



# HIDALGO COUNTY SHERIFF'S DEPARTMENT

SHERIFF ENRIQUE "HENRY" ESCALON

## MEMORANDUM

To: Criminal Enforcement and Adult Detention Personnel

From: Chief Deputy Ramiro Castellano *RC*

Date: April 10, 2003

Ref: Pay Period Computation

Effective pay period # 10, which begins on April 21, 2003, Law Enforcement and Detention Personnel of the Hidalgo County Sheriff's Department will change the way they compute their comp-time hours.

Deputy Sheriffs and Detention Officers will work eighty (80) hours within a designated two-week pay period. When an employee is authorized or required to perform his duties for more than the eighty (80) hours, the time above the eighty (80) hours will accrue at the rate of time and a half (1.5).

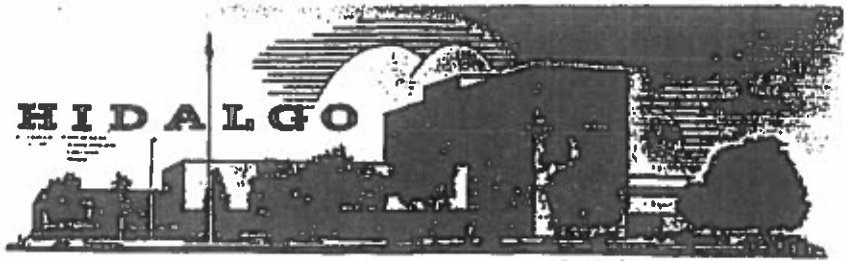
Example: An employee works 86 hours within a two-week pay period. The first eighty (80) hours will be computed at the regular pay rate. The remaining six (6) hours will be compensated at a rate of time and a half (1.5) which would amount to nine (9) hours.

Personnel affected are full time:

- Investigators
- Deputies
- Criminal Enforcement Sergeants
- Detention Sergeants
- Detention Officers
- Detention Matrons

CC COMANDER FLORENTINO GARZA  
COMMANDER ADOLFO CANTU  
MARILYN HILL  
COUNTY AUDITOR, ANTONIO SANDOVAL

# COUNTY *of* HIDALGO



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**EDINBURG, TEXAS 78539**

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## MEMORANDUM

**TO:** All Elected Officials and Department Heads  
**FROM:** A. R. Sandoval, Hidalgo County Auditor  
**DATE:** April 17, 2003  
**SUBJECT:** Recording Of Law Enforcement Compensatory Time (Comp-Time)

Effective March 24, 2003, the Hidalgo County Commissioners' Court approved the recording of compensatory time for all law enforcement officers to be based on an 80 hour pay period instead of an 86 hour pay period.

Time sheets submitted erroneously for Pay Period No. 08 (03/24/03-04/06/03) have been corrected by payroll personnel. Copies of these time sheets have been forwarded to the department.

Please do not hesitate to call Ms. Loni Salinas, Payroll Supervisor, at (956) 318-2550, if you have any questions regarding this memo.

*A. R. Sandoval* ⑧

### HIDALGO COUNTY DISTRICT JUDGES

EDWARD O. APARICIO  
JUDGE, 15<sup>th</sup> D.C.  
OVERSEER

RODOLFO DELGADO  
JUDGE, 19<sup>th</sup> D.C.

LETICIA HINOJOSA  
JUDGE, 13<sup>th</sup> D.C.

ROSE GUERRA REYNA  
JUDGE, 26<sup>th</sup> D.C.

JUAN R. PARTIDA  
JUDGE, 27<sup>th</sup> D.C.

MARCO E. RAMIREZ, JR.  
JUDGE, 32<sup>nd</sup> D.C.

MOR GONZALEZ  
JUDGE, 17<sup>th</sup> D.C.

LETICIA LOPEZ  
JUDGE, 38<sup>th</sup> D.C.

ARBA BALBUAS FLO  
JUDGE, 20<sup>th</sup> D.C.

