

# COUNTY of HIDALGO



**HIDALGO COUNTY AUDITOR'S OFFICE**  
Hidalgo County Administration Building  
2808 South Business Highway 281  
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**EDINBURG, TEXAS 78539**

January 23, 2018

The Honorable Ramon Garcia, Hidalgo County Judge  
The Honorable David Fuentes, Commissioner, Precinct No. 1  
The Honorable Eduardo "Eddie" Cantu, Commissioner, Precinct No. 2  
The Honorable Jose M. Flores, Commissioner, Precinct No. 3  
The Honorable Joseph Palacios, Commissioner, Precinct No. 4

**RE: Certification of Revenue**

Dear Judge and Commissioners:

Pursuant to Local Government Code § 111.07075 SPECIAL BUDGET FOR REVENUE RECEIVED AFTER START OF FISCAL YEAR:

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

I, Maria Arcilia Duran, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court program income in the amount of \$6,857.00 generated by the Hidalgo County Adult Probation Department for the DWI Court Grant FY2018. These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$ 1,715.00	September 2017 DWI Program Income
\$ 2,825.00	October 2017 DWI Program Income
\$ 1,747.00	November 2017 DWI Program Income
\$ 570.00	December 2017 DWI Program Income

CERTIFIED BY:

  
\_\_\_\_\_  
Maria Arcilia Duran, CPA  
Hidalgo County Auditor

1-29-18  
\_\_\_\_\_  
Date

**HIDALGO COUNTY DISTRICT JUDGES**

- LUIS M. SINGLETERRY  
JUDGE, 92<sup>ND</sup> D.C.
- GODOLFO DEL GADO  
JUDGE, 9<sup>TH</sup> D.C.
- J. R. "BOBBY" FLORES  
JUDGE, 138<sup>TH</sup> D.C.
- ROSE GUERRA REYNA  
JUDGE, 208<sup>TH</sup> D.C.
- JUAN R. PARTIDA  
JUDGE, 275<sup>TH</sup> D.C.
- MARIO E. RAMIREZ, JR.  
JUDGE, 322<sup>ND</sup> D.C.
- RUI GONZALEZ  
JUDGE, 370<sup>TH</sup> D.C.
- LEIDIA LOPEZ  
JUDGE, 389<sup>TH</sup> D.C.
- L. KENO VASQUEZ  
JUDGE, 398<sup>TH</sup> D.C.
- ISRAEL RAMON, JR.  
JUDGE, 430<sup>TH</sup> D.C.
- RENE R. BETANCOURT  
JUDGE, 449<sup>TH</sup> D.C.

AI-63432

Adult Probation 25. 0.

CC - REGULAR

Meeting Date: 01/30/2018

Submitted For: Maria Castilleja, ADULT PROBATION

Submitted By: Maria Castilleja, ADULT PROBATION

Department: ADULT PROBATION

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**Information**

**CAPTION**

September 2017

1. Approval of certification of revenues as certified by the County Auditor for the DWI Grant program income in the amount of \$1,715.00
2. Approval of appropriation of the DWI program income (GPI) in the amount of \$1,715.00

October 2017

1. Approval of certification of revenues as certified by the County Auditor for the DWI Grant program income in the amount of \$2,825.00
2. Approval of appropriation of the DWI program income (GPI) in the amount of \$2,825.00

November 2017

1. Approval of certification of revenues as certified by the County Auditor for the DWI Grant program income in the amount of \$1,747.00
2. Approval of appropriation of the DWI program income (GPI) in the amount of \$1,747.00

December 2017

1. Approval of certification of revenues as certified by the County Auditor for the DWI Grant program income in the amount of \$570.00
  2. Approval of appropriation of the DWI program income (GPI) in the amount of \$570.00
- 

**BACKGROUND**

DWI grant program income:

September 2017 \$1,715.00

October 2017 \$2,825.00

November 2017 \$1,747.00

December 2017 \$570.00

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**Fiscal Impact**

**Attachments**

Sept 17 app

Oct 17 app

Nov 17 app

Dec 17 app

DWI approved budget

Sept - Nov 17 revenues

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**Form Review**

**Inbox**

**Reviewed By**

**Date**

Budget & Management

Final Approval

Form Started By: Maria Castilleja

Started On: 01/23/2018 12:48 PM

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**Rossana Schettino**

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**From:** Rosario Ramirez-Castilleja [rosario.castilleja@hidalgocountycscd.org]  
**Sent:** Tuesday, January 23, 2018 3:39 PM  
**To:** Rossana Schettino  
**Subject:** DWI revenues

Please certify the DWI gpi revenues for September 2017 thru December 2017. I have placed agenda item AI-63432 for 2/6/18. I have asked for it to be moved to 1/30/18, but have not received a response.

