

4. "Expansion of Real Estate Appraisers" — (RFQ No. 2009-099-03-11-OTM)-net gain-1 firms - new total 5 firms

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

5. "Expansion of Surveyors" — (RFQ No. 2009-100-03-11-OTM)- net gain-2 firm - new total 18 firms

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

7. Recommending award of bid and approval of contracts to lowest multiple bidders meeting all specifications and/or requirements as attached hereto for: "Hidalgo County-Sign Language Interpreting Services" Bid No. 2009-024-SMA

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

8. Requesting authority to exercise the ninety (90) day grace period extension (as provided in contract 0-06-137-04-11) for "Security Services for Parking Lots", under the same rates, terms and conditions with Valley Metro Security, LLC. with an effective date of 04/11/09 -07/10/09 50 as to have no lapse in service while the procurement process is completed inasmuch as it is in the County's best interest to do so.

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

9. Recommending bid award and approval of contract to the bidder (Lone Star Uniforms, Inc.) meeting all the specifications and/or requirements as attached hereto for "Hidalgo County-Purchase of New Bulletproof Vests (soft body armors)" (Bid No. 2009-025 SMA)

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

10. Presentation for discussion, consideration and action on the proposal submitted by Beck Disaster Recovery, Inc. (BDR) in connection with Emergency Planning and Training-Debris Contractor Procurement" services as permitted under the current agreement between Hidalgo County and BRD.

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

AI-14258**21.A.10.****Proposal for Disaster Debris Hauler & Related Services Procurement
CC REGULAR****Date:** 03/24/2009**Submitted By:** Marty Salazar, PURCHASING DEPT.**Submitted For:** Marty Salazar**Department:** PURCHASING DEPT.**Agenda Category:** Purchasing Department**Purchasing only:** Hidalgo County**Information****CAPTION**

Presentation for discussion, consideration and action on the proposal submitted by Beck Disaster Recovery, Inc. (BDR) in connection with Emergency Planning and Training-Debris Contractor Procurement" services as permitted under the current agreement between Hidalgo County and BRD.

BACKGROUND**Fiscal Impact****FISCAL YEAR:** 2009**ACCT. #:** 9-1100-415-00-115-002-0-350**FUNDS AVAILABLE Y/N?:** Y**MATCHING FUNDS Y/N?:****BUDGETARY IMPACT:**

Funding for this project is pending approval of AI #14679 in the amt. of \$25,000.00.

AttachmentsLink: [BDR](#)Link: [BRD Service Agreement](#)**Form Routing/Status**

Route Seq	Inbox	Approved By	Date	Status
1	Purchasing Department (Originator)	Marty Salazar	03/20/2009 09:25 AM	APRV
2	Budget & Management	Veronica Lopez	03/20/2009 12:25 PM	APRV
3	Ivan Cantu	Ivan Cantu	03/20/2009 01:08 PM	APRV
4	Auditor's Office		03/20/2009 03:59 PM	NEW
Form Started By: Marty Salazar			Started On: 02/25/2009 04:29 PM	
Final Approval Date: 03/20/2009				

DATE (MM/DD/YYYY)
7/25/2008**ACORD™ CERTIFICATE OF LIABILITY INSURANCE**

PRODUCER Commercial Lines ... 206-892-9200
ABD Insurance & Financial Services
601 Union Street
Seattle, WA 98101

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED Beck Disaster Recovery, Inc.
1001 Fourth Avenue, Suite 2500

Seattle WA 98154

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Traveler's Property & Casualty Company of Ameri

25674

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ-ECT <input type="checkbox"/> LOC	P630533D116ATIL08	07/01/2008	07/01/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	P810593D166ATIL08	7/1/2008	7/1/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	PJUB2813L40A08	7/1/2008	7/1/2009	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Project: Disaster Clean Up (Orlando - BDR)
Hidalgo County, Texas is an additional insured as their interest may appear.


CERTIFICATE HOLDER

Hidalgo County, Texas
Attn: Vangie Garcia
100 North Clossner Boulevard
Edinburg, Texas 78539

CANCELLATION Ten Day Notice for Non-Payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



SERVICES AGREEMENT

This Services Agreement is being facilitated through the Houston-Galveston Area Council's Cooperative Purchasing Program contract with Beck Disaster Recovery, Inc. for Environmental, Community Planning, Engineering, and Homeland Security Consulting and Related Services.

This SERVICES AGREEMENT ("Agreement") is dated July 24th, 2008 by and between **BECK DISASTER RECOVERY, INC.** ("Consultant"), with offices at 800 North Magnolia, Suite 400, Orlando, Florida 32803 and **HIDALGO COUNTY, TEXAS** ("Client"), with offices at 100 North Closner Boulevard, Edinburg, Texas 78539.

NOW, THEREFORE in consideration of the promises herein and for other good and valuable consideration, the parties agree as follows:

1. **Scope of Services:** Consultant and Client agree Consultant will perform Services associated with debris management and disaster recovery as described in the Scope of Services attached as Exhibit A in accordance with the schedule set forth therein.
2. **Independent Contractor:** Consultant is an independent contractor and is not an employee of Client. Services performed by Consultant under this Agreement are solely for the benefit of Client. Nothing contained in this Agreement creates any duties on the part of Consultant toward any person not a party to this Agreement.
3. **Standard of Care:** Consultant will perform services under this Agreement with the degree of skill and diligence normally practiced by professional engineers or consultants performing the same or similar services. No other warranty or guarantee, expressed or implied, is made with respect to the services furnished under this Agreement and all implied warranties are disclaimed.
4. **Changes/Amendments:** This Agreement and its exhibits constitute the entire agreement between the Parties and together with its exhibits supersede any prior written or oral agreements. This Agreement may not be changed except by written amendment signed by both Parties. The estimate of the level of effort, schedule and payment required to complete the Scope of Services, as Consultant understands it, is reflected herein. Services not expressly set forth in this Agreement or its exhibits are excluded. Consultant shall promptly notify Client if changes to the Scope of Services affect the schedule, level of effort or payment to Consultant and the schedule and payment shall be equitably adjusted. If Consultant is delayed in performing its services due to an event beyond its control, including but not limited to fire, flood, earthquake, explosion, strike, transportation or equipment delays, act of war, or act of God, then the schedule or payment under the Agreement shall be equitably adjusted, if necessary, to compensate Consultant for any additional costs due to the delay.
5. **Fee for Services:** The fee for the services under this Agreement will be based on the actual hours of services furnished multiplied by Consultant's Billing Rates as set forth on Exhibit B, plus all reasonable expenses directly related to the services furnished under this Agreement.
6. **Payment:** Client shall pay Consultant for services furnished under this Agreement upon submission of monthly invoices in an amount equal to actual hours of services furnished multiplied by the Billing Rates attached as Exhibit B. Client shall pay Consultant within thirty (30) days of receipt of invoices less any disputed amounts. If Client disputes any portion of the invoice, the undisputed portion will be paid and Consultant will be notified in writing, within ten (10) days of receipt of the invoice of the exceptions taken. Consultant and Client will attempt to resolve the payment dispute within sixty (60) days or the matter may be submitted to arbitration as provided below. Additional charges for interest shall become due and payable at a rate of one and one-half percent (1-1/2%) per month (or the maximum percentage allowed by law, whichever is lower) on

SERVICES AGREEMENT

the unpaid, undisputed invoiced amounts. Any interest charges due from Client on past due invoices are outside any amounts otherwise due under this Agreement. If Client fails to pay undisputed invoiced amounts within sixty (60) days after delivery of invoice, Consultant, at its sole discretion, may suspend services hereunder or may initiate collections proceedings, including mandatory binding arbitration, without incurring any liability or waiving any right established hereunder or by law.

7. **Indemnity:** The consultant shall save harmless the Client from all claims and liability due to activities of himself, his agents, or employees, performed under this contract and which to the extent result from an negligent act, error or omission of the Consultant or of any person employed by the consultant. The Consultant shall also save harmless the Client from all expenses, including attorney fees which might be incurred by the Client in litigation or otherwise resisting said claims or liabilities which might be imposed on the Client as result of such activities by the Consultant, his agents, or employees.
8. **Insurance:** Consultant shall maintain insurance with the following required coverages and minimum limits and upon request, will provide insurance certificates to Client:

Worker's Compensation	Statutory
Employer's Liability	U.S. \$1,000,000
Commercial General Liability	U.S. \$1,000,000 per occurrence
	U.S. \$1,000,000 aggregate
Comprehensive General Automobile	U.S. \$1,000,000 combined single limit
Professional Liability	U.S. \$1,000,000 per claim and in the aggregate

9. **Work Product:** Client shall have the unrestricted right to use the documents, analyses and other data prepared by Consultant under this Agreement ('Work Products'); provided, however Client shall not rely on or use the Work Products for any purpose other than the purposes under this Agreement and the Work Products shall not be changed without the prior written approval of Consultant. If Client releases the Work Products to a third party without Consultant's prior written consent, or changes or uses the Work Products other than as intended hereunder, (a) Client does so at its sole risk and discretion, (b) Consultant shall not be liable for any claims or damages resulting from the change or use or connected with the release or any third party's use of the Work Products and (c) Client shall indemnify, defend and hold Consultant harmless from any and all claims or damages related to the release, change or reuse.
10. **Limitation of Liability:** No employee of Consultant shall have individual liability to Client. To the extent permitted by law, the total liability of Consultant, its officers, directors, shareholders, employees and subconsultants for any and all claims arising out of this Agreement, including attorneys' fees, and whether caused by negligence, errors, omissions, strict liability, breach of contract or contribution, or indemnity claims based on third party claims, shall not exceed one million dollars (U.S. \$1,000,000.00).
11. **No Consequential Damages:** In no event and under no circumstances shall Consultant be liable to Client for any principal, interest, loss of anticipated revenues, earnings, profits, increased expense of operation or construction, loss by reason of shutdown or non-operation due to late completion or otherwise or for any other economic, consequential, indirect or special damages.
12. **Information Provided by Others:** Client shall provide to Consultant in a timely manner any information Consultant indicates is needed to perform the services hereunder. Consultant may rely

SERVICES AGREEMENT

on the accuracy of information provided by Client and its representatives.

13. **Safety and Security:** Consultant has established and maintains programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Consultant specifically disclaims any authority or responsibility for job site safety and safety of persons other than Consultant's employees. Consultant shall not provide any such services and disclaims any responsibility under this Agreement related to site security or the assessment, evaluation, review, testing, maintenance, operation or safety practices or procedures related to security.
14. **Termination:** Either party may terminate this Agreement upon thirty (30) days prior written notice to the other party. Client shall pay Consultant for all services rendered to the date of termination plus reasonable expenses for winding down the services. If either party defaults in its obligations hereunder, the non-defaulting party, after giving seven (7) days written notice of its intention to terminate or suspend performance under this Agreement, may, if cure of the default is not commenced and diligently continued, terminate this Agreement or suspend performance under this Agreement.
15. **Dispute Resolution:** Consultant and Client shall attempt to resolve conflicts or disputes under this Agreement in a fair and reasonable manner and agree that if resolution cannot be made to attempt to mediate the conflict by a professional mediator (except for payment disputes which may be submitted directly to arbitration). If mediation does not settle any dispute or action which arises under this Agreement or which relates in any way to this Agreement or the subject matter of this Agreement within ninety (90) days after either requests mediation, the dispute or conflict shall be subject to arbitration in English under the rules governing commercial arbitration as promulgated by the American Arbitration Association and arbitrability shall be subject to the Federal Arbitration Act.
16. **Miscellaneous:**
 - a. This Agreement is binding upon and will inure to the benefit of Client and Consultant and their respective successors and assigns. Neither party may assign its rights or obligations hereunder without the prior written consent of the other party.
 - b. Any notice required or permitted by this Agreement to be given shall be deemed to have been duly given if in writing and delivered personally or five (5) days after mailing by first-class, registered, or certified mail, return receipt requested, postage prepaid and addressed as follows:

Client: HIDALGO COUNTY, TEXAS
HONORABLE JUDGE J.D. SALINAS, III
100 N. CLOSNER BLVD.
EDINBURG, TEXAS 78539

Attention: A.A. "TONY" PENA, JR.
100 E. CANO
P.O. BOX 1356
EDINBURG, TX 78539

SERVICES AGREEMENT

Consultant: BECK DISASTER RECOVERY INC.
Attention: CHUCK MCLENDON, PRESIDENT
Address: 800 N. MAGNOLIA AVENUE, SUITE 400
ORLANDO, FL 32803

With a copy to:

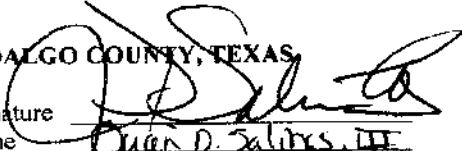
Legal Department (which will not be considered notice)
1001 Fourth Avenue, Suite 2500
Seattle, Washington 98154-1004 USA

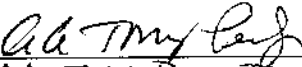
- c. Client expressly agrees that all provisions of the Agreement, including the clause limiting the liability of Consultant, were mutually negotiated and that but for the inclusion of the limitation of liability clause in the Agreement, Consultant's compensation for services would otherwise be greater and/or Consultant would not have entered into the Agreement.
- d. If any provision of this Agreement is invalid or unenforceable, the remainder of this Agreement shall continue in full force and effect and the provision declared invalid or unenforceable shall continue as to other circumstances.
- e. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Texas.
- f. In any action to enforce or interpret this Agreement, the prevailing party shall be entitled to recover, as part of its judgment, reasonable attorneys' fees and costs from the other party.
- g. This Agreement shall not be construed against Consultant only on the basis that Consultant drafted the Agreement.
- h. Notwithstanding any statute to the contrary, the Parties agree that any action to enforce or interpret this Agreement shall be initiated within two (2) years from the time the party knew or should have known of the fact giving rise to its action, and shall not in any case be initiated later than six (6) years after Consultant completes its Scope of Services under this Agreement.
- i. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original instrument, but all of which taken together shall constitute one instrument.

SERVICES AGREEMENT

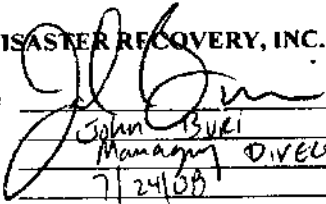
IN WITNESS WHEREOF, the Parties have signed this Agreement the date first written above.

HIDALGO COUNTY, TEXAS

Signature 
Name Juan D. Salinas, III
Title County Judge - Hidalgo
Date 7-24-08

Signature 
Name AA. TONY PENATE
Title Emergency Management Coordinator
Date 24-JUL-2008

BECK DISASTER RECOVERY, INC.

Signature 
Name John BUEI
Title Managing Director
Date 7/24/08

Signature _____
Name _____
Title _____
Date _____

- Exhibit A: Scope of Services
- Exhibit B: Fee Schedule

Technical Approach

This section describes the general approach that the BDR Team will utilize to provide the services requested by Hidalgo County.

For organizational purposes, we have chosen to describe below the general approach that the BDR Team will take in assisting the County in three distinct phases:

- Disaster Debris Monitoring Services;
- Emergency Management Planning and Training; and
- Damage Assessment and Reconstruction Services.

The sections that follow present BDR's proposed approach to each of these three phases.

A. Disaster Debris Monitoring Services

BDR provides comprehensive disaster debris monitoring services. Our monitoring services begin days before a known event impacts the County. BDR assists the County in activating contracts, ensuring TDSRS locations are available, coordinating logistics between partner communities and organizations, and other essential requirements.

Following this period, BDR will assist Hidalgo County with immediate response activities – including damage assessments and time and materials documentation during the 72-hour push period. Finally, BDR can assist the County during the recovery period to manage debris contractors, document work in accordance with state and federal reimbursement guidelines, develop public information and media materials, and other essential recovery tasks. The sections that follow present the BDR Team's approach to providing the disaster debris monitoring services requested by the County.

Project Management

A debris recovery operation is a massive undertaking. Ensuring that a debris recovery project is properly managed is perhaps the most important task of a debris recovery operation. BDR's approach to project management involves the development of a robust project team to allow for key staff with project management responsibilities to focus exclusively on the project management function. Specific elements of BDR's project management approach are discussed below.

Project Management Plan (aka Debris Management Action Plan): Upon activation, one of the initial tasks that BDR will perform is the development of a project management plan for the specific disaster occurrence that includes essential documents including: (1) an organizational chart showing the inter-relationships of County, BDR, and debris removal contractor staff, (2) a contact list of relevant staff persons from the County, BDR, and debris removal contractor staff, (3) a copy of the BDR and debris removal contractor contracts, and (4) other key field documents such as a County map depicting TDSRS locations, etc.

Cost Tracking: BDR recognizes that one of its primary responsibilities is to expeditiously implement a cost accounting system to capture critical data required for reimbursement by state and federal agencies.

Staff Mobilization: When the impact of a disaster becomes apparent on the County, essential BDR staff with key experience in various aspects of debris operations (including 72 hour push, truck certification, mapping/zone development, etc.) will mobilize in the region in order to participate in the "response" phase of the disaster event. Staff included in BDR'S field monitor database will be contacted and put on notice of

EXHIBIT A SCOPE OF SERVICES

the potential need to mobilize to the County. During this period, other logistical arrangements, such as lodging arrangements for key staff will be booked in order to ensure reasonable housing for the response period.

Equipment/Supplies Mobilization: The BDR Team will prepare our mobile command center, generators, inventory of load tickets, and other essential field equipment (e.g., cameras, GPS units, etc.) for potential mobilization to the County. We will also contact key vendors (e.g. construction trailer vendors, etc.) to expedite field equipment that will be required for an extended debris removal assignment.

Daily Meetings: BDR will facilitate daily meetings between the County, BDR, and debris removal contractor project management staff (typically around 4 to 5 p.m. in the afternoon) to discuss daily results, problems that require resolution, coordination issues, potential operational improvements, etc. BDR staff members in attendance will include BDR'S Project Manager (or their designee), the BDR Operations Manager for each contractor, and other appropriate BDR staff as necessary. BDR has found that daily meetings are essential for the first few weeks of a debris removal operation after which frequency is typically reduced, as appropriate.

Work Scheduling: BDR will work with the County's designated Debris Manager to schedule work for each day. BDR will assist the County in identifying and addressing critical damage areas and "hot spots" that require immediate attention.

Reports and Website Management: Information is one of the most critical elements of a debris removal operation. BDR's daily reporting system will provide the County with daily and cumulative statistics, including (1) number of collection vehicles operating, (2) total loads and cubic yards collected per TDSRS, by debris type (3) total loads and cubic yards collected per contractor, by debris type(4) average truck size per contractor, (5) number of participants at public drop-off sites, etc. BDR is also prepared to comply with the County's requirements for weekly reports, a final summary report, and other reports and documentation as requested.

The BDR Team can assist the County in developing and managing a website on the debris removal process. The website would likely include: (1) instructions on proper debris set-out procedures, (2) maps (updated daily) showing the progress of debris removal operations and general timeframes when debris removal contractors can be expected in a general area, and (3) daily and cumulative debris collection statistics (loads and cubic yards removed).

Debris Hotline Call Center Operations: Following a disaster, citizens will look to the County for direction regarding the debris removal process and project progress. The BDR Team is prepared to assist the County in establishing and staffing (including supplying equipment, phone lines, etc.) a "debris hotline" to respond to public complaints and concerns. BDR operated a debris hotline for Escambia County, Florida - as a FEMA reimbursable expense - following Hurricanes Ivan and Dennis for approximately a 12 month period.

Contractor Damages: Damages resulting from contractor debris removal efforts are inevitable in a debris removal effort. BDR has developed a database application to track and help the County manage contractor damages.

Resource Management: BDR maintains a staff of Resource Managers with an exclusive responsibility to assist Project Managers and other field staff in obtaining and coordinating staff, equipment, and other critical field logistics.

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Push Period Assistance

The 72-hour push period is the time when debris removal contractors (and/or County crews) are charged with clearing blocked roadways for emergency vehicle passage. If contractor crews are utilized, the work is generally done on a time and materials basis during this period. Because this period is typically reimbursed by FEMA at 100% Federal Share Level, it is critical that equipment utilized for emergency road clearance work is properly identified and logged. BDR is prepared to assist the County during the push period in a number of ways including: (1) conducting an inventory of blocked roads that require immediate clearance, (2) administering the sign in and sign out of labor and equipment to track time and material charges, (3) assisting County staff in maintaining maps or databases to track road clearance progress, and other essential tasks as requested.

Public Information Support

Those local governments that have received the highest praise from their citizenry following a disaster are typically those that have communicated the best. BDR is prepared to provide public information staffing support as requested by the County. BDR has full-time public information/reasons staff available to assist County staff with press releases, public notices, web-site development and support, and other public information functions.

Truck Certification

Truck certification is perhaps the most critical element of the monitoring component of a debris removal project because the process establishes a volumetric capacity for each collection vehicle utilized – many of which deliver hundreds of loads during a debris removal project. Minor errors in truck certification measurement and calculation can result in substantial volumetric and cost discrepancies. BDR has established a standard methodology for truck certification.

Aspects of BDR's truck certification procedure include:

- Use of the BDR truck certification form. This form includes the latest in FEMA guidelines on truck certification documentation and volume calculations.
- Minimum Vehicle Requirements: BDR will inspect collection vehicles to ensure TxDOT and County compliance.
- Special notations on truck placards for sideboards and other unique vehicle attributes. These notations inform tower monitors that the measured capacity includes sideboards (or other modifications), thus discouraging collection contractors from fraudulently altering vehicles after certification.
- Photography of vehicles and drivers.
- Periodic spot checks and recertification of trucks that were potentially altered after initial certification.

Field Monitoring

BDR has developed a number of unique approaches to our field monitoring program. Specific aspects of this program are highlighted below.

Local Employees: One very important goal of a disaster recovery effort is to put displaced workers from the local area back to work. The BDR Team is committed to hiring and training field monitor staff from Hidalgo County. Typically, 95 percent of our project staff is hired from the local area. To the extent there are concerns over the quality of field collection monitor staff, BDR is prepared to bring in experienced

EXHIBIT A SCOPE OF SERVICES

field monitors from other parts of Texas and the Southeast (many of which worked for BDR during the 2004 and 2005 storm season). All BDR field personnel will be provided with badges (including a recent photo) identifying them as County contractors.

Field Monitor Training Program: Prior to monitors being put in the field, they are required to participate in BDR's field monitor training program. Our 2006 training program will include a video and PowerPoint Presentation on field monitor responsibilities. In addition to this training, monitors will be provided with a variety of field reference documents (e.g., sample completed tickets, etc.).

Daily Field Monitor Operations: The bullets below highlight some of the various aspects of a BDR debris removal program.

- At the start-up of collection operations, BDR collection monitors arrive at the staging location approximately 45 minutes prior to the start of field operations. Activities that typically occur during this 45 minute period include: 1) debriefing by Collection Manager and/or field supervisors on important issues, 2) distribution of safety gear (caution lights, safety vests, etc.), and 3) distribution of map books and debris tickets. Strict records are kept of the debris ticket numbers assigned to specific monitors allowing for easy tracking in the event of alleged fraud.
- At the outset of collection operations, we anticipate approximately one monitor assigned to approximately four trucks. As operations continue and trucks spread out within collection zones to efficiently collect scattered debris, the ratio of monitors to trucks will likely decline.
- A collection field supervisor will be assigned to approximately ten to twelve monitors. BDR has found this to a reasonable ratio thereby allowing field supervisors to routinely interface and perform quality assurance control checks with field monitors on multiple occasions each day. Responsibilities of the field supervisor include verification of load ticket accuracy and response to collection monitor and debris contractor issues in the field.
- Field monitors shall be responsible for: (1) verifying the proper loading and compaction of debris into the debris recovery contractor's certified loading container, (2) ensuring that all debris recovery contractors and their subcontractors adhere to the County's Debris Management Action Plan and that they are working in an efficient and safe manner, (3) surveying their assigned areas for special need issues (e.g., stumps, leaners/hangers, etc.), and (4) photographing loads as directed by the County.
- At approximately 3 p.m. each afternoon, we will ask the debris contractor project manager to provide an estimate on the number of monitors that will be required for the following day. This will allow time for the BDR scheduling manager to schedule the appropriate number of collection monitors for the following day.
- At the close of operations each day, all collection and disposal monitors will report back to the staging area to 1) turn in all completed tickets, 2) update the master map book showing street areas cleared of debris on that particular day, and 3) report any inconsistencies or problems that occurred during the day.

