67
# _____ CIVIL FILINGS X $5.00 =	$ 4,673.64			
# _____ CRIM CONV. X $22.50 =	$ 1,634.03			
DISTRICT CLERK RECORDS MANAGEMENT & PRESERVATION (GC 51.317 (b)(4))			1235-341-10-090-000-0-000	$ 6,738.81
# _____ CIVIL FILINGS X $5.00 =	$ 4,658.57			
# - CRIM FILINGS X $2.50 =	$ 2,080.24			
COURT REPORTER SERVICE FEE (GC 51.601) @$15.00			1239-341-10-090-001-0-000	$ 8,614.77
JUVENILE DELINQUENCY PREVENTION FUND (CCP 102.0171) @$5.00			1240-341-10-090-001-0-000	$ -
LAW LIBRARY FEES (LGC 323.023) @$30.00			1247-341-10-090-001-0-000	$ 19,995.49
OTHER COURT FEES: CRIMINAL CLERK FEE (CCP ART. 102.005)		$ 6,091.03		
LAW ENFORCEMENT LAB COSTS(CCP ART 42.12 SEC 11)		$ -		
CRIME STOPPERS - ADULT PROBATION DEPT.		$ -		
MOTHERS AGAINST DRUNK DRIVING		$ 75.00		
WOMEN TOGETHER EMERGENCY SHELTER		$ 131.33		
ESTRELLA'S HOUSE		$ -		
ATTORNEY AD-LITEM		$ 3,066.84		
SUBTOTAL			$ 9,364.20	
LESS: LAW ENFORCEMENT LAB COSTS			$ -	
LESS: CRIME STOPPERS			$ -	
LESS: MOTHERS AGAINST DRUNK DRIVING			$ (75.00)	
LESS: WOMEN TOGETHER EMERGENCY SHELTER			$ (131.33)	
LESS: ESTRELLA'S HOUSE			$ -	
LESS: ATTORNEY AD-LITEM			$ (3,066.84)	
TOTAL OTHER COURT FEES			1100-341-10-090-005-0-000	$ 6,091.03

HIDALGO COUNTY DISTRICT CLERK MONTHLY FEE REPORT
PAGE 2 OF 3

FOR THE MONTH OF JANUARY 2016

CONSOLIDATED COURT COST(LGC133.102)	1/1/04 A&B MISD@$83.00 MISD@$40.00 A&B MISD@40.00 MISD@$17.00	FEL@$133.00	1100-207-20-000-015-0-000	$ 19,304.11
CRIMINAL JUSTICE FEES (CCP 102.51)	PRIOR 8/31/97 FEL @ $20.00 MISD @ $10.00		1100-207-20-000-003-0-000	$ -
BREATH ALCOHOL TESTING (CCP 102.016)	9/1/91-8/31/97 @$30.00		1100-207-20-000-006-0-000	$ -
COMPREHENSIVE REHABILITATION (CCP 102.81)	9/1/91-8/31/97 @$25.00		1100-207-20-000-008-0-000	$ 4.50
LAW ENFORCE EDUC. FUND(GC 415.082)	$3.50		1100-207-20-000-011-0-000	$ -
CRIME STOPPERS (CCP 102.013) @ $2.00	9/1/89-8/31/97 @$2.00		1100-207-20-000-014-0-000	$ -
ABUSED CHILDREN'S COUNSELING (CCP 37.072)			1100-207-20-000-016-0-000	$ -
JUVENILE CRIME & DELINQUENCY(CCP 102.075 (m))	9/1/97-8/31/01 @$0.25, 9/1/01-12/31/03 @$0.50		1100-207-20-000-007-0-000	$ 3.44
FUGITIVE APPREHENSION FUND (CCP 102.19)	9/1/97-12/31/03 @$5.00		1100-207-20-000-009-0-000	$ 42.08
CRIME VIC. COMP. FUND (CCP 56.55)	FEL @$45.00 MISD @$35.00		1100-207-20-000-017-0-000	$ 378.39
JUDICIAL&COURT PERSON. TRAINING (GC 56.001)	9/1/85-8/30/99 @$1.00, 8/31/99-12/31/03 @$2.00		1100-207-20-000-027-0-000	$ 14.82
CORRECTIONAL MGMT INST OF TX (CCP 102.075(n))	9/1/01-12/31/03 @ $0.50		1100-207-20-000-029-0-000	$ 2.64
STATE AGENCY ARREST FEES (CCP 102.011, LGC 133.104)				
DPS: @ $5.00 Arrest			1100-207-20-000-019-0-000	$ 305.33
TABC: @ $5.00 Arrest			1100-207-20-000-020-0-000	$ -
P& W: @ $5.00 Arrest			1100-207-20-000-021-0-000	$ -
DNA TESTING FEE (CCD 102.020,GC 411.1471(a)(1) or (a)(2) $250.00, GC 411.1471(a)(3) $50.00)			1100-207-20-000-030-0-000	$ 837.33
JUVENILE PROBATION DIVERSION FUND (FC ART 54.0411) @ $20.00			1100-207-20-000-033-0-000	$ -
JURY SERVICE FUND (SB 1704) @$4.00			1100-207-20-000-053-0-000	$ 556.65
JUDICIAL SUPPORT FEE - STATE -(LGC 133.105) @$3.40			1100-207-20-000-054-0-000	$ 735.04
JUDICIAL SUPPORT FEE - COUNTY -(LGC 133.105) @$0.60			1100-341-10-090-009-0-000	$ 83.46
STATE TRAFFIC FEE (TRC 542.4031)	AFTER 9/1/03 @$30.00		1100-207-20-000-035-0-000	$ -
NONDISCLOSURE FEE (GC 411.081(d)-(h)) # 0 cases	AFTER 9/1/03 @$28.00		1100-207-20-000-037-0-000	$ -
EXPUNGEMENT OF OFFENSES FOR MINORS (CCP 102.006 AND GC103.021)	AFTER 1/1/06@$30.00		1100-341-10-090-010-0-000	$ -
DRUG COURT FEE-STATE (CCP 102.0178)	AFTER 6/15/07		1100-207-20-000-058-0-000	$ 3,129.74
EMS TRAUMA FUND (CCP 102.0185 PC CHAP.49)	AFTER 1/1/04 @$100.00		1100-207-20-000-038-0-000	$ 1,875.82
INDIGENT DEFENSE REPRESENTATION FUND (LGC 133.107)	AFTER 1/1/08 @$ 2.00		1100-207-20-000-059-0-000	$ 263.00
DNA COMMUNITY SUPERVISION - DNA TESTING (CCP102.020)	AFTER 1/1/10 @ $34.00		1100-207-20-000-063-0-000	$ 2,737.52
DNA COMMUNITY SUPERVISION - JUVENILE - DNA TESTING (CCP 102.020)	AFTER 1/1/10 @$50.00		1100-207-20-000-064-0-000	$ -
COUNTY & DISTRICT COURT TECHNOLOGY FUND (CCP 102.0169)	AFTER 1/1/10@ $4.00		1255-341-10-090-000-0-000	$ 508.12
COUNTY CHILD ABUSE PREVENTION FUND (CCP 102.0186)	AFTER 1/1/06@$100.00		1234-341-10-090-000-0-000	$ 183.57
MENTAL HEALTH EXPERTS COMPENSATION			1100-360-00-000-000-0-000	$ 67.39
RESTITUTION FEE / STATE (CCP 42.037)	AFTER 1/1/06 @$6.00			$ -
RESTITUTION FEE / COUNTY (CCP 42.037)	AFTER 1/1/06 @$6.00			$ -
FAILURE TO APPEAR - STATE (TRANS. CODE 706.006-.007)	AFTER 7/5/11 @$20.00		1100-207-20-000-066-0-000	$ 1,087.28
FAILURE TO APPEAR - DISTRICT CLERK (TRANS. CODE 706.006-.007)	AFTER 7/5/11 @$4.00		1100-341-10-090-017-0-000	$ 217.49
FAILURE TO APPEAR - OMNI BASE (TRANS. CODE 706.006-.007)	AFTER 7/5/11 @$6.00		1100-202-00-000-019-0-000	$ 326.14
E-FILING COST ON CONVICTION FEE (GC 102.0415) 9/1/13 @ $5.00			1100-207-20-000-071-0-000	$ 578.49
TEXAS HOME VISITING PROGRAM CONTRIBUTIONS @$5.00			1100-207-20-000-074-0-000	$ -
COURT FACILITIES FEE - DISTRICT CLERK (GC 51.711) 1/1/16 @ $20.00			1100-341-10-090-019-0-000	$ 10,740.00
DELINQUENT ATTORNEY FEE 1/1/2016			1100-202-00-000-004-0-000	$ 3,558.26
DUE TO GENERAL (95' COMPTROLLER AUDIT)			1100-360-00-000-000-0-000	$ 1.70
TOTAL FEES COLLECTED FOR PAYMENT TO COUNTY TREASURER			1100-227-30-000-019-0-000	$ 466,964.58
TOTAL CASH RECEIVED				$ 479,576.75
LESS: AMOUNT PAID TO COUNTY TREASURER		$ 466,964.58		
AMOUNT DUE TO COUNTY TREASURER		$ -		
AMOUNT OVERPAID TO COUNTY TREASURER		$ -		
OTHER DISBURSEMENTS		$ 4,890.00		
TOTAL DISBURSEMENTS				$ 471,854.58
NET AMOUNT AVILABLE FOR DEPOSIT TO CLERK'S FEE ACCOUNT				$ 7,722.17

PROOF:

AMOUNT RECEIVED:	$ 7,880.00
AMOUNT LIQ.:	$ (3,431.00)
CRIME STOPPERS (ADULT PROBATION):	$ -
LAW ENFORCEMENT LAB COSTS (DPS):	$ -
MOTHERS AGAINST DRUNK DRIVING	$ 75.00
WOMEN TOGETHER EMERGENCY SHELTER	$ 131.33
ESTRELLA'S HOUSE	$ -
ATTORNEY AD-LITEM	$ 3,066.84
ADULT PROBATION:	$ -
SHORTAGE/OVERAGE	$ -
NET AMOUNT	$ 7,722.17

2/5/16

HIDALGO COUNTY DISTRICT CLERK MONTHLY FEE REPORT
PAGE 3 OF 3

FOR THE MONTH OF JANUARY 2016

REMITTANCES TO COUNTY TREASURER:

	DATE	CHECK NUMBER	DATES OF REPORTS	AMOUNT	TREASURER REC #
CIVIL1)	01/22/16	46067	01/04/16 - 01/08/16	$ 94,803.99	194559
CIVIL2)	01/22/16	46068	01/11/16 - 01/15/16	$ 75,067.60	194553
CIVIL3)	02/04/16	46091	01/18/16 - 01/22/16	$ 76,429.00	~~0~~ 195011
CIVIL4)	02/03/16	46088	01/25/16 - 01/29/16	$ 88,157.95	~~0~~ 195010
CIVIL5)		0	00/00/00 - 00/00/00	$ -	0
CIVIL6)		0	00/00/00 - 00/00/00	$ -	0
CIVIL7)		0	00/00/00 - 00/00/00	$ -	0
CIVIL8)		0	00/00/00 - 00/00/00	$ -	0
CIVIL9)		0	00/00/00 - 00/00/00	$ -	0
CRM1)	01/22/16	46063	01/04/16 - 01/06/16	$ 25,512.50	194561
CRM2)	01/22/16	46064	01/07/16 - 01/08/16	$ 17,589.34	194560
CRM3)	01/22/16	46065	01/11/16 - 01/13/16	$ 21,704.95	194558
CRM4)	01/22/16	46066	01/14/16 - 01/15/16	$ 11,107.00	194557
CRM5)	02/04/16	46089	01/18/16 - 01/20/16	$ 15,058.40	~~0~~ 195016
CRM6)	02/04/16	46090	01/21/16 - 01/22/16	$ 10,454.45	~~0~~ 195014
CRM7)	02/03/16	46086	01/25/16 - 01/27/16	$ 16,291.90	~~0~~ 195013
CRM8)	02/03/16	46087	01/28/16 - 01/29/16	$ 14,787.50	~~0~~ 195012
CRM9)		0	00/00/00 - 00/00/00	$ -	0
CRM10)		0	00/00/00 - 00/00/00	$ -	0
TOTAL AMOUNT OF REMITTANCES				$ 466,964.58	

PREPARED BY: [signature] 2/5/16
BOOKKEEPER DATE

REVIEWED BY: [signature] 2/5/16
ACCOUNTANT DATE

INTERNAL AUDITOR DATE

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[signature] 2/5/16
DISTRICT CLERK OR DESGINEE SIGNATURE DATE

THIS REPORT IS DUE IN THE COUNTY AUDITOR BEFORE THE FIFTH (5) WORKING DAY OF THE FOLLOWING MONTH.

AI-53504

Planning Department 6. A.

CC CONSENT
Meeting Date: 02/23/2016
Submitted For: Flor Castillo, PLANNING DEPT.
Submitted By: Flor Castillo, PLANNING DEPT.
Department: PLANNING DEPT.

Information

CAPTION

1. Approval of Certificate of Plat and Utility Status under Texas Local Govt. Code Section 232.028(b)
2. Approval of Certificate of Water Service Availability under Texas Local Govt. Code Section 232.029 (c)(2)

BACKGROUND

Fiscal Impact

Attachments

Certificates Transmittal
Certificate of Plat & utility status

Form Review

Inbox	Reviewed By	Date
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Flor Castillo Started On: 02/19/2016 04:54 PM
Final Approval Date: 02/19/2016

	NAME	SUBDIVISION	LOT	UTILITY	PERMIT #
1	Berenice Alvarado	The Estates at Santa Cruz Ranches Subd.	2	NAWSC	4-15193
2	Jose I. Quiroga	Replat of Lot 2, Vista Bonita Subd. No. 10	-	N/A	Blanket Cover
3	Juan Arellanos	Davis Ranchettes Subd.	12	Utilities	4-14896
4	Oscar Limon	Paloma Del Valle Ph. 2 Subd.	97	AEP	4-15131
5	Juan De Leon	Evergreen Valley Est. Ph. 2	148	Utilities	4-14778
6	Anthony Jordan	Tex-Mex Survey Blok. 236	2	N/A	4-15001
7	Frank Coronado	Brazil Tract Blk. 160 Sec. 09	-	AEP	4-14123

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-15-93

HIDALGO COUNTY
CERTIFICATE OF PLAT AND UTILITY STATUS
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Jesus G Treviño / Berenice Alvarado

Address: 3318 E FM 2812 Edinburg Tx 78542

Phone: 956 929 8190

	Temporary Service	Final Service
Approved by Environmental Health:		
	Authorized Signature	Authorized Signature
Inspection/Permit No:		Pre-Install
Date Approved:	/ /	2 / 16 / 16

Water Supplier: N/A

Utility Provider: [ ]M.V.E.C. [ ] AEP

Account/ESI No.: N/A

[ ] Temporary Pole [✓] Permanent Service

regarding the land described as: lot #2 The Estates at Santa Cruz Ranches

on_____, 20_____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232,028(b):

Fill in **"yes"** or **"no"** in each blank

yes A plat has been prepared;

yes A plat has been reviewed and approved by the Commissioners Court; (Date approved 11/14/2016);

yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable; (verified by _____);

no an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable; (verified by _____);

yes individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023; (verified by _____);

yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023. (verified by _____);

Planning Department Authorized Signature | **Hidalgo County Judge** | **Date**

ATTEST: _____ **Hidalgo County Clerk** | **Date**

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

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956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-15/93

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Berenice Alvarado Jesus G. Trevino

Address: 3318 E FM 2812
Edinburg TX 78542

Phone: 956-929-8190

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

The Estates at Santa Cruz Ranches lot 42

STATUS OF PERSON OR ENTITY MAKING REQUEST:

_____ Subdivider
__✓__ Owner of lot in subdivision
_____ Resident of lot in a subdivision
_____ Entity that provides utility service

Berenice Alvarado — Requesting Party (Signature)

2/16/16 — Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

__✓__ Deed
_____ Executory Contract
_____ Lease
_____ Rent Receipt
_____ Affidavit
__✓__ Other (describe) Copy of permit

This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

2/19/16 — **Date**

County Official

Chapter 232 Texas LGC Application

APPLICATION NO:
4-15193
Feb. 16, 2016

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

T3135-00-000-0002-00

[1] OWNER: TREVINO, JESUS VILLANUEVA &
ALVARADO, BERENICE
3318 E FM 2812
EDINBURG, TX 78542
Telephone No. 929-8190

[2] CONTRACTOR: SELF

[3] WATER SYSTEM: N AL

[4] PURPOSE OF APPLICATION: MOVED BUILDING
44- MOBILE HOMES

[5] SIZE OF STRUCTURE: 810 Sq. Ft.

[6] USE OF BUILDING: RESD. ZONE-X

[7] LEGAL DESC./NAME OF SUBDIVISION
THE ESTATES AT SANTA CRUZ
RANCHES LOT#2

LOCATION: 0 22 1/2 BRUSHLINE

[8] SEWAGE: EXIST

[9] CONSTRUCTION TYPE: META

[10] EST. COST OF CONST.: $8,000

[11] SPECIAL FLOOD HAZARD AREA: ____YES
__✓__NO

Special Conditions: No construction allowed over any easements.
MUST COMPLY WITH ALL COUNTY SETBACKS & REGULATIONS
FRONT:49' BACK:30' SIDES:6'
MINIMUM ELEV. 18" ABOVE THE TOP OF CUERB

Prepared by — Date: 2/10/16

Julio Ruiz
Approved by — Date: 2/9/16

Berenice Alvarado
Signature of Owner or Applicant — Date: 02/16/16

FOR COUNTY USE ONLY
APPLICATION FEES

OTHER_____
TOTAL AMOUNT **$30.00**

Light [X] Water [X]

Flood Zone: NO 480334 Pct: 4
Panel No. /Suffix:

Community No.: 0225D

Certification of Elevation
Required: ____ YES ✓ NO ____ BFE

A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Charge to: VLTC
GF # 146339

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your Social Security number or your driver's license number.

Special Warranty Deed with Vendor's Lien

Date: January 25, 2016

Grantors: JERRY COLVIN and wife, VIRGINIA COLVIN

Grantors' Mailing Address: 1711 Relaxation Road
Edinburg, Texas 78539
Hidalgo County

Grantees: JESUS G. TREVINO VILLANUEVA and wife, BERENICE ALVARADO

Grantees' Mailing Address: 3318 East FM 2812
Edinburg, Texas 78542
Hidalgo County

Consideration: A note of even date executed by Grantees and payable to the order of JERRY COLVIN and wife, VIRGINIA COLVIN, in the principal amount of EIGHT THOUSAND FIVE HUNDRED AND 00/100 DOLLARS ($8,500.00). The note is secured by a first and superior vendor's lien and superior title retained in this deed and by a first-lien deed of trust of even date from Grantees to JOSEPH PRESTIA, Trustee.

Property (including any improvements):
All of Lot 2, THE ESTATES AT SANTA CRUZ RANCHES, Hidalgo County, Texas, according to the map recorded in Volume 51, Pages 184 thru 186, Map Records in the Office of the County Clerk of Hidalgo County, Texas, reference to which is here made for all purposes.

Reservations from Conveyance and Exceptions to Conveyance and Warranty:

1. Dated December 29, 2006, filed January 19, 2007 under Document Number 2007-1711496, Official Records and Volume 51, Pages 184 thru 186, Map Records of Hidalgo County, Texas, but omitting any covenant or restriction based on race, color, religion, sex, handicap, familial status or national origin unless and only to the extent that said covenant (a) is exempt under Chapter 42, Section 3607 of the United States Code or (b) relates to handicap but does not discriminate against handicapped person.
2. Minimum floor elevations, setback lines, utility easements and restrictions as shown on the map of The Estates at Santa Cruz Ranches, recorded in Volume 51, Pages 184 thru 186, Map Records of Hidalgo County, Texas.
3. Blanket Right of way easement in favor of Rio Grande Valley Gas Company as shown by instrument dated April 14, 1943, recorded in Volume 510, Page 34, Deed Records of Hidalgo County, Texas.
4. Blanket Right of way easement in favor of Rio Grande Valley Gas Company as shown by instrument dated May 17, 1947, recorded in Volume 619, Page 635, Deed Records of Hidalgo County, Texas.
5. Blanket Right of way easement in favor of Carthage Hydrocol Inc. as shown by instrument dated January 18, 1949, recorded in Volume 656, Page 161, Deed Records of Hidalgo County, Texas. By instrument dated December 13, 1994, filed January 10, 1995 under Document Number 429782, Official Records of Hidalgo County, Texas, said easement was assigned unto Valero Transmission, L.P., a Limited Partnership.
6. Blanket Right of way easement in favor of Magnolia Petroleum Company as shown by instrument dated July 11, 1952, recorded in Volume 130, Page 378, Oil and Gas Records of Hidalgo County, Texas.
7. Blanket Right of way easement in favor of Magnolia Petroleum Company as shown by instrument dated May 12, 1955, recorded in Volume 832, Page 441, Deed Records of Hidalgo County, Texas.
8. Blanket Right of way easement in favor of Magnolia Petroleum Company as shown by instrument dated September 29, 1955, recorded in Volume 843, Page 480, Deed Records of Hidalgo County, Texas.
9. Blanket Right of way easement in favor of Celanese Corporation as shown by instrument dated December 7, 1957, recorded in Volume 905, Page 104 and Volume 905, Page 106, both in the Deed Records of Hidalgo County, Texas.
10. Blanket right of way easement in favor of Central Power and Light Company as shown by instrument dated February 16, 1960, recorded in Volume 978, Page 433, Deed Records of Hidalgo County, Texas.

Blanket Right of way easement in favor of Western Natural Gas Company as shown by instrument dated March 16, 1962, recorded in Volume 1036, Page 183, Deed Records of Hidalgo County, Texas.

12. Blanket Right of way easement in favor of Highland Resources, Inc. as shown by instrument dated November 21, 1977, recorded in Volume 1557, Page 177, Deed Records of Hidalgo County, Texas.
13. Terms, stipulations and conditions contained in Oil, Gas and Mineral Lease executed by San Salvador Development Company, Inc. to The Texas Fuel Company, dated July 15, 1990, recorded in Volume 2951, Page 834, Official Records of Hidalgo County, Texas.
14. Lease for coal, lignite, oil, gas or other minerals, together with rights incident thereto, by and between John Frances Heard, Jr. and others, as Lessor, and The Texas Fuel Company, as Lessee, dated April 11, 1991, recorded in Volume 3062, Page 729, Official Records of Hidalgo County, Texas.
15. Lease for coal, lignite, oil, gas or other minerals, together with rights incident thereto, by and between Black Stone Minerals Company, L.P., as Lessor, and Rio Grande Royalty Company, Inc., as Lessee, dated June 30, 1999, filed July 13, 1999 under Document Number 790309, Official Records of Hidalgo County, Texas.
16. Lease for coal, lignite, oil, gas or other minerals, together with rights incident thereto, by and between 5H Brothers, L.P., a Texas Limited Partnership, as Lessor, and Texacadia, L.L.C., a Texas Limited Liability Company, as Lessee, dated April 15, 2001, filed April 19, 2001 under Document Number 962311, Official Records of Hidalgo County, Texas.
17. Lease for coal, lignite, oil, gas or other minerals, together with rights incident thereto, by and between LeAnn Billups and others, as Lessor, and Cody Texas, L.P., as Lessee, dated May 1, 2001, filed August 9, 2001 under Document Number 996716, Official Records of Hidalgo County, Texas.
18. Mineral and/or royalty reservation contained in deed dated October 3, 1969, recorded in Volume 1241, Page 629, Deed Records of Hidalgo County, Texas.
19. Mineral and/or royalty reservation contained in deeds dated October 10, 2003, filed October 27, 2003 under Document Number 1259194 and dated December 29, 2006, filed January 19, 2007 under Document Number 2007-1711496, both in the Official Records of Hidalgo County, Texas.
20. Visible and apparent easements on or across the property herein described.

Grantor, for the consideration and subject to the reservations from conveyance and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee all of Grantor's interest in the property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof when the claim is by, through, or under Grantor but not otherwise, except as to the reservations from conveyance and exceptions to conveyance and warranty.

The vendor's lien against and superior title to the Property are retained until each note described is fully paid according to its terms, at which time this deed will become absolute.

When the context requires, singular nouns and pronouns include the plural.

JERRY COLVIN

VIRGINIA COLVIN

{Certificate of Acknowledgment}

STATE OF TEXAS *

COUNTY OF HIDALGO *

Before me, a notary public in and for the state of Texas, on this day personally appeared JERRY COLVIN and wife, VIRGINIA COLVIN, who proved to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 25th day of January, 2016.



Carmen Torres

Notary Public, State of Texas

PREPARED IN THE OFFICE OF:
PRESTIA & ORNELAS
P. O. Box 876
Edinburg, Texas 78540
Tel: (956) 383-6251
Fax: (956) 381-8183

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Septics Installed

Precinct 1 2 3 4

Application No: N/A

HIDALGO COUNTY
CERTIFICATE OF PLAT AND UTILITY STATUS
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Jose A. Quiroga HQ Investments

Address: 319 Quanza St. Edinburg, TX 78539

Phone: 212-1400

	Approved by Environmental Health:	Temporary Service	Final Service
		N/A	
		Authorized Signature	Authorized Signature
	Inspection/Permit No:		Existing OSSF
	Date Approved:	/ /	2/19/16

Water Supplier: NAWSC

Utility Provider: [ ]M.V.E.C. [ ] AEP

Account/ESI No.: N/A

[ ] Temporary Pole [ ] Permanent Service

regarding the land described as: Replat of Lot 2, Vista Benita Subdivision No. 10

on_____, 20_____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232,028(b):

Fill in **"yes"** or **"no"** in each blank

YES A plat has been prepared;

YES A plat has been reviewed and approved by the Commissioners Court; (Date approved 2-03-16);

YES water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable; (verified by Gloria Castillo);

NO an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable; (verified by _____);

YES individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023; (verified by _____);

YES electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023. (verified by Gloria Castillo);

_____ _____ _____

Planning Department Authorized Signature **Hidalgo County Judge** **Date**

ATTEST: _____ _____

Hidalgo County Clerk **Date**

PLANNING DEPARTMENT

County of Hidalgo

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956-205-7049

T.J. Arredondo, CFM
Director of Planning

Septics Installed.

Precinct 1 2 3 4

Application No: DH

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Jose I. Qiroga, Member
Name: HQ Investmetns Group, LLC

Address: 319 Quarz Street

Edinburg, Texas 78539

Phone: (956) 212-1600

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

A 1.07 acre tract of land being all of Lot 2, Vista Bonita Subdivision No. 10, Hidalgo County, Texas

STATUS OF PERSON OR ENTITY MAKING REQUEST:

X Subdivider
_____ Owner of lot in subdivision
_____ Resident of lot in a subdivision
_____ Entity that provides utility service

Requesting Party (Signature) — Date: 12-15-15

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

X Deed
_____ Executory Contract
_____ Lease
_____ Rent Receipt
_____ Affidavit
✓ Other (describe) Copy of Subd. plat

This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

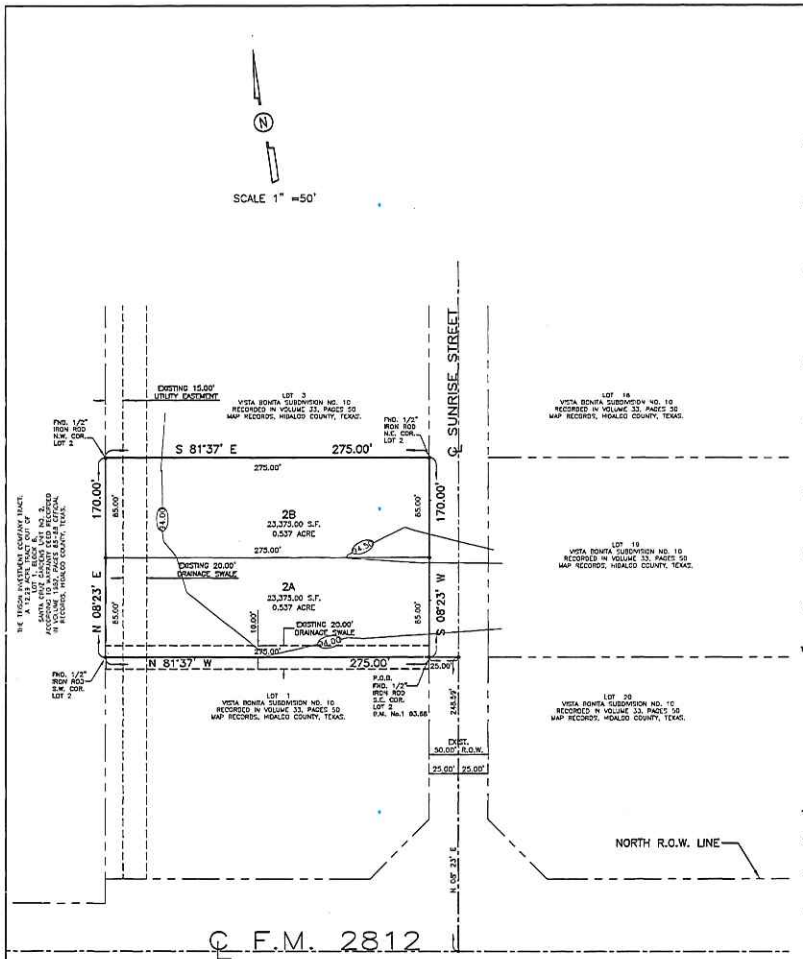
2/18/2016
Date

County Official

MINOR PLAT OF:

REPLAT OF LOT 2
VISTA BONITA SUBDIVISION No. 10

A 1.07 ACRE TRACT OF LAND BEING ALL OF LOT 2, VISTA BONITA SUBDIVISION No. 10, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 33, PAGE 50, MAP RECORDS, HIDALGO COUNTY, TEXAS, AND ACCORDING TO SPECIAL WARRANTY DEED RECORDED IN COUNTY CLERK'S DOCUMENT NUMBER 2583021, OFFICIAL RECORDS, HIDALGO COUNTY, TEXAS.



LOCATION MAP

SCALE= 1":500'



REVISION NOTES

No.	Sheet	REVISION	Date	Approved

LOCATION OF SUBDIVISION WITH RESPECT TO THE EXTRATERRITORIAL JURISDICTION OF A MUNICIPALITY:

REPLAT OF LOT 2 VISTA BONITA SUBDIVISION No. 10 IS LOCATED IN MIDDLE HIDALGO COUNTY ON THE WEST SIDE OF SUNRISE STREET APPROXIMATELY 246.59 FEET NORTH OF FM 2812 ROAD. THE ONLY NEARBY MUNICIPALITY IS THE CITY OF EDINBURG. ACCORDING TO THE OFFICIAL MAP IN THE OFFICE OF THE SECRETARY OF THE CITY OF EDINBURG (POPULATION 77,100), REPLAT OF LOT 2 VISTA BONITA SUBDIVISION No 10 LIES APPROXIMATELY 0.08 OF A MILE FROM THE CITY LIMITS AND IT IS WITHIN THE CITY'S 3½-MILE EXTRA-TERRITORIAL JURISDICTION (ETJ) UNDER LOCAL GOVERNMENT CODE § 42.021. IT LIES IN PCT. 4.

PRINCIPAL CONTACTS:

	Name	Address	City & Zip	Phone	Fax
OWNER:	BY: JOSE I. QUIROGA, MEMBER OF HQ INVESTMENT GROUP, LLC	319 QUARTZ STREET	EDINBURG, TX 78539	(956)212-1600	
ENGINEER:	ALFONSO QUINTANILLA	124 E. STUBBS	EDINBURG, TX 78539	(956)381-6480	(956)381-0527
SURVEYOR:	ALFONSO QUINTANILLA	124 E. STUBBS	EDINBURG, TX 78539	(956)381-6480	(956)381-0527

PLAT NOTES AND RESTRICTIONS:

1.- FLOOD ZONE DESIGNATION: ZONE "X"
AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAIN.
COMMUNITY-PANEL NUMBER 480334 0325 B - JUNE 6, 2000
REVISED TO REFLECT LOWR MAY 17, 2001

CONSTRUCTION OF RESIDENTIAL HOUSING WITHIN ANY AREA OF THE SUBDIVISION THAT IS IN THE 100-YEAR FLOOD PLAIN IS PROHIBITED UNLESS THE HOUSING QUALIFIES FOR INSURANCE UNDER THE NATIONAL FLOOD INSURANCE ACT OF 1968 (42 U.S.C. SECTIONS 4001 THROUGH 4127).

2.- SETBACKS:
FRONT: 25.00 FEET
REAR: 25.00 FEET
SIDE: 6.00 FEET
OR EASEMENT, WHICHEVER IS GREATER

3.- GENERAL NOTE FOR SINGLE FAMILY RESIDENTIAL:
NO MORE THAN ONE-SINGLE FAMILY DETACHED DWELLING SHALL BE LOCATED ON EACH LOT. NO COMMERCIAL USE SHALL BE ALLOWED ON ALL THE FOLLOWING INTERNAL LOT 2A AND LOT 2B. APPLICATIONS FOR CONSTRUCTION ARE REQUIRED PRIOR TO OCCUPYING THE LOT

4.- MINIMUM FINISH FLOOR NOTE:
MINIMUM FINISH FLOOR ELEVATION SHALL BE 18" ABOVE CENTERLINE OF THE STREET OR 18" ABOVE NATURAL GROUND, WHICHEVER IS GREATER. ELEVATION CERTIFICATE MAY BE REQUIRED FOR LOTS LOCATED OUTSIDE A DESIGNATED FLOOD ZONE AT THE TIME FOR APPLICATION FOR CONSTRUCTION TO VERIFY PRE AND POST CONSTRUCTION FINISH FLOOR ELEVATIONS. AN ELEVATION CERTIFICATE SHALL BE REQUIRED FOR ALL LOTS WITHIN A DESIGNATED FLOOD ZONE AT THE TIME FOR A DEVELOPMENT PERMIT APPLICATION.

5.- BENCHMARK NOTE:
THE FOLLOWING BENCHMARK IS IDENTIFIED ON THE FACE OF THE PLAT AND ON THE ATTACHED ENGINEERING PLANS.
B.M. No.1= ELEV=83.68, 1/2" IRON ROD ON THE SOUTHEAST CORNER OF THIS TRACT

6.- DRAINAGE:
IN ACCORDANCE WITH THE HIDALGO COUNTY DRAINAGE DISTRICT No. 1 AND HIDALGO COUNTY REQUIREMENTS, THIS DEVELOPMENT WILL BE REQUIRED TO DETAIN A TOTAL OF 1,536.00 CUBIC FEET (0.04 ACRE FEET) OF STORM WATER RUNOFF. DRAINAGE RETENTION IN ACCORDANCE WITH THE LOCAL REQUIREMENTS WILL BE ACCOMPLISHED AS FOLLOWS: SEE DRAINAGE REPORT ON SHEET No. 2.

7.- DRAINAGE SWALE EASEMENTS NOTE:
NO FILL OR PERMANENT STRUCTURES SHALL BE ALLOWED WITHIN ANY DRAINAGE SWALE EASEMENT. EACH DRAINAGE SWALE EASEMENT SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, PLANTINGS, AND OTHER OBSTRUCTIONS THAT WOULD INTERFERE WITH THE OPERATION OF THE DRAINAGE SWALE EASEMENT THE LOT OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE SWALES.

8.- NO STRUCTURE SHALL BE PERMITTED OVER ANY EASEMENT. EASEMENTS SHALL BE KEPT CLEAR OF FENCES, BUILDINGS, SHEDS, SHRUBS TREES, AND OTHER PLANTINGS (EXCEPT LOW, LESS THAN 18 INCHES MATURE HEIGHT, GROUND COVER, GRASS, OR FLOWERS) AND OTHER OBSTRUCTIONS THAT WOULD INTERFERE WITH THE OPERATIONS AND MAINTENANCE OF THE EASEMENT.

9.- EACH PURCHASED CONTRACT MADE BETWEEN A SUBDIVIDER AND PURCHASER OF A LOT IN THIS SUBDIVISION SHALL CONTAIN A STATEMENT DESCRIBING HOW AND WHEN WATER, SEWER, ELECTRICITY AND GAS SERVICES WILL BE MADE AVAILABLE TO THE SUBDIVISION

10.- ON-SITE SEWAGE FACILITIES (OSSF) NOTE:
THIS SUBDIVISION SHALL USE ON-SITE SEWAGE FACILITIES IN ACCORDANCE WITH TCEQ AND HIDALGO COUNTY REGULATIONS FOR SEWAGE DISPOSAL.
THE SUBDIVIDER IS RESPONSIBLE FOR PROVIDING AN OSSF ON ALL LOTS.
A. OSSF SYSTEM IS BEING DESIGNED FOR DISPOSAL OF DOMESTIC SEWERAGE ONLY
B. EACH LOT ON THIS PLAT COMPLIES WITH THE MINIMUM 21,780 SQUARE FEET LOT AREA WITH POTABLE WATER SUPPLY.
C. OSSF SYSTEM SHALL REQUIRE INSPECTION AND APPROVAL BY HIDALGO COUNTY AUTHORIZED DEPARTMENT.
D. SOIL ANALYSIS HAVE BEEN SUBMITTED TO THE AUTHORIZED HIDALGO COUNTY DEPARTMENT AND EXCERPT MAY BE ALSO SEEN ON THE UTILITY LAYOUT FOR THIS SUBDIVISION AS SUBMITTED TO THE HIDALGO COUNTY PLANNING DEPARTMENT. THE SOIL EVALUATION HAS DETERMINED THAT THE SOIL IS SUITABLE FOR A STANDARD SEPTIC TANK AND ABSORPTIVE DRAINFIELD SYSTEM.
E. APPROVED "OSSF" PERMIT APPLICATION IS REQUIRED INCLUDING INDIVIDUAL LOT PLANNING MATERIALS PRIOR TO OCCUPYING A LOT.

11.- THERE ARE NO WATER WELLS WITHIN 150 FEET FROM THE BOUNDARIES OF THIS SUBDIVISION.

12.- LEGEND = DENOTES 1/2" IRON ROD SET UNLESS OTHERWISE NOTED.

13.- BY: JOSE I. QUIROGA, MEMBER OF HQ INVESTMENT GROUP, LLC, THE OWNER & SUBDIVIDER OF REPLAT OF LOT 2 VISTA BONITA SUBDIVISION No. 10 RETAINS AN EASEMENT UPON EACH LOT FOR THE PURPOSES OF INSTALLING AN APPROVED OSSF ON THE LOT AS DESCRIBED ON SHEET No. 2 OF THIS PLAT.

14.- ALL PUBLIC UTILITIES EASEMENTS DEDICATED BY THIS PLAT SHALL BE A MINIMUM WIDTH OF 15.00 FEET AS PER THE HIDALGO CO COUNTY MODEL SUBDIVISION RULES. BY SIGNING THIS PLAT DEVELOPER AND ENGINEER CERTIFY THAT ALL OTHER EASEMENTS SHOWN COMPLY WITH THE SIZE REQUIRED BY EACH UTILITY PROVIDER OCCUPYING AN EASEMENT.

15.- ALL LOTS SHALL HAVE A POST DEVELOPMENT FINISHED GRADE FROM THE REAR OF THE LOT TO THE CURB AND/OR ROADSIDE DITCH AT A 0.5 % SLOPE TO ACCOMPLISH POSITIVE DRAINAGE. THIS IS IN ACCORDANCE WITH HIDALGO COUNTY APPENDIX 3: COUNTY CONSTRUCTION SPECIFICATIONS 3.1.4

16.- THE DEVELOPER SHALL BE RESPONSIBLE TO DETAIN AND ACCOMMODATE MORE THAN THE DETAINED VOLUME SHOW ABOVE IF IT DETERMINES AT THE DEVELOPMENT PERMIT STAGE THAT THE DETENTION REQUIREMENTS ARE GREATER THAN STATED ABOVE DUE TO THE IMPERVIOUS AREA BEING GREATER THE PLAT ENGINEER CONSIDERED FOR HIS CALCULATIONS OF THIS SUBDIVISION

17.- 100% OF PARKLAND FEE ($600.00) PER LOT HAS BEEN PAID BY DEVELOPER FOR LOTS 2A AND 2B. ($1,200.00 TOTAL PAID)

INDEX TO SHEETS

SHEET 1.- HEADING INDEX; LOCATION MAP AND ETJ; PRINCIPAL CONTACTS; MAP; LOT, STREETS, AND EASEMENT LAYOUT; DESCRIPTION (METES AND BOUNDS); ENGINEER'S & SURVEYOR'S CERTIFICATION; PLAT NOTES AND RESTRICTIONS; OWNER'S ACKNOWLEDGMENT; MAYOR'S CERTIFICATE, ADMINISTRATOR'S CERTIFICATE, PLANNING & ZONING CERTIFICATE, HIDALGO COUNTY HEALTH DEPARTMENT CERTIFICATE, COUNTY CLERK'S RECORDING CERTIFICATE; H.C.D.D. No. 1 CERTIFICATION, REVISION NOTES.

SHEET 2.- ENGINEERING REPORT, INCLUDING DESCRIPTION OF WATER AND OSSF AND ENGINEER'S CERTIFICATION (ENGLISH AND SPANISH VERSION); DRAINAGE REPORT INCLUDING DESCRIPTION OF DRAINAGE AND DRAINAGE SWALES; MAP OF TOPOGRAPHY AND DRAINAGE; AND ENGINEERING CERTIFICATION; REVISION NOTES; COUNTY CLERK'S RECORDING CERTIFICATE

METES AND BOUNDS

A 1.07 ACRE TRACT OF LAND BEING ALL OF LOT 2, VISTA BONITA SUBDIVISION No.10, HIDALGO COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 33, PAGE 50, MAP RECORDS, HIDALGO COUNTY, TEXAS, AND ACCORDING TO SPECIAL WARRANTY DEED RECORDED IN COUNTY CLERK'S DOCUMENT NUMBER 2583021, OFFICIAL RECORDS, HIDALGO COUNTY, TEXAS. REFERENCE TO WHICH IS HERE MADE FOR ALL PURPOSES AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS.

BEGINNING AT A 1/2" IRON ROD FOUND ON THE WEST RIGHT OF WAY LINE OF SUNRISE STREET FOR THE SOUTHEAST CORNER OF LOT 2 AND THE SOUTHEAST CORNER OF THIS TRACT.

THENCE; N 81°37' W, ALONG THE SOUTH LINE OF LOT 2, A DISTANCE OF 275.00 FEET TO A 1/2" IRON ROD FOUND FOR THE SOUTHWEST CORNER OF LOT 2 AND THE SOUTHWEST CORNER OF THIS TRACT.

THENCE; N 08°23' E, ALONG THE WEST LINE OF LOT 2, A DISTANCE OF 170.00 FEET TO A 1/2" IRON ROD FOUND FOR THE NORTHWEST CORNER OF LOT 2 AND THE NORTHWEST CORNER OF THIS TRACT.

THENCE; S 81°37' E, ALONG THE NORTH LINE LOT 2, A DISTANCE OF 275.00 FEET TO A 1/2" IRON ROD FOUND ON THE WEST RIGHT OF WAY LINE OF SUNRISE STREET FOR THE NORTHEAST CORNER OF LOT 2 AND THE NORTHEAST CORNER OF THIS TRACT.

THENCE; S 08°23' W, ALONG THE EAST LINE OF LOT 2 AND THE WEST RIGHT OF WAY OF SUNRISE STREET, A DISTANCE OF 170.00 FEET TO THE POINT OF BEGINNING AND CONTAINING 1.07 ACRES OF LAND MORE OE LESS.

BEARINGS ARE IN ACCORDANCE WITH VISTA BONITA SUBDIVISION NO. 10, RECORDED IN VOLUME 33, PAGE 50, MAP RECORDS, HIDALGO COUNTY, TEXAS.

STATE OF TEXAS
COUNTY OF HIDALGO

I, ALFONSO QUINTANILLA A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECTLY MADE FROM AN ACTUAL SURVEY MADE ON THE GROUND OF THE PROPERTY LEGALLY DESCRIBED HEREON, AND THAT THERE ARE NO APPARENT DISCREPANCIES, CONFLICTS, OVERLAPPING OF IMPROVEMENTS, VISIBLE UTILITY LINES OR ROADS IN PLACE, EXCEPT AS SHOWN ON THE ACCOMPANYING PLAT, AND THAT THE CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY SUPERVISION IN ACCORDANCE WITH THE SUBDIVISION REGULATIONS OF THE CITY OF EDINBURG, TEXAS.

DATED THIS THE 23 DAY OF MARCH 2015

REGISTERED PROFESSIONAL SURVEYOR
No. 4956 STATE OF TEXAS

STATE OF TEXAS
COUNTY OF HIDALGO

I, THE UNDERSIGNED, A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF TEXAS, DO HEREBY CERTIFY THAT THE PROPER ENGINEERING CONSIDERATIONS HAVE BEEN GIVEN TO THIS PLAT.

I CERTIFY THAT THE WATER AND SEWER SERVICE FACILITIES FOR LOTS INTENDED FOR RESIDENTIAL PURPOSES DESCRIBED ABOVE ARE IN COMPLIANCE WITH THE MODEL RULES ADOPTED UNDER SECTION 16.343, WATER CODE. THE ESTIMATED COSTS TO INSTALL UNCONSTRUCTED WATER AND SEWAGE FACILITIES DESCRIBED ABOVE ARE AS FOLLOWS: WATER FACILITIES: THESE FACILITIES HAVE BEEN CONSTRUCTED AT A TOTAL COST OF $ 6,530.00

SEWAGE FACILITIES: OSSF'S ARE ESTIMATED TO COST $1,500.00 PER LOT (ALL INCLUSIVE), FOR A TOTAL OF $3,000.00 FOR THE SUBDIVISION.

DATED THIS THE 9TH DAY OF OCTOBER 20 15

P.E.
LICENCED PROFESSIONAL ENGINEER
No. 95534 STATE OF TEXAS

STATE OF TEXAS
COUNTY OF HIDALGO
OWNER'S DEDICATION, CERTIFICATION, AND ATTESTATION

I, JOSE I. QUIROGA, MEMBER OF HQ INVESTMENT GROUP, LLC., AS OWNER OF THE 1.07 ACRES TRACT OF LAND ENCOMPASSED WITHIN THE PROPOSED REPLAT OF LOT 2, VISTA BONITA SUBDIVISION No. 10, HEREBY SUBDIVIDE THE LAND AS DEPICTED IN THIS SUBDIVISION PLAT AND DEDICATE TO PUBLIC USE THE STREET, PARK, AND EASEMENTS SHOWN HEREON.
I CERTIFY THAT I HAVE COMPLIED WITH THE REQUIREMENTS OF TEXAS LOCAL GOVERNMENT CODE §232.032 AND THAT:
(A) THE WATER QUALITY AND CONNECTIONS TO THE LOTS MEET, OR WILL MEET, THE MINIMUM STATE STANDARDS;
(B) SEWER CONNECTIONS TO THE LOTS OR SEPTIC TANKS MEET, OR WILL MEET, THE MINIMUM REQUIREMENTS OF STATE STANDARDS;
(C) ELECTRICAL CONNECTIONS PROVIDED TO THE LOTS MEET, OR WILL MEET, THE MINIMUM STATE STANDARDS; AND
(D) GAS CONNECTIONS, IF AVAILABLE, PROVIDED TO THE THE LOTS MEET, OR WILL MEET, THE MINIMUM STATE STANDARDS. I ATTEST THAT THE MATTERS ASSERTED IN THIS PLAT ARE TRUE AND COMPLETE.

HQ INVESTMENT GROUP, LLC
JOSE I. QUIROGA, MEMBER
319 QUARTZ STREET
EDINBURG, TEXAS 78539

10/19/15
DATE

STATE OF TEXAS
COUNTY OF HIDALGO

BEFORE ME, the undersigned notary public, on this day personally appeared JOSE I. QUIROGA, MEMBER OF HQ INVESTMENT GROUP, LLC

proved to me through his Texas Department of Public Safety Driver License to be the person whose name is subscribed to the foregoing instrument, who, being by me first duly sworn, declared that the statements therein are true and correct and acknowledged that she executed the same for the purposed and consideration thereby expressed.

Given under my hand and seal of office this 19th day of October, 2015

LILIA A. QUINTANILLA
Notary Public, State of Texas
My Commission Expires
June 23, 2016

LILIA A. QUINTANILLA- NOTARY PUBLIC

HIDALGO COUNTY
CERTIFICATE OF PLAT APPROVAL
UNDER LOCAL GOVERNMENT CODE § 232.028(a)

WE THE UNDERSIGNED CERTIFY that this plat of the REPLAT OF LOT 2, VISTA BONITA SUBDIVISION No. 10 was reviewed and approved by the Hidalgo County Commissioners Court on Feb 3, 2016

Hidalgo County Judge — 2/4/16
ATTEST: Hidalgo County Clerk — Date 2/10/16

2/3/16 7:45

APPROVED BY DRAINAGE DISTRICT:

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1 HEREBY CERTIFIES THAT THE DRAINAGE PLANS FOR THIS SUBDIVISION COMPLY WITH THE MINIMUM STANDARDS OF THE DISTRICT ADOPTED UNDER THE TEXAS WATER CODE 49.211(C). THE DISTRICT HAS NOT REVIEWED AND DOES NOT CERTIFY THAT THE DRAINAGE STRUCTURES DESCRIBED ARE APPROPRIATE FOR THE SPECIFIC SUBDIVISION BASED ON GENERALLY ACCEPTED ENGINEERING CRITERIA. IT IS THE RESPONSIBILITY OF THE DEVELOPER AND HIS ENGINEER TO MAKE THEIR DETERMINATIONS.

HIDALGO COUNTY DRAINAGE DISTRICT NO. 1

RAUL SESIN, P.E. C.F.M.
GENERAL MANAGER

12/16/15
DATE

PLANNING & ZONING
COMMISSION CERTIFICATION

I, the undersigned, Chairperson of the Planning and Zoning Commission of the City of Edinburg, hereby certify that this SUBDIVISION plat known as REPLAT OF LOT 2, VISTA BONITA SUBDIVISION No. 10 conforms to all requirements of the SUBDIVISION Regulations of the City of Edinburg, wherein my approval is required and has been approved for recording on the 7TH day of DECEMBER 20 15.

CHAIRPERSON-PLANNING & ZONING COMMISSION

CITY OF EDINBURG
MAYOR CERTIFICATION

I, THE UNDERSIGNED, MAYOR OF THE CITY OF EDINBURG, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THIS CITY WHEREIN MY APPROVAL IS REQUIRED.

MAYOR'S SIGNATURE — 12/16/2015 DATE
CITY SECRETARY — 12-14-15 DATE

HIDALGO COUNTY
CERTIFICATE OF PLAT APPROVAL

I THE UNDERSIGNED CERTIFY THAT THIS PLAT OF REPLAT OF LOT 2, VISTA BONITA SUBDIVISION No. 10 HAS REVIEWED AND APPROVED BY THE HIDALGO COUNTY HEALTH DEPARTMENT ON February 4 20 16

Chando Ramos — ENVIRONMENTAL HEALTH DIVISION MANAGER — 2/4/16 DATE

THE COUNTY OF HIDALGO TEXAS

FILED FOR RECORD IN
HIDALGO COUNTY
ARTURO GUAJARDO, JR.
HIDALGO COUNTY CLERK

ON: 2/10/16 AT 11:42 AM/PM
INSTRUMENT NUMBER 269212
OF THE MAP RECORDS OF HIDALGO COUNTY, TEXAS
BY: DEPUTY

QUINTANILLA, HEADLEY AND ASSOCIATES, INC.
CONSULTING ENGINEERS · LAND SURVEYORS
124 E. STUBBS ST.
EDINBURG, TEXAS 78539
ENGINEERING REGISTRATION NUMBER F-1513
SURVEYING REGISTRATION NUMBER 100411-00
PHONE 956-381-6480
FAX 956-381-0527
OFFICE@QHAENGINEERING.COM

SHEET NO. 1 OF 2 SHEETS	K:\JOBS\SUBDIVISION\EDINBURG\REPLAT OF LOT 2 VISTA BONITA SUBD. No. 10			
	DATE PREPARED	PREPARED BY	CHECKED BY	APPROVED BY
	03/20/2015	JOSE CANTON		
	DATE REVISED		CHECKED BY	APPROVED BY
	Oct. 06, 2015			

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

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956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-14896

HIDALGO COUNTY
CERTIFICATE OF PLAT AND UTILITY STATUS
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

Name: Juan Arellanos

Address: 3724 E Davis
Edinburg Tx 78542

Phone: 956/789-4169

	Temporary Service	Final Service
Approved by Environmental Health:		Charles Ramirez
	Authorized Signature	Authorized Signature
Inspection/Permit No:		Existing System
Date Approved:	/ /	2/17/16

Water Supplier: N. Alamo Water

Utility Provider: [ ] M.V.E.C. [✓] AEP

Account/ESI No.: 10032789416680079

[ ] Temporary Pole [ ] Permanent Service

regarding the land described as: Davis Ranchettes Lot #12,

on _____, 20_____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232,028(b):

Fill in **"yes"** or **"no"** in each blank

yes A plat has been prepared;

yes A plat has been reviewed and approved by the Commissioners Court; (Date approved 11/21/06);

yes water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable; (verified by _____);

NO an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable; (verified by Charles Ramirez);

Yes individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023; (verified by Charles Ramirez);

yes electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023. (verified by _____);

_____ _____ _____

Planning Department Authorized Signature **Hidalgo County Judge** **Date**

ATTEST: _____ _____

Hidalgo County Clerk **Date**

PLANNING DEPARTMENT
County of Hidalgo

Rev. 06-03-15

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T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-14896

REQUEST FOR HIDALGO COUNTY
CERTIFICATE OF PLAT AND UTILITY STATUS
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Juan A. Arellanos

Address: 1209 Trinity St.
Alamo Tx 78516

Phone: 956/789-4169

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Davis Ranchettes Lot #12

STATUS OF PERSON OR ENTITY MAKING REQUEST:

_____ Subdivider
__✓__ Owner of lot in subdivision
_____ Resident of lot in a subdivision
_____ Entity that provides utility service

Requesting Party (Signature) — Date: 2/17/16

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

__✓__ Deed
_____ Executory Contract
_____ Lease
_____ Rent Receipt
_____ Affidavit
__✓__ Other (describe) Copy of permit

This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

2/19/16
Date

County Official

Chapter 232 Texas LGC Application

APPLICATION NO:
4-14896
Oct. 8, 2015

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

D1550-00-000-0012-00

[1] OWNER: ARELLANOS, JUAN A.

1209 TRINITY ST
ALAMO, TX. 78516
Telephone No. 789-4169

[2] CONTRACTOR: SELF

[3] WATER SYSTEM: N AL

[4] PURPOSE OF APPLICATION: MOVED BUILDING
25- RESIDENTIAL NEW SINGLE DWELLING

[5] SIZE OF STRUCTURE: 2,100 Sq. Ft.

[6] USE OF BUILDING: RESD. ZONE-X

[7] LEGAL DESC./NAME OF SUBDIVISION
DAVIS RANCHETTES LOT #12

11/13/13NW/E AG. SERVICE

LOCATION: 0 KENYON & DAVIS RD

[8] SEWAGE: EXIST

[9] CONSTRUCTION TYPE: BRIC

[10] EST. COST OF CONST.: $120,000

[11] SPECIAL FLOOD HAZARD AREA: ____YES ____✓NO

Special Conditions: No construction allowed over any easements.
MUST COMPLY WITH ALL COUNTY SETBACKS & REGULATIONS
FRONT:50' BACK:80' SIDES:6'
MINIMUM ELEV. 18" ABOVE CENTER OF ROAD OR 12" ABOV

Prepared by — Date: 10/8/15

R. Rios — Approved by — Date: 10/8/15

Signature of Owner or Applicant — Date: 10-8-15

FOR COUNTY USE ONLY
APPLICATION FEES

OTHER ____
TOTAL AMOUNT **$30.00**

Light [X] Water [X]

Flood Zone: NO
Panel No. /Suffix: 480334 Pct: 4

Community No.: 03257

Certification of Elevation Required: ____ YES ____✓ NO ____ BFE

A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

"NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER."

SPECIAL WARRANTY DEED (WITH VENDOR'S LIEN)

The State of Texas, }
}
County of Hidalgo }

Know All Men by These Presents:

THAT Graciela Estates, Ltd. Grantor, whose address is: 916 S. McColl
Edinburg, Texas 78539

Of the County of Hidalgo, State of Texas, for and in consideration of $10.00 and other good and valuable consideration, and a note in the sum of **$20,000.00 TWENTY THOUSAND FIVE HUNDRED** Dollars to be paid, and secured to be paid, by a Vendor Lien and Deed of Trust and payable in equal monthly payments of **$255.00** until paid as follows:

has Granted, Sold and Conveyed, and by these presents do Grant, Sell and Convey, unto the said **Juan A. Arellano and Krystal K. Salinas,** whose mailing address is, **1209 Trinity Street, Alamo, Texas 78516** of the County of **Hidalgo** State of **Texas** all that certain

Lot **#12** Davis Ranchettes Subdivision, City of Edinburg, Hidalgo County, Texas.

Subject to all reservation, restrictions, easements, leases, mineral interest, rights, rules, regulations, uses of record of visible, and taxes for the year 2008 and all subsequent years.

As a material part of the consideration, **GRANTOR** and **GRANTEE** agree that **GRANTEE** is taking the property, and the property is conveyed by **GRANTOR** and accepted by **GRANTEE** on an, "AS IS, WHERE IS" and "WITH ALL FAULTS" basis, with any and all latent and patent defects and without any representations or warranties whatsoever, express or implied, written or oral, and further that there is no warranty by **GRANTOR** that the property is fit for a particular purpose. **GRANTEE** acknowledges that they have no recourse whatsoever against **GRANTOR** in the event of discovery of any defects of any kind, latent or patent. **GRANTEE** also acknowledges that **GRANTEE** is not relying upon any representation statement or other assertion with respect to the property. It is the intention of **GRANTOR** and **GRANTEE** to expressly negate and exclude all representations and warranties, including , but not limited (1) THE CONDITION OF THE PROPERTY OR ANY ELEMENT THEREOF, INCLUDING, WITHOUT LIMITATION, WARRANTIES RELATED TO ENVIRONMENTAL CONDITIONS, SUITABLITY FOR HABITATION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE: (2) THE SOIL CONSTIONS, DRAINAGE OR TOHER CONDITIONS EXISTING AT THE PROPERTY WITH RESPECT TO ANY PARTICULAR PURPOSE, DEVELOPMENT POTENTIAL OR OTHERWISE (3) ALL WARRANTIES CREATED BY ANY AFFIRMATION OF FACT OR PROMISE OR BY ANY DESCRIPTION OF THE PROPERTY: (4) ALL OTHER WARRANTIES AND REPRESENTATIONS WHATSOEVER, EXCEPT THE WARRANTY OF TITLE EXPRESSLY SET FORTH HEREIN: (5). **GRANTOR** HEREBY DISCLAIMS ANY REPRESENTATION OR WARRANTY WITH REGARD TO COMPLIANCE WITH ANY ENVIRONMENTAL PROTECTION POLLUTION OR LAND USE LAWS, RULES, REGULATIONSS, ORDER, OR REQUIREMENTS INCLUDING, BUT NOT LIMITED TO,

The undersigned **GRANTEE** hereby accepts and consents to the Deed attached hereto including, but not limited to, the provision concerning title exceptions contained therein and acknowledges that same is in conformity with **GRANTEE'S** intent, any agreements and representations made to **GRANTEE** or, if not **GRANTEE** hereby amends any agreement and representations to conform to this Deed, and the terms and provision of same shall control in the event of any conflict, and **GRANTEE** acknowledges this Deed constitutes complete compliance to all agreements and representation, if any, of **GRANTOR** to the complete satisfaction of **GRANTEE** regarding the property described in the attached deed.

DATED this the 17th day of February 2011.

By: _____
Juan A. Arellano

By: _____
Krystal K. Salinas

THOSE PERTAINING TO THE HANDLING, GENERATING, TREATING, STORING OR DISPOSING FO ANY HAZARDOUS WASTE OR SUBSTANCE. **GRANTEE** WILL TAKE THE PROPERTY UNDER THE EXPRESS UNDERSTANDING THERE ARE NO EXPRESS OR IMPLIED WARRANTIES (EXCEPT FOR LIMITED WARRANTIES OF TITLE TO BE SET FOURTH IN THE DEED)".

Grantor, for the consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, successors, and assigns, against every person whomsoever lawfully claiming or to claim the same or any party thereof, except as to the Reservations from and the Exceptions to Conveyance and Warranty, when the claim is by, through, or under Grantor but not otherwise.

But it is expressly agreed and stipulated that the Vendor's Lien is retained against the above-described property, premises and improvements, until above-described note and all interest thereon are fully paid according to face and tenor, effect and reading, when this deed shall become absolute.

Witness our hand at Edinburg, Texas this 17th day of February 2011.

Graciela Estates, Ltd.

By: Daniel Moffatt
Daniel Moffatt - Manager

(Corporate Acknowledgment)

STATE OF TEXAS }
COUNTY OF HIDALGO }

This instrument was acknowledged before me on the 17th day of February 2011, by Daniel Moffatt as Manager of Graciela Estates, Ltd. a limited partnership, on behalf of said partnership

My commission expires:
July 30, 2014

Linda L. Gabrielson
Notary Public, State of Texas
Notary's printed name:
Linda L. Gabrielson

LINDA L. GABRIELSON
MY COMMISSION EXPIRES
July 30, 2014

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-15131

HIDALGO COUNTY
CERTIFICATE OF PLAT AND UTILITY STATUS
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

C/O Name: Samuel Varela / Oscar Limon

Address: 6103 Soledad Dr. Edinburg Tx. 78541

Phone: (956) 252-96-20

	Temporary Service	Final Service
Approved by Environmental Health:		Charles Ramos
	Authorized Signature	Authorized Signature
Inspection/Permit No:		Sewer
Date Approved:	/ /	2 / 19 / 16

Water Supplier: _____

Utility Provider: [ ]M.V.E.C. [✓]AEP

Account/ESI No.: #100327894963645 25

[ ] Temporary Pole [ ] Permanent Service

regarding the land described as: Paloma Del Valle Ph 2 Lot #97

on_____, 20_____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232,028(b):

Fill in **"yes"** or **"no"** in each blank

YES A plat has been prepared;

YES A plat has been reviewed and approved by the Commissioners Court; (Date approved 05-01-2003);

YES water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable; (verified by Maria Cuellar);

YES an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable; (verified by Charles Ramos);

NO individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023; (verified by Charles Ramos)

YES electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023. (verified by Maria Cuellar);

_____ _____ _____
Planning Department Authorized Signature **Hidalgo County Judge** **Date**

ATTEST: _____ _____
Hidalgo County Clerk **Date**

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
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956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-15131

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST: Samuel Varela

Name: Oscar Limon

Address: 6103 Soledad Dr.
Edinburg. Tx. 78541.

Phone: (956) 252-96-20

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Paloma Del Valle Ph 2 Lot # 97

STATUS OF PERSON OR ENTITY MAKING REQUEST:

_____ Subdivider
__/__ Owner of lot in subdivision
_____ Resident of lot in a subdivision
_____ Entity that provides utility service

Samuel Varela

#1 _____
Requesting Party (Signature)

02-15-2016
Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

__/__ Deed
_____ Executory Contract
_____ Lease
_____ Rent Receipt
_____ Affidavit
__/__ Other (describe) PMT

This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

02/19/16
Date

_____
County Official

Chapter 232 Texas LGC Application

APPLICATION NO:
4-15131
Jan. 26, 2016

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

P3112-02-000-0097-00

[1] OWNER: VARELA, SAMUEL
C/O LIMON, OSCAR
6110 VALENICA DR
EDINBURG, TX 78541-8323
Telephone No. 252-9620

[2] CONTRACTOR: SELF

[3] WATER SYSTEM: OTHE

[4] PURPOSE OF APPLICATION: MOBILE HOMES
44- MOBILE HOMES

[5] SIZE OF STRUCTURE: 924 Sq. Ft.

[6] USE OF BUILDING: RES.MH. X-44

[7] LEGAL DESC./NAME OF SUBDIVISION
PALOMA DEL VALLE PH 2 LOT 97

LOCATION: 0 SEMINARY & M. CRISTO

[8] SEWAGE: PUBLI

[9] CONSTRUCTION TYPE: META

[10] EST. COST OF CONST.: $5,000

[11] SPECIAL FLOOD HAZARD AREA: ____YES
__/__ NO

Special Conditions: No construction allowed over any easements.
MUST COMPLY W/ALL REGULATIONS AS PER COUNTY
STATE CITY FEMA & SETBACKS. FRONT 25' SIDE 6'
REAR 24'. 18" ABOVE CNTR LINE OF ST

Prepared by — Date 01/26/16

Approved by — Date 01/26/16

X Oscar Limon — Signature of Owner or Applicant — Date 1-26-16

FOR COUNTY USE ONLY
APPLICATION FEES

OTHER_____
TOTAL AMOUNT **$30.00**

Light [ ] Water [ ]

Flood Zone: NO
Panel No. /Suffix: 480334 Pct: 4
Community No.: 0325 D

Certification of Elevation
Required: ____ YES ____ NO ____ BFE

A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

WARRANTY DEED WITH VENDOR'S LIEN 1351928

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FORM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

Date: June 28, 2004

Grantor: Paloma Del Valle II , Ltd.

Grantor's Mailing Address (including county): 13201 N. 23rd Street
Edinburg, Texas 78541
Hidalgo County

Grantee: Samuel Varela

Grantee's Mailing Address including County: 3405 Verinica Lane
Edinburg, TX 78541
Hidalgo County

Consideration: TEN AND NO/100 DOLLARS and other good and valuable consideration and the further consideration of a note of even date, that is in the principal amount of TWELVE THOUSAND SEVEN HUNDRED SIXTY-SEVEN AND 45/100 DOLLARS ($12,767.45) and is executed by Grantee, payable to the order of Grantor. It is secured by a vendor's lien retained in this deed and by a deed of trust of even date, from Grantee to David Crook, Attorney at Law, Trustee.

Subject to Prior Lien(s) (including recording information): A lien in favor of Texas State Bank as recorded in the Deed of Trust dated February 18, 2003, as Document number 1175651, in the Official Records of Hidalgo County, Texas, and all renewals, extensions, transfers or alterations thereof.

Property (including any improvements): Lot 97 of Paloma Del Valle II , Ltd. Subdivision, according to the map recorded in Volume 42, Pages 69-71, Hidalgo County Map Records, Hidalgo County, Texas. SAVE AND EXCEPT all of the Oil, Gas and other Minerals.

Reservations From and Exceptions to Conveyance and Warranty: Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded instruments, other than liens and conveyances, that affect the property; taxes for the current year, the payment of which Grantee assumes; but not subsequent assessments for the current and prior years due to change in land usage, ownership, or both, the payment of which Grantor assumes.