**REGULAR MEETING – MARCH 11, 2003**

BE IT REMEMBERED, that on this 11<sup>th</sup> day of March, A.D., 2003, there was begun and held a REGULAR MEETING of the Honorable Commissioners' Court of Hidalgo County, Texas, wherein the following members thereof were present, to-wit:

HONORABLE RAMON GARCIA	HIDALGO COUNTY JUDGE
HONORABLE SYLVIA HANDY	COMMISSIONER, PRECINCT NO. 1
HONORABLE JOSE FLORES	COMMISSIONER, PRECINCT NO. 3
HONORABLE OSCAR L. GARZA JR.	COMMISSIONER, PRECINCT NO. 4

and J.D. SALINAS, COUNTY CLERK & EX-OFFICIO CLERK OF THE COMMISSIONERS' COURT of Hidalgo County, Texas, wherein the following proceedings were had, to-wit:

**COUNTY OF HIDALGO  
RAMON GARCIA  
COUNTY JUDGE**

**NOTICE is hereby given in accordance with Chapter 551, Texas Government Code, that a REGULAR MEETING of the Commissioners' Court will be held on TUESDAY, MARCH 11, 2003 at 9:30 A.M., in the Commissioners' Courtroom of the Administration Building, Edinburg, Hidalgo County, Texas, discussion and possible action relating to the following business will be transacted:**

**1. Roll Call**

All Members of the Court were counted present, with the exception of Commissioner Palacios.

**2. Pledge of Allegiance**

At this time Judge R. Garcia called on Commissioner Handy to lead the Court and Audience in reciting the Pledge of Allegiance.

**3. Prayer**

Commissioner Handy led the Court and Audience in Prayer.

**4. Open Forum**

-Godfrey Garza made a presentation on illegal dumping in the Drainage Facilities.  
-Anthony Covasavich and Thelma Garza made a presentation on behalf of the United Way Board advising that Hidalgo County has been one of the top ten contributors.

**5. Approval of Consent Agenda**

At this point, the Court continued with the Consent Agenda.

**6. Approval of Proclamation proclaiming April 6<sup>th</sup> – 13<sup>th</sup>, 2003 as Hidalgo County Crime Victims' Rights Week (SEE EXHIBIT H)**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval of the Resolution.

**7. Approval of Proclamation proclaiming March 28, 2003 as "Cesar E. Chavez Day" (SEE EXHIBIT I)**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**8. Planning Department: (SEE EXHIBIT J)**

**A. Preliminary Plat Approval:**

- 1. Cowboy Subdivision – Pct. #1**
- 2. Luna I Subdivision – Pct. #4**

On motion of Commissioner Handy, seconded by Commissioner Garza, the Court made a UNANIMOUS vote to approve item 8.A. 1 & 2.

**B. Final Plat Approval:**

1. **Bluebonnet Village Phase 2 – Pct. #1**
2. **Abelardo Subdivision – Pct. #2**

On motion of Commissioner Handy, seconded by Commissioner Garza, the Court made a UNANIMOUS vote to approve item 8.B.1 & 2.

**C. Final Plat Approval with Letter of Credit:**

1. **A.R.C. Subdivision – Pct. #3**

Raul Sesin, Planning Director stated for the Record: There is a Letter of Credit for \$1,000.00 for Septic Tank included.

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

**D. Partial Release of Letter of Credit:**

1. **Frontera Heights East Phase I – Pct. #1**
2. **Old La Blanca Terrace Subdivision – Pct. #1**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote to approve item 8.D.1 & 2.

**E. Release of Letter of Credit:**

1. **Rio Bravo Ranch Phase I – Pct. #4**
2. **Polcitrus Subdivision Phase II – Pct. #3**
3. **Tuberville No. 2 Subdivision – Pct. #1**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote to approve item 8.E.1-3.

**9. HIDTA – Task Force: (SEE EXHIBIT K)**

**A. Approval of the Federal Equitable Sharing Agreement between HIDTA Task Force and the U.S. Department of Justice**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**B. Approval to appropriate a budget increase in the amount of \$ 5,000.00 for the HIDTA Command Center**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**C. Requesting approval and authorization for County Auditor to issue payment (after review) in the amount of \$ 5,000.00 to CAPPs Van and Car Rental**

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

**10. Budget Office: (SEE EXHIBIT L)**

**A. Authorization and approval to accept Texas Association of Counties check in the amount of \$ 17,966.00 made payable to Hidalgo County and CAPPs Van & Car Rental, endorse same and release to CAPPs Van & Car Rental**

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

**B. County Auditor:**

1. Approval to create obj. #661 (minor office equip.) & approval of line item transfer - \$ 1,000.00

**C. 93<sup>rd</sup> District Court:**

1. Approval to create obj. #608 (household/institutional supplies) & approval of line item transfer - \$200.00

**D. 332<sup>nd</sup> District Court:**

1. Approval to create obj. #607 (cleaning/janitorial supplies) & approval of line item transfer - \$ 17.82

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote to approve item 10.B, C, and D.