QA/QC Program: The vast majority of ticket errors occur within the first few weeks of the initiation of a debris removal program. As such, BDR assigns QA/QC staff to each TDSRS tower with the sole responsibility of reviewing tickets and contacting supervisors and field monitors immediately after errors are identified. This process serves three very important purposes: (1) it allows BDR to quickly rectify ticket errors by getting the correct information immediately, (2) it provides instant feedback to field monitors thereby reducing errors that would otherwise be made throughout the day (until such time as

EXHIBIT A SCOPE OF SERVICES

tickets are reviewed), and (3) it allows BDR to track monitor performance (and terminate those monitors that make repeat errors).

Other Field Monitoring Support Services: BDR has extensive experience with all aspects of debris monitoring beyond traditional right-of-way monitoring to include: (1) leaner and hanger removal programs, FEMA and NRCS waterways debris removal programs, (3) abandoned vehicle and vessel recovery programs, and (4) comprehensive private property/Right of Entry (ROE) debris removal programs. BDR has administered the largest ROE programs in recent history including programs for Escambia County (FL), Pensacola (FL), Gulfport (MS), Harrison County (MS), and Waveland (MS).

TDSRS Monitoring and Support

BDR's approach to TDSRS monitoring and support stems from the parent companies decades of experience in the design and operations of solid waste management disposal facilities. Examples of specific approaches relative to TDSRS monitoring and support are identified below.

TDSRS Emergency Permitting: BDR is highly knowledgeable of State and Federal Emergency Permitting Guidelines. BDR routinely serves as the local government's agent (with regulatory agencies) for TDSRS permitting issues.

TDSRS Tower Monitoring: BDR will provide a minimum of two tower monitors per TDSRS tower site. Specific responsibilities of tower monitors shall include: (1) making truck fullness load calls and recording the information on the proper load ticket, (2) taking photographs of loads (as directed by the County), (3) consulting with truck drivers and debris contractor staff on potential safety issues, (4) verifying that contractor equipment is empty prior to leaving the TDSRS, (5) collecting and organizing load tickets and providing them to designated BDR staff. BDR's tower monitor training documents are included in Section 4. BDR is also prepared to provide security at TDSRS sites while not in operation.

Public Drop-Off Site Operations: BDR is prepared to provide site supervision (at levels directed by the County) for any public drop-off sites that the County may elect to open. Residential drop-off site services routinely provided by BDR include site permitting, traffic support, address verification (eligibility determination) and recording, general customer service functions, and site closure and security.

Market Assistance: BDR staff is uniquely familiar with disposal and recycling markets throughout the Southeastern United States. During the 2004 and 2005 storm season, BDR has assisted a number of our clients in evaluating proposals by collection contractors on proposed outlets for storm debris residuals (both wood chips and C&D debris).

Other TDSRS Support Services: BDR is prepared to assist the County with any other TDSRS services that may be required including traffic support (i.e., flaggers) and after-hours site security.

Data Administration and Invoice Reconciliation

One of the most important and time consuming elements of a disaster recovery operation is the process of managing thousands of load tickets and reviewing and approving debris contractor invoices. BDR has received praise from both municipal staff and debris contractors for the promptness and level of attention that we have placed on this very important element of the debris recovery process.

EXHIBIT A SCOPE OF SERVICES

After tickets are turned in to the staging location each day, the following steps will take place:

- Tickets will be transported to BDR's local field office and entered into BDR's database on the following day. Load tickets and other critical source documentation will also be digitized (scanned).
- As soon as all tickets have been entered (typically around 3 p.m.), the County (and any other stakeholders that the County would like to have the information - FEMA debris coordinator, etc.) will be emailed a summary of the previous day's work to include total trucks in the field, total debris loads collected (by material type), total cubic yardage collected (by material type), and other data, as requested, by the County. BDR can also provide a daily GIS map to the County showing the roads that have received first, second, and third collection passes.
- If desired, BDR can also maintain this information on a County or BDR website so that accurate, near real-time information is available to the public.
- Tickets are filed in numerical order, by day, by debris site.
- Database queries are run to check for blank fields on tickets, duplicate ticket numbers, unreasonable cycle times (time loaded vs. unloaded), etc. If a problem is noted, the tickets are pulled and reviewed. If necessary, the collection monitor who wrote the ticket is interviewed to clarify critical information.
- For invoice reconciliation, once invoices are received at BDR's offices they are electronically and physically date stamped. A database query is run that performs a ticket by ticket comparison of the BDR database versus the contractor database. The database generates a report that shows where the two databases agree, disagree, or have missing information. A BDR data analyst is tasked with pulling all tickets in question and making a determination of required corrective action. A pre-approval report summarizing all tickets that match or pass the reconciliation process is forwarded to a BDR financial analyst. To the extent that tickets still in dispute are less than the contractor's retainage - the invoice (less the retainage) is approved for payment. The BDR manager in charge of invoicing then prepares a letter to the County representative responsible for invoice payment recommending payment of the invoice. Following invoice approval, an extensive process to evaluate tickets that differ in the BDR and Contractor databases is performed. This typically requires significant communication between BDR and contractor staff to resolve discrepancies. After all discrepancies are resolved, BDR sends a follow-up letter to the County recommending the amount of retainage to be released. Finally, a BDR invoicing specialist performs an audit of materials in the invoice file to ensure that the file is complete.
- BDR's proprietary database allows the County to track the impact payment approvals make on obligated Project Worksheets and County Purchase Orders. This allows the County to effectively plan PO adjustments and the need to generate adjustment (Version) Project Worksheets.

Funding Support

The BDR Team is committed to ensuring that our clients receive maximum reimbursement for eligible work from state and federal agencies. Specific funding support services provided by the BDR team are outlined below.

- **Immediate Needs Funding Support:** One of the unique elements of BDR's approach is our focused initiative to obtain immediate Needs Funding for our clients. This process involves: (1) development of a debris quantity estimate that is supported by FEMA staff, and (2) preparation of a project worksheet to cover the estimated cost of the entire debris removal effort at the outset of a project, and (3) assisting the County and FEMA Public Assistance officers with PW amendments (as actual debris quantity estimates begin to firm up).

EXHIBIT A SCOPE OF SERVICES

- **Appeals:** Based on our in-depth knowledge of FEMA reimbursement policies, BDR routinely assist our clients in preparing appeals. Our legal staff and appeals specialists have successfully recovered millions of dollars of previously de-obligated funds on behalf of communities throughout the Southeast.
- **Funding/Regulatory Assistance:** The BDR Team has former senior level FEMA staff located in Washington, D.C. that can provide support in tracking client PWs throughout the process and providing quick response to problem issues that may be slowing funding.

B. Emergency Management Planning and Training

Following the unprecedented 2004 and 2005 hurricane seasons and more specifically the devastating results of Hurricane Katrina, government ignorance of the potential catastrophic results of a hurricane is no longer a valid excuse.

At BDR, we work with our clients prior to Hurricane Season to ensure that the necessary plans, contracts, and procedures are in place in order to respond quickly and efficiently to any emergency situation and to identify and attain government funding programs available following a declared disaster.

The BDR Team provides a wide variety of pre-event/preparedness services to our clients. The sections below provide a summary of the approach that BDR takes to a number of these services.

COOP Plans: The BDR Team - including our strategic teaming partner Excelliant - has developed a proven disaster preparedness planning methodology that is based upon the latest business continuity planning, disaster preparedness, and project management principles. This process-centric methodology has been used by governments across the country to develop Continuity of Operations Plans (COOPs). The focus of the BDR Team's methodology is on identification of the core operations processes, identification of essential facilities, equipment, records and other resources that are required to perform those processes and the plans to facilitate a timely and orderly recovery from an emergency. The BDR Team's methodology for continuity planning is designed to meet the requirements of the Emergency Management Accreditation Program (EMAP), National Incident Management System (NIMS) and the National Fire Protection Association (NFPA) 1600 planning standards.

The BDR Team orients government personnel to the COOP process; conducts interviews with key personnel to gather necessary and appropriate information regarding essential functions and resources; and develops and implements an effective COOP. The project involves the following phases:

- **Project initiation.** The Initiation Phase sets the stage by identifying key personnel and the scope of the planning process.
- **Disaster readiness assessment.** The Disaster Readiness Assessment Phase focuses on defining core government operations so that critical processes and resources can be identified.
- **Vulnerability and risk analysis.** The Vulnerability and Risk Analysis Phase documents and prioritize the vulnerabilities and risks identified during the Disaster Readiness Assessment phase of the project.
- **Disaster readiness planning.** The Disaster Readiness Planning Phase pulls the process together in a set of planning documents designed for use in responding to all hazards that disrupt normal operations. The BDR Team conducts a final walk through of the plan with the government's designated Disaster Readiness Team made up of representatives from administration, emergency services, facility

EXHIBIT A SCOPE OF SERVICES

services, finance, health, law enforcement and social services and discuss a strategy for ongoing maintenance of the plan.

- **Continuity Exercise.** BDR's experienced facilitators will lead orientation sessions and tabletop exercises to test the plan with core departments, document the findings, and prepare an after action report. The deliverables of the tabletop exercise will serve as templates for the County to conduct future exercises.

The methodology is designed to comply with the standards of the Emergency Management Accreditation Program (EMAP) for 2003 and 2004. (The 2005 standard has not been finalized). Excellent staff worked with the current Vice Chairman of the EMAP commission to review its methodology while the EMAP standards were still only in draft form in early 2003. The methodology has continued to meet the standards as the standards evolved.

Debris contractor procurement: Given our in-depth knowledge of FEMA reimbursement policies, BDR recognizes the necessity of competitively-bid contracts. We have assisted a number of clients in writing procurement documents and assisting in the debris hauler evaluation process. Our approach to assisting the County with this process involves understanding the geography, demographics, and culture of the community and developing a scope of work (and corresponding pricing structure) that encompasses all of the potential needs of the County. BDR designs comprehensive procurement documents and resulting contracts to protect our client's economic health and eliminate potential exposure associated with scopes of work that historically have not been reimbursed by FEMA.

Mock Training Exercises: A mock training exercise is an effective method of testing and evaluating the readiness of a community to respond to an emergency situation. We can assist the County in designing and conducting drills or "table-top" exercises to evaluate staff readiness.

TDSRS Identification and Selection: As a result of BDR's experience in managing and monitoring millions of cubic yards of temporary debris storage and reduction, BDR understands the requirements necessary for an adequate TDSRS location. Our disposal experts review logistics, acreage, vegetative and population density analysis, local ordinances and contract reduction methods to identify safe, efficient, and effective TDSRS locations. We have experience in working with County GIS systems to identify potential sites and conduct field investigations to determine constituent acceptability and the likelihood of successfully permitting the site under TCEQ emergency guidelines.

Debris Management Plan Development: Specific elements of debris management plans prepared by BDR include an organizational assessment, a TDSRS evaluation to include Tier 1, 2, and 3 sites, a detailed summary of debris removal operations available to implement when necessary, and an action plan that outlines the specific steps that need to occur at each phase of the debris management process.

Emergency Operations Center Support: BDR is prepared to provide staff support at the County's EOC prior to, during, and immediately following the disaster event. As part of this effort, BDR will also assist the County in activating other contractors and identifying other immediate priorities.