1. Restrictive Covenants Recorded as Document 1203700 in the Official Records of Hidalgo County, Texas.
2. Taxes for the year 2004 and all subsequent years.
3. Blanket easements, rules, regulations and rights in favor of Hidalgo County Irrigation District in which the property is located.
4. Subject to any and all valid and existing restrictions, easements, rights-of-way, reservations,

maintenance charges, together with any lien securing maintenance charges, zoning laws, ordinances of municipal or other governmental agency's or authorities, and conditions and covenants, if any, applicable to and enforceable against the property described herein, whether of record or not; all presently recorded instruments, other than liens or conveyances that effect the property.

5. For Grantor and Grantor's successors, a reservation of all of the oil, gas and other minerals that are in and under the property and that may be produced from it and a reservation of the right of ingress and egress at all times for mining, drilling, exploring, operating, and developing the property for oil, gas, and other minerals and for removing them from the property. If this interest is subject to an existing lease for oil and gas or oil, gas, and other minerals, Grantor is entitled to receive the royalties and other benefits that are associated with the interest and payable under the lease.

Grantor, for the consideration, receipt of which is acknowledged, and subject to the reservations from and exceptions to conveyance and warranty, grants, sells and conveys to Grantee the property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to conveyance and warranty.

The vendor's lien against and superior title to the property are retained until each note described is fully paid according to its terms, at which time this deed shall become absolute.

When the context requires, singular nouns and pronouns include the plural.

Paloma Del Valle II , Ltd.
By: Texas Plantations Development,
a Texas corporation, General Partner

BY: Jane Cross Sereni
Jane Cross Sereni, Vice President

ACKNOWLEDGMENT

STATE OF TEXAS §
§
COUNTY OF HIDALGO §

This instrument was acknowledged before me on June 28, 2004, by Jane Cross Sereni, Vice President of Texas Plantations Development, a Texas corporation, as general partner of Paloma Del Valle II , Ltd., a Texas limited partnership, on behalf of said limited partnership.

NELDA C. VILLARREAL
MY COMMISSION EXPIRES
February 24, 2008

Nelda C. Villarreal
Notary Public, State of Texas

Nelda C. Villarreal
Notary's typed or printed signature
My commission expires: 2-24-2008

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-14778

HIDALGO COUNTY
CERTIFICATE OF PLAT AND UTILITY STATUS
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

WE THE UNDERSIGNED CERTIFY AS FOLLOWS:

Upon the application of:

	Approved by Environmental Health:	Temporary Service	Final Service
		Authorized Signature	Authorized Signature
	Inspection/Permit No:		Existing
	Date Approved:	/ /	2 / 18 / 16

Name: Jose DeLeon

Address: 15403 E. Davis, Edinburg TX 78542

Phone: 956-483-5430

Water Supplier: North Alamo water supplier

Utility Provider: [ ] M.V.E.C. [✓] AEP

Account/ESI No.: 10032789487736957

[ ] Temporary Pole [✓] Permanent Service

regarding the land described as:
Evergreen Valley Estates Ph II Lot 148,

on _____, 20____, the Hidalgo County Commissioners Court, at a meeting duly called and noticed in accordance with the Texas Open Meetings Act, made the following determinations regarding plat and utility status of the land herein described pursuant to Texas Local Government Code Section 232,028(b):

Fill in **"yes"** or **"no"** in each blank

YES A plat has been prepared;

YES A plat has been reviewed and approved by the Commissioners Court; (Date approved 03-15-05);

YES water service facilities have been constructed or installed to service the subdivision under Local Government Code Section 232.023 and are fully operable; (verified by _____);

NO an organized sewage collection and treatment system is to be used, and under sewer service facilities have been constructed or installed to service the subdivision under Section 232.023 and are fully operable; (verified by _____);

YES individual septic systems are to be used, and lots in the subdivision can be adequately and legally served by septic systems under Section 232.023; (verified by _____);

YES electrical and gas facilities, if available, have been constructed or installed to service the subdivision under Section 232.023. (verified by _____);

_____ _____ _____
Planning Department Authorized Signature **Hidalgo County Judge** **Date**

ATTEST: _____ _____
Hidalgo County Clerk **Date**

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-14778

REQUEST FOR HIDALGO COUNTY CERTIFICATE OF PLAT AND UTILITY STATUS UNDER TEXAS LOCAL GOVT. CODE SECTION 232.028(b)

In my status and for the land indicated below, which is located outside of any municipality, I request that the Hidalgo County Commissioners Court make the determinations regarding plat and utility status described in Texas Local Government Code § 232.028(b) and issue a certificate of such determinations:

PARTY MAKING REQUEST:

Name: Jose DeLeon

Address: 15403 E. Davis
Edinburg TX 78542

Phone: 956-483-5430

IDENTIFICATION OF LAND (e.g., lot and block number of recorded subdivision, designation on plat, address, description in deed, etc.):

Evergreen Valley stats Lot 148

STATUS OF PERSON OR ENTITY MAKING REQUEST:

_____ Subdivider
/ Owner of lot in subdivision
_____ Resident of lot in a subdivision
_____ Entity that provides utility service

X _____ 02/19/16
Requesting Party (Signature) Date

ATTACHED COPY OF VERIFICATION OF OWNERSHIP OR RESIDENCY OF LOT:

/ Deed
_____ Executory Contract
_____ Lease
_____ Rent Receipt
_____ Affidavit
/ Other (describe) DMT

This part to be filled out by receiving county official:

Location of land verified and completed request accepted by Hidalgo County for processing on:

02/19/16 _____
Date **County Official**

Chapter 232 Texas LGC Application

APPLICATION NO:
4-14778
Aug. 24, 2015

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

E8250-02-000-0148-00

[1] OWNER: DE LEON, JOSE ANGEL

P.O. BOX 2790
EDINBURG, TX 78541
Telephone No. 907-8876

[2] CONTRACTOR: SELF

[3] WATER SYSTEM: N AL

[4] PURPOSE OF APPLICATION: MOVED BUILDING
25- RESIDENTIAL NEW SINGLE DWELLING
[5] SIZE OF STRUCTURE: 2,200 Sq. Ft.

[6] USE OF BUILDING: RESD. ZONE-X

[7] LEGAL DESC./NAME OF SUBDIVISION
EVERGREEN VALLEY EST. PH 2
LOT-148

LOCATION: 0 VALVERDE & DAVIS

[8] SEWAGE: INSTA

[9] CONSTRUCTION TYPE: WOOD

[10] EST. COST OF CONST.: $170,000

[11] SPECIAL FLOOD HAZARD AREA: ✓ YES ____ NO

Special Conditions: No construction allowed over any easements.
MUST COMPLY WITH ALL COUNTY SETBACKS & REGULATIONS
FRONT:50' BACK:35' SIDES:6'
MINIMUM ELEV. 18" ABOVE TOP OF STREET

Prepared by — Date: 8/24/15

R. Rios — Approved by — Date: 8/24/15

Signature of Owner or Applicant — Date: 8/24/15

FOR COUNTY USE ONLY
APPLICATION FEES

OTHER_____
TOTAL AMOUNT **$30.00**

Light [X] Water [X]

Flood Zone: NO
Panel No. /Suffix: 48034 Pct: 4
Community No.: 0325D

Certification of Elevation Required: ____ YES ✓ NO ____ BFE

A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

c-01 As-1693228

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SPECIAL WARRANTY DEED WITH VENDOR'S LIEN

Date: December 1, 2006

Grantor: Evergreen Valley Inc., a Texas Corporation
Grantor's Mailing Address:
3714 S. Exp. 281
Edinburg, Texas 78539

1693228

Grantee: Jose Angel De Leon
Grantee's Phone Number: (956) 380-1965
Grantee's Mailing Address (including county):
Seminary Village Box 2-V
Edinburg, Texas 78541
Hidalgo County, Texas

Consideration: Ten Dollars and other valuable consideration paid by Grantee to Grantor, the receipt of which is hereby acknowledged, and the further consideration of a note of even date that is in the principal amount of Twenty Three Thousand Seven Hundred Dollars and 00/100's($23,700.00), and is executed by Grantee, payable to the order of Grantor (the "Purchase Note"). The Purchase Note is secured by a vendor's lien retained in this deed and by a deed of trust of even date to Nancy Scurlock, Trustee.

Property (including any improvements):

Lot(s) 148, Evergreen Valley Estates, Phase II, as shown by the map or plat thereof recorded in Volume 47, Page 85-97, Map Records, Hidalgo County, Texas

Reservations from and Exceptions to Conveyance and Warranty:

1. A lien securing a promissory note (the "Prior Note"), dated August 10, 2004, payable to the order of First National Bank which is described in and secured by a Deed of Trust filed for record in the Office of the County Clerk of Hidalgo County, Texas under Clerk's Document Number 1380418. Grantor shall be obligated to obtain a release of the Property from all liens and security interests securing the Prior Note within 30 days of the date Grantee makes final payment on the Purchase Note;
2. A lien securing a promissory note (the "Prior Note"), dated August 10, 2004, payable to the order of Sundown Developments, Ltd., a Texas Limited Partnership which is described in and secured by a Deed of Trust filed for record in the Office of the County Clerk of Hidalgo County, Texas under Clerk's Document Number 1380419. Grantor shall be obligated to obtain a release of the Property from all liens and security interests securing the Prior Note within 30 days of the date Grantee makes final payment on the Purchase Note;
3. Visible and apparent easements on or across the subject property;
4. Rights of parties in possession;
5. Easements, rights-of-way, and prescriptive rights, whether of record or not;
6. All recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and other instruments, other than liens and conveyances, that affect the property;
7. Rights of adjoining owners in any walls and fences situated on a common boundary;
8. Any discrepancies, conflicts, or shortages in area or boundary lines;
9. Any encroachments or overlapping of improvements;
10. All rights, obligations, and other matters emanating from and existing by reason of the creation, establishment, maintenance, and operation of any Water Improvement District, Irrigation District, or other applicable governmental district, agency, or authority;
11. Taxes for the current year and subsequent years, and subsequent assessments for prior years due to change in land usage or ownership;

J.D

The prior reservation or conveyance of all oil, gas, and other minerals previously reserved or conveyed by any parties having the right to do so;
All Easements, restrictions, set back lines, drainage swale requirements, and other matters shown on the plat of Evergreen Valley Estates, Phase II, as shown on the plat thereof, recorded in Volume 47, Pages 85-97, Map records of Hidalgo County, Texas; and
Subdivision Restrictions filed for record in the Office of the County Clerk of Hidalgo County, Texas affecting the subject property.

SAVE AND EXCEPT, and there is hereby reserved unto Grantor, Grantor's successors and assigns, all oil, gas, and other minerals in, on, or under, or that may be produced from the Property, together with the right of ingress and egress at all times for the purpose of mining, drilling, exploring, operating, and developing said Property for oil, gas, and/or other minerals and removing the same there from. If the Property is subject to an existing Lease for oil and gas, or oil, gas and other minerals, Grantor is entitled to receive the royalties and other benefits that are associated with the Property and payable under the Lease.

SAVE AND EXCEPT, and there is hereby reserved unto Grantor, Grantor's successors and assigns, (to the fullest extent permitted by law) all water rights and rights to water (whether riparian, appropriative or otherwise) presently appended or annexed to said property.

Grantor, for the consideration and subject to the reservations from, and exceptions to conveyance and warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any wise belonging, to have and hold it to Grantee, Grantee's heirs, executors, administrators, successors, or assigns forever. Grantor binds Grantor and Grantor's heirs, executors, administrators, and successors to warrant and forever defend all and singular the property to Grantee and Grantee's heirs, executors, administrators, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the reservations from and exceptions to warranty, when the claim is by, through, or under Grantor, but not otherwise.

By the acceptance of this Deed, Grantee is taking the Property "as is", "where is" and "with all faults", and without any representations or warranties whatsoever, express or implied, written or oral, it being the intention of Grantor and Grantee to expressly negate and exclude all representations and warranties, including, but not limited to (i) the physical condition of the property or any element thereof, including, without limitation, warranties related to suitability for habitation, merchantability or fitness for a particular purpose; (ii) the nature or quality of construction, structural design and engineering of any improvements; (iii) the quality of the labor and materials included in any improvements; (iv) the soil conditions; drainage or other conditions existing at the property with respect to any particular purpose, developmental potential or otherwise; (v) all warranties created by any affirmation of fact or promise or by any description of the property; and (vi) all other warranties and representations whatsoever, except the warranty of title expressly set forth herein.

The vendor's lien against and superior title to the property are retained until the Purchase Note is fully paid according to its terms, at which time this deed shall become absolute.

When the context requires, singular nouns and pronouns include the plural.

Evergreen Valley Inc., a Texas Corporation

BY: _____
Herb Scurlock III, Secretary

(Acknowledgment)

State of Texas
County of Hidalgo

This instrument was acknowledged before me on the December 1, 2006, by Herb Scurlock III, Secretary of Evergreen Valley Inc., a Texas Corporation, on behalf of said Texas Corporation.

_____
Notary Public, State of Texas

CYNTHIA L. MARTINEZ
MY COMMISSION EXPIRES
June 3, 2010

AFTER RECORDING RETURN TO:
Evergreen Valley Inc.
3714 S. Exp. 281
Edinburg, Texas 78539

J.D

PLANNING DEPARTMENT
County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-15001

HIDALGO COUNTY
CERTIFICATE OF WATER SERVICE AVAILABILITY
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.029(c)(2)

Upon the application of:

Name: Anthony Jordan

Address: 2115 W. Monte Cristo
Edinburg TX,
78541

Phone: 956-257-8600

Approved by Environmental Health:	Temporary Service	Final Service
	N/A Authorized Signature	N/A Authorized Signature
Inspection/Permit No:		
Date Approved:	/ /	/ /

Water Supplier: Sharyland

Utility Provider: [ ] M.V.E.C. [✓] AEP

Account/ESI No.: 100327894 59027307

[✓] Temporary Pole [ ] Permanent Service

who is the person requesting utility service to subdivided land ("land") described as follows:

Tek-Mex S/D Lot # 02 Block # 230

,

[Insert the lot and block number in recorded subdivision, address, or description in deed, etc]

and who has submitted to the court an affidavit as required by Local Govt. Code Sec. 232.029 (f), on _____, 20____, the Hidalgo County Commissioners Court approved the issuance of this certificate stating as follows (strike through the statement that does not apply)

The land was not subdivided after September 1, 1995, and water service is available within 750 feet of the land.

-OR-

~~**The land was not subdivided after September 1, 1995, and water service is available more than 750 feet from the subdivided land and the extension of water service to the land may be feasible, subject to a final determination by the water service provider.**~~

Planning Department Authorized Signature | **Hidalgo County Judge** | **Date**

ATTEST: _____
Hidalgo County Clerk | **Date**

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
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Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-15001

AFFIDAVIT
TO APPLY TO THE COUNTY OF HIDALGO FOR CERTIFICATE OF WATER SERVICE AVAILABILITY UNDER TEXAS LOCAL GOVT. CODE SECTION 232.029(c)(2)

[*Note: To be eligible, the land must not have been subdivided after September 1, 1995.*]

THE STATE OF TEXAS §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned authority, on this day personally appeared

Anthony Jordan ,

Known to me [*or* proved to me in the oath of Anthony Jordan ***or* through** 01300872 **(*description of federal or state government ID card with photograph and signature*)], who swore on oath that the following two statements are true:**

1. **"I am requesting utility service to the following described land:**

TEX-MEX S/D Lot# 02 Block# 236 **."**

[Insert the lot and block number in recorded subdivision, address, or description in deed, etc]

2. **"The land described above has been sold or conveyed to me."**

AND [*strike through the statement below that does not apply*]

3A. "The land was not sold or conveyed to me by the Subdivider or the subdivider's agent after September 1, 1995."

-OR-

3B. "The land was on August 31, 1999, located in the extraterritorial jurisdiction of a municipality as determined by Local Govt. Code Chapter 42; and the land was not sold or conveyed to me by the Subdivider or the subdivider's agent after September 1, 1999."

Anthony Jordan **(Signature)**

SUBSCRIBED AND SWORN TO before me on 17th **day of** February **20**16**, to certify which, witnesses my hand and seal of office.**

ROSA E. MARTINEZ NOTARY PUBLIC STATE OF TEXAS EXPIRES 08 - 28 - 2017

Rosa E Martinez

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

Chapter 232 Texas LGC Application

APPLICATION NO:
4-15001
Nov. 19, 2015

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

T2100-00-236-0002-09

[1] OWNER: JORDAN, ANTHONY

12605 MILE 10 1/2 NORTH
EDINBURG, TX 78541-9807
Telephone No. 257-8600

[2] CONTRACTOR: SELF

[3] WATER SYSTEM: SHAR

[4] PURPOSE OF APPLICATION: MOVED BUILDING
44- MOBILE HOMES

[5] SIZE OF STRUCTURE: 200 Sq. Ft.

[6] USE OF BUILDING: RESD. ZONE-X

[7] LEGAL DESC./NAME OF SUBDIVISION
TEX-MEX SURVEY TR 7 BEING E165
5'-N262.66'- S525.32' LT 2 SEC
36 1.00AC

LOCATION: 0

[8] SEWAGE: INSTA

[9] CONSTRUCTION TYPE: WOOD

[10] EST. COST OF CONST.: $1,000

[11] SPECIAL FLOOD HAZARD AREA: ___ YES ✓ NO

Special Conditions: No construction allowed over any easements.
MUST COMPLY WITH ALL COUNTY SETBACKS & REGULATIONS
FRONT:25' BACK:15' SIDES:6'

Prepared by — Date: 11/19/15

Approved by — Date: 11/19/15

Signature of Owner or Applicant — Date: 11-19-15

FOR COUNTY USE ONLY
APPLICATION FEES

OTHER ____
TOTAL AMOUNT **$30.00**

Light [X] Water [X]

Flood Zone: MI
Panel No. /Suffix: 480334 Pct: 4

Community No.: 0325 D

Certification of Elevation
Required: ___ YES ✓ NO ___ BFE

A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

SPECIAL
WARRANTY DEED WITH VENDOR'S LIEN

Date: October 9, 2015

Grantor: ALLEN JACKSON, not joined herein by my wife because the property constitutes no part of my homestead

Grantor's Mailing Address:
500 Greystone Circle
Alamo, Texas 78516
Hidalgo County

Grantee: ANTHONY JORDAN

Grantee's Mailing Address:
12605 Mile 10 ½ North
Edinburg, Texas 78541
Hidalgo County

Consideration: TEN AND NO/100THS DOLLARS ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged and a note of even date executed by Grantee and payable to the order of Grantor in the principal amount of TWENTY-NINE THOUSAND FOUR HUNDRED AND NO/100THS DOLLARS ($29,400.00). The note is secured by a first and superior vendor's lien and superior title retained in this deed and by a first-lien deed of trust of even date from ANTHONY JORDAN and wife, MIRYEA JORDAN, to WILLIAM D. LOWRY, IV, Trustee.

Property (including any improvements):

1.00 acres, more or less, out of the East 5.00 acres of the East 10.00 acres of Lot 2, Block 236, Tex-Mex Subdivision, a subdivision in Hidalgo County, Texas, also known as the East 165.35 feet of the North 262.66 feet of the South 525.32 feet of Lot 2, Block 236, Tex-Mex Subdivision; described as Lot 7 in deed dated June 14, 1985, from Alvaro Martinez to Ramiro Martinez, in Volume 2157, Page 263, Official Records of Hidalgo County, Texas.

Reservations from Conveyance: None.

Exceptions to Conveyance and Warranty:

1. Taxes for the year 2015 and subsequent years.
2. Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral

severances, and other instruments, other than liens and conveyances, that affect the property.

3. Any rights of redemption in connection with the Sheriff's Deed dated April 29, 2014, under Clerk's File No. 2515117, Official Records, Hidalgo County, Texas.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof when the claim is by, through, or under Grantor but not otherwise, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

The vendor's lien against and superior title to the Property are retained until each note described is fully paid according to its terms, at which time this deed will become absolute.

When the context requires, singular nouns and pronouns include the plural.

Allen Jackson

ALLEN JACKSON

(Acknowledgment)

State of Texas
County of Hidalgo

This instrument was acknowledged before me on the 9th day of October, 2015, by ALLEN JACKSON.

NOTARY PUBLIC STATE OF TEXAS
WILL LOWRY
Notary Public, State of Texas
My Commission Expires
APRIL 10, 2017

Notary Public, State of Texas

PREPARED BY:
The Law Offices of Mark Freeland
806 Pecan / P.O. Box 2586
McAllen, Texas 78502

AFTER RECORDING RETURN TO:
The Law Offices of Mark Freeland
806 Pecan / P.O. Box 2586
McAllen, Texas 78502

File/GF Number: F #5814-007

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

Precinct No.1 Substation
1902 Joe Stephens Ave.
Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-1412

HIDALGO COUNTY
CERTIFICATE OF WATER SERVICE AVAILABILITY
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.029(c)(2)

Upon the application of:

Name: owner Frank Coronado c/o Taiue Garcia

Address: 2115 Calicheng Rd Edinburg, Tx, 78541

Phone: (956) 607-1702

	Temporary Service	Final Service
Approved by Environmental Health:		
	Authorized Signature	Authorized Signature
Inspection/Permit No:		Existing OSSF
Date Approved:	/ /	2 / 19 / 16

Water Supplier: _____

Utility Provider: [ ] M.V.E.C. [✓] AEP

Account/ESI No.: 10032 78943907 1658

[ ] Temporary Pole [ ] Permanent Service

who is the person requesting utility service to subdivided land ("land") described as follows:

Brazil Tract Block # 160 Sect. 09 ,

[Insert the lot and block number in recorded subdivision, address, or description in deed, etc]

and who has submitted to the court an affidavit as required by Local Govt. Code Sec. 232.029 (f), on _____, 20____, the Hidalgo County Commissioners Court approved the issuance of this certificate stating as follows (strike through the statement that does not apply)

The land was not subdivided after September 1, 1995, and water service is available within 750 feet of the land.

-OR-

~~**The land was not subdivided after September 1, 1995, and water service is available more than 750 feet from the subdivided land and the extension of water service to the land may be feasible, subject to a final determination by the water service provider.**~~

_____ _____ _____

Planning Department Authorized Signature **Hidalgo County Judge** **Date**

ATTEST: _____ _____

Hidalgo County Clerk **Date**

PLANNING DEPARTMENT

County of Hidalgo

Rev. 06-03-15

Main Office
1304 South 25th Street
Edinburg, Texas 78542
956-318-2840
956-318-2844

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Weslaco, TX 78596
956-968-4734
956-973-7850

Precinct No.3 Substation
2401 N. Moorefield Rd.
Mission, TX 78572
956-205-7045
956-205-7049

T.J. Arredondo, CFM
Director of Planning

Precinct 1 2 3 4

Application No: 4-14123

AFFIDAVIT
TO APPLY TO THE COUNTY OF HIDALGO
FOR CERTIFICATE OF WATER SERVICE AVAILABILITY
UNDER TEXAS LOCAL GOVT. CODE SECTION 232.029(c)(2)

[*Note: To be eligible, the land must not have been subdivided after September 1, 1995.*]

THE STATE OF TEXAS §
COUNTY OF HIDALGO §

BEFORE ME, the undersigned authority, on this day personally appeared Taiue Garcia,

Known to me [*or* proved to me in the oath of 37767518 *or* through Texas Drives License *(description of federal or state government ID card with photograph and signature)*], who swore on oath that the following two statements are true:

1. "I am requesting utility service to the following described land: Brail Tract Block # 160 Sect. 09."

[Insert the lot and block number in recorded subdivision, address, or description in deed, etc]

2. "The land described above has been sold or conveyed to me."

AND [*strike through the statement below that does not apply*]

3A. "The land was not sold or conveyed to me by the Subdivider or the subdivider's agent after September 1, 1995."

-OR-

3B. "The land was on August 31, 1999, located in the extraterritorial jurisdiction of a municipality as determined by Local Govt. Code Chapter 42; and the land was not sold or conveyed to me by the Subdivider or the subdivider's agent after September 1, 1999."

Taiue Garcia (Signature)

SUBSCRIBED AND SWORN TO before me on _____, 20___, to certify which, witnesses my hand and seal of office.

ELIASIB LOPEZ
Notary Public, State of Texas
My Commission Expires
October 28, 2018

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

Chapter 232 Texas LGC Application

APPLICATION NO:
4-14123
Feb. 17, 2015

COUNTY OF HIDALGO
PLANNING DEPARTMENT
1304 S. 25th Ave EDINBURG TX 78539
TEL 318-2840 FAX 318-2844

B4025-00-160-0000-09

[1] OWNER: CORONADO, FRANK

1323 S. 16TH AVE
EDINBURG, TX. 78539
Telephone No. 207-3632

[2] CONTRACTOR: SELF

[3] WATER SYSTEM: OTHE

[4] PURPOSE OF APPLICATION: MOVED BUILDING
29- RESIDENTIAL MOVE-IN/RELO.BUILD

[5] SIZE OF STRUCTURE: 600 Sq. Ft.

[6] USE OF BUILDING: RES.HOME.ZONE.X

[7] LEGAL DESC./NAME OF SUBDIVISION
BRAZIL TRACT E 2.50 AC OUT OF
5.0 AC OF W 37.50 AC OUT OF 75
4 AC TRACT 160 2.50 AC NET

LOCATION: 0 SEMINARY & CALICHERA

[8] SEWAGE: INSTA

[9] CONSTRUCTION TYPE: WOOD

[10] EST. COST OF CONST.: $2,000

[11] SPECIAL FLOOD HAZARD AREA: ___ YES
X NO

Special Conditions: No construction allowed over any easements.
MUST COMPLY W/ALL REGULATIONS AS PER COUNTY
STATE CITY FEMA & SETBACKS. FRONT 40' SIDE 6'
REAR 15' . ELEVATION AS PER FEMA

Prepared by _____ Date 02/17/15

E. Ceballos Approved by _____ Date 02/17/15

Signature of Owner or Applicant _____ Date 2-17-15

FOR COUNTY USE ONLY
APPLICATION FEES

OTHER _____
TOTAL AMOUNT **$30.00**

Light [ ] Water [ ]

Flood Zone: NO
Panel No. /Suffix: _____ Pct: 4

Community No.: _____

Certification of Elevation
Required: ___ YES X NO ___ BFE

A. Setbacks front, side & rear shall be in any deed restrictions.
B. No more than one single family residence per lot.
C. Applicant shall comply with all of the plat and/or deed restrictions and requirements affecting the lot.
D. Permit fee shall be doubled for construction commencing or structures moved in prior to obtaining a permit.
E. Applicant/owner states that no structures exist on this tract of land. If found in violation, permit may be revoked.

[NOTICE]

SEPARATE PERMITS ARE REQUIRED FOR SEPTIC TANKS. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS. OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF ONE YEAR AT ANYTIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND REGULATIONS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

2567865

Notice of confidentiality rights: If you are a natural person, you may remove or strike any or all of the following information from any instrument that transfers an interest in real property before it is filed for record in the public records: your social security number or your driver's license number.

TAX RESALE DEED

STATE OF TEXAS X

X KNOW ALL MEN BY THESE PRESENTS

COUNTY OF HIDALGO X

That **EDINBURG CONSOLIDATED INDEPENDENT SCHOOL DISTRICT, SOUTH TEXAS INDEPENDENT SCHOOL DISTRICT, SANTA CRUZ IRRIGATION DISTRICT # 15, SOUTH TEXAS COLLEGE, HIDALGO COUNTY, HIDALGO COUNTY DRAINAGE DISTRICT # 01, HIDALGO COUNTY EMERGENCY SERVICES DISTRICT # 03 AND HIDALGO COUNTY ROAD DISTRICT # 15**, acting through the presiding officer of its governing body, hereunto duly authorized by resolution and order of each respective governing body which is duly recorded in their official Minutes, hereinafter called grantors, for and in consideration of the sum of $7,000.00 cash in hand paid by

FRANK CORONADO
1323 S. 16TH AVENUE
EDINBURG, TX 78539

hereinafter called grantee(s), the receipt of which is acknowledged and confessed, has quitclaimed and by these presents do quitclaim unto said grantee(s) all of the right, title and interest of grantor and all other taxing units interested in the tax foreclosure judgment against the property herein described, acquired by tax foreclosure sale heretofore held under Suit No. T-320-09-F, in the district court of said county, said property being located in Hidalgo County, Texas, and described as follows:

The East 2.5 acres of the West 5 acres of the West 37.5 acres of that certain 75.33 acres, Brazil Tract, Hidalgo County, Texas, said 75.33 acres as described in deed dated, January 28, 1980 from Citrus City Lake Development Corporation to Paul Toungate et al, recorded in Volume 1688, Page 213, Official Records of Hidalgo County, Texas.

TO HAVE AND TO HOLD the said premises, together with all and singular the rights, privileges, and appurtenances thereto in any manner belonging unto the said grantee(s), their heirs and assigns forever, so that neither the grantors, nor any other taxing unit interested in said tax foreclosure judgment, nor any person claiming under it and them, shall at any time hereafter have, claim or demand any right or title to the aforesaid premises or appurtenances, or any part thereof.

Taxes for the present year are to be paid by grantee(s) herein.

This deed is given expressly subject to any existing right of redemption remaining in the former owner of the property under the provisions of law and also subject to any recorded restrictive covenants running with the land, and valid easements of record as of the date of this sale, if such covenants or easements were recorded prior to January 1 of the year the year the tax lien(s) arose.

THIS SALE IS BEING CONDUCTED PURSUANT TO STATUTORY OR JUDICIAL REQUIREMENTS. BIDDERS WILL BID ON THE RIGHTS, TITLE, AND INTERESTS, IF ANY, OWNED BY THE DEFENDANT(S) IN SUCH SUIT(S) IN AND TO THE REAL PROPERTY OFFERED.

THE PROPERTY IS SOLD AS IS, WHERE IS, AND WITHOUT ANY WARRANTY, EITHER EXPRESS OR IMPLIED. NEITHER THE COUNTY NOR THE SHERIFF'S DEPARTMENT OR CONSTABLE WARRANTS OR MAKES ANY REPRESENTATIONS ABOUT THE PROPERTY'S TITLE, CONDITION, HABITABILITY, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. BUYERS ASSUME ALL RISKS.

IN SOME SITUATIONS, A LOT OF FIVE ACRES OR LESS IS PRESUMED TO BE INTENDED FOR RESIDENTIAL USE. HOWEVER, IF THE PROPERTY LACKS WATER OR WASTEWATER SERVICE, THE PROPERTY MAY NOT QUALIFY FOR RESIDENTIAL USE. A POTENTIAL BUYER WHO WOULD LIKE MORE INFORMATION SHOULD MAKE ADDITIONAL INQUIRIES OR CONSULT WITH PRIVATE COUNSEL.

****

ESTA VENTA SE REALIZA CONFORME A LOS REQUISITOS ESTATUTARIOS O JUDICIALES. LOS POSTORES LICITARAN POR LOS DERECHOS, TITULOS E INTERESES, SI FUESE EL CASO, DE LA PROPIEDAD INMUEBLE QUE SE OFRECE.

LA PROPIEDAD SE VENDE TAL CUAL, DONDE SE ENCUENTRE Y SIN NINGUNA GARANTIA EXPRESA O IMPLICITA. NI EL CONDADO NI EL DEPARTAMENTO DEL ALGUACIL GARANTIZAN O REALIZAN ALGUNA DECLARACION RESPECTO AL TITULO, CONDICION, HABITABILIDAD, COMERCIABILIDAD O APTITUD PARA UN PROPOSITO PARTICULAR. LOS COMPRADORES SE RESPONSABILIZAN POR TODOS LOS RIESGOS.

EN ALGUNAS SITUACIONES, UN LOTE DE CINCO ACRES O MENOS SE PRESUME QUE SE DESTINA PARA USO RESIDENCIAL. SIN EMBARGO, SI LA PROPIEDAD CARECE DE SERVICIOS DE AGUA POTABLE O ALCANTARILLADO, LA PROPIEDAD PUEDE NO CALIFICAR PARA USO RESIDENCIAL. SI UN COMPRADOR POTENCIAL DESEA MAS INFORMACION DEBE PREGUNTAR O CONSULTAR A UN ASESOR PRIVADO.

IN TESTIMONY WHEREOF **Edinburg Consolidated Independent School District** has caused these presents to be executed this 17th day of October, 2014.

BY: _____

Juan "Sonny" Palacios
Board President
Edinburg Consolidated Independent School District

STATE OF TEXAS **X**

COUNTY OF HIDALGO **X**

This instrument was acknowledged before me on this 17th day of October, 2014, by Juan "Sonny" Palacios, Board President of **Edinburg Consolidated Independent School District.**

MELISSA A. SALINAS
MY COMMISSION EXPIRES
April 24, 2016

Helena A. Salinas
Notary Public, State of Texas
My Commission Expires: April 24, 2016

IN TESTIMONY WHEREOF **South Texas Independent School District** has caused these presents to be executed this 28th day of October, 2014.

BY: J Homero Garcia

Homero Garcia
Board President
South Texas Independent School District

STATE OF TEXAS X

COUNTY OF HIDALGO X

This instrument was acknowledged before me on this 28th day of October, 2014, by Homero Garcia, Board President of **South Texas Independent School District.**

Sonia Eima Rodriguez
Commission Expires
11-05-2017

Sonia Elma Rodriguez
Notary Public, State of Texas
My Commission Expires: 11/5/17

IN TESTIMONY WHEREOF **Santa Cruz Irrigation District No. 15** has caused these presents to be executed this 21st day of November, 2014.

BY: _____
Jack Wallace Jr.
Board President
Santa Cruz Irrigation District No. 15

STATE OF TEXAS X

COUNTY OF HIDALGO X

This instrument was acknowledged before me on this 21st day of November, 2014, by Jack Wallace Jr., Board President of **Santa Cruz Irrigation District No. 15.**

LUPITA R. RODRIGUEZ
Notary Public, State of Texas
My Commission Expires
October 29, 2018

_____
Notary Public, State of Texas
My Commission Expires: 10/29/18

IN TESTIMONY WHEREOF **South Texas College** has caused these presents to be executed this 20 day of NOVEMBER, 2014.

BY: _____
Alejo Salinas, Jr.
Vice Chair
South Texas College

STATE OF TEXAS
X

~~COUNTY OF HIDALGO~~
X

This instrument was acknowledged before me on this 20th day of NOVEMBER, 2014, by Alejo Salinas, Jr., Vice Chair of South Texas College.

ANDREW T. FISH
Notary Public, State of Texas
My Commission Expires
February 20, 2016

_____
Notary Public, State of Texas
Commission Expires: 02/20/2016

IN TESTIMONY WHEREOF **Hidalgo County, Hidalgo County Drainage District No. 1, Hidalgo County Emergency Services District No. 3 and Hidalgo County Road District No. 15** has caused these presents to be executed this 3rd day of Nov, 20 14

BY: Ramon Garcia

Ramon Garcia
County Judge
Hidalgo County, Hidalgo County Drainage District No. 1, Hidalgo County Emergency Services District No. 3 and Hidalgo County Road District No. 15

Approved by Commissioners' Court on 8/25/14

STATE OF TEXAS X

COUNTY OF HIDALGO X

This instrument was acknowledged before me on this 3rd day of Nov, 2014, by Ramon Garcia, County Judge of **Hidalgo County, Hidalgo County Drainage District No. 1, Hidalgo County Emergency Services District No. 3 and Hidalgo County Road District No. 15.**

Rosie Ortiz
Notary Public, State of Texas
My Commission Expires: 6-20-2016

NOTARY PUBLIC STATE OF TEXAS
ROSIE ORTIZ
Notary Public
STATE OF TEXAS
My Comm. Exp. 06-20-2016

After recording return to:

LINEBARGER GOGGAN BLAIR
& SAMPSON, LLP
Attorneys at Law
205 S. Pin Oak Avenue
Edinburg, Texas 78539

Executive Office 7. A.

AI-53461

CC CONSENT
Meeting Date: 02/23/2016
Submitted By: Monica Badillo, EXECUTIVE OFFICE
Department: EXECUTIVE OFFICE

Information
CAPTION
Approval of 457 plan hardship withdrawal request for Employee #122335

BACKGROUND

Fiscal Impact

Attachments
form

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/18/2016 11:25 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Monica Badillo Started On: 02/17/2016 04:40 PM
Final Approval Date: 02/19/2016

SIMPKINS & ASSOCIATES
HARDSHIP REQUEST NOTIFICATION

Please print or type.
Plan Name 457 Plan Employer # 122335

Participant Name [redacted] 49

Address [redacted]

Social Security [redacted] Daytime Phone No. [redacted]

SECTION I – Hardship Withdrawal

I understand that the withdrawal is due to financial hardship and heavy financial need. distributions, other hardship, and all other non-hardship withdrawals available to me under the Plan are limited by the Company. I understand that the withdrawal is taxable as ordinary income in the calendar year in which I receive it. In addition, a 10% penalty tax will apply unless I am at least 59-1/2 years of age or I use the funds withdrawn to pay certain deductible medical expenses as provided by law.

IRS rules require that you stop making contributions to the 401(k) Plan for at least 6 months upon taking this hardship withdrawal.

The IRS only allows the following reasons for taking a hardship withdrawal. Check the one that applies to you.

(✓) Medical expenses incurred by me, my spouse, or any of my dependents (or any expense necessary to obtain medical care).
( ) Purchase (excluding mortgage payments) of my principal residence.
( ) Payment of tuition, related educational fees, and room and board expenses for the next 12 months of post-secondary education for me, my spouse, my children, or my dependents.
( ) The need to prevent eviction from or mortgage foreclosure on my primary residence.
( ) Funeral or burial expenses for my parent, spouse, child or dependent.
( ) Repair of casualty damage to my primary residence that would be deductible under IRC Section 165.

Hardship Requested $ 1000.00 Year-to-date deferrals _____

Total amount deferred since you initially joined the plan $_____

Have you ever taken a hardship before? _____ If so what was the amount taken $_____

I hereby request a hardship withdrawal from my account. I meet and agree to the requirements above and understand the tax implications of this withdrawal. If I am directing my investment accounts, make the withdrawal based on my current investment direction election. I understand that there may be a fee charged to my account by Simpkins & Associates for processing this request.

PARTICIPANT SIGNATURE X [signature] Date _____

SECTION II – Authorized Plan Representative

As the Authorized Plan Representative, I authorize you to perform the ministerial acts relating to the hardship distribution. This request is in compliance with our Plan document.

AUTHORIZED PLAN REPRESENTATIVE X _____ Date _____

SECTION III – Distribution Procedure

- Determine if distribution request complies with all provisions of your plan documents and policies.
- S&A will help facilitate the check as requested above.

Fax request to:
Simpkins & Associates
(972) 980-7133

Executive Office 7. B.

AI-53482

CC CONSENT
Meeting Date: 02/23/2016
Submitted By: Rebecca Gomez, EXECUTIVE OFFICE
Department: EXECUTIVE OFFICE

Information

CAPTION

Approval of Right of Way Permits:
Hidalgo Wind Farm LLC:
a) Install Underground Collection Line #1: Under Ware Rd., approx. 6,198 ft. North of the intersection of Ware Rd. and FM 490.
b) Install Underground Collection Line #2: Under Ware Rd., approx. 6,223 ft. North of the intersection of Ware Rd. and FM 490.
c) Install Underground Collection Line #3: Under Ware Rd., approx. 6,248 ft. North of the intersection of Ware Rd. and FM 490.
d) Install Underground Collection Line #4: Under Texan Rd., approx. 4,063 ft. North of the intersection of Texan Rd. and FM 490.
e) Install Underground Collection Line #5: Under Abrams Rd., approx. 84 ft. North of the intersection of Texan Rd. and FM 490.

BACKGROUND

Fiscal Impact

Attachments

Pct.3 HidalgoWindFarm

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 01:12 PM
Glinda Pacheco	Glinda Pacheco	02/19/2016 02:32 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Rebecca Gomez Started On: 02/19/2016 10:41 AM
Final Approval Date: 02/19/2016

REVISED JANUARY 2016

THE STATE OF TEXAS §

COUNTY OF HIDALGO §

That the County of Hidalgo, Texas, acting by and through its Commissioners' Court, hereinafter called the "County", by virtue of motion and resolution introduced and adopted by said Commissioners' Court on the 23rd day of February, 2016 does by these presents **GRANT, GIVE AND RELINQUISH TO:** Hidalgo Wind Farm LLC hereinafter called Permittee, the Right, Privilege and Authority to perform certain work ("Work"), **described as follows**:

- Install Underground Collection Line #1: Under Ware Rd., approximately 6,198 ft. North of the intersection of Ware Rd. and FM 490.
- Install Underground Collection Line #2: Under Ware Rd., approximately 6,223 ft. North of the intersection of Ware Rd. and FM 490.
- Install Underground Collection Line #3: Under Ware Rd., approximately 6,248 ft. North of the intersection of Ware Rd. and FM 490.
- Install Underground Collection Line #4: Under Texan Rd., approximately 4,063 ft. North of the intersection of Texan Rd. and FM 490.
- Install Underground Collection Line #5: Under Abrams Rd., approximately 84 ft. North of the intersection of Texan Rd. and FM 490.

The granting, giving and authorizing of permission for the said aforenamed Permittee to do such Work along the above described public road being conditioned that Permittee agrees that:

1. Intentionally deleted.

2. The Permittee will employ a competent person or firm to do such Work and complete it in accordance with the covenants and conditions herein set forth.

3. Permittee shall stake the location approved by the Commissioner in whose precinct the Work is to be done well in advance of beginning its Work. Permittee shall contact Commissioner before commencing any Work.

4. The Permittee will obtain all permits required by any jurisdiction and will use all proper caution in performing the work to prevent injury to all persons and property.

5. Not withstanding any provision in this Agreement to the contrary, Permittee recognizes that the paramount purpose of the easement and dedication for the said public road is to provide for the establishment and operation of a roadway for the public. Recognizing this as the paramount purpose of the easement and dedication, Permittee agrees that County has the unlimited and unrestricted right to establish, construct, reconstruct and maintain the said public road and to conduct all maintenance for the roadway and all related structures (including but not limited to the maintenance, construction and reconstruction of ditches, drainage pipes, bridges and paving surfaces) without incurring any liability, obligation or duty to Permittee.

AI-53309 Head Start 8. A.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Edmundo Garcia, HEAD START

Submitted By: Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Approval of Children's Applications for Program Year 2015-2016

BACKGROUND

Policy Council Approval: 02.17.16

Fiscal Impact

Attachments

Childrens Applications

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/12/2016 10:41 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Linda Galaviz Started On: 02/08/2016 09:09 AM

Final Approval Date: 02/19/2016

Hidalgo County Head Start Program

Policy Council Consent Agenda

DATE: February 17, 2016

SUBJECT: Approval of Children's Applications for Program Year 2015-2016

RATIONALE/NEED: The Children's Applications Sub-Committee has reviewed the children's applications to ensure that age and income eligibility requirements for enrollment have been met. All applications must be approved by the Policy Council.

RECOMMENDATION: Administration recommends approval.

COST: None

RELATED INFORMATION INCLUDES: Children's Applications Report

****

INITIATED BY: Elvira Segura, Family Services Director

REVIEWED BY: Edmundo Garcia, Assistant Director for Operations

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County Head Start Program

Application Status Report: 2015-2016 (Approval Date: 02/17/2016)

	Location	Lic-Cap	# - Class	Quota	Returnees	New	Waitlist	Lacking
1	Alamo	119	6	111	55			
2	Alton	100	5	100	51		7	
3	Austin	176	7	137	82		6	
4	Donna I	136	7	136	71	6		
5	Donna II	60	3	60	27			
6	Donna IV	33	2	33	21		3	
7	Edcouch	210	10	194	106		4	
8	Edinburg I	67	3	57	30			
9	Edinburg II	34	2	34	18	1	0	
10	Edinburg III	51	3	51	18			
11	Edinburg IV	232	10	194	105		2	
12	Edinburg V	189	8	156	70		2	
13	Farias	136	7	128	32			
14	Hidalgo	60	3	51	34			
15	La Herencia	52	3	51	29		2	
16	La Joya	116	4	80	45	1	18	
17	Las Milpas I	120	5	97	65	1	4	
18	Longoria	100	5	97	73		4	
19	McAllen IV	51	3	51	31		4	
20	McAllen V	104	5	97	62		1	
21	McAllen VI	51	3	51	40			
22	Mercedes I	119	6	117	48		1	
23	Mercedes II	34	2	34	18		10	
24	Mission I	109	4	71	35			
25	Mission II	148	7	128	61		3	
26	Mission III	51	3	51	24			
27	Mission IV	62	3	57	30	1		
28	Monte Alto	41	2	40	32		24	
29	Palacios	170	9	168	73	1	2	
30	Palmview II	192	8	157	68		8	
31	Palmview III	122	6	114	66		3	
32	Pharr	100	5	94	60		3	
33	Progreso	60	3	57	33		3	
34	San Carlos	100	4	80	39			
35	San Juan I	60	3	54	25			
36	San Juan II	182	7	137	83		3	
37	Sullivan City	124	5	94	55			
38	UTPA	34	2	34	16		4	
39	Weslaco I	84	4	80	31		5	
40	Weslaco III	100	5	100	49			
41	Western Rd	69	3	57	30		11	
	GRAND TOTAL	4158	195	3690	1941	11	137	0

AI-53310 Head Start 8. B.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Edmundo Garcia, HEAD START

Submitted By: Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Approval of Texas Department of Agriculture Meals and Snacks Monthly Report

BACKGROUND

Policy Council Approval: 02.17.16

Fiscal Impact

Attachments

Meals/Snacks Report

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/12/2016 10:41 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Linda Galaviz Started On: 02/08/2016 09:11 AM

Final Approval Date: 02/19/2016

Hidalgo County Head Start Program

Policy Council Consent Agenda

DATE: February 17, 2016

SUBJECT: Approval of Texas Department of Agriculture Meals and Snacks Monthly Report

RATIONALE/NEED: This report will be presented to the Policy Council each month.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Meals/Snacks Report: January

****

INITIATED BY: Gilbert Silva, Child Nutrition Director G.S.

REVIEWED BY: Edmundo Garcia, Assistant Director for Operations

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Texas Department of Agriculture
Hidalgo County Head Start Program
Meals and Snack Report

	Feb.'15	Mar.'15	April '15	May '15	June/July '15	Aug. '15	Sept. '15	Oct.'15	Nov.'15	Dec.'15	*Jan.'16	Meal Totals
Breakfast	58,496	45,417	62,059	53,354	Centers closed	31,928	68,172	68,556	48,190	41,493	52,881	530,546
Lunch	58,476	45,253	60,588	52,530	Centers closed	32,077	68,081	68,279	47,974	40,793	52,913	526,964
PM Snack	54,516	42,181	55,575	45,211	Centers closed	30,167	61,635	61,651	40,991	35,474	47,330	474,731
Monthly Totals	171,488	132,851	178,222	151,095	Centers closed	94,172	197,888	198,486	137,155	117,760	153,124	1,532,241

*Preliminary

Rates for Free Meal Reimbursement Effective July 1, 2015 to June 30, 2016

Breakfast: $ 1.66

Lunch: $ 3.07

Cash in Lieu of Commodities (Lunch): $0.2375

Snack: $ 0.84

Submitted by: Gilbert Silva, Child Nutrition Director

AI-53311 Head Start 8. C.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Edmundo Garcia, HEAD START

Submitted By: Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Approval of Special Services Monthly Report: January 2016

BACKGROUND

Policy Council Approval: 02.17.16

Fiscal Impact

Attachments

Special Services Report

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/12/2016 10:41 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Linda Galaviz Started On: 02/08/2016 09:12 AM

Final Approval Date: 02/19/2016

Hidalgo County Head Start Program

Policy Council Consent Agenda

DATE: February 17, 2016

SUBJECT: Approval of Special Services Report

RATIONALE/NEED: This report keeps the Policy Council Members informed on the number of children with special needs.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Special Services Report: January

****

INITIATED BY: Edna Snider, Special Services Director

REVIEWED BY: Nora S. Munoz, Assistant Director for Programmatic Services

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Rosa

January 29 ,2016

Special Services Program Report

Center	LEA Diagnosed	Pending LEA Referrals	# Receiving Rehab Services	Did Not Qualify	Parent Refusal of Services	Total Center Enrollment	10% Quota
Alamo	12	6	0	0	0	111	11
Alton	22	4	4	0	0	100	10
Austin One	23	0	0	0	0	137	14
Donna I	13	0	6	0	0	136	14
Donna II	7	0	0	1	0	60	6
Donna IV	3	0	0	0	0	33	3
Edcouch	14	0	3	0	0	194	19
Edinburg I	2	0	0	0	0	57	6
Edinburg II	6	1	3	1	0	34	3
Edinburg III	4	0	0	0	0	51	5
Edinburg IV	18	0	6	0	0	196	20
Edinburg V	9	7	1	0	0	156	16
Farias	6	0	8	1	0	128	13
Hidalgo	8	2	0	0	0	51	5
La Estancia	10	0	0	0	0	34	3
La Herencia	13	2	0	0	0	51	5
La Joya	4	0	0	0	0	80	8
Las Milpas I	7	3	1	0	0	97	10
Longoria	4	0	1	0	0	97	10
McAllen IV	4	0	0	2	0	51	5
McAllen V	15	0	0	0	0	98	10
McAllen VI	9	0	0	0	3	51	5
Mercedes I	13	8	0	0	0	119	12
Mission I	4	3	0	0	0	71	7
Mission II	12	0	0	0	0	132	13
Mission III	7	0	0	0	0	51	5
Mission IV	7	0	0	0	0	58	6
Monte Alto	3	0	0	0	0	40	4
Palacios	15	0	1	0	0	158	16
Palmview II	15	4	6	0	0	157	16
Palmview III	10	3	0	0	0	114	11
Pharr	14	2	3	0	0	94	9
Progreso	8	0	0	1	0	57	6
San Carlos	10	7	0	4	0	80	8
San Juan I	5	1	0	0	0	54	5
San Juan II	11	0	6	0	0	137	14
Sullivan	9	2	0	0	0	94	9
UTRGV	3	1	0	0	0	34	3
Weslaco I	17	2	0	1	0	80	8
Weslaco III	8	3	1	0	0	100	10
Western Rd	10	0	1	0	0	57	6
Total	**394**	**61**	**51**	**11**	**3**	**3690**	**369**

10% Quota Met

AI-53312 Head Start 8. D.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Edmundo Garcia, HEAD START

Submitted By: Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Approval of Risk Management Report

BACKGROUND

Policy Council Approval: 02.17.16

Fiscal Impact

Attachments

Risk Management Report

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/12/2016 10:41 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Linda Galaviz Started On: 02/08/2016 09:14 AM

Final Approval Date: 02/19/2016

Hidalgo County Head Start Program

Policy Council Consent Agenda

DATE: February 17, 2016

SUBJECT: Approval of Risk Management Report

RATIONALE/NEED: A quarterly Risk Management Report on Worker's Compensation cases will be submitted to keep the Policy Council informed on employee injuries and absences.

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Risk Management Report

****

INITIATED BY: Noemi Flores, Safety Officer

REVIEWED BY: David Guel, Administrator for Human Resources

EXECUTIVE DIRECTOR'S APPROVAL:

Hidalgo County Head Start Program
Human Resource Department
Risk Management Report

4th. Quarterly Report 10-02-2015 – 12-31-2015

No.	Claim Number	Claim Type	Claimant's ID Number	Assignment	Location	Date of Injury	Projected End Date	Type of Injury	Comments
1.	15602413	Record Only	003884	Mail Courier	Administration	10/02/2015	10/04/2015	Vehicle accident	Closed
2.	15601734	Record Only	004630	Teacher	Donna II	10/07/2015	10/08/2015	Fall	Closed
3.	15602163	Medical only	003896	Assistant Teacher	Monte Alto	10/08/2015	12/30/2015	Strain	Closed
4.	15602159	Record Only	004390	Teacher	Weslaco 1	10/08/2015	10/13/2015	Dog bite	Closed
5.	15601798	Record Only	003054	Custodian	Administration	10/08/2015	10/09/2013	Fall	closed
6.	15602410	Medical	004012	Teacher	Alamo	10/09/2015	Open	Strain	Open
7.	15602675	Medical	004248	Teacher	Longoria	10142015	Open	Fall	Open
8.	15603108	Medical	003432	Center Manager	La Estancia	10/19/2015	Open	Fall	Open
9.	15603677	Record Only	004697	Edcouch	Assistant Teacher	10/20/2015	Closed	Fall	Closed
10.	15603672	Record Only	001076	Edinburg 1	Assistant Teacher	10/21/2015	Closed	Fall	Closed
11.	15604478	Record Only	004519	Administration	Maintenance Worker	10/27/2015	Closed	Auto Accident	Closed
12.	15604444	Record Only	004561	Mission I	Assistant Teacher	10/29/2015	Closed	Fall	Closed
13.	15604314	Record Only	001990	Alton	Support Assistant	10/26/2015	Denied	Strain	Closed
14.	15604913	Record Only	004266	Edinburg 1	Teacher	11/04/2015	Denied	Rash	Closed

Hidalgo County Head Start Program
Human Resource Department
Risk Management Report

3rd. Quarterly Report 07/01/12 to 09/30/12

No.	Claim Number	Claim Type	Claimant's ID Number	Assignment	Location	Date of Injury	Projected End Date	Type of Injury	Comments
15.	15605602	Record Only	001788	Assistant Teacher	Sullivan City	11/10/2015	11/20/2015	Contusion	Closed
16.	15605883	Record Only	000496	Center Manager	Edinburg V	11/12/2015	11/12/2015	Contusion	Closed
17.	15606450	Record Only	004459	Electrician Technician	Administration	11/17/2015	11/12/2015	Fall	Closed
18.	15606871	Record Only	002119	Support Assistant	Sullivan City	11/19/2015	11/19/2015	Strain	Closed
19.	15608182	Record Only	000467	Support Assistant	Edinburg IV	12/04/2015	12/07/2015	Fall	Closed
20.	15608445	Record Only	004381	Teacher	Edinburg IV	12/08/2015	12/09/2015	Strain	Closed
21.	15608537	Record Only	002091	Teacher	Sullivan H S	12/09/2015	12/09/2015	Strain	Open
22.	15608895	Record Only	003014	Teacher	Mission III	12/10/2015	12/14/2015	Human Sketch	Closed
23.	15609088	Medical	004793	Support Assistant	Western Rd	12/14/2015	12/15/2015	Fall	Open
24.	15609420	Medical	004628	Support Assistant	San Carlos	12/16/2015	12/16/2015	Fall	Open
25.	15609562	Record Only	003532	Teacher	Western Rd.	12/17/2015	12/18/2015	Fall	Closed
26.									
27.									
28.									

AI-53308 Head Start 8. E.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Edmundo Garcia, HEAD START

Submitted By: Linda Galaviz, HEAD START

Department: HEAD START

Information

CAPTION

Approval of Monthly Financial Report: January 2016

BACKGROUND

Policy Council Approval: 02.17.16

Fiscal Impact

Attachments

Financial Report

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/12/2016 10:41 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Linda Galaviz Started On: 02/08/2016 09:07 AM

Final Approval Date: 02/19/2016

Hidalgo County Head Start Program

Policy Council Consent Agenda

DATE: February 17, 2016

SUBJECT: Approval of Financial Report

RATIONALE/NEED: Approval is needed to comply with the Head Start Performance Standard 1304.51(h) (1).

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Financial Report: January

****

INITIATED BY: Elma Carrera, Chief Financial Officer

REVIEWED BY: Edmundo Garcia, Assistant Director for Operations

EXECUTIVE DIRECTOR'S APPROVAL: Teresa Flores

Hidalgo County Head Start Program
Budget Report
Fund 19 - Head Start
From 1/1/2016 Through 12/31/2016

January 2016

Account Title	Total Budget	YTD Expenditures	YTD Encumbrances	Total Budget Balance	Percent Budget Remaining	January Expenditures
SALARIES	16,483,600.94	689,233.02	0.00	15,794,367.92	95.81%	689,233.02
FRINGE BENEFITS	6,865,783.21	433,108.18	0.00	6,432,675.03	93.69%	433,108.18
OFFICE SUPPLIES	79,200.00	7,300.80	1,207.09	70,692.11	89.25%	7,300.80
CLASSROOM SUPPLIES	194,062.00	29,335.39	16,345.88	148,380.73	76.46%	29,335.39
MAINTENANCE SUPPLIES	246,719.85	32,151.52	41,794.58	172,773.75	70.02%	32,151.52
MEDICAL SUPPLIES	8,007.00	0.00	42.50	7,964.50	99.46%	0.00
OPERATIONAL SUPPLIES	57,350.00	1,215.98	7,663.08	48,470.94	84.51%	1,215.98
RENT	169,397.00	28,302.80	0.00	141,094.20	83.29%	28,302.80
UTILITIES	450,000.00	880.54	0.00	449,119.46	99.80%	880.54
TELEPHONE	261,200.00	19,210.90	0.00	241,989.10	92.64%	19,210.90
LOCAL TRAVEL	49,200.00	0.00	0.00	49,200.00	100.00%	0.00
VEHICLE MAINT/REPAIRS	220,000.00	9,887.59	26,347.31	183,765.10	83.52%	9,887.59
HEALTH SERVICES	1,000.00	0.00	0.00	1,000.00	100.00%	0.00
DENTAL SERVICES	1,000.00	0.00	500.00	500.00	50.00%	0.00
MENTAL HEALTH	29,250.00	0.00	0.00	29,250.00	100.00%	0.00
PRINTING	28,900.00	662.15	2,076.00	26,161.85	90.52%	662.15
INSURANCE	202,000.00	159,119.07	0.00	42,880.93	21.22%	159,119.07
EQUIPMENT MAINT/REPAIRS	68,500.00	904.32	1,000.00	66,595.68	97.21%	904.32
CDA & T&TA	276,833.00	7,715.38	6,724.39	262,393.23	94.78%	7,715.38
PROFESSIONAL SERVICES	92,500.00	0.00	9,000.00	83,500.00	90.27%	0.00
DISABILITY SERVICES	4,800.00	119.92	1,160.00	3,520.08	73.33%	119.92
TOTALS	**25,789,383.00**	**1,419,147.56**	**113,860.83**	**24,256,294.61**	**94.05%**	**1,419,147.56**

AI-53289 Auditor's Office 9. A.

CC CONSENT

Meeting Date: 02/23/2016

Submitted By: Nereyda Gonzalez, AUDITOR'S OFFICE

Department: AUDITOR'S OFFICE

Information

CAPTION

1. Pursuant to Local Government Code Sections 114.023-.025, requesting approval of Monthly Financial Report for the Months of December 2015 and January 2016. 2. Pursuant to Local Government Code Section 115.0035, requesting approval of the attached reports.

BACKGROUND

Fiscal Impact

Attachments

audit

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/10/2016 04:48 PM

Form Started By: Nereyda Gonzalez Started On: 02/05/2016 11:41 AM

Final Approval Date: 02/12/2016

COUNTY of 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



EDINBURG, TEXAS 78539

February 22, 2016

The Honorable Ramon Garcia
Hidalgo County Judge
302 W. University Drive
Edinburg, Texas 78539

Dear Judge Garcia:

Pursuant to Local Government Code Section 114.044 and/or Local Government Code Section 115.0035 (c), we are submitting for your review the following monthly reports and/or letters:

Department	Fees/Costs	Description
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	$ 2,043,375.56	Oct. 2015 Monthly Report
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	$ 19,457,606.97	Nov. 2015 Monthly Report
Mr. Eduardo Olivarez, Chief Administrator Officer Hidalgo County Health and Human Services Department	$ 22,195.00	Dec. 2015 Monthly Report/Letter
Ms. Angie Chapa, Law Librarian	$ 763.00	Dec. 2015 Monthly Report/Letter
Mr. Eric Sanchez, Interim Fire Marshal	$ 9,622.50	Dec. 2015 Monthly Report/Letter
The Hon. A.C. Cuellar, Jr., Commissioner Precinct No. 1	$ 158.00	Dec. 2015 Monthly Report/Letter Delta Lake
The Hon. Jose M. Flores, Commissioner Precinct No. 3	$ 664.00	Dec. 2015 Monthly Report/Letter Anzalduas Park
The Hon. Jose M. Flores, Commissioner Precinct No. 3	$ 1,900.00	Jan. 2016 Monthly Report/Letter Anzalduas Park
The Hon. Eduardo Cantu, Commissioner Precinct No. 2	$ 2,275.00	Dec. 2015 Monthly Report/Letter Sanitation Program
The Hon. Joseph Palacios, Commissioner Precinct No. 4	$ 27,875.00	Dec. 2015 Monthly Report/Letter Sanitation Program
The Hon. Celestino Avila, Constable Pct. No. 1	$ 2,350.00	Dec. 2015 Monthly Report/Letter
The Hon. Martin Cantu, Constable Pct. No. 2	$ 4,415.00	Dec. 2015 Monthly Report/Letter
The Hon. Lazaro Gallardo, Jr., Constable Pct. No. 3	$ 7,240.00	Dec. 2015 Monthly Report/Letter
The Hon. Atanacio Gaitan Jr., Constable Pct. No. 4	$ 525.00	Dec. 2015 Monthly Report/Letter

Department	Description
The Hon. Pablo Villarreal, Jr., RTA Hidalgo County Tax Assessor/Collector	Review of Delinquent Tax Attorney Payment Request – December 2015 Report No. 2016-11

The Hon. Marcos Ochoa, Justice of the Peace Pct. 3, Pl. 2	Review of Justice of the Peace Precinct 3, Place 2 Office – Collections Related t to the Scofflaw Program Report No. 2015-32
The Hon. Ricardo Rodriguez, Jr. Hidalgo County Criminal District Attorney	Cash Count Report No. 2015-77
Mr. Sergio Cruz, Budget Officer	Cash Count Report No. 2015-78
The Hon. Jesus E. Morales, Justice of the Peace Pct. 1 Pl. 2	Cash Count Report No. 2015-537
The Hon. Norma Garcia, Hidalgo County Treasurer	Cash Count Report No. 2015-555

Respectfully,

Ray Eutracio, CPA
Hidalgo County Auditor

Attachments

Prepared By: Abigail G.
Date: 01/08/16
Reviewed By: 1/30/16
Approved By: 2/16/16

Hidalgo County Tax Office
Collections Summary
For the Month ended October 31, 2015

Hidalgo County Tax Collections	2,026,203.78	M1-1
Hospital District Funding - 2016 1st Quarter	2,644.79	M1-1
Administrative Fees Collected	14,481.22	M1-1
Road District # 2 Collections	-	M2-1
Road District # 5 Collections	45.57	M3-1
Road District # 15 Collections	0.20	M4-1
State District Collections	-	M5-1
Total Collections	2,043,375.56	

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
HIDALGO COUNTY TAXES COLLECTED
OCTOBER 2015
REVISED PBC

COMPARATIVE RATE OF COLLECTIONS

HIDALGO COUNTY GHD	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
2015 TAX ROLL	✓178,719,088.17 MI-10	803,133.69 MI-10✓	-	✓660,441.08 MI-10	178,576,395.56 MI-10✓	0.45%	31.00%
2014 & PRIOR YRS	✓31,346,653.45 MI-10	4,711,535.02 MI-10✓	-	✓(446,523.24) MI-10	26,188,595.19 MI-10✓	15.25%	14.57%
ROLLBACK	✓100,394.43 MI-11	50,344.48 MI-11✓	-	✓145,956.06 MI-11	196,006.01 MI-11✓	20.44%	30.36%
TOTALS	✓210,166,136.05 MI-12	5,565,013.19 MI-12✓	-	✓359,873.90 MI-12	204,960,996.76 MI-12✓		
2014 TAX ROLL	167,256,801.76↓	162,127,874.01 MI-10✓	-	✓1,936,892.46 MI-10	↓7,065,820.21 MI-10	95.82%	

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF OCTOBER 2015

			MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX (2015 Tax Roll)	✗803,133.69 d MI-3		(2015) ✗ 660,441.08 CURRENT MI-10
CURRENT YEAR-P&I	- d MI-3		
PRIOR YEARS-BASE TAX	782,699.72 — 443,414.14: 2014 Tax Roll (MI-3) ✗		✗ (30,921.31) ROLL MI-10
	338,740.58: 13 & Prior Tax Roll (MI-5) ✗		✗ (52,538.67) PRIOR
PRIOR YEARS-P&I	284,103.22 — 93,539.75: 2014 Tax Roll (MI-3) ✗		✗ (21,617.36) 13 & Prior MI-10
	190,563.47: 13 & Prior Tax Roll (MI-5) ✗		- ROLLBACK MI-11
ROLLBACK BASE	✗3,189.11 d MI-6		
ROLLBACK P&I	✗ - d MI-6		
ATTORNEY FEES	✓153,078.04 d MI-4		
HOSPITAL DISTRICT FUNDING	-	2,644.79 d MI-20✓	
HOSPITAL DISTRICT P&I			
SPECIAL INVENTORY FINE		2,245.00 d MI-24✓	
SPECIAL INVENTORY PENALTY		7,416.22 d MI-26✓	
TAX CERTIFICATE FEES	-	500.00 d MI-28✓	
SERVICE CHG FEES	-	1,020.00 d MI-31✓	
MISC FEES	-	3,300.00 d MI-34✓	
TOTAL COLLECTIONS	✓2,026,203.78 d MI-4	17,126.01 ^	✓ 607,902.51 MI-12 ^
LESS HCAD COMM REND. PEN. (CURR)-2015	✓25.44 d MI-19		
LESS HCAD COMM REND. PEN. (DELQ)	✓164.09 — 105.40: 2014 HCAD MI-19✗		
	58.69: 13 & Prior HCAD MI-19✗		
LESS TRANSFERRED	✓913,970.67 d MI-2, MI-7	-	
LESS IN TRANSIT	✓958,965.54 d MI-2, MI-7	17,126.01 d MI-55✓	
LESS DUE TO DEL TAX ATTY FEES	✓153,078.04 d MI-2, MI-55		
LESS DUE TO CO TREASURER	-		
LESS COURT ORDER INTEREST	-		
BALANCE	- ^	0.00 ^	

AFFIDAVIT

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF OCTOBER 2015 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR HIDALGO COUNTY, TEXAS

HIDALGO COUNTY ASSESSOR & COLL. OF TEXAS

SWORN AND SUBSCRIBED BEFORE ME THIS 12TH DAY OF NOVEMBER 2015 A.D.

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

JOSE E JARAMILLO
Notary Public
STATE OF TEXAS
My Comm. Exp. 09-10-2016

RECEIVED
DEC - 9 2015

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: HCA-17
DATE: 01/04/16 1/3/16

MI-1

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 2 TAXES COLLECTED
OCTOBER 2015

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 2
RD2

	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
1981 & PRIOR YRS	60.90	-	-	-	60.90	0.00%	0.00%
TOTALS	60.90 +M2-3	- +M2-3	-	- +M2-3	60.90 M2-4 +A		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF OCTOBER 2015

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	-	- CURRENT
CURRENT YEAR-P&I	-	
PRIOR YEARS-BASE TAX	-	- PRIOR
PRIOR YEARS-P&I	-	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	-	
TOTAL COLLECTIONS	- d M2-2	- d M2-4
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	-	
LESS IN TRANSIT	-	
LESS DUE TO DEL TAX ATTY FEES	-	
LESS DUE TO CO TREASURER	-	
BALANCE	- d M2-2	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF OCTOBER 2015 IS CORRECT.

Pablo "Paul" Villarreal Jr.
ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 2

SWORN AND SUBSCRIBED BEFORE ME THIS 9TH DAY OF NOVEMBER 2015 A.D.