Commissioner Handy is away from the Court.

**E. Approval of budget amendment to transfer 2003 Right of Way funds originally budgeted in Right of Way Fund to each individual Commissioner Pct. R & B Budget**

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

**F. Approval of budget amendment to transfer out the Right of Way available balances to each County Commissioner Pct. R & B Budget**

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

**11. Right of Way: (SEE EXHIBIT M)**

**A. Approval to amend distance on Magic Valley, LP Pipeline permit from 21700' to 26200' (approved by Comm. Court on 05/17/00)**

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval. Commissioner Handy was present for this vote.

**12. County Judge: (SEE EXHIBIT N)**

**A. Authorization and approval to delete slots #008 & 015**

Commissioner Handy joined the meeting.

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

**B. Authorization and approval to create slots #018, 019, 020 (Budget Control Officer, Administrative Aide I, Administrative Aide II)**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**C. Approval of amended salary schedule for slots 001 through 020**

As per Valde Guerra: I will provide the Court Reporter and the County Auditor a copy (of the amended salary schedule).

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

**D. Approval of line item transfer**

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval. No amount stated.

At this time, the Court proceeded with item #11.A., and then item #10.E.

**13. Risk Management: (SEE EXHIBIT O)**

Commissioner Garza is away from the Court.

**A. Approval to create Risk & Safety Component Director**

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

**B. Set annual salary at \$ 60,000.00**

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval, with incentive.

**C. Approval of budget amendment**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval in the amount of \$59,691.60.

**D. Presentation on Workplace Safety**

**E. Request approval to initiate "Hidalgo County Office Safety Training, Level I"**

NO ACTION taken on item 13.D & E.

**14. Urban County: (SEE EXHIBIT P)**

**A. Approval of budget and program amendments – City of Alamo – UC Years 13 & 15 (2000 & 2002)**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**B. Approval of budget and program amendment – City of Weslaco – UCP Year 13 (2000)**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

Commissioner Garza joined the meeting.

**C. Consider awarding bid for the demolition of the existing structure; and the reconstruction of one (1) new unit in the City of San Juan to GMH Construction in the amount of \$ 32,900.00**

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

**15. Head Start: (SEE EXHIBIT Q)**

- A. Requesting approval of the Western Road Head Start Lease Agreement between Hidalgo County Head Start Program and the Roman Catholic Diocese of Brownsville, San Martin de Porras Catholic Church of Alton, Texas in the amount of \$ 400.00 per month**

On motion of Commissioner Garza seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**16. County Auditor: (SEE EXHIBIT R)**

- A. Discussion and action on creating the position of PC Specialist**
- B. Approval of budget amendment**
- C. Set salary**

NO ACTION taken on item 16.A, B, & C.

- D. Approval of line item transfer for CO's 2002 – County Auditor office furniture in the amount of \$ 3,000.00**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**17. WIC: (SEE EXHIBIT S)**

- A. Approval to pay back wage payment for overtime worked during the period 10/07/00 to 07/06/03 for 152 employees**
- B. Approval to create obj. 131 in Acct. #3-1292-441-00-350-001-3 & line item transfer - \$ 22,709.59**

NO ACTION taken on item 17.A. & B.

**18. Sheriff Department: (SEE EXHIBIT T)**

- A. Approval to appropriate the December 31, 2002 fund balance (unreserved) in the amount of \$ 52,135.78 in the Sheriff's Inv. Fund 104**

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

- B. Approval to appropriate the December 31, 2002 fund balance (unreserved) in the amount of \$ 12,303.43 in the Sheriff's Inv. Fund 102**

On motion of Commissioner Garza, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

- C. Discussion and action to change the work week of Law Enforcement Personnel from 86 hours a week to 80 hours a week**

On motion of Commissioners' Handy, and Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval, effective March 24, 2003.

- D. Approval of budget amendment for Adult Detention Facility - \$ 27,595.03**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**19. Health Department: (SEE EXHIBIT U)**

- A. Approval to rescind action taken on agenda item 9A of 2/25/03 Comm. Court Meeting "Authorization and approval to delete slot #4 – TB Outreach Worker and slot #6 – TB Clerk Adm. Program Income Acct. #3-1293-441-00-340-017-3-113**
- B. Authorization and approval to delete slot #6 – TB Outreach Worker and slot #7 – TB Clerk Administration Program Income Acct. #3-1293-441-00-340-005-0**

On motion of Commissioner Garza, seconded by Commissioner Handy, the Court made a UNANIMOUS vote to approve item 19.A & B.