Multi-Jurisdiction Coordination: County governments are often relied upon by their member communities to provide many of the core services required to respond to natural or man-made disaster. BDR recommends (and frequently facilitates) an annual meeting of those individuals from the County, incorporated cities, and other key stakeholders (TCEQ, School Board, etc.) that may be involved in debris management issues following a disaster to outline responsibilities of each jurisdiction or agency.

EXHIBIT A SCOPE OF SERVICES

TxDOT Coordination and Road List Database Development: Perhaps the most critical pre-event activity is coordination with TxDOT on road clearance and debris removal responsibilities. BDR can assist the County in developing a road database with associated maintenance responsibilities and ensuring that there is a clear understanding between TxDOT and the County regarding the road segments to be handled by each entity. Identification of the responsible applicant for various road segments is critical for reimbursement from FEMA and FHWA.

Annual Meetings: In addition of the multi jurisdiction coordination meetings discussed above, BDR recommends one or more annual meetings between the County, debris contractor(s), and monitoring firm. The purpose of these meetings is to ensure a common understanding and coordinated effort regarding processes and procedures exercised prior to, during, and following a disaster situation.

Public Information Planning and Support: Another critical element of a disaster preparedness and response program is accurate, coordinated public information. BDR is prepared to work with the County's Public Information Officer in preparing "pre-season" notices and educational materials to inform the citizenry of what to expect following a disaster. We also have extensive experience in preparing press releases and newspaper notices as well as participating in interviews on local access television stations.

Process Readiness: Another unique approach of the BDR team is that of process readiness. In the term process readiness - we are referring to the process of preparing BDR to react quickly and efficiently to a natural or man made disaster event. This process includes supply management of load tickets, truck certification forms, and other critical supplies necessary for immediate response and accurate documentation. We use technology to make data management more efficient, upgrading our load ticket and invoice reconciliation software systems. Our management team broadens their knowledge and skill sets with FEMA guidance workshops, advanced OSHA certifications, and emergency response training.

Mitigation Program Support: BDR has extensive experience in developing hazard mitigation plans and funding strategies to assist communities in receiving Federal and State disaster and mitigation funding and special appropriations for disaster relief, long term recovery and mitigation projects. We routinely provide Local Mitigation Strategy staff support to improve the community's resistance to damage from known natural hazards by providing technical and strategic assistance in prioritizing and positioning their initiatives to compete effectively for pre- and post-disaster mitigation funding, thereby reducing the cost of disasters at all levels and speed community recovery.

BDR is prepared to work with the County in determining the planning and preparedness services that the County feels are necessary.

C. Damage Assessment and Reconstruction Services

BDR is available to provide comprehensive damage assessment and reconstruction services to the County. A summary of our proposed damage assessment and reconstruction services is outlined below.

Damage Assessment

As a subsidiary of an international engineering and consulting firm, BDR possesses unique skills and resources to assist the County with a damage assessment inventory following a natural or man made disaster. Our approach to damage assessment begins with the BDR project manager coordinating with the County's debris manager (or other assigned individual) to identify the specific damage assessment

EXHIBIT A SCOPE OF SERVICES

services requested (e.g. debris related, structures, utilities, etc.). The BDR Project Manager will communicate with the BDR Resource Manager and the appropriate staff with the proper service acumen will mobilize.

Debris Estimation: A key element of the damage assessment process is determining the quantities of debris created by the event throughout the County. In order to adequately plan and mobilize for a disaster debris recovery effort, it is critical to understand the potential quantities of debris that may be generated. BDR has found that rather than relying upon a single approach, a combination of debris estimating methodologies generally produces a more accurate estimate. Debris estimating methodologies that will be used by BDR include:

- U.S. Army Corp of Engineers Debris Estimating Model (this model is widely utilized and takes into account factors such hurricane category, population base, amount of vegetative cover, etc.);
- Drive-By Parcel Survey to estimate the average quantity of debris per parcel, then multiplying the debris per parcel figure by the total number of parcels (residential, commercial, or both) in the applicable jurisdiction;
- Flyover (to determine if the debris field is isolated in certain areas or widespread across the entire jurisdiction); and
- Personal estimates by BDR and debris contractors experienced in disaster recovery efforts.

Each of these approaches will be considered in developing an estimated debris volume in the County.

Critical Infrastructure Evaluation: BDR has trained engineers and construction managers on staff to assist the County in evaluating damages to critical infrastructure including facility and utility systems. BDR is also prepared to assist the County in assessing the habitability of structures. We can assist the County in preparing cost estimates for damages and identifying and implementing short-term solutions to facility and utility system issues.

Reconstruction Services

In the event of a natural or man-made disaster impacting the County, the BDR Team - including BDR's parent R.W. Beck, Inc. and our strategic teaming partner Excelliant - are committed to the long term recovery of the County. R.W. Beck, Inc. is listed in the Engineering News Record (ENR) as one of the Top 100 design engineering firms in the United States and has vast resources and capabilities to assist the County in restoring critical infrastructure from initial damage assessment through planning and design to construction management and oversight. Most recently, BDR has been assisting the City of Waveland, Mississippi in restoring the City's stormwater management system (including culvert replacement, etc.).

In addition, R. W. Beck provided a broad range of services to the Virgin Islands Water and Power Authority (VIWAPA) following Hurricanes Hugo in 1989 and Marilyn in 1995. On both occasions, R. W. Beck conducted an assessment of the initial damage to VIWAPA's transmission and distribution system and generation facilities. We prepared cost estimates and coordinated with FEMA to align their calculations to damage cost estimates. R. W. Beck also provided field monitoring and technical assistance during reconstruction. When reconstruction was complete, we conducted a follow up field inventory of VIWAPA's system and developed new transmission and distribution maps.

Specific reconstruction services offered by the BDR Team include:

- System master planning (utilities, transportation, etc.);



July 23, 2007

Ms. Laura Moya
Hidalgo County, Purchasing Department
100 North Clossner Boulevard
Edinburg, TX 78539

Subject: Disaster Debris Removal Monitoring and Consulting Services

Dear Ms. Moya:

Over the past half century, the State of Texas has had 81 disaster declarations by the Federal Emergency Management Agency (FEMA) more than any other state in the country. Of those 81, 18 were the direct result of a hurricane or tropical storms. Most recently as you know, Hurricane Dolly came ashore on South Padre Island earlier this morning leaving a path of destruction and promising heavy flooding.

At this unfortunately time, Hidalgo County and communities across the southern coastal border of Texas could benefit from the services of a qualified firm to provide disaster debris monitoring services to support the oversight and management of debris recovery contractors and provide damage assessment data collection support.

Beck Disaster Recovery, Inc. (BDR), a wholly-owned subsidiary of R. W. Beck, Inc., is pleased to provide these essential services to support the County to help you recovery from this devastating storm and get you the maximum allowable reimbursement possible. As a result of years of experience in performing these types of projects, BDR has developed and fine-tuned a clearly defined approach, which we are confident will provide the County with end-to-end solutions to expedite the recovery process. We offer the County the following distinct benefits, which sets us a part from other firms.

- **Institutional Knowledge of State of Texas:** BDR and its parent company have maintained offices in Houston, Austin and Dallas, Texas for over 20 years and have become well entrenched in the local and state governmental and emergency response operations. In addition, BDR's Senior Management Team, including John Buri and Jon Hoyle, has served communities across the State of Texas through mock-activations, pre-hurricane season meetings and training seminars and also helped Jefferson County recover from Hurricane Rita in 2005.
- **Participation in H-GAC's Cooperative Purchasing Program Expedites Start-up.** For the past four years, BDR has been a pre-qualified vendor on the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program's Environmental, Community Planning, Engineering, and Homeland Security Consulting and Related Services. This program allows participating local governments, like the County, to contract directly with BDR for post-disaster response and recovery services without having to go through a standard procurement process, which would delay our ability to begin work immediately. In addition, a BDR representative sits on the H-GAC Cooperative Purchasing Program Advisory Council.
- **Ability to Respond/Texas Presence:** BDR already has a core management staff in state and is prepared to mobilize a full complement of support within 24-hours of receiving notice to proceed. With offices in Houston, Austin and Dallas Texas and throughout Louisiana and Mississippi and the vast majority of our professional staff currently residing on the Gulf Coast, BDR is positioned to be fully mobilized and available to the County immediately. BDR is licensed to do business in the State

EXHIBIT A
SCOPE OF SERVICES

- Permitting - including utility systems, facilities, disposal sites, etc;
- Utility system planning, design, permitting, and construction management;
- Transportation system design and engineering;
- Scheduling and cost estimating;
- Program and Construction management;
- Development of procurement documents for facilities, utility systems, etc.
- GIS support;
- Signage inventory and replacement; and
- Other reconstruction services requested by the County.

EXHIBIT B
HOURLY LABOR RATES

Consultant labor rates for ~~disaster monitoring advice~~ requested by the County are provided below. Expenses associated with travel, per diem, lodging and mileage will be invoiced at the federal published reimbursement rate at the time the expenses are incurred, and will be billed to the County, at cost, without mark-up. All other project-related costs (e.g., cell phone usage, office supplies, copying, etc.) are included in the labor rates below.

Schedule of Hourly Labor Rates

Title/Role	Hourly Rate
Project Manager/Principal-in-Charge	\$115.00
FEMA Coordinator	\$110.00
Deputy Project Manager	\$100.00
Data Manager	\$95.00
Operations Manager	\$85.00
Field Supervisor	\$75.00
GIS Operator	\$75.00
Billing/Invoice Manager	\$75.00
Disposal Site Monitor	\$50.00
Collection Monitor	\$45.00
Citizen Drop-off Site Monitor	\$45.00
Load Ticket Data Entry Clerk	\$38.00
Project Coordinator	\$38.00

* Rates are subject to annual adjustments on the anniversary date of the contract in accordance with the U.S. Consumer Price Index.

EXHIBIT B
HOURLY LABOR RATES

Schedule of Hourly Labor Rates for Other Preparedness, Response, and Recovery Services

To the extent the County requests BDR's assistance for services other than debris management services, such as pre-event disaster/emergency management planning, including, but not limited to, the development of disaster debris response plans, debris contractor procurements, emergency operating and preparedness planning, hazard mitigation planning, Emergency Management Accreditation Program (EMAP) Accreditation, continuity of operations planning, mitigation grant writing and project management or other post-event recovery services not listed above, including, but not limited to, infrastructure damage assessment and restoration, housing/building/utility/transportation system inspections, engineering, contract procurements and construction management, hazard mitigation grant writing, etc., the following hourly billing rates would apply.

Schedule of Hourly Labor Rates for Consulting Services

Personnel Classification	Hourly Rate
Subject Matter Expert	\$240.00
Executive Consultant/Planner/Analyst	\$225.00
Principal Consultant/Planner/Analyst	\$210.00
Principal-in-Charge	\$190.00
Project/Program Manager	\$175.00
Supervising Consultant	\$158.00
Senior Consultant	\$150.00
Consultant III	\$135.00
Consultant II	\$125.00
Consultant I	\$110.00
Program Analyst	\$95.00
Consulting Aide	\$90.00
Planning Aide	\$80.00
Analytical Aide	\$75.00
Research Assistant II	\$66.15
Research Assistant	\$51.00
Administrative Specialist III	\$60.00
Administrative Specialist II	\$48.00
Administrative Specialist I	\$44.00

* Rates are subject to annual adjustments on the anniversary date of the contract in accordance with the U.S. Consumer Price Index.

of Texas and is committed to maximizing local staffing on this important project. Upon notice to proceed we will immediately use our local relationships to seek office space in the County.