Thanks,

*Rosario Ramirez-Castilleja  
Hidalgo County CSCD  
Budget/Fiscal Director  
P.O. Box 970  
Edinburg, TX 78540  
956.587.6009  
Fax 956.318.2488*

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Agency Name: Hidalgo County  
 Grant/App: 2413908 Start Date: 9/1/2017 End Date: 8/31/2018

Project Title: Hidalgo County DWI Court  
 Status: Active Grant

**Budget Details Information**  
 Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
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 and attends court staffing. Personnel line item includes fringe benefits. Department fringe benefit rate is 38% and covers the following items: FICA 7.65%, Retirement 11.47%, Unemployment .6%, and Health Insurance 18%.	\$41,700.20	\$0.00	\$0.00	\$0.00	\$41,700.20	100
		This item will pay for travel, training, and registration fees for DWI Court staff members attending in state trainings and conferences. Out-of-County - In-State Travel: Meals will be reimbursed based on a per diem rate of \$39.00 per day. The per diem will be prorated for partial days (\$9 -breakfast, \$12 - lunch, and \$18 - dinner). Out-of-State Travel will be reimbursed on a per diem basis as in-state travel or actual cost of meals with original itemized receipts up to a						

Travel and Training	In-State Registration Fees, Training, and/or Travel	<p>maximum of \$64 per day. The \$64 maximum amount will be prorated for partial days (\$14-breakfast, \$20-lunch, and \$30-dinner). Training Conferences may include Texas Association of Specialty Court Training Conferences, National Association of Drug Court Professionals Training conferences, American Probation and Parole Association Training Conferences, Texas Probation Association training conference, and any other training conferences providing training useful in supervising DWI court offenders. Allocated training budget will be used to train DWI Court team members.</p>	\$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)	<p>Purchase paper used to create DWI Court program pamphlets, program booklets for participants to keep track of all program appointments, and status reports for the court during weekly staffing. Files and other related office supplies will be purchased. Office supplies including, but not limited to copy paper, staples, paperclips, pens, copy toners, case folders, other.</p>	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
		<p>This item will pay for travel, training, and registration fees</p>						

Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	<p>for DWI Court staff members attending national trainings and conferences. Out-of-County - In-State Travel: Meals will be reimbursed based on a per diem rate of \$39.00 per day. The per diem will be prorated for partial days (\$9 - breakfast, \$12 - lunch, and \$18 - dinner). Out-of-State Travel will be reimbursed on a per diem basis as in-state travel or actual cost of meals with original itemized receipts up to a maximum of \$64 per day. The \$64 maximum amount will be prorated for partial days (\$14-breakfast, \$20-lunch, and \$30-dinner). Training Conferences may include Texas Association of Specialty Court Training Conferences, National Association of Drug Court Professionals Training conferences, American Probation and Parole Association Training Conferences, Texas Probation Association training conference, and any other training conferences providing training useful in supervising DWI court offenders. Allocated training budget will be used to train DWI Court team members.</p>	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
		Probation Officer						

Personnel	Probation Officer	<p>(1) supervises and monitors the offenders in the program; will provide case management for the offenders on the program; officer conducts field visits as needed and administers drug tests; also attends staffing and court hearings and keeps judge informed of offenders' progress. Personnel line item includes fringe benefits. Department fringe benefit rate is 38% and covers the following items: FICA 7.65%, Retirement 11.47%, Unemployment .6%, and Health Insurance 18%.</p>	\$64,535.00	\$0.00	\$0.00	\$0.00	\$64,535.00	100
Personnel	Probation Officer	<p>Probation Officer (1) supervises and monitors the offenders in the program; will provide case management for the offenders on the program; officer conducts field visits as needed and administers drug tests; also attends staffing and court hearings and keeps judge informed of offenders' progress. This is half of the salary, as the other half will be paid with the GPI. Personnel line item includes fringe benefits. Department fringe benefit rate is 38% and covers the following items: FICA 7.65%, Retirement 11.47%, Unemployment .6%, and Health</p>	\$38,001.79	\$0.00	\$0.00	\$6,857.00	\$44,858.79	100

		Insurance 18%.						
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	780 Alcohol Testing ETG kits @ \$5.00 each. Ethyl Glucuronide (EtG) is a direct metabolite of ethanol, which is formed by enzymatic conjugation of ethanol with glucuronic acid. Alcohol in urine is normally detected for only a few hours, whereas EtG can be detected up to several days even after complete elimination of alcohol from the body. EtG tests are useful in determining recent alcohol use and in monitoring abstinence while in the program. Probation officers will utilize EtG tests to monitor offender abstinence from alcohol while in the program as directed by the Court.	\$3,900.00	\$0.00	\$0.00	\$0.00	\$3,900.00	0

