



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270) / HIDTA Chapter 59 (270-011) DATE: 4/21/2016
 CURRENT POSITION TITLE: COMMANDER CURRENT SLOT #: 003-G001 / 011-G025
 REQUESTED POSITION TITLE: COMMANDER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistributions of Cost Allocations

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

POSITION SALARY REQUEST:

Salary Amount: (1291) \$ 92,917.00 Current Budgeted Salary \$ 67,700.00 Proposed Budgeted Salary \$ (25,217.00) Net Change

Salary Amount: (1251) \$ 22,583.00 Current Budgeted Salary \$ 47,800.00 Proposed Budgeted Salary \$ 25,217.00 Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____ Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____ Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|
|------------|----------|----------------------|----------------|------------------------------------|

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Redistribution of cost allocations to comply with grant.

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | | | |
|----|---|--------------------------|-----------------------------------|-------------------------------------|-------|--------------------------|-------|
| 1. | <u>Principal Carter</u> DEPARTMENT HEAD | Date <u>04/21/16</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. | <u>[Signature]</u> HUMAN RESOURCES DIRECTOR | Date <u>4/22/2016</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. | <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT | Date <u>4/22/16</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270) *€ 003 DM* DATE: 4/21/2016
 CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR I *HIDTA Chapter 59 (270-011)* CURRENT SLOT #: 003-G003 / 011-G029
 REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR I

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of cost allocations

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

POSITION SALARY REQUEST:

Salary Amount: *(1291) ac* \$ 53,000.00 Current Budgeted Salary \$ 60,000.00 Proposed Budgeted Salary \$ 7,000.00 Net Change

Salary Amount: *(1251)* \$ 7,000.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (7,000.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|
|------------|----------|----------------------|----------------|------------------------------------|

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Redistribution of cost allocations to comply with grant.

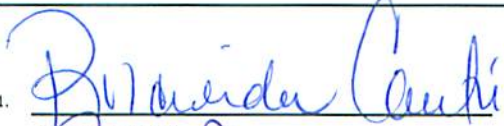


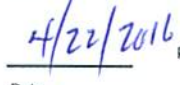


NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|--|---|-----------------------------------|---|-----------------------------|
| 1. |  DEPARTMENT HEAD |  Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR |  Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT |  Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____ COMMISSIONERS' COURT APPROVAL | _____ Date | _____ | _____ | _____ |



HIDALGO COUNTY

Personnel Adjustment Request Form



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DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-~~003~~) / *HIDTA Chapter 59 (270-011)* DATE: 4/21/2016
 CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II CURRENT SLOT #: 003-G004 / 011-G030
 REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of cost allocations

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

POSITION SALARY REQUEST:

Salary Amount: *(1291)* ^{*OC*} \$ 55,000.00 Current Budgeted Salary \$ 60,000.00 Proposed Budgeted Salary \$ 5,000.00 Net Change

Salary Amount: *(1251)* \$ 5,000.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (5,000.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions

Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|
|------------|----------|----------------------|----------------|------------------------------------|

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Redistribution of cost allocations to comply with grant.

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | |
|----|-----------------------------------|-----------|-----------------------------------|---|-----------------------------|
| 1. | <i>Dominica Cantu</i> | 04/20/14 | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT HEAD | Date | | | |
| 2. | <i>Michelle Peregino</i> | 4/22/2016 | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | |
| 3. | <i>Do S</i> | 4/22/2016 | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | Date | | | |
| 4. | | | COMMISSIONERS' COURT APPROVAL | | |
| | | Date | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270)-^{DM}003/HIDTA Chapter 59 (27D-011) DATE: 4/21/2016
 CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II CURRENT SLOT #: 003-G006 / 011-G031
 REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of cost allocations

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

POSITION SALARY REQUEST:

Salary Amount: ^{OC} (1291) \$ 57,000.00 Current Budgeted Salary \$ 60,000.00 Proposed Budgeted Salary \$ 3,000.00 Net Change
 Salary Amount: (1251) \$ 3,000.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (3,000.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____ Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____ Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|
|------------|----------|----------------------|----------------|------------------------------------|

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

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

Redistribution of cost allocations to comply with grant.

