

NOTICE OF A REGULAR MEETING
OF THE CITY COUNCIL OF THE CITY OF HEMPSTEAD

Notice is hereby given that a Regular Meeting of the City Council of the City of Hempstead will be held on **Monday, the 1st day of May A.D., 2023 at 6:00 P.M.** at the **Hempstead City Hall, 1125 Austin Street, Hempstead, Texas**, at which time the following subjects will be considered, to-wit:

1. Call to order and invocation.
2. Pledge of Allegiance.
3. Public Comments.
4. Consideration and action on rebidding the East Feeder.
5. Consideration and action on a Resolution of the City Council of the City of Hempstead granting a permit to Mr. B Fireworks to have a supervised public fireworks display on July 4, 2023, at the Hempstead City Park.
6. Discussion and action on a Travel Policy for the City of Hempstead.
7. Consideration and action on a Resolution of the City Council of the City of Hempstead supporting the application to the Texas Department of Transportation 2023 Transportation Alternative Set-Aside (TA) call for projects.
8. Consideration and action on the creation of a new position in the Utility Department: Managing Director of Operations.

CLOSED SESSION

9. The council will convene in closed session pursuant to Section 551.074 of the Government Code to deliberate the appointment, employment, reassignment, and duties of a public officer or employee. (Managing Director of Operations)

GENERAL SESSION

10. Consideration and action to hire a Managing Director of Operations of the Utility Department.
11. Presentations-
 - A. Mayor's Reports
 1. Introduction of New Hires
 2. Junior/Senior students to apply for Air Force Academy
 3. Remarks on upcoming 150th Celebrations
 4. Hospital District Briefing (Mr. Landry)
 5. D R Horton extending invitation to City Council and Citizens for a tour of local DR Horton Community.
 6. Briefing on Mayor Association Conference in Washington.
 7. Register for SBDC (Creating Content using ChatGPT-AL) attached flyer to print for Citizens and Council. (Liliana Rodriguez or Mr. Clarence Landry)
 8. Neon Cloud Production Update-Website Graphics

B. Councilmember's Report-

1. Chase Murray- Farewell to City Council.
2. Mildred Jefferson-We are sending our most heartfelt condolences to the family of Audrey Zientek. Please keep them in your prayers.

The City Council of the City of Hempstead reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below authorized by Texas Government Code, Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), and 551.086 (Certain Public Power Utilities: Competitive Matters). Council may act in Open Session on any item listed for Executive Session.

12. Adjourn City Council Meeting.

Dated this the 28th day of April, A.D., 2023.

By: 

Sabrina Alvarez, City Secretary

I, the undersigned authority, do hereby certify that the above Notice of a Regular Meeting of the governing body of the City of Hempstead is a true and correct copy of said Notice, and that a true and correct copy of said Notice was posted on the City Hall bulletin board and entrances to City Hall, in the City Hall of said City of Hempstead, Texas, a place convenient and readily accessible to the general public at all times, and that said Notice was posted on April 28, 2023 at 3:30 P.M. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 28th day of April, A.D., 2023.

By: 

Sabrina Alvarez, City Secretary

PUBLIC PARTICIPATION BY TELEPHONE

The City of Hempstead City Council **may** conduct the meeting scheduled at **6:00 P.M. on Monday the 1st day of May 2023 at the Hempstead City Hall, 1125 Austin Street, Hempstead, Texas.** The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the telephonic meeting will be made and will be available to the public upon written request.

The toll-free dial-in number to participate in the meeting telephonically is:

1-346-248-7799; Access Code 989-478-2100

IF CITY COUNCIL MEMBERS ARE GOING TO APPEAR BY VIDEOCONFERENCE A QUORUM OF COUNCILMEMBERS MUST BE PRESENT AT THE LOCATION.

NOTICE OF MEETING BY VIDEO CONFERENCE

The City of Hempstead City Council **may** conduct the meeting scheduled at **6:00 P.M. on Monday the 1st day of May 2023 at the Hempstead City Hall, 1125 Austin Street, Hempstead, Texas** by videoconference in addition to allowing in person attendance. A quorum of the City Council will be physically present at the Hempstead City Hall, 1125 Austin Street, Hempstead. The public may participate in the City Council Meeting by using the following information:

1-346-248-7799, Access Code 989-478-2100

City of Brenham Travel Expense Reimbursement Policy

I. GENERAL STATEMENT

- A. The City of Brenham will reimburse employees for business expenses paid by the employee which would otherwise be deductible in accordance with Section 162 of the Internal Revenue Code ("I.R.C."). In order for such expenses to qualify for reimbursement, they must:
 - 1. Be necessary in the conduct of city business and be directly attributable to it;
 - 2. Demonstrate good judgment by the employee;
 - 3. Represent reasonable cost to the city; and
 - 4. Comply with the provisions of this policy.
- B. This policy extends to all levels of employees receiving expense reimbursement.

