

**STATE OF TEXAS
COUNTY OF WALLER
CITY OF HEMPSTEAD**

BE IT REMEMBERED that on the 29th day of June A.D., 2023 at 4:00 P.M. the City Council met in a Workshop Meeting at the Hempstead City Hall, 1125 Austin Street, Hempstead, Texas, there being present, to-wit:

Erica Gillum, Mayor
Lonnie Garfield, Mayor Pro-Tem
Cindy Pearce, Councilmember
Mildred Jefferson, Councilmember
Nora Hodges, Councilmember
Karon E. Neal, Councilmember

Sabrina Alvarez, City Secretary

1. Call to order and invocation.

Mayor Erica Gillum called the meeting to order at 4:03 P.M. and Public Works Director Frederick Alexander gave the invocation.

2. Pledge of Allegiance.

The Pledge of Allegiance was given.

3. Discussion and action on Travel Policy for the City of Hempstead.

Councilmember Cindy Pearce stated that she reviewed City of Brenham, City of Katy travel policies and that those cities must present within 30 days' notice of the travel. They have no laundry costs, if the employees cancel then they should be held accountable for the fees associated with that travel, and to set meal prices. Councilmember Nora Hodges stated that the 30 days' notice should be stated, when possible, because when emergencies are presented the 30 days' notice may not be feasible to do. Councilmember Nora Hodges also stated that the city needs a travel policy for consistency and transparency and to set a per diem amount. Councilmember Nora Hodges also stated that when we book hotels, we can book at government rates. Mayor Erica Gillum stated we could leave it as it is budgeted per department or produce a travel policy for the city. Mayor Erica Gillum stated a travel policy would not be beneficial to her. Manager of Operations Kollye Kilpatrick stated that it would be best to form a committee and work on a travel policy of what is best for the City of Hempstead. Councilmember Nora Hodges stated that she has requested From HGAC to see if they have any information or travel policies that other cities that may be helpful for her review and share with council. Councilmember Nora Hodges made a motion to approve that the City form a committee to prepare a travel policy for the City of Hempstead. Councilmember Cindy Pearce seconded the motion and carried unanimously.

4. Adjourn City Council Meeting.

There being no further business, Councilmember Mildred Jefferson made a motion to adjourn the meeting at 4:32 P.M. Councilmember Karon Neal seconded the motion and carried unanimously.

PASSED AND APPROVED this the 17th day of July, A.D., 2023.

APPROVED:

/s/: Erica Gillum, Mayor

ATTEST:

/s/: Sabrina Alvarez, City Secretary