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

For 09/01/17 - 01/31/18

Revenue Detail Report By Account

FJRED01C

Periods 09 - 13

Standard Report Format

1001 - Standard Report Spec

Account No/Description				Budget	Amount	Receivable
7-1289-342-30-320-032-8-000 DWI CRT PROGRAM INCOME						
* Beginning Balance				.00	.00	.00
* Receipts						
DATE	RECEIPT NO.	BATCH	RECEIVED FROM	DESCRIPTION		
10/11/17	215854	17004011	ADULT PROBATION 10/05/17	PRE-TRIP	1,715.00	
11/06/17	216806	17004438	ADULT PROBATION DEPT. 11/03/17	PRE-TRIP	2,825.00	
12/05/17	217636	17004879	ADULT PROBATION 11/03/17 COLLE	PRE-TRIP	1,747.00	
<b>Total</b>					<b>6,287.00</b>	
* Journal Entries						
DATE	REFERENCE	BATCH	DESCRIPTION			
10/31/17	JEI175090	17004646	DFR 10/17 REV DWI COURT GRT FY		-1,715.00	
11/30/17	JEI175446	17004978	DFR 11/17 REV DWI COURT GRT FY		-2,825.00	
12/28/17	JEI175929	17005381	DFR 12/17 REV DWI COURT GRT FY		-1,747.00	
<b>Total</b>					<b>-6,287.00</b>	
* Ending Balance				.00	.00	.00
1289 DESIGNATED PURPOSE GRANTS LVL 9				.00	.00	.00
7 YEAR 2017				.00	.00	.00

DATE: January 17, 2018

DEPARTMENT HEAD: Arnold K. Patrick, Executive Director

DEPARTMENT NAME: Adult Probation

PROGRAM: HIDALGO COUNTY DWI COURT

ACCOUNT NUMBER: 7-1289-423-00-320-032-8-XXX

SUBJECT: Budget Amendments (decrease/increase) in Accordance with Local Government Code,  
Chapter 111, Subchapter C

Honorable Bobby Flores, Community Supervision & Corrections Department Overseer

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

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
7-1289-423-00-320-032-8-113	DWI Court- Full-Time Employees	1,432.50
7-1289-423-00-320-032-8-211	DWI Court- Health Insurance	0.00
7-1289-423-00-320-032-8-212	DWI Court- Life Insurance	0.00
7-1289-423-00-320-032-8-220	DWI Court- FICA	109.59
7-1289-423-00-320-032-8-230	DWI Court- Retirement	164.31
7-1289-423-00-320-032-8-250	DWI Court- Unemployment Compensation	8.60
<b>TOTAL APPROPRIATION</b>		<b>1,715.00</b>
7-1289-342-30-320-032-8-000	DWI Court Program Income	1,715.00
<b>TOTAL REVENUES</b>		<b>1,715.00</b>

**REASON:**

To allocate the GPI for the FY2018 DWI Grant Budget #2413908 from 9/1/2017-9/30/2017.  
The total GPI is equal to \$1,715.00.

\_\_\_\_\_  
Arnold K. Patrick, Director  
Hidalgo County CSCD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arcilia Duran, CPA

\_\_\_\_\_  
Date

DATE: January 17, 2018  
 DEPARTMENT HEAD: Arnold K. Patrick, Executive Director  
 DEPARTMENT NAME: Adult Probation  
 PROGRAM: HIDALGO COUNTY DWI COURT ✓  
 ACCOUNT NUMBER: 7-1289-423-00-320-032-8-XXX

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INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
7-1289-423-00-320-032-8-113	DWI Court- Full-Time Employees	2,359.68
7-1289-423-00-320-032-8-211	DWI Court- Health Insurance	0.00
7-1289-423-00-320-032-8-212	DWI Court- Life Insurance	0.00
7-1289-423-00-320-032-8-220	DWI Court- FICA	180.51
7-1289-423-00-320-032-8-230	DWI Court- Retirement	270.65
7-1289-423-00-320-032-8-250	DWI Court- Unemployment Compensation	14.16
<b>TOTAL APPROPRIATION</b>		<b>2,825.00</b>
7-1289-342-30-320-032-8-000	DWI Court Program Income	2,825.00 ✓
<b>TOTAL REVENUES</b>		<b>2,825.00</b>

**REASON:**

To allocate the GPI for the FY2018 DWI Grant Budget #2413908 from 10/1/2017-10/31/2017. The total GPI is equal to \$2,825.00. ✓