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|-----------------------|-----------------------------------|-------------------------------------|-------|--------------------------|-------|
| 1. | <u>Dominic Centri</u> DEPARTMENT HEAD | Date <u>04/21/16</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. | <u>[Signature]</u> HUMAN RESOURCES DIRECTOR | Date <u>4/22/2016</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. | <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT | Date <u>4/22/2016</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-008) / *HIDTA Chapter 59 (270.011)* DATE: 4/21/2016
 CURRENT POSITION TITLE: ASSISTANT COMMANDER CURRENT SLOT #: 003-G008 / 011-G032
 REQUESTED POSITION TITLE: ASSISTANT COMMANDER

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of cost allocations

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

POSITION SALARY REQUEST:

Salary Amount: *(1291)* \$ 66,000.00 Current Budgeted Salary \$ 69,000.00 Proposed Budgeted Salary \$ 3,000.00 Net Change
 Salary Amount: *(1251)* \$ 3,000.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (3,000.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date _____ End Date _____ Working Days & Hours _____ Hours Per Week _____ Duration (2 weeks, 3 months, etc.) _____

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

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

Redistribution of cost allocations to comply with grant.

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

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|----|---|--------------------------|-----------------------------------|---|-----------------------------|
| 1. | <u>Donald Cantu</u> DEPARTMENT HEAD | <u>04/22/16</u> Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. | <u>Phil Pulgar</u> HUMAN RESOURCES DIRECTOR | <u>4/22/2016</u> Date | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. | <u>[Signature]</u> DEPARTMENT OF BUDGET & MANAGEMENT | <u>4/22/2016</u> Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. | _____ | _____ | COMMISSIONERS' COURT APPROVAL | Date | _____ |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270)-003 / *HIDTA Chapter 59 (20.011)* DATE: 4/21/2016
 CURRENT POSITION TITLE: ACCOUNTANT III CURRENT SLOT #: 003-G009 / 011-G026
 REQUESTED POSITION TITLE: ACCOUNTANT III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of cost allocations

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

POSITION SALARY REQUEST:

Salary Amount: *(1291)* \$ 11,000.00 Current Budgeted Salary \$ 11,217.00 Proposed Budgeted Salary \$ 217.00 Net Change
 Salary Amount: *(1251)* \$ 51,000.00 Current Budgeted Salary \$ 50,783.00 Proposed Budgeted Salary \$ (217.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____ Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____ Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

| Start Date | End Date | Working Days & Hours | Hours Per Week | Duration (2 weeks, 3 months, etc.) |
|------------|----------|----------------------|----------------|------------------------------------|
|------------|----------|----------------------|----------------|------------------------------------|

CIVIL SERVICE: Exempt Non-Exempt N/A

FLSA: Exempt Non-Exempt

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

Redistribution of cost allocations to comply with grant.

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

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | | | |
|----|---|------------------|-----------------------------------|-------------------------------------|-------|--------------------------|-------|
| 1. |  | <u>04/22/16</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | DEPARTMENT HEAD | Date | | | | | |
| 2. |  | <u>4/22/2016</u> | PERSONNEL PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | HUMAN RESOURCES DIRECTOR | Date | | | | | |
| 3. |  | <u>4/22/2016</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | Date | | | | | |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | | | |



HIDALGO COUNTY

Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003) / *Don* / HIDTA Chapter 59 (270-011) DATE: 4/21/2016
 CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR II CURRENT SLOT #: 003-G013 / 011-G035
 REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR II

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of cost allocations

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

POSITION SALARY REQUEST:

Salary Amount: *α*
(1291) \$ 55,000.00 Current Budgeted Salary \$ 60,000.00 Proposed Budgeted Salary \$ 5,000.00 Net Change
 Salary Amount: *(1251)* \$ 5,000.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (5,000.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate *2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date _____ End Date _____ Working Days & Hours _____ Hours Per Week _____ Duration (2 weeks, 3 months, etc.) _____

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

JUSTIFICATION/PRIORITY: (Explain why this position or adjustment request is essential)
Redistribution of cost allocations to comply with grant.