Melinda Mendoza
NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: HC
DATE: 12/28/15 1/28/16

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

RECEIVED
NOV 17 2015
Hidalgo County
AUDITORS OFFICE

M2-1

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 5 TAXES COLLECTED
OCTOBER 2015

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 5
RD5

	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
1999 & PRIOR YRS	8,796.99	147.47	-	(426.42)	8,223.10	1.76%	2.19%
TOTALS	8,796.99 ✓M3-5	147.47 ✓M3-5 ✓	-	(426.42) ✓M3-5	8,223.10 M3-6 ✓		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF OCTOBER 2015

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	- ✓	- CURRENT
CURRENT YEAR-P&I	- ✓ M3-3	
PRIOR YEARS-BASE TAX	12.00 ✓	(12.96) PRIOR M3-4
PRIOR YEARS-P&I	27.80 ✓	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	5.77 ✓ M3-4	
TOTAL COLLECTIONS	45.57 ✓	(12.96)
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	35.38 ✓ M3-2; M1-57	
LESS IN TRANSIT	4.42 ✓ M3-2; M1-57	
LESS DUE TO DEL TAX ATTY FEES	5.77 ✓ M3-2; M1-55	
LESS DUE TO CO TREASURER	-	
BALANCE	-	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF OCTOBER 2015 IS CORRECT.

Pablo (Paul) Villarreal Jr.
ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 5

SWORN AND SUBSCRIBED BEFORE ME THIS 9TH DAY OF NOVEMBER 2015 A.D.

Melinda Mendoza
NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [illegible]
DATE: 12/28/15 1/28/16

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

RECEIVED
NOV 17 2015
Hidalgo County
AUDITORS OFFICE

M3-1

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 15 TAXES COLLECTED
OCTOBER 2015

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 15
RD15

	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
1993 & PRIOR YRS	914.87	1.60	-	(163.72)	749.55	0.21%	0.47%
ROLLBACK	-	-	-	-	-	0.00%	0.00%
TOTALS	914.87 ± M4-5 ✓	1.60 ± M4-5 ✓	-	(163.72) ± M4-5	749.55 M4-6 ✓ #1		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF OCTOBER 2015

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	- d	- CURRENT
CURRENT YEAR-P&I	- d	
PRIOR YEARS-BASE TAX	X 0.05 d M4-3	- PRIOR
PRIOR YEARS-P&I	X 0.13 d	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	✓ 0.02 d M4-4	
TOTAL COLLECTIONS	X 0.20 d	- d M4-6
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	✓ 0.18 d M4-2, M1-57	
LESS IN TRANSIT	- d M4-2; M1-57	
LESS DUE TO DEL TAX ATTY FEES	✓ 0.02 d M4-2; M1-55	
LESS DUE TO CO TREASURER	-	
BALANCE	-	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF OCTOBER 2015 IS CORRECT.

Pablo (Paul) Villarreal Jr.
ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 15

SWORN AND SUBSCRIBED BEFORE ME THIS 9TH DAY OF NOVEMBER 2015 A.D.

Melinda Mendoza
NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [illegible]
DATE: 12/28/15 11/28/16

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

HIDALGO COUNTY ASSESSOR & COLL. OF TEXAS

RECEIVED
NOV 17 2015
Hidalgo County
AUDITORS OFFICE

M4-1

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
STATE DIST TAXES COLLECTED
OCTOBER 2015

COMPARATIVE RATE OF COLLECTIONS

STATE DIST TEX	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
1979 & PRIOR YRS	24.77	-	-	(4.30)	20.47	0.00%	0.00%
TOTALS	24.77	-	-	(4.30)	20.47		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF OCTOBER 2015

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	-	
CURRENT YEAR-P&I	-	- CURRENT
PRIOR YEARS-BASE TAX	-	
PRIOR YEARS-P&I	-	- PRIOR
ROLLBACK BASE	-	
ROLLBACK P&I	-	- ROLLBACK
ATTORNEY FEES	-	
TOTAL COLLECTIONS	-	-
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	-	
LESS IN TRANSIT	-	
LESS DUE TO DEL TAX ATTY FEES	-	
LESS DUE TO CO TREASURER	-	
BALANCE	-	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF OCTOBER 2015 IS CORRECT.

Pablo Paul Villarreal Jr.
ASSESSOR-COLLECTOR OF TAXES FOR STATE DIST TAXES

SWORN AND SUBSCRIBED BEFORE ME THIS 9TH DAY OF NOVEMBER 2015 A.D.

Melinda Mendoza
NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 11/28/15 1/28/16

RECEIVED
NOV 17 2015
Hidalgo County
AUDITORS OFFICE

Prepared By: Abigail G.
Date: 01/20/16
Reviewed By:
Approved By:

Hidalgo County Tax Office
Collections Summary
For the Month ended November 30, 2015

Hidalgo County Tax Collections	12,022,825.15	M1-1
Hospital District Funding - 2016 1st Quarter	7,429,648.21	M1-1
Administrative Fees Collected	5,127.86	M1-1
Road District # 2 Collections	-	M2-1
Road District # 5 Collections	5.38	M3-1
Road District # 15 Collections	0.37	M4-1
State District Collections	-	M5-1
Total Collections	19,457,606.97	

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
HIDALGO COUNTY TAXES COLLECTED
NOVEMBER 2015

COMPARATIVE RATE OF COLLECTIONS

HIDALGO COUNTY GHD	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
2015 TAX ROLL	178,719,088.17 MH10	11,904,190.83 MH10	-	663,984.81 MH10	167,478,882.15 MH10	6.64%	8.47%
2014 & PRIOR YRS	31,346,653.45 MH10	5,285,381.73 MH10	-	(445,849.99) MH10	25,615,421.73 MH10	17.10%	16.88%
ROLLBACK	100,394.43 MH11	50,615.85 MH11	-	145,956.06 MH11	195,734.64 MH11	20.55%	27.90%
TOTALS	210,166,136.05 MH12	17,240,188.41 MH12	-	364,090.88 MH12	193,290,038.52 MH12		
2014 TAX ROLL	167,256,801.76	162,434,465.13 MH10	-	1,921,537.58 MH10	6,743,874.21 MH10	96.01%	

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF NOVEMBER 2015

			MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX (2015 Tax Roll)	1,101,057.14 d MH-3		3,543.73 (2015) CURRENT MH-10
CURRENT YEAR-P&I	- d	806,591.12 : 2014 Tax Roll (MH3)	(15,354.88) '14 Roll MH-10
PRIOR YEARS-BASE TAX	573,846.71	267,255.59 : '13 Prior Tax Roll (MH-5)	673.25 PRIOR
PRIOR YEARS-P&I	233,784.56	66,575.78 : 2014 Tax Roll (MH3)	16,028.13 '13 Prior MH-5
ROLLBACK BASE	271.37 d	167,208.78 : '13 Prior Tax Roll (MH-5)	- ROLLBACK MH-11
ROLLBACK P&I	- d MH-6		
ATTORNEY FEES	113,865.37 d MH-9		
HOSPITAL DISTRICT FUNDING	-	7,429,648.21 d MH-20	
HOSPITAL DISTRICT P&I		-	
SPECIAL INVENTORY FINE		344.94 d MH-21	
SPECIAL INVENTORY PENALTY		1,351.22 d MH-23	
TAX CERTIFICATE FEES	-	360.00 d MH-25	
SERVICE CHG FEES	-	633.70 d MH-27	
MISC FEES	-	2,438.00 d MH-30	
TOTAL COLLECTIONS	12,022,825.15 d MH-9	7,434,776.07	4,216.98 MH-12
LESS HCAD COMM REND. PEN. (CURR)-2015	508.86 d MH-19		
LESS HCAD COMM REND. PEN. (DELQ)	48.86	35.38 : 2014 HCAD (MH-19) 13.48 : '13 Prior HCAD (MH9)	
LESS TRANSFERRED	7,532,664.27 d MH-2 ; MH-61	5,698,248.21	2,871,613.00 d MH42
LESS IN TRANSIT	4,375,737.79 d MH-2 ; MH-61	1,736,527.86	4,563,163.07 d MH58
LESS DUE TO DEL TAX ATTY FEES	113,865.37 d MH-2 ; MH58		
LESS DUE TO CO TREASURER	-		
LESS COURT ORDER INTEREST	-		
BALANCE			

AFFIDAVIT

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF NOVEMBER 2015 IS CORRECT.

ASSESSOR-COLLECTOR OF TAXES FOR HIDALGO COUNTY, TEXAS

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF DECEMBER 2015 A.D.

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

RECEIVED
DEC - 9 2015

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 12/14/15 2/3/16

MH-1

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 2 TAXES COLLECTED
NOVEMBER 2015
PBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 2 RD2	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
1981 & PRIOR YRS	60.90	-	-	-	60.90	0.00%	0.00%
TOTALS	60.90 ↑M2-3	-↑M2-3	-	-↑M2-3	60.90 M2-4 ✓		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF NOVEMBER 2015

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	-	
CURRENT YEAR-P&I	-	- CURRENT
PRIOR YEARS-BASE TAX	-	
PRIOR YEARS-P&I	-	- PRIOR
ROLLBACK BASE	-	
ROLLBACK P&I	-	- ROLLBACK
ATTORNEY FEES	-	
TOTAL COLLECTIONS	-dM2-2	-dM2-4
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	-	
LESS IN TRANSIT	-	
LESS DUE TO DEL TAX ATTY FEES	-	
LESS DUE TO CO TREASURER	-	
BALANCE	-dM2-2	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF NOVEMBER 2015 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 2

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF DECEMBER 2015 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

HIDALGO COUNTY ASSESSOR & COLL. OF TEXAS

RECEIVED
DEC - 9 2015
HIDALGO COUNTY
AUDITOR'S OFFICE

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [illegible]
DATE: 01/18/16 2/3/16

A12-1

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 5 TAXES COLLECTED
NOVEMBER 2015

DBC

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 5
RD5

	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
1999 & PRIOR YRS	8,796.99	148.98	-	(426.42)	8,221.59	1.78%	2.30%
TOTALS	8,796.99 M3-5 ✓	148.98 M3-5 ✓	-	(426.42) M3-5 ✓	8,221.59 M3-6 ✓		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF NOVEMBER 2015

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	- d	
CURRENT YEAR-P&I	- d M3-3	- CURRENT
PRIOR YEARS-BASE TAX	1.51 d	
PRIOR YEARS-P&I	3.24 d	- PRIOR
ROLLBACK BASE	-	
ROLLBACK P&I	-	- ROLLBACK
ATTORNEY FEES	0.63 d M3-4	
TOTAL COLLECTIONS	5.38 d	
LESS HCAD COMM REND. PEN.	-	- d M3-6
LESS TRANSFERRED	3.69 d M3-2, MI-61	
LESS IN TRANSIT	1.06 d M3-2; MI-61	
LESS DUE TO DEL TAX ATTY FEES	0.63 d M3-2, MI-58	
LESS DUE TO CO TREASURER	-	
BALANCE	-	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF NOVEMBER 2015 IS CORRECT.

Pablo (Paul) Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 5

HIDALGO COUNTY ASSESSOR & COLL. OF TEXAS

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF DECEMBER 2015 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

RECEIVED
DEC - 9 2015
HIDALGO COUNTY AUDITOR'S OFFICE

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: HH LD
DATE: 01/18/16 A/3/16

112-1

PREPARED BY: CLAUDIA LEE SALINAS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
ROAD DIST # 15 TAXES COLLECTED
NOVEMBER 2015

COMPARATIVE RATE OF COLLECTIONS

ROAD DIST # 15
RD15

	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
1993 & PRIOR YRS	914.87	1.69	-	(163.72)	749.46	0.22%	0.47%
ROLLBACK	-	-	-	-	-	0.00%	0.00%
TOTALS	914.87 ✓ M4-5	1.69 ✓ M4-5	-	(163.72) M4-5 ✓	749.46 M4-6 ✓		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF NOVEMBER 2015

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	- d	- CURRENT
CURRENT YEAR-P&I	- d	
PRIOR YEARS-BASE TAX	X 0.09 d } M4-3	- PRIOR
PRIOR YEARS-P&I	X 0.23 d	
ROLLBACK BASE	-	- ROLLBACK
ROLLBACK P&I	-	
ATTORNEY FEES	✓ 0.05 d M4-4	
TOTAL COLLECTIONS	X 0.37 d	- d M4-6
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	✓ 0.25 d M4-2; M1-61	
LESS IN TRANSIT	✓ 0.07 d M4-2; M1-61	
LESS DUE TO DEL TAX ATTY FEES	✓ 0.05 d M4-2; M1-58	
LESS DUE TO CO TREASURER	-	
BALANCE	-	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF NOVEMBER 2015 IS CORRECT.

Pablo Paul Villarreal Jr.

ASSESSOR-COLLECTOR OF TAXES FOR ROAD DISTRICT # 15

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF DECEMBER 2015 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

RECEIVED
DEC - 9 2015
HIDALGO COUNTY
AUDITOR'S OFFICE

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 01/18/16 2/3/16

M4-1

PREPARED BY: CLAUDIA LEE SALINAS

CS

PABLO "PAUL" VILLARREAL JR., ASSESSOR & COLLECTOR
STATE DIST TAXES COLLECTED
NOVEMBER 2015

PVC

COMPARATIVE RATE OF COLLECTIONS

STATE DIST TEX	ORIGINAL TAX LEVY	COLLECTED TO DATE	DROPPED YRS AFTER PURGE	MODIF. TO DATE	TAXES OUTSTANDING	PERCENT 2015/2016	COLLECTED 2014/2015
1979 & PRIOR YRS	24.77	-	-	(4.30)	20.47	0.00%	0.00%
TOTALS	24.77 ↓ MS-3 ✓	- ↓ MS-3	-	(4.30) ↓ MS-3	20.47 MS-4		

BREAKDOWN OF TAX COLLECTIONS AND FEES FOR THE MONTH OF NOVEMBER 2015

		MONTHLY MODIFICATIONS
CURRENT YEAR-BASE TAX	-	
CURRENT YEAR-P&I	-	- CURRENT
PRIOR YEARS-BASE TAX	-	
PRIOR YEARS-P&I	-	- PRIOR
ROLLBACK BASE	-	
ROLLBACK P&I	-	- ROLLBACK
ATTORNEY FEES	-	
TOTAL COLLECTIONS	- ↓ MS-2	- ↓ MS-2
LESS HCAD COMM REND. PEN.	-	
LESS TRANSFERRED	-	
LESS IN TRANSIT	-	
LESS DUE TO DEL TAX ATTY FEES	-	
LESS DUE TO CO TREASURER	-	
BALANCE	- ↓ MS-2	

**********AFFIDAVIT**********

I, PABLO "PAUL" VILLARREAL JR., ASSESSOR-COLLECTOR OF TAXES FOR THE HIDALGO COUNTY, DO SOLEMNLY SWEAR THAT THE ABOVE STATEMENT OF TAXES COLLECTED BY ME FOR THE MONTH OF NOVEMBER 2015 IS CORRECT.

Pablo "Paul" Villarreal

ASSESSOR-COLLECTOR OF TAXES FOR STATE DIST TAXES

SWORN AND SUBSCRIBED BEFORE ME THIS 7TH DAY OF DECEMBER 2015 A.D.

Melinda Mendoza

NOTARY PUBLIC, HIDALGO COUNTY, TEXAS

ASSESSOR & COLL. OF TEXAS — HIDALGO COUNTY

RECEIVED
DEC - 9 2015
HIDALGO COUNTY
AUDITOR'S OFFICE

MELINDA MENDOZA
Notary Public, State of Texas
My Commission Expires
AUGUST 22, 2018

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: HG VR
DATE: 01/18/16 2/3/16

MS-1

HIDALGO COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
MONTHLY FEES REPORT
FOR THE MONTH OF: DECEMBER 2015 PBC

Part I: RECAP OF COLLECTIONS

A. TOTAL CASH COLLECTED 4 $22,195.00

1. ON-SITE SEWAGE DISPOSAL INSPECTION PERMIT FEES
   a. INSTALLATION PERMIT FEE
      1. EDINBURG $4,420.00 4 X14
      2. MISSION $-
      3. WESLACO $-

      $4,420.00 4 X14

   b. FINAL INSPECTION PERMIT FEE
      1. EDINBURG $3,120.00 4 X14
      2. MISSION $-
      3. WESLACO $-

      $3,120.00 X14, X10

2. RESTAURANT INSPECTION FEE $11,475.00 X13
3. FOOD HANDLER'S CERTIFICATE FEES $3,180.00 X13
4. MOBILE UNIT DECAL FEES $-

X13-X14

TOTAL AMOUNT DUE TO THE COUNTY TREASURER: (Should Match Amt in Part II) $22,195.00

- X13-X14

Part II: SUMMARY OF COLLECTIONS REMITTED TO THE CO. TREASURER

Name of Fee Collected	Fee Amt.	Statute Ref.	# Issued	GL Account Number	Amount Collected
LOCAL FEES					
Installation Permit Fee	$75	HSC § 366.001 (A)	52 X7	1100-345-21-340-000-0-000	✓ $3,900.00 X7, X8
Final Inspection Permit Fee	$60	HSC § 366.001 (A)	52 X10	1100-345-25-340-000-0-000	✓ $3,120.00 X10, X11
Restaurant Inspection Fee	$150, $125, $100	HSC § 437.012	132 X13	1100-345-22-340-000-0-000	- $11,475.00 X3, X4
Food Handler's Certificate Fee	$10	HSC § 438.047 X12	159 X13	1100-345-23-340-001-0-000	✓ $3,180.00 X5, X3
Mobile Unit Decal Fee	$5	HSC § 121.006 (a)	0	1100-345-24-340-000-0-000	$-
STATE FEES					
TCEQ Waste Water Fee	$10	HSC § 367.010	52 X7	1100-207-20-000-002-0-000	✓ $520.00 X7, X9
TOTAL AMOUNT DUE TO THE COUNTY TREASURER:					$22,195.00 X13-X14
				variance should => "0"	-

RECEIVED BY COUNTY AUDITOR'S OFFICE JAN 19 2016

PREPARED BY

1/13/16
DATE

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME & I CERTIFY IT TO BE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

1-13-16
DATE

Eduardo Ramos
HEALTH DEPARTMENT DIRECTOR

This Report is Due in the Office of the County Auditor before the (5th) workday of the following month.

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bmo
DATE: 1/19/16

X1

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

February 8, 2016

Mr. Eduardo Olivarez
Chief Administrative Officer
Hidalgo County Heath & Human Services Department
1304 S. 25th Street
Edinburg, Texas 78539

Re: Review of the *Monthly Fees Report* and Supporting Documentation
For the month of December 2015

Dear Mr. Olivarez:

We have conducted a limited scope review of the Environmental Health Division *Monthly Fees Report* and supporting documentation for the month of December 2015 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the Environmental Health Division *Monthly Fees Report* for the month of December 2015. Our review was not intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes, the *Monthly Fees Report*, and fee schedules. The following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001(b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified that receipts followed sequential order.
- Verified that procedures for voided receipts were properly followed.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY 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.

- Reviewed *Daily Remittance/Close-Out Reports* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the fifth day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Daily Remittance/Close-Out Reports,* and the *Monthly Fees Report*, among other supporting documentation, to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $22,195.00. Based on the results of our review, we have concluded that fees collected were properly accounted and reported.

If you should have any questions, please do not hesitate to contact Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer
Elizardo Ramos, Environmental Health Services Division Manager

HIDALGO COUNTY LAW LIBRARY
MONTHLY FEES REPORT
FOR THE MONTH ENDED December 31, 2015

PBC

PART I: SUMMARY OF MONTHLY COLLECTIONS

A	B	C	D	E	F	G	H	I
		Law Library Receipt # Sequence			COUNTY TREASURER			
	Receipt Date	BEG #	END #	Total Collected	Receipt Amount	Receipt No.	Receipt Date	OVER/ (SHORT)
1	1-Dec-15	56854	56864	$ 58.50	$ 58.50	192968	12/02/15	-
2	2-Dec-15	56865	56872	$ 13.50	13.50	192977	12/03/15	-
3	3-Dec-15	56873	56883	$ 50.50	50.50	193123	12/08/15	-
4	4-Dec-15	56884	56889	$ 9.75	9.75	193124	12/08/15	-
5	5-Dec-15	0	0	$ -				-
6	6-Dec-15	0	0	$ -				-
7	7-Dec-15	56890	56902	$ 33.50	33.50	193125	12/08/15	-
8	8-Dec-15	56903	56914	$ 31.75	31.75	193213	12/10/15	-
9	9-Dec-15	56915	56922	$ 85.50	85.50	193214	12/10/15	-
10	10-Dec-15	56923	56934	$ 47.00	47.00	193262	12/11/15	-
11	11-Dec-15	56935	56945	$ 35.50	35.50	193286	12/14/15	-
12	12-Dec-15	0	0	$ -				-
13	13-Dec-15	0	0	$ -				-
14	14-Dec-15	56946	56950	$ 24.50	24.50	193331	12/15/15	-
15	15-Dec-15	56951	56961	$ 40.75	40.75	193374	12/16/15	-
16	16-Dec-15	56962	56973	$ 54.25	54.25	193423	12/17/15	-
17	17-Dec-15	56974	56982	$ 58.00	58.00	193506	12/21/05	-
18	18-Dec-15	56983	56988	$ 11.75	11.75	193508	12/21/15	-
19	19-Dec-15	0	0	$ -				-
20	20-Dec-15	0	0	$ -				-
21	21-Dec-15	56989	57000	$ 51.25	51.25	193606	12/23/15	-
22	22-Dec-15	57001	57008	$ 47.00	47.00	193689	12/28/15	-
23	23-Dec-15	57009	57018	$ 25.75	25.75	193692	12/28/15	-
24	24-Dec-15	Holiday	0	$ -				-
25	25-Dec-15	Holiday	0	$ -				-
26	26-Dec-15	0	0	$ -				-
27	27-Dec-15	0	0	$ -				-
28	28-Dec-15	57019	57027	$ 41.75	41.75	193740	12/29/15	-
29	29-Dec-15	57028	57036	$ 21.50	21.50	193900	01/05/16	-
30	30-Dec-15	57037	57045	$ 21.00	21.00	193899	01/05/16	-
31	31-Dec-15	Holiday	0	$ -				-
	TOTAL RECEIPTS AND FUNDS COLLECTED			763.00				0.00
	LESS: REIMBURSEMENTS			0.00	FOR RECEIPT #(s):			
	TOTAL REVENUE COLLECTIONS			763.00				

PART II: SUMMARY OF YEARLY COLLECTIONS:

January	$ 1,358.00	July	$ 906.50		
February	$ 1,380.25	August	$ 1,014.75		
March	$ 1,226.50	September	$ 1,054.00		
April	$ 1,853.00	October	$ 1,198.00		
May	$ 1,097.25	November	$ 755.50		
June	$ 1,198.00	December	$ 763.00		
(1) Subtotal	$ 8,013.00	(2) Subtotal	$ 5,691.75	Total (1+2)	$ 13,704.75

RECEIVED BY COUNTY AUDITOR 2016 JAN

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: BMD
DATE: 1/8/16 2/5/16

THIS REPORT HAS BEEN PERSONALLY PREPARED & REVIEWED BY ME & I CERTIFY IT TO BE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.

Cecilia Cuellar

LAW LIBRARIAN OF HIDALGO COUNTY, TX

This report is due in the Office of the County Auditor before the (5th) workday of the following month.

COUNTY AUDITOR'S FORM: RE- CLL-001 REVISED: 2/10

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

February 5, 2016

Ms. Angie Chapa, Law Librarian
Hidalgo County Law Library
100 N. Closner
Edinburg, Texas 78539

Re: Review of *Monthly Fees Report* and Supporting Documentation
For the month of December 2015

Dear Ms. Chapa:

We have conducted a limited scope review of the *Monthly Fees Report* and supporting documentation for the month of December 2015 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and applicable supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Daily Remittances/Close-Out Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer on a daily basis.

- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Daily Remittance/Close-Out Forms,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $763.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY FIRE MARSHAL MONTHLY REPORT
FOR THE MONTH OF DECEMBER

DATE	APPLICANT NAME	RECEIPT NUMBER	Cash	Check	MO	TYPE OF SERVICE	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
12/01/15	ENRIQUE GONZALEZ	121094		X		BURN PERMIT	193082	$25.00
12/01/15	ERASMO FLORES JR	121104	X			BURN PERMIT	193082	$25.00
12/01/15	RUBEN RANGEL	121114	X			BURN PERMIT	193082	$25.00
12/01/15	MIRTHALA CANTU	121124		X		BURN PERMIT	193082	$25.00
12/01/15	ROBERT MARTINEZ	121134	X			BURN PERMIT	193082	$25.00
12/01/15	JOSE G. REYES	121144	X			BURN PERMIT	193082	$25.00
12/01/15	ORALIA RODRIGUEZ GENESIS LEARNING CENTER	121154		X		BUSINESS OCCUPANCY	193082	$75.00
12/02/15	GENARO LERMA FOSTER HOME	121164	X			BUSINESS OCCUPANCY	193077	$75.00
12/02/15	BULLDOG FIRE AND SAFETY AARONS BBQ SMOKEHOUSE	121174		X		FIRE PROTECTION SYSTEMS PERMIT	193077	$150.00
12/02/15	ESPERANZA GARZA ROLO'S MEAT MARKET	121184	X			BUSINESS OCCUPANCY	193077	$75.00
12/02/15	ESPERANZA GARZA ROLO'S DRIVE THRU	121194	X			BUSINESS OCCUPANCY	193077	$75.00
12/02/15	ASENCION LOPEZ	121204	X			BURN PERMIT	193077	$25.00
12/02/15	JUAN VALDEZ	121214	X			BURN PERMIT	193077	$25.00
12/02/15	MANUEL DERUEDA	121224	X			BURN PERMIT	193077	$25.00
12/02/15	MARIA LAMBETH LA POTRANKA BAR	121234	X			BUSINESS OCCUPANCY	193077	$75.00
12/02/15	DORIS RIVAS	121244		X		BURN PERMIT	193077	$25.00
12/02/15	EDWINA S. TREVINO	121254		X		BURN PERMIT	193077	$25.00
12/02/15	GILBERTO RODRIGUEZ	121264	X			BURN PERMIT	193077	$25.00
12/02/15	EDUARDO BARRERA	121274	X			BURN PERMIT	193077	$25.00
12/02/15	RICARDO M. BETANCOURT	121284	X			BURN PERMIT	193077	$25.00

12/02/15	MARIO OLGUIN	12129	X			BURN PERMIT	193077	$25.00
12/02/15	VOID	12130				VOID	193077	$0.00
12/02/15	JESUSITO YUNZAL	12131	X			BURN PERMIT	193077	$25.00
12/02/15	AARON GONZALEZ AARON'S BBQ SMOKE HOUSE	12132	X			BUSINESS OCCUPANCY	193077	$75.00
12/02/15	JUAN BAUTISTA	12133	X			BURN PERMIT	193077	$25.00
12/02/15	TANIA CANTU TAQUERIA LA CHINA	12134	X			BUSINESS OCCUPANCY	193077	$75.00
12/02/15	ELMA GARCIA	12135	X			BURN PERMIT	193077	$25.00
12/02/15	VILLARREAL PAVING	12136		X		COMMERCIAL BURN PERMIT	193077	$100.00
12/02/15	SANTIAGO MENDOZA	12137	X			BURN PERMIT	193077	$25.00
12/02/15	VOID	12138				VOID	193077	$0.00
12/02/15	MONIQUE MENDOZA	12139	X			BURN PERMIT	193077	$25.00
12/02/15	EMILY HOFFENKAMP	12140	X			BURN PERMIT	193077	$25.00
12/02/15	ROSA GARCIA NORATY PUBLIC-TAX OFFICE	12141	X			BUSINESS OCCUPANCY	193077	$75.00
12/02/15	GREGORIO HERNANDEZ	12142	X			BURN PERMIT	193077	$25.00
12/02/15	OLGA VALLEJO	12143	X			BURN PERMIT	193077	$25.00
12/02/15	JESUS M. GUERRERO	12144	X			COMMERCIAL BURN PERMIT	193077	$100.00
12/02/15	JESUS M. GUERRERO	12145	X			BURN PERMIT	193077	$25.00
12/03/15	ALEJANDRO LOPEZ FOSTER HOME	12146	X			FOSTER HOME OCCUPANCY	193079	$75.00
12/04/15	GRADY C. YOUNG	12147	X			BURN PERMIT	193080	$25.00
12/04/15	JESUS ALMAGUER	12148	X			BURN PERMIT	193080	$25.00
12/04/15	ALFREDO TIJERINA	12149		X		BURN PERMIT	193080	$25.00
12/07/15	REYNOL MARTINEZ HOME CHASERS AUTO RECOVERY	12150	X			BURN PERMIT BUSINESS OCCUPANY	193216	$100.00
12/08/15	AARON MARTINEZ	12151	X			BURN PERMIT	193217	$25.00
12/08/15	MATIAS PENA JR	12152		X		BURN PERMIT	193217	$25.00

N/a

12/08/15	ROBERT CORDONIER	12153		X		BURN PERMIT	193217	$25.00
12/09/15	PORFIRIO C. ROCHA	12154	X			BURN PERMIT	193219	$25.00
12/09/15	MARIA R. SALINAS	12155	X			BURN PERMIT	193219	$25.00
12/09/15	JUVENTINO CASTILLO	12156	X			BURN PERMIT	193219	$25.00
12/09/15	CONNIE GALVAN-LOPEZ	12157	X			BURN PERMIT	193219	$25.00
12/09/15	MACARIO REYES MIRASOLES ADULT DAY CARE	12158		X		BUSINESS OCCUPANCY	193219	$75.00
12/09/15	CESAR CANTU	12159		X		COMMERCIAL BURN PERMIT	193219	$100.00
12/09/15	OLIVIA LOPEZ OLIVIA'S HAIR SALON	12160	X			BUSINESS OCCUPANCY	193219	$75.00
12/09/15	JESUS GARCIA ANTOJITOS GARCIA	12161	X			BUSINESS OCCUPANCY	193219	$75.00
12/09/15	RIGOBERTO RAMOS	12162	X			BURN PERMIT	193219	$25.00
12/09/15	ALEJANDRO VILLARREAL	12163	X			BURN PERMIT	193219	$25.00
12/09/15	CONCEPCION GARCIA	12164	X			BURN PERMIT	193219	$25.00
12/09/15	NORMA DE LA TORRE NORMA'S CLUB	12165	X			BUSINESS OCCUPANCY	193219	$75.00
12/09/15	LENORE CADENA	12166	X			BURN PERMIT	193219	$25.00
12/09/15	JESUS CASTILLO	12167	X			BURN PERMIT	193219	$25.00
12/09/15	JUAN VELA	12168	X			BURN PERMIT	193219	$25.00
12/09/15	ANTONIO SANCHEZ	12169	X			BURN PERMIT	193219	$25.00
12/09/15	MARICELA LAZO	12170	X			BURN PERMIT	193219	$25.00
12/09/15	ROSA GOMEZ	12171	X			BURN PERMIT	193219	$25.00
12/09/15	IGNACIO SANTANA	12172	X			BURN PERMIT	193219	$25.00
12/09/15	REYNALDO GARCIA	12173	X			BURN PERMIT	193219	$25.00
12/09/15	PATRICIA LINTON P & L SERVICE	12174	X			BUSINESS OCCUPANCY	193219	$75.00
12/09/15	MARTIN GONZALEZ	12175	X			BURN PERMIT	193219	$25.00
12/09/15	SOTERO MARTINEZ	12176	X			BURN PERMIT	193219	$25.00

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12/09/15	NATALIA VARGAS	12177		X		BURN PERMIT	193219	$25.00
12/09/15	MARIA VALDEZ	12178		X		BURN PERMIT	193219	$25.00
12/09/15	JUAN MARTINEZ	12179	X			BURN PERMIT	193219	$25.00
12/09/15	JESUS ALMANZA AUTO SALES OFFICE	12180	X			BUILDING PERMIT	193219	$200.00
12/09/15	JOSE VELA	12181	X			BURN PERMIT	193219	$25.00
12/09/15	RODOLFO TREVINO	12182	X			BURN PERMIT	193219	$25.00
12/09/15	JUAN ALONZO	12183	X			BURN PERMIT	193219	$25.00
12/09/15	ALICIA FUENTES MEJOR VIDA ADULT DAY CARE	12184		X		BUSINESS OCCUPANCY	193219	$75.00
12/09/15	MANUEL AYALA	12185	X			BURN PERMIT	193219	$25.00
12/09/15	MARIO GUERRERO	12186		X		BURN PERMIT	193219	$25.00
12/09/15	JOSE FUENTES J & K MOTORS	12187		X		BUILDING PERMIT	193219	$200.00
12/09/15	FELIPE CRUZ FELIPE'S HOT DOGS	12188	X			BUSINESS OCCUPANCY	193219	$75.00
12/09/15	VANESSA SAUCEDO R & S BOOKEEPING & TAX	12189		X		BUSINESS OCCUPANCY	193219	$75.00
12/09/15	GLEEN WIED	12190	X			BURN PERMIT	193219	$25.00
12/09/15	LETICIA VEGA	12191	X			BURN PERMIT	193219	$25.00
12/10/15	ELIDA RESENDES	12192	X			BURN PERMIT	193265	$25.00
12/10/15	JUAN RODRIGUEZ	12193	X			BURN PERMIT	193265	$25.00
12/10/15	STRONG TOWER PLATINUM YOUTH CENTER	12194		X		FIRE ALARM SYSTEMS PERMIT	193265	$102.50
12/11/15	LA PALMA ADULT DAY CARE	12195		X		FIRE ALARM SYSTEMS PERMIT	193339	$100.00
12/11/15	RAUL GARCIA	12196	(X)	X		BURN PERMIT	193339	$25.00
12/11/15	LUTHER MEDINA	12197		X		BURN PERMIT	193339	$25.00
12/11/15	ELIAZAR RODRIGUEZ LA PLAMA ADC	12198		X		BUSINESS OCCUPANCY	193339	$75.00
12/11/15	MARICELA RAMOS TAQUERIA MARY	12199	X			BUSINESS OCCUPANCY	193339	$75.00
12/14/15	ALFONSO BERNAL ALYMAR SALON PARA EVENTOS	12200		X		BUSINESS OCCUPANCY	193340	$75.00

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12/16/15	MIGUEL A. CASTILLO	12201	X			BURN PERMIT	193426	$25.00
12/16/15	BEATRIZ ELIZONDO FRANCISCA GARZA	12202	X			BUSINESS OCCUPANCY	193426	$75.00
12/16/15	JESUS BARRERA	12203	X			BURN PERMIT	193426	$25.00
12/16/15	FELICITAS CANTU	12204		X		BURN PERMIT	193426	$25.00
12/16/15	GILBERTO DE LA GARZA	12205	X			BURN PERMIT	193426	$25.00
12/16/15	VERLEY GORDON VERLEY GORDON M.D.P.A	12206		X		HEALTH CARE OCCUPANCY	193426	$125.00
12/16/15	ANGELA ALVAREZ	12207	X			BURN PERMIT	193426	$25.00
12/16/15	ERNESTO GARCIA	12208	X			BURN PERMIT	193426	$25.00
12/16/15	STRUCTURE TEAM LLC LONE STAR CITRUS GROVES	12209		X		BUILDING PERMIT	193426	$620.00
12/16/15	KURRIAN ANTHONY LA PASEDITA	12210	X			BUSINESS OCCUPANCY	193426	$75.00
12/16/15	ALBERTO SALAS	12211	X			BURN PERMIT	193426	$25.00
12/16/15	OFELIA HERNANDEZ	12212	X			BURN PERMIT	193426	$25.00
12/16/15	IRMA SANDOVAL	12213	X			BURN PERMIT	193426	$25.00
12/16/15	MARIA CARMEN ARISTA	12214	X			BURN PERMIT	193426	$25.00
12/16/15	NATALIE BAZAN FAT DADDY'S	12215	X			BUSINESS OCCUPANCY	193426	$75.00
12/16/15	GUSTAVO MORENO	12216	X			BURN PERMIT	193426	$25.00
12/16/15	ROGELIO DELGADO	12217	X			BURN PERMIT	193426	$25.00
12/16/15	JUVENTINO RUBIO JR	12218	X			BURN PERMIT	193426	$25.00
12/16/15	JESUS PENA	12219	X			BURN PERMIT	193426	$25.00
12/16/15	SANTOS LUNA	12220	X			BURN PERMIT	193426	$25.00
12/16/15	OSCAR MARTINEZ	12221	X			BURN PERMIT	193426	$25.00
12/16/15	MARIA J. VALDEZ	12222		X		BURN PERMIT	193426	$25.00
12/16/15	JULIO GONZALEZ	12223	X			BURN PERMIT	193426	$25.00
12/16/15	AMALIA VILLANUEVA	12224	X			BURN PERMIT	193426	$25.00

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12/16/15	ABELARDO MIRELES III	12225		X		BURN PERMIT	193426	$25.00
12/16/15	J'ORIEL ALVAREZ	12226	X			BURN PERMIT	193426	$25.00
12/16/15	VALLEY PAVING	12227		X		COMMERCIAL BURN PERMIT	193426	$100.00
12/16/15	GILBERT HANDY	12228	X			BURN PERMIT	193426	$25.00
12/16/15	ROBERTO LOPEZ	12229	X			BURN PERMIT	193426	$25.00
12/16/15	ALEJANDRO RIVERA	12230	X			BURN PERMIT	193426	$25.00
12/16/15	JUAN CONTRERAS	12231	X			BURN PERMIT	193426	$25.00
12/16/15	MIGUEL CANTU	12232	X			BURN PERMIT	193426	$25.00
12/16/15	MANUEL TIJERINA CANTU	12233	X			BURN PERMIT	193426	$25.00
12/16/15	HUMBERTO SILVA	12234	X			BURN PERMIT	193426	$25.00
12/16/15	CONSTANCIA LORIA	12235	X			BURN PERMIT	193426	$25.00
12/16/15	YESSICA SOTO SCREEN PRINTING	12236	X			BUSINESS OCCUPANCY	193426	$75.00
12/16/15	RAYMUNDO MEDINA TAQUERIA EL HUQUITO	12237	X			BUSINESS OCCUPANCY	193426	$75.00
12/16/15	ANTONIO CHARLES	12238	X			BURN PERMIT	193426	$25.00
12/16/15	SAN JUANITA GONZALEZ TREVINO	12239	X			BURN PERMIT	193426	$25.00
12/16/15	RAYMUNDO REYES	12240		X		BURN PERMIT	193426	$25.00
12/16/15	MARGARITO GONZALEZ TAQUERIA EL FOGAR	12241	X			BUSINESS OCCUPANCY	193426	$75.00
12/16/15	RODOLFO PEREZ	12242	X			BURN PERMIT	193426	$25.00
12/16/15	MARIA RAMIREZ	12243	X			BURN PERMIT	193426	$25.00
12/16/15	SANTIAGO RAMIREZ	12244	X			BURN PERMIT	193426	$25.00
12/16/15	EVELIA VARGAS WHATLEY	12245	X			BURN PERMIT	193426	$25.00
12/16/15	NUBIA ZARATE EAGLE INS.	12246		X		BUSINESS OCCUPANCY	193426	$75.00
12/16/15	JOSE J. BARRIENTOS	12247		X		BURN PERMIT	193426	$25.00
12/16/15	ILSE CONTRERAS LUDY'S HAIR STUDIO	12248	X			BUSINESS OCCUPANCY	193426	$75.00

12/16/15	OSCAR DURAN	12249	X			BURN PERMIT	193426	$25.00
12/16/15	ISIDRO RODRIGUEZ	12250	X			BURN PERMIT	193426	$25.00
12/16/15	JUDITH HARDY	12251		X		BURN PERMIT	193426	$25.00
12/16/15	GERARDO GARCIA	12252	X			BURN PERMIT	193426	$25.00
12/16/15	DAN HILTON	12253	X			BURN PERMIT	193426	$25.00
12/16/15	SATURINO CODINA	12254	X			BURN PERMIT	193426	$25.00
12/18/15	ENCHANTED VALLEY RANCH INC	12255		X		BUSINESS OCCUPANCY	193621	$75.00
12/21/15	OSCAR SALAZAR	12256	X			BURN PERMIT	193622	$25.00
12/21/15	MARIA DE LOURDES	12257	X			BURN PERMIT	193622	$25.00
12/21/15	OZIEL OLIVAREZ	12258	X			BURN PERMIT	193622	$25.00
12/21/15	JOSE LUIS LUCIO	12259	X			BURN PERMIT	193622	$25.00
12/22/15	AGUSTIN SANCHEZ	12260	X			BURN PERMIT	193623	$25.00
12/22/15	JOSE PENA	12261	X			BURN PERMIT	193623	$25.00
12/22/15	DORA RUIZ	12262	X			BURN PERMIT	193623	$25.00
12/22/15	CARLOS MONTEMAYOR	12263		X		BURN PERMIT	193623	$25.00
12/22/15	VOID	12264				VOID	193623	$0.00
12/22/15	RENE GRANDA	12265	X			BURN PERMIT	193623	$25.00
12/22/15	ALVARO ALVARADO	12266	X			BURN PERMIT	193623	$25.00
12/23/15	JESUS MARTINEZ	12267	X			BURN PERMIT	193765	$25.00
12/23/15	JANICE GOODWIN	12268	X			BURN PERMIT	193765	$25.00
12/23/15	GUMARO FLORES	12269	X			BURN PERMIT	193765	$25.00
12/23/15	CARLOS CHIRINO LIPZSTICK	12270	X			BUSINESS OCCUPANCY	193765	$75.00
12/23/15	MARCO G. GALINDO	12271	X			BURN PERMIT	193765	$25.00
12/23/15	LIONEL PEREZ	12272		X		BURN PERMIT	193765	$25.00

12/23/15	MARTIN G. PENA	12273	X			BURN PERMIT	193765	$25.00
12/23/15	MARIO A. AGUILAR	12274	X			BURN PERMIT	193765	$25.00
12/23/15	FRANCISCO CHAVEZ	12275	X			BURN PERMIT	193765	$25.00
12/23/15	ALFREDO BARRERA JR	12276	X			BURN PERMIT	193765	$25.00
12/23/15	JOHN WHITFIELD	12277	X			BURN PERMIT	193765	$25.00
12/23/15	JUANITA TORRES	12278	X			BURN PERMIT	193765	$25.00
12/23/15	GERONIMO AVILA JR.	12279		X		BURN PERMIT	193765	$25.00
12/23/15	VERONICA SOLIS	12280	X			BURN PERMIT	193765	$25.00
12/23/15	OFILIA MARTINEZ	12281		X		BURN PERMIT	193765	$25.00
12/23/15	EMILIA CENTENO	12282	X			BURN PERMIT	193765	$25.00
12/23/15	OFILIA MARTINEZ	12283		X		BURN PERMIT	193765	$25.00
12/23/15	RAUL LOERA	12284	X			BURN PERMIT	193765	$25.00
12/23/15	CHARLES JACOBSON	12285	X			BURN PERMIT	193765	$25.00
12/23/15	JOSE F. VERA	12286	X			BURN PERMIT	193765	$25.00
12/23/15	NARCE TREVINO	12287	X			BURN PERMIT	193765	$25.00
12/23/15	ROQUE RAMIREZ	12288	X			BURN PERMIT	193765	$25.00
12/23/15	GUADALUPE GUTIERREZ	12289	X			BURN PERMIT	193765	$25.00
12/23/15	HAROLDO RAMIREZ	12290	X			BURN PERMIT	193765	$25.00
12/23/15	PRISCILLA ELIZONDO	12291	X			BURN PERMIT	193765	$25.00
12/23/15	SENON MAYO	12292	X			BURN PERMIT	193765	$25.00
12/23/15	ANGELITA GUTIERREZ	12293	X			BUSINESS OCCUPANCY	193765	$75.00
12/23/15	OSCAR GARZA	12294		X		BURN PERMIT (2)	193765	$50.00
12/23/15	CRV INVESTMENTS AMIGO TROPICAL TAQUERIA	12295		X		BUSINESS OCCUPANCY	193765	$75.00
12/23/15	CRV INVESTMENTS AMIGO TROPICAL DRIVE-THRU	12296		X		BUSINESS OCCUPANCY	193765	$75.00

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12/23/15	ALEYDA RODRIGUEZ BEAUTY SALON	12297		X		BUSINESS OCCUPANCY	193765	$75.00
12/23/15	SOILA SOTO NENA'S DRIVE THRU	12298	X			BUSINESS OCCUPANCY	193765	$75.00
12/23/15	ANACLETO RODRIGUEZ	12299	X			BURN PERMIT	193765	$25.00
12/28/15	JOSE LOMELI	12300	X			BURN PERMIT	193767	$25.00
12/28/15	ERICA DAVILA	12301	X			BURN PERMIT	193767	$25.00
12/30/15	JESUS D. RAMIREZ	12302	X			BURN PERMIT	193888	$25.00
12/30/15	MARIA L. DELEON	12303		X		BURN PERMIT	193888	$25.00
12/30/15	LEONEL VILLAPANDO	12304		X		BURN PERMIT	193888	$25.00
12/30/15	ERIC NORDHAUSEN	12305		X		COMMERCIAL BURN PERMIT	193888	$100.00
12/30/15	ENEREIDA PEREZ TAQUERIA EL PRIMO	12306	X			BUSINESS OCCUPANCY	193888	$75.00
12/30/15	MARIE DEZIEL	12307		X		BURN PERMIT	193888	$25.00
12/30/15	JUAN ALANIS	12308	X			BURN PERMIT	193888	$25.00
12/30/15	ROBERTO LUEVANO	12309	X			BURN PERMIT	193888	$25.00
12/30/15	RONALD CASTILLO	12310		X		BURN PERMIT	193888	$25.00
12/30/15	ALBERTO ACEVEDO	12311	X			BURN PERMIT	193888	$25.00
12/30/15	JOAQUIN PEDRAZA	12312	X			BURN PERMIT	193888	$25.00
12/30/15	SAN JUANITA HERNANDEZ	12313		X		BURN PERMIT	193888	$25.00
12/30/15	HERACLIO PEREZ	12314	X			BURN PERMIT	193888	$25.00
12/30/15	RAMIRO RAMIREZ	12315	X			BURN PERMIT	193888	$25.00
12/30/15	JOSE HERNANDEZ	12316	X			BURN PERMIT	193888	$25.00
12/30/15	ISMELDA HUERTA	12317	X			BURN PERMIT	193888	$25.00
12/30/15	MELISSA MONTEROSA DILANA'S LEARNING CENTER	12318		X		BUSINESS OCCUPANCY	193888	$75.00
12/30/15	ABEL OLGUIN	12319	X			BURN PERMIT	193888	$25.00
12/30/15	JUAN MEDELES	12320	X			BURN PERMIT	193888	$25.00

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12/30/15	ARTURO GONZALEZ GONZALEZ BAKERY	12321	X			BUSINESS OCCUPANCY	193888	$75.00
12/30/15	RAMON MARTINEZ JR	12322	X			BURN PERMIT	193888	$25.00
12/30/15	VERONICA IZAQUIRRE VICTORY REHAB	12323		X		BUILDING PERMIT	193888	$200.00
12/30/15	BILLY JOE MCCLAIN	12324		X		BURN PERMIT	193888	$25.00
12/30/15	STEPHEN GRAY	12325		X		BURN PERMIT	193888	$25.00
12/30/15	ISLAS FIDEL JR	12326	X			BURN PERMIT	193888	$25.00
12/30/15	NANCY POLO HERBALIFE	12327		X		BUSINESS OCCUPANCY	193888	$75.00
12/30/15	ROLANDO HERNANDEZ	12328		X		BURN PERMIT	193888	$25.00
12/30/15	TOMMY LEE TIJERINA	12329	X			BURN PERMIT	193888	$25.00
12/30/15	MELISSA GARZA MEL'S INCOME TAX SERVICE	12330	X			BUSINESS OCCUPANCY	193888	$75.00
12/30/15	OLGA VASQUEZ OLGA'S RESTAURANT & PIZZA	12331	X			BUSINESS OCCUPANCY	193888	$75.00
12/30/15	JAMES R. FELLER	12332		X		COMMERCIAL BURN PERMIT	193888	$100.00
							Grand Total	**$9,622.50**

This report has been personally reviewed by me and I certify the above to be true and correct to the best of my knowledge.

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X256

Approved by: _____ 01/06/16 Prepared by: Elizabeth Castro 01/05/16

Interim Fire Marshal — Date — Administrative Assistant — Date

Print Name: ERIC SANCHEZ

Print Name: ELIZABETH CASTRO

This report is due in the Office of the County Auditor on or before the fifth (5th) business day after the end of the month.

County Auditor's Form: ARS-FM-001
Revised 10/04

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: _____
DATE: 1/11/16 1/8/16

X11

COUNTY of HIDALGO
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



EDINBURG, TEXAS 78539

February 8, 2016

Mr. Eric Sanchez, Interim Fire Marshal
Hidalgo County Fire Marshal's Office
1124 N. M Road
Edinburg, Texas 78539

Re: Review of *Monthly Fees Report* and Supporting Documentation
For the month of December 2015

Dear Mr. Sanchez:

We have conducted a limited scope review of the *Monthly Fees Report* and supporting documentation for the month of December 2015 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope and Methodology:
The scope of our review was limited to collections reported by the Fire Marshal's Office on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes, the *Monthly Fees Report*, and fee schedules. The following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.

- Reviewed *Daily Remittance* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the fifth day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Daily Remittance,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $9,622.50. Based on the results of our review, we have concluded that generally fees collected were properly accounted and reported.

If you should have any questions, please do not hesitate to call Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY, TEXAS
DELTA LAKE PARK, PRECINCT 1
MONTHLY REPORT FOR THE MONTH ENDING
December 2015

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	DATE OF DEPOSIT	RECEIPT NUMBER	DEPOSIT SLIP NUMBER
1	12/1/2015				$ -	$ -			211 0
2	12/2/2015				$ -	$ -			211 0
3	12/3/2015				$ -	$ -			211 0
4	12/4/2015				$ -	$ -			211 0
5	12/5/2015				$ -	$ -			211 0
6	12/6/2015 ✓	313578 ✓	313605 ✓	28	$ 56.00	$ 56.00	12/8/2015	193205	211 02472
7	12/7/2015				$ -	$ -			211 0
8	12/8/2015				$ -	$ -			211 0
9	12/9/2015				$ -	$ -			211 0
10	12/10/2015				$ -	$ -			211 0
11	12/11/2015				$ -	$ -			211 0
12	12/12/2015				$ -	$ -			211 0
13	12/13/2015 ✓	313606 ✓	313622 ✓	17	$ 34.00	$ 34.00	12/15/2015	193439	211 02473
14	12/14/2015				$ -	$ -			211 0
15	12/15/2015				$ -	$ -			211 0
16	12/16/2015				$ -	$ -			211 0
17	12/17/2015				$ -	$ -			211 0
18	12/18/2015				$ -	$ -			211 0
19	12/19/2015				$ -	$ -			211 0
20	12/20/2015 ✓	313623 ✓	313644 ✓	22	$ 44.00	$ 44.00	12/20/2015	193560	211 02474
21	12/21/2015				$ -	$ -			211 0
22	12/22/2015				$ -	$ -			211 0
23	12/23/2015				$ -	$ -			211 0
24	12/24/2015				$ -	$ -			211 0
25	12/25/2015				$ -	$ -			211 0
26	12/26/2015				$ -	$ -			211 0
27	12/27/2015 ✓	313645 ✓	313656 ✓	12	$ 24.00	$ 24.00	12/28/2015	193918	211 02475
28	12/28/2015				$ -	$ -			211 0
29	12/29/2015				$ -	$ -			211 0
30	12/30/2015				$ -	$ -			211 0
31	12/31/2015				$ -				211 0
				79	$ 158.00	$158.00			

TOTAL RECEIPTS AND FUNDS COLLECTED: 79 x $2.00 $ 158.00 X33 X32

TOTAL AMOUNT DUE TO GENERAL FUND-----1100-347-40-121-000-0-000---------- $ 158.00
LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND---------- $ 158.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER---------- $ -

PREPARED BY: Thelma L. Cantu DATE:. 1/7/16

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

A.C. Cuellar, Jr.
COMMISSIONER PRCT NO.

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 1/8/16 1/7/16 DATE

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

COUNTY AUDITOR'S FORM: RE-PCT.#1-002 REVISED:7/08

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

February 5, 2016

Honorable A.C. Cuellar, Jr.
Hidalgo County Commissioner Pct. No. 1
1902 Joe Stephens Suite 101
Weslaco, Texas 78596

Re: Review of Delta Lake *Monthly Fees Report* and Supporting Documentation
For the month of December 2015

Dear Commissioner Cuellar:

We conducted a limited scope review of the Delta Lake *Monthly Fees Report* and all supporting documentation for the month of December 2015 pursuant to Local Government Code §115.002 (a), and §115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed the submittal date of the *Monthly Report* and applicable supporting documentation to the County Auditor's Office to determine if the report and applicable supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Report* by footing and cross-footing the report.
- Reviewed tickets issued to determine if proper fee amounts were collected and reported.
- Verified tickets issued followed a sequential order.
- Verified that procedures for voided tickets were properly followed.

- Reviewed *Cashier's Daily Close-Out Reports/Daily Remittance Forms (Close-Out Report)* to determine whether fees collected were properly accounted & deposited with the County Treasurer on a daily basis.
- Verified that the collections per the *Monthly Report* agreed to total tickets issued and the deposits made with the County Treasurer.
- Verified the *Close-Out Report Forms* and *Monthly Fees Report* were properly completed.

Conclusion:
Total collections for the month of December 2015 were $158.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observation.

Observation No. 1:
According to the Delta Lake Park staff, effective July 21, 2012, the park entrance fee from Monday through Saturday is waived. The park entrance fee is only collected on Sundays.

Local Government Code Sec. 316.001(4) states "the commissioners court of a county may set and collect fees for admission to a county park, if approved by a majority of the qualified voters of the county voting on the issue at a referendum election, which the commissioners court may order and hold for that purpose. Local Government Code Sec.316.004 further states that "the commissioners court may set and collect the fees in different amounts or may waive the fees in consideration of the following factors: (1) the time of the day at which or the day of the week on which a facility or service is used; (2) the size of a group wishing to use a facility or service; (3) the special circumstances of certain classes of persons, including elderly persons and indigent persons; or (4) other factors that the court considers to justify a different fee or the waiver of a fee".

Commissioner's Court approval to waive the park entrance fee was not obtained.

Recommendation:
Commissioners Court approval to waive the park entrance fee should be obtained.

Please provide a written management response to the observation noted above by February 26, 2016.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

HIDALGO COUNTY, TEXAS
ANZALDUAS PARK, PRECINCT 3
MONTHLY REPORT FOR THE MONTH ENDING
December 2015

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	DATE OF DEPOSIT	RECEIPT NUMBER	DEPOSIT SLIP NUMBER
1	12/1/2015								231
2	12/2/2015								231
3	12/3/2015								231
	12/4/2015								231
5	12/5/2015	378010	378028	19	$ 76.00	$ 76.00	12/5/2015	193133	231 00954
6	12/6/2015	378029	378065	37	$ 148.00	$ 148.00	12/6/2015	193134	231 00955
7	12/7/2015								231
8	12/8/2015								231
9	12/9/2015								231
10	12/10/2015								231
11	12/11/2015								231
12	12/12/2015	378066	378078	13	$ 52.00	$ 52.00	12/12/2015	193357	231 00956
13	12/13/2015	378079	378089	11	$ 44.00	$ 44.00	12/13/2015	193358	231 00957
14	12/14/2015								231
15	12/15/2015								231
16	12/16/2015								231
17	12/17/2015								231
18	12/18/2015								231
19	12/19/2015	378090	378111	22	$ 88.00	88.00	12/19/2015	193726	231 00958
20	12/20/2015	378112	378141	30	$ 120.00	$ 120.00	12/20/2015	193727	231 00959
21	12/21/2015								231
22	12/22/2015								231
23	12/23/2015								231
24	12/24/2015								231
25	12/25/2015								231
26	12/26/2015	378142	378157	16	$ 64.00	$ 64.00	12/26/2015	193728	231 00960
27	12/27/2015	378158	378175	18	$ 72.00	$ 72.00	12/27/2015	193729	231 00961
28	12/28/2015								231
29	12/29/2015								231
30	12/30/2015								231
31	12/31/2015								231
					664.00	$664.00			
					166 x	$4.00		$664.00	

LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND---------- $664.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER---------- $664.00

PREPARED BY: Gerardo Flores

RTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

12/30/2015 1-4-16
DATE

IEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.
COUNTY AUDITOR'S FORM: RE-PCT.#3-001 REVISED:9/5/05

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 1/7/16

HIDALGO COUNTY, TEXAS
ANZALDUAS PARK, PRECINCT 3
MONTHLY REPORT FOR THE MONTH ENDING
January 2016

PBC

	DATE	BEGINNING RECEIPT NUMBER	ENDING RECEIPT NUMBER	TOTAL RECEIPTS ISSUED	TOTAL RECEIPT AMOUNT	COUNTY TREASURER DEPOSIT AMOUNT	DATE OF DEPOSIT	RECEIPT NUMBER	DEPOSIT SLIP NUMBER	
1	1/1/2016								231	
2	1/2/2016 ✓	378176	378178	3	$12.00	$12.00	1/2/2016	193881	231	00962
3	1/3/2016 ✓	378179	378191	13	$ 52.00	$ 52.00	1/3/2016	193882	231	00963
4	1/4/2016								231	
5	1/5/2016								231	
6	1/6/2016								231	
7	1/7/2016								231	
7	1/8/2016								231	
9	1/9/2016 ✓	378192	378235	44	$ 176.00	$ 176.00	1/9/2016	194108	231	00964
10	1/10/2016 ✓	378236	378263	28	$ 112.00	$ 112.00	1/10/2016	194109	231	00965
11	1/11/2016								231	
12	1/12/2016								231	
13	1/13/2016								231	
14	1/14/2016								231	
15	1/15/2016								231	
16	1/16/2016 ✓	378264	378287	24	$96.00	$96.00	1/16/2016	194316	231	00966
17	1/17/2016 ✓	378288	378343	56	$ 224.00	$ 224.00	1/17/2016	194317	231	00967
18	1/18/2016								231	
19	1/19/2016								231	
20	1/20/2016								231	
21	1/21/2016								231	
22	1/22/2016								231	
23	1/23/2016 ✓	378344	378374	31	$124.00	$124.00	1/23/2016	194585	231	00968
24	1/24/2016 ✓	378375	378472	98	$392.00	$392.00	1/24/2016	194587	231	00969
25	1/25/2016								231	
26	1/26/2016								231	
27	1/27/2016								231	
28	1/28/2016								231	
29	1/29/2016								231	
30	1/30/2016 ✓	378473	378537	65	$ 260.00	$ 260.00	1/30/2016	194876	231	00970
31	1/31/2016 ✓	378538	378650	113	$452.00	$ 452.00	1/31/2016	194878	231	00971
					1,900.00					
				475	x $4.00			$1,900.00		

TOTAL AMOUNT DUE TO GENERAL FUND——1100-347-40-123-000-0-000—— $ 1,900.00
LESS: TOTAL AMOUNTS REMITTED TO GENERAL FUND—— $1,900.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER——

PREPARED BY: Gerardo Flores Date: 2/2/2016

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

JOSE M. FLORES
COMMISSIONER PRCT NO. 3

2-3-16
DATE

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

COUNTY AUDITOR'S FORM: RE-PCT.#3-001 REVISED:9/5/05

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 2/4/16 2/5/16

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

February 5, 2016

The Honorable Jose M. Flores, Commissioner
Hidalgo County Precinct No. 3
724 North Breyfogle Rd.
Mission, Texas 78572

Re: Review of *Monthly Fees Report* and Supporting Documentation
For the months of December 2015 and January 2016

Dear Commissioner Flores:

We conducted a review of the Anzalduas Park *Monthly Fees Reports* and supporting documentation for the months of December 2015 and January 2016 in accordance with Local Government Code §115.002(a) and (b). The objective of the review was to determine whether collections were properly accounted and reported.

Scope:
The scope of the review was limited to collections reported by your office on the *Monthly Fees Reports* for the months of December 2015 and January 2016. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes, the *Monthly Fees Reports*, and fee schedules. The following procedures were performed:

- Reviewed the submittal dates of the *Monthly Fees Reports* to the County Auditor's Office to determine if the report and applicable supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Reports* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Reports* by footing and cross-footing the report.
- Reviewed tickets issued to determine if proper fee amounts were collected and reported.

- Verified tickets issued followed a sequential order.
- Verified that procedures for voided tickets were properly followed.
- Reviewed *Cashier's Daily Close-Out Reports/Daily Remittance Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the fifth business day after the day on which the funds were received pursuant to Local Government Code §113.022.
- Verified that the collections per the *Monthly Fees Reports* agreed to total tickets issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Cashier's Daily Close-Out Reports/Daily Remittance Forms*, and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $664.00 and $1,900.00 for the month of January 2016. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported; however, the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observation.

Observation No. 1:
A $4.00 park entrance fee is collected from vehicles entering the Anzalduas Park on Saturdays and Sundays. Commissioners Court approved to increase the park entrance fee from $2.00 to $4.00 on March 23, 1993. A review of the County's financial records indicated that a park entrance fee has been collected since at least 1992. Commissioners Court may set and approve park entrance fees if approved by a majority of qualified voters through a referendum election; however, evidence that a referendum election was conducted was not provided. According to the Anzalduas Park staff, they were not aware if and when a referendum election was held to approve the collection of the park entrance fee.

In addition, according to staff, the park entrance fee is waived under certain circumstances. For example, the park entrance fee is only collected on weekends and waived on weekdays. The park entrance fee is also waived from vehicles entering the park after the *Daily Close-Out Report* and deposit cut-off time of 4:30 p.m. In addition, the park entrance fee is waived from County employees and law enforcement personnel upon presentment of a County or law enforcement identification card. Although Commissioners Court may waive the collection of the park entrance fee under certain circumstances, evidence of a Commissioners Court waiver policy was not provided. According to the Anzalduas Park staff, a waiver policy will be presented to Commissioners Court.

Local Government Code §316.001(4) states that "the commissioners court of a county may set and collect fees for admission to a county park, if approved by a majority of the qualified voters of the county voting on the issue at a referendum election, which the commissioners court may order and hold for that purpose." Local Government Code §316.004 further states that "the commissioners court may set and collect the fees in different amounts or may waive the fees in consideration of the following factors: (1) the time of the day at which or the day of the week on which a facility or service is used; (2) the size of a group wishing to use a facility or service; (3) the special circumstances of certain classes of persons, including elderly persons and indigent persons; or (4) other factors that the court considers to justify a different fee or the waiver of a fee."

The County Auditor's Office requires that all departments continue to collect and receipt after the established cut-off time. Any collections receipted after the cut-off time can be safeguarded overnight until they are deposited the next business day with the next business day's collections.

Formal procedures have not been developed and implemented to ensure that park entrance fees are properly collected. Failure to properly collect the park entrance fees may result in the loss of County funds.

Recommendation:
Management should develop and implement formal procedures to ensure that park entrance fees are properly collected. Evidence that a referendum election was conducted and evidence authorizing the collection and waiver of the fee should be obtained. In addition, the park entrance fee should continue to be collected after the cut-off time as required by the *Cash Handling Guidelines and Procedures*.

Please provide a written management response to the observation noted above by February 29, 2016.

If you should have any questions, please do not hesitate to call Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

COUNTY OF HIDALGO, TEXAS
SCHEDULE OF RECIPTS AND DEPOSITS FOR THE MONTH OF: Dec-15
PRECINCT 2, SANITATION PROGRAM

	Receipt Date	Receipt # Sequence BEG #	Receipt # Sequence END #	Total Collected	Credit Card Amount (Direct Deposit)	LONE STAR NATIONAL BANK Deposit Amount	Date of Deposit	Deposit Slip Number	COUNTY TREASURER Receipt Date	Receipt Number	Diff on Dates	OVER/ (SHORT)
1	1-Dec	222-02160	222-02161	$ 50.00	$ -	$ 50.00	12/1/2015	222 00217	12/7/2015	193100	-6	$ -
2	2-Dec	222-02162	222-02164	$ 100.00	$ -	$ 100.00	12/2/2015	222 00218	12/7/2015	193101	-5	$ -
3	3-Dec	222-02165	222-02169	$ 125.00	$ 25.00	$ 100.00	12/3/2015	222 00219	12/7/2015	193102	-4	$ -
4	4-Dec	222-02170	222-02172	$ 75.00	$ -	$ 75.00	12/4/2015	222 00220	12/10/2015	193210	-6	$ -
5	5-Dec	CLOSED						222			0	$ -
6	6-Dec	CLOSED						222			0	$ -
7	7-Dec	222-02173	222-02174	$ 50.00	$ -	$ 50.00	12/7/2015	222 00221	12/10/2015	193211	-3	$ -
8	8-Dec	222-02175	222-02178	$ 100.00	$ -	$ 100.00	12/8/2015	222 00222	12/14/2015	193320	-6	$ -
9	9-Dec	222-02179	222-02181	$ 125.00	$ 50.00	$ 75.00	12/9/2015	222 00223	12/14/2015	193321	-5	$ -
10	10-Dec	222-02182	222-02183	$ 50.00	$ -	$ 50.00	12/10/2015	222 00224	12/21/2015	193534	-11	$ -
11	11-Dec	222-02184	222-02186	$ 75.00	$ -	$ 75.00	12/11/2015	222 00225	12/21/2015	193535	-10	$ -
12	12-Dec	CLOSED						222			0	$ -
13	13-Dec	CLOSED						222			0	$ -
14	14-Dec	222-02187	222-02193	$ 175.00	$ -	$ 175.00	12/14/2015	222 00226	12/21/2015	193536	-7	$ -
15	15-Dec	222-02194	222-02196	$ 75.00	$ -	$ 75.00	12/15/2015	222 00227	12/21/2015	193537	-6	$ -
16	16-Dec	222-02197	222-02198	$ 50.00	$ -	$ 50.00	12/16/2015	222 00228	12/29/2015	193722	-13	$ -
17	17-Dec	222-02199	222-02201	$ 100.00	$ -	$ 100.00	12/17/2015	222 00229	12/29/2015	193723	-12	$ -
18	18-Dec	222-02202	222-02207	$ 150.00	$ 25.00	$ 125.00	12/18/2015	222 00230	12/29/2015	193724	-11	$ -
19	19-Dec	CLOSED						222			0	$ -
20	20-Dec	CLOSED						222			0	$ -
21	21-Dec	222-02208	222-02210	$ 100.00	$ -	$ 100.00	12/21/2015	222 00231	12/29/2015	193725	-8	$ -
22	22-Dec	222-02211	222-02214	$ 175.00	$ 100.00	$ 75.00	12/22/2015	222 00232	12/30/2015	193822	-8	$ -
23	23-Dec	222-02215	222-02217	$ 75.00	$ 25.00	$ 50.00	12/23/2015	222 00233	12/30/2015	193825	-7	$ -
24	24-Dec	HOLIDAY						222			0	$ -
25	25-Dec	HOLIDAY						222			0	$ -
26	26-Dec	CLOSED						222			0	$ -
27	27-Dec	CLOSED						222			0	$ -
28	28-Dec	222-02218	222-02223	$ 150.00	$ 25.00	$ 125.00	12/28/2015	222 00234	12/30/2015	193827	-2	$ -
29	29-Dec	222-02224	222-02229	$ 225.00	$ 100.00	$ 125.00	12/29/2015	222 00235	12/30/2015	193830	-1	$ -
30	30-Dec	222-02230	222-02235	$ 250.00	$ 100.00	$ 150.00	12/30/2015	222 00236	12/30/2015	193833	0	$ -
31	31-Dec	HOLIDAY						222			0	$ -
		TOTALS		$ 2,275.00	$ 450.00	$ 1,825.00						$ -

X25 X1 ^ ^ ^ X25

TOTAL AMOUNT DUE TO GENERAL FUND---------1100-322-70-122-000-0-000----------	$ 2,275.00
LESS: TOTAL AMOUNT REMITTED TO GENERAL FUND (DIRECT DEPOSIT)----------	$ 450.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER----------	$ 1,825.00

X1

PREPARED BY: Belinda de Martinez

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Enrique Zamora
APPROVED BY

1/21/16
DATE

2016 JAN 21 PM 4 35

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

COUNTY AUDITOR'S FORM: RE-PCT 2-005 REVISED: 12/2014

RECEIVED BY
COUNTY AUDITOR

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 1/22/16

X1

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

February 8, 2016

The Honorable Eduardo Cantu
Hidalgo County Commissioner Precinct No. 2
300 W. Hall Acres Suite G
Pharr, Texas 78577

Re: Review of the Precinct 2 Sanitation Program *Monthly Fees Report* and Supporting Documentation For the month of December 2015

Dear Commissioner Cantu:

We conducted a limited scope review of the Precinct 2 Sanitation Program *Monthly Fees Report* and all supporting documentation for the month December 2015 pursuant to Local Government Code §115.002 (a), and §115.002 (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed the submittal dates of the *Monthly Fees Report* and applicable supporting documentation to the County Auditor's Office to determine if the reports and applicable supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the reports were signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified that receipts and permits issued followed a sequential order.
- Verified that procedures for voided receipts and voided permits were properly followed.

