

# COUNTY *of* HIDALGO



EDINBURG, TEXAS 78539

HIDALGO COUNTY AUDITOR'S OFFICE  
Hidalgo County Administration Building  
2808 South Business Highway 281  
Edinburg, Texas 78539-6243  
PHONE: (956) 318-2511  
FAX: (956) 318-2577  
WEBSITE: [www.co.hidalgo.tx.us/auditor](http://www.co.hidalgo.tx.us/auditor)

December 06, 2019

The Honorable Richard F. Cortez, Hidalgo County Judge  
The Honorable David L. Fuentes, Commissioner, Precinct No. 1  
The Honorable Eduardo "Eddie" Cantu, Commissioner, Precinct No. 2  
The Honorable Joe M. Flores, Commissioner, Precinct No. 3  
The Honorable Ellie Torres, Commissioner, Precinct No. 4

## RE: Certification of Revenue

Dear Judge and Commissioners:

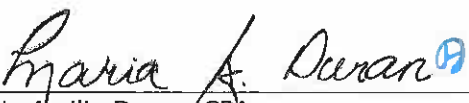
Pursuant to Local Government Code § 111.0706 SPECIAL BUDGET FOR GRANT OR AID MONEY:

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

I, Maria Arcilia Duran, County Auditor of Hidalgo County, certify to the Hidalgo County Commissioners Court the receipt of an award from the U.S. Department of Justice – U.S. Marshals Service (DOJ-USMS). These funds may now be made available by creating a new special budget or amending a current budget for its intended purposes.

AMOUNT	PURPOSE
\$3,750.00	Hidalgo Co. Sheriff's Office – DOJ-USMS FY20 Joint Law Enforcement Operations Task Force – Overtime for (1) TFOs

CERTIFIED BY:

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

  
\_\_\_\_\_  
Date

### HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 82<sup>ND</sup> D.C. | SWANNEY MAMMAS JUDGE, 83<sup>RD</sup> D.C. | J. R. "BOBBY" FLORES JUDGE, 129<sup>TH</sup> D.C. | ROSE GUERRA REYNA JUDGE, 209<sup>TH</sup> D.C. | MARLA CUELLAR JUDGE, 276<sup>TH</sup> D.C. | MARIO E. RAMIREZ, JR. JUDGE, 332<sup>ND</sup> D.C. | NOE GONZALEZ JUDGE, 378<sup>TH</sup> D.C. OVERTSEER | LETICIA 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. | RENEE R. BETANCOURT JUDGE, 448<sup>TH</sup> D.C. | YSMAEL D. FONSECA JUDGE, 464<sup>TH</sup> D.C.

CC REGULAR AGENDA SPECIAL MTG

Meeting Date: 12/10/2019
Submitted By: Sabrina Rodriguez, SHERIFF DEPT.
Department: SHERIFF DEPT.

Information

CAPTION

DOJ - USMS - U.S. Marshal (1284):

- 1. Approval to accept overtime funding from the U.S. Department of Justice, U.S. Marshals Service for one (1) officer in the amount of \$3,750.00 per officer for FY 2020 (Sept. 1, 2019-October 31, 2020).
2. Requesting authorization to pay overtime reimbursable under the grant terms and conditions.
3. Approval of certification of revenues, as certified by the County Auditor, for the FY 2020 DOJ-USMS overtime funds in the amount of \$3,750.00 and appropriation of same.

BACKGROUND

Pursuant to Memorandum of Understanding between the United States Marshals Service (USMS) and the Hidalgo County Sheriff's Office, funding is being made available for overtime expenses for one (1) officer assigned to the joint law enforcement operations task force. Period of Performance is from October 1, 2019 to September 30, 2020 for FY 2020.

Fiscal Impact

CALENDAR YEAR: 2019 ACCT. #: 9-1284-421-00-280-068-0-131
FUNDS AVAILABLE Y/N?: y MATCHING FUNDS Y/N?: n

BUDGETARY IMPACT:

Appropriation of funds in the amount of \$3,750.00 for DOJ-USMS funding of FY2020. Period of performance is 10/1/2019 to 9/30/20. 9-1284-331-11-280-068-0-000 DOJ-USMS Expenses relating to fringe benefits for the overtime hours are to be charged to the Sheriff's Office Budget(Account #9-1100-421-00-280-001-0-XXX).