**20. Pct. #1: (SEE EXHIBIT V)**

- A. Authorization to advertise for construction bids for the Colonia Access Program – Wes-Mer Subdivision road improvements**

On motion of Commissioner Handy, seconded by Commissioners' Garza, and Flores, the Court made a UNANIMOUS vote of approval.

Commissioner Handy is away from the Court.

**21. Pct. #2: (SEE EXHIBIT W)**

- A. Approval of line item transfer - \$ 2,000.00 (CRC Project)**
- B. Approval to create obj. 425 (pest control) and line item transfers for the following:**
  - 1. R & B Countywide - \$ 300.00**
  - 2. R & B Adm. - \$ 500.00**
  - 3. R & B - \$ 10,300.00**
  - 4. Parks - \$ 3,200.00**
  - 5. Sanitation - \$ 300.00**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote to approve item 21.A & B.1-5.

**22. Human Services: (NO EXHIBITS)**

- A. Discussion and/or action, including, but not limited to the following items:**
  - 1. Authorization to pay 2002 claims: \$609,920.59**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- 2. Authorization to pay 2003 claims: \$101,146.45**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- 3. Indigent Health Care expenditures**
- 4. Modify Services being provided**
- 5. Report and Recommendations regarding Indigent Health Care**

Presentation made. NO ACTION taken on item 22.A.3-5.

Commissioner Handy joined the meeting.

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval to recess, and continue with the Drainage District Meeting.

After concluding the Drainage District Meeting, the Court continued with the Purchasing Department on the Regular Agenda.

**23. Purchasing Department: (SEE EXHIBIT X)**

**A. HIDALGO COUNTY -**

**1. Present Hidalgo County Jail:**

Total inmate population:	1033
a) Physical Count:	536
b) Out of County Count: La Villa Facility (LCS):	242
Brooks:	255
Other	0

- c) Presentation for discussion, consideration, acceptance and approval of a claim/invoice #3502, dated 4-16-02 in the amount of \$5047.50 from Delta Air Conditioning in connection with an "immediate emergency repair" of a walk-in freezer unit at the County Jail and authority for County Auditor to issue payment;

Presentation made. NO ACTION taken on this item.

**2. Current inter-local(s) and/or contract(s) for the "Housing of Inmates";**

Presentation made. NO ACTION taken on this item.

**3. New Adult Detention Facility and Law Enforcement Center Project:**

- a) Detention Facility Law Enforcement Center Design-Build Contract Amendments (if any);

Presentation made. NO ACTION taken on this item.

- b) Acceptance, approval and authority for Auditor to pay Application and Certificate for Payment No. 25 (dated 11-30-02) by Landmark Organization, L.P. in the amount of \$1,730,416.93 with all applicable documentation provided and subject to Auditor's review, audit and processing procedures completed;

NO ACTION taken on this item.

- c) Acceptance, approval and authority for Auditor to pay Requests for Payment #8 in the amount of \$1,705.16 (01-1006A0) and \$4,326.42 (01-1006B) in connection with the design and construction of the and Maintenance & Motor Pool Building and the Law Enforcement Training Facility to V-A Architecture, project architect with all applicable documentation provided and subject to Auditor's review, audit and processing procedures completed;

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- d) Requesting rescission of award (by CC on 3-4-03) of solicited quote to Lafayette Instrument in the amount of \$675.00 for the New Law Enforcement Center in as much as vendor did not include freight/shipping charges and award to next lowest quote reflected in item D below;

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- e) Requesting authority to purchase the following goods/products and procured through awarded vendors, solicited quotes, or state awards, catalogue or purchasing programs for the structures on site of the New Adult Detention Facility (ADF), Law Enforcement Center (LEC), Maintenance and Motor Pool Building (MMP) and Law Enforcement Training Facility (LETF) and as detailed in the requisitions below;

<u>Requisition No.</u>	<u>Vendor</u>	<u>Structure/Building</u>	<u>Total</u>
No. 42	Axciton Systems, Inc.	Law Enforcement Center	\$ 710.00

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

No. 44a                      Midway Auto Supply                      Maintenance & Motor Pool Bldg    \$44,315.67

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- f) Report and Recommendations from Design/Builder, Consulting Architect and/or other on-site projects Architect in connection with completion, turn-over, occupancy and transition into the New Adult Detention Facility and Law Enforcement Center including certification of the jail portion and other structures under construction on site;
- g) County Auditor's Report on Detention Facility Law Enforcement Center Project paid and pending payment request approval;
- h) Report of Hidalgo County Sheriff's Department on the Transition and Occupancy of the New Adult Detention Facility and Law Enforcement Center Project.