- Reviewed *Cashier's Daily Close-Out Reports/Daily Remittance Forms (Close-Out Report)* to determine whether fees collected were properly accounted & deposited with the financial institution on a daily basis.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer and the financial institution.
- Verified the *Close-Out Report Forms* and *Monthly Fees Report* were properly completed.

Conclusion:
Total collections for the month of December 2015 were $2,275.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported.

If you should have any questions or would like to schedule a meeting to discuss this report, please do not hesitate to call Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, or Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, ext 4668, or me at ext 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

COUNTY OF HIDALGO, TEXAS
SCHEDULE OF RECIPTS AND DEPOSITS FOR THE MONTH OF: Dec-15
PRECINCT 4, SANITATION PROGRAM

	Receipt Date	Receipt # Sequence BEG #	Receipt # Sequence END #	Total Collected	Credit Card Amount (Direct Deposit)	LONE STAR NATIONAL BANK Deposit Amount	LONE STAR NATIONAL BANK Date of Deposit	LONE STAR NATIONAL BANK Deposit Slip Number	COUNTY TREASURER Receipt Date	COUNTY TREASURER Receipt Number	COUNTY TREASURER Diff on Dates	OVER/ (SHORT)
1	1-Dec	242-12415	242-12451	$ 1,050.00	$ 200.00	$ 850.00	12/1/2015	242 234	12/4/2015	193054	-3	$ -
2	2-Dec	242-12452	242-12486	$ 1,000.00	$ 175.00	$ 825.00	12/2/2015	242 235	12/7/2015	193091	-5	$ -
3	3-Dec	242-12487	242-12517	$ 875.00	$ 200.00	$ 675.00	12/3/2015	242 236	12/7/2015	193092	-4	$ -
4	4-Dec	242-12518	242-12572	$ 1,675.00	$ 325.00	$ 1,350.00	12/4/2015	242 237	12/10/2015	193218	-6	$ -
5	5-Dec	SAT						242			0	$ -
6	6-Dec	SUN						242			0	$ -
7	7-Dec	242-12573	242-12644	$ 2,150.00	$ 225.00	$ 1,925.00	12/7/2015	242 238	12/10/2015	193221	-3	$ -
8	8-Dec	242-12645	242-12678	$ 1,025.00	$ 350.00	$ 675.00	12/8/2015	242 239	12/10/2015	193222	-2	$ -
9	9-Dec	242-12679	242-12709	$ 925.00	$ 200.00	$ 725.00	12/9/2015	242 240	12/11/2015	193259	-2	$ -
10	10-Dec	242-12710	242-12742	$ 1,125.00	$ 250.00	$ 850.00	12/10/2015	242 241	12/17/2015	193446	-7	$ 25.0
11	11-Dec	242-12743	242-12807	$ 1,800.00	$ 375.00	$ 1,425.00	12/11/2015	242 242	12/17/2015	193447	-6	$ -
12	12-Dec	SAT						242			0	$ -
13	13-Dec	SUN						242			0	$ -
14	14-Dec	242-12808	242-12867	$ 1,650.00	$ 150.00	$ 1,500.00	12/14/2015	242 243	12/21/2015	193538	-7	$ -
15	15-Dec	242-12868	242-12902	$ 1,050.00	$ 25.00	$ 1,025.00	12/15/2015	242 244	12/21/2015	193543	-6	$ -
16	16-Dec	242-12903	242-12937	$ 1,050.00	$ 350.00	$ 700.00	12/16/2015	242 245	12/21/2015	193544	-5	$ -
17	17-Dec	242-12938	242-12975	$ 1,125.00	$ 150.00	$ 975.00	12/17/2015	242 246	12/21/2015	193545	-4	$ -
18	18-Dec	242-12976	242-13017	$ 1,250.00	$ 200.00	$ 1,050.00	12/18/2015	242 247	1/4/2016	193870	-17	$ -
19	19-Dec	SAT						242			0	$ -
20	20-Dec	SUN						242			0	$ -
21	21-Dec	242-12018	242-13066	$ 1,375.00	$ 350.00	$ 1,025.00	12/21/2015	242 249	1/4/2016	193873	-14	$ -
22	22-Dec	242-13067	242-13106	$ 1,200.00	$ 175.00	$ 1,025.00	12/22/2015	242 250	1/4/2016	193877	-13	$ -
23	23-Dec	242-13107	242-13157	$ 1,650.00	$ 350.00	$ 1,300.00	12/23/2015	242 251	1/4/2016	193878	-12	$ -
24	Dec	HOLIDAY	XMAS					242			0	$ -
25	25-Dec	HOLIDAY	XMAS					242			0	$ -
26	26-Dec	SAT						242			0	$ -
26	27-Dec	SUN						242			0	$ -
27	28-Dec	242-13158	242-13245	$ 3,125.00	$ 550.00	$ 2,575.00	12/28/2015	242 252	1/4/2016	193880	-7	$ -
29	29-Dec	242-13246	242-13296	$ 1,775.00	$ 325.00	$ 1,450.00	12/29/2015	242 253	1/7/2016	193991	-9	$ -
30	30-Dec	242-13297	242-13331	$ 1,025.00	$ 300.00	$ 725.00	12/30/2015	242 254	1/8/2016	194010	-9	$ -
31	31-Dec	HOLIDAY	NEW YR					242			0	$ -
		TOTALS		$ 27,900.00	$ 5,225.00	$ 22,650.00						$ 25.0

*Many (1) kept number - 25.00
27,875.00 $27,875.00

TOTAL AMOUNT DUE TO GENERAL FUND----------1100-322-70-124-000-0-000----------	$ 27,900.00
LESS: TOTAL AMOUNT REMITTED TO GENERAL FUND (DIRECT DEPOSIT)----------	$ 5,225.00
TOTAL FUNDS DUE TO THE COUNTY TREASURER----------	$ 22,675.00

PREPARED BY: David J. Curiel

THIS REPORT HAS BEEN PERSONALLY REVIEWED BY ME AND I CERTIFY IT TO BE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Manuel D. Garcia
APPROVED BY

11/11/16
DATE

THIS REPORT IS DUE IN THE OFFICE OF THE COUNTY AUDITOR BEFORE THE FIFTH (5TH) WORKING DAY OF THE FOLLOWING MONTH.

CC AUDITOR'S FORM: RE-PCT.4-002 REVISED: 12/2014

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bmo
DATE: 2/2/16 2/8/16

COUNTY of HIDALGO



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

EDINBURG, TEXAS 78539

February 8, 2016

The Honorable Joseph Palacios
Hidalgo County Commissioner Precinct No. 4
1051 N. Doolittle Rd.
Edinburg, Texas 78542

Re: Review of the Precinct 4 Sanitation Program *Monthly Fees Report* and Supporting Documentation For the month of December 2015

Dear Commissioner Palacios:

We conducted a limited scope review of the Precinct 4 Sanitation Program *Monthly Fees Report* and all supporting documentation for the month of December 2015 pursuant to Local Government Code §115.002 (a) and (b). The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes, the *Monthly Fees Report*, and fee schedules. The following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report was received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signatures on the *Monthly Fees Report* to ensure that the reports were signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified that receipts and permits issued followed a sequential order.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY 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.

- Verified that procedures for voided receipts and voided permits were properly followed.
- Reviewed *Cashier's Daily Close-Out Reports/Daily Remittance Forms (Close-Out Report)* to determine whether fees collected were properly accounted and deposited with the County Treasurer on a daily basis.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Cashier's Daily Close-Out Report/ Daily Remittance Forms, and Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $27,875.00. Based on the results of our review, we have concluded that fees collected were properly accounted and reported.

If you should have any questions, please do not hesitate to call Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

Constable Celestino Avila Jr. Monthly Report

For the Month Ending December 2015, PBC

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Tuesday, December 01, 2015	Max Fine Furniture	Daniel Ybarra (RECALLED)	C1-2015-180	SC15-0104-J12	Small Claims	In County	Daniel Ybarra	193027	$75.00
Tuesday, December 01, 2015	Max Fine Furniture	Regina Vasquez Florencio	C1-2015-181	SC15-0103-J12	Small Claims	In County	ina Vasquez Flore	193027	$75.00
Tuesday, December 01, 2015	Max Fine furniture	Josue Eguia (RECALLED)	C1-2015-182	SC15-0106-J12	Small Claims	In County	Josue Eguia	193027	$75.00
Tuesday, December 01, 2015	Max Fine Furniture	Blanca Esthela Rivas Sosas	C1-2015-183	SC15-0105-J12	Small Claims	In County	ca Esthela Rivas S	193027	$75.00
Tuesday, December 01, 2015	Max Fine Furniture	Jessica N. Pena (RECALLED)	C1-2015-184	SC15-0102-J12	Small Claims	In County	Jessica N. Pena	193027	$75.00
Tuesday, December 01, 2015	Max Fine Furniture	Juan Guadalupe Rodriguez	C1-2015-185	SC15-0108-J12	Small Claims	In County	Guadalupe Rodri	193027	$75.00
Tuesday, December 01, 2015	Max Fine Furniture	Josue Eguia (RECALLED)	C1-2015-186	SC15-0109-J12	Small Claims	In County	Josue Eguia	193027	$75.00
Tuesday, December 01, 2015	Max Fine Furniture	Ofelia Martinez Salazar	C1-2015-187	SC15-0107-J12	Small Claims	in County	elia Martinez Sala	193027	$75.00
Wednesday, December 02, 20	Therapy at Home	Con Brazos Abiertos, Home Health	C1-2015-188	SC15-0110-J12	Small Claims	In County	iertos Home Healt	193093	$75.00
Thursday, December 03, 2015	Dalila Villanueva	Arlet Briseno	C1-2015-189	SC15-0118-J12	Small Claims	In County	Arlet Briseno	193094	$75.00

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable Precinct 1*

Prepared by: _____ *Administrative Assistant II*

Date	Plaintiff	Defendant	Receipt #	Cau	Type of Service	In/Out County	Court	Treasurer #	Amount Du
Wednesday, December 09, 20	Wells Fargo Bank N.A	Nicholas A Cadena	C1-2015-190	LT15-0154-J12	FED	In County	A. Cadena and all	193566	$75.00
Monday, December 14, 2015	Evangelina C, Tafolla	Al Torres, A'LS Monuments	C1-2015-191	SC15-0121-J12	Small Claims	In County	Al Torres	193567	$75.00
Monday, December 14, 2015	SES Foam LLC	Brendy Cepeda	C1-2015-192	DC-14-11756	Writ of Execution	Out County	Brendy Cepeda	193567	$200.00
Monday, December 14, 2015	Manuel E. Perez	Jorge Humberto Acevedo	C1-2015-193	SC15-0122-J12	Small Claims	In County	ge Humberto Acev	193567	$75.00
Wednesday, December 16, 20	Max Fine Furniture	Israel Perez	C1-2015-194	SC15-0127-J12	Small Claims	In County	Israel Perez	193568	$75.00
Wednesday, December 16, 20	Max Fine Furniture	Maria I. Gomez	C1-2015-195	SC15-0125-J12	Small Claims	In County	Maria I. Gomez	193568	$75.00
Wednesday, December 16, 20	Max Fine Furniture	Dorina Rivera	C1-2015-196	SC15-0126-J12	Small Claims	In County	Dorina Rivera	193568	$75.00
Thursday, December 17, 2015	San Isidro Independent School District	Maria DeLuna, Armando DeLuna, Armando DeLunaJr. And/or Priscilla DeLuna or Wherever she/he/they may be found	C1-2015-197	DC-14-618	Citation	Out County	nando DeLuna, Ar	193570	$75.00
Monday, December 21, 2015	Max Fine Furniture	Elysha Nicole Garza	C1-2015-198	SC15-0133-J12	Small Claims	In County	lysha Nicole Garz	193758	$75.00
Monday, December 21, 2015	Max Fine Furniture	Tracy Ocanas	C1-2015-199	SC15-0132-J12	Small Claims	In County	Tracy Ocanas	193758	$75.00
Monday, December 21, 2015	Max Fine Furniture	Beatriz Pina (NOT SERVED)	C1-2015-200	SC15-0131-J12	Small Claims	In County	Beatriz Pina	193758	$75.00

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: _____ *Constable, Precinct 1*

Prepared by: _____ *Administrative Assistant II*

Date	Plaintiff	Defendant	Receipt #	Cause #	Type of Service	In/Out County	Court	Treasurer #	Amount Due
Monday, December 21, 2015	Max Fine Furniture	Olga Leticia Corona	C1-2015-201	SC15-0129-J12	Small Claims	In County	Olga Leticia Coron	193758	$75.00
Monday, December 21, 2015	Prakash & Aarti Pasupathy	Delia Alaniz	C1-2015-202	JS15-31014A	Small Claims	Out County	Delia Alaniz	193758	$75.00
Monday, December 21, 2015	Siesta Retirement Village	Lynn Kruse	C1-2015-203	SC15-0143-J12	Small Claims	In County	Lynn Kruse	193758	$75.00
Monday, December 21, 2015	Siesta Retirement Village	Max Kruse	C1-2015-204	SC15-0143-J12	Small Claims	In County	Max Kruse	193758	$75.00
Tuesday, December 22, 2015	Rita H. Strickland	Maribel M. Martinez	C1-2015-205	LT15-0182-J12	FED	In County	Maribel M. Martine	193759	$75.00
Wednesday, December 23, 20 15	Elsa State Bank & Trust Co.	Ricky Shane Durbin	C1-2016-206	CL-15-3396-A	Writ of Seq	In County	Durbin d/b/a Shane	194066	$200.00
Wednesday, December 23, 20 15	Elsa State Bank & Trust Co.	Ricky Shane Durbin D/B/A Shane Durbin Farms	C1-2016-207	CL-15-3396-A	Citation	In County	urbin D/B/A Shan	194066	$75.00
Grand Total									$2,350.00

X25

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: [signature]
DATE: 1/27/16 1/25/16

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge

Approved by: [signature] *Constable, Precinct 1*

Prepared by: [signature] *Administrative Assistant II*

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

February 5, 2016

The Honorable Celestino Avila
Hidalgo County Constable Precinct No. 1
1902 Joe Stephens Blvd. Suite 303
Weslaco, TX 78596

Re: Review of the *Monthly Fees Report* and Supporting Documentation
For the month of December 2015

Dear Constable Avila:

We have conducted a limited scope review of the Constable Precinct No. 1 *Monthly Fees Report* and supporting documentation for the month of December 2015 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.

- Verified that procedures for voided receipts were properly followed.
- Reviewed the *Cashier's Daily Close-Out Report/Daily Remittance Form* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the fifth day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Cashier's Daily Close-Out Report/Daily Remittance Forms,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $2,350.00. Based on the results of our review, we have concluded that generally fees collected were properly accounted and reported.

If you should have any questions, please do not hesitate to contact Letty Chavez, Compliance Audit Supervisor at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, Fist Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

RECEIVED BY
COUNTY AUDITOR
2016 JAN 11 PM 1 29

CONSTABLE MARTIN CANTU MONTHLY REPORT

For the Month Ending December

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
12/2/2015	Emily Trapp	Kevin Trapp	9657-2	15-3122-DMC	Summons	X				X			193063	$75.00
12/7/2015	Moises Constante	Ernestina Constante	9658-2	2015-FAM-5371-B	Ciation	X				X			193212	$75.00
12/11/2015	Celia Cano Garza	Remeo Joseph Garza	9659-2	15-11-12532-CV	Ciation	X				X			193308	$75.00
12/17/2015	Oscar Limas	San Juanita Olver	9660-2	15-SC-00190-JP2-1	Ciation	X				X			193574	$75.00
12/21/2015	Brief CB SBLII-FTX, LLC	Rio Bank and Frost Bank	9661-2	2015-DCL-06879	Writ of Garnishment	X				X			193776	$80.00
12/21/2015	Blueline Rental, LLC	Texas Descon, OP and The Guarantee Co.	9662-2	DC-15-357	Ciation	X				X			193776	$75.00
12/21/2015	Hidalgo County	Rafael Garcia Aguirre	9663-2	T-633-11-G	Order of Sale / Levy		X			X			193776	$275.00
12/28/2015	Green Mountain	Susy's Dance Fitnesses	9664-2	C-1128-15-21	Writ of Excution		X	X					193778	$200.00
12/28/2015	Ariel Financial Service	Juan M/ Villa	9665-2	2005-CV-00126-CV-JP1-1	Writ of Excution	X		X					193778	$200.00
12/30/2015	Edinburg ISD & STC	Arnold Escobar	9666-2	T-1255-11-G	Order of Sale / Levy		X			X			193865	$275.00
12/30/2015	Edinburg ISD & STC	Martin Ramirez	9667-2	T-2080-11-H	Order of Sale / Levy		X			X			193865	$270.00
12/30/2015	Edinburg ISD & STC	Victor Rodriguez	9668-2	T-0791-12-I	Order of Sale / Levy		X			X			193865	$275.00
12/30/2015	Edinburg ISD & STC	Sergio S. Pedraza	9669-2	T-2171-12-I	Order of Sale / Levy		X			X			193865	$275.00
12/30/2015	Edinburg ISD & STC	Arturo Solis	9670-2	T-3094-12-A	Order of Sale / Levy		X			X			193865	$275.00
12/30/2015	Edinburg ISD & STC	Heron Rodriguez	9671-2	T-3264-12-B	Order of Sale / Levy		X			X			193865	$270.00
													Page Total	$2,770.00
													Grand Total	$

THE COUNTY OF HIDALGO TEXAS

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by:

Constable, Precinct 2

Prepared by: X25

County Auditor's Form AS-C-002 Revised: 1/13

RECEIVED BY
COUNTY AUDITOR

2016 JAN 11 PM 1 29

CONSTABLE MARTIN CANTU MONTHLY REPORT

For the Month Ending December

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
12/30/2015	Edinburg ISD & STC	Rodolfo Solis Sr.	9672-2	T-1796-13-D	Order of Sale / Levy		X			X			193865	$275.00
12/30/2015	Edinburg ISD & STC	Jose Angel Gamboa	9673-2	T-784-11-E	Order of Sale / Levy		X			X			193865	$275.00
12/30/2015	Edinburg ISD & STC	Romelia Martinez	9674-2	T-0762-12-F	Order of Sale / Levy		X			X			193865	$270.00
12/30/2015	Edinburg ISD & STC	Agapita M. Navarez	9675-2	T-1787-12-H	Order of Sale / Levy		X			X			193865	$275.00
12/30/2015	Edinburg ISD & STC	Joaquin Leburn	9676-2	T-1951-13-I	Order of Sale / Levy		X			X			193865	$275.00
12/30/2015	Donna ISD	South Texas College	9677-2	T-2149-11-J	Order of Sale / Levy		X			X			193865	$275.00
													Page Total	$1,645.00
													Grand Total	$4,415.00

THE COUNTY OF HIDALGO TEXAS

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: _____ Constable, Precinct 2

Prepared by: _____

X25 A

County Auditor's Form AS-C-002 Revised 1/13

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bmo L.C.
DATE: 1/14/16 2/5/16

X
10

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

February 5, 2016

The Honorable Martin Cantu
Hidalgo County Constable, Precinct 2
300 W. Hall Acres, Ste. E
Pharr, TX 78577

Ref: Review of *Monthly Fees Report* and Supporting Documentation
For the month of December 2015

Dear Constable Cantu:

We have conducted a limited scope review of the Constable Precinct 2 *Monthly Fees Report* and supporting documentation for the month of December 2015 pursuant to Local Government Code § 115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes and fee schedules. The following are some of the procedures performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the reports.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.
- Reviewed *Cashier's Daily Close-Out Report/Daily Remittance Form* to determine whether fees collected were properly accounted and deposited with the County Treasurer in a timely manner.

- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts, *Cashier's Daily Close-Out Report/Daily Remittance Form,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $4,415.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported.

If you should have any questions, please do not hesitate to contact Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistance Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

CONSTABLE, PCT. 3 LARRY GALLARDO MONTHLY REPORT

For the Month Ending December PBC

COPY

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
12/4/2015	JEFREY POLLOK	LONGHORN PAVING & OILFIELD SERVICES INC.	C3-2015-171	SC15-0056	CITATION (WILSON CO)	X		X					193561	$ 75.00
12/7/2015	EDINBURG CISD, ET AL	BUTCH'S OILFIELD SERVICES INC	C3-2015-172	T-2030-15-F	TAX WARRANT		X			X			193562	$ 200.00
12/7/2015	NATHAN KORUS	BELINDA MONTELONGO	C3-2015-173	JP04-15-SC00008257	CITATION (TARRANT CO)	X		X					193562	$ 75.00
12/7/2015	JAVIER ALVAREZ	STRONG STRUCTURAL STEEL, ET AL	C3-2015-174	CL-15-1341-E	CITATION		X		X				193562	$ 75.00
12/10/2015	PSJA ISD, ET AL	DE LUCIO TRUCKS, LLC	C3-2015-175	T-2029-15-E	TAX WARRANT & 1 CERTIFIED MAIL		X			X			193563	$ 215.00
12/14/2015	CITY OF MISSION	CASEY D. WEAVER & LYDIA C. WEAVER	C3-2015-176	C-8154-14-J	WRIT OF POSSESSION		X			X		2016 JAN 11 PM	193564	$ 200.00
12/14/2015	MARCO ANTONIO MARTINEZ	FABIOLA YDITH MARTINEZ	C3-2015-177	201572848	CITATION (HARRIS CO)	X				X			193564	$ 75.00
12/15/2015	SOUTH TEXAS FEDERAL CREDIT UNION	OLIVIA CANTU & JUAN J. LUGO	C3-2015-178	CL-15-4193-G	WRIT OF SEQUESTRATION & CITATION X2		X		X				193565	$ 350.00
12/21/2015	PSJA ISD, ET AL	BERA GLASS PROCESSING	C3-2015-179	T-2436-15-C	TAX WARRANT		X			X			193690	$ 200.00
12/21/2015	CITY OF BAYTOWN	ERNANDO J. CORTEZ	C3-2015-180	2015-26045	CITATION (HARRIS CO)	X				X			193690	$ 75.00
12/22/2015	HIDALGO COUNTY	RAFAEL GARCIA AGUIRRE, ET AL	C3-2015-181	T-633-11-G	LEVY, DEED, & NOTICE PKG & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	MERCEDES ISD	ROQUE DE LEON, ET AL	C3-2015-182	T-0513-12-C	LEVY, DEED, & NOTICE PKG & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	EDINBURG CISD, ET AL	RAYMOND H. MORALES	C3-2015-183	T-0820-12-J	LEVY, DEED, & NOTICE PKG & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	EDINBURG CISD, ET AL	RAYMOND H. MORALES	C3-2015-184	T-0820-12-J	LEVY, DEED, & NOTICE PKG & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	HIDALGO COUNTY	ESTELA T. GARCIA	C3-2015-185	T-1339-12-B	LEVY, DEED, & NOTICE PKG & ORDER OF SALE		X			X			193761	$ 275.00
													Page Total	$ 2,915.00
													Grand Total	

RECEIVED BY COUNTY AUD

THE COUNTY OF HIDALGO TEXAS

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: _____
Constable, Precinct 3

Prepared by: _____

CONSTABLE, PCT. 3 LARRY GALLARDO MONTHLY REPORT

For the Month Ending December

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE: OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
12/22/2015	MERCEDES ISD	JOSE T. MONTOYA	C3-2015-186	T-2895-12-F	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	MONTE ALTO ISD	LUPE GARCIA	C3-2015-187	T-1542-13-G	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	MONTE ALTO ISD	LUPE GARCIA CONSTRUCTION, INC.	C3-2015-188	T-1542-13-G	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	EDINBURG CISD	JP MORGAN CHASE BANK	C3-2015-189	T-1555-13-G	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	PSJA ISD	FRANCISCO A. ORTIZ	C3-2015-190	T-1933-13-C	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	MERCEDES ISD	BIRTHA AMABELIA CASTRO	C3-2015-191	T-2015-13-D	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	EDINBURG CISD	ERICK ROBERT NUNEZ LOPEZ	C3-2015-192	T-2236-13-E	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	PSJA ISD	HORTECIA R. PINA	C3-2015-193	T-2241-13-D	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	VALLEY VIEW ISD	LAURA IRENE ALANIZ	C3-2015-194	T-0533-14-E	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	HIDALGO COUNTY	ROBERT E. PICKET, ET AL	C3-2015-195	T-0703-14-D	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	SHARYLAND ISD	JESUS R. PENA	C3-2015-196	T-1678-14-J	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	MISSION CISD	COSME PEREZ	C3-2015-197	T-2101-1-J	LEVY, DEED & NOTICE PKY. & ORDER OF SALE		X			X			193761	$ 275.00
12/22/2015	RELIANT ENERGY RETAIL SERVICES	NELDA'S FAMILY RESTAURANT	C3-2015-198	D-14-109MO	WRIT OF EXECUTION		X	X					193761	$ 200.00
12/22/2015	TERRY TURRIBIARTES	JOSE TURRIBIARTES & MAGDALENA TURRIBIARTES	C3-2015-199	14-CV-0805	CITATION X 2 (GALVESTON CO)	X				X			193772	$ 150.00
12/28/2015	LA JOYA ET AL	STORE REAL II	C3-2015-200	T-1306-15-I	TAX WARRANT		X			X			193774	$ 200.00
													Page Total	$ 3,850.00
													Grand Total	

RECEIVED BY COUNTY AUDITOR'S OFFICE 2016 JAN 15 PM 1:07

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: _____
Constable, Precinct 3

Prepared by: _____

County Auditor's Form AS-C-002 Revised 3/01

CONSTABLE, PCT. 3 LARRY GALLARDO MONTHLY REPORT

For the Month Ending December

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE: OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Other	Const Sale	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
12--28-15	VALLEY VIEW ISD	PRESA TRUCKING LLC	C3-2015-201	T-2435-15-C	TAX WARRANT		X			X			193774	$ 200.00
12/28/2015	MISSION CISD	MISSION OPEN MRI	C3-2015-202	T-1147-10-E	TAX WARRANT		X			X			193774	$ 200.00
12/29/2015	J. TERRY TURRUBIATES	JOSE TURRUBIATES & MAGDALENA TURRUBIATES	C3-2015-203	14-CV-0805	CITATION (GALVESTON CO)	X				X			193775	$ 75.00
													Page Total	475.00
													Grand Total	$7,240.00

RECEIVED
COUNTY AUDITOR
2016 JAN 11 PM 3:
CO

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY: Bono
DATE: 1/20/16

X25

THE COUNTY OF HIDALGO TEXAS

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by: _____
Constable, Precinct 3

Prepared by: R.V.B

X/C

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

February 5, 2016

The Honorable Lazaro Gallardo
Hidalgo County Constable Precinct No. 3
730 N. Breyfogle Ste. B
Mission, TX 78573

Re: Review of *Monthly Fees Report* and Supporting Documentation
For the month of December 2015

Dear Constable Gallardo:

We have conducted a limited scope review of the Constable Precinct No. 3 *Monthly Fees Report* and supporting documentation for the month of December 2015 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine whether fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by your office on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes, the *Monthly Fees Report*, and fee schedules. The following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report was received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.
- Verified that procedures for voided receipts were properly followed.

- Reviewed *Cashier's Daily Close-Out Reports/Daily Remittance Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer in a timely manner.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Cashier's Daily Close-Out Reports/Daily Remittance Forms,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $7,240.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported.

If you should have any questions, please do not hesitate to contact Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

CONSTABLE PRECINCT 4 MONTHLY REPORT

PBC

For the Month Ending December 2015

DATE	PLAINTIFF'S NAME	DEFENDANT'S NAME	RECEIPT NUMBER	CAUSE NUMBER	TYPE OF SERVICE OUT OF COUNTY (OC)/ IN-COUNTY (IC)	OC	IC	Justice Clerk	County Clerk	District Clerk	Auditor	Const Office	TREASURER RECEIPT	AMOUNTS DUE TO COUNTY
12/1/2015	TX Enterprises	B&L Farms	10025-4	C-1-CV-009552	Civil Claim - 3	X		2016	X	JAN	14	PM	192987	$225.00
12/1/2015	Erik Rojas; Luis Macias; NG Plastics US, LLC	Jackie Kilpatrick; Pet & Plastic, Inc.	10026-4	31S1500676	Small Claim - 2	X		X					192987	$150.00
12/1/2015	The The Estate of	Lucinda Balderas, Deceased	10027-4	P-37,041	Civil Claim - 2		X		X				192987	$150.00
													Page Total	$525.00
													Grand Total	$525.00

X25

This report has been personally reviewed by me and which I certify to be true and correct to the best of my knowledge.

Approved by _____ Constable, Precinct 4

Prepared by _____ Nayla Munoz

HIDALGO COUNTY AUDITOR'S OFFICE
APPROVED BY:
DATE: 11/9/16 12/5/16

County Auditor's Form AS-C-002 Revised 3/01

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

February 5, 2016

The Honorable Atanacio Gaitan Jr.
Hidalgo County Constable Precinct No. 4
2814 S. Business Highway 281
Edinburg, TX 78539

Re: Review of *Monthly Fees Report* and Supporting Documentation
For the month of December 2015

Dear Constable Gaitan:

We have conducted a limited scope review of the Constable Precinct 4 *Monthly Fees Report* and supporting documentation for the month of December 2015 pursuant to Local Government Code §115.002 (a) and (b) and Code of Criminal Procedure Article 103.011. The objective of the review was to determine if fees collected were properly accounted and reported.

Scope:
The scope of our review was limited to collections reported by the Constable Precinct 4 Office on the *Monthly Fees Report* for the month of December 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvement could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

The purpose of this report is to furnish management independent, objective analyses, recommendations, and information concerning the area reviewed. The report should serve as a tool to help management discern and implement specific improvements.

Methodology:
In planning and performing our review, we reviewed applicable statutes, the *Monthly Fees Report,* and fee schedules. The following procedures were performed:

- Reviewed the submittal date of the *Monthly Fees Report* to the County Auditor's Office to determine if the report and supporting documentation were received within five days after the last day of the month pursuant to Local Government Code §114.001 (b).
- Verified the signature on the *Monthly Fees Report* to ensure that the report was signed by an authorized signatory as documented on the "Authorized Signatories Form."
- Verified the mathematical accuracy of the *Monthly Fees Report* by footing and cross-footing the report.
- Reviewed receipts issued to determine if proper fee amounts were collected and reported.
- Verified receipts issued followed a sequential order.

- Verified that procedures for voided receipts were properly followed.
- Reviewed *Cashier's Daily Close-Out Reports/Daily Remittance Forms* to determine whether fees collected were properly accounted and deposited with the County Treasurer on or before the fifth day after the day on which the funds were received.
- Verified that the collections per the *Monthly Fees Report* agreed to total receipts issued and the deposits made with the County Treasurer.
- Reviewed receipts issued, *Cashier's Daily Close-Out Reports/Daily Remittance Forms,* and *Monthly Fees Report* to verify proper completion.

Conclusion:
Total collections for the month of December 2015 were $525.00. Based on the results of our review, we have concluded that fees collected were generally properly accounted and reported.

If you should have any questions, please do not hesitate to contact Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

February 4, 2016

The Honorable Pablo Villarreal, Jr., RTA
Hidalgo County Tax Assessor/Collector
2804 S. Business Hwy. 281
Edinburg, Texas 78539

Ref: Review of Delinquent Tax Attorney Payment Request - December 2015
Report No. 2016-11

Dear Mr. Villarreal:

We have completed a limited scope review of the December 2015 payment request prepared by your office for delinquent tax attorney (DTA) fees due to Linebarger, Goggan, Blair, and Sampson LLP ("LGBS") and related supporting documentation. The objective of our limited scope review was to determine if the payment request was accurate and properly authorized.

The scope of our review was limited to a review of the DTA fees collected by your office on behalf of the following entities: Hidalgo County (GHD), Road District 2 (RD2), Road District 5 (RD5), Road District 7 (RD7), Road District 11 (RD11), Road District 12 (RD12), Road District 14 (RD14), Road District 15, State of Texas (TEX); and the payment request prepared by your office for the month ended December 31, 2015. The County Auditor's Office did not review the tax accounts listed on the "Hidalgo County Tax Office Prior Collection Report" that reflected a refund since LGBS stated that they would not seek reimbursement for DTA fees previously paid to the prior DTA firm. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. The responsibility for sound internal controls rests with management.

As part of our review, we reviewed the payment request, the delinquent tax attorney contract, and various collection reports prepared by your office. The following procedures were performed:

- Verified that the payment request was signed and included a certification by the Hidalgo County Tax Assessor/Collector that the "payment represents 15% of the delinquent taxes and penalty and interest collections for the month of December 2015."
- Reviewed the "Hidalgo County Tax Office Prior Collection Report" to determine if the DTA fees were collected at the 15% rate specified in the contract.
- Reviewed the "Hidalgo County Tax Office Prior Collection Report" to determine if the total amount of DTA fees collected agree to the amount transferred to the Hidalgo County Treasurer's Office.

The results of our review revealed that the payment request was generally accurate and properly authorized. More specifically, the following was noted:

- The payment request was signed and included a certification by the Hidalgo County Tax Assessor/Collector that the "payment represents 15% of the delinquent taxes and penalty and interest collections for the month of December 2015."
- Although DTA fees for 216 tax accounts were not collected at the 15% rate specified in the contract; we concluded that the differences in rates were attributed to tax deferrals, small amounts collected, rounding and multiple payments that needed to be added to calculate the 15% (see Exhibit A).

We will proceed to process the December 2015 DTA payment request in the amount of $124,316.84 to LGBS.

If you have any questions, please feel free to call Letty Chavez, Compliance Audit Supervisor, at 318-2511 ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
Hidalgo County Auditor

Enclosures

cc: Ms. Lucy Canales, Linebarger Goggan Blair & Sampson, LLP

Exhibit A

	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
1	1	2014	V056306000029700	0.4	0.09	0.49	0.07
2	1	2014	E334508000000300	0.3	0.07	0.37	0.06
3	1	2014	S053000000005900	0.26	0.06	0.32	0.05
4	1	2014	T220000036000100	0.26	0.05	0.31	0.05
5	1	2014	O465081000102400	0.25	0.06	0.31	0.05
6	1	2014	M015000034000105	0.2	0.05	0.25	0.04
7	1	2014	E334507000004700	0.14	0.03	0.17	0.03
8	1	2014	E334510000004900	0.11	0.03	0.14	0.02
9	1	2014	J1800010X3000007	0.07	0.02	0.09	0.01
10	1	2014	M355000070003700	0.05	0.02	0.07	0.01
11	1	2014	T220000036000100	-0.26	-0.05	-0.31	-0.05
12	1	2013	F588000000000100	219.61	64.42	284.03	38.87
13	1	2013	O310009000001100	36.43	11.41	47.84	6.77
14	1	2013	N336000000007500	30.3	9.28	39.58	5.54
15	1	2013	D600001000022605	27.08	8.85	35.93	5.2
16	1	2013	G490000004002000	28.71	8.43	37.14	5.08
17	1	2013	E439502000011700	9.4	2.92	12.32	1.73
18	1	2013	5367500007000600	6.93	2.15	9.08	1.28
19	1	2013	P320002006001200	4	1.23	5.23	0.73
20	1	2013	M385600000001800	0.57	0.2	0.77	0.12
21	1	2013	5001701000003000	0.47	0.17	0.64	0.1
22	1	2013	V331402000002900	0.22	0.08	0.3	0.05
23	1	2013	E330000249000700	0.18	0.06	0.24	0.04
24	1	2013	I223000001058200	0.21	0.07	0.28	0.04
25	1	2013	W375099000000018	0.14	0.05	0.19	0.03
26	1	2013	R206000000062500	0.16	0.05	0.21	0.03
27	1	2013	1670781000774700	0.1	0.04	0.14	0.02
28	1	2013	D280000004000400	0.08	0.03	0.11	0.02
29	1	2013	5244003000000800	0.09	0.03	0.12	0.02
30	1	2012	H215001002001000	142.13	61.6	203.73	28.99
31	1	2012	I223000001042000	93.24	37.29	130.53	17.62
32	1	2012	S295000000029830	89.41	35.17	124.58	16.63
33	1	2012	G410000006002600	23.07	9.08	32.15	4.29
34	1	2012	E445000000001000	21.16	8.39	29.55	3.97
35	1	2012	J183001000003400	18.41	7.42	25.83	3.51
36	1	2012	A080000000102515	15.87	6.04	21.91	2.86
37	1	2012	N860000002002200	12.76	4.8	17.56	2.28
38	1	2012	L622000000005200	10.36	4.1	14.46	1.94
39	1	2012	L087000000002100	0.61	0.29	0.9	0.14
40	1	2012	J816500000000100	0.52	0.24	0.76	0.12
41	1	2012	N420002000000500	0.21	0.09	0.3	0.05
42	1	2012	E26000000D000100	0.08	0.03	0.11	0.02
43	1	2012	T475500000001600	0.08	0.04	0.12	0.02
44	1	2012	Q091000000002400	0.03	0.01	0.04	0.01
45	1	2011	M680000000001200	296.53	129.48	426.01	52.93

Exhibit A

	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
46	1	2011	N860000002002200	165.54	82.22	247.76	32.53
47	1	2011	C070000099000204	73.87	38.92	112.79	15.52
48	1	2011	5180000002000900	56.81	31.23	88.04	12.52
49	1	2011	D810000000002200	65.81	30.05	95.86	11.75
50	1	2011	R170000000001300	26.28	11.99	38.27	4.77
51	1	2011	R170000000001300	25.77	11.6	37.37	4.68
52	1	2011	W380000507000016	19.25	9.94	29.19	3.95
53	1	2011	L208800000010700	18.46	8.5	26.96	3.44
54	1	2011	A160004000011805	14.01	7.56	21.57	3.03
55	1	2011	G690000009000100	11.76	6.47	18.23	2.63
56	1	2011	L208800000010700	5.64	2.67	8.31	1.05
57	1	2011	S460000007001000	0.09	0.05	0.14	0.02
58	1	2010	L43500000E000303	333.54	187.9	521.44	63.54
59	1	2010	M680000000001200	296.53	165.06	461.59	58.27
60	1	2010	H165001000000900	145.97	80.76	226.73	27.15
61	1	2010	N860000002002200	102.37	63.13	165.5	21.96
62	1	2010	A080000000108900	31.25	20.21	51.46	7.12
63	1	2010	M155000000005100	13.24	8.87	22.11	3.16
64	1	2010	N120003000001025	2.67	1.49	4.16	0.5
65	1	2010	K240000000011325	0.3	0.2	0.5	0.07
66	1	2010	M594702000011700	0.22	0.16	0.38	0.06
67	1	2009	M680000000001200	296.53	200.65	497.18	63.61
68	1	2009	5422500000000800	204.22	138.18	342.4	41.96
69	1	2009	U300001000004400	70.99	53.95	124.94	17.25
70	1	2009	E310000021001100	69.65	50.85	120.5	15.99
71	1	2009	E310000021001100	69.66	50.85	120.51	15.98
72	1	2009	K240000000029304	62.33	40.3	102.63	12.15
73	1	2009	W010000030000723	56.14	35.94	92.08	10.61
74	1	2009	W010000030000723	56.15	35.93	92.08	10.61
75	1	2009	M480000151000800	32.71	23.66	56.37	7.41
76	1	2009	W310000001001200	27.03	16.85	43.88	4.91
77	1	2009	A176502000000200	12.47	8.12	20.59	2.42
78	1	2009	A176502000000200	12.48	8.12	20.6	2.42
79	1	2009	H302000000000700	8.23	5.52	13.75	1.67
80	1	2009	W010000030000728	6.41	4.91	11.32	1.58
81	1	2009	B190040000004900	3.52	2.42	5.94	0.74
82	1	2009	M500000002000708	0.13	0.11	0.24	0.04
83	1	2008	M680000000001200	229.47	182.81	412.28	53.35
84	1	2008	5422500000000800	179.04	142.64	321.68	40.02
85	1	2008	L255002016001200	82.47	66.8	149.27	18.93
86	1	2008	L605000000005300	77.49	59.67	137.16	16.39
87	1	2008	P927701000001700	56.1	41.89	97.99	11.28
88	1	2008	V382000000004500	40.32	32.53	72.85	9.2
89	1	2008	C902598000004100	38.63	30.76	69.39	8.63
90	1	2008	W380000767000094	30.5	27.87	58.37	8.42

Exhibit A

	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
91	1	2008	W380000767000094	30.51	27.87	58.38	8.42
92	1	2008	H284000000013400	14.72	11.54	26.26	3.29
93	1	2008	H284000000013400	14.71	11.62	26.33	3.29
94	1	2008	B190040000004900	3.37	2.72	6.09	0.77
95	1	2008	A180000027000305	0.46	0.44	0.9	0.14
96	1	2007	M680000000001200	296.22	271.54	567.76	74.2
97	1	2007	B444303000003300	333.42	277.85	611.27	68.02
98	1	2007	G400000000002000	34.1	33.41	67.51	9.21
99	1	2007	C902598000004100	35.1	32.17	67.27	8.48
100	1	2007	W010000030000728	8.94	9	17.94	2.52
101	1	2007	C211000000005100	3.46	3.07	6.53	0.8
102	1	2007	C211000000005100	3.45	3.08	6.53	0.8
103	1	2006	P704001000002500	483.03	417.02	900.05	89.12
104	1	2006	G570000001000200	71.57	62.26	133.83	13.2
105	1	2006	O200500000001300	54.18	51.46	105.64	11.94
106	1	2006	V063002000000900	37.19	35.33	72.52	8.2
107	1	2006	L010098000001302	22.31	19.41	41.72	4.12
108	1	2006	L672500000014000	13.12	14.77	27.89	3.93
109	1	2006	O200500000001300	12.16	11.55	23.71	2.68
110	1	2005	O210000005000035	90.51	113.13	203.64	29.19
111	1	2005	C885000024001200	68.22	80.95	149.17	19.85
112	1	2005	G570000001000200	71.06	70.35	141.41	14.39
113	1	2005	V363000000001100	34.55	33.98	68.53	7
114	1	2005	V363000000001100	33.85	33.05	66.9	6.85
115	1	2005	O200500000001300	26.45	28.31	54.76	6.31
116	1	2005	H265000007005000	25.59	26.27	51.86	5.6
117	1	2005	5170002017000103	17.14	20.7	37.84	5.15
118	1	2005	A555000000000300	9.5	11.39	20.89	2.82
119	1	2005	R225001003001900	5.2	5.59	10.79	1.26
120	1	2005	D440003003001500	6.14	6.08	12.22	1.24
121	1	2005	P260000001000800	0.03	0.03	0.06	0.01
122	1	2005	O210000005000035	-90.51	-113.13	-203.64	-29.19
123	1	2004	G570000001000200	78.13	86.72	164.85	17.23
124	1	2004	C655000003002100	46.17	47.56	93.73	8.52
125	1	2004	C211000000002600	21.66	24.03	45.69	4.77
126	1	2004	B203500000004700	20.18	20.78	40.96	3.72
127	1	2004	N310000000000200	14.96	16.6	31.56	3.3
128	1	2004	M520000049001100	7.6	10.44	18.04	2.58
129	1	2003	N310000000000200	82.62	101.63	184.25	19.71
130	1	2003	G570000001000200	73.7	90.65	164.35	17.58
131	1	2003	C655000003002100	49.82	57.29	107.11	10.09
132	1	2003	E431000000000200	21.72	30.18	51.9	6.74
133	1	2003	J750000004000200	17.77	25.4	43.17	5.84
134	1	2003	5735000004000600	13.89	19.04	32.93	4.19
135	1	2003	J570000001001504	12.5	17.66	30.16	4.01

Exhibit A

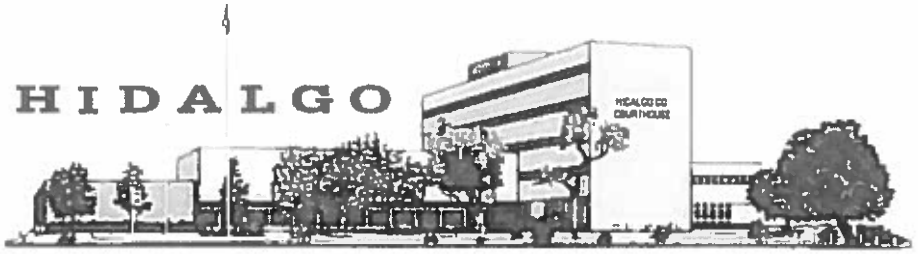
	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
136	1	2003	F345000146000800	11.42	14.04	25.46	2.72
137	1	2003	H345003000000500	4.07	5.16	9.23	1.04
138	1	2003	R329500002000900	0.3	0.47	0.77	0.12
139	1	2003	J750000004000200	-17.77	-25.4	-43.17	-5.84
140	1	2002	G570000001000200	58.99	79.63	138.62	15.13
141	1	2002	A705000000002600	60.34	73.21	133.55	11.77
142	1	2002	W125000003001700	17.35	21.34	38.69	3.51
143	1	2002	W230000052000300	8.09	12.96	21.05	2.99
144	1	2002	5585000006001300	6.73	9.96	16.69	2.12
145	1	2002	B505000015000600	3.79	4.8	8.59	0.83
146	1	2001	B275000000001500	231.86	295.24	527.1	43.13
147	1	2001	G570000001000200	50.61	74.4	125.01	13.89
148	1	2001	L007001000007300	31.97	54.64	86.61	12.22
149	1	2001	G212000000006200	28.48	39.59	68.07	6.79
150	1	2001	W125000003001700	23.6	31.86	55.46	5.2
151	1	2001	G570000003000200	6.11	9.06	15.17	1.71
152	1	2000	B275000000001500	214.96	299.52	514.48	43.85
153	1	2000	G570000003000200	64.19	102.92	167.11	19.16
154	1	2000	G570000001000200	49.61	78.88	128.49	14.51
155	1	2000	P200000011000400	24.63	41.86	66.49	8.5
156	1	2000	P200000011000400	24.57	41.94	66.51	8.48
157	1	2000	W125000003001700	13.43	19.74	33.17	3.2
158	1	2000	V382000000000100	9.46	14.29	23.75	2.43
159	1	2000	P200000011000400	-24.63	-41.86	-66.49	-8.5
160	1	1999	B275000000001500	189.15	286.24	475.39	41.99
161	1	1999	G570000001000200	62.51	106.9	169.41	19.41
162	1	1999	N120003000003200	45.1	77.11	122.21	14
163	1	1999	E405002013002000	25.03	40.81	65.84	6.88
164	1	1999	S477000000009500	23.08	36.7	59.78	5.92
165	1	1999	M520000085000300	27.63	41.28	68.91	5.89
166	1	1999	M520000085000300	27.64	41.28	68.92	5.89
167	1	1999	N135000000001400	12.14	19.21	31.35	3.11
168	1	1999	G040000006000100	5.27	10.27	15.54	2.2
169	1	1998	B275000000001500	192.01	313.62	505.63	46.08
170	1	1998	G570000001000200	47.42	86.78	134.2	15.58
171	1	1998	G330000004001000	13.47	26.9	40.37	5.43
172	1	1998	C700000006000500	2.05	3.39	5.44	0.51
173	1	1997	B275000000001500	245.06	429.67	674.73	63.23
174	1	1997	M715000056000500	2.74	5.45	8.19	1
175	1	1996	B275000000001500	227.64	426.45	654.09	62.83
176	1	1996	E540000042001100	28.54	53.21	81.75	7.84
177	1	1996	M490000000009302	11	24.21	35.21	4.66
178	1	1996	H045000084003100	13.9	24.9	38.8	3.32
179	1	1996	5735000006000700	6.55	13.55	20.1	2.39
180	1	1996	C765000003002000	4.93	9.33	14.26	1.4

Exhibit A

	Tax Unit	Year	Account No.	Levy Paid	Penalty/Interest Paid	Subtotal Paid	Attorney Paid
181	1	1996	E540000042001100	-28.54	-53.21	-81.75	-7.84
182	1	1995	B275000000001500	218.15	434.84	652.99	64.14
183	1	1995	E540000042001100	28.64	56.8	85.44	8.38
184	1	1995	O244500002001800	6.74	14.22	20.96	2.33
185	1	1995	E540000042001100	-28.64	-56.8	-85.44	-8.38
186	1	1994	E400000002000900	32.81	75.35	108.16	12.94
187	1	1994	5595000027000512	7.21	15.78	22.99	2.5
188	1	1994	S330000000000600	4.02	9.59	13.61	1.75
189	1	1993	B275000000001500	61.07	136.39	197.46	20.15
190	1	1993	C910000000001600	13.55	32.94	46.49	5.67
191	1	1993	S595000027000512	3.04	7.03	10.07	1.11
192	1	1992	R026300000001100	11.76	32.14	43.9	6.1
193	1	1992	W460002008000900	3.97	10.6	14.57	1.94
194	1	1991	W460002008000900	28.68	79.92	108.6	14.54
195	1	1990	L255001005001900	8.85	26.81	35.66	5.16
196	12	1999	N120003000003200	1.1	1.89	2.99	0.34
197	12	1999	M520000085000300	0.68	1.01	1.69	0.14
198	12	1999	M520000085000300	0.68	1.01	1.69	0.14
199	12	1996	M490000000009302	0.59	1.3	1.89	0.25
200	17	1993	C910000000001600	0.17	0.4	0.57	0.07
201	17	1993	J570000001001034	0.06	0.18	0.24	0.04
202	1	2004	N80000100B000000	3.3	3.66	6.96	0.73
203	1	2002	N80000100B000000	67.46	90.62	158.08	17.3
204	1	2002	N80000100B000000	40.9	54.67	95.57	10.49
205	1	2014	G504600000002300	0.13	0.03	0.16	0.02
206	1	2013	F465000000000900	23.99	7.84	31.83	4.61
207	1	2013	F465000000000900	24	7.84	31.84	4.61
208	1	2013	M710000000000014	0.08	0.03	0.11	0.02
209	1	2013	M710000000000014	-0.08	-0.03	-0.11	-0.02
210	1	2008	C535300000005100	156.14	115.54	271.68	30.92
211	1	2006	C535300000005100	154.8	151.71	306.51	36.22
212	1	2000	C535300000005100	90.34	153.58	243.92	30.9
213	1	1998	F510000000000704	38.79	81.19	119.98	17.34
214	1	1997	F510000000000704	57.28	126.78	184.06	26.64
215	1	1996	C535300000005100	134.47	293.15	427.62	55.67
216	1	1989	L319000006001700	7.24	22.35	29.59	4.13

COUNTY of HIDALGO

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



EDINBURG, TEXAS 78539

February 12, 2016

The Honorable Marcos Ochoa
Hidalgo County Justice of the Peace Pct. 3, Pl. 2
730 Breyfogle, Suite A
Mission, Texas 78572

Re: Review of Justice of the Peace Precinct 3, Place 2 Office - Collections Related to the Scofflaw Program
Report No. 2015-32

Dear Judge Ochoa:

We have completed a review of the collections related to the Scofflaw Program made at the Justice of the Peace Precinct 3, Place 2 for the period of January 1, 2014 through December 31, 2014 pursuant to Local Government Code § 115.001. The objective of the review was to determine if the case dispositions and fines collected, if any, related to the Scofflaw Program per the Justice of the Peace, Precinct 3, Place 2 Office "Dismissed Cases" and "Cash Receipts Journal" reports generated from the case management system agreed to those recorded on the "Summary Report of Scofflaw Collections" and "Scofflaw Release Form" maintained by the Motor Vehicle Division.

This review was prompted by the receipt of an allegation claiming an individual had paid outstanding fines through the Scofflaw Program at the Justice of the Peace Precinct 3, Place 2 Office; however, an official County receipt was not issued at the time payment was made.

BACKGROUND:

The Hidalgo County Commissioners Court implemented the Scofflaw Program in order to collect outstanding fines pursuant to Transportation Code § 502.010. Transportation Code § 502.010, allows the Tax Assessor-Collector to deny the registration of a vehicle if the Tax Assessor-Collector's Office receives information that an individual has outstanding fines over 90 days past due. Individuals who are flagged "Scofflaw" will be unable to register or renew their motor vehicle registration until the amount owed is paid in full or a payment plan or dismissal is granted by the applicable Judge. A $20.00 Scofflaw Fee is also imposed on these types of cases as authorized by Commissioners Court on September 18, 2012. Texas Attorney General Opinion GA-1006 stipulates that "if the commissioners court decides to impose the fee, the commissioners court may determine whether the officer charged with assessing and collecting the additional fee may waive it in particular circumstances." However, Commissioners Court did not authorize any County Officials to waive the Scofflaw Fee.

Scofflaw Program Procedures

The Information Technology Department sends a file listing all cases with outstanding fines to *Hamer Enterprises*, the County's credit card payment processing vendor. *Hamer Enterprises* adds the $20.00 Scofflaw Fee to the outstanding balance of cases over 90 days old.

Individuals must present their driver's license to the Tax Assessor-Collector when attempting to purchase their motor vehicle registration. The driver's license is matched with the file listing the cases with outstanding fines sent to *Hamer Enterprises*. If there is a delinquency, the individual is referred by the Motor Vehicle Department to the applicable court with a "Scofflaw Release Form" for each outstanding citation.

The individual will bring the "Scofflaw Release Form" to the applicable court. If the individual would like to make payment arrangements, request a fine decrease, or request that the case be dismissed, approval by the Justice of the Peace must be obtained.

If the fine is reduced, the reduced fine amount will be noted on the "Scofflaw Release Form" by the Justice of the Peace. The individual is advised to obtain a money order for the amount due. Once the person returns and provides payment, an official County receipt is issued and a case disposition of "Paid Fine" is entered into the case management system. The "Scofflaw Release Form" is approved (signed and sealed) by the authorized representative of the court upon acceptance of payment.

If the case is dismissed, the Justice of the Peace or court staff will note on the "Scofflaw Release Form" that the case is dismissed.

According to staff, the Justice of the Peace will also sign a blank "Order and Motion to Dismiss Form" and hand it over to the Court Clerk that is handling the case. The Court Clerk will then enter the applicable docket number, date of dismissal, and defendant's name on the "Order and Motion to Dismiss Form", which is then forwarded to the Court Coordinator. The Court Coordinator will hold the "Order and Motion to Dismiss Forms" until the Assistant District Attorney visits the Court to sign the forms. Once the signature of the Assistant District Attorney is obtained, the Court Coordinator will enter a "Dismissed" case disposition into the case management system. The entry is backdated to the date the Justice of the Peace actually dismissed the case. According to staff, the Court Coordinator is the only employee allowed to enter dismissals into the case management system. However, the Court Coordinator occasionally verbally authorizes the other Court Clerks to enter dismissals into the case management system when there is a backlog of work.

The approved "Scofflaw Release Form" must be presented to the Motor Vehicle Department before the individual is allowed to obtain the motor vehicle registration.

Reports summarizing the dismissed cases and collection of fines (i.e., "Dismissed Cases" report and "Cash Receipts Journal") by the Justice of the Peace, Precinct 3, Place 2 Office may be generated from *The case management system*.

The Motor Vehicle Department also prepares a monthly "Summary Report of Scofflaw Collections", which lists all the "Scofflaw Release Forms" that were received during the month. There were 944 cases listed on the "Summary Report of Scofflaw Collections" for Justice of the Peace, Precinct 3, Place 2 Office for the period of January 1, 2014 through December 31, 2014.

SCOPE AND METHODOLOGY:

The initial scope of our review was limited to a review of the specific "Scofflaw Release Forms" approved for the individual that allegedly paid outstanding fines at the Justice of the Peace Precinct 3, Place 2 Office without obtaining an official County receipt. However, as further information was gathered, the scope was expanded to include cases listed on the "Summary Report of Scofflaw Collections" for the Justice of the Peace Precinct 3, Place 2 Office and "Scofflaw Release Forms" maintained by the Motor Vehicle Department during the period of January 1, 2014 through December 31, 2014.

Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

In planning and performing our review, we reviewed applicable statutes, procedures, and case files. We also conducted interviews with the individual making the allegation and the staff of the Justice of the Peace Precinct 3, Place 2 Office, Motor Vehicle Department, and Information Technology Department. In addition,

we obtained copies of the "Scofflaw Release Forms" and "Summary Report of Scofflaw Collections" from the Motor Vehicle Department for the period of January 1, 2014 through December 31, 2014. We also generated a "Dismissed Cases" report and "Cash Receipts Journal" from the case management system for the Justice of the Peace Precinct 3, Place 2 Office for the period of January 2014 through December 2014.

The following procedures were performed:

1. Compared the cases listed on the "Summary Report of Scofflaw Collections" to those listed on the case management system's "Dismissed Cases" report and "Cash Receipts Journal" to ensure that the case dispositions and amounts collected, if any, agreed on all three reports. If discrepancies were noted, the "Scofflaw Release Forms" and docket entries in the case management system were examined to verify whether case dispositions and amounts collected, if any, were entered correctly on the "Summary Report of Scofflaw Collections".
2. Reviewed the docket book entries in the case management system and the "Scofflaw Release Form" and "Order and Motion to Dismiss Form" approved for the individual making the allegation to determine if the outstanding fines were paid and an official County receipt issued.
3. Sent a confirmation request to the Stripes Financial Services Division, the convenience store headquarters where the individual making the allegation indicated the money orders were purchased, to determine if the money orders were utilized to make payment of the outstanding fines.

CONCLUSION:

Based on the results of our review, we have concluded that the case dispositions and fines collected if any, through the Scofflaw Program per the Justice of the Peace, Precinct 3, Place 2 Office "Dismissed Cases" and "Cash Receipts Journal" reports generated from the case management system did not always agree to those recorded on the "Summary Report of Scofflaw Collections" and "Scofflaw Release Form" maintained by the Motor Vehicle Division. In addition, we found no evidence that $1,498.20 ($186.00 plus $1,312.20) collected per the "Summary Report of Scofflaw Collections" and "Scofflaw Release Forms" and $714.00 collected per the "Scofflaw Release Forms" were receipted and deposited by the Justice of the Peace, Precinct 3, Place 2 Office. Furthermore, the lack of internal controls over the Justice of the Peace, Precinct 3, Place 2 Office Scofflaw transactions could create opportunities for misappropriation to occur without detection. Therefore, we could not determine whether all Scofflaw collections were properly receipted and deposited. More specifically, the following was noted:

There were 944 cases listed on the "Summary Report of Scofflaw Collections" for the Justice of the Peace, Precinct 3, Place 2 Office as prepared by the Motor Vehicle Department. Of the 944 cases, 24 did not contain a case number or defendant's name that could be matched to cases on the case management system's "Dismissed Cases" and "Cash Receipts Journal" reports. Therefore, we could not determine if money was collected and deposited for the 24 cases.

1. Of the remaining 920 cases, we noted the following 60 discrepancies:

    - In 8 cases, the amounts collected per the Justice of the Peace, Precinct 3, Place 2 Office "Cash Receipts Journal" generated from the case management system did not agree to the amounts collected per the "Summary Report of Scofflaw Collections" and "Scofflaw Release Form" maintained by the Motor Vehicle Division.
        - In 4 cases, the actual amount collected per the "Cash Receipts Journal" was less than the "Summary Report of Scofflaw Collections" and the "Scofflaw Release Forms" by a total of $186.00. The differences were related to the reduction of fines, warrant fees, and addition of Scofflaw Fees.
        - In 4 cases, fines were not collected per the "Cash Receipts Journal"; however, per the "Summary Report of Scofflaw Collections" and "Scofflaw Release Form" fines totaling $1,312.20 were collected.
            - In 1 case, a "Dismissed" disposition was entered in the case management system; however, according to the "Summary Report of Scofflaw Collections" and "Scofflaw Release Form",

$492.00 was collected. The case file contained an "Order and Motion to Dismiss" signed by the Justice of the Peace and Assistant District Attorney and proof of insurance.

- In 1 case, the signature of the Assistant District Attorney is pending on an "Order and Motion to Dismiss" pursuant to the entries in the case management system; however, according to the "Summary Report of Scofflaw Collections" and "Scofflaw Release Form", $153.20 was collected.
- In 2 cases, a disposition has not been entered in the case management system and the cases remain open with warrants issued; however, according to the "Summary Report of Scofflaw Collections" and "Scofflaw Release Form", $454.00 and $213.00 were collected. The case file contained copies of the warrants executed on October 9, 2002. According to the executed warrants, the defendant was placed in the Hidalgo County jail; however, we found no evidence in the Hidalgo County Sheriff's Office jail records of a booking for the defendant on the dates noted in the case management system.

- In 15 cases, the "Scofflaw Release Form" states the cases were dismissed and/or no fines were collected; however, when compared to the case disposition in the case management system, discrepancies were noted as follows:
  - In 3 cases, the cases were dismissed per the "Scofflaw Release Form"; however, per the case management system, the cases remained outstanding until payments were made in 2015.
  - In 1 case, the case was "pending dismissal from D.A." according to the "Scofflaw Release Form"; however, per the case management system, the case remained outstanding until payment was made in 2015.
  - In 1 case, the case was dismissed in 2014 per the "Scofflaw Release Form"; however, per the case management system, a guilty judgment was rendered in 2002. In addition, the case has an outstanding balance and outstanding warrant.
  - In 10 cases, the cases were dismissed per the "Scofflaw Release Form"; however, they did not appear in the case management system's "Dismissed Cases" report for 2014. The "dismissed" dispositions were entered in 2014 but were backdated to a prior year in the case management system. Of the 10 cases:
    - 9 cases had the outstanding balance zeroed out during 2014. Of the 9 cases, 5 contained the proper dismissal documents. Of the remaining 4, we found the following:
      - 1 case indicated "dismissed with proof of cert" per the case management system; however, proof of the certificate and an order/motion to dismiss were not found in the case file.
      - 2 cases indicated "dismissed" per the case management system; however, an order/motion to dismiss was not found in the case files
      - 1 case indicated "dismissed with proof" per the case management system; however, proof of the inspection certificate was not found in the case file.
    - 1 case indicated "dismissed" on October 9, 2007 per the case management system. This case disposition was backdated. In addition, this case was not properly disposed since it has an outstanding balance.
- In 2 cases, the defendants were granted community service which was completed prior to 2014, per the case management system. It appears that the case dispositions were backdated since the cases appeared on the listing of outstanding cases sent to *Hamer Enterprises*. In addition, proof of the community service or an "order/motion to dismiss" was not found in the case files.
- In 7 cases, defendants were granted jail time credit; however, it appears the jail time was not entered in a timely manner. Therefore, the cases appeared to be outstanding when the individuals attempted to obtain their motor vehicle registration.
- In 14 cases, the cases were listed in the "Summary Report of Scofflaw Collections"; however, they did not appear on the either of the "Dismissed Cases" or the "Cash Receipts Journal" reports generated from the case management system. The 14 cases, according to the case management system were awaiting a pre-trial hearing.
  - Of the 14 cases:
    - 7 were disposed during the years 2014 (1); 2015 (4); and 2016 (2). The case with a disposition date of 2014 did not appear in the case management system's 2014 "Dismissed

Cases" report. It appears that the "dismissed" disposition was entered at a later date and backdated to reflect a 2014 disposition date in the case management system.

- 7 are still pending the pre-trial hearing. The pre-trial hearings for these cases were originally scheduled between February 22, 2013 and November 20, 2015. In addition, some of the pending pre-trial hearings have been re-scheduled up to four times.

- In 14 cases, the cases were listed in the "Summary Report of Scofflaw Collections"; however, they did not appear on the either of the "Dismissed Cases" or the "Cash Receipts Journal" reports generated from the case management system. According to the case management system, the cases were pending the signature of the District Attorney on the "Order and Motion to Dismiss Form".
  - Of the 14 cases:
    - 6 were subsequently formally disposed (District Attorney's signature was obtained) during the years 2014 (2) and 2015 (5). It appears the "dismissed" dispositions were entered at a later date and backdated to reflect a 2014 disposition date in the case management system. Hence, the 2 cases with a disposition date of 2014 did not appear in the case management system's 2014 "Dismissed Cases" report. All 6 cases were formally disposed 243 to 613 days after the "Scofflaw Release Forms" were approved.
    - 1 case contained a dismissal disposition date and an "Order and Motion to Dismiss" dated October 31, 2013; however, it appears that the entries in the case management system and the order/motion were backdated since the "Scofflaw Release Form" dated July 7, 2014 indicates the order/motion is pending the D.A's signature.
    - 7 are still awaiting the District Attorney's signature. For these cases, the "Scofflaw Release Forms" were approved between January 17, 2014 and December 22, 2014.

In addition, we noted that the $20.00 Scofflaw Fee was not collected in 259 cases ($5,180.00). However, Commissioners Court did not authorize the Justice of the Peace to waive the collection of the Scofflaw Fee.

