

# COUNTY of HIDALGO



**HIDALGO COUNTY AUDITOR'S OFFICE**  
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February 02, 2024

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 Everardo "Ever" Villarreal, 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 § 111.0707 SPECIAL BUDGET FOR REVENUE FROM INTERGOVERNMENTAL CONTRACTS:

The county auditor shall certify to the commissioner's court the receipt of all revenue from intergovernmental contracts 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 revenue from intergovernmental contracts for its intended purpose.

I, Letty Chavez, Hidalgo County Auditor, 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  
\$21,900.00

PURPOSE  
Hidalgo Co. Sheriff's Office – DOJ-USMS FY24  
Joint Law Enforcement Operations Task Force –  
Overtime for (1) TFOs

CERTIFIED BY:

  
\_\_\_\_\_  
Letty Chavez  
County Auditor

2/5/2024

\_\_\_\_\_  
Date

### HIDALGO COUNTY DISTRICT JUDGES

LUIS M. SINGLETERRY JUDGE, 92<sup>ND</sup> D.C.    FERNANDO MANCIAS JUDGE, 93<sup>RD</sup> D.C.    J. R. "BOBBY" FLORES JUDGE, 139<sup>TH</sup> D.C.    ROSE GUERRA REYNA JUDGE, 206<sup>TH</sup> D.C.    MARLA CUELLAR JUDGE, 275<sup>TH</sup> D.C.    MARIO E. RAMIREZ, JR. JUDGE, 332<sup>ND</sup> D.C.    NOE GONZALEZ JUDGE, 370<sup>TH</sup> D.C. OVERSEER    LETICIA LOPEZ JUDGE, 389<sup>TH</sup> D.C.    L. KENO VASQUEZ JUDGE, 398<sup>TH</sup> D.C.    ISRAEL RAMON, JR. JUDGE, 430<sup>TH</sup> D.C.    RENEE R. BETANCOURT JUDGE, 449<sup>TH</sup> D.C.    JOSE "JOE" RAMIREZ JUDGE, 464<sup>TH</sup> D.C.    YSMAEL FONSECA JUDGE, 476<sup>TH</sup> D.C.

AI-94168

Sheriff's Office 16. A.

**CC REGULAR AGENDA SPECIAL MTG**

**Meeting Date:** 02/06/2024

**Submitted For:** Steven Cortez, SHERIFF DEPT. **Submitted By:** Jose Rodriguez

**Department:** SHERIFF DEPT.

**CAPTION**

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

1. Approval to accept additional overtime funding from the U.S. Department of Justice, U.S. Marshals Service for one (1) officer in the amount of \$21,900.00 for FY 2024 (Oct. 13, 2023 - Sep. 30, 2024)
2. Request authorization to continue 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 2024 DOJ-USMS overtime funds in the amount of \$21,900.00 and appropriation of the same.

**BACKGROUND**

Pursuant to Memorandum of Understanding between the U.S. Marshal Service (USMS) and 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 13, 2023 to September 30, 2024 for Fiscal Year 2024

**Fiscal Impact**

**CALENDAR YEAR:** 2024

**ACCT. #:** 4-1284-421-00-280-068-4-XXX

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

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

**BUDGETARY IMPACT:**

Appropriation of funds in the amount of \$21,900.00 for the DOJ-USMS funding of FY 2024. Period of performance is 10/13/2023 to 09/30/2024.

Revenue acct# 4-1284-331-11-280-068-4-000 JLEO DOJ-USMS REVENUE

Expenses relating to fringe benefits for the overtime hours are to be charged to the Sheriff's Office budget.

No Cash Match Required

**Attachments**

FY24 DOJ-USMS Agreement

COR Request

Appropriation

**Form Review**

**Inbox**

Budget & Management

Ivan Cantu

Final Approval

**Reviewed By**

Veronica Ortiz

**Date**

02/02/2024 01:19 PM



INSTRUCTIONS: See last page for detailed instructions.