Attachments

BA  
Obligation  
COR Request

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Form Review

Inbox	Reviewed By	Date
Emilia Uriegas	Emilia Uriegas	12/06/2019 02:52 PM
Budget & Management Ivan Cantu	Veronica Ortiz	12/06/2019 03:12 PM
Final Approval		
Form Started By: Sabrina Rodriguez		Started On: 09/19/2019 10:26 AM

12/6/2019

COR request AI 72386

From: "Sabrina Solis" <sabrina.solis@hidalgoso.org>  
To: "jose.rodriguez" <jose.rodriguez@auditor.co.hidalgo.tx.us>  
Cc: "deborah fischer" <deborah.fischer@auditor.co.hidalgo.tx.us>  
Subject: COR request AI 72386  
Date: 12/6/2019 1:31:55 PM

Good afternoon Jose,

Can you please certify the revenues for the USMS FY20 Grant AI 72386 Acct # 9-1284-421-00-280-068-0-131 in the amount of \$3,750.00.

Respectfully,

Sabrina Solis  
Program Manager - Financial Division  
Hidalgo County Sheriff's Office  
p: (956)3936013  
e: sabrina.solis@hidalgoso.org

INSTRUCTIONS: See last page for detailed instructions.

**SECTION 1: OBLIGATION**

DOCUMENT CONTROL #: M-20-D79-O-000134

**SECTION 2: PARTICIPATING AGENCIES**

Notification to state and local agencies of funding provided in support of Joint Law Enforcement Operations, pursuant to the Memorandum of Understanding (MOU) between:

Hidalgo County Sheriff's Office

and

Southern District of Texas (79)

All other terms and conditions of the MOU remain the same.

**SECTION 3: PERIOD OF PERFORMANCE**

October 1, 2019

to

September 30, 2020

**SECTION 4: APPROPRIATION DATA**

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2020	D79	AFF-B-OP	JLEOTFS4	25302 - TFO Overtime	\$3,750.00
<b>Total Obligation Amount:</b>					<b>\$3,750.00</b>

**SECTION 5: DESCRIPTION OF OBLIGATION**

TX1080000

TFO overtime for one TFO (\$3,750.00). 25% of its initial allocation for FY 2020.

**SECTION 6: CONTACT INFORMATION**

**DISTRICT/RFTF CONTACT:**

Name: SDUSM Dagoberto Lopez

Phone: 956-683-2410

E-mail: dagoberto.lopez@usdoj.gov

**STATE/LOCAL CONTACT:**

Name: Sheriff J.E. "Eddie" Guerra

Phone: 956-393-6002

E-mail: sheriff.guerra@hidalgo.org

**SECTION 7: AUTHORIZATION**

**USMS Representative - Certification of Funds:**

Signature: ANN HEPHNER

Digitally signed by ANN HEPHNER  
Date: 2019.11.12 11:57:34 -0600

Date: 11/12/2019

Ann Hephner, Administrative Officer

**Chief Deputy or RFTF Commander - Obligation Approval:**

Signature: JOHNNY WILLIAMS

Digitally signed by JOHNNY WILLIAMS  
Date: 2019.11.12 12:43:54 -0600

Date: 11/12/2019

Johnny Ray Williams Jr., Chief Deputy U.S. Marshal

*Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped at the equivalent of 25% of a GS-1811-12, Step 1, of the general pay scale for the RUS. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted monthly or quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the Task Force during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator.*

**Departmental Representative - Acknowledgement:**

Signature: \_\_\_\_\_

Sheriff J.E. "Eddie" Guerra

Date: \_\_\_\_\_

## FORM USM-607 INSTRUCTIONS

The Joint Law Enforcement Operations Task Force Obligation Document is designed to provide district and regional fugitive task forces with one standard obligating form to record new obligations in UFMS. To adjust funding in an existing obligation, please refer to Form USM-607A, Joint Law Enforcement Operations Task Force Modification Document. Funding in support of the JLEO mission is pursuant to the existing Memorandum of Understanding (MOU) between the USMS and the JLEO participant. Reimbursements are subject to the availability of funds and contingent upon the submission of proper documentation. Please note that overtime reimbursements require the submission of agency invoices and supporting documentation on a quarterly basis.