2. We interviewed the individual (defendant) that allegedly paid outstanding fines through the Scofflaw Program without obtaining an official County receipt at the Justice of the Peace Precinct 3, Place 2 Office to determine if payment had been made. Although, the defendant received approved "Scofflaw Release Forms" indicating payment was made, we did not find evidence that the payments were receipted. In addition, the Motor Vehicle Department did not list the "Scofflaw Release Forms" on the "Summary Report of Scofflaw Collections" and did not have copies of the completed "Scofflaw Release Forms." More specifically, the following was noted:

   - The defendant claimed to have paid $714.00 for 5 tickets without receiving an official County receipt; instead, the defendant received approved "Scofflaw Release Forms" indicating payment had been made. The defendant did not realize that he had not received an official County receipt until he made payment on other outstanding tickets in December 2014 at two other Justice of the Peace Offices and was provided with official County receipts and the approved "Scofflaw Release Forms."
   - The defendant's wife provided us with the original "Scofflaw Release Forms" for the 5 tickets. All 5 forms contained the signature of the previous Justice of the Peace and the statement "Pd Fine Only." According to staff, the signature and notation were made by the previous Justice of the Peace. The forms were dated September 4, 2014 and also contained a Court Clerk's signature. A Court Clerk wrote the following on the "Scofflaw Release Forms":
     - For the case with an outstanding balance of $220.10; the amount due was reduced to $50.00 and indicated the balance was zero. The case disposition was noted as "Pay CC."
     - For the case with an outstanding balance of $269.00; the amount due was reduced to $132.00 and indicated the balance was zero. The case disposition was noted as "Pay CC."
     - For the case with an outstanding balance of $357.00; the amount due was reduced to $200.00 and indicated the balance was zero. The case disposition was noted as "Paid in Full."
     - For the case with an outstanding balance of $337.00; the amount due was reduced to $200.00 and indicated the balance was zero. The case disposition was noted as "Paid in Full."
     - For the case number with an outstanding balance of $289.00; the amount due was reduced to $132.00 and indicated the balance was zero. The case disposition was noted as "Paid in Full."

- The defendant claimed to have paid the outstanding tickets with 2 money orders, purchased at a local convenience store, in the amounts of $500.00 and $214.00; however, he did not keep copies of the money orders. Due to the lack of money order numbers and exact location of purchase, the Stripes Financial Services Division could not confirm that the money orders had been purchased.
- A review of the 5 case numbers in the case management system revealed that the outstanding balance in the applicable cases had been zeroed out and a "dismissed" disposition was entered and dated September 4, 2014. According to the Information Technology Department, the username that zeroed out the outstanding balance was assigned to the Court Clerk who had signed the "Scofflaw Release Forms."
- A review of the case files for the 5 cases revealed an "Order and Motion to Dismiss Form" was signed by the Justice of the Peace and the Assistant District Attorney. According to the Court Coordinator, the "Order and Motion to Dismiss Forms" had been prepared by her. In addition, copies of the "Scofflaw Release Forms" were in the file. The forms contradict each other since there was an "Order and Motion to Dismiss Form" indicating the case was dismissed; however, the "Scofflaw Release Forms" indicated that a payment had been made.
- We presented the "Scofflaw Release Forms" to the Court Clerk and asked if he recognized the signatures on the forms and whether the signatures signify payment was received. He stated that the signatures belonged to him and the previous Justice of the Peace. He also stated that the signatures meant that payment had been accepted from the defendant; however, he was not able to explain why a payment had not been receipted.
- We presented the "Order and Motion to Dismiss Forms" to the Court Clerk and asked the reason the case had been dismissed if payment had been accepted; however, the Court Clerk could not provide an explanation for the discrepancies.
- We informed the Court Clerk that the Information Technology Department identified him as the user who had zeroed out the outstanding balance for the applicable cases in the case management system since his username and password were utilized. According to the Court Clerk, he did not recall zeroing out the outstanding balance and entering a "dismissed" disposition. In addition, the Court Clerk stated that only the Court Coordinator was authorized to enter dismissals in the case management system. In addition, he stated the Court Coordinator had access to the usernames and passwords of all the Justice of the Peace Precinct 3, Place 2 Office employees. According to the Court Clerk, the Court Coordinator had his username and password in order to work on civil cases and accept payments when he was out on vacation.
- We asked the Court Coordinator whether she had access to all Justice of the Peace Precinct 3, Place 2 Office employees' usernames and passwords. The Court Coordinator admitted to having access to all the employees' usernames and passwords, including the Justice of the Peace, as required by the previous Justice of the Peace. However, according to the Court Coordinator, the other usernames and passwords had never been used by her to access the case management system. The County Auditor's Office instructed the Court Coordinator to immediately contact Information Technology Department and request that all passwords be changed and not shared.

RECOMMENDATIONS:

We recommend that formal policies and procedures be developed and implemented to ensure that all Scofflaw fees are properly collected, accounted, and reported. These policies and procedures will help ensure that the case dispositions and fines recorded in the case management system agree to the "Summary Report of Scofflaw Collections" and "Scofflaw Release Forms". The formal policies and procedures should include the following:

- Ensure the amount receipted in the case management system agrees to the outstanding balance, including the $20.00 Scofflaw Fee, noted on the "Scofflaw Release Form." If the Justice of the Peace exercises his discretion to modify the outstanding balance noted on the "Scofflaw Release Form", the new amount should be written by the Justice of the Peace and his signature should be provided on the "Scofflaw Release Form" as approval of the change.
- If payment is received, ensure the official County receipt is noted on and attached to the "Scofflaw Release Form" as proof of payment. Ensure that the "Scofflaw Release Form" is signed and sealed

by the authorized representative of the court upon issuance of an official County receipt. Please note that the Motor Vehicle Department should not accept a "Scofflaw Release Form" that indicates a payment was made unless a copy of the official County receipt is attached to the form.

- Ensure the disposition entered in the case management system agrees to the disposition noted on the "Scofflaw Release Form" (i.e., Paid Fine, Dismissed, Community Service, Jail Time Credit, etc.). The disposition should be entered in the case management system prior to approving the "Scofflaw Release Form".
- Ensure the outstanding balance is zeroed out on cases granted the following dispositions: Dismissed, Community Service, and Jail Time Credit, prior to approving the "Scofflaw Release Form".
- Ensure a "Scofflaw Release Form" is not approved for cases in which a pre-trial hearing is pending unless a bond in the amount of the outstanding fine is collected.
- Ensure a "Scofflaw Release Form" is not approved for cases pending dismissal until an "Order and Motion to Dismiss Form" has been signed by both the Assistant District Attorney and the Justice of the Peace.
- Ensure a "Scofflaw Release Form" is not approved until proof is obtained for jail time credit or completion of community service.
- Ensure a "Scofflaw Release Form" is not approved until payment in full is received from those individuals placed on a payment plan.
- Ensure the $20.00 Scofflaw Fee is not waived unless authorized by Commissioners Court.
- Ensure that blank "Order and Motion to Dismiss Forms" are not pre-signed by the Justice of the Peace. The "Order and Motion to Dismiss Form" should only be signed by the Justice of the Peace if it contains the docket number, defendant's name, and District Attorney's signature.
- Ensure proof (i.e., insurance, inspection certificate, driver's license, community service, jail time credit, Order and Motion to Dismiss Form, etc.) for all dispositions including dismissals is maintained on file.
- Ensure the case management system username and passwords are not shared.

In addition, reimbursement for the missing collections totaling $2,212.20 ($1,498.20 and $714.00) should be immediately made and deposited with the County Treasurer.

The issues identified during our review will be referred to the Hidalgo County Sheriff's Office and Criminal District Attorney's Office for further review.

If you have any questions or would like to schedule a meeting to discuss the above noted observations, please call me at 318-2511 ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: The Honorable Ramon Garcia, County Judge
The Honorable A.C. Cuellar, Jr., Commissioner Precinct 1
The Honorable Eduardo Cantu, Commissioner Precinct 2
The Honorable Jose M. Flores, Commissioner Precinct 3
The Honorable Joseph Palacios, Commissioner Precinct 4
The Honorable Eddie Guerra, Hidalgo County Sheriff
The Honorable Ricardo Rodriguez, Criminal District Attorney
The Honorable Paul Villarreal, Tax Assessor-Collector
Mr. Valde Guerra, Commissioners Court Executive Officer
Mr. Renan Ramirez, Chief Information Officer

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HIDALGO COUNTY AUDITOR'S OFFICE
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EDINBURG, TEXAS 78539

February 9, 2016

The Honorable Ricardo Rodriguez
Criminal District Attorney
100 N. Closner
Edinburg, TX 78539

Ref: Cash Count
Report No. 2015-77

Honorable Ricardo Rodriguez:

We conducted a surprise cash count of the cash held at your office on December 29, 2015, as required by Local Government Code § 115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued up to the time of the cash count.

Scope:
The scope of our review was limited to a count of the cash on hand as of the time of the cash count. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

As part of our procedures, we verified that cash on hand agreed to the total receipts issued up to the time of the cash count. We also reviewed the internal control structure in order to verify that cash on hand was safeguarded against loss from unauthorized use and that only authorized transactions were executed, recorded, and reported in accordance with applicable laws and procedures. The internal controls reviewed during our walkthrough included, but were not limited to, the following: custody of cash, use of locked cash drawers, proper authorization of voided transactions, and segregation of duties.

Conclusion:
At the time of the cash count, receipts had not been issued and collections had not been made. However, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

Observation No. 1:
According to staff, when the cash box is transferred from one cashier to another, the transfer is not formally documented on a transfer form. Instead, a receipt report is generated from *Odyssey* and the amount in the box is counted to ensure that both amounts agree. According to staff, a transfer form will be implemented.

The County Auditor's Office requires that if cash is transferred from one cashier to another, the cash must be counted in the presence of both parties. The amount of cash being transferred must be recorded on a transfer form. The transfer form must be signed by the cashier accepting custody in order to establish responsibility in case of a shortage.

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY 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.

Failure to properly document transfers of cash collections from one cashier to another increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure transfers of cash collections from one cashier to another are properly documented. At a minimum, the procedures noted above should be implemented.

Observation No. 2:
When payments are received for less than the amount owed (underpayment), one of the following may take place based on the discretion of the Cashier:

1. The money order/cashier's check is returned to the payer; or
2. If the underpayment is less than $10.00, the payment is first applied to the Hot Check amount, then the Merchant Fee. Any remaining funds will be applied to the District Attorney's Processing Fee. The pending Processing Fee balance will be waived and the case will be closed-out; or
3. The Hot Checks Division will hold on to the money order/cashier's check without restrictively endorsing it "For Deposit Only". Correspondence will be sent to the defendant providing notice of the underpayment and requesting that an additional payment for the remaining balance be made. The Hot Checks Division will await payment of the remaining balance for up to one month. If the additional payment is not received, the money order/cashier's check will be sent back to the defendant.

Pursuant to Attorney General Opinion GA-1006, granting county officials the discretion to waive fees could raise constitutional concerns, depending on the circumstances. Any policy allowing for selective waiver of fees must comport with the equal protection requirements of the Texas and United States Constitutions.
In addition, the County Auditor's Office requires that if a payment is received for less than the amount owed, the payment should be receipted as a partial payment. Fees set by State statute and/or Commissioners Court may not be waived or reduced. In addition, a formal notice must be sent to the payer regarding the pending balance.

Failure to ensure that payments received for less than the amount owed are receipted as a partial payment increases the risk of loss of County funds.

Recommendation:
Management should ensure that payments received for less than the amount owed are receipted as a partial payment. In addition, a formal notice should be sent to the payer informing them of the pending balance.

Observation No. 3:
We noted during our review that security cameras were not utilized in areas where cash was receipted and safeguarded. According to staff, they are moving office locations in the near future. Security cameras will be requested for the new location.

The County Auditor's Office recommends that security alarms and/or security cameras be installed in areas where cash collections are received and safeguarded. Camera images must be stored on the type of media (e.g., digital recording box, tape, DVD, etc.) and retained for the period of time recommended by the Information Technology Department. If, however, the camera images are part of an ongoing investigation, they must be retained for the period of time determined by the investigating agency. Furthermore, a notice stating that an area is being monitored by a security camera must be posted at the entrance to the area being monitored.

Failure to utilize security cameras in areas where cash is receipted and safeguarded increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that security cameras are utilized in areas where cash is receipted and safeguarded.

Observation No. 4:
According to staff, a mail log is not prepared when payments are not received through the mail.

The County Auditor's Office requires that mail be opened promptly with two people present. Payments received through the mail should be recorded on the *Daily Mail Collection Report* (mail log). In addition, if no mail in payments are received, a mail log should be prepared indicating no mail in payments were received. The

mail log should be prepared and signed by the individual who opens the mail, and signed by a supervisor attesting that no mail-in payments were received.

Failure to prepare a mail log may result in the loss or misuse of County funds.

Recommendation:
Management should ensure that, if no mail-in payments are received, a mail log is prepared indicating no mail in payments were received. At a minimum, procedures noted above should be implemented.

Please provide written management responses to the observations noted above by February 26, 2016.

In addition, please provide us with copies of updated written procedures and internal controls, if any, established by your department for the handling of cash and cash equivalent transactions. The written procedures manual should include, at a minimum, the following:

a. An office organizational chart;
b. Location of cash collection points;
c. Types of collections made by each cash collection point;
d. A list of those positions involved with the handling of cash, a description of their duties, training that will be provided, and description of how segregation of duties will be maintained;
e. A complete start to finish description of the following:
    1. Process for accounting and safeguarding of the change fund, if any;
    2. Process for safeguarding cash until it is deposited;
    3. Process for accounting and safeguarding mail-in payments;
    4. Process for reconciling collections, including frequency of reconciliation;
    5. Bookkeeping system used, and how it is maintained; and
    6. Computer hardware and software used;
f. List of the reports prepared/generated for the collection and the reporting of funds, including procedures for preparing the reports, who the reports should be submitted to, and when the reports are due;
g. A schedule of how often deposits will be made; and
h. Copies of any related forms/reports.

Please provide our office with copies of the procedures by February 26, 2016.

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions regarding this cash count or would like to schedule a meeting to discuss this cash count, please contact Reynaldo Cantu III, Internal Auditor I, at 318-2511 ext. 4653, Letty Chavez, Compliance Audit Supervisor, at ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer
Sylvia Solis, Accountant
Lisa Silva, Hot Checks Division Supervisor

COUNTY of HIDALGO

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EDINBURG, TEXAS 78539

February 9, 2016

Mr. Sergio Cruz, Budget Officer
Department of Budget and Management
2818 S. Business Highway 281
Edinburg, Texas 78539

Re: Cash Count
Report No. 2015-78

Dear Mr. Cruz:

We conducted a surprise cash count of the cash held at the Department of Budget and Management's Employee Benefits Section on December 28, 2015, as required by Local Government Code §115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count.

Scope:
The scope of our review was limited to a count of the cash on hand as of the time of the cash count. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

As part of our procedures, we verified that cash on hand agreed to the total receipts issued up to the time of the cash count. We also reviewed the internal control structure in order to verify that cash on hand was safeguarded against loss from unauthorized use and that only authorized transactions were executed, recorded, and reported in accordance with applicable laws and procedures. The internal controls reviewed during our walkthrough included but were not limited to the following: custody of cash, use of locked cash drawers, proper authorization of voided transactions, and segregation of duties.

Conclusion:
Total cash on hand at the time of the cash count was $726.00. Based on the results of our review, we have concluded that total cash on hand did reconcile to the total receipts issued up to the time of the cash count. However, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

Observation No. 1:
We noted that security cameras were not utilized where cash is receipted and safeguarded. According to staff, the purchase of security cameras is not worth the cost due to minimal risk of loss of funds.

The County Auditor's Office recommends that security alarms and/or security cameras be installed in areas where cash collections are received and safeguarded. Camera images must be stored on the type of media (e.g., digital recording box, tape, DVD, etc.) and retained for the period of time recommended by the Information Technology Department. If, however, the camera images are part of an ongoing investigation, they must be retained for the period of time determined by the investigating agency. Furthermore, a notice

stating that an area is being monitored by a security camera must be posted at the entrance to the area being monitored.

Failure to utilize security cameras increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that security cameras are utilized where cash collections are received and safeguarded. At a minimum, the procedures noted above should be implemented.

Observation No. 2:
According to staff, *Blueaccess*, a Blue Cross Blue Shield of Texas (BCBS) web-based health care coverage application system, does not prompt and require users to change passwords every 90 days; however, users may update passwords at any time on their own. According to staff, passwords are not changed every 90 days.

The Information Technology (IT) Securities Policy requires that passwords be changed at least every 90 days.

Failure to change passwords may increase the risk of unauthorized access to *Blueaccess*.

Recommendation:
Management should contact BCBS and request that *Blueaccess* be programmed to prompt and require users to change passwords every 90 days. If this is not feasible, management should monitor that employees change their passwords every 90 days.

Observation No. 3:
According to staff, reimbursements to BCBS, the County's third-party claims administrator, are not paid within 24 hours of notification since Commissioners approval to make payment must be obtained prior to making payment. According to the Employee Benefits Accountant, BCBS has verbally agreed to allow the County to submit late payments.

Pursuant to section 5.3 of the BCBS Administrative Services Agreement, "transfer payment must be made within 24 hours of the employer's notification by the claim administrator. If any day on which a transfer payment is due is a holiday, such payment will be made on the next business day. Late payments are subject to penalties outlined in section 7." In addition, Section 7.1 states "if the employer fails to pay when due any amount required to be paid to the Claim Administrator under the Agreement, and such default is not cured within ten (10) days of written notice to the Employer, the Claim Administrator, at its option may suspend claim payments; or terminate the agreement as of the effective date specified in such notice."

The payment terms of the agreement do not allow sufficient time to obtain Commissioners' Court approval and process payment in a timely manner. This may result in the suspension of payment of claims by BCBS or termination of the agreement.

Recommendation:
Management should request that the payment terms on the agreement be amended to allow sufficient time to obtain Commissioners Court approval and process payment in a timely manner.

Please provide a written management response to the observations noted above by February 26, 2016.

In addition, please provide us with copies of updated written procedures and internal controls, if any, established by your department for the handling of cash and cash equivalent transactions by February 26, 2016. The written procedures manual should include, at a minimum, the following:

a. An office organizational chart;
b. Location of cash collection points;
c. Types of collections made by each cash collection point;
d. A list of those positions involved with the handling of cash, a description of their duties, training that will be provided, and description of how segregation of duties will be maintained;
e. A complete start to finish description of the following:
    1. Process for accounting and safeguarding of the change fund, if any;
    2. Process for safeguarding cash until it is deposited;
    3. Process for accounting and safeguarding mail-in payments;
    4. Process for reconciling collections, including frequency of reconciliation;
    5. Bookkeeping system used, and how it is maintained; and
    6. Computer hardware and software used;

f. List of the reports prepared/generated for the collection and the reporting of funds, including procedures for preparing the reports, who the reports should be submitted to, and when the reports are due;
g. A schedule of how often deposits will be made; and
h. Copies of any related forms/reports.

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions regarding this cash count, please contact Reynaldo Cantu III, Internal Auditor I, at 318-2511 ext. 4653, Letty Chavez, Compliance Audit Supervisor, at ext. 4651, Arcy B. Duran, CPA, Director of Audit, at ext. 4645, Linda Fong, First Assistant Auditor, at ext. 4668, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, County Executive Officer
Flora Vasquez, Employee Benefits Division Director

COUNTY of HIDALGO

HIDALGO COUNTY AUDITOR'S OFFICE
County Administration Building
2808 South Business Highway 281
Edinburg, Texas 78539-3587
PHONE: (956) 318-2511
FAX: (956) 318-2577
WEBSITE: www.co.hidalgo.tx.us/auditor



EDINBURG, TEXAS 78539

February 4, 2016

The Honorable Jesus E. Morales
Justice of the Peace, Pct. 1, Pl. 2
1902 Joe Stephens, Suite 302
Weslaco, Texas 78596

Re: Cash Count
Report No. 2015-537

Honorable Jesus E. Morales:

We conducted a surprise cash count of the cash held at your office on November 23, 2015, as required by Local Government Code § 115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued up to the time of the cash count.

Scope:
The scope of our review was limited to a count of the cash on hand as of the time of the cash count. In addition, we evaluated the procedures in place related to the 1.) collections process; 2.) accounting of citations and civil cases filed with the court; and 3.) documenting the authorization of dismissed criminal cases for the period of September 1, 2015 through September 30, 2015. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

As part of our procedures, we verified that cash on hand agreed to the total receipts issued up to the time of the cash count. We also reviewed the internal control structure in order to verify that cash on hand was safeguarded against loss from unauthorized use and that only authorized transactions were executed, recorded, and reported in accordance with applicable laws and procedures. The internal controls reviewed during our walkthrough included but were not limited to the following: custody of cash, use of locked cash drawers, proper authorization of voided transactions, segregation of duties, filing of citations and civil cases, and documenting the authorization of dismissed cases.

Conclusion:
Total collections at the time of the cash count were $2,569.10. Based on the results of our review, we have concluded that total cash on hand did not reconcile to the total receipts issued for the day up to the time of the cash count. Cash on hand was $1,334.00 over the total receipts issued at the time of the cash count (see Observation No. 1). In addition, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

Observation No. 1:
Total receipts for the day up to the time of the cash count did not reconcile to the cash on hand. Cash on hand was over by $1,334.00 and consisted of 17 mail-in payments that had not been receipted. According to staff, 7 of the 17 mail-in payments had been received on November 20, 2015 after the department's cut-off time for preparing the daily deposit. The remaining 10 checks were found in the Assistant Court Coordinator's locked

HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY 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 CONTRERA JUDGE, 449TH D.C.

cash bag. According to the Court Coordinator, she was not aware that the payments were being held in the Assistant Court Coordinator's cash bag since the Assistant Court Coordinator had been out on leave for several days. The mail-in payments were subsequently processed and receipted.

The County Auditor's Office requires that payments received through the mail be processed and receipted on the same day they are received. Any exceptions should be brought to the attention of the supervisor, placed in a locked area, and processed and receipted on the next business day.

Failure to ensure that mail-in payments are processed, receipted, and deposited on the same day received may result in the loss or misuse of County funds.

Recommendation:
Management should ensure that mail-in payments are processed, receipted, and deposited on the same day received. At a minimum, the procedures noted above should be implemented.

Observation No. 2:
Although a mail log is prepared, the mail log is not prepared on a daily basis. In addition, the mail log is not properly completed (i.e., lacks a receipt number and occasionally lacks the check/money order number). According to the Court Coordinator, due to time constraints, a mail log is not consistently prepared on a daily basis.

The County Auditor's Office requires that mail-in payments be listed on a daily mail log. The mail log should include the following information for each mail-in payment received: date received, the name of the payer, the amount of the remittance, the form of the remittance (e.g., cash or check), and, if applicable, the check number. If no mail-in payments are received, a mail log should nonetheless be prepared to indicate that no payments were received.

Failure to ensure that a daily mail log is properly prepared may result in the loss or misuse of County funds.

Recommendation:
Management should ensure that a daily mail log is properly prepared. Please refer to the mail log section of the "Cash Handling Guidelines and Procedures" prescribed by the County Auditor's Office for the minimum procedures to be implemented for processing mail-in payments.

Observation No. 3:
We noted during our review that a current sample of the official County receipt was not posted for the public's view. According to staff, they were not aware that the notice had to be updated with a current Official receipt.

The County Auditor's Office requires that a notice stating "Make sure you receive an official County receipt when making payments at this office" be posted in a conspicuous location for the public's view. A sample of each official County receipt issued by the department should be posted by the notice in order to indicate to the payee what he/she should expect to receive.

Failure to post a sample of the official County receipt by the required notice increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that the current sample official County receipt be posted for the public's view.

Observation No. 4:
We noted during our review that procedures for the accounting of citations received from law enforcement agencies and civil cases filed with the court require improvement as follows:

1. Citations received from law enforcement agencies and civil cases filed with the court are recorded on a log; however, required information was not recorded on the log (i.e., citation number, name of violator/plaintiff, name of officer who issued the citation, date of entry into *Odyssey*, and docket number assigned to the citation/civil case).
2. A reconciliation of citations and civil cases filed at the court to those recorded on *Odyssey*, the case management system, was not conducted and formally documented; and
3. Duties related to citations and civil cases are not properly segregated. Individuals responsible for issuing receipts (custody responsibility) are also responsible for entering citations and civil cases into *Odyssey (*reporting responsibility).

According to staff, due to a heavy case load and limited number of staff, procedures for the accounting of citations and civil case filings have not been improved.

The County Auditor's Office requires that a reconciliation of citations and civil cases (cases) filed at the court be conducted and formally documented. This reconciliation may be conducted and formally documented by completing a cases filed log (log). Cases should be entered into *Odyssey* the same day they are received. Any exceptions should be brought to the attention of the Supervisor, placed in a locked area, and processed on the next business day. The following procedures should be followed when processing citations:

a. The person responsible for opening the mail and/or accepting the delivery of cases should immediately list the cases on the log before distribution to the person responsible for entering them on *Odyssey*. Since the person responsible for entering the cases on *Odyssey* has recording responsibilities, he/she should not be responsible for accepting payments.
b. The person responsible for opening the mail and/or accepting the delivery of cases should note, at a minimum, the following on the log: date received, citation number, name of violator/plaintiff, and name of officer who issued the citation, as applicable. The person responsible for noting this information should provide his/her signature on the "Prepared by" line of the log.
c. The person responsible for entering the cases on *Odyssey* should enter the date of entry and docket number assigned to the case and his/her signature on the log.
d. The "New Cases" and "Cases Filed" reports for the specified date should be generated from *Odyssey* and reconciled to the log by a person other than the person responsible for entering the cases on *Odyssey*. Any variances should be noted on the log, with a detailed explanation, and immediately brought up to the attention of the Justice of the Peace. In addition, the person conducting this reconciliation should provide his/her signature on the log as acknowledgment of the reconciliation.
e. Citations should be placed in the applicable file.
f. The Justice of the Peace should request periodic reports regarding the cases filed with the courts from law enforcement agencies and reconcile the reports to the cases recorded in *Odyssey*.
g. Copies of the logs and periodic reports received from law enforcement agencies shall be maintained by the Justice of the Peace Office. This documentation shall be made available to the County Auditor's Office for review upon request.

Maintaining adequate internal controls over citations is especially challenging for units with a small number of employees. In these cases, it is important that management institute compensating controls to cover for the lack of a basic control. In an environment with a limited number of clerical and administrative personnel, management needs to be involved in documenting, reviewing, and approving transactions, reports, and reconciliations.

Failure to ensure that citations and civil cases are properly accounted and reconciled or that compensating controls are implemented increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that citations and civil cases are properly accounted and reconciled. If these procedures cannot be implemented, management should ensure that compensating controls are implemented.

Observation No. 5:
A listing of the names of customers whose checks have been returned by the bank ("hot checks") due to insufficient funds, closed accounts, unauthorized signatures, or drawn on uncollected funds is not maintained. According to staff, only checks from companies are accepted. By not accepting personal checks, the staff believes that the possibility of accepting a hot check is decreased.

The County Auditor's Office requires that a listing of the names of customers whose checks have been returned by the bank ("hot checks") due to insufficient funds, closed accounts, unauthorized signatures, or drawn on uncollected funds be maintained. The hot check list should be referenced when receiving checks from customers.

Failure to ensure a hot check list is maintained and referenced when receiving checks from customers may result in the loss of County funds.

Recommendation:
Management should ensure a hot check list is maintained and referenced when receiving checks from customers. A copy of the hot check list should be requested from the County Treasurer's Office. Checks from customers on the hot check list should not be accepted.

Observation No. 6:
We noted during our review that segregation of duties over the handling of collections requires improvement. The Court Coordinator performs the following incompatible duties:

- Custody: Receives money, issues receipts, maintains a cash drawer, and prepares bank deposits
- Recording: Has access to dismiss cases on *Odyssey* and prepares reports of cash received and disbursed
- Authorization: Compares listed mail receipts to recorded cash receipts and verifies that voided original receipts are kept and reviewed

According to the Court Coordinator, due to a heavy case load and limited number of staff, proper segregation of duties over the handling of collections has not been implemented.

The responsibility for sound internal controls rests with management. Segregation of duties is a basic, key internal control in any organization. Segregation of duties prevents one individual from performing a transaction from beginning to end. In addition, it provides an individual with the opportunity to catch an error before a transaction is fully executed. Duties that should be segregated include: custody of assets, recording transactions, and authorization. The individual responsible for receiving money, issuing receipts, and preparing bank deposits should be different from the individual responsible for having access to dismiss cases on *Odyssey* and preparing reports of cash received and disbursed. In addition, those individuals previously noted should be different from the individual responsible for comparing listed mail receipts to recorded cash receipts and verifying that voided original receipts are kept and reviewed.

Maintaining segregation of duties is especially challenging for units with a small number of employees. In these cases, it is important that management institute compensating controls to cover for the lack of a basic control. In an environment with a limited number of clerical and administrative personnel, management needs to be involved in documenting, reviewing, and approving transactions, reports, and reconciliations. Adequate and timely supervision is especially important in small departments, where limited personnel may inhibit a thorough segregation of duties.

Failure to ensure that incompatible duties are adequately segregated or that compensating controls are implemented increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that incompatible duties are adequately segregated such as those noted above. If incompatible duties cannot be adequately segregated, management should ensure that compensating controls are implemented.

Observation No. 7:
We noted during our review that mail-in payments were not immediately restrictively endorsed "For Deposit Only." According to the Court Coordinator, mail-in payments are restrictively endorsed by the Cashier and not the person responsible for opening the mail.

The County Auditor's Office requires that all checks received be immediately restrictively endorsed by the person responsible for opening the mail.

Failure to ensure that checks accepted as payment are immediately restrictively endorsed "For Deposit Only" may result in the loss or misuse of County funds.

Recommendation:
Management should ensure that checks accepted as payment are immediately restrictively endorsed "For Deposit Only" by the person responsible for opening the mail.

Please provide written management responses to the observations noted above by February 22, 2016.

In addition, management should develop and implement procedures for the handling of cash and cash equivalent transactions. These procedures should include, at a minimum, the following:

a. An office organizational chart;
b. Location of cash collection points;
c. Types of collections made by each cash collection point;

d. A list of those positions involved with the handling of cash, a description of their duties, and description of how segregation of duties will be maintained;
e. A complete start to finish description of the following:
    1. Process for accounting and safeguarding of the change fund, if any;
    2. Process for safeguarding cash until it is deposited;
    3. Process for accounting and safeguarding mail-in payments;
    4. Process for reconciling collections, including frequency of reconciliation;
    5. Bookkeeping system used, and how it is maintained; and
    6. Computer hardware and software used;
f. List of the reports prepared/generated for the collection and the reporting of funds, including procedures for preparing the reports, who the reports should be submitted to, and when the reports are due;
g. A schedule of how often deposits will be made; and
h. Copies of any related forms/reports.

Please provide a copy of the written procedures by February 22, 2016.

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions regarding this cash count or would like to schedule a meeting to discuss this cash count, please contact Alejandra Santa Ana, MSA, Internal Auditor I, at 318-2511 ext. 4647, Yvonne Torres, Revenue Audit Supervisor, at ext. 4642, Arcy B. Duran, Director of Audit, at ext. 4645, or me at ext.4604.

Respectfully,

Ray Enfracio, CPA
County Auditor

cc: Valde Guerra, Commissioners Court Executive Officer

COUNTY of HIDALGO
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



EDINBURG, TEXAS 78539

February 5, 2016

The Honorable Norma G. Garcia
Hidalgo County Treasurer
2810 South Business Highway 281
Edinburg, TX 78539-6243

Re: Cash Count
Report No. 2015-555

Dear Ms. Garcia:

We conducted a surprise cash count of the cash held at the County Treasurer's Office on November 23, 2015 pursuant to Local Government Code §115.0035. The objective of the cash count was to determine whether total cash on hand reconciled to the total receipts issued for the day up to the time of the cash count and the approved change fund.

Scope:
The scope of our review was limited to a count of the cash on hand as of the time of the cash count. Our review was not designed nor intended to be a detailed study of every relevant control system, procedure, or transaction. Accordingly, the opportunities for improvement presented in this report may not be all-inclusive of areas where improvements could be made.

The responsibility for establishing and maintaining a sound internal control system rests with management. The objectives of an internal control system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or theft, and that transactions are executed in accordance with management's authorization and recorded properly.

As part of our procedures, we verified that cash on hand agreed to the total receipts issued up to the time of the cash count. We also reviewed the internal control structure in order to verify that cash on hand was safeguarded against loss from unauthorized use and that only authorized transactions were executed, recorded, and reported in accordance with applicable laws and procedures. The internal controls reviewed during our walkthrough included but were not limited to the following: custody of cash, use of locked cash drawers, proper authorization of voided transactions, and segregation of duties.

Conclusion:
Cash on hand at the time of the cash count, including credit memos, totaled $1,169,513.92. Based on the results of our review, we have concluded that total cash on hand did not reconcile to the total receipts issued for the day up to the time of the cash count and the approved change fund of $50.00. Cash on hand was $96,140.68 over the total receipts issued (see Observation No. 1). In addition, we noted that the system of internal controls for the collection and safeguarding of cash requires improvement as noted in the following observations.

Observation No. 1:
Cash on hand was over by $96,140.68 and consisted of six checks that had not been receipted at the time of the cash count. Two checks were received via mail on November 18, 2015 and November 20, 2015 in the amount of $72,371.88 and $2,064.00, respectively and one check was printed by the Treasurer's Office on November 20, 2015 in the amount of $56.00 on behalf of the District Clerk's Office Jury Script account. According to staff, the two checks received via mail had not been receipted because they were pending to receive an account number to credit from the Auditor's Office staff and the check printed from the District Clerk's Jury Script account was

pending to be receipted until the Treasurer's Office received the applicable supporting documentation from the District Clerk's Office Jury Script Division.

The other three checks in the amounts of $350.20 (received July 20, 2010 from Esenjay Petroleum Corporation); $20,000.00 (received December 14, 2011 from Value Added Communications, Inc.); and $1,298.60 (received November 24, 2014 from Atlas, Hall, & Rodriguez, LLP) were submitted to the County Treasurer's Office with a "Contractor Bid Bond" form. According to staff, checks submitted using this form are held until instructed to release them to the vendor by the Purchasing Department. Upon review of the checks and applicable supporting documentation, we were able to determine that the $20,000 check was for a performance bond and the other two checks represented County miscellaneous revenue.

The County Treasurer staff subsequently receipted the $350.20 check received from Esenjay Petroleum Corporation on January 13, 2016. The $1,298.60 check was returned to Atlas & Hall on January 14, 2016 since staff was advised the check had been voided and would need to be reissued. Wells Fargo Bank, N.A. advised staff the $20,000.00 cashier's check received from Value Added Communications, Inc. had been escheated to the State of Texas (Property Code Sec. 73.102). According to staff, they will be working to recover the escheated money.

The County Auditor's Office requires a cashier to immediately issue an official computer-generated or manual receipt when collections are received. Funds which are not immediately identifiable should be receipted into the General Fund-Undistributed Receipts - County Treasurer account (1100-227-30-000-021-0-000). Subsequently, research should be conducted and a formal request to distribute the funds to the proper general ledger account numbers should be submitted to the County Auditor's Office. In addition, monies received in connection to a performance/bid bond should be receipted into general ledger account number 1100-211-00-000-029-0-000 (General Fund-Held in Trust-Bid/Performance Bond). In addition, the County Treasurer's Office should obtain adequate supporting documentation (i.e. copy of the contract) when receiving money in connection to a performance/bid bond.

Failure to ensure that collections received are immediately receipted may result in the loss or misuse of County funds.

Recommendation:
Management should ensure that collections received are immediately receipted. At a minimum, the procedures noted above should be implemented.

Observation No. 2:
A notice stating "Gifts, gratuities, and/or tips will not be accepted" was not posted in a conspicuous location for the public's view. According to the Chief Deputy, the sign will be posted.

The County Auditor's Office requires that a notice stating "Gifts, gratuities, and/or tips will not be accepted" be posted in a conspicuous location for the public's view.

Failure to post the required notice increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that a notice stating "Gifts, gratuities, and/or tips will not be accepted" is posted in a conspicuous location for the public's view.

Observation No. 3:
We noted during our review that procedures for processing mail require improvement as noted below:

1. A continuous mail log instead of a daily mail log was utilized to record mail-in payments.
2. The person responsible for opening the mail does not immediately restrictively endorse checks received "For Deposit Only."
3. The signature of the person responsible for receipting the mail-in payments was not noted on the mail log.
4. The signature of the person responsible for verifying that an official County receipt was issued for each mail-in payment was not noted on the mail log.

According to the Chief Deputy, implementation of a daily mail log is not practical due to the limited volume of mail received by the department; however, improvements to the procedures in place for processing mail are being developed and will be implemented when completed.

The County Auditor's Office requires that mail-in payments be listed on a daily mail log. The employee responsible for opening the mail and listing the mail-in payments must sign and date the mail log to document responsibility for verifying the cash received and preparing the listing. Mail-in payments must then be transferred to the cashier. After issuing a receipt for the mail-in payment, the cashier must enter the receipt date and receipt number issued for the mail-in payment on the mail log. The cashier must also sign and date the mail log to document responsibility for issuing the receipts. In addition, an employee other than the cashier should verify that an official County receipt was issued for each mail-in payment. The employee conducting this verification must sign and date the mail log to document responsibility for the verification.

Failure to ensure that the mail log is properly prepared may result in the loss or misuse of County funds.

Recommendation:
Management should ensure that the mail log is properly prepared. Please refer to the mail log section of the "Cash Handling Policy, Guidelines, and Procedures" prescribed by the County Auditor's Office for the minimum procedures to be implemented regarding mail-in payments.

Observation No. 4:
We noted during our review that the daily balancing procedures utilizing the *Daily Deposit Control Master Form* (Close-Out Report) were not properly completed. The reconciliation of cash on hand to receipts issued by each cashier was conducted by the Accountant and not witnessed by an individual. According to the Chief Deputy, they are aware that the daily balancing procedures need to be changed and will look into developing new procedures.

The County Auditor's Office requires that cash on hand be reconciled to receipts issued and the approved change fund, if any, on a daily basis. The reconciliation should be documented on the Close-Out Report. The following procedures should be consistently implemented when preparing the Close-Out Report:

1. The Cashier shall count the money and fill in the appropriate amounts on the Close-Out Report.
2. The Witness shall total the actual receipts issued for the day of collection and note the beginning and ending receipt and batch numbers on the appropriate line of the Close-Out Report.
3. The Witness shall then generate the *Summary of Monies Collected* and *Cash Receipts Edit List* for the date of collection and verify that the beginning and ending receipt number and total collections noted on the *Summary of Monies Collected* and *Cash Receipts Edit List* agree to those verified on Step 2.
4. The Witness shall then confirm the amount counted by the Cashier for each bank account on the Close-Out Report agrees to the receipts issued and the approved change fund amount, if any. Any variances should be noted on the Comments Section, with a detailed explanation.
5. Both the Cashier and the Witness shall verify that the Close-Out Report is completely filled out. Both the Cashier and Witness shall provide their signature on the certification section of the Close-Out Report.
6. A deposit slip shall be prepared for each bank account. If possible, deposit slips should be prepared by someone other than the Cashier. Any and all overages shall be included in the deposit. The deposit slip shall be identified by noting the date of collection and batch/receipt sequence for which the deposit is being made. The check numbers, money order numbers, cashier check numbers, etc., shall be noted on the deposit slip. If this is not possible, copies of these items shall be maintained and attached to the Close-Out Report.
7. The Witness shall enter the deposit slip number, the total amount to be deposited, and the general ledger account number to which the funds shall be credited on the Close-Out Report.
8. The validated deposit slip shall be compared to the Close-Out Report by the Treasurer or Chief Deputy. Both amounts should agree. The Close-Out Report shall include a line where the Treasurer or Chief Deputy shall acknowledge this verification by providing his/her signature on the appropriate line of the Close-Out Report.
9. The Treasurer or Chief Deputy shall approve the Close-Out Report by providing his/her signature on the certification section of the Close-Out Report.
10. Copies of the Close-Out Report, validated deposit slip, and checks/ money orders/cashier's checks etc., shall be maintained by the Treasurer's Office. This documentation shall be made available to the County Auditor's Office for review upon request.

Failure to ensure that the daily balancing procedures are witnessed by an individual increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that the daily balancing procedures are witnessed by an individual. At a minimum, the procedures noted above should be implemented.

Observation No. 5:
The inventory of unissued checks is safeguarded in a locked storage room; however, all employees have access to the room during work hours. According to the Chief Deputy, all employees, with the exception of the individual responsible for printing checks, have been notified that unissued checks should not be removed from the locked storage room.

The County Auditor's Office requires that departments designate an employee responsible for maintaining custody of unissued checks in a secure place. Access to the secure place must be limited to as few employees as possible.

Failure to ensure that access to unissued checks is limited to as few employees as possible increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that access to unissued checks is limited to as few employees as possible. At a minimum, the procedures noted above should be implemented.

Observation No. 6:
We noted during our review that segregation of duties over the handling of collections requires improvement. The Accountant I performs the following incompatible duties:

- Custody: Opens and lists mail, balances copies of receipts against the cash drawer, and prepares bank deposits
- Recording: Accounts for numerical sequence of receipts and prepares reports of cash received
- Authorization: Compares listed mail receipts to recorded cash receipts,

According to staff, due to a heavy case load and limited number of staff, proper segregation of duties over the handling of collections has not been implemented.

The responsibility for sound internal controls rests with management. Segregation of duties is a basic, key internal control in any organization. Segregation of duties prevents one individual from performing a transaction from beginning to end. In addition, it provides an individual with the opportunity to catch an error before a transaction is fully executed. Duties that should be segregated include: custody of assets, recording transactions, and authorization. The individual responsible for opening and listing mail receipts, balancing copies of receipts against the cash drawer, and preparing bank deposits should be different from the individual responsible for the accounting of the numerical sequence of receipts and preparing reports of cash received. In addition, the individuals previously noted should be different from the individual responsible for comparing listed mail receipts to recorded cash receipts.

Maintaining segregation of duties is especially challenging for units with a small number of employees. In these cases, it is important that management institute compensating controls to cover for the lack of a basic control. In an environment with a limited number of clerical and administrative personnel, management needs to be involved in documenting, reviewing, and approving transactions, reports, and reconciliations. Adequate and timely supervision is especially important in small departments, where limited personnel may inhibit a thorough segregation of duties.

Failure to ensure that incompatible duties are adequately segregated or that compensating controls are implemented increases the risk of loss or misuse of County funds.

Recommendation:
Management should ensure that incompatible duties are adequately segregated such as those noted above. If incompatible duties cannot be adequately segregated, management should ensure that compensating controls are implemented.

Please provide written management responses to the observations noted above by February 22, 2016.

In addition, please provide us with copies of the written procedures and internal controls established by your department for the handling of cash and cash equivalent transactions. The written procedures should include, at a minimum, the following:

a. An office organizational chart;
b. Location of cash collection points;
c. Types of collections made by each cash collection point;
d. A list of those positions involved with the handling of cash, a description of their duties, training that will be provided, and description of how segregation of duties will be maintained;
e. A complete start to finish description of the following:
    1. Process for accounting and safeguarding of the change fund, if any;
    2. Process for safeguarding cash until it is deposited;
    3. Process for accounting and safeguarding mail-in payments;
    4. Process for reconciling collections, including frequency of reconciliation;
    5. Bookkeeping system used, and how it is maintained; and
    6. Computer hardware and software used;
f. List of the reports prepared/generated for the collection and the reporting of funds, including procedures for preparing the reports, who the reports should be submitted to, and when the reports are due;
g. A schedule of how often deposits will be made; and
h. Copies of any related forms/reports.

Please provide our office with copies of the procedures by February 22, 2016.

We would like to express our sincere appreciation to you and your staff for the courtesy, cooperation, and assistance provided to us during the cash count. If you have any questions or would like to schedule a meeting to discuss this cash count, please contact Abigail Guajardo, MSA, Internal Auditor II, at (956) 318-2511, ext. 4652, Yvonne Torres, Revenue Audit Supervisor, ext. 4642, Arcy B. Duran, CPA, Director of Audit, ext. 4645, or me at ext. 4604.

Respectfully,

Ray Eufracio, CPA
County Auditor

cc: Valde Guerra, Commissioners Court Executive Officer
Fred Zamarripa, Chief Deputy

AI-53479

Budget and Management 10.
A.

CC CONSENT
Meeting Date: 02/23/2016
Submitted By: Veronica Ortiz, BUDGET & MANAGEMENT
Department: BUDGET & MANAGEMENT

Information

CAPTION

Report and approval of emergency transfers for the period of December 1, 2015 through January 29, 2016.

BACKGROUND

Fiscal Impact

FISCAL YEAR:	ACCT. #:
FUNDS AVAILABLE Y/N?:	MATCHING FUNDS Y/N?:

BUDGETARY IMPACT:
No Budgetary Impact

Attachments

January
December

Form Review

Inbox	Reviewed By	Date
Budget & Management	Veronica Ortiz	02/19/2016 11:14 AM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Veronica Ortiz Started On: 02/19/2016 09:45 AM
Final Approval Date: 02/19/2016

Hidalgo County Non-Agenda Transfers
from January 1, 2016 to January 29, 2016

Date	JE #	Amount	Department	Reason
01/04/16	160039	$ 0.06	Various	To fund 2016 Annual payment for the leases of Motorola radios. Emergency transfer needed to make next week's check-run 01/12/16 since payment due date is 01/15/16.
01/04/16	155794	$ 42,447.76	CO Wide Adm	Transfer needed to sweep lapsed fringes from various departments to the Co. Wide Adm - Contingency account.
01/04/16	160040	$ 50,000.00	Health Benefits	Transfer needed to cover AI - 52751 CC 1/5/16.
01/05/16	155807	$ 11,432.73	Constable Pct. 1	Transfer Needed to reclassify funds into proper object of expense to process pending invoices.
01/06/16	155842	$ 31.83	IT Dept.	Emergency transfer needed to process AI-52732 (CC Consent 01/05/16) 2015 Intradepartmental Transfer.
01/06/16	155849	$ 2,465.31	Elections Dept.	To fund the reclassification of PO #733891, 735345 & 734489 for the construction of a canopy for the Election Dept. Warehouse. Monies were originally under Fund 1301, however, the Auditor's Office Requested this project be funded through Fund 1100 since they will not capitalize the project. Emergency transfer needed since department has received invoices for payment.
01/06/16	155844	$ 0.15	Co. Auditor	To fund employee mileage reimbursement for In-County travel for the month of Dec. 2015.
01/06/16	155845	$ 150,000.00	Public Defense	Transfer needed to issue payments to several attorney vouchers at Auditors Office.
01/06/16	155846	$ 10.00	Public Defender	Transfer needed to issue payment for TDCAA Now Trust Fund invoice for additional fees added to shipping and handling. (Ref. PO #734075)
01/06/16	155847	$ 43.00	Various Dept. - Telephone	Transfer needed to fund pending invoices.
01/06/16	155848	$ 2,251.75	TXDOT - Pct. 3	Transfer needed to pay Atlas & Hall outstanding invoices for the Homa Rd project.
01/06/16	155853	$ 127,035.38	Pct. 4	To sweep lapsed salaries from Pct. 4 R & B accounts to fund negative under Pct. 4 Improvement project.
01/06/16	155850	$ 6.26	CW Mech. Shop	Transfer needed to fund negative account.
01/06/16	155851	$ 19.29	Pct. 2 - Adm	Transfer needed to fund projected negative at year end.
01/06/16	155852	$ 7.12	Pct. 3 BCAP	Transfer needed to fund negative account.
01/06/16	155854	$ 5,119.61	Various R&B Accounts	To sweep lapsed salaries from R&B countywide accounts to fund current and projected negative balances at year's end.
01/06/16	155856	$ 1,080.00	Fire Marshal	In order to correct the object code for Delta Specialties PO #733793.
01/06/16	160060	$ 121,457.37	Pct. 1 - Rd. Maint.	Transfer needed to cover anticipated expenditures for advertising, bottled gas & road materials.
01/06/16	160061	$ 500.00	Master Court II	Funds needed for the purchase of a new robe for incoming Judge.
01/06/16	155857	$ 104.65	Co. Auditor	To fund employee mileage reimbursement for In-County travel for the month of Dec. 2015.
01/07/16	155869	$ 154,000.00	Co. Wide Adm	Transfer needed to fund account for end of year invoices.
01/07/16	155870	$ 13,193.91	Insurance	Transfer needed to fund account for end of year invoices.

Hidalgo County Non-Agenda Transfers
from January 1, 2016 to January 29, 2016

Date	JE #	Amount	Department	Reason
01/07/16	155871	$ 833.25	Co. Wide Law Enf	Transfer needed to fund account for end of year invoices.
01/07/16	155872	$ 3.00	J.P. Pct. 2 Pl. 2	Transfer needed to fund pending invoices.
01/07/16	155873	$ 18.00	398th DC	Transfer needed to fund pending invoice. Funds were incorrectly placed in the wrong account. (Ref. JE155847 1/6/16)
01/08/16	155874	$ 323.08	Planning & Eng. (R&B)	To fund negative account till year end. Funding previously swept in error.
01/08/16	155876	$ 364.84	Pct. 4 Adm	Transfer needed to pay invoices for water for 2015.
01/08/16	155875	$ 116.77	Pct. 4 Sanitation	Transfer needed to pay invoices for water for 2015.
01/08/16	160062	$ 625.00	Auxiliary Court	Funds needed to open new purchase orders for 2016 (lease of copier, bottled water, repair and maintenance services of leased copier for the year).
01/11/16	155877	$ 11,394.50	Pct. 4 Rd Maint.	To fund reclassification of fuel expenditures as well as pending invoices till year end.
01/12/16	155917	$ 900.00	93rd Dist. Court	Transfer needed to fund Judge Delgado's travel to Indigent Defense Commission meeting in Austin.
01/12/16	160065	$ 1,596.00	Alt. Incarceration Prg.	Transfer needed to partially fund object code 532 - Wireless Devices; funds needed for mobile phones security tech officers use while conducting home visits to the program participants.
01/12/16	160066	$ 1,890.00	Alt. Incarceration Prg.	Transfer needed to partially fund object code 532 - Wireless Devices; funds needed for mobile phones security tech officers use while conducting home visits to the program participants.
01/12/16	155952	$ 1,327.05	TXDOT - Pct. 4	To pay pending invoice for Atlas & Hall.
01/13/16	155956	$ 1,038.00	Emergency Management	Request is being made to cover final invoices for the 2015 year.
01/13/16	155955	$ 45.00	Elections Dept.	Transfer needed to pay Rio Grande Steel PO. PO that was opened with wrong vendor and account number.
01/13/16	155954	$ 400.00	Pct. 3 - Sanitation	Funding needed to pay Daily Operation expenses - Pay 2015 invoices
01/13/16	155953	$ 436.40	CCL #1	Funding needed to cover a journal entry (436.81) pending to be posted by the Auditor's Office. Account available balance as of 1-13-16: $0.41.
01/13/16	160068	$ 9,000.00	D.A. - Investigation HB65	The DA's office will be conducting an investigation and their deadline is this Thursday. They need to encumber monies for storage facility rental expenses to store the evidence. The funding was initially budgeted in object code 442 for these type of services.
01/14/16	155982	$ 8,300.00	Sheriff's Office	Transfer is being requested to cover expenditures for the remainder of fiscal year.
01/14/16	155980	$ 509.34	Constable Pct. 4	Transfer needed for PO #719657 increase to pay two 2015 invoices from Burton Auto Supply.
01/14/16	160069	$ 600.00	92nd District Court	Funds needed for a Writ of Habeas Corpus on an Inmate who is deaf/mute.
01/14/16	155983	$ 5,600.00	Sheriff's Office (Jail)	Transfer needed to cover Electricity bill.
01/14/16	15600	$ 503,925.65	Various Depts.	To fund various operating expenditures, as requested by the Auditor's Office - A/P Division. Funding is needed due to various year end payments that need to be made.

Hidalgo County Non-Agenda Transfers
from January 1, 2016 to January 29, 2016

Date	JE #	Amount	Department	Reason
01/14/16	160072	$ 64,012.00	Pct. 1 - Sanitation	To fund first annul payment of Lease Purchase of two trucks for Pct. 1 Sanitation (AI - 52031).
01/14/16	156001	$ 341,185.51	Various Depts.	To sweep various operating accounts County wide and transfer into the Co. Wide Adm. - Contingency account.
01/14/16	156002	$ 9,330.00	Crim. DA	Transfer needed to pay outstanding invoices before the January 15th deadline.
01/14/16	156003	$ 681.97	Co. Wide Adm.	Transfer needed to pay outstanding invoices before the January 15th deadline.
01/14/16	156007	$ 681.97	Crim. DA	Transfer needed to pay outstanding invoices before the January 15th deadline.
01/14/16	156004	$ 445.00	Justice Crt. Tech	Transfer needed to pay outstanding invoices.
01/14/16	160071	$ 0.20	Indigent Defense	Transfer needed to fund account with insufficient funds for 2016 copier purchase order.
01/14/16	156006	$ 7,051.42	Various Depts.	Transfer needed to pay outstanding invoices.
01/14/16	156005	$ 20,000.00	Co. Wide Adm	Transfer needed to pay outstanding invoices.
01/15/16	156008	$ 3,195.07	Various Depts.	To fund carious operating expenditures, as requested by the Auditor's Office - Accounting Div. There are several JE's pending to be posted for year-end expenditures.
01/16/16	160124	$ 7,790.00	Various Depts.	Transfer needed to fund personnel actions for the following AI's (CC Regular 01/19/16): 53015, 52964 & 52749.
01/19/16	160123	$ 3,269.00	DBM. - Worker's Comp.	Transfer needed to cover PO requisition for C-15-001-04-28 AMI Risk Consultants, Inc.
01/19/16	160122	$ 50.00	CCL #5	Transfer needed to cover a new purchase order.
01/20/16	160125	$ 2,118.84	Purchasing	Funds needed to fund Verizon Wireless - Requisition #289276 - Monthly cost for three county cell phones and data cards used everyday.
01/20/16	160132	$ 11,510.29	CCL #8	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).
01/20/16	160131	$ 13,812.37	CCL #7	Transfer needed to fund personnel actions for the following AI's (CC Regular 01/19/16): 53015, 52964 & 52749.
01/20/16	Was resubmitted at a later date	$ 4,537.36	CCL #6	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).
01/20/16	160133	$ 6,443.37	206th Dist. Court	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).
01/20/16	160134	$ 10,156.69	332nd Dist. Court	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).
01/20/16	160135	$ 3,453.09	389th Dist. Court	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).
01/20/16	160136	$ 13,346.21	430th Dist. Court	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).
01/20/16	160137	$ 8,316.19	CCL #2	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).

Hidalgo County Non-Agenda Transfers
from January 1, 2016 to January 29, 2016

Date	JE #	Amount	Department	Reason
01/20/16	160139	$ 0.33	Civil Service	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).
01/21/16	156103	$ 316.16	Pct. 4 - CRC	Funding needed to pay November and December invoices for Xerox (PO #733827).
01/21/16	156108	$ 2,002.78	Pct. 2 - Rd. Maint.	To fund year-end gasoline expenditures for Pct. 2 Rd. Maint. For calendar year 2015, as requested by Auditor's Office - A/P Div. Transfer needed due to payments need to be made in the next check run.
01/21/16	156107	$ 2,275.85	Pct. 4 - Rd. Maint.	To fund year-end gasoline expenditures for Pct. 4 Rd. Maint. For calendar year 2015, as requested by Auditor's Office - A/P Div. Transfer needed due to payments need to be made in the next check run.
01/21/16	156105	$ 222,908.84	Various Depts.	To fund year-end operating expenditures Countywide for calendar year 2015, as requested by Auditor's Office - A/P Div. Transfer needed due to payments need to be made in the next check run.
01/21/16	156104	$ 469,982.37	Co. Wide Adm.	to transfer lapsed funds into Co. Wide Adm. - Contingency for pending payments.
01/21/16	156106	$ 2,376.00	CW Adm.	To transfer lapsed funds for pending year-end payments for R & B.
01/22/16	160138	$ 7,650.00	Dist. Attrn. - USDJ	The DA's investigators are attending a seminar in San Antonio, Texas February 8-12, 2016.
01/22/16	160145	$ 1,273.16	CCL #1	Transfer needed to fund new purchase orders.
01/22/16	156112	$ 202.92	Various Depts.	To fund negative accounts under R & B Co. Wide accounts.
01/22/16	156109	$ 2,030.11	Pct.4 Rd. Maint.	Transfer needed to pay invoice #2151277 for Frontera for 2015.
01/22/16	156110	$ 164,548.05	Pct. 4	To fund negative accounts under Pct. 4 R & B accounts.
01/22/16	156111	$ 169.00	JP Pct. 3 PL. 2	Funding needed to cover closing of year end expenditures for 2015.
01/22/16	160144	$ 4,537.36	CCL #6	Transfer needed to fund personnel actions approved on 01/19/16 (CC Regular AI-52521).
01/22/16	156113	$ 6,545.54	Pct. 1 - Sanitation & Parks	To fund various operating expenditures for Pct. 1 Sanitation & Parks for calendar year 2015, as requested by Pct. 1 staff. Emergency transfer is needed due to year-end payments that need to be made in the next check run by Auditor's Office - A/P Div.
01/22/16	156118	$ 40,000.00	Pct. 4 - Rd. Maint.	To fund pending 2015 invoices
01/22/16	156117	$ 53,951.32	Pct. 1	To fund pending invoices for 2015 from lapsed salary accounts.
01/22/16	156116	$ 12,173.22	Insurance	Funding needed to cover closing of year-end expenditures for 2015.
01/22/16	156115	$ 2,501.00	Countywide Law Enf.	Funding needed to pay pending invoices.
01/22/16	156114	$ 500.00	Facilities Management	Funding needed to cover closing of year-end expenditures for 2015.
01/25/16	156120	$ 2,001.08	CO2014 - Pct. 1 18th(Airport-FM1015)	To fund road improvement expenditures for the Pct. 1 18th(Airport-FM1015) road project, as requested by Pct. 1 staff. Emergency transfer is needed to make year-end invoice payments for calendar year 2015, as advised by the Auditor's Office - A/P Div.

Hidalgo County Non-Agenda Transfers
from January 1, 2016 to January 29, 2016

Date	JE #	Amount	Department	Reason
01/25/16	156119	$ 12,700.00	CO's 2014 - Pct. 1 18th(Airport-FM1015)	To fund road improvement expenditures for the Pct. 1 18th(Airport-FM1015) road project, as requested by Pct. 1 staff. Emergency transfer is needed to make year-end invoice payments for calendar year 2015, as advised by the Auditor's Office - A/P Div.
01/26/16	160209	$ 5,446.52	DBM. - Budget	Funds needed for the purchase of 3 new workstations and to duplicate two keys (ref. Req. #291184).
01/26/16	156124	$ 135,000.00	Pct. 4 - TxDot 10th St. (Sh 107 - Fm 1925)	Funding needed to process payment on an Invoice(s). PO #700265 - Supp No. 3 to WA #2 (10th St Extension Project).
01/26/16	160207	$ 1,500.00	D.A. - USDJ	The DA's investigators are attending a seminar in San Antonio, Texas February 8-12, 2016. Additional funding needed for travel.
01/26/16	160210	$ 17,604.20	CO Wide Comm Sys	Funding needed to fund the preventive maintenance contribution for the regional communication systems.
01/26/16	160208	$ 148,435.80	CO Wide Comm Sys	Funding needed to pay Quote No. 1513 from Rio Grande Valley Communications Group, and to fund the preventive maintenance contribution for the regional communications system.
01/27/16	156125	$ 59,072.40	CC & DC E-Filing	To reclassify partial amount of ck #01-00411203 for expenses related to the operating costs associated with the collection of the $2 e-filing fee.
01/27/16	156126	$ (0.01)	CJD - DVSP Grant (DA's Office)	To correct JE #154982 previously approved by CC on 11-17-15 (AI #52277/10.C), as requested by the Auditor's Office - Accounting Div. As per Accounting Div. staff, the correction is needed due to variance in cash match for the FY 2015 DVSP grant for the DA's Office. The gran period is from 9-1-15 to 8-31-16.
01/27/16	156127	$ 0.01	CJD - DVSP Grant (DA's Office)	To correct JE #154982 previously approved by CC on 11-17-15 (AI #52277/10.C), as requested by the Auditor's Office - Accounting Div. As per Accounting Div. staff, the correction is needed due to variance in cash match for the FY 2015 DVSP grant for the D
01/27/16	156128	$ 65.00	Environmental Compliance	To fund year-end registration fees expenditures, as requested by the Auditor's Office - Accounting Div. Emergency transfer is needed due to a journal entry that needs to be posted.
01/27/16	160217	$ 735.00	JP Pct. 2 PL 2	Transfer needed to fund the requisition of mail-in stamps.
01/28/16	160218	$ 3,265.43	Co. Auditor	To fund the purchase of a new server, 8 new computers and 8 new monitors.
01/28/16	Was resubmitted at a later date	$ 29,237.20	CO2014 Pct. 1 - Quintero St.	Transfer is needed for anticipated expenditures for Quintero Street. Pending 2015 Budget Carryover from the Auditor's Office.

Hidalgo County Non-Agenda Transfers
from December 1 , 2015 - December 30, 2015

Date	JE #	Amount	Department	Reason
12/01/15	155364	$ 52,122.11	WIC Adm	To fund operating expenditures. As Per WIC staff, the WIC Adm. Grant for FY 2015 expired and Auditor's Office-Grants Division is in the process of closing the grant; therefore, various payments need to be made in order for closing process to be completed.
12/01/15	155365	$ 6,800.00	Colonia Streetlight Program	To fund initial startup costs associated with Streetlight Program. Originally requested under program 115-002 however, the Auditor's Office created a new program for this project.
12/01/15	155367	$ 560.70	Justice Crt Tech	Emergency transfer needed to process AI-52306 (CC approved 12/01/15).
12/01/15	155370	$ 11,954.33	Facilities Management	In order to cover the negative balance in the (430) account.
12/01/15	155371	$ 200,000.00	Public Defense	Transfer needed to cover anticipated attorney vouchers for remainder of year.
12/02/15	155387	$ 1,000.00	Elections Dept.	Transfer needed for the Voter Registration Dept. for confirmation forms that are sent out.
12/02/15	155389	$ 3,850.00	IT Countywide	Funding needed to continue processing Requisition #288089.
12/02/15	155388	$ 61,300.00	Pct. 1 Sanitation	To fund inv. #876, 856 & 817 for Republic Services in relation to solid waste disposal services (PO #720128) currently pending payment at the Auditor's Office. In addition, to fund general supplies expenditures (vehicle prts & tires).
12/03/15	155396	$ 1,555.60	IT Countywide	Correction from yesterday ET, 2,702.8 was supposed to go to 660 and 1,147.2 to 610. Funding needed to continue processing Requisition #288089.
12/04/15	155397	$ 100,000.00	Pct. #3 - Abram Rd	Transfer needed to reclassify Purchase Orders #734128, 733196, 733237.
12/04/15	155399	$ 366.34	JP 4 Pl 2	To pay outstanding Tyler Technologies Invoice #020-5100 from September 30, 2013.
12/04/15	155400	$ 315.75	JP 4 Pl 2	Transfer needed to fund account for Gateway past due invoice #3840441-0 dated April 25, 2014. PO #707318 should be classified under object code 610.
12/07/15	155402	$ 11,000.00	Pct. 4 Parks	Funding needed to cover Fuel expenditures.
12/07/15	155401	$ 35,000.00	Pct. 4 Rd. Maint.	Funding needed to cover Fuel expenditures.
12/09/15	155461	$ 500.00	HIDTA CCP 59	Emergency transfer needed to obtain a purchase order for a catered lunch to the "End of Year Review and Legislative Updates" being held by HIDTA on 12/17/15.
12/09/15	155462	$ 4,300.00	DA Investigation HB65	Funding needed to lease storage containers that are necessary for seized items resulting from investigations.
12/09/15	155487	$ 2,061.92	Fire Marshal	Transfer needed to cover invoices from Nov. - Dec. for fuel.
12/10/15	155492	$ 13,333.00	Countywide Adm.	Transfer needed to fund Requisition #288721 - Texas Energy Consultant
12/10/15	155494	$ 4,625.00	Arbitrage Calculation Services	Transfer needed to fund Other Professional Services - Arbitrage expenditures
12/10/15	155493	$ 3,000.00	Co Judge	To fund the purchase of the project management software. The monies were initially transferred into 812 but Purchasing just advised us that it should be under 761. Department requesting this item be expedited since their 60 day trial period is set to expire.
12/10/15	155502	$ 2,010,760.00	CO2015A-PCT 3 LBRTY/T.GIL (83-FM2221)	Funding needed to fund Purchase order for Work Authorization #3 and #4 (pending approval).
12/10/15	155501	$ 496,975.00	CO2015A-PCT 3 FM676 (SH364-TAYLOR)	Funding needed to fund Purchase Order for Work Authorization #1.
12/10/15	155495	$ 350.00	Master Court	Transfer needed to fund account to pay outstanding invoices.

Hidalgo County Non-Agenda Transfers
from December 1 , 2015 - December 30, 2015

Date	JE #	Amount	Department	Reason
12/10/15	155500	$ 862.73	Various Dept.	To fund telephone expenses till year end as requested by IT Dept. As per department, transfer needed to make next week's check-run.
12/11/15	155512	$ 19.71	Pct. 4 Rd. Maint.	Funding needed to cover an invoice submitted by Time Warner Cable (PO #720658).
12/14/15	155541	$ 8,652.00	Tax Office	Appropriation of funds to cover the expenses of the Warrant Postcards.
12/14/15	155540	$ 763.74	430th District Court	The transfers are needed to pay outstanding invoices.
12/14/15	155557	$ 200.00	Safety	Transfer needed to replace shattered window.
12/15/15	155560	$ 6,000.00	Visiting Judges	Transfer needed to fund pending visiting judges vouchers.
12/15/15	155561	$ 2,640.00	Auxiliary Court	Transfer needed to pay outstanding invoices and for end of year expenditures.
12/15/15	155562	$ 22,643.50	Co Wide Adm	Transfer needed to place funds in correct object of expense for processing of AL3 Enterprise invoice awaiting funding at Auditor's Office (Ref. PO #733180).
12/15/15	155571	$ 7,913.96	Facilities Management	Transfer needed to open emergency PO for TyseenKrupp (elevator inspection services) & ABM janitorial PO increase to cover for the remaining year.
12/15/15	155580	$ 100,000.00	Co. Wide Adm	To cover pending attorney vouchers.
12/15/15	155581	$ 100,000.00	Co. Wide Adm	To cover pending attorney vouchers.
12/16/15	155631	$ 1,500.00	Fire Marshal	Transfer needed to cover invoices from Nov. - Dec. for fuel & Ricoh (copier) expenses.
12/16/15	155632	$ 300.00	Emergency Management	Transfer needed in order to increase PO #735154 for additional work repair to 2015 Chevy.
12/16/15	155635	$ 21,825.00	Pct.4 Sanitation	To fund layering oc concrete for the Doolittle project (labor expense).
12/16/15	155636	$ 10,000.00	CO. Wide Adm	To cover pending attorney vouchers.
12/16/15	155637	$ 400.00	Co. Clerk	To fund carpet removal for Collections Dept.
12/16/15	155638	$ 21,825.00	Pct. 4 Doolittle Recovery Prj.	To fund layering of concrete for the Doolittle Recovery project (labor expense).
12/16/15	155639	$ 27,144.40	Sheriff's Office - OPSG (Stonegarden grant)	Funding needed for reallocation of funds from vehicles to correct line item for purchase of laptops for grant purchased vehicles. In reference to AI #52660 for CC agenda of 12/12/15. Requisition #282097 De Marketing. (As per County Auditor's Office).
12/16/15	155640	$ 29.00	DBM W/C Division	Funding needed to cover a negative balance (Req #288892).
12/16/15	155663	$ 3,494.25	CCL 1	Transfer needed to fund object codes needed for paying outstanding invoices.
12/17/15	155662	$ 1,197.00	Constable Pct. 3	Transfer needed to process two journal entries for travel expenditures.
12/17/15	155665	$ 548.65	CCL 1	Transfer needed to fund object codes needed for paying outstanding invoices.
12/17/15	155682	$ 161,472.47	Various Dept. -Health Ins.	To sweep lapsed health insurance fringes from various departments to the Co. Wide Adm. -Contingency account.
12/17/15	155684	$ 2,639.32	Various Dept.- Life Insurance	To sweep lapsed life insurance fringes from various departments to the Co. Wide Adm. -Contingency account.
12/17/15	155686	$ 83,161.49	Various Dept.- FICA	To sweep lapsed FICA fringes from various departments to the Co. Wide Adm. -Contingency account.
12/17/15	155692	$ 121,319.72	Various Dept.- Retirement	To sweep lapsed Retirement fringes from various departments to the Co. Wide Adm. -Contingency account.
12/17/15	155693	$ 28,821.78	Various Dept.- Unemployment Comp	To sweep lapsed Unemployment Comp fringes from various departments to the Co. Wide Adm. -Contingency account.
12/17/15	155685	$ 78,248.41	Various Dept.- Workers Comp	To sweep lapsed Workers Comp fringes from various departments to the Co. Wide Adm. -Contingency account.