Presentation made. NO ACTION taken on item 23.A.3.f, g, & h.

- 4. Recommending award of bid for "Lubricants (Grease, Oil, Hydraulic Fluids) and Anti-Freeze Products" to sole bidder.
- 5. Requesting approval of Contract for: "Lubricants (Grease, Oil, Hydraulic Fluids) and Anti-Freeze Products" to sole bidder. Note: A fully executed copy of the contract will be forwarded to the Hidalgo County Auditor's Office.

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote to approve item 23.A.4 & 5., to Oil Patch.

Commissioner Garza is away from the Court.

- 6. Presentation for discussion, consideration, acceptance and approval for the purpose of ranking by Hidalgo County Commissioner's Court as "Qualified", the sole response received to the RFQ&P in connection with "Consulting Services Turnkey Solution/Compliance with HIPAA-Hidalgo County", project from Border Visions.

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- 7. Requesting authority for Purchasing Department to negotiate a contract with "Border Visions," as "Qualified" for Consulting Services Turnkey Solution/Compliance with HIPAA – Hidalgo County.

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- 8. Requesting approval of a short-term contract (90 days) with Package & Postal Connection, L.C. for Mailing Services so as not to have a lapse in services while completing the procurement process.

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

- 9. Requesting authority to participate in and enter into a Fuel Card contract with Voyager, awarded contractor, under the Texas Building and Procurement Commission

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

**B. HIDALGO COUNTY PRECINCT NO. 1 –**

1. Requesting consideration, acceptance and approval with authority for Auditor to issue payment (after review, audit and payment procedures completed) of claims/invoices (#s0081, 0082, 0083, 0084) totaling \$25,752.00 to S.D.S., Inc., dba, Pothole Solutions. Said invoices reflect services rendered during a period of time that contracted vendor experienced a lapse of insurance coverage through an oversight from 1-14-03 to 2-21-03.

Commissioner Garza joined the meeting.

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**C. HIDALGO COUNTY PRECINCT NO. 3 –**

1. Requesting approval of a short-term contract with BFI Waste Systems of Texas, LP for Solid Waste Collection Services for Hidalgo County Precinct No. 3.

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

2. Requesting authority to advertise for: "Construction of Storm Drain In Friendly Acres Subdivision and Schuerbach Road" (Project carried by Hinojosa Engineering)

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

**D. HIDALGO COUNTY CRIMINAL DISTRICT ATTORNEY -**

1. Requesting exemption from competitive bidding requirement under Texas Local Government Code §262.024(a) (9)(C), "...a state agency of this state", Texas Correctional Industries (TCI);
2. Requesting authority to purchase Panels and acoustical tiles from Texas Correctional Industries total purchase \$1,700.00.

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

At this time, Marty Salazar requested a to make a correction on the Consent Agenda on item 7.B.1.

**E. HIDALGO COUNTY BUDGET OFFICE-**

1. Discussion, consideration and approval of an invoice (#03125, dated 2-23-03) in the amount of \$120.00 from CACC-Carolyn Arnold Communications Consultant for an adjustment issued by Cingular for taxes billed in error since account was opened in December 2000 with authority for County Auditor to issue payment (after review, audit, and processing procedures completed.) See Attachment:

Invoice No. 03125-Dated 02-23-03	
Total adjustment	\$400.00
	<u>X 30%</u> commission due for services.
Total due CACC	\$120.00

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote of approval.

**F. HIDALGO COUNTY PURCHASING DEPARTMENT –**

1. Approval of line item transfer from account #3-1332-415-18-160-002-0-741 (vehicle) to account #3-1332-415-18-160-002-0-747 (software).