- **Nations Largest Staff of Debris Management Experts:** BDR maintains an experienced staff of over 85 disaster recovery experts, and has access to over 1,800 trained staff on call to assist with a disaster/emergency event, affording BDR the ability to deploy within hours of an event. *At its peak during the 2005 hurricane season, which was reached on November 15, 2005, BDR employed in excess of 2,300 personnel on behalf of 25 clients in Florida, Texas and Mississippi, covering a population of nearly 5.5 million.*
- **Bilingual Staff to Meet the Diverse Needs of Community:** BDR understands that being a border state, a large percentage of the County's population is of Hispanic or Latino descent and a language other than English is spoken at home. BDR is committed to providing bilingual project management staff to interface with citizens and develop multi-lingual public information materials.
- **Proven Capabilities in Providing Disaster Debris Management and Reimbursement Services:** BDR has been providing disaster management, recovery and reimbursement services to local government clients throughout the U.S. for over 18 years. Since the 2004 hurricane season, *BDR has managed the recovery effort for over 50 million cubic yards of debris on behalf of over 40 public sector clients - resulting in excess of \$1.5 billion in FEMA reimbursable costs to our clients.* We have managed projects in response to every hurricane making landfall in the U.S. during 2004 and 2005, as well as various tornadoes and ice storm projects.
- **Commitment to Continuous Quality Improvement:** In the past 18 months, BDR has invested nearly \$2 million in improving our data management systems and reporting processes to ensure that accurate and expeditious reports are provided when we are called upon to activate our staff. The investments BDR has made in our Mobile Command Center, automated ticketing technology, geographic information system (GIS) tracking tools for roads and canals and hauler invoice reconciliation software will speed the processing and approval of the County's hauler invoices and provide up-to-date information on the recovery effort to County officials.
- **FEMA Reimbursement Experts/Washington D.C. Lobbying Support:** As a unique benefit to the County, BDR maintains a staff of reimbursement experts that have been successful in obtaining reimbursement for over \$1.5 billion of debris-related costs. As part of this support team, BDR has retained the services of Dan Craig, former FEMA Director of Response and Recovery and Jim Schumann, former FEMA Director of Legislative Affairs, in Washington D.C. to help BDR clients maximize reimbursement from FEMA and to obtain favorable interpretation of FEMA reimbursement policy.
- **"Best in Class" Service:** All hazards mitigation, emergency preparedness/planning response and recovery are our core business – not a part-time practice. *BDR is dedicated to building a world-class organization to provide "best in class" service to our clients.*

Although we hope no harm will come to the County, we would be honored to work with you to provide the high quality service our clients have come to expect. If you have any questions regarding this response, please feel free to contact me at (407) 803-5700 or John Buri at (713) 737-5763

Sincerely,
BECK DISASTER RECOVERY, INC.



ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
7/25/2008

PRODUCER Commercial Lines ... 206-892-9200
ABD Insurance & Financial Services
601 Union Street
Seattle, WA 98101

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURED Beck Disaster Recovery, Inc.
1001 Fourth Avenue, Suite 2500

Seattle WA 98154

INSURER A: Traveler's Property & Casualty Company of America
INSURER B:
INSURER C:
INSURER D:
INSURER E:

25674

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	P630533D116ATILO8	07/01/2008	07/01/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GARAGE LIABILITY <input type="checkbox"/> ANY AUTO EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	P810533D166ATILO8	7/1/2008	7/1/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$ EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	PJUB2813L40A08	7/1/2008	7/1/2009	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Project: Disaster Clean Up (Orlando - BDR)
Hidalgo County, Texas is an additional insured as their interest may appear.

CERTIFICATE HOLDER

Hidalgo County, Texas
Attn: Vangie Garcia
100 North Clossner Boulevard
Edinburg, Texas 78539

CANCELLATION Ten Day Notice for Non-Payment

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



February 26, 2009

Ms. Laura Lee Renteria-Moya
Hidalgo County Purchasing Department
2812 S Business 281
Edinburg, Texas 78539

Subject: Best and Final Offer - Proposal for Disaster Debris Hauler Procurement

Dear Ms. Renteria-Moya:

In accordance to your email dated February 25, 2009, Beck Disaster Recovery, Inc. (BDR) is submitting a best and final offer (BAFO) for the disaster debris hauler procurement proposal (Proposal) BDR submitted to Hidalgo County (County) dated October 21, 2008, attached as Exhibit A.

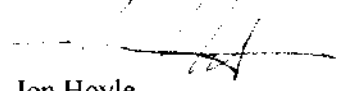
Typically, BDR's proposed fee schedules are valid for a period of 60 to 90 days from the date of the Proposal. BDR will provide the requested services for the County under the same rates extended in our original Proposal.

In addition, BDR shall comply with the terms and conditions from the County's Travel Policies, Guidelines, and Procedures Manual attached as Exhibit B.

We look forward to the opportunity to develop the County's disaster debris hauler procurement so that it can respond quickly and effectively to future debris generating events. If you have any questions or need additional information, please feel free to contact me at (321) 303-2543 or Betty Kamara at (407) 803-2551.

Sincerely,

BECK DISASTER RECOVERY, INC.


Jon Hoyle
Vice President

Cc: Ramon Vela, Hidalgo County Purchasing Department



October 21, 2008

Ms. Laura Lee Renteria-Moya
Hidalgo County Purchasing Department
2812 S. Business 281
Edinburg, Texas 78539

Subject: Letter Proposal for Disaster Debris Hauler Procurement

Dear Ms. Renteria-Moya:

Per your request, the purpose of this proposed work order is for Beck Disaster Recovery, Inc. (BDR) to assist Hidalgo County, Texas (County) in the development of the scope of work and technical specifications for a Request for Proposal (RFP) to be utilized in procuring disaster debris removal services.

Task 1 – Issues Outline and Scoping Meeting

BDR will facilitate a scoping conference meeting with County staff, the H-GAC, and BDR to explore options available to the County as it relates to procuring a debris removal contract through the H-GACBuy program. During this meeting, BDR will facilitate discussions pertaining to strategy and discuss key elements of the RFP scope of work and technical specifications. In preparation for the meeting, BDR will develop an issues outline that includes recommended items for the specifications. Items included on the issues outline comprise: (1) term of the agreement (including extensions), (2) scope of work (ROW debris removal, leaners / hangers, emergency push services, fuel / generators, etc.), (3) number of contractors to be shortlisted or awarded, (4) evaluation process / ranking factors, and (5) identification of contractors to receive the complete RFP, etc. The issues outlined will be utilized during the scoping meeting in order to obtain feedback from the County on how the RFP scope of work and technical specifications should be structured and worded.

Following the meeting, BDR will update the issues outline within seven calendar days to document the decisions made during the scoping meeting and incorporate them with the County's standard terms and conditions for Solid Waste/Construction contracts.

Task 2 – Develop Request for Proposal Scope of Work and Technical Specifications

BDR will utilize the decisions made during Task 1 to develop the scope of work and technical specifications for an RFP document sufficient for the County to utilize in procuring disaster debris removal services. Following BDR's development of the first draft, BDR will schedule a conference call meeting with the County to review the County's comments on the draft RFP document. Within seven calendar days following the meeting, BDR will incorporate comments from the meeting into a second draft RFP

document for review by the County. For the second draft, BDR will participate in another meeting via conference call with the County to obtain any final comments. Comments from the second draft meeting will be incorporated into the final RFP document within seven calendar days. All draft and final documents will be provided electronically to the County in MS Word format.

Optional Task 3 – Post-Release Services

As necessary, BDR is available to assist the County in responding to questions posed by prospective vendors after release of the RFP and prior to the due date for responses to the RFP. BDR will provide input to questions fielded by the County Purchasing office within one calendar work day of notification.

Upon receipt of proposals by the County, BDR is also available to provide assistance to the County Selection Committee tasked with evaluating proposals. Assistance will include review of hauler responses and evaluation of proposing contractors based on agreed upon selection criteria, including a comparison of proposers' rates. Upon receiving associated materials, BDR will provide feedback to the County within five calendar days.

Due to the inability to determine the exact level of effort required for Task 3 services, these services will be billed on a time and materials basis as requested. Services associated with this task shall be billed at the Project Manager rate (\$175/hr), the Senior Consultant rate (\$150/hr) and/or the Consultant Aide rate (\$90/hr) in BDR's contract with the County, depending upon the level of expertise required. The Senior Consultant and Consultant Aide will analyze data that is collected and prepared by the Project Manager.

Proposed Timeframe

BDR proposes to complete all tasks within 120 calendar days of notice to proceed from the County. This timeframe takes into consideration the time needed for proposers to respond to the RFP and the County to review such responses. The table included below contains proposed response times, in calendar days, to specific deliverables associated with each task.

Task	BDR Response Time Following County Comment/Notice (in calendar days)
Task 1: Issues Outline and Scoping Meeting <ul style="list-style-type: none">▪ Initial scoping meeting▪ Revise issues outline	7 days 7 days
Task 2: Develop Request for Proposal Scope of Work and Technical Specifications <ul style="list-style-type: none">▪ Development of first draft	14 days

Task	BDR Response Time Following County Comment/Notice (in calendar days)
<ul style="list-style-type: none"> ▪ Meeting to review first draft ▪ Development of second draft ▪ Meeting to review second draft ▪ Development of final RFP scope and technical specifications 	<p>14 days*</p> <p>7 days</p> <p>7 days</p> <p>7 days</p>
<p>Optional Task 3: Post-Release Services</p> <ul style="list-style-type: none"> ▪ Response to County questions ▪ Assistance in review of hauler responses and evaluation of proposing contractors 	<p>1 day (per occurrence)</p> <p>5 days</p>

Cost Proposal

BDR proposes to execute Task 1 and Task 2 of the work order above for a fixed fee rate inclusive of reasonable and customary travel expenses for two BDR Consultants to travel to Hidalgo County. This travel will occur during Task 1 of the project to facilitate the scoping conference. Travel expenses include estimates for airfare, hotel, rental car and meals for one night and two days for two people. The fixed-fee cost for Tasks 1 and 2 is \$16,480.

To the extent that the County desires BDR's services with post-release services (Task 3), BDR proposes to perform these services on a time and materials basis/ not to exceed amount of \$8,480.

Beck Disaster Recovery is pleased to have the opportunity to continue working with Hidalgo County. We look forward to assisting the County with its disaster preparedness activities and are committed to being well prepared in the event we are called upon to assist the County with post-event activities. If you have any questions concerning this letter proposal, please contact me at (321) 303-2543 or via email, jhoyle@beckdr.com.

Sincerely,
BECK DISASTER RECOVERY

Jon Hoyle
 Vice President

* Meeting may occur earlier than 14 days depending on availability of the County

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TRAVEL POLICIES, GUIDELINES, AND PROCEDURES

REFERENCE

County Auditor's Form T-1 "Application for Out-of-State Official Travel"
 County Auditor's Form T-2 "Seminar, Hotel, Car Rental, & Airfare Check Request"
 County Auditor's Form T-3 "In-County Travel Automobile Expense Claim"
 County Auditor's Form T-4 "Final Travel Expense Claim."
 County Auditor's Form T-5 "Out of County - Travel Advance Request"

AUTHORITY

Local Government Code § 152.011 "Amount set by Commissioners Court"
 Local Government Code § 152.035 "Reimbursement for Mileage Expenses" (County Auditor)
 Local Government Code § 152.901 "Travel expenses for Certain County Agents and Board Members"
 Local Government Code § 152.907 "Continuing Education Expenses for County and Precinct Officers"
 Government Code § 611.001 "Lodging and Meal Expenses"
 Government Code § 611.002 "Common Carrier Fares"
 Penal Code § 39.02 "Abuse of Official Capacity"

Internal Revenue Service Publication 1542 "Per Diem Rates"
 Internal Revenue Service Publication 15 "Employer's Tax Guide" (Circular E).
 Income Tax Regulations § 1.62-2 "Reimbursements and other expense allowance arrangements"

BACKGROUND

Local Government Code § 152.011 authorizes the Commissioners' Court to set the amount of the travel expenses and other allowances for County and precinct officers and employees who are paid wholly from County funds.

Commissioners' Court approved the original policies, guidelines and procedures on June 1, 1996. On August 5, 2008, the Hidalgo County Commissioners' Court revised the travel policies, guidelines, and procedures that were previously amended on April 4, 2006. These travel policies, guidelines, and procedures supersede those found in the Hidalgo County Personnel Policy Manual ("Brown Book") and the Hidalgo County Civil Service Commission Rules ("Blue Book"). The travel policies, procedures, and guidelines set forth below are applicable to Hidalgo County Officials (Elected Officials, Appointed Officials, and Department Heads) and employees.