Hidalgo County Non-Agenda Transfers
from December 1 , 2015 - December 30, 2015

Date	JE #	Amount	Department	Reason
12/17/15	155661	$ 1,647.63	Crim DA	To fund telephone expenditures negative balance.
12/17/15	155660	$ 310.00	DA Check Fraud	To fund negative balance and estimated year-end expenditures.
12/17/15	155664	$ 3,350.00	DA Investigation HB65	To fund negative balance and estimated year-end expenditures.
12/18/15	155641	$ 15,236.97	Various Dept. - Bank Fees	Transfer needed to sweep lapsed bank fees and fund CO. Wide Adm-Contingency account.
12/18/15	155648	$ 91.88	Pct. 3 - Parks	Funding needed to pay Dec. Mobile Relay invoice.
12/18/15	155649	$ 372.50	93rd District Court	Funding needed to cover Furnishings and Equipment.
12/18/15	155650	$ 4,000.00	Tax Notes, 2014	Transfer needed in order to increase PO #734237.
12/18/15	155666	$ 183,186.24	Crim DA	Funding needed to cover Furnishings, equipment and general supplies. PO to be apporved on Monday.
12/18/15	155683	$ 150,000.00	CO. Wide Adm.	To cover pending attorney vouchers.
12/21/15	155688	$ 29,000.00	Jury Fees	Transfer needed to fund Jury Scripts pending invoices.
12/21/15	155681	$ 1,271.72	430th District Court	Transfer needed to reclassify PO #728384 for the AL3 Enterprises invoice.
12/21/15	155691	$ 300.00	Pct. 1 Parks	Transfer Needed to cover anticipated expenditures for PO #719159 & 721056 for the remainder of the year.
12/21/15	155690	$ 100.00	Pct. 1 Adm.	Transfer is needed to cover PO #718893 for the remainder of the year.
12/21/15	155689	$ 14.00	Pct. 4 CRC	Funding needed to cover the last DISH invoice.
12/22/15	155687	$ 211.84	139th District Court	Transfer is needed to process two end of year payments for copier.
12/22/15	155708	$ 3,306.47	Various Dept. - Telephone	Transfer needed to process AT&T Local 512 A01-0439 for the month of Dec. 2015.
12/22/15	155705	$ 250.00	D.A. - CJD-BPU	Funding needed to cover expenditures that ocurred due to an emergency repair that was required on a county vehicle.
12/22/15	155706	$ 1,000.00	D.A. - Investigation HB65	Transfer needed to fund past due expenditures for reference materials received by the DA office.
12/22/15	155707	$ 1,100.62	Pct. 4 Emergency Srvc Linn-SM	Transfer needed to reclassify PO #731012 for AL3 Enterprises invoice.
12/22/15	155730	$ 45,000.00	Pct. 4 Sanitation	Funding needed in the Sanitation disposal account to cover Nov. and Dec. invoices. Three PO's are in the process of being liquidated to free up the funds needed (PO #733598, 733640 and 733636).
12/23/15	155728	$ 620.00	County Court at Law #1	Transfer needed to fund food for jury.
12/28/15	155729	$ 31,584.04	Autopsies	Transfer needed for payment of outstanding invoices.
12/28/15	155732	$ 20.00	Facilities Management	Transfer needed to pay out end of year invoices.
12/28/15	155731	$ 100,000.00	Public Defense	Transfer needed to issue payments to several attorney voucher at Auditor's Office.
12/28/15	155733	$ 14,056.50	Sheriff Fed. Sharing - US Treasury	To reclassify PO #733863 for Safety Vision from obj. 751 "Machinery & Equip" to obj. 752 "Vehicles" in relation to purchase of various vehicle accessories, as recommended by the Auditor's Office A/P Division.
12/29/15	155763	$ 150.00	Pct. 3 Sanitation	Funding needed to pay Daily operation expenses/Mountain Glacier invoices.
12/29/15	155762	$ 116.88	Pct. 3 Parks	Funding needed to pay December Mobile Relay invoice and Mountain Glacier.
12/29/15	155764	$ 22,339.79	Tax Notes, 2014	Transfer needed to reclassify PO #725036.
12/30/15	160038	$ 67,409.00	Fire Marshal	Transfer needed to adjust departments 2016 Budget.

AI-53463

Purchasing Department 11. A.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Norma Ceballos, COMM. PCT. #3

Submitted By: Norma Ceballos, COMM. PCT. #3

Department: COMM. PCT. #3

Information

CAPTION

Approval of Invoice #6 in the amount of $3,157.00 submitted by contracted engineer, Hinojosa Engineering, Inc., in connection with professional services rendered for : "Penitas Landfill Survey."

BACKGROUND

Funds available through PO #693112

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-432-00-123-001-0-334

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

BUDGETARY IMPACT:

Funds available as of 02/19/16 through PO#693112.

Attachments

Inv. #6

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/19/2016 03:40 PM
Budget & Management	Veronica Ortiz	02/19/2016 03:51 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Norma Ceballos Started On: 02/18/2016 11:01 AM

Final Approval Date: 02/19/2016

SIGN: _____
REQ# 836924
PO# 693112

HINOJOSA ENGINEERING, INC.

Structural • Civil• Surveying

Registration No. F-908 Expiration Date 9/30/15
108 WEST 18TH STREET MISSION, TEXAS 78572
(956)581-0143 OFFICE (956)581-2074 FAX

INVOICE # 05-196 (A2)
February 12, 2016

CLIENT:	**PROJECT # 05-196 (A2)**
The Honorable Joe Flores Commissioner Pct. 3 724 N. Breyfloge P.O. Box 607 Mission, Texas 78572 Attn.: Commissioner Joe Flores	Project: Peñitas Landfill Survey 2013 **Invoice #6** **PO#693112**

FOR PROFESSIONAL SERVICES PERFORMED

SCOPE OF WORK:
1. **Re-establish Survey control**
2. **Topographic Survey of 12.9 Acre Landfill Revision**

Survey Crew = 35 hrs. @ $88.00 = $2,992.00
Drafting CAD = 1 hrs. @ $45.00 = $45.00
RPLS = 1 hrs. @ $85.00 = $ 85.00
Administrative = 1 hrs. @ $35.00 = $ 35.00

Total =$3,157.00

SURVEYING COST BREAKDOWN

A. Surveying Fee =	**$12,348.00**
Paid Invoice # 1 7/30/13 Check#00383679	-$2,026.00
Paid Invoice # 2 4/08/14 Check#00395827	-$1,973.00
Paid Invoice #3 5/20/14 Check#00397884	-$1,841.00
Paid Invoice #4 6/17/14 Check#00399173	-$1,791.00
Paid Invoice #5 3/31/15 Check#00413180	**-$1,559.00**
B. Total Due this Invoice =	**$ 3,157.00**

Please make check payable to **HINOJOSA ENGINEERING, INC.** in the amount of = **$3,157.00**

INVOICE RECEIVED BY
_____ ON 2/17/16
GOODS/SERVICES RECEIVED BY
_____ ON 2/17/16
Eng. Dally, B.
6- 1100-432-00-123-001-2-334

AI-53451

Purchasing Department 11. B.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Rudy Salinas, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Approval to Purchase RTLFiRST & FiRSTView Onsite, Software Upgrades and System Re-Engineering for the Tax Department OPEX Mail Processing Machine through Sole Sourced vendor RT Lawrence Corporation in the amount of $12,000.00 which includes company's travel expenses; Requisition#292838; Request execution of attached Proposal Terms & Conditions upon approval.

BACKGROUND

Sole Source approved on AI-41554 on 11/26/13

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-415-15-140-004-0-336

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

BUDGETARY IMPACT:

REQ#292838

Attachments

RTL Proposal

Legal Approval

Email Thread

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/19/2016 03:40 PM
Budget & Management	Veronica Ortiz	02/19/2016 03:51 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Rudy Salinas Started On: 02/17/2016 11:34 AM

Final Approval Date: 02/19/2016

RTLFiRST Software 8.0 Upgrade Proposal

Client Name: **Hidalgo County**
Address: **2804 S US Hwy 281, Edinburg, TX 78539**
Attention: **Rudy Flores**
Date: **February 11, 2016**
RTL Account Executive/Manager: John Phillips/Karen Javerto

Pricing

Part Number	Description	Price	Annual Support
	RTLFiRST Software Onsite Upgrade & System Re-Engineering		
	RTLFiRST Software Onsite Upgrade to Version 8.0 (by RTL) and Remote System Re-Engineering	$8,000.00	N/A
	Sub-Total	$8,000.00	
	FiRSTView Upgrade Services		
	FiRSTView Upgrade to Version 8.0	$2,000.00	N/A
	Preferred Customer Discount	-$1,000.00	
	Sub-Total	$1,000.00	
	Travel Expenses	$3,000.00	N/A
	Solution Grand Total	**$12,000.00**	**$0.00**
	Plus applicable taxes		

Pricing is valid for 60 days from date of proposal

Payment Terms

- 50% of the Project Amount Due at the Time of Order — $6,000.00 + tax
- Remaining 50% of the Project Amount Due Upon Completion — $6,000.00 + tax

Proposal Notes:

- The newer versions of RTL software are provided at NO cost as part of an active RTL annual support plan.
- RTLFiRST version 8.0 programming and database structure is substantially different from RTLFiRST 7.0. To achieve the upgrade, RTLFiRST 8.0 is installed fresh and configured. RTL recommends that customers contract RTL to do the upgrade. Clients that are extremely proficient with the RTLFiRST configuration and database structure and/or attended training classes may have the ability to perform the upgrade independently. Please note, if a customer chooses the self-upgrade option and requires support for the upgrade, it is not covered under the annual support agreement. Support will be billed at the hourly rate of $125 per hour.
- Client will be providing new servers and PCs meeting RTL's minimum recommended specifications.
- No Hardware Migration costs are in this proposal.
- For clients using FiRSTView, batches that have already been scanned into RTLFiRST will be archived into FiRSTView. Then FiRSTView must be upgraded to FiRSTView Web Portal, RTL's newest archival/research product, to use with RTLFiRST 8.0.
- RTL Report Generator List Manager is included in version 8.0 at no additional cost. Should client needs customization and programming of reports, it will be quoted separately.
- Some clients may determine to stay with version 7.0 and RTL is committed to maintain support for current version for the foreseeable future.
- Standard Services included with Upgrade to RTLFiRST 8.0

1) Batch Scan Types – Remove unused Batch Scan Types. Add additional Batch Scan Types which can be accommodated within the existing setup.
2) Stub Fields - A review of the stub fields to identify unused fields and if there should be a change in display in order.
3) Business Rules - A review of the business rules to remove unused business rules. New business rules can be added if they can be added utilizing the standard business rule module.
4) Where applicable, conversion of real-time lookup to utilize the Configurable real-time lookup.
5) Reports – Remove unused reports.

- SYSTEM RE-ENGINEERING

1) The evaluation would identify possible changes to the configuration or additional features to add. Those changes which are part of the "core" product will be implemented with client approval. Changes which are an add-on option or incur additional costs will be added with client signed-off on proposal.
2) Possible changes:
    a. Recommendation and activation of new RTLFiRST 8.0 features.
    b. In addition to identifying unused fields and a change in display order, an evaluation will be done to identify additional stub fields which should be added.
    c. Changes to the system which would allow more items to be scanned through RTLFiRST which were previously handled manually, like payments with donations.
    d. Implementation of the add-on feature Distribution Manager which allows for the electronic "pulling" of document images into a PDF file for emailing to appropriate departments.

APPENDIX 1

These notes are very important to the successful completion of the project. Please read the following notes and have a clear understanding of them.

This page must be signed and returned with the proposal. An officer or a company representative that has the authority to bind the company must sign the proposal.

- The services quoted herein are based on the approved and signed contract between RTL and client.
- Since our proposal is the existing RTLFiRST solution, RTLFiRST's inherent existing User Experience is what is being delivered. Since RTL controls the User Experience, there is neither a plan nor commitment to "how" our function should work or flow, screen designs, field requirements, reports, or database design for this project. In our product design we try to strike a balance between user-friendliness, configurability, and across-the-board benefits and appeal to the majority of our clients, not just for a few clients. There is no customization or programming quoted or to be provided in this project. We strongly recommend careful review of our RTLFiRST solution for you to determine its suitability. Functions' descriptions do not contain specifics on "how" the functions, screen designs, field requirements, reports, or database designs should flow.
- RTL is installing directly to the "new production server". RTL is not installing to a test server first and to a production server next. Should the client want to do otherwise, from test to production; then, additional charges apply.
- RTL is installing the RTLFiRST system to the client's production server. Pre-implementation services include remote install of the system on RPS designated PCs such as the server/processor station, scan station, verification workstations, etc. prior to onsite installation.
- The following notes concerned the project timetable.

a. Upon award of contract, RTL's implementation team will work with client to determine official onsite implementation date, should it be included in the proposal. The onsite implementation date will be agreed upon by both client and RTL.
b. The client must provide for remote connection to the designated PCs/server to facilitate pre-onsite remote access installation of the remittance system. For this, RTL needs to have network access for remote install which may include longer and later than the normal business hours.
c. Our project timeline is set for 12 weeks for RTLFiRST Version 8.0 Upgrade and 4 to 5 weeks for RTLFiRST Version 7.0 Upgrade. Should the project get delayed due to client related reasons, the client may have to wait for the next cycle or the availability of the next time slot and may have financial consequences.
d. The Business Process Review is critical to the process and the BPR determines the functional guidelines for the remittance processing system. This BPR will be based upon customer input and RTL understanding of the industry "best practices." It is our goal to meet the client's system requirements within the scope of the existing features of the RTLFiRST software. Should additional details that may require changes are disclosed 2 weeks after the BPR or after the system has already been configured, then RTL may have to retest everything and it would affect the schedule and additional services would be required for additional costs.
e. Should there be changes to the agreed upon onsite dates, a Change Fee may be applied to the client as a result of certain factors. Such factors include but are not limited to:

i. Client's request to change the schedule. (No fees will be charged if RTL is notified 30 days prior to pre-onsite date.)
ii. Client provided hardware is not available.
iii. The bank used by the client is not ready. (No fees will be applied if RTL is notified 30 days prior to install on the client's financial institution readiness.)

iv. Postponement of the onsite trip as a result of the client not meeting the milestones set on the BSIP. (No fees will be applied if RTL is notified 6 weeks prior to onsite visit schedule. It is our goal to ensure a smooth installation and client activity/milestones is crucial to the process. If, a client is unable to meet project milestones and are behind by 5 business days on the Project Calendar for a certain activity, a fee may be applied for postponement of the onsite visit.)

continuation …

f. Upon installation, if it appears that the RTL tech is compelled and required to return or extend their onsite visit during the implementation phase (not scheduled follow up). Client will be billed $850 per day plus $150 per day travel costs. This includes:

i. Travel/Lodging expenses (air, car, hotel) for the additional charges or price differential. RTL will require a signed Client Change Request Order to modify RTL tech's extension or supplemental visit.

ii. Additional charges may apply if it appears during installation that unexpected issues arise on the client's side

iii. Additional add-on system requirements stated before or during onsite visit not agreed upon in initial Project Implementation Plan

iv. System changes not requested on original project BPR.

g. Should there be a change in onsite schedule; client is responsible to pay *50% of the project deposit at the time of installation* (which includes hardware, software, and services). Please refer to the RTL Solution proposal for specific payment terms.

h. Should the need arise for the Onsite Implementation dates to be re-scheduled; the client may have to wait for the next cycle or the next time slot will be scheduled at the next available opening on RTL's project calendar. RTL will try to work with the client as soon as possible, however, be mindful that openings can vary from 1-12 weeks.

- The following notes concern travel details:

  a. Travel and other miscellaneous expenses for the duration of project implementation are included in the proposal.

  b. Travel Expenses include remote preparation, related implementation as well as optional solutions (supplemental on-site days).

  c. The client will be responsible for unexpected travel expenditure that will come up due to the lack of readiness by the client. If the client elects to "postpone" onsite visit within 4 weeks of scheduled onsite visit or it appears that additional time is required of the RTL technician to either extend or provide a secondary installation visit; the client may be required to cover additional fees/penalties for this modification. RTL technicians' schedules are rigid so "extending" their stay may not be an option and a secondary installation visit would be required at a later time. This is beyond RTL's control and would require the client to pay any fees associated with any travel.

  The client will be required to pay:

  - $35/day per diem
  - Airfare (flight change fees or secondary installation visit fare)
  - Lodging
  - Transportation (new or extended car rental fees)

Signature: _____ Date: _____

Printed Name: _____ Title: _____

RTLFiRST is the proprietary software of RT Lawrence Corporation and all rights and copyrights are reserved. RT Lawrence is the sole and exclusive owner and distributor of RTLFiRST. All changes are subject to RTL Remittance Processing Solution Agreement, RT Lawrence Corporation License Agreement, RTLFiRST Annual Support Agreement, RTLFiRST Software Warranty, Remittance Processing System Support & Maintenance, RTL Software and Technical Release Information, and RTL Implementation and Training documents. Any feature included in this document remains the sole property of RT Lawrence. It does not constitute programming for hire. The features, herein, remain to be the property of RT Lawrence, subject to all rights and maybe offered for sale to other clients.

Zimbra **rudy.salinas1@co.hidalgo.tx.us**

RE: Legal Review & Approval Request

From : Josephine Ramirez <josephine.ramirez@da.co.hidalgo.tx.us> Fri, Feb 12, 2016 09:11 AM

Subject : RE: Legal Review & Approval Request

To : 'Martha Salazar' <martha.salazar@co.hidalgo.tx.us>, 'victor garza' <victor.garza@da.co.hidalgo.tx.us>

Cc : 'Rudy Salinas' <rudy.salinas1@co.hidalgo.tx.us>, 'Liza Lopez' <liza.lopez@co.hidalgo.tx.us>

Ms. Salazar,

I have reviewed the attached agreement and approve as to form.

Thank you,

Josephine Ramirez Solis
Assistant Criminal District Attorney
Chief - Civil Division
Office of Criminal District Attorney
Hidalgo County, Texas
100 N Closner Rm 303
Edinburg, TX 78539
(956) 292-7609 ext. 8186
(956) 318-2079 FAX
josephine.ramirez@da.co.hidalgo.tx.us

****
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****

From: Martha Salazar [mailto:martha.salazar@co.hidalgo.tx.us]
Sent: Thursday, February 11, 2016 1:09 PM
To: Josephine Ramirez; victor garza
Cc: Rudy Salinas; Liza Lopez
Subject: Fwd: Legal Review & Approval Request

Couselors:
Please review and comment as to form the attached document. We will be placing on the agenda on 03-01-16 [if there is a meeting due to Primary Election Day].
Thanks,
Marty S.

From: "Rudy Salinas" <rudy.salinas1@co.hidalgo.tx.us>
To: "Martha \"Marty\" Salazar" <martha.salazar@co.hidalgo.tx.us>
Cc: "Liza Lopez" <liza.lopez@co.hidalgo.tx.us>
Sent: Thursday, February 11, 2016 11:35:52 AM
Subject: Legal Review & Approval Request

Ms. Salazar:
I'm forwarding the attached software upgrade agreement from RTL for the Tax Office Opex Machine which processes mail. Although the vendor will not require the agreement to be signed, I would like legal to review and approve as to form. We will seek CC approval on 3/1/16.

Note: HB-1295 will be pursued and complied with.

Thank You,

Rudy Salinas
292-7000 Ext: 4875

Zimbra **rudy.salinas1@co.hidalgo.tx.us**

FW: RTL 8.0 Version - Hidalgo County

From : Mary Garcia-Jackson <maria.garcia@hidalgocountytax.org> Wed, Feb 10, 2016 11:03 AM
Subject : FW: RTL 8.0 Version - Hidalgo County 3 attachments
To : Rudy Salinas <rudy.salinas1@co.hidalgo.tx.us>
Cc : rudy flores <rudy.flores@hidalgocountytax.org>

Thank you, I will forward this over to our Purchasing dept.

Mary D. Jackson
Executive Assistant
Hidalgo County Tax Office
2804 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2157
Fax: (956) 318-2733
Email: maria.garcia@hidalgocountytax.org

From: Bernadette Padilla [mailto:bernadette.padilla@rtlawrence.com]
Sent: Wednesday, February 10, 2016 10:54 AM
To: Mary Garcia-Jackson; karenjoy.javerto@rtlawrence.com
Subject: RE: RTL 8.0 Version - Hidalgo County

Hi Mary,

Purchase order will do. Let me know if you need anything else. Karen Javerto, your AM, can also assist you should you need immediate assistance.

Thank you,
Bernadette Padilla
Account Manager
Phone: 562.696.4843 ext 119
Fax: 866.330.3495
Web: www.rtlawrence.com

From: Mary Garcia-Jackson [mailto:maria.garcia@hidalgocountytax.org]
Sent: Wednesday, February 10, 2016 8:47 AM
To: karenjoy.javerto@rtlawrence.com
Cc: denzil.acay@rtlawrence.com
Subject: FW: RTL 8.0 Version - Hidalgo County

Hello,

I emailed the following response I received to you from our Purchasing dept. sometime last month. I have not received a response. Please advise.

Thank you in advance,

Mary D. Jackson
Executive Assistant
Hidalgo County Tax Office
2804 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2157
Fax: (956) 318-2733
Email: maria.garcia@hidalgocountytax.org

From: Mary Garcia-Jackson
Sent: Friday, January 15, 2016 10:05 AM
To: 'Rudy Salinas'
Cc: liza.lopez@co.hidalgo.tx.us
Subject: FW: RTL 8.0 Version - Hidalgo County

Let me know if there is anything else I can assist you with.

Thank you,

Mary D. Jackson
Executive Assistant
Hidalgo County Tax Office

2804 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2157
Fax: (956) 318-2733
Email: maria.garcia@hidalgocountytax.org

From: Karen Javerto [mailto:karenjoy.javerto@rtlawrence.com]
Sent: Thursday, January 14, 2016 5:20 PM
To: Mary Garcia-Jackson
Subject: RE: RTL 8.0 Version - Hidalgo County

Actually, the purchase order will be enough.

Thank you,

Karen

From: Mary Garcia-Jackson [mailto:maria.garcia@hidalgocountytax.org]
Sent: Thursday, January 14, 2016 2:30 PM
To: denzil.acay@rtlawrence.com
Subject: FW: RTL 8.0 Version - Hidalgo County

This is a question from our Purchasing Department:

Does the vendor absolutely requires the proposal signed or will our purchase order suffice?

Please let me know at your earliest convenience.

Mary D. Jackson
Executive Assistant
Hidalgo County Tax Office
2804 S. Bus. Hwy 281
Edinburg, Texas 78539
Phone: (956) 318-2157
Fax: (956) 318-2733
Email: maria.garcia@hidalgocountytax.org

From: Rudy Flores
Sent: Monday, January 11, 2016 8:22 AM
To: Mary Garcia-Jackson
Subject: FW: RTL 8.0 Version - Hidalgo County

Hi Mary,

Here is the updated quote.

Thanks,
Rudy

From: Karen Javerto [mailto:karenjoy.javerto@rtlawrence.com]
Sent: Friday, January 08, 2016 6:49 PM
To: Rudy Flores
Subject: RE: RTL 8.0 Version - Hidalgo County

Attached is the revised proposal for your review. Kindly send me the signed copy once approved.

Feel free to reach me should you have any questions and/or need anything further.

Have a wonderful weekend!

Sincerely,

Karen Javerto
karenjoy.javerto@rtlawrence.com
(562) 696-4843 ext. 105

RT Lawrence Corporation
Where Technology Meets Payments
www.rtlawrence.com

From: Rudy Flores [mailto:rudy.flores@hidalgocountytax.org]
Sent: Friday, January 8, 2016 3:07 PM
To: Karen Javerto
Subject: FW: RTL 8.0 Version

Hi Karen,

We have already gotten the preliminary approval from management for the upgrade, but our Purchasing department is requiring a Grand Total of the costs. I noticed that the Solution Grand Total is $9,000 and then below is the Travel Expenses of $3,000. Could a line below be added to reflect a Grand Total of $12,000 since that is what the Purchase Order is going to be made for.

Thanks,
Rudy

From: Denzil Acay [mailto:denzil.acay@rtlawrence.com]
Sent: Thursday, January 07, 2016 7:56 AM
To: Rudy Flores
Subject: RE: RTL 8.0 Version

Hi Rudy,

Enclosed is the updated quote. Let me know if you have questions, otherwise, please send me a signed copy so I can pin this project in our calendar.

Thanks and have a great day!

Denzil Acay
Account Manager
denzil.acay@rtlawrence.com
562 - 616-1781
RT Lawrence Corporation
Where Technology Meets Payments

From: Rudy Flores [mailto:rudy.flores@hidalgocountytax.org]
Sent: Tuesday, January 05, 2016 1:45 PM
To: Denzil Acay
Subject: RE: RTL 8.0 Version

HI Denzil,

Could we get an updated quote for RTLFirst 8.0 upgrade? Our Purchasing Dept. is requiring that a current date be reflected in the quote in order to proceed.

Thanks,
Rudy

From: Denzil Acay [mailto:denzil.acay@rtlawrence.com]
Sent: Friday, November 20, 2015 10:35 AM
To: Rudy Flores
Subject: RE: RTL 8.0 Version

Hi Rudy,

Thanks for taking time talking to me earlier.

As discussed, we are ready in moving forward and Upgrading Hidalgo County to RTLFiRST 8.0 version after your Tax Season and hold a Spot for you in April next year in our calendar.

Attached is the updated quote and I look forward in getting a signed quote before end of this year. Should you have any questions, just let me know.

Thanks,

Denzil Acay
Account Manager
denzil.acay@rtlawrence.com
562 - 616-1781
RT Lawrence Corporation
Where Technology Meets Payments

From: Denzil Acay [mailto:denzil.acay@rtlawrence.com]
Sent: Wednesday, May 06, 2015 7:45 AM
To: 'Rudy Flores'; 'Ferny Cantu'; 'Julio Espinosa'; 'Neida Chavana'
Subject: RE: RTL 8.0 Version

Hi Rudy,

Please see attached quote for 8.0 upgrade. Please send me signed copy or PO once approved.

Thanks and looking forward for this upgrade project. Let me know if you have questions.

Denzil Acay
Account Manager
denzil.acay@rtlawrence.com
562 - 616-1781
RT Lawrence Corporation
Where Technology Meets Payments

From: Denzil Acay [mailto:denzil.acay@rtlawrence.com]
Sent: Wednesday, May 06, 2015 7:18 AM
To: 'Rudy Flores'; 'Ferny Cantu'; 'Julio Espinosa'; 'Neida Chavana'
Subject: RE: RTL 8.0 Version

Thank you Rudy. I'll generate a quote ASAP and will get back to you.

Denzil Acay
Account Manager
denzil.acay@rtlawrence.com
562 - 616-1781
RT Lawrence Corporation
Where Technology Meets Payments

From: Rudy Flores [mailto:rudy.flores@hidalgocountytax.org]
Sent: Wednesday, May 06, 2015 7:14 AM
To: Denzil Acay; Ferny Cantu; Julio Espinosa; Neida Chavana
Subject: RE: RTL 8.0 Version

Good morning Denzil,

We are interested and would like to schedule the upgrade this summer if possible. I spoke with John during the User Group Meeting and expressed our interest in being the first to get updated to 8.0 since we do not have much special logic in place. Please advise us on this.

Thanks,
Rudy

From: Denzil Acay [mailto:denzil.acay@rtlawrence.com]
Sent: Wednesday, May 06, 2015 8:51 AM
To: Rudy Flores; Ferny Cantu; Julio Espinosa; Neida Chavana
Subject: RTL 8.0 Version

Good morning,

Please see attached updated information about RTLFiRST 8.0 version. As discussed during the last User Group Meeting, we are now ready to upgrade TX Tax Collector to our latest version. However, as discussed, we cannot schedule everyone this year before tax season; we will need to fill in the schedule for later this year and next.

Please let me know your interest in upgrading to 8.0 and your thoughts on timing. Please call me or John Phillips and we can discuss more about this.

Denzil Acay
Account Manager
denzil.acay@rtlawrence.com
562 - 616-1781
RT Lawrence Corporation
Where Technology Meets Payments

This email is free from viruses and malware because avast! Antivirus protection is active.

This email has been checked for viruses by Avast antivirus software.
www.avast.com

This email has been sent from a virus-free computer protected by Avast.
www.avast.com

image001.png
6 KB

image002.jpg
16 KB

image003.jpg
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AI-53293

Purchasing Department 11. C.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Elena Gomez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting authority to advertise and approval of procurement packet (i.e. specifications/requirements, legal notice, purchase order terms/conditions & draft requirement agreement etc) as attached hereto for: Hidalgo County Pct 2-"Purchase of One (1) used 2002 Maximizer Asphalt Distributor" RFB: 2015-057-03-23-MEG with acquisition/evidence through a properly processed Purchase Order including the re-advertising of project in the event no Bid responses are received and/or are rejected and project is still required.

BACKGROUND

Proposal shedule
1st advertisement: 03/05/16
2nd advertisement: 03/12/16
Bid Opening: 03/23/16

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1200-431-00-122-006-0-751
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:
PO # 738180 FOR ADVERTISE

FISCAL YEAR: 2016 ACCT. #: 6-1200-431-00-122-006-0-751
FUNDS AVAILABLE Y/N?: Y MATCHING FUNDS Y/N?: N

BUDGETARY IMPACT:
Funds will be appropriated upon bid award.

Attachments

LEGAL NOTICE
APPROVAL OF SPECS FROM DEPT
A

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/09/2016 02:13 PM
Budget & Management	Veronica Ortiz	02/10/2016 04:50 PM
Glinda Pacheco	Glinda Pacheco	02/11/2016 03:34 PM

Form Started By: Elena Gomez Started On: 02/05/2016 01:16 PM

Final Approval Date: 02/11/2016

Bid No: 2016-057-03-23-MEG	**Procurement Process Coordinator : Elena Gomez**	**Tel. No: (956) 318-2626 ext 4855**

REQUEST FOR BIDS

HIDALGO COUNTY PCT 2
"Purchase of One Use Rosco-Maximizer Asphalt Distributor"

BID OPENING DATE:
MARCH 23, 2016

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
956 318-2626

Form HCPD-03

1. Sealed bids will be received for **HIDALGO COUNTY- "Purchase of (1) Used Rosco Maximizer Asphalt Distributor"** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders 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 specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. One (1) original and Three (3) copies of all bids are required with the bidders name and return address clearly typed and or/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: **"RFB No. 2016-057-03-23-MEG HIDALGO COUNTY- "Purchase of (1) Used Rosco Maximizer Asphalt Distributor"** and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas**, on or before 9:30 A.M, WEDNESDAY MARCH 23, 2016. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB 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 WITH REFERENCE TO HIDALGO COUNTY-"Purchase of One (1) Used Rosco Maximizer Asphalt Distributor".**

   Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. 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 bidder, or to reject all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.

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, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid 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 Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., County Prepaid.

12. 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.

13. 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 bid 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.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy o their Federal ID Number Certificate.

15. 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, Purchasing Agent before delivery will be accepted.

- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
  a) Name and address of successful bidder
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)
  d) Notation - **HIDALGO COUNTY--"Purchase of One (1) Used Rosco Maximizer Asphalt Distributor"** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
  e) Contract number must be indicated on all invoices
- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

Hidalgo County Auditor's Office
2808 S. Business Hwy 281
Edinburg, Tx 78539
(956) 318-2511

17. Schedule of Events

Bid Opening, 9:30 A.M.	**MARCH 23, 2016**
Award of Contract	_____, 2016
Commence Work or Deliver Products	**_____, 2016**

18. 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 & 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 bidders 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 45CFR Part 76.

. Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder 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 material men 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.

19. 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 proposal 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.

20. Disclosure of Conflict of Interest

. Effective January 1, 2016, 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 bidder 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. **Completed Form CIQ must be submitted to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539 - Hidalgo County Courthouse.**

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT. QUESTIONS REGARDING COMPLIANCE SHOULD BE DIRECTED TO YOUR LEGAL COUNSEL.

21. CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFB packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFB Project No. (2016-057-03-23), as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to: _____. Hidalgo County cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed and notarized may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website:

https://www.ethics.state.tx.us/tec/1295-Info.htm

THE AWARDED VENDOR WILL HAVE THIRTY (30) DAYS TO SUBMIT THE SIGNED NOTARIZED FORM 1295. *HIDALGO COUNTY CANNOT ENTER INTO A CONTRACT UNTIL FORM 1295 IS SUBMITTED.*

FORM CIS (LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT will be included in packet as Exhibit "D-2". This is to inform all prospective Vendors of the new statue (HB 23), becoming effective on September 01, 2015.

FORM CIS IS THE SOLE RESPONSIBILITY OF HIDALGO COUNTY. Should you have any questions regarding HB23, (form CIS) please direct yourself and/or consult with your Legal Counsel.

22. If, during the life of any contract or bid awarded, the successful bidder'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 the County.
23. Bids, and all goods and services provided hereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

24. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the bid;
- 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.

25. Successful bidder 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 bidder'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.

26. Any contract award to a successful bidder 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 day's written notice prior to cancellation.

27. 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 bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the specifications.

28. Successful bidder 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 bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in

any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder 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 bidder'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 and services provided by successful bidder.

29. Successful bidder 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 Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder 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.

30. 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.

31. The successful bidder 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.

Bid
for
HIDALGO COUNTY
"Purchase of One (1) Used Rosco Maximizer Asphalt Distributor"
BID NO.: 2016-057-03-23-MEG

To: Martha L. Salazar, CPPB, Purchasing Agent
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

PURCHASING DEPARMENT
County of Hidalgo

MEMORANDUM

TO: Commissioner Eduardo Cantu
Hidalgo County Pct 2
Attn: Erika Zamora

From: Elena Gomez, Procurement Process Coordinator
Hidalgo County Purchasing Dept.

Date: January 26, 2016

Re: Bid No. 2016-057-00-00-MEG-Approval of Specifications for
HIDALGO COUNTY PCT 2"Purchase of one used Maximizer

Please review the following **SPECIFICATIONS and** verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE.** If specification is **NOT** met, make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4855.

APPROVE ☑	DISAPPROVE ☐
APPROVED WITH MODIFICATIONS ☐	

FUNDS AVAILABILITY: ✓ YES / _____ NO/ ✓ Other

(Specify) Funds will be appropriated upon bid award.

BUDGET ACCOUNT #: 6-1200-431-00-122-006-0-751

Erika Zamora	Erika Zamora	Pct 2	214116
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: elena.gomez@co.hidalgo.tx.us as soon as possible.

Enclosures

SPECIFICATIONS AND REQUIREMENTS:

Hidalgo County is seeking to Purchase a (1) one used 2002 Maximizer 3 Asphalt Distributor in good working condition with the following requirements: As a onetime purchase with acquisition/evidence through a properly processed submitted requisition and/or Purchase Order.

- Freightliner FL70 with 85,000 Miles or less
- 12,800 or less Hours
- Air Conditioned Cab
- Automatic In-Cab Controls
- 2000 Gallon Asphalt Tank
- 8'-16' extendible spraybar
- 400 gpm viking asphalt pump
- Enviro flush clean out system.
- Unlimited technical support for 30 days
- Pre delivery overview and training (2-4) hours
- At least 1 year warranty on engine, drivetrain, all parts & labor.

STANDARD TERMS & CONDITION:

1. County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.

2. County will seek purchases from state awarded vendors whenever it is, its best interest to do so.

3. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.

4. Any contract awarded to a successful bidder will be in effect until; if and when applicable
   a) The contract expires
   b) Delivery acceptance of products and/or performance of services ordered, or
   c) Terminated by County with thirty (30) days written notice prior to be cancellation.

5. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in its best interest to do so.

6. The Purchase Order will be awarded to the qualified responsible vendor(s) submitting the lowest and best bid on the product specified herein.

9 Insurance requirements for this project to be maintained throughout the contract term (Refer to limits on the Exhibit "C" for limits).

10. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantage to the County.

11 Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any

action. In cases of discrepancy between unit price and extension, the unit price shall govern.

12. After bid is awarded and low bidder s default s in meeting the general instructions to bidders and/or comply with contract agreement, Hidalgo County reserves the right to seek services from the next low bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item**.**

Market Volatility and Unit Price Adjustments:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1) **Requesting Price Adjustment**: Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.

   - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
   - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
   - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
   - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
   - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.

2) **Price Reduction**: Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

3) **Timeframe for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon

written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4) **Allowable Review Periods**: Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

5) **Dollar Limit to Price Changes**: The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

Additional Information:

All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.

Information regarding this project can be addressed in writing, to the Hidalgo County Purchasing Department. Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposal or statement of qualifications be addressed to Martha L. Salazar, Cppb, Purchasing Agent**, AT 2802 SOUTH BUSINESS HWY 281, EDINBURG, TEXAS 78539.**

TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Monday MARCH 07, 2016 AT 5:00 P.M., AT (956) 318-2629. RESPONSES TO SAID INQUIRIES WILL BE SENT TO ALL APPLICANTS VIA FACSIMILE BY NO LATER THAN 5:00 P.M. Wednesday MARCH 09, 2016.

AI-53299

Purchasing Department 11. D.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Norma Ceballos, COMM. PCT. #3

Submitted By: Norma Ceballos, COMM. PCT. #3

Department: COMM. PCT. #3

Information

CAPTION

Approve Payment Application No. 9 in the amount $105,432.50 from IOC Company, LLC, awarded contractor for Precinct No. 3's, "Mile 2 North Roadway Project" as certified for payment by project engineer, L&G Engineer, C-14-153-02-17.

BACKGROUND

PO #725568 Mile 2 North Roadway Project.

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1315-431-00-123-094-0-721

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

BUDGETARY IMPACT:

PO#725568

Attachments

Invoice

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/09/2016 02:17 PM
Budget & Management	Veronica Ortiz	02/10/2016 04:51 PM
Glinda Pacheco	Glinda Pacheco	02/11/2016 03:56 PM

Form Started By: Norma Ceballos Started On: 02/05/2016 03:10 PM

Final Approval Date: 02/11/2016

SIGN: _____
REQ# 27694/8
PO# 125568

Project:	Mile 2 North	IOC Project No:	14.1018
Owner:	Hidalgo County	Pay Application:	9
Engineer:	L&G Engineer		
Contractor:	IOC Company, LLC 9312 E Curve Rd Edinburg, Tx 78542		

Payment Period From: 1/1/2016 To 1/31/2016

SUMMARY OF PAYMENT ESTIMATE VALUES FROM ATTACHED TABULATIONS

Original Contract Amount	$1,569,523.71
Approved Change Orders	$0.00
Current Contract Amount	$1,569,523.71
Total Value of Original Contract Performed	$416,961.71
Attachment "A" consisting of ____ pages	
Approved Change Orders	$0.00
Attachment "B" consisting of ____ pages	
Materials On Hand	$100,093.42
Attachment "C" consisting of _____ pages	
Total Work Completed & Stored	$517,055.13
Less Amount Retained at 5%	$25,852.76
Net Amount Earned on Contract	$491,202.37
Less Amount of Previous Payments	$385,769.87
BALANCE DUE THIS STATEMENT	$105,432.50
Percentage of Contract Paid to Date	31.30%

The undersigned Contractor certifies that all work, including materials on hand, covered by this Periodical Payment have been completed or delivered in accordance with Contract Documents, that all amounts have been paid for work, materials, and equipment for which previous Periodical Payments were issued and received from the Owner, and that the current payment shown herein is now due.

Contractor: IOC Company, LLC By: _____ Date: 2/2/2016
Felipe Saavedra, Project Manager

Subscribed and sworn to before me this 2nd day of February, 2016.

Notary Public: _____
My commision Expires: Nov. 14, 2017

MARIA SOLIS
Notary Public, State of Texas
My Commission Expires
November 14, 2017

Recommended For Payment By:

_____ Date

Approved for Payment By:

_____ Date

Approved for Payment By:

_____ Date

Approved for Payment By:

_____ Date

INVOICE RECEIVED BY
_____ ON 2/5/16
GOODS/SERVICES RECEIVED BY
Contract Labor ON 1/1-31/16

6-1315-431-000-123-094-0-731 $1775.71
6-1315-114-20-000-019-0-000 $103,745.58

MARIA SOLIS
Notary Public, State of Texas
My Commission Expires
November 14, 2017

AI-53346

Purchasing Department 11. E.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Tanya Delira, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Information Technology Department:

1. Requesting authority to process requisition #290766 to the Department of Information Resources in the amount of $253,491.04 for telephone [regular and/or long distance] services including related features/services through the County's membership/participation with DIR-TEXAN-NG-CTSA-005;

2. Pursuant to the existing Sole Source Declaration [CC 07-17-13], requesting authority to process Requisition #292324 to Time Warner Cable in the amount of $68,160.00 for [regular and/or long distance] services for locations identified in supporting documentation and subject to compliance with HB1295 when and if applicable.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: Various

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

BUDGETARY IMPACT:

Funds available as of 02/19/2016

PLEASE FIND ALL FULLY FUNDED ACCOUNTS ATTACHED TO DIR BACKUP DOCUMENTATION, TOO MANY ACCOUNTS TO BE ENTERED.

Attachments

DIR

TWC

form

letter

Form Review

Inbox Reviewed By Date

Purchasing Department	Marty Salazar	02/19/2016 03:37 PM
Budget & Management	Veronica Ortiz	02/19/2016 03:49 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Tanya Delira Started On: 02/10/2016 10:18 AM

Final Approval Date: 02/19/2016

Requisition

Req # 00290766

PO #

Date: 01/14/16

Bill To: x
x

Vendor : 315354

DEPARTMENT OF INFORMATION RESOURCES
P.O. BOX 13564
AUSTIN TX 78711-3564

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact: EDNA KIRBY
956-292-7010

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DIR-TEXAN-NG-CTSA-005 DIR-TEXAN-NG-CTSA-008 SOLE SOURCE DECLARATION AI 42804 1/28/14 REGULAR OPEN PURCHASE ORDER WITH OPTION TO INCREASE DO NOT DUPLICATE ORDER		
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 92ND DC 6-1100-412-00-001-001-0-531	.78	.78
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 139TH DC 6-1100-412-00-003-001-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 206TH DC 6-1100-412-00-004-001-0-531	4.29	4.29
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 275TH DC 6-1100-412-00-005-001-0-531	.26	.26
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 332ND DC 6-1100-412-00-007-001-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 370TH DC 6-1100-412-00-007-001-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 INDIGENT DEFENSE 6-1100-412-00-009-003-0-531	.91	.91
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 449TH DC 6-1100-412-00-011-001-0-531	3.77	3.77
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 13TH CRT OF APP 6-1100-412-00-040-001-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 AUXILIARY COURT 6-1100-412-00-045-001-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 CRIM DA 6-1100-412-00-080-002-0-531	53.11	53.11
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 IT COUNTYWIDE 6-1100-415-00-200-002-0-531	226,013.00	226,013.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 TAX OFF 6-1100-415-15-140-001-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 FACILITIES MGMT 6-1100-419-40-220-001-0-531	.52	.52
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 ADULT PROB 6-1100-423-00-320-001-0-531	3.25	3.25
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 JAIL 6-1100-423-21-280-002-0-531	6,911.30	6,911.30
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 JUVENILE DET PRE 6-1100-423-79-330-001-0-531	.78	.78
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 HEALTH ADM 6-1100-441-00-340-001-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 HEALTH CLINICS 6-1100-441-00-340-003-0-531	20,426.01	20,426.01

Authorized By: _____

Requisition

Req # 00290766

PO #

Date: 01/14/16

Bill To: x
x

Vendor : 315354

DEPARTMENT OF INFORMATION RESOURCES
P.O. BOX 13564
AUSTIN TX 78711-3564

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 HUMAN SERVICES 6-1100-444-00-240-001-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 PCT 3 PARKS 6-1100-452-00-123-008-0-531	.78	.78
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 TX AGRILIFE EXT 6-1100-461-00-380-001-0-531	70.46	70.46
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 PCT 4 ADM 6-1200-431-00-124-005-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 LAW LIBRARY 6-1247-412-50-100-001-0-531	1.82	1.82
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 HIDTA 6-1254-412-00-270-014-0-531	.00	.00
1.00	EACH	TELEPHONE SERVICE JANUARY THRU DECEMBER 2016 SAFT 6-1297-423-00-320-020-6-531	.00	.00
		Account No	Encumbrance	
		6-1100-412-00-001-001-0-531	.78	
		6-1100-412-00-003-001-0-531	.00	
		6-1100-412-00-004-001-0-531	4.29	
		6-1100-412-00-005-001-0-531	.26	
		6-1100-412-00-006-001-0-531	.00	
		6-1100-412-00-007-001-0-531	.00	
		6-1100-412-00-011-001-0-531	3.77	
		6-1100-412-00-040-001-0-531	.00	
		6-1100-412-00-045-001-0-531	.00	
		6-1100-412-00-070-001-0-531	.91	
		6-1100-412-00-080-002-0-531	53.11	
		6-1100-415-00-200-002-0-531	226,013.00	
		6-1100-415-15-140-001-0-531	.00	
		6-1100-419-40-220-001-0-531	.52	
		6-1100-423-00-320-001-0-531	3.25	
		6-1100-423-21-280-002-0-531	6,911.30	
		6-1100-423-79-330-001-0-531	.78	
		6-1100-441-00-340-001-0-531	.00	
		6-1100-441-00-340-003-0-531	20,426.01	
		6-1100-444-00-240-001-0-531	.00	
		6-1100-452-00-123-008-0-531	.78	
		6-1100-461-00-380-001-0-531	70.46	
		6-1200-431-00-124-005-0-531	.00	

Authorized By: _____

Requisition

Req # 00290766

PO #

Date: 01/14/16

Bill To: x
x

Vendor : 315354
DEPARTMENT OF INFORMATION RESOURCES
P.O. BOX 13564
AUSTIN TX 78711-3564

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		Account No	Encumbrance	
		6-1247-412-50-100-001-0-531	1.82	
		6-1254-412-00-270-014-0-531	.00	
		6-1297-423-00-320-020-6-531	.00	
			Freight	.00
			Total	253,491.04
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233		

Authorized By: _____

AI-53346 **Purchasing Department 15. 0.**

CC CONSENT

Meeting Date: 03/01/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Tanya Delira, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Information Technology Department:

1. Requesting authority to issue payment for our telephone and realted services through the sole source declaration done on 01/28/2014 under AI-42804 AT&T through our coop membership/participation with DIR-TEXAN-NG-CTSA-005 thru requisition # 290766 in the amount of $253,491.04.

A. Requesting authority to approve any future requests over $50,000.00 under this sole source declaration for the lifetime of the services and or equipment.

2. Requesting authority to issue payment to Time Warner Cable thru the Sole Souce Declation done on 07/17/2013 thru requisition 292324 in the amount of $68,160.00

A. Requesting authority to approve any future requests over $50,000.00 under this sole source declaration for the lifetime of the services and or equipment.

BACKGROUND

Fiscal Impact

FISCAL YEAR: ACCT. #:

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

BUDGETARY IMPACT:

PLEASE FIND ALL FULLY FUNDED ACCOUNTS ATTACHED TO DIR BACKUP DOCUMENTATION, TOO MANY ACCOUNTS TO BE ENTERED.

Attachments

DIR

TIME WARNER CABLE

Form Review

Inbox	**Reviewed By**	**Date**
Purchasing Department		
Budget & Management		
Final Approval		

Form Started By: Tanya Delira Started On: 02/10/2016 10:18 AM

AT&T Corp.

Vendor ID
1134924710302
URL
Vendor Website
(http://www.texanng.com/)
HUB Type
Non HUB

E-Rate Qualified

DIR Contract Number
DIR-TEX-AN-NG-CTSA-005
Contract Term End Date
7/1/2016
Contract Exp Date
7/1/2021

Contact AT&T Corp.

Contact
Marcus Montemayor
(mailto:marcus.montemayor@att.com)
Phone
512-421-5160
Fax
(512) 870-4388

Contact DIR

Contact
Skip Bartek
(mailto:skip.bartek@dir.texas.gov)
Phone
(512) 936-9876
Fax
(512) 475-4759

Contract Overview

AT&T provides telecommunications services through this contract, including: local voice services, long distance services, internet, metro ethernet, small office/home office (SOHO), and voice over IP (VOIP) services. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. Resellers are not available for this contract. TEX-AN NG contracts are all E-RATE certified - application number is 913190000842787.

Contract Documents

- DIR-TEX-AN-NG-CTSA-005 Contract PDF (1.1MB)
(http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Contract.pdf)
- DIR-TEX-AN-NG-CTSA-005 Exhibit C-1 Pricing PDF (4.67MB)
(http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Exhibit C-1 Pricing.pdf)

Tele - Metro Ethernet Services
Tele - Data Services
Tele - Internet Services
Tele - Local Voice Services
Tele - Long Distance
Show more

Commodity Codes (16 total)

838-33 - Communications: Networking, Linking, Fiber Modems, Power Over Ethernet, Wireless
838-35 - Communication Systems, Integrated (Includes Telephone, Clock, Intercom, etc.)
838-83 - Telecommunication (Internet Protocol) Network Monitoring, Surveillance, Intrusion Detection Systems and Networking Products
838-85 - Telecommunication Parts and Accessories (Not Otherwise Classified)
838-96 - Wire and Cable, Telecommunication (Not Otherwise Specified)
Show more

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300 W. 15th Street, Suite 1300
Austin, TX 78701 | 512.475.4700

- DIR-TEX-AN-NG-CTSA-005 Plan D1 - SLA PDF (148.89KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan D1 - SLA.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F1 - Network to Network Interface PDF (336.2KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F1 - Network to Network Interface.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F2 - Capacity Management PDF (191.95KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F2 - Capacity Management.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F3 - Disaster Recovery PDF (89.25KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F3 - Disaster Recovery.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F8 - Marketing PDF (246.11KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F8 - Marketing.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F9 - Service Delivery PDF (225.43KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F9 - Service Delivery.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F11 - Order Process PDF (144.22KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F11 - Order Process.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F13 - Change Management PDF (118.81KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F13 - Change Management.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F15 - Inventory Management PDF (118.58KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F15 - Inventory Management.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F17 - Help Desk Management PDF (164.52KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F17 - Help Desk Management.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F18 - Billing PDF (366.88KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F18 - Billing.pdf)
- DIR-TEX-AN-NG-CTSA-005 Plan F20 - Program Management PDF (195.95KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Plan F20 - Program Management.pdf)
- DIR-TEX-AN-NG-CTSA-005 Exhibit I - HUB Plan PDF (474.38KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Exhibit I - HUB Plan.pdf)

- DIR-TEX-AN-NG-CTSA-005 Appendix C1 - CSA PDF (203.64KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Appendix C1 - CSA.pdf)
- DIR-TEX-AN-NG-CTSA-005 TEXAN NG RFO DIR-TEX-AN-NG-001 ZIP (18.53MB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 TEXAN NG RFO DIR-TEX-AN-NG-001.zip)
- DIR-TEX-AN-NG-CTSA-005 Amendment 1 PDF (70.6KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Amendment 1.pdf)
- DIR-TEX-AN-NG-CTSA-005 Amendment 2 PDF (68.15KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Amendment 2.pdf)
- DIR-TEX-AN-NG-CTSA-005 Amendment 3 PDF (82.96KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TEX-AN-NG-CTSA-005 Amendment 3.pdf)

Electronic and Information Resources (EIR) Accessibility

Information regarding Electronic and Information Resources (EIR) accessibility of this vendor's offerings is included in the contract. Agencies purchasing products or services are responsible for complying with Texas EIR Accessibility statute and rules, as defined in TGC 2054 Subchapter M, 1TAC 206, and 1 TAC 213. For additional information, visit the Vendor Website or contact the vendor directly.

Please note that some of the documents on this page are in the PDF format. Please download the Adobe Reader (http://get.adobe.com/reader/) in order to view these documents.

How To Order

For product and pricing information, Customer can access the AT&T Website (http://www.texanng.com/) at: http://www.texanng.com/ (http://www.texanng.com/) or contact an AT&T representative at (512) 421-5008 or via email (mailto:texanng@att.com) at: texanng@att.com (mailto:texanng@att.com)

1. For **Long Distance and Data Services (including Internet and Metro Ethernet):**
   When Customer is ready to place an order, Customer will contact DIR Telecommunications at (877) 472-4848, option 4 or

Available Brands (1 total)

AT&T

Show more

Available Products & Services (7 total)

Show more

Requisition

Req # 00292324

PO #

Date: 02/03/16

Bill To: x
x

Vendor : 231924
TIME WARNER CABLE
P.O. BOX 60074
CITY OF INDUSTRY CA 91716-0074

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact: EDNA KIRBY
956-292-7010

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		AI 39587 REGULAR 07/17/13 SOLE SOURCE DECLARATION ACCT. 8260 18 300 0001497 SOLE SOURCE APPROVAL ATTACHED JANUARY THRU DECEMBER 2016 DO NOT DUPLICATE ORDER		
12.00	MONTH	100 CLOSNER BLVD. EDINBURG, TEXAS 78539 BUSINESS CLASS PRI QTY 4 @475.00 $1,900.00 12 months = $22,800.00 DID'S $135.00 LD MINUTES 20k $340.00 TOTAL $2,375.00	2,375.00	28,500.00
12.00	MONTH	TAXES	335.00	4,020.00
12.00	MONTH	100 N. CLOSNER BLVD. EDINBURG, TEXAS 78539 BUSINESS CLASS PRI QTY (2) $475.00 $950.00 DID'S 120 $36.00 LD MINUTES 20K $340.00 TOTAL $1,326.00	1,326.00	15,912.00
12.00	MONTH	TAXES	142.00	1,704.00
12.00	MONTH	300 W HALL ACRES RD PHARR, TEXAS BUSINESS CLASS PRI QTY (1) $475.00 DID'S 60 $9.00 DID'S 100 $45.00 LD MINUTES 20K $340.00 TOTAL $869.00	869.00	10,428.00
12.00	MONTH	TAXES	62.00	744.00
12.00	EACH	724 N BREYFOGLE MISSION, TEXAS BUSINESS CLASS PRI QTY (1) $475.00 DID'S 240 $36.00 LD MINUTES 3K $0.00 TOTAL $511.00	511.00	6,132.00
12.00	MONTH	TAXES	60.00	720.00
		Account No	Encumbrance	
		6-1100-415-00-200-002-0-531	68,160.00	

Authorized By: _____

Requisition

Req # 00292324

PO #

Date: 02/03/16

Bill To: x
x

Vendor : 231924
TIME WARNER CABLE
P.O. BOX 60074
CITY OF INDUSTRY CA 91716-0074

Ship To: INFORMATION TECHNOLOGY DEPARTMENT
100 E. CANO, 4TH FLOOR
EDINBURG TX 78540

Contact:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		REPORT ROAD HAZARDS 1-866-HCR-SAFE OR 1-866-427-7233	Freight	.00
			Total	68,160.00

Authorized By: _____

Time Warner Cable

TELEPHONE TRUNKING SERVICE PRIs

PRI (Primary Rate Interface)

TX Commercial	1yr	2yr	3yr	4yr	5Yr
Full PRI 23+D (PRIoF or PRIoD)	$575.00	$550.00	$475.00	$450.00	$425.00
8 Channels (PRIoD)	$399.95	$384.95	$329.95	$314.95	$299.95
12 Channels (PRIoD)	$429.95	$399.95	$349.95	$334.95	$314.95
16 Channels (PRIoD)	$459.95	$439.95	$379.95	$359.95	$339.95
Block of 20 DIDs	$3.00	$3.00	$3.00	$3.00	$3.00
Block of 100 DIDs	$15.00	$15.00	$15.00	$15.00	$15.00
Remote call Forwarding	$13.95	$13.95	$13.95	$13.95	$13.95
PRI Installation, per PRI	$350.00	$350.00	$350.00	$350.00	$350.00
Installation Discount Options	n/a	n/a	($175.00)	($200.00)	($350.00)

Time Warner Cable

ANALOG POTS (PLAIN OLD TELEPHONE SERVICE)

BCP	MTM			1 Year			2 Year			3 Year			4 Year			5 Year		
	Single Play	Double Play	Triple Play	Single Play	Double Play	Triple Play	Single Play	Double Play	Triple Play	Single Play	Double Play	Triple Play	Single Play	Double Play	Triple Play	Single Play	Double Play	Triple Play
BCP Unlimited	n/a	n/a	n/a	$54.95	$46.95	$43.95	$50.95	$42.95	$40.95	$48.95	$40.95	$39.95	$48.95	$40.95	$39.95	$48.95	$40.95	$39.95
BCP In-State	n/a	n/a	n/a	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95	$29.95
BCP Local	n/a	n/a	n/a	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95	$24.95

Zimbra **evangelina.garcia@co.hidalgo.tx.us**

Re: Time Warner pricing

From : Renan Ramirez <renan.ramirez@co.hidalgo.tx.us> Tue, Jul 09, 2013 07:57 AM
Subject : Re: Time Warner pricing 2 attachments
To : Evangelina Garcia <evangelina.garcia@co.hidalgo.tx.us>
Cc : Martha Salazar <martha.salazar@co.hidalgo.tx.us>, Lee Peña <lee.pena@co.hidalgo.tx.us>, Oralia Regino <oralia.regino@co.hidalgo.tx.us>

Vangie,

I apologize for the confusion. I have obtained the information from Time Warner. I have attached the pricing schedule for telephone services ONLY. Please see attachments. The pricing on the sheets are the monthly amounts.

If you have any questions please feel free to let me know.

Thanks!

Renán Ramirez
Chief Information Officer
County of Hidalgo, Texas
956-289-7444

From: "Evangelina Garcia" <evangelina.garcia@co.hidalgo.tx.us>
To: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>
Cc: "martha salazar" <martha.salazar@co.hidalgo.tx.us>
Sent: Monday, July 8, 2013 4:53:24 PM
Subject: Re: Fwd: Time Warner pricing

Renan:
On the attached information, is the rate schedule document the one that has "PRI Phone Trunks" written on the page. Will this be the only page that I will be attaching on the agenda?
Thanks
----- Original Message -----
From: Renan Ramirez <renan.ramirez@co.hidalgo.tx.us>
To: Evangelina Garcia <evangelina.garcia@co.hidalgo.tx.us>
Sent: Mon, 08 Jul 2013 14:28:38 -0500 (CDT)
Subject: Fwd: Time Warner pricing
e

Renán Ramirez
Chief Information Officer
County of Hidalgo, Texas
956-289-7444

From: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>
To: "Martha Salazar" <martha.salazar@co.hidalgo.tx.us>
Cc: "Darlene H. Betancourt" <darlene.betancourt@co.hidalgo.tx.us>, "Edna Kirby" <edna.kirby@co.hidalgo.tx.us>, "Lee Peña" <lee.pena@co.hidalgo.tx.us>, "oralia" <oralia@co.hidalgo.tx.us>, "Juan De leon" <juan@co.hidalgo.tx.us>, "Noah Lopez" <noah.lopez@co.hidalgo.tx.us>, "Arturo Garcia" <arturo.garcia@twcable.com>, "judith escamilla" <judith.escamilla@twcable.com>
Sent: Tuesday, June 18, 2013 2:15:48 PM
Subject: Time Warner pricing

Marty,
Attached please find the pricing schedule for Time Warner cable voice and video services. I would like to place the item through Commissioner's Court promptly as we need to engage these services in order to complete the migration of our voice services.
I have also contacted the other vendors, but I've yet to hear back from them, so I am requesting we move forward with Time Warner.
If you have any questions please feel free to contact me.
Thanks!

Renán Ramirez
Chief Information Officer
County of Hidalgo, Texas
956-289-7444

2013 - Time Warner Cable Rates PRIs.pdf
64 KB
2013 - Time Warner Cable Rates POTS.pdf
68 KB

REQ. 292324

GO COUNTY

	Account Name	CONTROL ACCOUNT	Sub Account	Location Address	Service	Monthly
A/GARCIA	Hidalgo County	8260183000001497	8260180040710087*	100 N Closner Blvd Edinburg Texas 78539	PRI	$ 475.
A/GARCIA	Hidalgo County	8260183000001497	8260180040710087*	100 N Closner Blvd Edinburg Texas 78539	PRI	$ 475.
A/GARCIA	Hjdalgo County	8260183000001497	8260180040710087*	100 N Closner Blvd Edinburg Texas 78539	PRI	$ 475.
A/GARCIA	Hidalgo County	8260183000001497	8260180040710087*	100 N Closner Blvd Edinburg Texas 78539	PRI	$ 475.
A/GARCIA	Hidalgo County	8260183000001497	8260180040710087*	100 N Closner Blvd Edinburg Texas 78539	DIDs	$ 135.
A/GARCIA	Hidalgo County	8260183000001497	8260180040710087*	100 N Closner Blvd Edinburg Texas 78539	LD Minutes 20k	$ 340.
A/GARCIA	Hidalgo County					
A/GARCIA	Hidalgo County	8260183000001497	8260180040710103*	100 N Closner Blvd Edinburg Texas 78539	PRI	$ 475.
A/GARCIA	Hidalgo County	8260183000001497	8260180040710103*	100 N Closner Blvd Edinburg Texas 78539	PRI	$ 475.
A/GARCIA	Hidalgo County	8260183000001497	8260180040710103*	100 N Closner Blvd Edinburg Texas 78539	DIDs 120	$ 36.
A/GARCIA	Hidalgo County	8260183000001497	8260180040710103*	100 N Closner Blvd Edinburg Texas 78539	LD Minutes 20k	$ 340.
A/GARCIA	Hidalgo County					
A/GARCIA	Hidalgo County	8260183000001497	8260180050555703*	300 W Hall Acres Rd Pharr, Texas 78577	PRI	$ 475.
A/GARCIA	Hidalgo County	8260183000001497	8260180050555703*	300 W Hall Acres Rd Pharr, Texas 78577	DIDs 60	$ 9.
A/GARCIA	Hidalgo County	8260183000001497	8260180050555703*	300 W Hall Acres Rd Pharr, Texas 78577	DIDS 100	$ 45.
A/GARCIA	Hidalgo County	8260183000001497	8260180050555703*	300 W Hall Acres Rd Pharr, Texas 78577	LD Minutes 20k	$ 340.
A/GARCIA	Hidalgo County					
A/GARCIA	Hidalgo County	8260183000001497	8260180350341630	724 N Breyfigle Mission, Texas 78574	PRI	$ 475.
A/GARCIA	Hidalgo County	8260183000001497	8260180350341630	724 N Breyfigle Mission, Texas 78574	DIDs 240	$ 36.
A/GARCIA	Hidalgo County	8260183000001497	8260180350341630	724 N Breyfigle Mission, Texas 78574	LD Minutes 3k	$ -
						$ 5,081.

	NAME	Account Number2	Account Number	Address	SERVICE	MRC
A/GARCIA	Hidalgo County	8260180350341754*	8260180350341754*	3003 E MILE 11 N Weslaco Texas 78596	PRI	$ 475.
A/GARCIA	Hidalgo County	8260180350341754*	8260180350341754*	3003 E MILE 11 N Weslaco Texas 78596	260 DIDs	$ 39.
A/GARCIA	Hidalgo County	8260180350341754*	8260180350341754*	3003 E MILE 11 N Weslaco Texas 78596	LD Minutes 20k	$ 340.
						$ 854.

www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm



New Form 1295 Certificate of Interested Parties Electronic Filing Application!



For More Information & 1295 Form

For Answers to Frequently Asked Questions

For Helpful Videos

Implementation of HB 1295
Frequently Asked Questions (FAQ)

Instructional Videos for Business Entities:
- *Logging In the First Time - Business User*
- *How To Create a Certificate*

Instructional Videos for Governmental Entities and State Agencies:
- *Logging In the First Time - Government User*
- *How To Acknowledge a Certificate*

Acceptable computers to use for filing include:
- Personal computer or laptop
- Mac desktop computer or MacBook
- Tablet

Your web browser must be at a minimum browser level:
- Chrome 4
- Firefox 15
- Internet Explorer 9
- Opera 12.1
- Safari 4

Last Revision: December 22, 2015

This Information is made available from the Texas Ethics Commission: https://www.ethics.state.tx.us

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

ABC COMPANY, Edinburg, TX U.S.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

County of Hidalgo

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

RFB 2016-12345-JANITORIAL SUPPLIES

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary
John Doe	Edinburg, TX -US	X	

SAMPLE ONLY

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

_____
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____, to certify which, witness my hand and seal of office.

_____ _____ _____
Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

Implementation of House Bill 1295

Certificate of Interested Parties (Form 1295):

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least $1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016.

The Texas Ethics Commission was required to adopt rules necessary to implement that law, prescribe the disclosure of interested parties form, and post a copy of the form on the commission's website. The commission adopted the Certificate of Interested Parties form (Form 1295) on October 5, 2015. The commission also adopted new rules (Chapter 46) on November 30, 2015, to implement the law. The commission does not have any additional authority to enforce or interpret House Bill 1295.

Filing Process:

By January 1, 2016, the commission will make available on its website a new filing application that must be used to file Form 1295. A business entity must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the business entity must sign the printed copy of the form and have the form notarized. The completed Form 1295 with the certification of filing must be filed with the governmental body or state agency with which the business entity is entering into the contract.

The governmental entity or state agency must notify the commission, using the commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the contract binds all parties to the contract. The commission will post the completed Form 1295 to its website within seven business days after receiving notice from the governmental entity or state agency.

Information regarding how to use the filing application will be available on this site by January 1, 2016.

Chapter 46. DISCLOSURE OF INTERESTED PARTIES

§46.3. Definitions

(a) “Contract” includes an amended, extended, or renewed contract.

(b)“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

(c)“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

(d)“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

(e)“Intermediary,” for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person’s participation;

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity.