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

**G. HIDALGO COUNTY SHERIFF'S DEPARTMENT -**

- 1. Requesting authority to advertise and approval of draft specifications as attached hereto for: "Hidalgo County Sheriff's Department" – Uniforms (Section I).**

On motion of Commissioner Flores, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

- 2. Requesting authority to exercise the sixty (60) day grace period under the current contract for: "Pharmaceutical and Infirmary Medical Supplies", so as to have no lapse in service while bid process is on going.**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- 3. Requesting ratification of the renewal of the Interlocal Agreement between Brooks and Hidalgo Counties for one (1) additional year (as provided in Article 10 of the current agreement) in connection with the Housing of Hidalgo County prisoners in the Brooks County Jail.**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

- 4. Discussion, consideration, approval and acceptance of a "donation/gift" consisting of one New Compressed Air Foam System (referred to as CAFS unit) from Mike and Josie Harvey the proprietors of O.F.B. International LTD for the new Hidalgo County Sheriff's Department, Jail Facility.**

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

At this time Commander Cantu addressed the court with a report on the status of the jail.

**H. HIDALGO COUNTY WIC PROGRAM -**

- 1. Recommending bid award to sole bidder meeting all specifications attached hereto for: "Lease space WIC Clinic in the City of La Joya"**
- 2. Requesting approval of contract to sole bidder meeting all requirements & specifications for: "Lease space WIC"**

On motion of Commissioner Flores, seconded by Commissioner Garza, the Court made a UNANIMOUS vote to approve item 23.H.1 & 2, and award the bid to Felix Alaniz Jr.

**24. Closed Session:**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval to go into Executive Session.

**Commissioners' Court may go into Closed Session pursuant to Chapter 551, Texas Government Code, Sections 551.071, 551.072 & 551.074 to discuss the following:**

- A. Real Estate Acquisition**
- B. Cause #T-390-99-E; McAllen Independent School District, et al vs. F.G. Subdivision Homeowners, Inc.**
- C. Duties and evaluation of Interim Fire Marshal**
- D. Pending and/or potential litigation – Planning Department issue**
- E. Duties and evaluation of Urban County Director**
- F. Potential Litigation – ADA Courthouse Project**

NO ACTION taken on this item.

**25. Open Session:**

**A. Real Estate Acquisition**

Parcel #57, Mile 2 W Rd Expansion, check requested i/a/o \$1,159.00 made payable to Victor Hugo Garcia and spouse Esmeralda Rincon.

On motion of Commissioner Garza, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval.

**B. Cause #T-390-99-E; McAllen Independent School District, et al vs. F.G. Subdivision Homeowners, Inc.**

On motion of Commissioner Garza, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval in the amount of \$39,000.00.

**C. Compensation of/and Interim Fire Marshal status**

Per Steve Crain, for the record: Compensation was not discussed in Closed Session.

Adjustment to salary in the amount of \$5,000.00, effective next pay cycle, which will make the salary \$38,600.00.

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote to approve the status of Interim Fire Marshal into Fire Marshal.

**D. Pending and/or potential litigation – Planning Department issue**

Raul Sesin will proceed as directed.

**E. Compensation of Urban County Director**

Per Steve Crain, for the record: Compensation was not discussed during executive session.

As per previous agreement, the Urban County Director will be compensated with a full salary in the amount of \$85,000.00 per year. Effective date of the pay increase will be next pay period.

On motion of Commissioner Handy, seconded by Commissioner Flores, the Court made a UNANIMOUS vote of approval.

**F. Potential Litigation – ADA Courthouse Project**

Proceed as directed.

**26. Closed Session:**

**Commissioners' Court may reconvene into Closed Session for the discussion regarding the agenda items listed**

NO ACTION taken on this item.

**27. Open Session:**

**Commissioners' Court may reconvene into Open Session for the discussion regarding the agenda items listed**

NO ACTION taken on this item.

On motion of Commissioner Garza, seconded by Commissioner Handy, the Court made a UNANIMOUS vote of approval to adjourn.

