

## **MEMORANDUM**

TO: Ignacio Amezcua, Purchasing Director

From: Isaac Sulemana, Chief of Staff

Date: December 13, 2023

The Hidalgo County Judge's Office, which includes our Emergency Management, Economic Development and Public Affairs Divisions, receive requests for many meetings. These meetings all deal with matters pertinent to Hidalgo County and normally involve political subdivisions and elected officials. We offer coffee, tea, bottled water and an occasional snack at these meetings. There are multiple meetings held on a weekly basis and they are scheduled throughout the year as requests come in.

It is difficult to determine the numbers of meetings ahead of schedule as requests are consistently made. Therefore, we anticipate the need to order coffee, tea, stirrers, sugar, sugar substitute, creamer, coffee filters, coffee cups/lids, paper plates, napkins, paper towels and on occasion sweet bread/snacks in advance. We are not able to provide an exact number of attendees as the number of attendees varies during any given meeting.

Due to these circumstances, it is ineffective for our office to follow the "Non-Travel Meals, Refreshments and Related Expenses Claim" policy. Therefore, we respectfully request an exemption for the forthcoming year for the items listed above.

Discussion, Consideration and applicable action requesting Exception from Hidalgo County's adopted Accounting Procedures Manual, Non-Travel Meals, Refreshments and Related Expenses and expand the exception to include County Judge's Office Meetings (including OEM, ED, PA) with the following:

- a. Political Subdivisions
- b. Federal, State, Local Law Enforcement agencies
- c. International, Federal, State, Local Governmental agencies
- d. International, Federal, State, and Local Economic Development Opportunities
- e. Federal, State, and Local level Non-profit organizations
- f. Community organizations
- g. Hidalgo County Constituents
- h. News media personnel and journalists
- i. Members of the local and international business community