In the event that the USMS will use a payment method OTHER than reimbursement directly to the state or local agency, additional guidance will be provided by USMS Headquarters. The district or RFTF office is responsible for communicating payment procedures to their partnering agencies. All payments are made via Electronic Funds Transfer (EFT) through the U.S. Department of Treasury.

### SECTION 1: Obligation Number

- A. Enter UFMS Document Control Number.

### SECTION 2: Participating Agencies

- A. BOX 1: Enter name of state or local JLEO participating agency.
- B. BOX 2: Use drop down menu to select appropriate USMS District/RFTF.

### SECTION 3: Period of Performance

- A. Insert valid period of performance for the obligation. Obligations created using the one-page JLEO Task Force Obligation Form may not cross fiscal years. If there is a need to cross fiscal years, please utilize a Purchase Order for the obligation.
- B. Period of performance must begin no earlier than the date of funds availability (provided by IOD and the Asset Forfeiture Division) and end no later than September 30 of the following calendar year.

### SECTION 4: Appropriation Data

- A. Enter information across appropriate field for all items being obligated. All fields for a line item must be completed in order to proceed to the next step.
- B. Project Codes: District task force obligations are funded under the JLEOTFS4 project code for a JLEO obligation. RFTF project codes have been assigned by region and will be entered by Headquarters IOD staff.

### SECTION 5: Description of Obligation

- A. Enter description of obligation (optional). Include any pertinent information such as number of TFO vehicles, for example.

### SECTION 6: Contact Information

- A. Enter District/RFTF contact information (Box 1) and State/Local contact information (Box 2).

### SECTION 7: Authorization

- A. Certification of Funds: Signature will be applied by USMS District official or IOD representative (RFTF) after the Asset Forfeiture Division has confirmed that funds have been moved into the budget.
- B. Obligation Approval: Signature will be applied by District or RFTF representative upon receipt of obligation document. To ensure sufficient internal controls and proper segregation of duties, the district/RFTF representative approving obligation forms cannot also approve invoices or reimbursements related to the same obligation. (See U.S. Office of Management and Budget (OMB) Circular A-123 and USMS Office of Finance guidance for further information regarding internal controls.)
- C. Acknowledgement: Signature will be applied by state or local agency representative. The obligation is not valid until all parties have signed. When completed, the form will be returned to the District/RFTF office. Districts are responsible for entering obligations into UFMS. RFTF obligations will be forwarded to Headquarters IOD to be entered into UFMS.

DATE: December 5, 2019

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

DEPARTMENT NAME: Hidalgo County Sheriff's Office

ACCOUNT NUMBER: 9-1284-421-00-280-068-0-131

Contact Person: Sabrina Solis P.M.: 956-393-6013

2019  
Appropriation  
A1-72386



SUBJECT: Budget Amendments (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 Budget Amendments (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME	AMOUNT
9-1284-421-00-280-068-0-131	JLEO DOJ-USMS	3,750.00
9-1284-331-11-280-068-0-000	JLEO DOJ-USMS REVENUES	3,750.00
TOTAL BUDGET INCREASE (DECREASE)		3,750.00

REASON:

To appropriate the budget for the overtime hours for officer assigned to USMS investigations.  
 Funding period October 1, 2019 to September 30, 2020  
 Note: Expenses relating to fringe benefits that are assigned to the overtime hours are to be charged to the Hidalgo County Sheriff's Office general fund budget (9-1100-421-00-280-001-0-XXX)

*[Handwritten Signature]*  
DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

DATE

ATTEST COUNTY CLERK