§46.5. Disclosure of Interested Parties Form

(a) A disclosure of interested parties form required by section 2252.908 of the Government Code must be filed on an electronic form prescribed by the commission that contains the following:

(1) The name of the business entity filing the form and the city, state, and country of the business entity’s place of business;

(2) The name of the governmental entity or state agency that is a party to the contract for which the form is being filed;

(3) The name of each interested party and the city, state, and country of the place of business of each interested party;

(4) The identification number used by the governmental entity or state agency to track or identify the contract for which the form is being filed and a short description of the goods or services used by the governmental entity or state agency provided under the contract; and

(5) An indication of whether each interested party has a controlling interest in the business entity, is an intermediary in the contract for which the disclosure is being filed, or both.

(b) The certification of filing and the completed disclosure of interested parties form generated by the commission's electronic filing application must be printed, signed by an authorized agent of the contracting business entity, and submitted to the governmental entity or state agency that is the party to the contract for which the form is being filed

(c) A governmental entity or state agency that receives a completed disclosure of interested parties form and certification of filing shall notify the commission, in an electronic format prescribed by the commission, of the receipt of those documents not later than the 30th day after the date the contract for which the form was filed binds all parties to the contract.

(d) The commission shall make each disclosure of interested parties form filed with the commission under section 2252.908(f) of the Government Code available to the public on the commission's Internet website not later than the seventh business day after the date the commission receives the notice required under subsection (c) of this section.

Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

February 22, 2016

Time Warner Cable, Inc.
P.O. Box 60074
City Of Industry, CA 91716-0074

Re: **Bid No: Req#292324 – 2016 Local & Long Distance Phone Service**
County Of Hidalgo

Dear Vendor:
In order to process the above referenced purchase, the County is required, as of January 1, 2016, to comply with the Texas Government Code, §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code. In accordance with these requirements for the type of contract being considered, a business must submit a completed Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity.

In order for County staff to process the above referenced agreement, you must complete Form 1295 and file it with the Texas Ethics Commission. You can find the form through the Texas Ethics Commission at the following website:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

In box 3 of Form 1295, provide the No.: Req#292324. Once completed and filed with the Texas Ethics Commission; Form 1295 must be printed and signed in the presence of a notary and once notarized, submit the Form 1295 to our office via e-mail to: tanya.delira@co.hidalgo.tx.us on or before, Friday - February 26, 2016. Hidalgo County cannot enter into a contract until Form 1295 is submitted, therefore, failure to timely submit Form 1295 signed and notarized may result in delay of the issuance of a Purchase Order.

Hidalgo County Purchasing Department welcomes and appreciates your continued business.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/rs
Enclosures

AI-53390

Purchasing Department 11. F.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Vangie Garcia, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Pursuant to page 2. -#10 of the specifications to Contract #C-15-281-10-27 with Elite Transportation for the provision of "Dead Body Pickup and Transport Services", vendor requesting that County approve removing the "2000 Chevy Venture [as identified on "Exhibit "B"-Bid Page of the contract] and replace with a "2000 Ford Excursion" [as reflected on the copy of the Texas Certificate Title as this vehicle serves as backup].

BACKGROUND

The 2000 Chevy Venture was not working properly as vendor states in attached correspondence.

NOTE: The 2000 Ford Excursion is insured and disclosed on the certificate of insurance accord as attached hereto.

Fiscal Impact

FISCAL YEAR: ACCT. #:

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

BUDGETARY IMPACT:

No fiscal impact on this agenda as its purpose is to identify the removal and replacement of vehicle.

Attachments

ADDITIONAL INFORMATION

1295 INFORMATION

ELITE TRANSPORTATION CONTRACT

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/19/2016 01:47 PM
Budget & Management	Veronica Ortiz	02/19/2016 01:52 PM
Glinda Pacheco	Glinda Pacheco	02/19/2016 02:02 PM

Final Approval	Monica Badillo	02/19/2016 05:08 PM
Form Started By: Vangie Garcia		Started On: 02/11/2016 03:18 PM
Final Approval Date: 02/19/2016		

Zimbra **evangelina.garcia@co.hidalgo.tx.us**

Re: List of Vehicles To Be Used For Transport for services amid Contract #C-15-281-10-27

From : Catty Rivera <elite.transport10@yahoo.com> Thu, Feb 04, 2016 10:29 PM

Subject : Re: List of Vehicles To Be Used For Transport for services amid Contract #C-15-281-10-27

To : Evangelina Garcia <evangelina.garcia@co.hidalgo.tx.us>

Vangie,
I apologize, it was an honest mistake. I was in the process of buying another vehicle when I sent the bid packet, that I didn't notice. I didn't get to use the Chevy Venture due to not working properly.
I have been using the 2000 Chevy Suburban as my main vehicle and have the 2000 Ford Excursion as my backup vehicle. Both listed vehicles are on the accord and are insured as required by the county.

Do I need to give you an updated Exhibit-B page-vehicle information form with the excursion information? Also, do you need the notarized excursion title?
Thank you,
Catty Lopez

Sent from Yahoo Mail for iPhone

On Thursday, February 4, 2016, 1:17 PM, Evangelina Garcia <evangelina.garcia@co.hidalgo.tx.us> wrote:

> Catalina;
> Please review the attached documentation as this will require clarification/correction by you doing business as Elite Transportation. In the RFB Packet-Exhibit "B"-Bid Page-Vehicle information is required to be listed. Listed are the 2000 Chevy Truck Suburban and a 2000 Chevy Venture with copies of the titles to support information however on the insurance certificate of accord for auto lists the 2000 Chevy Truck Suburban and a 2000 Ford Excursion. The excursion is not listed on the original vehicles identified on Exhibit "B"-Bid Page, therefore, you need to submit an updated insurance accord that includes both vehicles as identified on the Exhibit "B"-Bid Page.
>
> Please forward as soon as possible for compliance purposes.
>
> Thank you;

Vangie Y. Garcia, Contract Manager
Hidalgo County Purchasing Department
2812 S. Business Hwy. 281
Edinburg, Texas 78539
Email: evangelina.garcia@co.hidalgo.tx.us
Phone: 956-292-7000-Ext. 4856

Upon sale of this vehicle, the purchaser must apply for a new title within 30 days unless the vehicle is purchased by a dealer. Until a new title is issued, the vehicle record will continue to reflect the owner's name listed on the current title. SEE BACK OF TAB FOR ADDITIONAL INFORMATION.

CATALINA LOPEZ
7608 N 21ST STREET
MCALLEN, TX 78504

NOTARY PUBLIC STATE OF TEXAS
LAURA LIANNA RODRIGUEZ
Notary Public
STATE OF TEXAS
My Comm. Exp. 08-28-2019

DETACH HERE

TEXAS CERTIFICATE OF TITLE

TxDMV

CERTIFIED COPY

TEXAS DEPARTMENT OF MOTOR VEHICLES
9646142

VEHICLE IDENTIFICATION NUMBER	YEAR MODEL	MAKE OF VEHICLE	BODY STYLE
1FMNU40S2YEA13779	2000	FORD	LL

TITLE/DOCUMENT NUMBER: 10825742078112340
ORIGINAL TITLE DATE: 03/24/2015

MODEL	MFG. CAPACITY IN TONS	WEIGHT	LICENSE NUMBER	CERTIFIED COPY DATE
EXC		6700	BMH8453	10/14/2015

PREVIOUS OWNER
JORGE RIVERA JR ROMA, TX

ODOMETER READING
EXEMPT

OWNER
CATALINA LOPEZ
7608 N 21ST STREET
MCALLEN, TX 78504

REMARK(S)
BONDED TITLE

X _____
SIGNATURE OF OWNER OR AGENT MUST BE IN INK

UNLESS OTHERWISE AUTHORIZED BY LAW, IT IS A VIOLATION OF STATE LAW TO SIGN THE NAME OF ANOTHER PERSON ON A CERTIFICATE OF TITLE OR OTHERWISE GIVE FALSE INFORMATION ON A CERTIFICATE OF TITLE.

WARNING:
THIS IS A REPLACEMENT CERTIFICATE OF TITLE AND MAY BE SUBJECT TO THE RIGHTS OF A PERSON UNDER THE ORIGINAL CERTIFICATE. ANY PURCHASER OR LIENHOLDER MAY REQUIRE THE SELLER TO GUARANTEE AGAINST ANY LOSS CLAIMED UPON THE PRESENTATION OF THE ORIGINAL CERTIFICATE OF TITLE.

DATE OF LIEN — 1ST LIENHOLDER

1ST LIEN RELEASED _____ DATE

BY _____ AUTHORIZED AGENT

DATE OF LIEN — 2ND LIENHOLDER

2ND LIEN RELEASED _____ DATE

BY _____ AUTHORIZED AGENT

DATE OF LIEN — 3RD LIENHOLDER

3RD LIEN RELEASED _____ DATE

BY _____ AUTHORIZED AGENT

IT IS HEREBY CERTIFIED THAT THE PERSON HEREIN NAMED IS THE OWNER OF THE VEHICLE DESCRIBED ABOVE WHICH IS SUBJECT TO THE ABOVE LIENS.

RIGHTS OF SURVIVORSHIP AGREEMENT
WE, THE MARRIED PERSONS WHOSE SIGNATURES APPEAR HEREIN, HEREBY AGREE THAT THE OWNERSHIP OF THE VEHICLE DESCRIBED ON THIS CERTIFICATE OF TITLE SHALL FROM THIS DAY FORWARD BE HELD JOINTLY, AND IN THE EVENT OF DEATH OF ANY OF THE PERSONS NAMED IN THE AGREEMENT, THE OWNERSHIP OF THE VEHICLE SHALL VEST IN THE SURVIVOR(S).

_____ SIGNATURE DATE

_____ SIGNATURE DATE

_____ SIGNATURE DATE

FORM 30-CCO REV. 04/2012

DO NOT ACCEPT TITLE SHOWING ERASURE, ALTERATION, OR MUTILATION.

EXHIBIT "A"

Specifications/Requirements

Hidalgo County

"Dead Body Pickup and Transport Services"

RFB No. 2015-281-10-07-SMA

SCOPE OF SERVICES:

Pursuant to Chapter 49 of the Code of Criminal Procedures and Chapter 691 of the Health and Safety Code, Hidalgo County requires the transportation of dead human bodies from various locations within the County to the Hidalgo County Morgue Facility at which autopsies and other necessary services are performed. **The services are on an "As Needed Basis".**

SPECIFICATIONS:

1) Transportation vehicle(s) used must be fully enclosed (i.e., hearse or van suitable for the transport of dead human bodies) in accordance with applicable laws and regulations. Open bed pick-up trucks are **not acceptable**. All drivers must possess a current valid Texas driver's license and be properly covered under bidder's insurance.

2) A listing of all drivers will be required to be submitted upon award of contract. Drivers will also be required to read and write the English language. Background Check on all personnel to include driving history utilizing the Texas Department of State Health Service criteria for criminal background checks on EMT/Paramedic personnel require fingerprints through the Fingerprint Applicant Service of Texas (FAST) for Texas/FBI criminal history check. If a driver is found to have a criminal history, an evaluation and determination will be made as to whether or not the County will allow the individual to participate.

3) Transportation of decedent from place of death to the Hidalgo County morgue facility. This includes bodies for autopsy, toxicology only, inquest only and holds only cases. All are to be transported directly to the morgue facility with all paper work.

4) From 6:00 PM to 8:00 AM M-F, on weekends and government holidays, the transport service will log the decedent into the facility, place the decedent in cooler and fax the investigative information sheet, other paperwork and the Justice of the Peace order for autopsy to the contracted forensic pathology service. An investigative information sheet will be filled out by the investigating officer at the scene and transported with the body to the morgue facility.

5) Vendor must furnish all equipment and materials required for transporting dead human bodies, i.e., body bag, plastic rip lock seal for bag, gurney, flat white sheet, body identification tag or bracelet and any other materials required in transporting of a body by the vendor. Vendor must provide a listing of available funeral homes in the area to any family member (if available) of decedent.

6) The successful vendor will be on call twenty-four (24) hours daily, seven (7) days a week, three hundred sixty- five (365) days a year, and will be available to respond within thirty (30) minutes of telephone notification. Decedents are to be directly transported to the morgue facility.

7) The vendor shall provide telephone and pager service and numbers to the appropriate County officials. Any change in telephone numbers, Vendor should immediately notify **the following departments; District Attorney's Office, Purchasing Department, All Law Enforcement Agencies, Hospitals, County Morgue Facility and Contract Forensic Pathologist.**

8) Vendor must provide and maintain a Surety Bond in the amount of $10,000, which will remain in effect for the duration of the contract period. Proof of the Surety bond must be provided to the County Purchasing Agent within ten (10) days of contract award. Failure to provide said bond will result in cancellation of the bid award.

9) Vendor cannot in any manner whatsoever have contact with or offer any information related to the procedures ordered by the appropriate County officials with any of the decedent's family, friends, acquaintances. All communications for services requested of the Vendor will be through the appropriate County official to ensure compliance with Title I of the Health Insurance Portability and Accountability Act of 1996; HIPAA Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule).

10) Vendor must also provide the list of vehicles to be used in the transportation of bodies. Proof of ownership must be provided in the form of a notarized title. (Notarized copy is acceptable).

11) The awarded vendor will be required to be prepared if a "***Mass Casualty***" incident occurs. Vendor must immediately contact Hidalgo County Emergency Management **at 956-289-6549, upon a mass casualty incident. Vendor is required to have appropriate personnel and vehicles to respond to mass casualty events and/or occurrences.**

TERMS AND CONDITIONS:

1) Term of this Contract is for a period of two (2) years with the County's option to extend for an additional one (1) period under the same rates, terms of condition.

2) Hidalgo County reserves the right to extend this bid for an additional sixty (60) day Grace Period due to unforeseen delays in the procurement process and in order to avoid any lapse in service.

3) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.

4) Hidalgo County has the right to terminate this contract upon giving sixty (60) days written notice of cancellation.

5) Contractor must comply with all applicable insurance requirements as detailed in Exhibit "C" contained herein.

ADDITIONAL INFORMATION:

1) All costs and expenses associated with the preparation and submission of all (bids, proposals, statements of qualifications (RFQ) and quotes) shall be the responsibility of the vendor and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.

2) Hidalgo County is requesting that any and all questions, inquires and clarifications regarding bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, Attn: Sandra Montalvo, 2812 South Business Hwy. 281, Edinburg, Tx 78539. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

3) ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA e-mail to sandra.montalvo@co.hidalgo.tx.us by no later than **Wednesday, September 23, 2015 5:00 p.m.**, Responses to said inquiries will be sent to all applicants via facsimile **and or email** no later than **5:00 p.m., Friday, September 25, 2015.**

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2016-13066

Date Filed:
02/12/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Elite Transportation
McAllen, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
County of Hidalgo

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.
2015-281-10-07-SMA
Transportation of human remains to local morgue

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

NOTARY PUBLIC STATE OF TEXAS
LAURA LIANNA RODRIGUEZ
Notary Public
STATE OF TEXAS
My Comm. Exp. 08-28-2019

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Notary Public, this the 12 day of February, 20 16, to certify which, witness my hand and seal of office.

Laura Lianna Rodriguez — Laura Lianna Rodriguez — Personal Banker

Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

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2015-281-10-07-SMA
Transportation of human remains to local morgue

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party. [X]

6 AFFIDAVIT

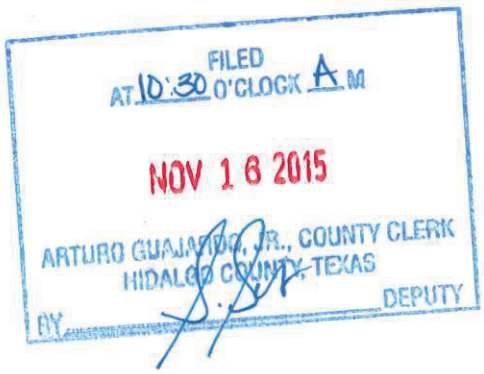
I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

_____
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

_____ _____ _____
Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath



THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-15-281-10-27

THIS CONTRACT is made and entered into this **27th** Day of **October, 2015** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), **CATALINA LOPEZ, DBA, ELITE TRANSPORTATION** and ("Company").

WHEREAS, Company responded to advertised notices for bids for **"Dead Body Pickup and Transport Services",** as more particularly described in Exhibit "A" (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of such specifications and bid being attached hereto as Exhibits "A" and "B" ("Vendor's Bid") respectively, and incorporated herein for all purposes (as the "RFB Packet"); and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agree that this Contract is entered into in order to provide the Services to locations at **Hidalgo County**. This Contract does not extend to

any third parties any duties or benefits conferred in any manner hereunder or otherwise.

2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in accordance with the Specifications within **Hidalgo County** following a request for Services by the **Commissioners' Court** or their designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period of two years effective **December 13, 2015** and ending on **December 12, 2017.** Hidalgo County at its sole discretion elect the option to extend the contract for one (1) additional year at the same rates, terms and conditions and may further extend for an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process and the County shall have the sole option to extend the Contract on a month to month basis under the same fees, rates, terms and conditions, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first .

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall

contain all equipment required by any authority to operate on streets and roads and all persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. **INDEMNIFICATION: COMPANY SHALL INDEMNIFY AND HOLD HARMLESS COUNTY, ITS ELECTED OFFICIALS, EMPLOYEES AND AGENTS FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES INCLUDING ATTORNEY'S FEES FOR THE DEFENSE OF ANY ACTION AGAINST COUNTY ARISING OUT OF, RESULTING**

FROM, OR CONNECTED WITH THE PROVISION OF THE SERVICE BY COMPANY UNDER THIS CONTRACT. SAID INDEMNITY SHALL COVER ANY ACT OR FAILURE TO ACT BY THE COMPANY, ITS AGENTS OR EMPLOYEES.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo**
Attn: County Judge
100 E. Cano St., 2nd Floor
Edinburg, Texas 78539

If to Company: **Catalina Lopez, dba, Elite Transportation**
7608 N. 21st St.
McAllen, Texas 78504

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of services ordered, or (c) terminated without cause by County with sixty (60) day's written notice prior to cancellation.

15. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

16. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

17. **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 Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. 271.903 (Vernon Supp. 1996).

18. **Immunities:** Nothing in this Agreement is intended to and County does not hereby waive, release or relinquish any right to assert any of the defenses County enjoys by virtue of the stated or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to County as to any claim or action of any person, entity, or individual against County.

WITNESS our hands in duplicate originals this_____ day of _____, 2015.

COUNTY OF HIDALGO

ATTEST:

By: Ramon Garcia
Ramon Garcia, County Judge

APPROVED BY
COMMISSIONERS' COURT
ON: 10/27/15

Arturo Guajardo Jr., County Clerk

COMPANY:
Catalina Lopez, dba, Elite Transportation

By:_____

Printed Name: Catalina Lopez

Title: owner

APPROVED AS TO FORM:
Hidalgo County Criminal District Attorney

By:_____
Josephine Ramirez Solis
Assistant District Attorney

APPROVED BY COMMISSIONES COURT: **OCTOBER 27, 2015**

EXHIBIT "A"
REQUEST FOR BIDS (RFB)
PROCURMENT PACKET

Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

September 21, 2015

_____
Bidder's name

_____
Address

_____
City

_____
State, Zip Code

Re: **HIDALGO COUNTY**
Request for Bids-**"Dead Body Pickup and Transport Services"**
Bid No: 2015-281-10-07-SMA

Dear Prospective Bidders:

Enclosed please find a Request for Bid (RFB) packet for your review and consideration.

Hidalgo County Purchasing Department welcomes and appreciates your participation in the bid process.

If any further assistance is required, please do not hesitate to call the Purchasing Department 956/318-2626.

Sincerely,

Martha L. Salazar, CPPB
Hidalgo County Purchasing Agent

MLS/sma
Enclosures

Hidalgo County Purchasing Department
2812 S. Business Highway 281
Edinburg, Texas 78539
(956) 318-2626/ Fax: (956) 318-2629

REQUEST FOR BIDS (RFB)

HIDALGO COUNTY

"Dead Body Pickup and Transport Services"

Bid No: 2015-281-10-07-SMA

TABLE OF CONTENTS

Item	Description	No. of Pages
1.	**Request for Bid Letter**	1
2.	**Request for Bid, Legal Notice**	8
3.	**Exhibit "A" Specifications/Requirements**	3
4.	**Exhibit "B" Bid Page,**	1
5.	**Exhibit "C" Insurance Requirements**	4
6.	**Exhibit "D" CIQ Conflict of Interest Questionnaire**	1
7.	**Vendor/Bidder Application and W-9 form**	6
8.	**Certification Regarding Debarment**	1
9.	**Draft Service Contract**	9

The above mentioned items shall be found in the Request for Bid (RFB) 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 or via email to sandra.montalvo@co.hidalgo.tx.us, and advise of missing documentation.

Thank you.

Martha L. Salazar, CPPB, Purchasing Agent

September 21, 2015
Date

Bid No:2015-281-10-07--SMA	Buyer: Sandra Montalvo	Tel. No: (956) 318-2626 Ext. 4865

REQUEST FOR BIDS

HIDALGO COUNTY

"Dead Body Pickup and Transport Services"

BID OPENING DATE: October 07, 2015 @ 9:30 a.m.

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

956 318-2626



Form HCPD-03

1. Sealed bids will be received for *"Hidalgo County-Dead Body Pickup and Transport Services"* in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders 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 specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. **One (1) original and Three (3) copies** of all bids are required with the bidder's name and return 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: **Bid-2015-281-10-07-SMA-Hidalgo County-Dead Body Pickup and Transport Services"** and in County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy., 281, New Administration Building, Edinburg, Texas, **on or before 9:30 A.M., Wednesday, October 07, 2015.**

   NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY BID 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 RFB No.2015-281-10-07-SMA-"Hidalgo County-Dead Body Pickup and Transport Services"

   Hidalgo County reserves the right to refuse and reject any/all bids and to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantageous to Hidalgo County

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so"

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. Failure of the delivered item(s) 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 bidder, or to reject all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.

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, bidders are required to include illustrations, specifications, explanation of warranties and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid 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 Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., County Prepaid.

12. 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.

13. 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 bid 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.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy o their Federal ID Number Certificate.

15. **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, Purchasing Agent before delivery will be accepted.
- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
  - a) Name and address of successful bidder
  - b) Name and address of receiving department or official
  - c) Purchase Order Number and Contract Number (if any)
  - d) Notation- ***"Hidalgo County-Dead Body Pickup and Transport Services"*** 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:

Elizabeth Cano, Accounts Payable Supervisor
Hidalgo County Auditor's Office
2808 S. Business Hwy 281
Edinburg, Tx 78539
(956) 318-2511

17. SCHEDULE OF EVENTS

Bid Opening, 9:30 AM	**October 07, 2015**
Award of Contract	_____, 2015
Commence Work or Deliver Products	_____, 2015

18. BID OR PERFORMANCE BOND AND DEBARMENT CERTIFICATION; PAYMENT UNDER CONTRACT (if applicable):

- If the contract proposed is for the construction of public works or is for a contract for goods & 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 bidders 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 45CFR Part 76.

- Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder 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 material men 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.

19. 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 proposal 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.

20. 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 bidder 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 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

21. If, during the life of any contract or bid awarded, the successful bidder'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.

22. Bids, and all goods and services provided there under, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

23. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- **Possess and submit a Certificate of Account Status indicating bidder is in "Good Standing" with the Texas Comptroller of Public Accounts if such bidder is incorporated in the State of Texas. To secure a certificate of "Good Standing", you may access the following website: www.window.state.tx.us/taxinfo/coastintr.htlm . If the bidder is not incorporated with the Texas, the bidder must submit the appropriate evidence of filing with the Texas Secretary of State stating that the business is authorized to transact business in Texas.**
- Possess or is able to obtain adequate financial resources as required to perform under the bid;
- 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.

24. Successful bidder 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 bidder'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.

25. Any contract award to a successful bidder 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 day's written notice prior to cancellation.

26. 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 bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the specifications.

27. Successful bidder 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 bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder 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 bidder'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 and services provided by successful bidder.

28. Successful bidder 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 Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder 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.

29. 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.

30. The successful bidder 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.

Bid
for
HIDALGO COUNTY
"Dead Body Pickup and Transport Services"

To: Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical address: 2802 S. Business Hwy. 281-New Administration Building
Mailing address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT "A"

Specifications/Requirements

Hidalgo County

"Dead Body Pickup and Transport Services"

RFB No. 2015-281-10-07-SMA

SCOPE OF SERVICES:

Pursuant to Chapter 49 of the Code of Criminal Procedures and Chapter 691 of the Health and Safety Code, Hidalgo County requires the transportation of dead human bodies from various locations within the County to the Hidalgo County Morgue Facility at which autopsies and other necessary services are performed. **The services are on an "As Needed Basis".**

SPECIFICATIONS:

1) Transportation vehicle(s) used must be fully enclosed (i.e., hearse or van suitable for the transport of dead human bodies) in accordance with applicable laws and regulations. Open bed pick-up trucks are **not acceptable**. All drivers must possess a current valid Texas driver's license and be properly covered under bidder's insurance.

2) A listing of all drivers will be required to be submitted upon award of contract. Drivers will also be required to read and write the English language. Background Check on all personnel to include driving history utilizing the Texas Department of State Health Service criteria for criminal background checks on EMT/Paramedic personnel require fingerprints through the Fingerprint Applicant Service of Texas (FAST) for Texas/FBI criminal history check. If a driver is found to have a criminal history, an evaluation and determination will be made as to whether or not the County will allow the individual to participate.

3) Transportation of decedent from place of death to the Hidalgo County morgue facility. This includes bodies for autopsy, toxicology only, inquest only and holds only cases. All are to be transported directly to the morgue facility with all paper work.

4) From 6:00 PM to 8:00 AM M-F, on weekends and government holidays, the transport service will log the decedent into the facility, place the decedent in cooler and fax the investigative information sheet, other paperwork and the Justice of the Peace order for autopsy to the contracted forensic pathology service. An investigative information sheet will be filled out by the investigating officer at the scene and transported with the body to the morgue facility.

5) Vendor must furnish all equipment and materials required for transporting dead human bodies, i.e., body bag, plastic rip lock seal for bag, gurney, flat white sheet, body identification tag or bracelet and any other materials required in transporting of a body by the vendor. Vendor must provide a listing of available funeral homes in the area to any family member (if available) of decedent.

6) The successful vendor will be on call twenty-four (24) hours daily, seven (7) days a week, three hundred sixty- five (365) days a year, and will be available to respond within thirty (30) minutes of telephone notification. Decedents are to be directly transported to the morgue facility.

7) The vendor shall provide telephone and pager service and numbers to the appropriate County officials. Any change in telephone numbers, Vendor should immediately notify **the following departments; District Attorney's Office, Purchasing Department, All Law Enforcement Agencies, Hospitals, County Morgue Facility and Contract Forensic Pathologist.**

8) Vendor must provide and maintain a Surety Bond in the amount of $10,000, which will remain in effect for the duration of the contract period. Proof of the Surety bond must be provided to the County Purchasing Agent within ten (10) days of contract award. Failure to provide said bond will result in cancellation of the bid award.

9) Vendor cannot in any manner whatsoever have contact with or offer any information related to the procedures ordered by the appropriate County officials with any of the decedent's family, friends, acquaintances. All communications for services requested of the Vendor will be through the appropriate County official to ensure compliance with Title I of the Health Insurance Portability and Accountability Act of 1996; HIPAA Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule).

10) Vendor must also provide the list of vehicles to be used in the transportation of bodies. Proof of ownership must be provided in the form of a notarized title. (Notarized copy is acceptable).

11) The awarded vendor will be required to be prepared if a ***"Mass Casualty"*** incident occurs. Vendor must immediately contact Hidalgo County Emergency Management **at 956-289-6549, upon a mass casualty incident. Vendor is required to have appropriate personnel and vehicles to respond to mass casualty events and/or occurrences.**

TERMS AND CONDITIONS:

1) Term of this Contract is for a period of two (2) years with the County's option to extend for an additional one (1) period under the same rates, terms of condition.

2) Hidalgo County reserves the right to extend this bid for an additional sixty (60) day Grace Period due to unforeseen delays in the procurement process and in order to avoid any lapse in service.

3) Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action.

4) Hidalgo County has the right to terminate this contract upon giving sixty (60) days written notice of cancellation.

5) Contractor must comply with all applicable insurance requirements as detailed in Exhibit "C" contained herein.

ADDITIONAL INFORMATION:

1) All costs and expenses associated with the preparation and submission of all (bids, proposals, statements of qualifications (RFQ) and quotes) shall be the responsibility of the vendor and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.

2) Hidalgo County is requesting that any and all questions, inquires and clarifications regarding bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, Attn: Sandra Montalvo, 2812 South Business Hwy. 281, Edinburg, Tx 78539. TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

3) ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA e-mail to sandra.montalvo@co.hidalgo.tx.us by no later than **Wednesday, September 23, 2015 5:00 p.m.**, Responses to said inquiries will be sent to all applicants via facsimile **and or email** no later than **5:00 p.m., Friday, September 25, 2015.**

EXHIBIT-"B"

BID PAGE

Hidalgo County

"Dead Body Pickup and Transport Services"

RFB №: 2015-281-10-07-SMA

NIGP COMMODITY CODE: 962-70 Removal and Pickup of Dead Bodies

Vendor must furnish all equipment and materials required for transporting dead human bodies, i.e., body bag, plastic rip lock seal for bag, gurney, flat white sheet, body identification tag or bracelet and any other materials required in transporting of a body by the vendor.

DESCRIPTION	PRICE
Cost for transporting body from location within Hidalgo County to the Hidalgo County Morgue Facility	$_____per body

LIST VEHICLES TO BE USED FOR TRANSPORT:

(include notarized title or notarized copy is acceptable)

VEHICLES	YEAR	MAKE	MODEL	VIN NO. #

EXHIBIT-"B"

BID PAGE

Hidalgo County

"Dead Body Pickup and Transport Services"

RFB №: 2015-281-10-07-SMA

NIGP COMMODITY CODE: 962-70 Removal and Pickup of Dead Bodies

BIDDER'S INFORMATION:

I/We the undersigned hereby certify that I/We am/are a duly authorized official of the company and have the authority to sign on behalf of the company and assure that all statements made in the bid are true. I/We agree to furnish and deliver the specified items/services at the prices stated herein, and have read, understand, and agree to the terms and conditions contained herein and on all of the attachments.

BIDDER/COMPANY NAME: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

PHONE & FAX NO'S: _____

CELLULAR NO: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE _____

EXHIBIT "C"

Insurance Requirements

The Bidder awarded the contract shall furnish proof of insurance, which will also include any subcontractor that is subcontracted by the bidder 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. A Five Hundred Thousand Dollar ($500,000.00) Comprehensive General Liability insurance policy providing additional coverage to all underlying liabilities of County.

2. 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 ($500,000.00) arising out of the services provided to County hereunder.

3. Uninsured/Underinsured motorist coverage in an amount equal to the bodily injury limits set forth immediately above;

4. 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 shall name Hidalgo County as additional insured and must 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.

Revised 10/01/08

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 (Any one person)	$
					PERS & ADV INJURY	$
					AL AGGREGATE	$
					ODUCTS – COMP/OP GG	$
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 OCCURENCE	$
					AGGREGATE	$
						$
						$
						$
D	**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**				☐ WC STATU-TORY LIMITS ☐ OTHER	
					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 bid awarded 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 bid award by the Hidalgo County Commissioners Court; currently carry the following:

Automobile Liability: $_____ General Liability: $_____

☐ have already been met, see attached copy of insurance certificate.

_____ _____
Authorized Representative Date

NOTICE TO BIDDER:
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 of bid 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 bid award to be rescinded and re-awarded to next lowest bidder. 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 BID 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 bid, 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 bid packet in order to expedite the bid evaluation process. Failure to provide said documentation will result in the disqualification of your bid.

_____ _____

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

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.:

(THIS PAGE MUST BE SUBMITTED WITH BID)

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:

(THIS PAGE MUST BE SUBMITTED WITH BID)

Form **W-9**
(Rev. August 2013)
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:
☐ 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) ▶

Exemptions (see instructions):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____

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), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (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, give the requester the appropriate completed Form W-8 or Form 8233.

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, payments made in settlement of payment card and third party network transactions, 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 *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

What is FATCA reporting? The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

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. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). 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 should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. 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, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Note. Check the appropriate box for the U.S. 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 U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. 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, as appropriate. 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 U.S. 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 U.S. 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.

Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

Exempt payee code. 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. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that 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

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—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 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[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.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

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, apply for a TIN and 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 U.S. 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 items 1, 4, or 5 below 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 code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

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 made in settlement of payment card and third party network transactions, 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. commonwealths and 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 and Ineligibility

As is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 76, Government-wide Debarment and Suspension, 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, 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 for cause or default.

Signature:_____
Print Name:_____
Title:_____
Telephone Number:_____
Date:_____

If the bidder is unable to certify to all of the statements in this Certification, such bidder should attach an explanation to this proposal.

THE STATE OF TEXAS §
§
COUNTY OF HIDALGO §

SERVICE CONTRACT
C-15-281-00-00

THIS CONTRACT is made and entered into this ____ Day of ____, **2015** by and between the **COUNTY OF HIDALGO, TEXAS** ("County"), _____ and ("Company").

WHEREAS, Company responded to advertised notices for bids for **"Dead Body Pickup and Transport Services"**, as more particularly described in Exhibit "A" (the "Services"); and

WHEREAS, Company submitted a bid to provide services in accordance with the specifications as bid, a copy of such specifications and bid being attached hereto as Exhibits "A" and "B" ("Vendor's Bid") respectively, and incorporated herein for all purposes (as the "RFB Packet"); and

WHEREAS, in recognition of and in consideration of Company's agreement to perform the Services in accordance with Specifications, the Commissioners Court of County awarded the bid to Company.

NOW, THEREFORE, in mutual consideration of the foregoing and the further consideration of the following, the parties hereto agree as follows:

1. County and Company hereby agree that this Contract is entered into in order to provide the Services to locations at **Hidalgo County**. This Contract does not extend to any third parties any duties or benefits conferred in any manner hereunder or otherwise.

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2. Company hereby promises and agrees to render and provide, during the term of this Contract, and shall be obligated to render and provide the Services in accordance with the Specifications within **Hidalgo County** following a request for Services by the **Commissioners' Court** or their designated agent. Company agrees in performing the Services that it will use proper professional standards, comply with any and all appropriate laws and regulations in providing the Services, and devote such time as is necessary to safely and efficiently provide the Services.

3. This Contract shall be for a period of two years effective _____, **2015** and ending on _____, **2017.** Hidalgo County at its sole discretion elect the option to extend the contract for one (1) additional year at the same rates, terms and conditions and may further extend for an additional sixty (60) days grace period at the end of the contract term due to any unforeseen delay in the procurement process and the County shall have the sole option to extend the Contract on a month to month basis under the same fees, rates, terms and conditions, unless this Contract is terminated pursuant to the provisions herein, whichever occurs first.

4. As a condition of this Contract, Company shall hold and maintain throughout the term of this Contract all licenses and permits required, or which may be required by any authority during the term hereof to provide the Services.

5. All trucks or vehicles operated by the Company to perform the Services shall contain all equipment required by any authority to operate on streets and roads and all

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persons in the employ of Company who operate such trucks or vehicles shall have the required licenses, qualifications, skill and expertise to perform such Services and shall comply with all laws, rules and regulations prescribed by any agency or authority having jurisdiction with regard to the operation of such trucks or vehicles in providing the Services.

6. As consideration for rendering the Service provided for in this Contract, the County agrees to pay Company the amounts specified in Exhibit "B" attached hereto payable against written invoice submitted by Company.

7. Company shall provide insurance in force on all its vehicles and all persons connected with providing services under this Contract naming County as an additional insured (with the coverages and in the amounts described on Exhibit "C" attached hereto and incorporated herein at this point for all purposes), and shall furnish to County certificates of such insurance coverage.

8. Company shall provide a sufficient number of trucks, vehicles, personnel and equipment available to safely and efficiently provide the Services.

9. **INDEMNIFICATION: COMPANY SHALL INDEMNIFY AND HOLD HARMLESS COUNTY, ITS ELECTED OFFICIALS, EMPLOYEES AND AGENTS FROM ANY AND ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES INCLUDING ATTORNEY'S FEES FOR THE DEFENSE OF ANY ACTION AGAINST COUNTY ARISING OUT OF, RESULTING FROM, OR CONNECTED WITH THE PROVISION OF THE SERVICE BY COMPANY UNDER**

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THIS CONTRACT. SAID INDEMNITY SHALL COVER ANY ACT OR FAILURE TO ACT BY THE COMPANY, ITS AGENTS OR EMPLOYEES.

10. This Contract shall not be assignable in whole or in part by either party without prior written consent of the other party.

11. It is expressly agreed that this Contract and the performance by the parties hereunder does not create any agency relationship or master-servant relationship, that County has no supervision of the performance of the Services provided by Company, and that Company is an independent contractor under this Contract.

12. Any notice required or permitted to be given hereunder shall be in writing and shall be delivered personally or sent by certified mail, postage prepaid, as set forth below:

If to County: **The County of Hidalgo**
Attn: County Judge
100 E. Cano St., 2nd Floor
Edinburg, Texas 78539

If to Company: _____
_____
_____

13. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

14. Any contract award to a successful bidder will be in effect until (a) the contract expires, (b) delivery and acceptance of products, and/or performance of

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services ordered, or (c) terminated without cause by County with sixty (60) day's written notice prior to cancellation.

15. The contract may be terminated without cause upon sixty (60) days written notice by County.

16. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

17. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and shall be performable in Hidalgo County.

18. **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 Buyer pursuant to the provisions of Tex. Loc. Govt. Code Ann. 271.903 (Vernon Supp. 1996).

19. **Immunities:** Nothing in this Agreement is intended to and County does not hereby waive, release or relinquish any right to assert any of the defenses County enjoys by virtue of the stated or federal constitution, laws, rules or regulations, and any sovereign, official or qualified immunity available to County as to any claim or action of any person, entity, or individual against County.

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WITNESS our hands in duplicate originals this_____ day of_____, 2015.

COUNTY OF HIDALGO

ATTEST:

By:_____
Ramon Garcia, County Judge

_____
Arturo Guajardo Jr., County Clerk

COMPANY:_____

By:_____

Printed Name:_____

Title:_____

APPROVED AS TO FORM:
Hidalgo County Criminal District Attorney

By:_____
Josephine Ramirez Solis
Assistant District Attorney

APPROVED BY COMMISSIONES COURT:_____

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EXHIBIT "A"
REQUEST FOR BIDS (RFB)
PROCURMENT PACKET

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EXHIBIT "B"
VENDOR'S BID

DRAFT

EXHIBIT "C"
INSURANCE REQUIREMENTS
INCLUDING BOND

DRAFT

EXHIBIT "B"
VENDOR'S BID

EXHIBIT-"B"

BID PAGE

Hidalgo County

"Dead Body Pickup and Transport Services"

RFB №: 2015-281-10-07-SMA

NIGP COMMODITY CODE: 962-70 Removal and Pickup of Dead Bodies

Vendor must furnish all equipment and materials required for transporting dead human bodies, i.e., body bag, plastic rip lock seal for bag, gurney, flat white sheet, body identification tag or bracelet and any other materials required in transporting of a body by the vendor.

DESCRIPTION	PRICE
Cost for transporting body from location within Hidalgo County to the Hidalgo County Morgue Facility	$ 75.00 per body

LIST VEHICLES TO BE USED FOR TRANSPORT:

(include notarized title or notarized copy is acceptable)

VEHICLES	YEAR	MAKE	MODEL	VIN NO. #
	2000	Chevy Truck	Suburban	3GNFK16T5YG1$1433
	2002	Chevy	Venture	1GNDX$3E1202$42$2

OPENED 9:38am 10-7-15

Witnessed

EXHIBIT "C"
INSURANCE REQUIREMENTS
INCLUDING BOND

ELITE-4 OP ID: CS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/13/2015

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 Walton King Ins. Group 121 W. Pecan McAllen, TX 78501 Cynthia Cabaza, CIC	CONTACT NAME: Jannet Castaneda PHONE (A/C, No, Ext): 956-682-2841 FAX (A/C, No): 956-630-4015 E-MAIL ADDRESS: jastaneda@swkins.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Texas Mutual Insurance Co. — 22945
INSURED Elite Transportation Catalina Lopez dba 7608 N 21st McAllen, TX 78504	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	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	$
	OTHER:							$
	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 $							$
A	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		SBP0001244681	11/20/2015	11/20/2016	PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

HIDCOED

Hidalgo County
Purchasing Department
2812 So. Bus Hwy 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

Cynthia Cabaza

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/12/2015

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PRODUCER	CONTACT NAME:	
SHEPARD, WALTON, KING INS GRP; CAMERON INVEST CO 121 W PECAN BLVD	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
McALLEN TX 78501-955	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : HALLMARK SPECIALTY INSURANCE COMPANY	26808
INSURED	INSURER B :	
CATALINA LOPEZ ELITE TRANSPORTATION 7608 N 21ST	INSURER C :	
	INSURER D :	
	INSURER E :	
McAllen TX 78504	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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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:	Y		G42406986-03	11/14/2015	11/14/2016	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ Not Applicable
								$
	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 [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THE COMMERCIAL GENERAL LIABILITY POLICY INCLUDES HS 33 95 05 12 TEXAS ADDITIONAL INSURED-SCHEDULED PERSON OR ORGANIZATION IN FAVOR OF THE CERTIFICATE HOLDER

CERTIFICATE HOLDER

HIDLAGO COUNTY
PURCHASING DEPARTMENT
2812 S BUS HWY 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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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/12/2015

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PRODUCER	CONTACT NAME: Specialty Insurance Managers, Inc.
SHEPARD, WALTON, KING INS. GRP 121 W PECAN BLVD. MCALLEN, TX 78501	PHONE (A/C. No. Ext): 5122638999 FAC (A/C. No):
	E-MAIL ADDRESS:

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
CATALINA LOPEZ DBA: ELITE TRANSPORTATION 7608 N 21ST ST MCALLEN, TX 78504	INSURER A: NATIONAL LIABILITY & FIRE INSURANCE	20052
	INSURER B: COMPANY	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 104,015 **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	
	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							$
A	AUTOMOBILE AUTHORITY						COMBINED SINGLE LIMIT (Ea accident)	$ 500,000
	☐ ANY AUTO						BODILY INJURY (Per Person)	$ N/A
	☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS	Y	Y	73APS061239	11/14/2015	11/14/2016	BODILY INJURY (Per accident)	$ N/A
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$ N/A
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LAB ☐ 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	$
	☐							$
								$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is named an Additional Insured on this policy.

Year, Make, Model, VIN	Collision	Comp or Spec. Caus.	Stated Amount	Phys. Dam. Deductible	In-Tow Limit	Cargo Limit
2000 CHEVROLET SUBURBAN 3GNFK16T5YG101433	N/A		N/A	N/A	N/A	N/A
2000 FORD EXCURSION 1FMNU40S2YEA13779	N/A		N/A	N/A	N/A	N/A

CERTIFICATE HOLDER

HIDALGO CO., PURCHASING DEPARTMENT
2812 S. BUSINESS HWY 281
EDINBURG, TX 78539

CANCELLATION

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AUTHORIZED REPRESENTATIVE

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M-5652 (11/2011)

APPROVED

AI-51816 **Purchasing Department** **23. A. 4.**

CC - REGULAR

Meeting Date: 10/27/2015

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Sandra Montalvo, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Presentation of sole responsible vendor, Catalina Lopez, dba, Elite Transportation, Inc., submitting the lowest and best bid [detailed in tabulation sheet contained herein & meeting specification and/or requirements] for the purpose of award and approval of contract for Request for Bids titled: Hidalgo County-"Dead Body Pickup and Transport Services" through project No.: 2015-281-10-07-SMA.

BACKGROUND

1. Four (4) packets sent to Vendors
2. A Sole bid was received meeting all Specificatons/Requirements
3. Contract will commence December 13, 2015
4. Contract document was reviewed and approved by Legal Counsel as to form.

Fiscal Impact

FISCAL YEAR: 2015 **ACCT. #:** 1100-421-00-080-003-0-340

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

BUDGETARY IMPACT:

Funds available as of 10/23/15.

Attachments

participation, tabulation, contract document

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	10/21/2015 01:54 PM
Budget & Management	Veronica Ortiz	10/21/2015 02:44 PM
Glinda Pacheco	Glinda Pacheco	10/23/2015 08:57 AM
Auditor's Office	Monica Badillo	10/23/2015 07:16 PM
Form Started By: Sandra Montalvo		Started On: 10/14/2015 01:22 PM
Final Approval Date: 10/23/2015		

Evaluator 2	86	94
Evaluator 3	81	91
Average Score	85	94
CC Rank	2	1

b. Recommendation to accept "Premium Summary", award the top ranked proposal received from for Hidalgo County's Property & Casualty Insurance Policies (Including 3rd Party Administration Services), SOLELY for "Commercial Property/ Boiler Machinery-Terrorism, Included" with authority to purchase said policies and services from:

c. Review and recommendation and action by HCCC to accept the sole response received from Montalvo Insurance [with five options for HC to consider and award] as "qualified" to proceed to the next phase of the procurement process for other policies "Hidalgo County's Property & Casualty Insurance Policies (Including 3rd Party Administration Services) for said policies and services from the following companies, including, but not limited to the following: Munich Princeton, Ace American Ins., Merkel Evanston Ins., Lloyd's London, Ace American, Ins., AIG/Illinois, National Union Fire Ins., Third Party Administration.

d. Approval to proceed to complete applications [as required by vendor] including authority for Judge, Court Member of Commissioners' Court or Executive Officer to sign any applicable documentation for said policies and services from Montalvo Ins.

e. Acceptance and approval of schedule of premiums/fees (as approved by CC) and attached hereto as 2016-2017 Coverage Summary for Property and Casualty Insurance Policies awarded in the total amount of $2,389,240.00 effective January 01, 2016 through January 01, 2017 with authority to purchase.

3. AI-51594 a. Reject the sole proposal received [incomplete] for: "Section .... and COBRA Administration Services [Only]" and, if approved;

b. Requesting authority to exercise Hidalgo County's to renew with UnitedHealth Care a one (1) year extension under the same rates, terms and conditions [as provided under the original RFP award in 2013] for "Section ... and COBRA Administration Services" with renewal/extension effective January 1, 2016 through December 31, 2017.

4. AI-51816 Presentation of sole responsible vendor, Catalina Lopez, dba, Elite Transportation, Inc., submitting the lowest and best bid [detailed in tabulation sheet contained herein & meeting specification and/or requirements] for the purpose of award and approval of contract for Request for Bids titled: Hidalgo County-"Dead Body Pickup and Transport Services" through project No.: 2015-281-10-07-SMA.

5. AI-51827 Acceptance and approval of the Notice to Proceed document, pursuant to the current broker services contract between Hidalgo County and CBRE, Inc.

6. AI-51942 A. Requesting exemption from competitive bidding requirements, under TxLGC, Chapter 262, Section .024 (a)(4), a professional service including approval of an Order [i.e. record/minutes of CC proceedings];
B. Authority to engage and approval of a short-term professional consulting services agreement [subject to legal review] with Jaime Solis to review, assess/analyze and report on each [of 7 products] company awarded for HC's Section 125, Cafeteria Plan company benefits offered and/or applicable Master Agreements along with legal counsel's review and approval as to form for each.
C. Determination by HCCC on the expiration date of this short-term engagement with specifics as to deliverables if applicable.

B. Pct. 1

1. AI-51906 Acceptance and approval of the following Work Authorizations as submitted by LeFevre Engineering & Management Consulting, Inc. - Contract # C-15-309-09-15 for the provision of "Construction Materials Engineering and Testing Services" for:
a) Work Authorization No. 1 - Mile 5 1/2 West Road and Norene Drive Improvements Project in the amount of $13,044.75 thru assigned & submitted Requisition #286459.

RLI®

NOV 23 2015

222 Las Colinas Blvd W, 2100n
Irving, TX 75039
Phone: (972) 241-7737
Fax: (309) 683-1630

Shepard Walton King Ins Group
121 W. Pecan
McAllen, TX 78501

November 18, 2015

RE: Bond Renewal: LFM0014917
Principal: Catalina Lopez DBA Elite Transportation

Obligee:
Description:

Dear Principal:

This letter will confirm our receipt of your premium payment and notification of your bond renewal. Your bond premium is paid through November 30, 2016.

For questions please contact:
Shepard Walton King Ins Group
121 W. Pecan
McAllen, TX 78501

(956) 682-2841

Thank you for placing your bond business with us.

Sincerely,

RLI Surety Accounting

Zimbra **evangelina.garcia@co.hidalgo.tx.us**

Bond for Elite Transportation

From : Christy Sanchez <csanchez@swkins.com> Tue, Feb 02, 2016 01:04 PM
Subject : Bond for Elite Transportation 1 attachment
To : 'evangelina.garcia@co.hidalgo.tx.us' <evangelina.garcia@co.hidalgo.tx.us>
Cc : 'Catty' <cattyr819@yahoo.com>

Good afternoon,

My name is Christy D. Sanchez, and I work within the Customer Care Department here at Shepard Walton King Insurance Group. Attached please find the Bond for Elite Transportation.

Should you require additional information or assistance, please do not hesitate to contact our office. Thank you.

Sincerely,

Christy D. Sanchez

Customer Care Department

Shepard Walton King Insurance Group 121 Pecan Blvd McAllen, TX 78501
office: (956) 682-2841| fax: (956) 630-4015| direct: (956) 630-4070| email: csanchez@swkins.com

13515031.pdf
17 KB

RLI INSURANCE COMPANY | CONTRACTORS BONDING AND INSURANCE COMPANY
222 W. Las Colinas Blvd. | Suite 2100N | Irving, TX 75039 | P: 800-483-9754 | F: 309-683-1630
suretytx@rlicorp.com | www.rlisurety.com

February 1, 2016

Vangie Y. Garcia, Contract Manager
Hidalgo County Purchasing Department
2812 S. Business Hwy. 281
Edinburg, Texas 78539

Re: Bond #LFM0014917
CATALINA LOPEZ DBA ELITE TRANSPORTATION

To Whom It May Concern:

The above bond was issued effective November 30, 2012. This bond is continuous in nature and remains in effect until we send cancellation notice. This bond is currently in full force and effect for the term of November 30, 2015 to November 30, 2016 and we have received payment for this term.

Sincerely,

Clifford G. Miller
Manager, Underwriting, Miscellaneous

cc: Catalina Lopez
Shepard Walton King Ins Group

RLI Insurance Company
P.O. Box 3967 Peoria IL 61612-3967
Phone: (309)692-1000 Fax: (309)683-1610

DISHONESTY BOND
(FOR ANY TYPE OF BUSINESS)

Bond No. - LFM0014917

Item 1. Name of Insured: Catalina Lopez DBA Elite Transportation

(the "Insured")

Principal Address: 7608 N. 21st
Mcallen, TX 78504

Item 2. Bond Period: The term of this bond begins with the 30th day of November, 2012, at 12:00 o'clock night, standard time, at the address of the insured given above, and ends at 12:00 o'clock night, standard time, on the effective date of the cancellation of this Bond in its entirety.

Item 3. Limit of liability: $ 10,000.00

I. INSURING AGREEMENT

In consideration of the agreed premium, RLI Insurance Company, an Illinois corporation (the "Company"), hereby agrees to indemnify the Insured, against any loss of money or other property which the Insured shall sustain or for which the Insured shall incur liability to any customer or subscriber of the Insured through any fraudulent or dishonest act or acts committed by any **Employee** or **Employees** of the Insured acting alone or in collusion with others, an amount, not exceeding, in the aggregate, the amount stated in Item 3.

II. DEFINITIONS

Employee. The word **Employee** or **Employees,** as used in this Bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustees of the Insured, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Insured in the ordinary course of the Insured's business during the term of this Bond, and whom the Insured compensates by salary, or wages and has the right to govern and direct in the performance of such service, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same general character.

III. GENERAL EXCLUSIONS

A. **Acts Committed by You or Your Partners:** This Bond will not pay for loss resulting from any dishonest or criminal act committed by you or any of your partners whether acting alone or in collusion with other persons.

B. **Indirect Loss:** This Bond will not pay for loss that is an indirect result of any act covered by this Bond including, but not limited to, loss resulting from:

(1) Your inability to realize income that you would have realized had there been no loss of, or loss from damage to, covered property.

(2) Payment of damages of any type for which you are legally liable; but, we will pay compensatory damages arising directly from a loss covered under this Bond.

(3) Payments of costs, fees or other expenses you incur in establishing either the existence or the amount of loss under this Bond.

C. **Legal Expenses:** This Bond will not pay for expenses related to any legal action.

IV. EXCLUSIONS

This Bond does not apply to loss, or to that part of any loss, as the case may be, the proof of which, either as to its factual existence or as to its amount, is dependent upon an inventory computation or a profit and loss computation. In addition, the Bond does not apply to the defense of any legal proceedings brought against the Insured, or to fees, costs or expenses incurred or paid by the Insured in prosecuting or defending any legal proceedings whether or not such proceedings results or would result in a loss to the Insured covered by this Bond. In addition, the Company shall not be liable for any costs, fees and other expenses incurred by the Insured in establishing the existence or the amount of loss covered under this Bond.

V. CONDITIONS

A. **Consolidation-Merger.** If any natural persons shall be taken into the regular service of the Insured through merger or consolidation with some other concern, the Insured shall give the Company written notice thereof and shall pay an additional premium on any increase in the number of **Employees** covered under this Bond as a result of such merger or consolidation computed pro rata from the date of such merger or consolidation to the end of the current premium period.

B. **Discovery Period.** Loss is covered under this Bond only (a) if sustained through any act or acts committed by any **Employee** of Insured while this Bond is in force as to such Employee, and (b) if discovered no later than one (1) year from the expiration or sooner cancellation of this Bond in its entirety as provided in **Section VI, Cancellation**, or from its cancellation or termination in its entirety in any other manner, whichever shall first happen.

C. **Fraudulent or Dishonest Act. A Fraudulent or Dishonest Act of an Employee of the insured shall mean an act which is punishable under the criminal code in the jurisdiction within which act occurred, for which said Employee is tried and convicted by a court of proper jurisdiction.**

D. **Limit of Liability Under This Bond and Prior Insurance.** With respect to loss or losses caused by an Employee or which are chargeable to such Employee as provided in CONDITION C and which occur partly under this Bond and partly under other bonds or policies issued by the Company to the Insured or to any predecessor in interest of the Insured and terminated or cancelled or allowed to expire and in which the period for discovery has not expired at the time any such loss or losses thereunder are discovered, the total liability of the Company under this Bond and under such other bonds or policies shall not exceed, in the aggregate, the amount carried under this Bond on such loss or losses or the amount available to the Insured under such other bonds or policies, as limited by the terms and conditions thereof, for any such loss or losses, if the latter amount be the larger.

E. **Non-Accumulation of Liability.** Regardless of the number of years this Bond shall continue in force and the number of premiums which shall be payable or paid, the liability of the Company under this Bond shall not be cumulative in amounts from year to year or from period to period.

F. **Salvage.** If the Insured shall sustain any loss or losses covered by this Bond which exceed the amount of coverage provided by this Bond, the Insured shall be entitled to all recoveries, except from suretyship, insurance, reinsurance security and indemnity taken by or for the benefit of the Company, by whomsoever made, on account of such loss or losses under this Bond until fully reimbursed, less the actual cost of effecting the same; and less the amount of the deductible carried on the **Employee** causing such loss or losses; and any remainder shall be applied to the reimbursement of the Company.

G. **Prior Fraud, Dishonesty or Cancellation.** No **Employee**, to the best of the knowledge of the Insured, or of any partner or officer thereof not in collusion with such **Employee**, has committed any Fraudulent or Dishonest Act in the service of the Insured or otherwise. If prior to the issuance of this Bond, any fidelity insurance in favor of the Insured or any predecessor in interest of the Insured and covering one or more of the Insured's employees shall have been cancelled as to any of such employees by reason of (a) the discovery of any fraudulent or dishonest act on the part of such employees, or (b) the giving of written notice of cancellation by the Insurer issuing such fidelity insurance, whether the Company or not, and if such employees shall not have been reinstated under the coverage of such fidelity insurance or superseding fidelity insurance, the Company shall not be liable under this Bond on account of such Employees unless the Company shall agree in writing to include such Employees within the coverage of this Bond.

H. **Loss, Notice, Proof, Legal Proceedings.** At the earliest practical moment, and at all events not later than fifteen days after discovery of any fraudulent or dishonest act on the part of any **Employee** by the Insured, or by any partner or officer thereof not in collusion with such **Employee**, the Insured shall give the Company written notice thereof and within four months after such discovery shall file with the Company affirmative proof of loss, itemized and duly sworn to, and shall upon request of the Company render every assistance, not pecuniary, to facilitate the investigation and adjustment of any loss. No suit to recover on account of loss under this Bond shall be brought before the expiration of two months from the filing of proof as aforesaid on account of such loss, nor after the expiration of fifteen months from the discovery as aforesaid of the fraudulent or dishonest act causing such loss. If any limitation in this Bond for giving notice, filing claim or bringing suit is prohibited or made void by any law controlling the construction of this Bond, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

I. **Part-Time or Temporary Employees.** The named Insured shall not at any time while this Bond is in force direct any temporary or part time Employee(s) to any subscriber's premises unless such Employee(s) is accompanied by a foreman who is in the regular employ of the Insured.

J. **Valuation - Settlement.** Subject to the applicable Limit of Liability provision we will pay for:

(1) Loss of "money" but only up to and including its face value.

(2) Loss of "securities" but only up to and including their value at the close of business on the day the loss was discovered. We may, at our option:

(a) Pay the value of such "securities" or replace them in kind, in which event you must assign to us all your rights, title and interest in and to those "securities;"

(b) Pay the cost of any Lost Securities Bond required in connection with issuing duplicates of the "securities." However, we will be liable only for the payment of so much of the cost of the bond as would be charged for a bond having a penalty not exceeding the lesser of the:

(i) Value of the "securities" at the close of business on the day the loss was discovered; or

(ii) Limit of liability.

(3) Loss of, or loss from damage to, "property other than money and securities" or loss from damage to the "premises" for not more than the:

(a) Actual cash value of the property on the day the loss was discovered;

(b) Cost of repairing the property or "premises;" or

(c) Cost of replacing the property with property of like kind and quality.

We may, at our option, pay the actual cash value of the property or repair or replace it.

If we cannot agree with you upon the actual cash value or the cost of repair or replacement, the value or cost will be determined by arbitration.

VI. CANCELLATION

This Bond shall be deemed cancelled as to any **Employee**: (a) immediately upon discovery by the Insured, or by any partner or officer thereof not in collusion with such **Employee**, of any fraudulent or dishonest act on the part of such **Employee**; or (b) at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served upon the Insured or sent by mail. Such date, if the notice be served, shall be not less than ten days after such service, or, if sent by mail, not less than fifteen days after the date of mailing. The mailing by the Company of notice, as aforesaid, to the Insured at its principal office shall be sufficient proof of notice.

This Bond shall be deemed cancelled in its entirety at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served by the Insured upon the Company or by the Company upon the Insured, or sent by mail. Such date, if served by the Company, shall be not less than ten days after such service, or if sent by the Company by mail, not less than fifteen days after the date of mailing. The mailing by the Company of notice, as aforesaid, to the Insured at its principal office shall be sufficient proof of notice. The Company shall refund to the Insured the unearned premium computed pro rata if this Bond is cancelled at the instance of the Company, or at short rates if cancelled or reduced at the instance of the Insured.

Dated this 29th day of November, 2012.

RLI INSURANCE COMPANY CORPORATE SEAL ILLINOIS

RLI INSURANCE COMPANY CORPORATE SEAL ILLINOIS

Countersigned

By Karla Lofton
Authorized Individual

RLI Insurance Company

By
Roy C. Die
Vice President

RLI®
P.O. Box 3967
Peoria, IL 61612-3967
Phone: (309)692-1000 Fax: (309)683-1610

TEXAS COMPLAINT NOTICE

IMPORTANT NOTICE

To obtain information or make a complaint:

You may call **RLI Insurance Company**'s toll free telephone number for information or to make a complaint at (800)645-2402.

You may also write to **RLI Insurance Company** at:

9025 N. Lindbergh Drive
Peoria, IL 61615
FAX # (309)683-1610

You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at 1-800-252-3439.

You may write the Texas Department of Insurance:

P.O. Box 149104
Austin, TX 78714-9104
FAX # (512) 475-1771
Web: http://www.tdi.state.tx.us
E-mail: ConsumerProtection@tdi.state.tx.us

PREMIUM OR CLAIM DISPUTES:
Should you have a dispute concerning your premium or about a claim, you should contact **RLI Insurance Company** first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

ATTACH THIS NOTICE TO YOUR POLICY:
This notice is for information only and does not become a part or condition of the attached document.

RECEIVED
NOV 30 2012
By 10:15 AM

AI-53392

Purchasing Department 11. G.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Gabriel Navarro, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Pursuant to Texas Local Government Code, 263.151 (1) approval to declare as "Salvage Property"-[see BACKGROUND] including authority to remove the detailed items listed in Exhibit A [attached as supporting documentation] from the Hidalgo County Community Supervision and Corrections Department's, aka, Adult Probation Department's inventory list, with assistance from the Hidalgo County Precinct 4 to dispose of said items at a landfill.

BACKGROUND

1. Definition of "Salvage Property" - personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged or obsolete that it has no value for the purpose for which it was originally intended;
2. Removing said assets is vital in the interest of Health and Safety to eliminate vermin from harboring in the building.

Fiscal Impact

FISCAL YEAR: ACCT. #:

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

BUDGETARY IMPACT:

No Budgetary Impact; items have no current value.

Attachments

263.151

Exhibit A

Transfer Form

Depr

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/19/2016 01:56 PM

Budget & Management	Veronica Ortiz	02/19/2016 01:58 PM
Merlen P. Munoz	Merlen P. Munoz	02/19/2016 04:57 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Gabriel Navarro Started On: 02/11/2016 03:36 PM

Final Approval Date: 02/19/2016

SUBCHAPTER D. DISPOSITION OF SALVAGE OR SURPLUS PROPERTY

Sec. 263.151. DEFINITIONS. In this subchapter:

(1) "Salvage property" means personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.

(2) "Surplus property" means personal property that:

(A) is not salvage property or items routinely discarded as waste;

(B) is not currently needed by its owner;

(C) is not required for the owner's foreseeable needs; and

(D) possesses some usefulness for the purpose for which it was intended.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, Sec. 61(b), eff. Aug. 28, 1989.

Exhibit "A"

Department: C.S.C.D. **Prepared By:** Gabriel Navarro, Fixed Assets Division

Sub-Location: **Date:** 8/22/2014

	Asset Tag. #	Item Description	Unit No./Location	Vin# / Serial Number	Lic. Plate	Alio Record Status	Update Required
1	AA000273	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
2	AA000274	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
3	AA000275	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
4	AA000276	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
5	AA000277	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
6	AA000278	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
7	AA000279	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
8	AA000280	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
9	AA000281	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
10	AA000323	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
11	AA000283	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
12	AA000284	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
13	AA000285	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
14	AA000286	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
15	AA000287	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
16	AA000288	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
17	AA000289	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
18	AA000290	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
19	AA000291	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			
20	AA000292	TWIN BED SIZE FRAMES	207 E. Loeb St. Edinburg	N/A			

RECEIVED NOV 1

HIDALGO COUNTY, TEXAS
ASSET TRANSFER FORM

	DEPARTMENT NAME	LOCATION
TRANSFER TO:	Salvage for Destruction via landfill	9999
TRANSFER FROM:	Adult Probation - Restitution Center	3205

TF# 2015-595

CONTACT INFORMATION:

NAME (PRINT Jesse Garcia | Ext. 4407 | FAX NO.: | E-MAIL:

SAFETY DIVISION (FOR SURPLUS OF VEHICLES):
INITIAL BY STAFF: DATE:

ORIGINAL SIGNED DOCUMENT TO BE ACCEPTED ONLY
(NO FAXES OR E-MAILED DOCUMENTS WILL BE ACCEPTED)

POSTED

FIXED ASSET DIVISION USE ONLY

	DESCRIPTION OF ITEM	INVENTORY TAG NO.	SERIAL NO./ VIN	CURRENT CONDITION	PALLET INFO.	ALIO LOC #	FUND NO.	COST	P/U	LOC
1	31 - wood/steel twin sz bed frames					CR	1297	—		
2	6 - orange student guest chairs					NR	1297	—		
3	3 - wood sofa frame w/ cushions					NR	1297	—		
4	20 - twin sz bed mattresses					NR	1297	—		
5	various books					NR	1297	—		
6	1 - inkjet printer					NR	1297	—		
7	20 - used tires					NR	1297	—		
8	8 - metal desks					NR	1297	—		
9	18 - small table tops					NR	1297	—		
10	various wood pieces					NR	1297	—		

JUSTIFICATION FOR TRANSFER: Items located at 207 E. Loeb (old Restitution bldg.) Edinburg

FROM TO

DEPT. 320 9999

AMOUNT $ $

Note: Condition of items: (G) = Good working condition, (F) = Fair condition, and (B) = Broken

PLEASE USE BLUE INK TO SIGN

	PRINT NAME	SIGNATURE	DATE
The transfer is hereby approved by the Purchasing Agent	MARTHA L. SALAZAR	Martha L Salazar	2-11-16
Contact Person transferring item(s) out	ARNOLD FATRICK		11-16-15
Person receiving Item(s)			
Reviewed & Processed by FA Division	Agueda "Aggie" Garcia		2/11/16

TO BE INITIALLED BY CONTACT PERSON WHEN ITEMS ARE REMOVED FROM THE PREMISES.

DATE INITIAL

EFFECTIVE DATE 03/01/13

PLEASE SUBMIT ORIGINAL TO THE PURCHASING DEPT. ATTN: FIXED ASSET DIVISION
HIDALGO COUNTY ADMINISTRATION BUILDING - 2812 S. BUSINESS 281, EDINBURG, TX 78539

HIDALGO COUNTY, TEXAS
PURCHASING DEPARTMENT - FIXED ASSETS DIVISION
DEPRECIATION FORM - CARTER PERTAIN SYSTEM

input info

Prepared By: Gabriel Navarro
Requested By: C.S.C.D.
Date: 2/12/2016

Asset Number	Description	Hist Cost	Acq Date	Acq. Year	Current Date	Life Expectancy	Curr Usage (yrs)	Residual Value 10%	Depreciable Value	Yearly Depreciation	Current Depreciation	Current Value
AA000273	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000274	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000278	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000275	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000276	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000277	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000279	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000280	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000281	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000323	SOLID PANEL BED	$110.50	11/13/1990	1990	2016	7	26	$11.05	$99.45	$14.21	$99.45	$0.00
AA000283	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000284	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000285	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000286	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000287	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA00288	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000289	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000290	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000291	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
AA000292	SINGLE BED W/ INNER SPRING MATTRESS	$163.85	9/17/1985	1985	2016	7	31	$16.39	$147.47	$21.07	$147.47	$0.00
		$3,223.65						**$322.37**	**$2,901.29**		**$2,901.29**	**$0.00**

Historical Cost - Residual Value = **$2,901.29**

AI-53446

Purchasing Department 11. H.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Eddie Cantu, COMM. PCT. #2 Submitted By: Carlos Jasso, COMM. PCT. #2

Department: COMM. PCT. #2

Information

CAPTION

Requesting approval of payment Application No. 6 in the amount of $51,071.24 for the Sioux Road Improvements project for Pct. 2 submitted by contractor, Texas Cordia Construction, LLC through Contract C-15-209-07-21 and as reviewed by project engineer, Raul Sesin, P.E.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1345-431-00-122-106-0-841

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

BUDGETARY IMPACT:

Funding available through PO#729553; A Purchase Order increase was submitted to the purchasing department on 2/10/2016.