II. POLICY

A. Travel Expenses

- 1. Transportation – The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by each department. Air travel must be booked at the most discounted fare basis whenever possible. The cost of the ticket may be charged to an employee's procurement card ("P-card") or may be charged to an employee's personal credit card. When the ticket is charged to a P-card or personal credit card, the employee must print a copy of the Itinerary/Invoice document. That copy should be used as documentation to attach to the Travel and Expense Report. If the airline ticket is charged to an employee's personal credit card, refer to section II.E.5. of this policy for reimbursement information. Discount fares must be purchased when available. The employee should also use the most economical form of ground transportation available except where such would result in unreasonable inconvenience or costly loss of time. The cost of a rental car will not be reimbursed unless it is the most economical form of transportation or is required to serve a necessary business purpose. Personal automobiles should be used for travel where other modes of transportation would be more costly and involve a loss of time. The city will reimburse employees for the use of their personal automobile based on the current I.R.C. per mile expense rate and the actual miles driven for business purposes.
- 2. Lodging – When traveling, employees are expected to live comfortably but with reasonable prudence. Accommodations will be reimbursed at the seminar/convention rate of the facility at which the seminar/convention is held. Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the city. When overnight accommodations are required, other than a seminar/convention, a good commercial hotel with a reasonable rate for that community should be used. Normal and reasonable gratuities to hotel employees are acceptable. As outlined in section II.E.2., all overnight travel will require approval by the City Manager or Assistant City Manager.
- 3. Meals – The cost of meals while traveling will be reimbursed at a per diem rate (Section II.E.9.) for each day while out of town. The per diem rate is adjusted and paid on the day leaving or the day returning from a trip and for single day travel not requiring an overnight stay. Where a trip would

ordinarily necessitate an overnight stay but circumstances require returning on the same day, reimbursement will be allowed. Cost of meals subject to the per diem rates should not be charged using a P-card issued by the City.

4. Other Expenses – The city will reimburse employees for other expenses related to business travel as follows:
 - a. Travel to and from airports using personal automobiles, taxis, buses, or similar services;
 - b. Reasonable parking fees for airport parking during days when traveling for business purposes;
 - c. Reasonable laundry and cleaning expenses incurred during an extended stay of more than one week out of town;
 - d. Personal long distance telephone calls for a safe arrival call and other reasonable or necessary calls. City owned cell phones may be available for use when an employee travels on city business; and
 - e. Computer related expenses for city business reasons.
5. Travel Expenses Reimbursed by Others – It is not permissible for any travel expenses to be paid by a vendor or prospective vendor. This includes site visits or other travel to inspect a vendor's product. Travel expenses incurred by a city employee may be paid by a professional association or other group when the employee is performing a service for that group (i.e. teaching, speaking, etc.).
6. Travel Advances – All travel and cash advances must be approved in advance by the employee's Department Director (or designee).
7. Combination of Business and Personal Travel – If an employee combines personal activities with a business trip, then all additional expenses incurred due to the personal activities (hotel room days, airport parking days, additional meals, additional airfare, etc.) must be excluded from the employee's request for reimbursement.
8. Authorization – Authorization for travel expenses are based on the established "Levels of Authority." All travel-related business expenses should be approved in advance in order to avoid situations where an employee incurs travel-related expenses that will eventually not be approved by the employee's supervisor. As outlined in section II.E.1., a Travel Request and Authorization must be submitted ten (10) days prior to travel date.

B. Business Meals and Entertainment

1. The city will reimburse employees for the cost of business meals and entertainment expenses when a valid business purpose exists for the expenditure and appropriate authorizations are obtained.
2. Meal and entertainments expenses which may qualify for reimbursement include:
 - a. Business meals with representatives of outside entities where necessary city business is transacted;
 - b. Meals and entertainment for employees and/or Active Staff members with no outside individuals present where a specific business purpose exists and such expenditure is approved by the Department Director, Assistant City Manager, or City Manager; and
 - c. Meals and entertainment for persons associated with various city boards where the purpose is to fulfill the city's obligation to participate officially as a citizen of the community in improving its economic, social, and cultural well-being.