Hidalgo County has adopted an "Accountable Plan" for the reimbursement of business travel expenses. Pursuant to Federal Tax Regulation § 1.62-2, reimbursements for travel under an "Accountable Plan" must meet three requirements as follows:

1. There must be a business connection and the expense must be reasonable;
2. There must be a reasonable accounting of the expenses (amounts paid up to the allowable federal per diem rates are deemed substantiated); and
3. All excess reimbursements must be repaid in a reasonable time.

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Federal Tax Regulation § 1.62-2(k) provides that, in addition to these three tests, the plan cannot exhibit a "pattern of abuse." If a payer's reimbursement or other expense allowance arrangement evidences a pattern of abuse of the rules of section 62(c) and this section, all payments made under the arrangement will be treated as made under a nonaccountable plan.

Pursuant to Federal Tax Regulation § 1.62-2(c)(5), payments or reimbursements under a nonaccountable plan are included in the employee's gross income, must be reported as wages or compensation on the employees Form W-2, and are subject to withholding and payment of employment taxes (social security, Medicare, unemployment).

POLICIES AND GUIDELINES

1. Travel expenses shall be allowed only for County Officials and employees while on official business. The purpose of the trip must be for the County's benefit and/or be related to the department's primary business activities as follows:
 - a. To obtain statutorily required continuing professional education;
 - b. To obtain continuing education related to an employee's work or maintenance of a license or certification;
 - c. To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations;
 - d. To participate in professional organizations related to the employee or official's job assignment;
 - e. To conduct essential research and information-gathering for improvement of County operations or compliance with the law;
 - f. To monitor the development of state or federal legislation or implementation of legislation that might affect the County;
 - g. To participate in forums, coalitions, and discussions relating to the policy, legislative and regulatory interests of the County;
 - h. To pursue the County's interests in litigation or criminal justice;
 - i. To promote the economic development interests of the County; or
 - j. To carry out other purposes determined by Commissioners' Court to be in the interest of the County.
2. Sufficient funds must be available in the adopted budget before expenditure is made.
3. Travel expenses must be reasonable and necessary. Any inappropriate or excessive costs will be at the expense of the traveler.
4. Preference should be given to local and in-state training, unless training is not available locally or in-state.

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5. AUTHORIZATION FOR OUT-OF-STATE TRAVEL
 - a. Out-of-state travel shall be kept to a minimum.
 - b. The Department of Budget and Management (DBM) must approve all out-of-state travel before any reservations and/or travel are made (except for mandatory travel such as transportation of detainees and investigations). **Form T-1 "Application for Out-Of-State Official Travel"** must be submitted to the DBM in order to justify the need to travel out-of-state.
 - c. The County is not obligated to pay for travel if prior approval from the Department of Budget and Management is not obtained.

6. METHOD OF PAYMENT FOR TRAVEL EXPENSES
 - a. Direct Payment - The County Auditor's Office may pay registration fees, hotel, and airline reservations directly to vendors. The request for payment must be received with sufficient time for the check to be processed by the County Auditor's Office - Accounts Payable Section (at least two weeks prior to the date the check will be needed).
 - b. Department's Travel Card - If request for payment is not received within the time specified above, the Purchasing Department should be contacted in order to request that payment be made through the Department's travel card (see Travel Card procedures).
 - c. Traveler's Personal Credit Cards and/or Cash - Travel expenses incurred by employees and officials while conducting County business may be paid through personal credit cards and/or cash. The employee or official will be reimbursed by the County for reasonable and allowable expenses in accordance with this Policy upon completion of the travel and submittal of a properly filled **Form T-4 "Final Travel Expense Claim"**. The County will not reimburse interest, over the limit, and late charges, incurred in a personal credit card by the traveler.
 - d. Travel Advance - The employee or official may also receive a travel advance subject to certain restrictions (see Section 16).

7. COORDINATION OF TRAVEL
 - a. "Coordination of travel" in this Section means County employees traveling together in a personally owned vehicle, County vehicle, or leased motor vehicle.

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- b. Coordination of travel is required when two, three, or four County employees employed by the same County department travel on the same dates with the same itinerary to conduct the same official County business. If more than four County employees employed by the same County department travel on the same dates with the same itinerary to conduct the same official County business, then coordination of travel is required for each group of four employees and for any fraction in excess of a multiple of four employees.
 - c. When coordination of travel is required, reimbursement will only be made to the driver of the personally owned vehicle (mileage) or leased motor vehicle (fuel charges). Mileage incurred by a County employee to meet at a location or to pick up other County employees may be reimbursed. This mileage must be reasonable and documented in detail (see Section 9).
 - d. Coordination of travel, however, is not required if the County Official determines before travel that coordination of travel is not feasible. That determination may be based only on factors relating to official County business. Determinations should be made on a trip-by-trip basis and must be provided in a written memo to the County Auditor's Office - Accounts Payable Section. If the County Auditor's Office determines that the rationale for the determination was not related to official County business, the reimbursement will only be made to one of the travelers.
8. **AIR TRAVEL**
- a. The most economical airfare should be obtained (only coach fare will be allowed). If travel more expensive than coach fare is obtained, the fare must be paid with the traveler's funds and the difference between the coach fare and the fare obtained will not be reimbursed to the traveler. Refundable fares should be considered if possibility of a trip cancellation exists. Commercial airlines are normally the most economical mode of transportation for out-of-state travel. Airline tickets should be reserved in advance, when possible, in order to obtain the most reasonable rates. The use of a travel agency to book air travel reservations is discouraged.
 - b. Airline tickets purchased with the department's travel card must be reserved through the Purchasing Department (see Travel Card Procedures) and be related to travel expenses for County employees.
 - c. Package fares (Friends Fly Free, etc.) are encouraged when two or more County Officials or employees are traveling to and from the same location and overall cost can be reduced.

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- d. The County will only pay one half of the cost of the package fare in cases where officials or employees fly with family or friends (Friends Fly Free, etc.). Airfare for package fares must be paid using the traveler's own personal credit card or funds. The official or employee will be reimbursed one half of the price of the coach fare upon completion of the travel and submittal of a properly filled **Form T-4 "Final Travel Expense Claim"** and evidence of the price of the coach fare.
- e. The boarding pass and an original passenger receipt issued by the commercial airline company or an original itinerary issued by the travel agency must be submitted as supporting documentation for a reimbursement. The original receipt or itinerary must include the name of the employee and airline, the ticket number, the class of transportation, the travel dates, the amount of the airfare, and the origin and destination of each flight.

9. PERSONAL VEHICLE

- a. If the official or employee elects to travel by personal vehicle, the County will reimburse official business travel at the County adopted rate per highway mile. County Officials or employees currently receiving an approved car allowance will not be reimbursed, unless travel is outside of Hidalgo County. If the traveler is uncertain of the adopted rate, this information may be obtained by contacting the County Auditor's Office - Accounts Payable Section at (956) 318-2511. Please note that the mileage rate may differ if utilizing grant funds, questions should be addressed to the County Auditor's Office - Grants Accounting Section at (956) 318-2511.
- b. Mileage reimbursements for a traveler who chooses to drive out-of-state rather than fly should not exceed the lowest round trip coach airfare available at the time travel was authorized. Traveler must supply documentation to support what the airfare would have been at that time.
- c. When more than one traveler is going to the same destination, coordination of travel is required (see Section 7). The names of all persons traveling together on the same trip and in the same vehicle must be listed on **Form T-5 "Out-of-County - Travel Advance Request"** and **Form T-4 "Final Travel Expense Claim"**.
- d. The driver is responsible for providing reasonable and necessary transportation to all the passengers while on the trip. If a passenger uses another form of transportation while on the trip, transportation expenses will not be reimbursed.

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- e. Mileage is calculated on a point-to-point basis using the Texas Mileage Guide, plus reasonable incidental travel. Reasonable incidental travel may be reimbursed when the traveler provides specific address destination points by using "Mapquest" to determine mileage. The most direct distance to the destination will be allowed. Any out-of-way or unreasonable travel distance as determined by the County Auditor will be at the expense of the traveler.
- f. For in-county mileage reimbursement, a daily travel log must be maintained that indicates specific destination points (including address information) purpose of travel, and any other information deemed necessary. Employees must request reimbursement on a monthly basis with the completion and submittal of **Form T-3 "In-County Travel Automobile Expense Claim"** to the County Auditor's Office - Accounts Payable Section.
- g. Commuting expenses incurred in traveling between the employee's residence and their main place of work (County office) or for mileage/expenses incurred in any other travel of a personal nature are not reimbursable. If mileage incurred in a single day to a place outside the office exceeds normal commuting mileage (home to office and return), the difference between mileage incurred that day and commuting mileage is reimbursable. As guidance, please refer to the following examples:

Example 1: Debra lives in Mission. She has a meeting in Edinburg. She drives directly to Edinburg, attends the meeting, and returns home. She should check her odometer reading when she leaves her house and when she returns to her house. Her total round trip is 26 miles. Her normal commute is 10 miles round trip to the office each day. The 10 miles should be deducted from the total mileage and Debra would only be reimbursed for 16 miles.

Example 2: Mary lives on the southwest side of town, and has a 10-mile daily round trip commute to the office. She reports to the office in the morning and leaves for a 10 o'clock meeting at the Sheriff's Department. The meeting lasts until the end of the normal workday, at which time she goes home. Mary traveled 40 miles today, and she will be reimbursed for 30 miles.

Example 3: Daniel lives on the east side of town and his daily round trip commute to the office and back home is 15 miles. He has an eight o'clock meeting at the Department of Budget and Management. He goes directly from home to the Department of Budget and Management,

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returns to the office after the meeting, and goes home at the end of the day. Daniel traveled 45 miles of which only 30 miles are reimbursable.

Example 4: Frank lives on the south side of town. He has a morning meeting at the Precinct 1 office. The meeting lasts all day, and Frank returns home from Precinct 1. A total of 20 miles were traveled today. Frank commutes 30 miles round trip to the office each day, therefore no request for reimbursement can be made.

- h. The County does not provide insurance coverage for private vehicles; therefore, each County Official is responsible to ensure employees traveling on County business have a current automobile insurance policy that provides adequate coverage. The name of the traveler must appear on the automobile insurance card. Reimbursement will not be made if the name of the traveler does not appear on the insurance card. Vehicular accidents, vehicle repairs, parking fines, towing charges and theft of property are the responsibility of the employee, not the County.
- i. County Officials should ensure that employees using a personal vehicle file a copy of their current insurance card and current driver's license with the County Auditor's Office. Mileage reimbursement will not be made if a current driver's license and current insurance card is not received by the County Auditor's Office - Accounts Payable Section and the driver did not have an unexpired driver's license or current insurance coverage at the time travel was made.

10. COUNTY VEHICLE

- a. The use of County vehicles is encouraged over private vehicles. Traveler is required to have a current driver's license. When more than one traveler is going to the same destination, "coordination of travel" (see Section 7) is required. Individuals not on County business cannot be transported in a County vehicle. Additionally, County vehicles cannot be used when combining conference and personal leave.
- b. Reimbursement will be made for actual expenses incurred and for which an appropriate original receipt is provided.
- c. The driver is responsible for providing reasonable and necessary transportation to all the passengers while on the trip. If a passenger uses another form of transportation while on the trip, transportation expenses will not be reimbursed.

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- d. Accidents, if any, must be reported to the local police before leaving the scene. The Department of Budget and Management - Safety Division must also be notified at (956) 318-2644, as soon as possible.