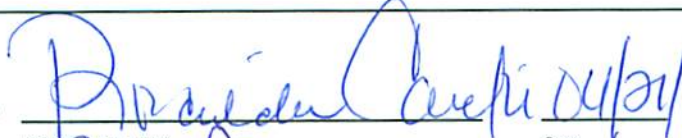


NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | | | | |
|----|--|-----------|-----------------------------------|-------------------------------------|-------|--------------------------|-------|
| 1. |  | Date | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | DEPARTMENT HEAD | 4/22/2016 | | | | | |
| 2. |  | Date | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | HUMAN RESOURCES DIRECTOR | 4/22/2016 | | | | | |
| 3. |  | Date | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| | DEPARTMENT OF BUDGET & MANAGEMENT | 4/22/2016 | | | | | |
| 4. | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| | COMMISSIONERS' COURT APPROVAL | Date | | | | | |



HIDALGO COUNTY Personnel Adjustment Request Form



DEPARTMENT NAME/NUMBER: HIDTA TASK FORCE (270-003) / *HIDTA Chapter 59 (27D-011)* DATE: 4/21/2016
 CURRENT POSITION TITLE: CRIMINAL INVESTIGATOR III CURRENT SLOT #: 003-G014 / 011-G036
 REQUESTED POSITION TITLE: CRIMINAL INVESTIGATOR III

REQUEST FOR:

New Position Temporary Position Position Reclassification* Other Redistribution of cost allocations

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

POSITION SALARY REQUEST:

Salary Amount: *OC*
(1291) \$ 62,000.00 Current Budgeted Salary \$ 64,000.00 Proposed Budgeted Salary \$ 2,000.00 Net Change
 Salary Amount: *(1251)* \$ 2,000.00 Current Budgeted Salary \$ 0.00 Proposed Budgeted Salary \$ (2,000.00) Net Change

Position to be funded from one of the following:

Current Department Budget Annual Budget Cycle Will Require Additional Funds
 Other _____

POSITION Type:

Full Time Employee Object 113 Part Time Employee Object 114 _____
 Enter hourly rate for temp. positions
 Full Time Employee Temporary Object 121 Part Time Temporary Object 122 \$ _____
 Hourly Rate "2,080 hrs. per year = Annual Salary

TEMPORARY POSITIONS: N/A

Start Date End Date Working Days & Hours Hours Per Week Duration (2 weeks, 3 months, etc.)

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

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

Redistribution of cost allocations to comply with grant.

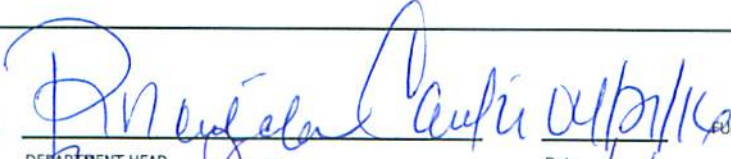


NEW POSITION: Brief job description and attach a copy of the new job description.

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

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

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

| | | | | |
|----|---|--------------------------|-----------------------------------|---|
| 1. |  DEPARTMENT HEAD | Date <u>4/22/2016</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. |  HUMAN RESOURCES DIRECTOR | Date <u>4/22/2016</u> | PERSONNEL PROCEDURES COMPLETED | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. |  DEPARTMENT OF BUDGET & MANAGEMENT | Date <u>4/22/2016</u> | BUDGET PROCEDURES COMPLETED | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. | COMMISSIONERS' COURT APPROVAL | Date | | |