3. Since drinking of alcoholic beverages while conducting official city business is contrary to city policy, it is not allowed at public, outside business lunches.
4. Approvals for business meals and entertainment expenses are based on the "Levels of Authority." When possible, advanced approval should be obtained for meal/entertainment expense reimbursement in order to avoid situations where it is determined retrospectively that a particular meal/entertainment is not for a proper business, purpose, and therefore reimbursement is denied.

C. Other Expenses

1. The city will reimburse the following expenses incurred by employees on local assignments:
 - a. Necessary parking fees incurred while away from the employee's usual place of work on city business; and
 - b. Cost associated with the business use of a personal automobile as outlined in this policy.
2. Other expenses will be considered for reimbursement if made for the clear benefit of the city and if the employee is required to make the expenditure in order to properly carry out his/her job responsibilities. Reimbursement of expenses will include sales taxes which the employee is required to pay.

D. Spouse Travel/ Business Expenses

1. Generally, the city will not reimburse employees for any portion of expenses related to an employee's spouse or other family member on a business trip. In such cases, the employee must break out expenses related to spouse travel/business expense (airline fare, double occupancy cost of a hotel room, etc.) so that the city does not reimburse an employee for such costs.

E. Reporting Travel Expenses

1. When an employee is scheduled to travel according to the criteria in section I, a Travel Request and Authorization form should be completed and submitted ten (10) days prior to travel date. The form is available on the City's internal website. All estimated and predetermined costs should be included on the form, as well as any cash advances requested. Advances are also addressed in section II.A.6.
2. The Travel Request and Authorization form must have appropriate approvals and signatures before any reimbursement as outlined section II.A.8. will be paid. The City Manager or Assistant City Manager must approve all overnight travel or travel out of state.
3. Actual expenses must be reported using the City of Brenham Travel and Expense Report form available on the City's internal website. The form allows for accounting of reimbursable expenses by category. It must be completed and submitted to the Finance Department within ten (10) business days after travel completion and return to work. All applicable receipts, in their original form should be attached to the Expense Report as described in section II.E.7. Original receipts for items paid using a City P-card should be attached to the P-card statement. Actual expenses paid by the City directly to vendors should not be included on the Travel and Expense Report. These could include registration fees, lodging, etc. that are requested to be paid in advance as part of the Travel Request and Authorization.
4. Employees who must use their personal vehicles to travel to a training destination further than their designated work location or other city locations and/or facilities will be reimbursed at the current IRS rate.

Reimbursement will be made only for the difference in miles from the normal work location to the further training location. To compute the amount to be reimbursed multiply the number of business-related miles driven by the per mile allowance rate established by the Internal Revenue Service as indicated on the Travel and Expense Report form.

5. When an employee charges airline tickets to his/her personal credit card, the original passenger coupon showing the credit card number must be submitted for reimbursement. If an employee purchases an airline ticket and later changes plans because of scheduling conflicts resulting in a penalty, such penalty will be reimbursable to the employee by the city if a written explanation from the employee's supervisor concerning the employee's schedule conflict is provided. Airline tickets purchased directly by the city should not be recorded on the city Travel and Expense Report.
6. The original rental contract must be submitted when an employee rents an automobile. The employee must also explain, on the Travel and Expense Report, why the rental of an automobile is the most cost-effective mode of ground travel or is necessary for business purposes. Additional insurance coverages provided by car rental companies are not reimbursable.
7. Receipts documenting all travel-related expenditures should be submitted with the Travel and Expense Report. Reimbursement for expenses will be denied if appropriate documentation is not submitted. Acceptable forms of documentation include: itemized credit card receipt, a copy of the cancelled check (front and back), or official receipt including date of service, name of the vendor, and total cost.
8. Itemized hotel bills must be submitted with the Travel and Expense Report. Only amounts related to hotel room costs (including applicable taxes) should be reported under "Lodging." Other costs on the itemized hotel bill (e.g. meals, parking, telephone, etc.) should be broken out and reported under other expense with any necessary justification. Personal entertainment expenses (e.g. in-room movies, pay television, dry cleaning and laundry, health club and spas, etc.) not incurred for necessary business purposes are not reimbursable to an employee.
9. Expenditures for meals during out-of-town travel shall be reimbursed at the following per diem rates: a) First day of travel - \$30.00; b) Full day of travel - \$50.00; c) Last day of travel - \$30.00; Single day travel (no overnight stay) - \$30.00.
10. Business meals, as defined under section II.B.2., will be reimbursed at the actual cost of the meal. The employee is required to demonstrate good judgment and represent reasonable cost to the city.
11. When an employee travels to a foreign country and pays expenses in a foreign currency, the expenses must be converted and reported in U.S. dollars on the Travel and Expense Report.