**SECTION 1: OBLIGATION**

DOCUMENT CONTROL #:

**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 13, 2023 to September 30, 2024

**SECTION 4: APPROPRIATION DATA**

FISCAL YEAR	ORGANIZATION	FUND	PROJECT	SOC / PURPOSE	DOLLAR AMOUNT
2024	D79	AFF-B-OP	JLEOTFS4	25205 - TFO Overtime	\$21,900.00

**Total Obligation Amount: \$21,900.00**

**SECTION 5: DESCRIPTION OF OBLIGATION**

TX1080000  
TFO overtime for one TFO ( \$21,900.00)

**SECTION 6: CONTACT INFORMATION**

**DISTRICT/RFTF CONTACT:**

**STATE/LOCAL CONTACT:**

Name: SDUSM Dagoberto Lopez  
Phone: 956-558-6240  
E-mail: dagoberto.lopez@usdoj.gov

Name: Sheriff J.E. "Eddie" Guerra  
Phone: 956-393-6002  
E-mail: sheriff.guerra@hidalgoso.org

**SECTION 7: AUTHORIZATION**

**USMS Representative - Certification of Funds:**

Signature: ANN HEPHNER Digitally signed by ANN HEPHNER  
Date: 2024.02.01 10:16:28 -0600 Date: 2/1/2024  
Ann Hephner, Assistant Chief, Administration

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

Signature: ROBERT WRIGHT Digitally signed by ROBERT WRIGHT  
Date: 2024.02.01 20:52:31 -0600 Date: 2/1/2024  
Robert Wright, 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Sheriff J.E. "Eddie" Guerra

## 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: February 2, 2024

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

**2024**  
Appropriation  
AI-94168



DEPARTMENT NAME: Hidalgo County Sheriff's Office

ACCOUNT NUMBER: 4-1284-421-00-280-068-4-131

Contact Person: Jose Rodriguez Ph#: 956-393-6176

**SUBJECT:** **Appropriations of Funds** (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 Appropriations of Funds (increase (decrease)) in accordance with Local Government Code, Chapter 111, § 111.070, Item C (2).

INCREASE ACCOUNT NUMBER(S)	ACCOUNT (OBJECT) NAME		AMOUNT
4-1284-421-00-280-068-4-131	JLEO DOJ-USMS	Overtime	\$21,900.00
4-1284-331-11-280-068-4-000	JLEO DOJ-USMS	REVENUES	\$21,900.00
<b>TOTAL BUDGET INCREASE (DECREASE)</b>			<b>\$21,900.00</b>

**REASON:** To appropriate the budget for overtime hours for officer assigned to USMS investigations. Funding period October 13, 2023 to September 30, 2024. 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.

DEPARTMENT HEAD SIGNATURE

APPROVED COMMISSIONERS' COURT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

ATTEST COUNTY CLERK



Jose Rodriguez <jose.rodriguez@hidalgoso.org>

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## COR FY24 DOJ-USMS

1 message

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**Jose Rodriguez** <jose.rodriguez@hidalgoso.org>

Fri, Feb 2, 2024 at 11:51 AM

To: Juanita Cedillo <juanita.cedillo@auditor.co.hidalgo.tx.us>, Isabel Rodriguez <isabel.rodriguez@auditor.co.hidalgo.tx.us>, Rossana Schettino <rossana.schettino@auditor.co.hidalgo.tx.us>

Cc: Myra Montoya <myra.montoya@hidalgoso.org>, Steven Cortez <steven.cortez@hidalgoso.org>

Good morning,

Can you please certify revenues for FY24 DOJ-USMS in the amount of \$21,900.00?

AI-94168 presented on 02/06/2024.

Respectfully,  
Jose L Rodriguez  
Program Manager I  
Hidalgo County Sheriff's Office  
[jose.rodriguez@hidalgoso.org](mailto:jose.rodriguez@hidalgoso.org)  
956-393-6176