\_\_\_\_\_  
 Arnold K. Patrick, Director  
 Hidalgo County CSCD

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Arcilia Duran, CPA

\_\_\_\_\_  
 Date

DATE: January 17, 2018  
 DEPARTMENT HEAD: Arnold K. Patrick, Executive Director  
 DEPARTMENT NAME: Adult Probation  
 PROGRAM: HIDALGO COUNTY DWI COURT  
 ACCOUNT NUMBER: 7-1289-423-00-320-032-8-XXX

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INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
7-1289-423-00-320-032-8-113	DWI Court- Full-Time Employees	1,459.24
7-1289-423-00-320-032-8-211	DWI Court- Health Insurance	0.00
7-1289-423-00-320-032-8-212	DWI Court- Life Insurance	0.00
7-1289-423-00-320-032-8-220	DWI Court- FICA	111.63
7-1289-423-00-320-032-8-230	DWI Court- Retirement	167.37
7-1289-423-00-320-032-8-250	DWI Court- Unemployment Compensation	8.76
<b>TOTAL APPROPRIATION</b>		<b>1,747.00</b>
7-1289-342-30-320-032-8-000	DWI Court Program Income	1,747.00
<b>TOTAL REVENUES</b>		<b>1,747.00</b>

**REASON:**

To allocate the GPI for the FY2018 DWI Grant Budget #2413908 from 11/1/2017-11/30/2017. The total GPI is equal to \$1,747.00.

\_\_\_\_\_  
 Arnold K. Patrick, Director  
 Hidalgo County CSCD

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Arcilia Duran, CPA

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

INCREASE OBJECT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
7-1289-423-00-320-032-8-113	DWI Court- Full-Time Employees	476.11
7-1289-423-00-320-032-8-211	DWI Court- Health Insurance	0.00
7-1289-423-00-320-032-8-212	DWI Court- Life Insurance	0.00
7-1289-423-00-320-032-8-220	DWI Court- FICA	36.42
7-1289-423-00-320-032-8-230	DWI Court- Retirement	54.61
7-1289-423-00-320-032-8-250	DWI Court- Unemployment Compensation	2.86
<b>TOTAL APPROPRIATION</b>		<b>570.00</b>
7-1289-342-30-320-032-8-000	DWI Court Program Income	570.00
<b>TOTAL REVENUES</b>		<b>570.00</b>

**REASON:**

To allocate the GPI for the FY2018 DWI Grant Budget #2413908 from 12/1/2017-12/31/2017.  
The total GPI is equal to \$570.00.

\_\_\_\_\_  
Arnold K. Patrick, Director  
Hidalgo County CSCD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arcilia Duran, CPA

\_\_\_\_\_  
Date

Account Inquiry - FAING01A 06/02/17 7:00 am

Account No: 8-1297-130-03-000-427-0-000 Account Period Range: 00 - 13 399069 pg 01 0 1 1

Acct Year: 18 Description: DUE FROM/TO ADULT PROBATION TRUST FUND

Sum Bud Open Enc Enc Detail All Enc Checks Unpost Pay Unpt Pay Pre AJE AJE Rec/Inv Req Tabs

Reference No	Date	Received From	Description	Period	Amount	
218903	(R) 01-17-2018	ADULT PROBATION 01/16/18	REFUND DEISY GARZA 10/04-06/17 AUSTIN, TX	01	689.07-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	SUPERVISORY FEES	01	214,013.83-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	URINALYSIS FEES	01	14,632.00-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	TRANSACTION FEES	01	7,727.00-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	PRE-TRIAL COLLECTIONS	01	27,780.25-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	MISC REVENUE	01	10.00-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	PRE-TRIAL DWI FEE	01	570.00-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	PRE-TRIAL VETERANS COURT	01	84.00-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	DWI PRE-TRIAL FEES-MISDEMEANOR	01	1,962.00-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	COMPLETION LETTERS	01	200.00-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	INTEREST ON REGULAR CHECKING ACCTS	01	1,016.62-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	ALTERNATIVE INCARCERATION FEES (AIP)	01	2,528.38-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	PRE-TRIAL DRUG COURT FEE	01	784.00-	
218572	(R) 01-08-2018	ADULT PROBATION DEPT. 01/0:	SEX OFFENDER TREATMENT FEE	01	1,884.00-	
218402	(R) 01-02-2018	ARNOLD PATRICK ADULT PROE	11/14-17/2017 ASC ANNUAL MTNG	01	25.00-	
218402	(R) 01-02-2018	ARNOLD PATRICK ADULT PROE	11/13-18/2017 CSO CERTIFICATION TRAINING	01	52-	
R 20218402					Amount	-273,906.67

*s/b*  
*1289*  
*pending*  
*correction*