F. Reporting Business Meals and Entertainment Expenses

1. Reimbursement of business meals and entertainment expenses must be requested on the City of Brenham Travel and Expense Report form. For business meals or entertainment, the information must be completed in sufficient detail to clearly document:
 - a. The specific business purpose of the meal/entertainment;
 - b. The names of all persons attending the meal/entertainment;
 - c. The names or organizations represented by persons attending the meal/entertainment;
 - d. Date of the meal/entertainment;
 - e. Place of the meal/entertainment;

f. Type of meal (e.g. breakfast, lunch or dinner) or entertainment;
and

g. The amount of reimbursement due to the employee.

G. Business Expense Report Submission

1. Reimbursement of all expenses will be based on actual cost to the employee requesting reimbursement. A valid itemized receipt clearly showing the date of service, vendor name, and total cost must be provided for all expenditures. All receipts must be taped, in an orderly fashion, to one or more blank, white, 8 1/2 by 11 sheet(s) of paper and stapled behind the Travel and Expense Report.
2. If an employee received an approved advance then such advance must be reported on the City of Brenham Travel and Expense Report form and included in determining the amount of reimbursement due to the employee. If the employee did not spend the full amount of the advance, the employee must remit the excess funds and attach to the Travel and Expense Report form. All advances must be settled before an employee receives reimbursement for additional travel or business expenses. Authorized expenses in excess of advanced funds received will be reimbursed with proper approval. Excess advance funds which are not returned will be considered taxable income to the employee and included in their W-2 wages.
3. An employee should complete the City of Brenham Travel and Expense Report form for which the employee incurred reimbursable expenses. Such form must be submitted within ten (10) business days after return to work. Any expenses submitted more than ninety (90) days after the incurred expense must be approved by the Assistant City Manager-CFO.
4. Approval of the City of Brenham Travel and Expense Report must be in accordance with the established "Levels of Authority." As such, in no instances may an employee approve his/her own Travel and Expense Report.
5. Once the Travel and Expense Report is properly approved, the form should be forwarded directly to the Accounts Payable Department. An approved form should never be returned to the employee requesting reimbursement because of the potential for subsequent modification after approval is obtained.
6. The Accounting Department will process expense reimbursement checks to an employee in a timely manner. When a Travel and Expense Report is received by the Accounts Payable Department with proper documentation and approvals, a check will be issued with the next payable processing cycle. The employee or the employee's supervisor will be notified that the check is ready to be picked up.
7. The Accounts Payable Department, which is responsible for processing payments under this policy, may request specific authorization for reimbursement of expenditures which are not addressed by the policy.

H. Expenses Not Covered in Policy

1. The City Manager's or Assistant City Manager's approval must be obtained prior to any expenditure of funds for items or charges that are not specifically addressed in this policy.

I. Compliance

1. Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.

City of Brenham

Travel and Expense Report

****Must be completed and submitted to the Finance Department for audit within ten (10) business days after return to work****
Incorrect completion of report may result in being returned to employee and delay the reimbursement process

Employee _____ Today's Date _____

Department Name & Number _____

Purpose of Trip Expense _____

Departure/Return Date & Time _____

GL account(s) to be charged _____

ITEMIZED EXPENSES

ORIGINAL RECEIPTS MUST ACCOMPANY THIS REPORT (with the exception of Pcard receipts)
 Please make copies of any charges on your City Pcard; original receipts must accompany JPMorgan Chase statement