Attachments

Payment Application No 6

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/19/2016 01:57 PM
Budget & Management	Veronica Ortiz	02/19/2016 01:59 PM
Glinda Pacheco	Glinda Pacheco	02/19/2016 02:18 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Carlos Jasso Started On: 02/16/2016 09:35 AM

Final Approval Date: 02/19/2016

APPLICATION FOR PAYMENT NO. 6

To: **Hidalgo County Precient #2** (OWNER)
From: **Texas Cordia Construction, LLC** (CONTRACTOR)
Contract: **C-15-209-07-21** ✓
Project: **Pct. 2 - Sioux Road Improvements**
Owner's Contract No. **C-15-209-07-21** ✓ Engineer's Project No. _____
For Work accomplished through the date of: **January 29, 2016**

1. Original Contract Price:		$378,587.00 ✓
2. Net change by Change Order and Written Agreements(+or-):		$87,554.56 ✓
3. Current Contract Price (1 plus 2):		$466,141.56 ✓
4. Total completed and stored to date:		$454,690.76
5. Retainage (per Agreement):		
5% of completed Work:	$ 22,734.54 ✓	
5% of stored material		
Total Retainage:		$22,734.54 ✓
6. Total completed and stored to date less retainage (4 minus 5)		$431,956.22 ✓
7. Less previous Application for Payments:		$380,884.98 ✓
8. AMOUNT DUE THIS APPLICATION (6 MINUS 7)		$51,071.24 ✓

Accompanying Documentation:

ESTIMATE QUANTITY WORKSHEET
SCHEDULE OF VALUES
LIST OF SUPPLIERS AND SUB CONTRACTORS
TxDOT Form 252 Contract Time Statement
PARTIAL WAIVER OF LIENS
PAYROLL

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1 through 5 inclusive: (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payments is in accordance with the Contract Documents and not defective.

Date: 1/29/2016

Texas Cordia Construction, LLC
CONTRACTOR

Ryan Corbitt, PE
Yara M. Corbitt, President

State of **Texas**
County of **Hidalgo**
Subscribed and sworn to before me this 29th ✓ day of January 2016

Notary Public
My Commission expires: 12/3/17 ✓

ISABEL G. MARTINEZ
My Notary ID # 128118614
Expires December 3, 2017

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.
Date: 02/04/16

Hidalgo County Drainage District No. 1
ENGINEER
By: _____ ✓
Raul E. Sesin, P.E.

INVOICE RECEIVED BY:
Elizabeth Ríos ON 2/9/16
GOODS/SERVICES RECEIVED BY:
Eduardo CANTU ON 1/29/2016

PO # 729553
6-1200-431-00-122-166-0-841
Req # 281394

Texas Cordia Construction, LLC — Contractor Name
8/20/2015 — Starting Date
Project Ending Date
Pct. 2 - Sioux Road Improvements — Engineer's / County Project Description

Application No.: 6
Application Date: 1/29/2016
Period To: 1/29/2016
Engineer's / County Project No.:

No.	Description	Unit	Original Schedule Value			Revised Schedule Value			RFP 1			RFP 2			RFP 3			RFP 4			RFP 5			RFP 6			MOH			Total to Date	Balance To Finish	
			Rates	Quan	Dollars	Rates	Quan	Dollars	MON 1 Quan	QTY to Date	Item Cost (Monthly)	MON 2 Quan	QTY to Date	Item Cost (Monthly)	MON 3 Quan	QTY to Date	Item Cost (Monthly)	MON 4 Quan	QTY to Date	Item Cost (Monthly)	MON 5 Quan	QTY to Date	Item Cost (Monthly)	MON 6 Quan	QTY to Date	Item Cost (Monthly)	QTY to Date	Item Cost	Item Cost (Total)		Quan	Dollars
BASE BID																															
1	1 1/2" HMAC TYPE "D"	SY	$ 10.00	22125	$ 221,250.00			$ -		0.00	$ -	10,149.00	10,149.00	$ 101,490.00	11,976.00	22,125.00	$ 119,760.00		22,125.00	$ -		22125.00	$ -		22125.00	$ -				$ 221,250.00	-	$ -
2	PRIME COAT (MC-30) (0.2 GAL/SY)	SY	$ 2.00	21682	$ 43,364.00			$ -		0.00	$ -	10,149.00	10,149.00	$ 20,298.00	11,533.00	21,682.00	$ 23,066.00		21,682.00	$ -		21682.00	$ -		21682.00	$ -				$ 43,364.00	-	$ -
3	TACK COAT (SS-1) (0.14 GAL/SY)	SY	$ 3.00	443	$ 1,329.00			$ -		0.00	$ -	0.00	0.00	$ -	443.00	443.00	$ 1,329.00		443.00	$ -		443.00	$ -		443.00	$ -				$ 1,329.00	-	$ -
4	SCARIFY, PROCESS, PREPARE & STABILIZE (2.5% LIME) EXISTING ROAD SECTION TO ACHIEVE PROPOSED BASE	SY	$ 3.00	21682	$ 65,046.00			$ -	5420.50	5420.50	$ 16,261.50	16,261.50	21,682.00	$ 48,784.50		21,682.00	$ -		21,682.00	$ -		21682.00	$ -		21682.00	$ -				$ 65,046.00	-	$ -
5	EROSION AND SEDIMENT CONTROL STRUCTURAL PRACTICES TO COMPLY WITH COUNTY AND TCEQ REQUIREMENTS FOR STORM WATER POLLUTION PREVENTION	LS	$ 4,965.00	1	$ 4,965.00			$ -	1.00	1.00	$ 4,965.00	0.00	1.00	$ -		1.00	$ -		1.00	$ -		1.00	$ -		1.00	$ -				$ 4,965.00	-	$ -
6	REGRADE ROADSIDE DITCH	LF	$ 1.00	6355	$ 6,355.00			$ -		0.00	$ -	0.00	0.00	$ -	6,037.25	6,037.25	$ 6,037.25	317.75	6,355.00	$ 317.75		6355.00	$ -		6355.00	$ -				$ 6,355.00	-	$ -
7	REMOVE AND REPLACE TYPE "A" CURB & GUTTER	LF	$ 23.00	419	$ 9,637.00			$ -		0.00	$ -	300.00	300.00	$ 6,900.00	119.00	419.00	$ 2,737.00		419.00	$ -		419.00	$ -		419.00	$ -				$ 9,637.00	-	$ -
8	TYPE "C-C" INLET WITH CONCRETE APRON	EA	$ 2,885.00	2	$ 5,770.00			$ -		0.00	$ -	2.00	2.00	$ 5,770.00		2.00	$ -		2.00	$ -		2.00	$ -		2.00	$ -				$ 5,770.00	-	$ -
9	18" RUBBER GASKET RCP CL III STROM DRAIN PIPE	LF	$ 60.00	24	$ 1,440.00			$ -		0.00	$ -	0.00	0.00	$ -	24.00	24.00	$ 1,440.00		24.00	$ -		24.00	$ -		24.00	$ -				$ 1,440.00	-	$ -
10	REMOVE EXISTING 12" RCP PIPE	LF	$ 79.00	8	$ 632.00			$ -		0.00	$ -	8.00	8.00	$ 632.00		8.00	$ -		8.00	$ -		8.00	$ -		8.00	$ -				$ 632.00	-	$ -
11	STORM TRENCH BEDDING & BACKFILL	LF	$ 23.00	24	$ 552.00			$ -		0.00	$ -	24.00	24.00	$ 552.00		24.00	$ -		24.00	$ -		24.00	$ -		24.00	$ -				$ 552.00	-	$ -
12	TRENCH PROTECTION	LF	$ 52.00	24	$ 1,248.00			$ -		0.00	$ -	24.00	24.00	$ 1,248.00		24.00	$ -		24.00	$ -		24.00	$ -		24.00	$ -				$ 1,248.00	-	$ -
13	SAFETY END TREATMENT FOR 18" PIPE	EA	$ 1,135.00	1	$ 1,135.00			$ -		0.00	$ -	0.00	0.00	$ -		0.00	$ -	1.00	1.00	$ 1,135.00		1.00	$ -		1.00	$ -				$ 1,135.00	-	$ -
14	TRAFFIC CONTROL	LS	$ 4,744.00	1	$ 4,744.00			$ -	0.33	0.33	$ 1,565.52	0.17	0.50	$ 806.48	0.25	0.75	$ 1,186.00	0.25	1.00	$ 1,186.00		1.00	$ -		1.00	$ -				$ 4,744.00	(0.00)	$ -
15	PAVEMENT MARKINGS	LS	$ 9,470.00	1	$ 9,470.00			$ -		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -				$ -	1.00	$ 9,470.00
16	CHEVRON SIGN W1-8L (18" x 24")	EA	$ 550.00	3	$ 1,650.00			$ -		0.00	$ -	0.00	0.00	$ -		0.00	$ -	3.00	3.00	$ 1,650.00		3.00	$ -		3.00	$ -				$ 1,650.00	-	$ -
	SUBTOTAL COUNTY LINE ROAD DRAINAGE				**$ 378,587.00**			**$ -**			**$ 22,792.02**			**$ 186,480.98**			**$ 155,555.25**			**$ 4,288.75**			**$ -**			**$ -**			**$369,117.00**		**$ 9,470.00**
AMENDMENT TO CONTRACT																															
1	PRIME COAT (MC-30) (0.2 GAL/SY)	SY				$2.00	7025	$ 14,050.00		0.00	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		0.00	$ -	$ 7,025.00	7025.00	$ 14,050.00				$ 14,050.00	0.00	$ -
2	SCARIFY, PROCESS, PREPARE & STABILIZE (2.5% LIME) EXISTING ROAD SECTION TO ACHIEVE PROPOSED BASE	SY				$3.00	7025	$ 21,075.00		0.00	$ -	$ -	$ -	$ -		$ -	$ -	3512.50	$ 3,512.50	$ 10,537.50	3512.50	7025.00	$ 10,537.50		7025.00	$ -				$ 21,075.00	0.00	$ -
3	EROSION AND SEDIMENT CONTROL STRUCTURAL PRACTICES TO COMPLY WITH COUNTY AND TCEQ REQUIREMENTS FOR STORM WATER POLLUTION PREVENTION	LS				$1,500.00	1	$ 1,500.00		0.00	$ -	$ -	$ -	$ -		$ -	$ -	1.00	$ 1.00	$ 1,500.00		1.00	$ -		1.00	$ -				$ 1,500.00	0.00	$ -
4	TRAFFIC CONTROL	LS				$1,500.00	1	$ 1,500.00		0.00	$ -	$ -	$ -	$ -		$ -	$ -	1.00	$ 1.00	$ 1,500.00		1.00	$ -		1.00	$ -				$ 1,500.00	0.00	$ -
5	PAVEMENT MARKINGS	LS				$2,400.00	1	$ 2,400.00		0.00	$ -	$ -	$ -	$ -		$ -	$ -		$ -	$ -		0.00	$ -		0.00	$ -				$ -	1.00	$ 2,400.00
	SUBTOTAL AMENDMENT TO CONTRACT							**$ 40,525.00**			**$ -**			**$ -**			**$ -**			**$ 13,537.50**			**$ 10,537.50**			**$ 14,050.00**			**$ 38,125.00**		**$ 2,400.00**
CHANGE ORDER #1																															
1	REMOVE AND REPLACE TYPE "A" CURB & GUTTER	LF				$ 23.00	95.0	$ 2,185.00		0.00	$ -	0.00	0.00	$ -	95.00	95.00	$ 2,185.00		95.00	$ -		95.00	$ -							$2,185.00	-	$0.00
	SUBTOTAL CHANGE ORDER #1							**$ 2,185.00**			**$ -**			**$ -**			**$ 2,185.00**			**$ -**			**$ -**						**$2,185.00**		**$0.00**
CHANGE ORDER #2																															
1	At Station 64+75, 2" of fill dirt, 60' HPPP and 4" caliche entrance	LS				$ 1,700.00	1.0	$ 1,700.00		0.00	$ -	0.00	0.00	$ -	1.00	1.00	$ 1,700.00		1.00	$ -		1.00	$ -		1.00	$ -				$ 1,700.00	0.00	$0.00
2	At Station 63+75, 2" of fill dirt, 26' HPPP and 4" caliche entrance	LS				$ 1,700.00	1.0	$ 1,700.00		0.00	$ -	0.00	0.00	$ -	1.00	1.00	$ 1,700.00		1.00	$ -		1.00	$ -		1.00	$ -				$ 1,700.00	0.00	$0.00
3	At Station 62+80, 2" of fill dirt, 26' HPPP and 4" caliche entrance	LS				$ 1,700.00	1.0	$ 1,700.00		0.00	$ -	0.00	0.00	$ -	1.00	1.00	$ 1,700.00		1.00	$ -		1.00	$ -		1.00	$ -				$ 1,700.00	0.00	$0.00
4	At Station 61+25, 2" of fill dirt, 30' HPPP and 4" caliche entrance	LS				$ 1,700.00	1.0	$ 1,700.00		0.00	$ -	0.00	0.00	$ -	1.00	1.00	$ 1,700.00		1.00	$ -		1.00	$ -		1.00	$ -				$ 1,700.00	0.00	$0.00
5	Scarify, Process, Prepare & Stabilize (2.5% Lime) Existing Road Section to Achieve Proposed Base	SY				$ (0.08)	15,568.0	$ (1,245.44)		0.00	$ -	0.00	0.00	$ -	15,568.00	15,568.00	$ (1,245.44)		15,568.00	$ -		15568.00	$ -		15568.00	$ -				$ (1,245.44)	0.00	$0.00
	SUBTOTAL CHANGE ORDER #2							**$ 5,554.56**			**$ -**			**$ -**			**$ 5,554.56**			**$ -**			**$ -**			**$ -**			**$ 5,554.56**		**$0.00**
CHANGE ORDER #3																															
1	Remove 100 LF concrete sidewalk.	LS				$ 3,850.00	1	$ 3,850.00		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -	1	1.00	$ 3,850.00				$ 3,850.00	0.00	$0.00
2	Replace 100 LF concrete sidewalk.	LS				$ 4,500.00	1	$ 4,500.00		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -	1	1.00	$ 4,500.00				$ 4,500.00	0.00	$0.00
3	ADA Wheel Chair Ramps.	EA				$ 1,550.00	10	$ 15,500.00		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -	10	10.00	$ 15,500.00				$ 15,500.00	0.00	$0.00
4	Place 10 truncated domes (2'x4').	EA				$ 125.00	10	$ 1,250.00		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -	10	10.00	$ 1,250.00				$ 1,250.00	0.00	$0.00
5	Equalizers	EA				$ 4,333.33	3	$ 13,000.00		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -	3	3.00	$ 13,000.00				$ 13,000.00	0.00	$0.00
6	Traffic Control	LS				$ 2,500.00	1	$ 2,500.00		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -	1	1.00	$ 2,500.00				$ 2,500.00	0.00	$0.00
7	Credit on Primecoat	SY				$ (2.00)	262	$ (524.00)		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -	52.4	52.40	$ (104.80)				$ (104.80)	209.60	-$419.20
8	Credit on Liming	SY				$ (3.00)	262	$ (786.00)		0.00	$ -	0.00	0.00	$ -		0.00	$ -		0.00	$ -		0.00	$ -	262	262.00	$ (786.00)				$ (786.00)	0.00	$0.00
	SUBTOTAL CHANGE ORDER #3							**$ 39,290.00**			**$ -**			**$ -**			**$ -**			**$ -**			**$ -**			**$ 39,709.20**			**$ 39,709.20**		**-$419.20**
	TOTAL BASE AMOUNTS:				**$ 378,587.00**			**$ 87,554.56**			**$ 22,792.02**			**$ 186,480.98**			**$ 163,294.81**			**$ 17,826.25**			**$ 10,537.50**			**$ 53,759.20**		**$ -**	**$ 454,690.76**		**$ 11,450.80**

ORIGINAL CONTRACT	$ 378,587.00
AMENDMENT TO CONTRACT	$ 40,525.00
CHANGE TO DATE	$ 47,029.56
CURRENT CONTRACT VALUE	$ 466,141.56

TOTAL TO DATE	$ 454,690.76
TOTAL TO DATE MOH	
TOTAL COMPLETE AND STORED TO DATED	$ 454,690.76
LESS RETAINAGE	$ 22,734.54
NET AMOUNT EARNED TO DATE	$ 431,956.22
PREVIOUS PAYMENTS	$ 380,884.98
NET AMOUNT EARNED THIS PERIOD	$ 51,071.24

Texas Cordia Construction, LLC Contractor Name
08/20/2015 Starting Date
11/27/2015 Project Ending Date
5% Retainage Percent

Application No: 6
Application Date 01/29/2016
Period To: 1/29/2016
Engineer Firm: Hidalgo County Drainage District No. 1

Summary

Contract No	Project Name	Original Schedule Value	Amendment to Contract	Change Order #1	Change Order #2	Change Order #3	Revised Schedule Value	Application #1	Retainage for App #1	Payment for Application #1	Material on Hand (MOH)	Retainage for MOH	Payment for MOH	Payment for Application #1 Plus MOH	Application #2	Retainage for App #2	Payment for Application # 2	Application #3	Retainage for App #3	Payment for Application # 3	Application #4	Retainage for App #4	Payment for Application # 4	Application #5	Retainage for App #5	Payment for Application # 5	Application #6	Retainage for App #6	Payment for Application # 6	Total Complete to Date	Retainage to Date	Total Complete Less Retainage	Previous Payment	Balance to Finish
C-15-209-07-21	Pct. 2 - Sioux Road Improvements	$ 378,587.00	$ 40,525.00	$ 2,185.00	$ 5,554.56	$39,290.00	$ 466,141.56	$ 22,792.02	$ 1,139.60	$ 21,652.42	$ 2,733.00	$ 136.65	$ 2,596.35	$ 24,248.77	$ 183,747.98	$ 9,187.40	$ 174,560.58	$ 163,294.81	$ 8,164.74	$ 155,130.07	$ 17,626.25	$ 881.31	$ 16,934.94	$ 10,537.50	$ 526.88	$ 10,010.63	$ 53,759.20	$ 2,687.96	$ 51,071.24	$ 454,690.76	$ 22,734.54	$ 431,956.22	$ 380,864.98	$ 34,185.34

AI-53448

CC CONSENT
Meeting Date: 02/23/2016
Submitted For: Marty Salazar, PURCHASING DEPT.
Submitted By: Matilde Faz, PURCHASING DEPT.
Department: PURCHASING DEPT.

Information

CAPTION

AUXILIARY COURT:
Requesting authority to enter into a 36-month new (capital) lease copier for a RICOH AFICIO MP4054SP through our membership/participation with (DIR) Department of Information Resources awarded vendor, RICOH USA / GE RICOH USA contract DIR-TSO-3041 through Requisition #289745 in the amount of $159.18/month-equipment, 2,500 B/W impressions @ $17.25/month with a total of $176.44/month, effective upon approval and subject to HB-1295 compliance when and if applicable.

BACKGROUND

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1100-412-00-045-001-0-780
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: No
BUDGETARY IMPACT:

FISCAL YEAR: 2016 ACCT. #: 6-1100-412-00-045-001-0-430
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: No
BUDGETARY IMPACT:

FISCAL YEAR: 2016 ACCT. #: 6-1100-412-00-045-001-0-610
FUNDS AVAILABLE Y/N?: Yes MATCHING FUNDS Y/N?: No
BUDGETARY IMPACT:

Attachments
Requisition
Quote
Web Price

Capital Log Sheet
Calculator Sheet
backup
hb1295

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/19/2016 03:43 PM
Budget & Management	Veronica Ortiz	02/19/2016 03:51 PM
Final Approval	Monica Badillo	02/19/2016 05:08 PM

Form Started By: Matilde Faz Started On: 02/17/2016 09:06 AM
Final Approval Date: 02/19/2016

Requisition

Req # 00289745

PO #
Date: 01/05/16

Consent 53448 3/1/16

Bill To: x
x

Vendor : 211567
GE CAPITAL INFORMATION TECHNOLOGY SO
RICOH USA, INC.
P.O. BOX 650073
DALLAS TX 75265

Ship To: Auxilary Court
100 N. Closner
Edinburg Tx 78539

Contact: C HERNANDEZ
956-289-7420

Contract No:

Special Instructions:

QUANTITY	UOM	DESCRIPTION	UNIT PRICE	AMOUNT
		DO NOT DUPLICATE ORDER		
.00		CO 10 MONTHS REMIANING IN FISCAL YEAR 3-1-16 - 12-31-16 DIR-TSO-3041 LEASE AND SERVICE TERM 36 MONTHS GOLD SERVICE INCLUDES; PARTS LABOR TONER AND STAPLES TO THE EXTENT PERMITTED BY THE LAWS AND CONSTITUTION OF THE STATE OF TEXAS, EQUIPMENT IS TO BE LEASED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF STATE OF TEXAS DEPT OF INFORMATION RESOURCES CONTRACT NO. DIR-TSO-3041 APPENDIX D MASTER LEASE AGREEMENT. IT IS ACKNOWEDGED AND AGREED THAT THIS PURCHASE ORDER CONSTITUTES A "SCHEDULE" AS DEFINED IN THE MASTER LEASE AGREEMENT		.00
10.00	MONTH	CO NEW 36 MONTH CAPITAL LEASE FOR A RICOH MP4054SP #417036 WITH SERVICE	120.55	1,205.50
10.00	MONTH	CO ESP XG-PCS-15D- DIGITAL NETWORK POWERFILTER	4.61	46.10
10.00	MONTH	CO NETWORK PRINT/SCAN CONNECTION SEG 3	7.63	76.30
10.00	MONTH	CO CABINET TYPE F	3.13	31.30
10.00	MONTH	CO INTERNAL FINISHER SR3130	12.48	124.80
10.00	MONTH	CO FAX OPTION TYPE M12	10.79	107.90
10.00	MONTH	CO SERVICE (2,500 B/W IMPRESSIONS @ 0.0069)	17.25	172.50
1.00	LOT	CO OVERAGES BILLED QUARTERLY B/W @0.0069	100.00	100.00
		Account No	Encumbrance	
		6-1100-412-00-045-001-0-430	172.50	
		6-1100-412-00-045-001-0-610	100.00	
		6-1100-412-00-045-001-0-780	1,591.90	
			Freight	.00
			Total	1,864.40

Authorized By: _____

www.ricoh-usa.com







Please direct any questions on this proposal to:

Aissa Acevedo – Services Executive, Major Accounts
Mobile: (956) 607-6465
Fax: (956) 687-2012
Email: Aissa.Acevedo@ricoh-usa.com

Proprietary and Confidential Statement—The enclosed materials are proprietary to Ricoh Americas Corporation and Ricoh reserves all right, title, and interest in and to such materials. The terms, conditions, and information set forth herein are confidential to Ricoh and may not be disclosed in any manner to any person other than the addressee, together with its officers, employees, and agents who are directly responsible for evaluating the contents of these materials for the limited purpose intended. These materials may not be used in any manner other than for such limited purpose. Any unauthorized disclosure, use, reproduction, or transmission is expressly prohibited without the prior written consent of Ricoh. These materials summarize a proposed equipment and/or services solution. They are intended for informational purposes only to assist you in your evaluation of Ricoh as a potential business partner. These materials do not represent an offer or a binding agreement.

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Proposed Solution

Ricoh MP4054SP

Black/White Multifunctional Device

Key Features

- 40-PPM monochrome
- 1,200 - Sheet Paper Capacity
  Tray 1 & 2 - 550 Sheet Paper Tray, Cabinet Stand
  And Bypass – 100 Sheets
- Scan to/Print from USB/SD Card
- Configured to Print & Scan; providing both black & white and color scanning
- Internal 500 Sheet Finisher / Stapler
- DOSS (Data Overwrite Security System) standard - For ISO15408 Compliance
- Warm-Up time of less than 15 seconds
- First copy speed of 4.1 seconds
- Energy Star® compliant



DIR Contract - Investment Details for 36 Months

Line	Equipment Breakdown	DIR Purchase Pricing	DIR 36 Month Pricing	Hidalgo Budget Code
108	Ricoh MP4054SP #417036	$3,702.56	$120.55	780
109	ESP XG-PCS-15D - Digital Network Powerfilter	$151.13	$4.61	780
110	Network Print/Scan Connection (Seg. 3)	$250.00	$7.63	780
112	Cabinet Type F	$102.77	$3.13	780
120	Internal Finisher SR3130	$409.05	$12.48	780
146	Fax Option Type M12	$353.63	$10.79	780
	Equipment Totals	$4,969.13	$159.18	
	Service (2,500 B/W impressions monthly @ $0.0069)		$17.25	430
	Overages billed quarterly. B/W @ $0.0069)			
	TOTAL COST:		$176.44	

(Please see attached DIR Pricing Sheet for further break down and verification of contracted pricing)

Pricing Components Include: Equipment, Delivery, Installation, Operator Training, Maintenance, Toner, Staples and Service performed by Ricoh Customer Service Technicians (You will incur no additional charges for parts or labor).
Gold Service Entitlements Includes: Parts, Labor, Toner & Staples. Lease and Service Term 36 Months.
****NOTE: All rates are Property Tax Inclusive and based off of the DIR Contract: DIR-TSO-3041**

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Ricoh USA, Inc.

Vendor ID
12227835217
URL
Vendor Website (https://www.ricoh-usa.com/majoraccount/txdir/)
HUB Type
Non HUB

DIR Contract Number
DIR-TSO-3041
Contract Term End Date
6/25/2016
Contract Exp Date
6/25/2019

E-Rate Qualified

Contact Ricoh USA, Inc.

Contact
Ben Rotz (mailto:ben.rotz@ricoh-usa.com)
Phone
(512) 381-7842
Fax
(913) 273-1567

Contact DIR

Contact
Airy Luangaphay (mailto:airy.luangaphay@dir.texas.gov)
Phone
(512) 463-3018
Fax
(512) 475-4759

Contract Overview

Ricoh offers Ricoh branded hardware and related services for copiers, printers, scanners, and document management. Additional products and services include: lease and rental agreements. Customers can purchase directly through this DIR contract. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. One reseller is available for Riso products under this contract.

Contract Documents

- DIR-TSO-3041 Contract PDF (190.39KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Contract.pdf)
- DIR-TSO-3041 Appendix A Standard Terms and Conditions PDF (482.18KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix A Standard Terms and Conditions.pdf)
- DIR-TSO-3041 Appendix B HUB Subcontracting Plan (per Approved date 11-19-2015) PDF (1.35MB)

(http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix B HUB Subcontracting Plan (per Approved date 11-19-2015).pdf)

- DIR-TSO-3041 Appendix C Pricing Index PDF (3.3MB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix C Pricing Index.pdf)
- DIR-TSO-3041 Appendix C Pricing Index (per Amendment 1) PDF (3.45MB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix C Pricing Index (per Amendment 1).pdf)
- DIR-TSO-3041 Appendix D Master Lease Agreement PDF (306.83KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix D Master Lease Agreement.pdf)
- DIR-TSO-3041 Appendix E Master Operating Lease Agreement PDF (461.81KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix E Master Operating Lease Agreement.pdf)
- DIR-TSO-3041 Appendix F Maintenance and Sale Agreement PDF (113.48KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix F Maintenance and Sale Agreement.pdf)
- DIR-TSO-3041 Appendix G Service Agreement PDF (517.6KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix G Service Agreement.pdf)
- DIR-TSO-3041 Appendix H Service Level Agreement PDF (85.16KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix H Service Level Agreement.pdf)
- DIR-TSO-3041 Appendix I Statement of Work PDF (982.59KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix I Statement of Work.pdf)
- DIR-TSO-3041 Appendix J Equipment Schedule to Master Lease Agreement PDF (305.15KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Appendix J Equipment Schedule to Master Lease Agreement.pdf)
- DIR-TSO-3041 RFO DIR-TSO-TMP-224 ZIP ZIP (3.23MB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 RFO DIR-TSO-TMP-224 ZIP.zip)
- DIR-TSO-3041 Amendment 1 PDF (79.31KB) (http://publishingext.dir.texas.gov/portal/internal/contracts-and-services/Contracts/DIR-TSO-3041 Amendment 1.pdf)

Electronic and Information Resources (EIR) Accessibility

Information regarding Electronic and Information Resources (EIR) accessibility of this vendor's offerings is included in the contract. Agencies purchasing products or services are responsible for complying with Texas EIR Accessibility statute and rules, as defined in TGC 2054 Subchapter M, 1TAC 206, and 1 TAC 213. For additional information, visit the Vendor Website or contact the vendor directly.

Please note that some of the documents on this page are in the PDF format. Please download the Adobe Reader (http://get.adobe.com/reader/) in order to view these documents.

Reseller Vendor Contacts

Vendor Name	Contact Name	Phone/Fax	
3N1 Office Products, Inc.	Non HUB	Joel Campisi (mailto:joel@3n1.com)	Phone: 501-312-0050 Fax:
Allen Young Office Equipment	Non HUB	Michael Young (mailto:byoung@wcc.net)	Phone: Fax:
Alliance Office Systems, Inc.	Non HUB	Don Harris (mailto:dharris@aol.com)	Phone: Fax:
American Business Equipment	Non HUB	Bob Ferguson (mailto:bobferguson@clearwire.net)	Phone: Fax: (432) 563-2751
American Business Machines	Non HUB	Daniel Anders (mailto:danders@abmtexas.com)	Phone: 713-688-8873 Fax: (770) 495-4199
ASI Business Solutions, LTD	Non HUB	Ken Copeland (mailto:ken.copeland@asibiz.com)	Phone: (972) 888-1500 Fax: (972) 888-1529
Atlas Business Solutions	Non HUB	Brent Hilliard (mailto:hilliard@mmbo.com)	Phone: (432) 570-1310 Fax:
BizDoc, Inc.	Non HUB	Vick Meredith (mailto:vick@gobizdoc.com)	Phone: (512) 396-1027 Fax:
CDW Government, LLC	Non HUB	Rick Martinez (mailto:richmar@cdwg.com)	Phone: (847) 371-7182 Fax: (312) 705-8262
Complete Business Systems, Inc.	Non HUB	Jay Knight (mailto:jrc@braswellofficesystems.com)	Phone: (361) 882-4271 Fax:
COPYNET OFFICE SYSTEMS, INC.	Non HUB	Matt Jackson (mailto:matt@copierfax.com)	Phone: Fax:

Copyserv, Inc.	Non HUB	Ramiro Lerma (mailto:rlerma4@rgv.rr.com)	Phone: (956) 461-3793 Fax: (956) 464-7788
Core Business Solutions	Non HUB	David Armstrong (mailto:darmstrong@cbs-tx.com)	Phone: (956) 631-9393 Fax: (956) 971-8357
Dan Pedone, Inc.	Non HUB	Dan Pedone (mailto:dpedone@oscenter.com)	Phone: 361-575-6886 Fax:
Data Line Office Systems	Non HUB	Bill Irwin Jr. (mailto:billjr@datalinecentral.com)	Phone: 806-795-0658 Fax:
Data Line Office Systems, Inc.	Non HUB	Bill Irwin Jr. (mailto:billjr@datalinecentral.com)	Phone: 806-795-0658 Fax:
Digital Document Solutions	Non HUB	Oziel Pedraza (mailto:ozielp@ozped.com)	Phone: 956-791-2679 Fax:
Digitex Corporation	Non HUB	Thomas Russell (mailto:trussell@bmisystems.com)	Phone: (281) 332-8727 Fax:
DOCUMATION OF SAN ANTONIO, INC.	Non HUB	Jim Sheffield (mailto:jsheffield@mation.com)	Phone: (210) 341-4431 Fax:
Electronic Business Machines, Inc.	Non HUB	Freddie Bates (mailto:fdbates@sbcglobal.net)	Phone: 903-753-0271 Fax:
HAYDAY INC	Non HUB	David Willie (mailto:dwillie@ctwp.com)	Phone: (254) 752-0376 Fax:
Imagetek Office Systems	Non HUB	Reggie Garner (mailto:reg@imagetekos.com)	Phone: 817-465-2450 Fax: (817) 465-1595
John R. Hibbard Company, Inc.	Non HUB	John Hibbard (mailto:john@johnrhibbard.com)	Phone: Fax:
Professional Business Systems	Non HUB	Keith Compton (mailto:kcompton@pbsys.com)	Phone: 03-737-9696

			Fax:
Remco Copy Service	Non HUB	Greg Lewis (mailto:remcoamarillo@clearwire.net)	Phone: Fax:
Seamless Solutions - Houston	Non HUB	Chuck Hansen (mailto:chansen@seamlesssolutions.com)	Phone: Fax: (713) 800-1199
Skillerns Business Systems Inc.	Non HUB	William Skillern (mailto:bskillern@skillerns.com)	Phone: (903) 561-5591 Fax:
Superior Copy Machines	Non HUB	Bill Jones (mailto:bill@superiorcopymachines.com)	Phone: 915-533-9821 Fax:
The Copy Lady	Non HUB	Pamela Sue Gardiner (mailto:copylady@aol.com)	Phone: (956) 533-7266 Fax:
ZENO DIGITAL SOLUTIONS, LLC	Non HUB	Tom Frederick (mailto:tfrederick@zenoimaging.com)	Phone: Fax:

How To Order

1. For product and pricing information, visit the Ricoh USA, Inc. (https://www.ricoh-usa.com/majoraccount/txdir/) website or contact Ben Rotz (mailto:ben.rotz@ricoh-usa.com) at (512) 381-7842. Reseller Vendors are also available through this contract. Select from any Reseller Vendor contact listed below to also obtain product and pricing information.

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Maintenance - Printers Copiers Scanners - MFP
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204-77 - Printers, Laser

204-78 - Printers, Pen Plotter
204-79 - Printers, Digital

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Austin, TX 78701 | 512.475.4700

RICOH Texas DIR

Department of Information Resources

Purchase / Lease / Full Maintenance

Ben Rotz - Area Manager, State & Local Government
Phone: 512-381-7842
Email: ben.rotz@ricoh-usa.com

Schedule B to
Ricoh Master Pricing Agreement

Contract #: DIR-TSO-3041

	Ricoh Product Code EDP	Copies Prints Developments Per Minute	Ricoh Equipment and Options Prices Per Unit	Dec-14 Suggested Retail Price	Contract Equipment Purchase Price	FMV Lease 24 Monthly Payments	FMV Lease 36 Monthly Payments	FMV Lease 48 Monthly Payments	FMV Lease 60 Monthly Payments	Service Plan Options: Base Charge	Base Frequency	B&W Allowance	B&W CPC	Color Allowance	Color CPC	Supplies Included	Production 11x17 Click	Delivery & Installation Hardware Included
☒	417036	40	**MP 4054SP**	$12,250.00	$3,702.56	$172.33	$120.55	$99.01	$87.04		MTH		0.0069			Yes		Included
☒	006428MIU		ESP XG-PCS-15D (120 Volt, 15 Amp)	346.00	151.13	6.59	4.61	3.79	3.33									
☒	PS-NWSC3		Network Print/Scan Connection (Seg. 3)	350.00	250.00	10.90	7.63	6.26	5.51									
☒	PS-NWSC4		Network Print/Scan Connection (Seg. 4)	425.00	250.00	10.90	7.63	6.26	5.51									
☒	100478FNG		Cabinet Type F	250.00	102.77	4.48	3.13	2.57	2.26									
☒	416545		Paper Feed Unit PB3150	760.00	283.11	12.34	8.63	7.09	6.23									
☒	416737		Caster Table Type M3	270.00	108.81	4.74	3.32	2.73	2.40									
☒	417268		Paper Feed Unit PB3220	1,584.47	472.52	20.60	14.41	11.84	10.40									
☒	417270		Paper Feed LCIT PB3230	1,910.00	514.83	22.45	15.70	12.90	11.34									
☒	416548		LCIT RT3030 (1500 Sheets)	1,910.00	513.83	22.40	15.67	12.87	11.31									
☒	416550		Internal Shift Tray SH3070	450.00	163.22	7.12	4.98	4.09	3.59									
☒	416552		1 Bin Tray BN3110 (125 Sheets)	580.00	221.65	9.66	6.76	5.55	4.88									
☒	416543		Internal Finisher SR3130 (500 Sheet)	1,560.00	409.05	17.83	12.48	10.25	9.01									
☒	416615		Punch Unit PU3040 NA	983.00	266.99	11.64	8.14	6.69	5.88									
☒	416539		Finisher SR3140 (1000 Sheet External)	1,930.00	720.36	31.41	21.97	18.05	15.86									
☒	416540		Booklet Finisher SR3150 (1000 Sheet External)	4,040.00	1,133.44	49.42	34.57	28.39	24.96									
☒	416609		Punch Unit PU3050 NA	980.00	223.67	9.75	6.82	5.60	4.93							No		
☒	416542		Booklet Finisher SR3170 (2,000 Sheet External)	5,110.00	1,598.90	69.71	48.77	40.05	35.21									
☒	416541		Finisher SR3160 (3,000 Sheet External)	3,550.00	1,210.01	52.76	36.91	30.31	26.64							No		
☒	416612		Punch Unit PU3060 NA	983.00	223.67	9.75	6.82	5.60	4.93									
☒	416551		Bridge Unit BU3070	220.00	82.62	3.60	2.52	2.07	1.82									
☒	416910		Smart Operation Panel Type M3	380.00	142.06	6.19	4.33	3.56	3.13									
			Print / Scan Option Accessories															
☒	411699		IEEE 1284 Interface Type A	134.00	47.35	2.06	1.44	1.19	1.04									
☒	416572		IEEE 802.11a/g/n Interface Unit Type M2	800.00	304.27	13.27	9.28	7.62	6.70									
☒	417079		PostScript3 Unit Type M12	740.00	175.31	7.64	5.35	4.39	3.86									
☒	417081		SD card for NetWare printing Type M12	200.00	75.56	3.29	2.30	1.89	1.66									
☒	417080		Browser Unit Type M12	116.00	43.32	1.89	1.32	1.09	0.95									
☒	414007		File Format Converter Type E	817.00	204.52	8.92	6.24	5.12	4.50									
☒	416605		OCR Unit Type M2	340.00	125.94	5.49	3.84	3.15	2.77									
☒	417111		Optional Counter Interface	81.00	29.22	1.27	0.89	0.73	0.64									
☒	416869		Key Counter Bracket Type M3	131.00	51.38	2.24	1.57	1.29	1.13									
☒	415814		Card Reader Bracket Type 3352	160.00	60.45	2.64	1.84	1.51	1.33									
☒	415620		Embedded HotSpot Type S	961.00	386.88	18.36	13.07	10.45	8.90									
☒	417083		XPS Direct Print Option Type M12	111.00	40.30	1.76	1.23	1.01	0.89									
☒	417084		USB Device Server Option Type M12	270.00	104.78	4.57	3.20	2.62	2.31									
☒	417082		IPDS Unit Type M12	1,625.00	610.53	26.62	18.62	15.29	13.44									
			Facsimile Accessories															
☒	417100		Fax Option Type M12	1,530.00	353.63	15.42	10.79	8.86	7.79									
☒	417078		Fax Connection Unit Type M12	300.00	111.83	4.88	3.41	2.80	2.46									
☒	417101		G3 Interface Unit Type M12	910.00	352.63	15.37	10.76	8.83	7.76									
☒	MX417102RA		64MB MEMORY UNIT TYPE M12	205.00	37.28	1.63	1.14	0.93	0.82									
			Security & Miscellaneous Accessories															
☒	416391		Copy Data Security Unit Type G	960.00	217.62	9.49	6.64	5.45	4.79									
☒	417129		Smart Card Reader Built-in Unit Type M12	115.00	43.32	1.89	1.32	1.09	0.95									
☒	416372		Data Overwrite Security Unit Type I	530.00	203.52	8.87	6.21	5.10	4.48									
☒	416909		External Keyboard Bracket Type M3	110.00	38.29	1.67	1.17	0.96	0.84									
☒	100266FNG		External USB Keyboard(No bracket)	70.00	40.30	1.76	1.23	1.01	0.89									
☒	MXRHDMP2554RA		MP 2554 Removable Hard Drive	1,500.00	717.89	31.30	21.90	17.98	15.81									
☒	MXARHDMP2554RA		MP 2554 Additional Removable Hard Drive	830.00	476.84	20.79	14.54	11.94	10.50									
☒	EQ-RETURN-SEG2PLUS		Lease Return	250.00	-	-	-	-	-									
				GRAND TOTAL PURCHASE PRICE	$4,969.13	GRAND TOTAL 36 MTH LEASE	$159.19						2,500 B/W images @ $0.0069	$17.25			Total 36 Mth Monthly Payment	$176.44

	417036	40	MP 4054SP	$12,250.00	$3,702.56	$172.33	$120.55	$99.01	$87.04		MTH	0.0069			Yes		Included
	006428MIU		ESP XG-PCS-15D (120 Volt, 15 Amp)	346.00	151.13	6.59	4.61	3.79	3.33								
	PS-NWSC3		Network Print/Scan Connection (Seg. 3)	350.00	250.00	10.90	7.63	6.26	5.51								
	PS-NWSC4		Network Print/Scan Connection (Seg. 4)	425.00	250.00	10.90	7.63	6.26	5.51								
	100478FNG		Cabinet Type F	250.00	102.77	4.48	3.13	2.57	2.26								
	416545		Paper Feed Unit PB3150	760.00	283.11	12.34	8.63	7.09	6.23								
	416737		Caster Table Type M3	270.00	108.81	4.74	3.32	2.73	2.40								
	417268		Paper Feed Unit PB3220	1,584.47	472.52	20.60	14.41	11.84	10.40								
	417270		Paper Feed LCIT PB3230	1,910.00	514.83	22.45	15.70	12.90	11.34								
	416548		LCIT RT3030 (1500 Sheets)	1,910.00	513.83	22.40	15.67	12.87	11.31								
	416550		Internal Shift Tray SH3070	450.00	163.22	7.12	4.98	4.09	3.59								
	416552		1 Bin Tray BN3110 (125 Sheets)	580.00	221.65	9.66	6.76	5.55	4.88								
	416543		Internal Finisher SR3130 (500 Sheet)	1,580.00	409.05	17.83	12.48	10.25	9.01								
	416615		Punch Unit PU3040 NA	983.00	266.99	11.64	8.14	6.69	5.88								
	416539		Finisher SR3140 (1000 Sheet External)	1,930.00	720.36	31.41	21.97	18.05	15.86								
	416540		Booklet Finisher SR3150 (1000 Sheet External	4,040.00	1,133.44	49.42	34.57	28.39	24.96								
	416609		Punch Unit PU3050 NA	980.00	223.67	9.75	6.82	5.60	4.93						No		
	416542		Booklet Finisher SR3170 (2,000 Sheet Externa	5,110.00	1,598.90	69.71	48.77	40.05	35.21								
	416541		Finisher SR3160 (3,000 Sheet External)	3,550.00	1,210.01	52.76	36.91	30.31	26.64						No		
	416612		Punch Unit PU3060 NA	983.00	223.67	9.75	6.82	5.60	4.93								
	416551		Bridge Unit BU3070	220.00	82.62	3.60	2.52	2.07	1.82								
	416910		Smart Operation Panel Type M3	380.00	142.06	6.19	4.33	3.56	3.13								
			Print / Scan Option Accessories														
	415620		Embedded HotSpot Type S	981.00	386.88	18.36	13.07	10.45	8.90								
	417083		XPS Direct Print Option Type M12	111.00	40.30	1.76	1.23	1.01	0.89								
	417084		USB Device Server Option Type M12	270.00	104.78	4.57	3.20	2.62	2.31								
	417082		IPDS Unit Type M12	1,625.00	610.53	26.62	18.62	15.29	13.44								
			Facsimile Accessories														
	417100		Fax Option Type M12	1,530.00	353.63	15.42	10.79	8.86	7.79								
	417078		Fax Connection Unit Type M12	300.00	111.83	4.88	3.41	2.80	2.46								
	417101		G3 Interface Unit Type M12	910.00	352.63	15.37	10.76	8.83	7.76								
	MX417102RA		64MB MEMORY UNIT TYPE M12	205.00	37.28	1.63	1.14	0.93	0.82								

Tab	CC Date	Dept No.	Install Date	Serial No.	Lease / Property Schedule No.	Req. No.	Asset Module Asset ID No.	Model Description	Monthly Pymt Amount	Title Xfer at End of Lease? (Y/N)	Bargain Purchase Option? (Y/N)	Lease Term in Months	Est. Economic Useful Life in Mo.'s	Total Principal Pmts Over Lease Term	FMV of Leased Equip. at Lease Inception	Capital or Operating Lease? (Calculated Field)	% Interest
										1	2	3a	3b	mtly/lease	Cash price		
1	2/16/2016	130			Elections Dept	290881	DIR-TSO-3041	Ricoh Pro C5100S	$907.11	N	N	36	60	$32,655.96	$29,491.45	Capital Lease	6.740
2	2/16/2016	170			AUDITORS	291555	DIR-TSO-3043	XEROX WC7970	$249.76	N	N	36	60	$8,991.36	$8,108.00	Capital Lease	6.840
3	2/16/2016	170			AUDITORS	291554	DIR-TSO-3043	XEROX WC5945	$156.10	N	N	36	60	$5,619.60	$5,156.00	Capital Lease	5.676
4	2/16/2016	170			AUDITORS	291552	DIR-TSO-3043	XEROX WC5945	$156.10	N	N	36	60	$5,619.60	$5,156.00	Capital Lease	5.676
5	3/1/2016	45			AUXILIARY COU	289745	DIR-TSO-3041	RICOH 4054	$159.18	N	N	36	60	$5,730.48	$4,969.13	Capital Lease	9.502
6										N	N		60	$0.00	$0.00		
7										N	N		60	$0.00	$0.00		
8										N	N		60	$0.00	$0.00		
9										N	N		60	$0.00	$0.00		

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Lease Calculator

Fix Rate | **Fix Payment**

Product/Property Value	$	4969.13
Residual Value	$	0
Lease Term		3 years
		0 months
Monthly Payment	$	159.18

Calculate

Result

Interest/Return Rate	**9.502%**
Total of 36 Monthly Payments	$5,730.48
Total Interest	$761.35



Mortgage Rate: 30 year fixed, all points, Credit score

FIRST INTERNET BANK	$1,140/month Points: 0 Fees: $1,399 NMLS # 424182	APR: 3.671% Rate: 3.625% Lock: 30 days Feb. 17	Next > 877-900-8028
citi	$1,176/month Points: 0 Fees: $1,565 NMLS # 412915	APR: 3.927% Rate: 3.875% Lock: 60 days Feb. 17	Next > 877-693-8156
Sebonic Financial	$1,140/month Points: 0 Fees: $0 NMLS # 66247	APR: 3.625% Rate: 3.625% Lock: 31 days Feb. 17	Next > 877-661-8303

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What is a Lease?

A lease is a contract made for the use of an asset. It is made between a lessor (the owner of the asset) and a lessee (the person who wants to use the asset).

You will hear the most about leasing houses and cars, but you can lease anything. Businesses routinely lease all sort of equipment, because the effect on the bottom line and on tax is favorable.

There is a considerable difference between leasing an asset and renting it. A lease contract is a strictly binding business agreement. The two parties make the agreement and neither one can deviate from its terms (without some very exceptional reason). Lease an apartment for three years, and you owe the rent on that apartment for the next three years month by month, and if you don't pay it, you will incur serious penalties.

This is very different from renting an apartment. Most rental contracts are covered by much more considerate terms for the tenant, who can move out early; arrange late payment in some cases, etc. That is why it is unusual for a landlord to lease an apartment to an individual – the laws covering rental contracts are better protection for both tenant and landlord. However, should a business seek an apartment to use, perhaps, for executives who visit the city from time to time, a leasing agreement might be favorable.

When agreeing to a lease, you will almost certainly be asked to make a deposit to cover risk of damages and non-payment. It should be clearly stated in the lease that the deposit is refundable.

Leasing a Car

The most common form of leasing seen today is automobile leasing. This is not because leasing a car is cheaper than buying one – on the contrary, overall it's more expensive. But auto leasing has two principal benefits that make it very popular despite the expense: You can always drive a fairly new car, and it's always under warranty; and, for the same budget, you can often get a larger, more luxurious, better-equipped car.

When you lease, there are many factors to consider: The initial down payment, the amount of the monthly payment, the time of the lease (this is usually three years in the U.S., but it is possible to

Zimbra **matilde.faz@co.hidalgo.tx.us**

Fwd: QUOTE FOR COPIER LEASE

From : Corina Hernandez <corina.hernandez@co.hidalgo.tx.us> Tue, Feb 02, 2016 02:42 PM
Subject : Fwd: QUOTE FOR COPIER LEASE
To : Matilde Faz <matilde.faz@co.hidalgo.tx.us>

GOOD AFTERNOON MATY:

THIS IS THE QUOTE - RENAN RAMIREZ APPROVED --- THANK YOU

CORINA HERNANDEZ/AUX COURTS A & B

From: "Renan Ramirez" <renan.ramirez@co.hidalgo.tx.us>
To: "Corina Hernandez" <corina.hernandez@co.hidalgo.tx.us>
Sent: Tuesday, January 5, 2016 1:51:55 PM
Subject: Re: QUOTE FOR COPIER LEASE

Corina,

Quote looks great! You may proceed!

Thanks!

==========
Renán Ramirez
956-457-0792

On Jan 5, 2016, at 13:39, Corina Hernandez <corina.hernandez@co.hidalgo.tx.us> wrote:

> GOOD AFTERNOON RENAN:
>
> PLEASE REVIEW THIS QUOTE FROM RICOH USA - FOR APPROVAL ASAP
>
> SO I MAY SUBMIT A REQUISITION, THANK YOU.
>
> CORINA HERNANDEZ/AUX COURTS A & B COORDINATOR
>
> ---
>
> **From:** "Aissa Acevedo" <Aissa.Acevedo@ricoh-usa.com>
> **To:** "Corina Hernandez" <corina.hernandez@co.hidalgo.tx.us>
> **Sent:** Wednesday, December 30, 2015 1:19:39 PM
> **Subject:** Re: QUOTE FOR COPIER LEASE
>
> **Aissa Acevedo**
> Services Executive, Major Accounts

RICOH USA
1400 N. McColl, Ste. 103
McAllen, TX 78501
Phone: 956.687.9156, ext. 209
Cell: 956.607.6465
Fax: 956.687.2012
E-mail address: Aissa.Garcia@Ricoh-USA.com / Aissa.Acevedo@Ricoh-USA.com

<mime-attachment.gif>

<mime-attachment.gif>

From: Corina Hernandez <corina.hernandez@co.hidalgo.tx.us>
To: AISSA.ACEVEDO@RICOH-USA.COM
Date: 12/29/2015 04:27 PM
Subject: QUOTE FOR COPIER LEASE

GOOD AFTERNOON AISSA,

PLEASE SEND ME QUOTE FOR COPIER LEASE WE SPOKE ABOUT.

THANK YOU, CORINA HDZ/AUX COURTS COORDINATOR

<Hidalgo County Auxiliary Court - Ricoh MP4054SP Proposal- 12-18-15.pdf>

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2016-14592

Date Filed:
02/17/2016

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Ricoh USA, Inc.
McAllen, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
State of Texas DIR

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.
DIR-TSO-3041
Req #289745

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Ricoh USA, Inc.	McAllen, TX United States	X	X

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

JESUS FIDENCIO MOLINA, SR.
MY COMMISSION EXPIRES
February 3, 2017

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Agent, this the 19th day of February, 20 16, to certify which, witness my hand and seal of office.

Signature of officer administering oath	Printed name of officer administering oath	Title of officer administering oath
	Jesus Fidencio Molina Sr.	Notary Public

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2016-14592

Date Filed:
02/17/2016

Date Acknowledged:
02/22/2016

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Ricoh USA, Inc.
McAllen, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

State of Texas DIR

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the goods or services to be provided under the contract.

DIR-TSO-3041
Req #289745

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Ricoh USA, Inc.	McAllen, TX United States	X	X

5 Check only if there is NO Interested Party. ☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

_____
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

_____ _____ _____
Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

AI-53290

Purchasing Department 11. J.

CC CONSENT

Meeting Date: 02/23/2016

Submitted For: Marty Salazar, PURCHASING DEPT.

Submitted By: Elena Gomez, PURCHASING DEPT.

Department: PURCHASING DEPT.

Information

CAPTION

Requesting authority to advertise and approval of procurement packet (i.e. specifications/requirements, legal notice, Purchase Order, terms & conditions as attached hereto for: Hidalgo County Pct 2-"Purchase of One (1) used 2007 Caterpillar Asphalt Wheel Paver"-RFB: 2015-056-03-23-MEG with acquisition/evidence through a properly processed Purchase Order including the re-advertising of project in the event no Bid responses are received and/or are rejected and project is still required.

BACKGROUND

Proposed Schedule
1st advertisement: 03/05/16
2nd advertisement: 03/12/16
Bid Opening: 03/23/16

Fiscal Impact

FISCAL YEAR: 2016 ACCT. #: 6-1200-431-00-122-005-0-751

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

BUDGETARY IMPACT:

Funding will be appropriated upon bid award.

FISCAL YEAR: 2016 ACCT. #: 6-1200-431-00-122-006-0-540

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

BUDGETARY IMPACT:

PO#738180 --> Advertisement

Attachments

legal Notice

Approval of Specifications from Dept.

A

Form Review

Inbox	Reviewed By	Date
Purchasing Department	Marty Salazar	02/09/2016 02:11 PM
Budget & Management	Veronica Ortiz	02/10/2016 04:49 PM
Glinda Pacheco	Glinda Pacheco	02/11/2016 03:25 PM

Form Started By: Elena Gomez Started On: 02/05/2016 01:11 PM

Final Approval Date: 02/11/2016

Bid No: 2016-056-03-23-MEG	**Procurement Process Coordinator : Elena Gomez**	**Tel. No: (956) 318-2626 ext 4855**

REQUEST FOR BIDS

HIDALGO COUNTY PCT 2
"Purchase of One (1) Used 2007 Caterpillar Asphalt Wheel Paver"

BID OPENING DATE:
MARCH 23, 2016

Contact Person:

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539
956 318-2626

Form HCPD-03

1. Sealed bids will be received for **HIDALGO COUNTY- "Purchase of One (1) Used 2007 Caterpillar Asphalt Wheel Paver"** in accordance with the specifications attached as Exhibit "A" hereto. Bids should address all specifications set forth. Bidders 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 specifications. Hidalgo County reserves the right to reject the deviation and its effect on the overall bid.

2. One (1) original and Three (3) copies of all bids are required with the bidders name and return address clearly typed and or/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: **"RFB No. 2016-056-03-23-MEG MEG HIDALGO COUNTY- HIDALGO COUNTY- "Purchase of One (1) Used 2007 Caterpillar Asphalt Wheel Paver"** and at County's Purchasing Department with a physical address: 2802 S. Business 281 and a mailing address: 2812 S. Business Hwy 281, New Administration Building, Edinburg, Texas**, on or before 9:30 A.M, WEDNESDAY March 23, 2016. NO FACSIMILES OR LATE ARRIVALS WILL BE ACCEPTED. ANY RFB 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 WITH REFERENCE TO HIDALGO COUNTY-"Purchase of One (1) Used 2007 Caterpillar Asphalt Wheel Paver".**

   Hidalgo County reserves the right to refuse and reject any/all RFB and to waive any/all formalities or technicalities, or to accept the RFB considered the best and most advantageous to Hidalgo County.

3. Hidalgo County reserves the right to: A. separate and accept, or eliminate any item(s) listed under this bid that it deems necessary to accommodate budgetary and/or operational requirements; B. reject any or all bids submitted and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid for approval; and C. award the bid to one bidder or to multiple bidders if the County determines it is in its best interest to do so."

4. The Bidder shall not substitute items named in the bid without the express written consent of Hidalgo County. 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 bidder, or to reject all bids and re-advertise.

5. For work to be performed at a County owned or operated location, each bidder shall, in its sole discretion, visit the job site before preparing the bid and thoroughly familiarize himself/herself with existing conditions. Bidder should take field dimensions and note all circumstances which affect the dollar amount of the bid.

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, bidders are required to include illustrations, specifications, explanation of warranties, and service data with their bid including catalogue numbers and any necessary references.

7. No bid may be withdrawn within thirty (30) days from the scheduled time to open bids.

8. Proposed prices are to remain firm for a minimum of ninety (90) days after bid opening.

9. Any interpretations, amendments, corrections or changes to this bid 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 Bids. Bidders shall acknowledge receipt of all addenda as a part of their bid.

10. County reserves the right to accept or reject any or all bids.

11. Costs are to be net F.O.B., County Prepaid.

12. 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.

13. 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 bid 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.

14. Upon award and prior to execution of a contract, Sole Proprietorships are required to submit a copy of their social security cards to the Hidalgo County Auditor's Office in order to establish an account with the County. All awarded vendors must submit a completed W-9 and a copy o their Federal ID Number Certificate.

15. 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, Purchasing Agent before delivery will be accepted.

- If you need additional information call the office listed below:

Hidalgo County Purchasing Department
Martha L. Salazar, Purchasing Agent
(956) 318-2626

16. BILLING AND PAYMENT INSTRUCTIONS:

- Invoices must include:
  a) Name and address of successful bidder
  b) Name and address of receiving department or official
  c) Purchase Order Number (if any)
  d) Notation - **HIDALGO COUNTY-- Purchase of One (1) Used 2007 Caterpillar Asphalt Wheel Paver** Descriptive information as to the items or services delivered, including product code, item number, quantity, etc.
  e) Contract number must be indicated on all invoices
- Discount payments will be considered when offered.
- Contact person for Billing and Payment questions:

Hidalgo County Auditor's Office
2808 S. Business Hwy 281
Edinburg, Tx 78539
(956) 318-2511

17. Schedule of Events

Bid Opening, 9:30 A.M.	**MARCH 23, 2016**
Award of Contract	_____, 2016
Commence Work or Deliver Products	**_____, 2016**

18. 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 & 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 bidders 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 45CFR Part 76.

. Together with the signing of a contract or issuance of a purchase order following the acceptance of a bid, and prior to commencement of the actual work, the bidder 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 material men 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.

19. 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 proposal 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.

20. Disclosure of Conflict of Interest

. Effective January 1, 2016, 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 bidder 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. **Completed Form CIQ must be submitted to the Hidalgo County Clerk's Office located at 100 N. Closner, Edinburg, Texas 78539 - Hidalgo County Courthouse.**

COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE RESPONDENT. QUESTIONS REGARDING COMPLIANCE SHOULD BE DIRECTED TO YOUR LEGAL COUNSEL.

21. CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFB packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the County before the County may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFB Project No. (2016-056-03-23-MEG), as shown on the packet. Once completed and filed with the Texas Ethics Commission, Form 1295 must be printed and signed in the presence of a notary and submitted to our office either by facsimile transmission to (956) 292-7612 or via email to: _____. Hidalgo County cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed and notarized may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website:

https://www.ethics.state.tx.us/tec/1295-Info.htm

THE AWARDED VENDOR WILL HAVE THIRTY (30) DAYS TO SUBMIT THE SIGNED NOTARIZED FORM 1295. *HIDALGO COUNTY CANNOT ENTER INTO A CONTRACT UNTIL FORM 1295 IS SUBMITTED.*

FORM CIS (LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT will be included in packet as Exhibit "D-2". This is to inform all prospective Vendors of the new statue (HB 23), becoming effective on September 01, 2015.

FORM CIS IS THE SOLE RESPONSIBILITY OF HIDALGO COUNTY. Should you have any questions regarding HB23, (form CIS) please direct yourself and/or consult with your Legal Counsel.

22. If, during the life of any contract or bid awarded, the successful bidder'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 the County.
23. Bids, and all goods and services provided hereunder, shall comply with all federal, state and local laws concerning this type(s) of goods and/or services.

24. Minimum Standards for Responsible Prospective Bidders: A prospective bidder must affirmatively demonstrate bidder's responsibility. A prospective bidder, by submitting a bid, represents to County that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under the bid;
- 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.

25. Successful bidder 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 bidder'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.

26. Any contract award to a successful bidder 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 day's written notice prior to cancellation.

27. 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 bidder; County reserves the right to terminate any contract immediately in the event a successful bidder fails to:

A. Meet schedules;
B. Pay any required fees or taxes; or
C. Otherwise perform in accordance with the specifications.

28. Successful bidder 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 bidder, or of any agent, employee, subcontractor or supplier of successful bidder in the execution of, or performance under, any contract which may result from bid award or which arises from any event or casualty happening on or within County premises themselves or happening upon or in

any halls, elevators, entrances, stairways or approaches of or to such County facilities. Successful bidder 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 bidder'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 and services provided by successful bidder.

29. Successful bidder 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 Bids shall be subject to County's approval. Items found to be defective or not meeting specifications shall be replaced by successful bidder 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.

30. 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.

31. The successful bidder 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.

Bid
for
HIDALGO COUNTY
Purchase of One (1) Used 2007 Caterpillar Asphalt Wheel Paver"
BID NO.: 2016-056-03-23-MEG

To: Martha L. Salazar, CPPB, Purchasing Agent
Physical Address: 2802 S. Business Hwy. 281 -New Administration Building
Mailing/Postal Address: 2812 S. Business Hwy. 281
Edinburg, Texas 78539

In accordance with the Specifications, and subject to all laws and regulations of the United States and state and local laws, the undersigned bidder proposes and commits to furnish all labor, equipment, material, software and services as set forth in the documents hereinbefore mentioned. The undersigned bidder further agrees, upon acceptance of its bid, to execute a contract and/or Purchase Order issued by Hidalgo County for performing and completing the work described in the Specifications within the time stated and for the prices proposed in the documents attached hereto and made a part hereof.

Bidder acknowledges receipt of all of the pages of the documents referenced in the Invitation to Bid Checklist presented in connection with this procurement. Bidder understands that Hidalgo County reserves the right to reject any or all bids and further reserves the right to design the evaluation criteria to be used in selecting the lowest and best bid.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids, as contained in the Specifications.

Respectfully submitted,

Bidder: _____

Address: _____

By: _____

Printed Name: _____

Title: _____

PURCHASING DEPARMENT
County of Hidalgo

MEMORANDUM

TO: Commissioner Eduardo Cantu
Hidalgo County Pct 2
Attn: Erika Zamora

From: Elena Gomez, Procurement Process Coordinator
Hidalgo County Purchasing Dept.

Date: January 26, 2016

Re: Bid No. 2016-056-00-00-MEG-Approval of Specifications for
HIDALGO COUNTY PCT 2 "Purchase of One used Wheel Paver"

Please review the following **SPECIFICATIONS and** verify if all requirements are met by signing below and indicating **APPROVE** (or) **DISAPPROVE.** If specification is **NOT** met, make any and all modifications necessary and return the revised copy to the designated Buyer in the Purchasing Department.

If you have any questions, please call me at (956) 318-2626 ext# 4855.

APPROVE	☑	DISAPPROVE	☐
APPROVED WITH MODIFICATIONS			☐

FUNDS AVAILABILITY: ✓ YES / _____ NO/ ✓ Other

(Specify) Funds will be appropriated upon bid award.

BUDGET ACCOUNT #: 6-1200-431-00-122-006-0-751

Erika Zamora	Erika Zamora	Pct 2	2/4/16
AUTHORIZED SIGNATURE	PRINTED NAME	DEPARTMENT	DATE

SUBMIT THIS FORM TO THE HIDALGO COUNTY PURCHASING DEPARTMENT, VIA FAX TO (956) 292-7612 or e-mail: elena.gomez@co.hidalgo.tx.us as soon as possible.

Enclosures

SPECIFICATIONS AND SCOPE OF WORK/SERVICES:

Hidalgo County is seeking to Purchase a (1) one 2007 used Caterpillar Asphalt Wheel Paver in good working condition with the following requirements: As a onetime purchase with acquisition/evidence through a properly processed submitted requisition and/or Purchase Order.

- USED 2007 Caterpillar - CAT AP1000D Asphalt Wheel Paver with CAT AS2301 10'-18'
- Asphalt Screed
- 4,300 hours or less
- 80% Tires
- CAT C7 Acert 224HP engine
- Unlimited technical support for 30 days
- pre delivery overview and training (2-4) hours
- At least 1 year warranty on engine, drivetrain, hydraulic pumps, all parts & labor.

STANDARD TERMS & CONDITION:

1. County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.

2. County will seek purchases from state awarded vendors whenever it is, its best interest to do so.

3. After bid is awarded and successful awarded contractor defaults in meeting the general instructions to bidders(s) and/or in complying with the contract agreement, Hidalgo County reserves the right to seek the services of the next lowest bidder(s). In such event, Hidalgo County shall charge the successful bidder the difference for any additional cost to the County.

4. Any contract awarded to a successful bidder will be in effect until; **If and when applicable**
   a) The contract expires
   b) Delivery acceptance of products and/or performance of services ordered, or
   c) Terminated by County with thirty (30) days written notice prior to be cancellation.

5. Hidalgo County reserves the right to award the bid to MULTIPLE bidders if the County determines it is in its best interest to do so.

6. The Purchase Order will be awarded to the qualified responsible Bidder or Bidders submitting the lowest and best bid on the product specified herein.

9 Insurance requirements for this project to be maintained throughout the contract term (Refer to limits on the Exhibit "C" for limits).

10. Hidalgo County reserves the right to reject any/all bids, to waive any/all formalities or technicalities, or to accept the bid considered the best and most advantage to the County.

11 Hidalgo County reserves the right to hold bids for a period of ninety (90) days without taking any action. In cases of discrepancy between unit price and extension, the unit price shall govern.

12. After bid is awarded and low bidder s default s in meeting the general instructions to bidders and/or comply with contract agreement, Hidalgo County reserves the right to seek services from the next low

bidder. In such event, County shall charge the successful bidder the difference for any additional cost of such item**.**

Market Volatility and Unit Price Adjustments:

Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:

1) **Requesting Price Adjustment**: Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.

   - A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
   - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
   - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
   - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
   - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.

2) **Price Reduction**: Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.

3) **Timeframe for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.

4) **Allowable Review Periods**: Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any

time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

5) **Dollar Limit to Price Changes**: The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

Additional Information:

All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursements for such charges or expenses shall be passed on to Hidalgo County.

Information regarding this project can be addressed in writing, to the Hidalgo County Purchasing Department. Hidalgo County is also requesting that any and all questions, inquiries and clarifications regarding quotes, bids, proposal or statement of qualifications be addressed to Martha L. Salazar, Cppb, Purchasing Agent**, AT 2802 SOUTH BUSINESS HWY 281, EDINBURG, TEXAS 78539.**

TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Monday March 07, 2016 AT 5:00 P.M., AT (956) 318-2629. RESPONSES TO SAID INQUIRIES WILL BE SENT TO ALL APPLICANTS VIA FACSIMILE BY NO LATER THAN 5:00 P.M. Wednesday March 09, 2016.