11. CAR RENTALS

- a. Car rentals will be reimbursed when it is the most economical means of transportation. Reservations for car rentals made under the name of Hidalgo County are required to be made through the State of Texas travel management services contract due to the insurance coverage provided (loss/damage waiver and liability insurance coverage). For further information contact the Purchasing Department at (956) 318-2626. Car rental reservations made with the department's travel card must be reserved through the Purchasing Department (see Travel Card Procedures).
- b. Car rental reservations should be made in advance to ensure availability of appropriate size and type of vehicle. When more than one traveler is going to the same destination, "coordination of travel" is required (see Section 7). In addition, a statement as to whether the department has an assigned County vehicle and the reasons for not utilizing the County vehicle should be noted on the purchase requisition. Rental cars are to be restricted to size and type as follows:
- I. Compact, midsize, or full size car when used by one to four County employees.
 - II. Midsize sport utility or minivan when used by four or more County employees.
 - III. Rental of "luxury" and large "sport utility vehicles" such as a Chevy Suburban, Ford Expedition, or similar models are not allowed. However, rental of these types of models will be allowed if the car rental company honors the rate for the applicable size and type of vehicle allowed by policy.
- c. Rental of cars is acceptable for one day before the meeting or conference begins whenever same day rental is not practical. Return of rental vehicle one day after the meeting or conference ends is acceptable if same day return is not practical.
- d. If a County Official or employee wishes to rent a vehicle other than the vehicle size and type allowed by the policy, the individual will be responsible for paying the entire invoice amount and may seek reimbursement for the amount allowed by Policy. The traveler will only be reimbursed the state contract price rate for the allowable vehicle size and type. In addition, the department's travel card cannot be utilized to

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book car rentals for a vehicle size and type not allowed by this policy. If the traveler accepts insurance coverage for a car rental in order to be covered during the trip, the entire cost of the insurance coverage will be a personal expense and not reimbursable.

- e. The name of each employee that may drive the rental car must appear on the rental agreement to ensure proper coverage.
- f. The driver is responsible for providing reasonable and necessary transportation to all the passengers while on the trip. If a passenger uses another form of transportation while on the trip, transportation expenses will not be reimbursed.
- g. It is encouraged that car rentals be re-fueled prior to returning the vehicle to the car rental company in order to avoid high-priced gas charges. In addition, the original gas receipt must be submitted to the County Auditor's Office - Accounts Payable Section with the completed **Form T-4 "Final Travel Expense Claim"**.
- h. The original car rental receipt/bill and car rental agreement must be submitted as supporting documentation for payment or reimbursement. The original car rental receipt/bill must indicate the starting and ending dates of rental, rental rates, specify the name of the car rental company, specify the name of the renter and additional drivers, if any, and itemize all other expenses incurred. The car rental company agreement must include the name and signature of the individual that picked up and returned the vehicle, the time and date the vehicle was picked up and returned, the location where the vehicle was picked up and returned, and the amount of miles that were traveled.
- i. Accidents, if any, must be reported to the local police before leaving the scene and the rental car company. The County's Department of Budget and Management - Safety Division must also be notified at (956) 318-2644, as soon as possible.

12. TAXIS, BUSES, AND OTHER GROUND TRANSPORTATION

- a. Taxis, buses, or other ground transportation to and from airports are allowable expenses only when necessary. The use of a hotel shuttle service is the preferred method of travel at out-of-town locations, if available.
- b. Limousine service is not allowed.
- c. Original receipts must be submitted in order to obtain reimbursement.

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13. LODGING

- a. The use of a travel agency to reserve hotel accommodations is discouraged. The traveler is required, to use the State of Texas travel management services contract for hotels in order to arrange the most favorable rate unless cost benefits may be achieved by other means. Questions regarding this contract may be addressed to the Purchasing Department at (956) 318-2626. Additional information may be obtained by visiting: www.window.state.tx.us/procurement/prog/stmp/.
- b. Hotel reservations should be made in advance in order to obtain the most economical rates (government, conference, and other available discount rates, etc.).
- c. If traveling in-state, the County will pay the most economical single occupancy room rate up to a maximum of \$100 plus applicable tax per night (i.e. ocean view would not be allowed). However, if the traveler is staying at the hotel where the seminar/conference/meeting is held, the County will pay the applicable single occupancy room rate, conference rate, or government rate.
- d. If traveling out-of-state, the County will pay the most economical single occupancy room rate up to a maximum of \$300 plus applicable tax per night (i.e. ocean view would not be allowed). However, if the traveler is staying at the hotel where the seminar/conference/meeting is held, the County will pay the applicable single occupancy room rate, conference rate, or government rate.
- e. Hotel reservations made with the department's travel card must be made through the Purchasing Department. The travel card cannot be utilized to book hotel reservations with rates higher than allowed by this policy. Hotel reservations at a rate above the allowable rate must be paid using the traveler's own personal credit card or funds (see Travel Card Procedures). If a spouse and/or dependent(s) accompany the official or employee, the County will not reimburse the difference in hotel room rates above the single occupancy room rate.
- f. Arrival one night before the day the meeting or conference begins is acceptable whenever same day travel is not practical. However, arrival the same day the meeting or conference begins is required if the meeting or conference is taking place within 100 miles from the traveler's normal place of work and the meeting or conference begins at or after 10:00 AM. Arrival the day that the meeting or conference begins is encouraged whenever the meeting or conference begins at or

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after 12:00 PM and the location of the meeting or conference is less than 300 miles away.

- g. Return on the day after the meeting or conference ends is acceptable whenever same day travel is not practical. However, return the same day that the meeting or conference ends is required if the meeting or conference is taking place within 100 miles from the traveler's normal place of work and the meeting or conference ends at or before 3:00 PM. Return the same day that the conference or meeting ends is encouraged whenever the meeting or conference ends before 12:00 PM and the location of the meeting or conference is less than 300 miles away.
- h. Extra hotel nights for personal reasons will be at the officials or employees own expense and will not be reimbursed. Extra hotel nights for personal reasons will not be paid using County funds or the department's travel card.
- i. A traveler may not be reimbursed for a lodging expense incurred at a place that is not a commercial lodging establishment.
- j. An original lodging receipt showing payment in full must be submitted as supporting documentation for payment or reimbursement. The receipt must include the name and address of the commercial lodging establishment, the name of the employee, the single occupancy room rate, and a daily itemization of the lodging charges.

14. MEALS

- a. Meals for out-of-county travel will be reimbursed as follows:

- i. Out-of-county - In State Travel

- A. Meals, including tips, will be reimbursed based on a per diem basis at \$39 per day. This reimbursement limit applies without a carry over from one day to another. The per diem will be prorated for partial days (\$ 9-breakfast, \$12-lunch and \$18-dinner). Trips beginning before 8:00 a.m. will receive \$39; trips beginning after 8:00 a.m. but before 1:00 p.m. will receive \$30; trips begins after 1:00 p.m. will receive \$18. Trips completed before 8:00 a.m. receive \$9; trips completed after 8:00 a.m. but before 6:00 p.m. will receive \$21; and trips completed after 6:00 p.m. will receive \$39. The employee is not required to keep receipts to document the cost of these meals. However, please note that receipts may be required by the County Official or when

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utilizing grant funds, questions should be addressed to the County Auditor's Office - Grants Accounting Section at (956) 318-2511.

ii. Out-of-County – Out-of-State Travel

Meals will be reimbursed based on one of the following methods:

- A. On a per diem basis at \$39 per day. This reimbursement limit applies without a carry over from one day to another. The per diem will be prorated for partial days (\$9-breakfast, \$12-lunch and \$18-dinner). Trips beginning before 8:00 a.m. will receive \$39; trips beginning after 8:00 a.m. but before 1:00 p.m. will receive \$30; trips beginning after 1:00 p.m. will receive \$18. Trips completed before 8:00 a.m. receive \$9; trips completed after 8:00 a.m. but before 6:00 p.m. will receive \$21; and trips completed after 6:00 p.m. will receive \$39. The employee is not required to keep receipts to document the cost of these meals. However, please note that receipts may be required by the County Official or when utilizing grant funds, questions should be addressed to the County Auditor's Office - Grants Accounting Section at (956) 318-2511.
- B. Actual cost of meals including taxes and tips/gratuities (up to 15% of the cost of the meal) 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). Trips beginning before 8:00 a.m. may receive up to the maximum amount of \$64; trips beginning after 8:00 a.m. but before 1:00 p.m. may receive up to a maximum amount of \$50; trips beginning after 1:00 p.m. may receive up to a maximum of \$30. Trips completed before 8:00 a.m. may receive up to a maximum of \$14; trips completed after 8:00 a.m. but before 6:00 p.m. may receive up to a maximum of \$34; and trips completed after 6:00 p.m. may receive up to a maximum of \$64. The employee is required to keep original itemized receipts to document the cost of these meals. Failure to submit the required receipts for any one day will result in the cost of the meal reimbursement to be based on the per diem basis listed in section 14(a)(ii)(A).

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- b. Meals that are an integral part of the seminar or conference and are listed separately on the registration materials may be allowed at a rate higher than the applicable per diem rate. However, the daily per diem rate will be reduced by the applicable meal per diem rate. Supporting documentation such as the registration receipt or printed material showing which meal(s) are covered is required.
- c. Meals for in-county travel and travel not requiring an overnight stay will not be reimbursed unless the meal cost is part of a conference/registration fee.
- d. Advances for meals will only be provided when traveling out-of-county for two days or longer.
- e. The meals for a spouse and/or dependent(s) will not be paid with County funds.

15. **NON-REIMBURSABLE EXPENSES:** 

- a. Alcoholic beverages
- b. Valet parking (if self-parking is available)
- c. Tips and gratuities in excess of 15% of the actual meal cost for out-of-state travel
- d. Personal phone calls - all phone calls are deemed personal calls unless proof is submitted that the call was for County business
- e. Personal items, such as prescriptions, cosmetics, movies, golf, health club, spas, haircuts, shoe shines, newspapers, laundry/dry cleaning charges, etc.
- f. Loss of funds or personal belongings
- g. Extra day or days on the trip for personal reasons
- f. Luxury & large sports utility vehicle rental cars (see exception in Section 11)
- g. Additional charges for accommodations, meals, travel, etc., for individuals not on County business who accompany the traveler on an authorized County business trip
- h. Fines, court costs, and related expenses
- i. Meals for non-overnight travel
- j. Interest, over the limit, or late charges incurred in a personal credit card
- k. Expenses deemed unreasonable, excessive, unsupported or unexplained

16. **TRAVEL ADVANCES:**

- a. Employees are encouraged to pay for travel expenses using their own personal funds and seek reimbursement from the County. Nonetheless, travel advances will be allowed if an employee's seminar/conference/

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meeting is scheduled to last for 2 or more days by completing **Form T-5 "Out of County – Travel Advance Request"**.

- b. Travel advances are to be given to the requesting employee and may not be given to or used by another employee. Likewise, the travel advance is issued for a specific trip and may not be used for a trip different than the one that was listed on the original request.
- c. Travel advances are the sole responsibility of the traveler and such funds should be safeguarded from loss or misuse. Advances will be recorded as a receivable from the employee until the employee settles the advance through submission of **Form T-4 "Final Travel Expense Claim"**.
- d. Travel advance requests must be received by the County Auditor's Office - Accounts Payable Section with sufficient time for the check to be processed (at least two weeks prior to the date the check will be needed). If request is not received within the time specified, a travel advance check may not be processed and the traveler will have to use a personal credit card and/or cash.
- e. Registration fees, hotel, and airline reservations will not be advanced to the traveler. County Officials and employees are expected to arrange for prepayment of these expenses wherever possible, by using the department's travel card, purchase order, or by requesting that the County issue payment to the vendor. Those expenses that cannot be prepaid by one of these methods should be paid from the employee's personal credit card and/or cash during the period of travel. The County Auditor will grant exceptions on the advancement of registration fees, hotel, and airline reservations to the traveler on a case-by-case basis.
- f. If the official or employee elects to travel by personal vehicle within the State of Texas, the employee may be advanced mileage calculated on a point-to-point basis using the Texas Mileage Guide at the current County adopted rate per highway mile. Incidental mileage will not be advanced.
- g. Incidental expenses (taxi fare, shuttle fare, gas charges for car rentals, airport and hotel parking) may be advanced based on \$20.00 per day. The County Auditor may grant exceptions on the amounts to be advanced on a case-by-case basis.
- h. If attendance at the seminar/meeting/conference is cancelled, travel advances should be immediately returned to the County Treasurer's Office no later than 20 calendar days after the seminar/conference/

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meeting date with a completed **Form T-4 "Final Travel Expense Claim"**.