	Expense Paid by City	Expense Paid by Employee	TOTAL
Registration Fees	_____	_____	\$0.00
Airfare	_____	_____	\$0.00
Rental Car/Taxi/Uber	_____	_____	\$0.00
Personal Vehicle Mileage (# miles) _____ \$ 0.575		\$ -	\$0.00
City Vehicle Fuel	_____	_____	\$0.00
Parking Fees/Tolls	_____	_____	\$0.00
Lodging	_____	_____	\$0.00
Meals (per diem rates) - calculate below		\$0.00	\$0.00
Other (please specify) _____	_____	_____	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00

First Day @ \$30.00	_____	Total Cost of Travel	\$0.00
# Full Days @ \$50.00 _____ \$ -		Less: Cash Advance	\$0.00
Last Day @ \$30.00 _____		Less: Amount Paid by City	\$0.00
Single Day (no overnight) @ \$30.00 _____		Balance due to Employee	\$0.00
Total Per Diem for Meals (no receipts needed) \$ -			
	For Finance Dept. only	Cash Advance Check #	

DEPARTMENT APPROVALS & SIGNATURES

*These expenses have been incurred by me in the conduct of City business. I understand that I can not claim
 City reimbursement for expenses that I have been reimbursed for or that I expect to be reimbursed for in the future by another source.*

Employee Signature _____ Date Submitted _____

Department Supervisor and/or Director _____ Date Approved _____

City of Brenham

Travel Request & Authorization for Overnight Travel

****Must be submitted ten (10) days PRIOR to travel date****

Employee _____ Today's Date _____
Department Name & Number _____
Purpose of Trip _____
Destination _____
Dates of Travel and/or Conference _____

ESTIMATED & PREDETERMINED COSTS

Registration Fee (include conference registration form, brochure, agenda, etc.) _____
Airfare _____
Personal Vehicle Mileage (include printed mileage sheet) _____ Miles @ \$0.575 \$0.00
City Vehicle Fuel _____
Rental Car/Taxi/Uber _____
Lodging # Nights _____
Meals (include per diem rates) _____
First Day \$30.00 _____
Number of Full Days _____ Full Day @ \$ 50.00 \$0.00
Last Day \$30.00 _____
Other (please specify) _____
TOTAL ESTIMATED COSTS **\$0.00**

ADVANCE CHECKS REQUESTED

PAYEE	NEED BY DATE	PAYMENT AMOUNT
_____	_____	_____
_____	_____	_____
TOTAL ADVANCE		\$0.00

ADMINISTRATIVE APPROVALS & SIGNATURES

I am knowledgeable of the policies and rules set forth in the City of Brenham Travel Regulations.

Employee Signature _____ Date Submitted _____
Department Supervisor and/or Director _____ Date Approved _____
City Manager or ACM _____ Date Approved _____

Original form should be turned in to Finance once approved.

CITY OF KATY

TRAVEL POLICY

SECTION VIII TRAVEL POLICY

8.01 General Requirements

- (a) This policy is applicable to all personnel of the City, whether elected or appointed, and applies to all travel on City business outside the city limits and to all travel reimbursements to City personnel, subject to authorized Budget appropriations and authenticated expenses.
- (b) Prior budgetary approval is required for travel expenses.
- (c) Prior supervisory approval is required for travel.
- (d) All personnel traveling for the City should leave word with their supervisor as to where they can be reached while out of the City.
- (e) When leaves of absence of any nature, including vacation, are taken in addition to travel time, the leave time must be clearly shown on the appropriate form.
- (f) For travel beyond a 250-mile radius of the City, only transportation by air will be approved, except as herein below provided. It is the City's policy that air travel is used wherever possible to eliminate the lost time which is otherwise involved. Lodging will not be approved for automobile transportation in excess of one day, unless travel is on the traveler's time. The use of a private vehicle for a trip exceeding the 250 mile radius by two or more personnel traveling together, where the combined air fares would greatly exceed the cost of travelers time (salaries) and mileage expense, will be an exception to this section, when the use of such private vehicle is approved by the Mayor or City Administrator.
- (g) Alternate routes which are desirable because of personal affairs of the traveler can be used, but only on the traveler's time and with the traveler bearing the additional cost of the alternate route. Mileage and expenses incurred on alternate routes must be shown on the expense account that is turned in for reimbursement or for advance in funds request.
- (h) Minimum, but sufficient advances may be drawn by those who are in traveling for the City. The careful notation of the expenses in writing when they are incurred will be of valuable assistance in preparing the final expense report. Travel advances (cash advance) for elected officials shall be limited to no more than the amount of one month's stipend, unless approved by City Council.
- (i) All expenditure reports must be filed with the Treasurer's Office with 15 days after the traveler's return. Noncompliance will subject the traveler to a payroll deduction for funds advanced.
- (j) Any expense incurred by the City for reservations made for any City personnel, including elected officials, who thereafter cancels or fails to use such reservation shall be reimbursed by

such City personnel, unless waived by the Mayor and City Administrator for employees of the City in case of emergency and by the Mayor and City Council for elected officials in case of emergency.