# MEMORANDUM

**To:** Mercedes Salinas, Attorney for the Civil Service Commission  
Esther Cortez, Civil Service Secretary  
**From:** Valorie C. Glass  
**Date:** March 13, 2014  
**Subject:** Request for Approval of wording for Chapter 7 of the Hidalgo County Civil Service Commission Rules

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On or about March 24, 2003, the Hidalgo County Commissioner's Court discussed and took action to change the regular work period of Hidalgo County law enforcement personnel from 86 hours a week to 80 hours a week. On April 10, 2003, the change to the designated work period was memorialized and disseminated to the law enforcement and adult detention personnel of the HCSO. Additionally, the County Auditor gave notice of the change to all elected officials and department heads on April 17, 2003. [See attached] We submit and request approval of proposed language for the Hidalgo County Civil Service Rules to reflect the 2003 changes as follows:

- 7.02 There are 40 regular work hours in a seven day work period and 80 regular work hours in a fourteen day work period. In the event of a conflict between the work hours rules set forth in Section 7.01 through 7.08 hereof for Head Start Program employees, the work hours set forth in the County's approved grant application for operation of the County's Head Start Program shall control. (Amended March 24, 2003).
- 7.09 The Fair Labor Standards Act ("FLSA") is the federal law which governs overtime compensation for employees covered by the provision of that Act. Most County and/or District non-management employees are covered by the overtime compensation requirements of the FLSA. An FLSA covered employee receives: (i) time and one-half compensation; or (ii) compensatory leave of one and one-half hours, for each hour physically worked in excess of 40 hours for employees with a seven (7) day work period and 80 hours for those employees with the fourteen (14) day work period. Hours for which an employee receives pay, such as paid leave and holiday hours, but which are not physically worked, are not considered hours worked for purposes of calculating FLSA overtime. (Amended March 24, 2003).

[The following 2 sections were switched and re-numbered.]

- 7.48 An FLSA covered employee earns Compensatory Leave for overtime hours worked when the employee physically works more than 40 hours if the employee has a seven (7) day work period or 80 hours if the employee has

a fourteen (14) day work period. When this occurs, the employee is credited with leave calculated at one and one-half time (converted overtime) for each hour of overtime. (Amended March 24, 2003).

- 7.49 Compensatory Leave on an hour for hour basis, for an FLSA covered employee, is earned by any employee, including law enforcement personnel, when the total of hours actually worked is less than 40 hours for an employee who has a seven day work period or 80 hours for an employee who has a fourteen day work period, but the total of such hours actually worked, plus paid leave used, and official holiday hours, exceeds 40 hours for an employee who has a seven day work period or 80 hours for an employee who has a fourteen day work period. (Amended March 24, 2003).



Esther A. Cortez  
Human Resources Director

HUMAN RESOURCES DEPARTMENT  
County Of Hidalgo

**HIDALGO COUNTY, TEXAS CIVIL SERVICE COMMISSION**

**NOTICE**

NOTICE, IS HEREBY GIVEN IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE, THAT A MEETING OF THE HIDALGO COUNTY, TEXAS CIVIL SERVICE COMMISSION WILL BE HELD ON THURSDAY, APRIL 03, 2014, AT 5:30 P.M., AT THE HIDALGO COUNTY HUMAN RESOURCES DEPARTMENT, LOCATED AT 208 WEST CANO, EDINBURG, TEXAS. DISCUSSION AND POSSIBLE ACTION RELATING TO THE FOLLOWING BUSINESS WILL BE TRANSACTED.

At anytime during the course of this meeting, the Board may retire to Executive Session under Texas Government Code, Section 551.071 (2) to confer with its legal counsel on any subject matter in this agenda in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. At anytime during the course of this meeting, the Board may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code;

**AGENDA**

- ITEM 1. Call to order;
- ITEM 2. Public Comments;
- ITEM 3. Approval of minutes of February 13, 2014;
- ITEM 4. Discussion, consideration and/or possible action regarding the following request;  
"Acknowledgement of Hidalgo County Commissioners Court Law Enforcement Compensatory Time Change of 2003 and Approval of Language for Chapter 7 of the Hidalgo County Civil Service Commission Rules".



HUMAN RESOURCES DEPARTMENT  
County Of Hidalgo

Esther A. Cortez  
Human Resources Director

**ITEM 5. Discussion, consideration and/or possible action without hearing, consolidation, hearing setting, action on motion for continuance, and/or hearing on the following complaints/grievances;**

1212-S-T-043  
0214-S-T-002

0913-S-T-026

**ITEM 6. Adjournment to closed session pursuant to Texas Government Code (551.074) for discussion and/or hearing on one or more of the complaints/grievances listed in Item 5;**