- i. Individuals receiving a travel advance are required to account for the advance within 20 calendar days after the seminar/conference/meeting date by completing **Form T-4 "Final Travel Expense Claim"**. Original itemized receipts (except meal receipts) must be submitted in order to obtain reimbursement for allowable expenses paid by the traveler. Subsequent travel advances requested by the department on behalf of a traveler with an outstanding travel advance will not be made.
- j. If **Form T-4 "Final Travel Expense Claim"** is not settled within 60 days of trip return, the County Treasurer will deduct the advance from the traveler's next paycheck. Once the advance is taken from the traveler's paycheck, the traveler will not be able to seek reimbursement from the County. A request for reimbursement after these 60 days will not be allowed. Unsettled travel advances for terminated employees will be deducted from their final paycheck.

17. TRAVEL CANCELLATIONS

- a. If it becomes necessary to cancel a trip, the traveler is required to make all necessary cancellations, notify the Purchasing Department if department's travel card was used for reservations, and/or the County Auditor's Office – Accounts Payable Section if payments were made in advance (seminar registration, hotel accommodations, airfare, and car rental, etc.).
- b. An employee may be reimbursed for travel expenses or cancellation charges incurred as a result of attempting to conduct official County business if:
 - i. The travel expense is incurred for a reason related to official County business;
 - ii. The employee is unable to conduct the business because of a natural disaster or other natural occurrence; and the expense would be payable or reimbursable had the official County business been conducted; or
 - iii. The employee returns, before the official County business is completed because of an illness or a personal emergency.
- c. The supporting documentation for a travel expense or cancellation charge incurred under these circumstances must include a description of the official County business, natural disaster or other natural occurrence, or the County Department's determination that an illness or a personal

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emergency occurred that made the employee unable to conduct official County business. In addition, any checks in the possession of the employee for payment of travel expenses (registration, hotel, etc.) must be returned and be accompanied by a written request to void the checks. Any cancellation costs that did not result from the above-approved reasons will be disallowed and at the expense of the traveler.

- d. Failure to cancel reservations for reasons other than those listed above will be at the expense of the traveler and be deducted from the employee's payroll check within 60 days of the seminar/conference/meeting date.

18. TRAVEL REIMBURSEMENTS

- a. The reimbursement rate for certain travel expenses may vary from the County's rate if grant funds are being used. Before expenses are incurred, questions should be addressed to the County Auditor's Office - Grants Accounting Section at (956) 318-2511.
- b. Travel expenses incurred and paid through personal credit cards and/or cash while conducting official County business will be reimbursed only if reasonable, necessary, and allowable in accordance with this Policy upon completion of the travel and submittal of a properly filled **Form T-4 "Final Travel Expense Claim"**. The County will not reimburse interest, over the limit, and late charges, incurred in a personal credit card by the traveler.
- c. The County will not reimburse a County employee for a travel expense unless the employee has incurred the expense. A County employee who receives free transportation or lodging in exchange for mileage, points, or other non-monetary credits belonging to the employee is not considered to have incurred an expense.
- d. A County employee may not accept a reimbursement or advance for a travel expense from more than one source. A County employee who anticipates receiving or actually receives a travel expense reimbursement or advance from another person/entity/association other than the County may seek a reimbursement or advance for the expense from the County only to the extent the amount of the person's reimbursement or advance is less than the amount of the total expense. If reimbursement is received from the County and another source, the reimbursement should be returned to the County Treasurer's Office no later than 20 days after receipt of the subsequent reimbursement.

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19. SANCTIONS

- a. A County employee who violates this policy and misuses County property or funds will be subject to disciplinary action including termination and/or criminal charges.

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PROCEDURES

A. County Department

1. Ensure traveler has read and understands the County's travel policies, guidelines, and procedures as they relate to minimizing travel costs and documenting travel expenses with original receipts.
2. If grant funds are being utilized, verify reimbursement rates and travel guidelines with the County Auditor's Office - Grants Accounting Section at (956) 318-2511.
3. If traveling out-of-state, obtain approval from the DBM by submitting **Form T-1 "Application for Out-Of-State Official Travel"** before any reservations or travel is made.
4. Submit requisition to the Purchasing Department for seminar registration, hotel accommodations, airfare, car rental, and meals and incidental expenses, if any (requisition for meals and incidentals should be made under the name of the traveler). Ensure travel expenses are in accordance with the travel policy and requisition includes the following:
 - a. Seminar Registration: seminar/conference/meeting name, date(s), location, including city and state; name(s) of traveler(s); notation as to manner of travel (County vehicle, County provided rental, or use of personal vehicle).
 - b. Hotel Accommodations: seminar/conference/meeting name, date(s), location, including city and state; name(s) of traveler(s); type of room rental, daily hotel rate, and number of hotel nights.
 - c. Airfare: seminar/conference/meeting name, date(s), location, including city and state; name(s) of traveler(s); date(s) of travel.
 - d. Car Rental: purpose of rental (i.e. attend seminar/conference/meeting/elections); seminar/conference/meeting/elections name, date(s), location, including city and state; name of driver and additional driver, if any; name(s) of traveler(s); type and size of rental vehicle, daily rental rate, number of rental days, location where rental will be acquired and returned (address, city, and state). If department has a County vehicle, include a statement providing proper justification as to why the County vehicle will not be used.

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- e. Meals and incidental expenses: name of traveler; seminar/conference/meeting name, dates(s), location, including city and state; meals and incidental expenses should be listed separately.
5. If utilizing the department's travel card, request the Purchasing Department to book seminar registration, hotel accommodations, airfare, and car rental.
 6. If requesting direct payment for seminar registration, and hotel accommodations submit **Form T-2 "Seminar, Hotel, Car Rental, & Airfare Check Request"** to the County Auditor's Office - Accounts Payable Section.
 7. If requesting a travel advance, submit **Form T-5 "Out-Of-County Travel Advance Request"** and submits requisition to the Purchasing Department for travel advance in the name of the traveler.
 8. Ensure that within 20 calendar days after completion of travel, traveler completes **Form T-4 "Final Travel Expense Claim"** and returns any remaining travel advance funds to the County Treasurer's Office. **Form T-4**, along with a copy of the County Treasurer's receipt (if any), must be submitted to the County Auditor's Office - Accounts Payable Section only after it has been properly completed, supported, and signed. Reimbursement to the traveler, if any, will be delayed or denied until the original supporting documentation for expenditures made is received. Supporting documentation includes the following:
 - Original itemized hotel receipt indicating a zero balance owed
 - Airline boarding pass and original airline ticket receipt or travel agency itinerary
 - Original car rental receipt and car rental agreement
 - Seminar/conference/meeting agenda
 - Original receipt and/or confirmation for seminar, conference, etc.
 - Seminar certificate of completion, if available
 - Original taxi receipt
 - Original parking receipt
 - Printouts of MapQuest (if requesting incidental mileage reimbursement)
 - If coordination of travel is required, submit written justification for need to travel separately

Original receipts must be affixed to a sheet of paper in date order and attached to **Form T-4 "Final Travel Expense Claim"**.

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9. Submit, if necessary, the approved **Form T-1 "Application for Out-Of-State Official Travel"** to the County Auditor's Office when requesting payment or reimbursement of travel expenses.
10. Submit, if necessary, **Form T-3 "In-County Travel Automobile Expense Claim"**, including specific address points on a monthly basis by the 10th workday following the end of the month in which the expense was incurred.
11. If it becomes necessary to cancel a trip, the traveler is required to make all necessary cancellations, notify the Purchasing Department if department's travel card was used for reservations, and/or the County Auditor's Office - Accounts Payable Section if payments were made in advance (seminar registration, hotel accommodations, airfare, and car rental, etc.).

If a trip was cancelled, any checks for payment of advanced travel expenses (registration, hotel, advances, etc.) must be submitted to the County Auditor's Office - Accounts Payable Section. The check must be accompanied by a written request from the County Official to void the checks.

In addition, if a trip was cancelled, **Form T-4 "Final Travel Expense Claim"** must be completed and submitted to the County Auditor's Office - Accounts Payable Section along with supporting documentation for any travel expenses or cancellation charges incurred. In addition to the items listed on Section A8 above, supporting documentation should include the following:

- Description of the official County business
- Reason for cancellation that made the employee unable to conduct official County business (natural disaster, natural occurrence, illness, or a personal emergency). Cancellations for reasons other than those listed above will be at the expense of the traveler and be deducted from the employee's payroll check within 60 days of the seminar/conference/meeting date.

Failure to cancel reservations or cancellations for reasons other than those listed above will be at the expense of the traveler and be deducted from the employee's payroll check within 60 days of the seminar/conference/meeting date.

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B. Purchasing Department

1. Review requisition submitted by department for seminar registration, hotel accommodations, airfare, and car rental, if any. Ensure requisition includes the information listed in Section A4 above and that request is in compliance with travel policy.
2. If request is in compliance with travel policy, issue purchase order for seminar, hotel accommodations, airfare, and car rental, if any.
3. Book seminar, hotel accommodations, airfare, and car rental for departments requesting payment by the department's travel card ensuring reservations comply with the travel policy and guidelines.
4. Upon notice by the department of a trip cancellation, cancel reservations made using the department's travel card.
5. If airfare was reserved using the department's travel card, maintain an inventory schedule of refundable airfare credits received as a result of a trip cancellation. The inventory schedule should include the department name, employee name, cancellation date, and re-schedule/use date.

C. Department of Budget and Management

1. Review **Form T-1 "Application for Out-Of-State Official Travel"** and approve request for out-of-state travel if need for travel is properly justified (i.e. training is not available in-state).

D. County Auditor

1. Audit and process **Form T-2 "Seminar, Hotel, Car Rental, & Airfare Check Request"** ensuring compliance with the travel policy & guidelines.
2. Audit and process **Form T-5 "Out-Of-County Travel Advance Request"** ensuring compliance with the travel policy & guidelines.
3. Audit and process **Form T-4 "Final Travel Expense Claim"** ensuring compliance with the travel policy & guidelines.
4. Liquidate the purchase order issued for the travel advance from the out-of-county travel account and prepare a journal entry to record the out-of-county travel expense and remove the receivable owed from the employee when the employee settles the advance through submission of **Form T-4 "Final Travel Expense Claim"**.

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5. Send notices to departments when travel payments have been paid directly to the vendor or traveler and a **Form T-4 "Final Travel Expense Claim"** has not been submitted.
6. Notify the County Treasurer of any travelers for which the County has made travel payments on their behalf and have not submitted **Form T-4 "Final Travel Expense Claim"** within the specified time.
7. Audit and process **Form T-3 "In-County Travel Automobile Expense Claim"** ensuring compliance with the travel policy & guidelines.

E. COUNTY TREASURER

1. Mail out travel checks unless the department has requested otherwise.
2. Notify the departments when the travel advance or travel expense reimbursement checks have been processed and are ready for pickup.
3. Verify identification and obtain signature of individual picking up the check before releasing the check.
4. Verify that remaining travel funds being returned to the County by traveler are accompanied by a copy of properly filled out and documented **Form T-4 "Final Travel Expense Claim"**.
5. Forward receipt issued for remaining travel funds and **Form T-4 "Final Travel Expense Claim"** to the County Auditor's Office - Financial Accounting Section.
6. Make arrangements to deduct from the traveler's paycheck any advance travel payments made to the vendor or the traveler if **Form T-4 "Final Travel Expense Claim"** is not submitted within the specified time in accordance with applicable laws.
7. Contact and verify with the County Auditor's Office - Accounts Payable Section that travel advances made to a terminated employee have been settled. If a travel advance has not been settled, deduct the outstanding amount from the employee's final paycheck.