8.02 Reimbursable Expenditures

(a) Generally. The representative of the City traveling is responsible for justifying his or her expenses adequately and fully to the satisfaction of the Mayor or City Administrator within the limits set out in this section. The City will not reimburse expenses incurred by non-City personnel.

(b) Transportation - Air Travel. Tourist class tax-exempt cost will be the maximum allowed for all trips over 250-mile radius of the City.

(c) Transportation - Auto Travel. When personnel use their personal vehicles, they shall be reimbursed for trips within 250 miles of Katy at a rate equal to standard mileage rate for purposes of computation of deduction of automobile expenses as adopted in the Internal Revenue Code for the year in which the expenses are incurred.

(d) Meals. Meal expenses shall be kept within reason (since said meal prices may vary from city to city and state to state) and any excessive costs must be justified and receipted. Receipts must be provided for banquets and special meals. Meal expenses for extended stay beyond the conclusion of the public purpose of the travel shall not be reimbursed by the City.

(e) Lodging. Reimbursement for room expenses for City personnel only shall be based upon the actual receipts for payment. Room expenses for extended stay beyond the conclusion of the public purpose of the travel shall not be reimbursed by the City.

(f) Non-Reimbursable Expenses. Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expense or other sundry times not relevant to the public purpose of the travel.

(g) Laundry. Laundry costs will only be reimbursed when the approved stay is longer than three days and an itemized list of laundered items is supplied with/on the receipt.

— GENERAL FUND
WATER & SEWER FUND

\$_____

CITY TREASURER, PAY TO: _____ Post to _____

Destination	Departure Date	Return Date
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Page 00/00

CITY OF KATY
WORKSHEET FOR EXPENSE ACCOUNTS

NAME: _____ DATE: _____

PURPOSE OF TRIP: _____

DEPARTURE DATE: _____ RETURN DATE: _____

<u>DATE</u>	<u>BREAKFAST</u>	<u>LUNCH</u>	<u>DINNER</u>	<u>LODGING</u>	<u>MILEAGE</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____	_____

GRAND TOTAL: _____

SIGNATURE: _____ DATE: _____

DEPARTMENT HEAD: _____ DATE: _____

Travel Expenses

All travel for city related work or expenses should be approved in advance by the employee's supervisor or the Mayor. Upon approval for the travel and with all receipts and proper documentation of the expenses, the following expenses will be reimbursed:

SPECIAL NOTE – All receipts for expenses are required for reimbursement!

Mileage

The standard mileage reimbursement, set by the IRS, includes the costs of operating an automobile and includes such costs as depreciation, maintenance, repairs, tires, gasoline, oil, insurance, taxes, and vehicle registration fees. Normal personal commuting costs are not subject to reimbursement, only those directly related to the necessary and approved travel. A record of the beginning and ending vehicle mileage must be submitted or an internet generated mileage report such as from Mapquest is adequate.

Air Travel

If traveling by air, only coach class is reimbursable.

Other Transportation

Record on the receipt the starting and ending point for the trip and who is being transported when more than one employee is traveling. Ground transportation, including tips, parking and tolls, is reimbursable when reasonable and customary. Rental cars (and gas) shall be of the most economical variety. When two or more employees are traveling together, rental cars and taxis should be shared) when practical.

Accommodations

Travelers are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels.

Meals

Employees will be reimbursed for reasonable and actual expenses for meals incurred during business related travel. The City will generally reimburse travelers for three meals a day.