**ITEM 7. Reconvene in open session;**

**ITEM 8. Additional discussion and/or possible action on complaints/grievances listed on item 5;**

**ITEM 9. Adjourn;**

TO BE POSTED THIS 28<sup>th</sup> DAY OF MARCH 2014



HUMAN RESOURCES DEPARTMENT  
County Of Hidalgo

Esther A. Cortez  
Human Resources Director

**THE STATE OF TEXAS           \***  
**COUNTY OF HIDALGO        \***

**BE IT REMEMBERED** that on the 03<sup>rd</sup> day of April, 2014 after due notice having been posted, a Meeting of the Civil Service Commission was held at the Hidalgo County Human Resources Department located at 208 West Cano, City of Edinburg, Hidalgo County, Texas with the following members present and participating:

**AURORA VILLARREAL ZAMORA**  
**CIVIL SERVICE CHAIRPERSON**

**MICHELLE RABINOVICH**  
**CIVIL SERVICE VICE-CHAIRPERSON**

**SILVESTRE RODRIGUEZ**  
**CIVIL SERVICE COMMISSIONER**

**Also present:**

**MERCEDES SALINAS ESPINOSA**  
**CIVIL SERVICE ATTORNEY**

**SYLVIA RIOS**  
**EXECUTIVE ASSISTANT III**

**HERMELINDA SOLIS**  
**COURT REPORTER**

**The following matters were discussed and/or actions taken:**



HUMAN RESOURCES DEPARTMENT  
County Of Hidalgo

Esther A. Cortez  
Human Resources Director

**ITEM 1. Call to order;**

**Chairperson Aurora Villarreal Zamora calls the meeting to order at 5:38 p.m.;**

**ITEM 2. Public Comments;**

**None**

**ITEM 3. Approval of minutes of February 13, 2014;**

**Commissioner Silvestre Rodriguez, motion to approve the minutes;**

**Chairperson Aurora Villarreal Zamora, seconds the motion;**

**All in Favor say "Aye"**

**Motion Passes;**

**ITEM 4. Discussion, consideration and/or possible action regarding the following request; "Acknowledgement of Hidalgo County Commissioners Court Law Enforcement Compensatory Time Change of 2003 and Approval of Language for Chapter 7 of the Hidalgo County Civil Service Commission Rules".**

**Vice-Chairperson Michelle Rabinovich, motion to approve**

**Commissioner Silvestre Rodriguez, seconds the motion;**

**All in Favor say "Aye"**

**Motion Passes;**



Esther A. Cortez  
Human Resources Director

HUMAN RESOURCES DEPARTMENT  
County Of Hidalgo

**ITEM 5. Discussion, consideration and/or possible action without hearing, consolidation, hearing setting, action on motion for continuance, and/or hearing on the following complaints/grievances;**

**1212-S-T-043**

**Vice-Chairperson Michelle Rabinovich, motion to Dismiss;**

**Commissioner Silvestre Rodriguez, seconds the motion;**

**All in Favor say "Aye"**

**Motion Passes;**

**0214-S-T-002**

**Vice-Chairperson Michelle Rabinovich, motion to Dismiss;**

**Commissioner Silvestre Rodriguez, seconds the motion;**

**All in Favor say "Aye"**

**Motion Passes;**

**0913-S-T-026**

**Vice-Chairperson Michelle Rabinovich, motion to reset hearing based on rule 10.04;**

**Commissioner Silvestre Rodriguez, seconds the motion;**

**All in Favor say "Aye"**

**Motion Passes;**



HUMAN RESOURCES DEPARTMENT  
County Of Hidalgo

Esther A. Cortez  
Human Resources Director

**ITEM 6. Adjournment to closed session pursuant to Texas Government Code (551.074) for discussion and/or hearing on one or more of the complaints/grievances listed in Item 5;**

Adjourned to closed session on Cases #0913-S-T-026 at 5:48 pm;

**ITEM 7. Reconvene in open session;**

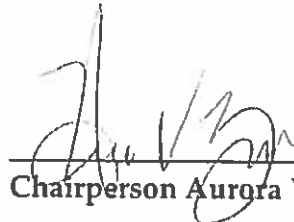
Reconvened to open session on Cases #0913-S-T-026 at 6:02 pm;

**ITEM 8. Additional discussion and/or possible action on complaints/grievances listed on item 5;**

None


**ITEM 9. Adjourn;**

Chairperson Aurora Villarreal Zamora adjourns at 6:08 pm;

  
\_\_\_\_\_  
Chairperson Aurora Villarreal Zamora

Dated this 12<sup>th</sup> day of June, 2014

By:

  
\_\_\_\_\_  
Sylvia Rios  
Executive Assistant III