Reasonable expenses are outlined below:

- Breakfast \$8.00
- Lunch \$12.00
- Dinner \$20.00

Gratuities are included in the above amounts



City of Hempstead

1125 Austin Street • Hempstead, Texas 77445 • Tel: 979-826-2486 • Fax: 979-826-6703

RESOLUTION NO. 23-__

RESOLUTION GRANTING A PERMIT TO MR. B. FIREWORKS TO HAVE A SUPERVISED PUBLIC FIREWORKS DISPLAY ON JULY 4, 2023, AT THE HEMPSTEAD CITY PARK

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HEMPSTEAD,
TEXAS:**

“Mr. B Fireworks, Inc.” is hereby granted a permit to put on a supervised Public Fireworks Display at the Hempstead City Park on July 4, 2023, or rain date of July 9, 2023 in the area and under the conditions determined by appropriate City of Hempstead officials.

The operator of the supervised fireworks display must have the appropriate license or licenses granted by the State of Texas or the United States.

PASSED AND ADOPTED this the 1st day of May, A.D., 2023.

APPROVED:

Erica Gillum, Mayor

ATTEST:

Sabrina Alvarez, City Secretary

PROPOSAL FOR:
THE CITY OF HEMPSTEAD, TEXAS
ANNUAL FIREWORKS DISPLAY
JULY 4, 2023

Date: Tuesday, July 4, 2023

Inclement weather date: July 9, 2023

Approximate time: 9:15 PM

Email: salvarez@hempsteadcitytx.gov

Location: Hempstead City Park

230 Blasingame

Hempstead, Texas 77445

~~This proposal is valid until March 25, 2023~~ *talked to Mr. B
the proposal is still
OK.*

Scope of Services:

Mr. B Fireworks, Inc. will provide:

- 1. An approximate 15-17 minute fireworks display.**
- 2. The fireworks display will be fired electronically.**
- 3. Provide all necessary equipment, labor and supervision to set up and dismantle the display.**
- 4. Shell sizes shall be 3", 4", and 5" in diameter. No ground effects will be used.**
 - a.) Quantity and sizes of shells as follows:**
 - 1. 72 each – 3" assorted shells**
 - 2. 144 each – 4" assorted shells**
 - 3. 72 each – 5" assorted shells**

The finale will consist of:

- 1. 80 each – 3" assorted shells**
- 2. 40 each – 3" Salutes**

- 5. Display will consist of a variety of display shells including but not limited to: weeping gold, blue to crackling, pixie dust willow, brocade to silver waterfall, Tour Billion with crackling rain, Thousand Flowers with purple stars, Brocade with red pistil, Kamuros, strobes, salutes, sweeper shells, pagoda shells, ring shells, palm trees, and chrysanthemums. All in multiple colors of: orange, red, white, aqua, green, purple, gold, silver and blue. Majority of shells include rising gold tails.**
 - 6. Total cost is \$13,400.00. At last years show your deposit was \$ 5,400.00 of which \$ 2,000.00 was charged to you because of canceling 25 hours prior to show. Thus this year your deposit is \$ 2,000.00 and the balance of \$ 8,000.00 is due the day of the display.**
 - 7. Locate all unexploded shells at end of display.**
 - 8. Obtain all necessary permits for firing the display.**
 - 9. Display and storage of fireworks will comply with International Fire Code 209, Sect. 3008 and NFPA 1123 or NFPA 1126.**
 - 10. Aerial site plan with fallout area, location of buildings if any, and showing spectator location and parking will be**
-

provided. Also included will be safety perimeter distances.

- 11. Approximate arrival time will be 4 hours prior to display time. Fireworks will be set up at the display site selected and approved by Mr. B and Hempstead Fire Marshal.**
- 12. One million dollar commercial general liability insurance will be provided showing the City of Hempstead as additional insured. Five million dollar business automobile liability insurance.**
- 13. Deposit policy is as follows: Forty Percent (40%) deposit is required at time of booking.**
 - If display is cancelled 45 days prior to display date then the deposit is fully refundable or can be used for next years show.**
 - If display is cancelled 7-30 days prior to display you will forfeit 25% of your deposit unless you schedule another display for later this year.**
 - If the display is cancelled less than 7 days from day of display you will forfeit 50% of your deposit.**
- 14. Fireworks can be fired in light rain. In case of inclement weather, then the Mr. B pyrotechnician in charge will confer with the City of Hempstead responsible party and the Hempstead Fire Marshal and together make a recommendation as whether to postpone the display until inclement weather subsides or to reschedule the display until the rain date.**

SUBMITTED BY: Thomas Bargas **Date:** March 9, 2023

Thomas Bargas

MR. B FIREWORKS, INC.

Schulenburg, Texas 78956

Phone: 979-561-6713

e-mail: tbargas@cvctx.com

teasipper1950@gmail.com

Approved By: _____ **Date:** _____
City of Hempstead, Texas

MR. B FIREWORKS, INC.

INVOICE

March 9, 2023

Sold to: City of Hempstead, Texas

Class "B" Fireworks Display July 4, 2023	\$13,400.00
Less Deposit Applied From 2022	<u>3,400.00</u>
Your Cost This Year	\$10,000.00
Deposit (Required to Book Display)	<u>2,000.00</u>
Balance Due by July 4, 2023	\$ 8,000.00



City of Hempstead

1125 Austin Street • Hempstead, Texas 77445 • Tel: 979-826-2486 • Fax: 979-826-6703

23-____

A RESOLUTION SUPPORTING THE CITY OF HEMPSTEAD'S APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2023 TRANSPORTATION ALTERNATIVES SET-ASIDE (TA) CALL FOR PROJECTS

WHEREAS, the Texas Department of Transportation issued a call for projects in December 2022 for communities to apply for funding assistance through the Transportation Alternatives Set-Aside (TA) Program; and

WHEREAS, the TA funds may be used for development of preliminary engineering (plans, specifications, and estimates and environmental documentation) and construction of pedestrian and/or bicycle infrastructure. The TA funds require a local match, comprised of cash or Transportation Development Credits (TDCs), if eligible. The City of Hempstead would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TA funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HEMPSTEAD THAT: The City of Hempstead supports funding this project or projects as described in the 2023 TA Detailed Application (including the preliminary engineering budget, if any, construction budget, the department's direct state cost for oversight, and the required local match, if any) and is willing to commit to the project's development, implementation, construction, maintenance, management, and financing. The City of Hempstead is willing and able to enter into an agreement with the department by resolution or ordinance, should the project(s) be selected for funding.

DULY PASSED by majority vote of all members of the City Council of the City of Hempstead on the __1st__ day of __May__, 2023.

Erica Gillum, Mayor

Lonnie Garfield, Mayor Pro-Tem

Mildred Jefferson, Councilmember Pos. 1

Cindy Pearce, Councilmember Pos. 2

Raul Villarreal, Councilmember Pos. 4

Chase Murray, Councilmember Pos. 5

ATTEST:

Sabrina Alvarez, City Secretary



Michael T. McCaul

Representing the 10th Congressional District of Texas

United States Representative Michael McCaul (TX-10) and his staff stand ready to assist you with any governmental problem you might have. Congressman McCaul understands how challenging it can be to deal with the federal bureaucracy. Feel free to call, write, fax, or e-mail us about your concerns, and we'll do our best to help you. We also have a lot of useful information on our website <https://mcaul.house.gov>. Some ways we are able to assist constituents include:

- (1) **CASEWORK:** One of Congressman McCaul's most important jobs as an elected official is to assist constituents who run into obstacles when interacting with federal agencies. If you can't get an answer from a federal agency in a timely fashion, or if you feel you have been treated unfairly, our office *may* be able to help resolve a problem or get you the information you need. While we cannot guarantee a favorable outcome, we will do our best to help you receive a fair and timely response to your problem.
- (2) **LEGISLATION:** One of the most important aspects of Congress is developing, passing, and monitoring laws. New legislation is passed almost every week. Please contact our office to share your thoughts on current legislation that may affect you, your family, and your community.
- (3) **TOUR REQUESTS:** If you are a resident of Texas' 10th Congressional District and will be visiting Washington, DC, our office can assist you in requesting tours of federal buildings. Possible tours include the White House, U.S. Capitol, Pentagon, and more. For the best chance of being granted tickets to desired tours, please submit requests three months in advance.
- (4) **FLAG REQUESTS:** Our office can provide you with information on how to order a United States Flag through my Washington office. All flags flown over the Capitol are accompanied by a certificate of authenticity. Flags may be flown for a particular person, event, or organization, and may be flown on a specific date. Please allow 5 weeks for flag deliveries.
- (5) **APPOINTMENTS TO SERVICE ACADEMIES:** Students interested in a nomination to one of the U.S. Service Academies (United States Military Academy; United States Naval Academy; United States Merchant Marine Academy; or United States Air Force Academy) should contact our office during the summer between their junior and senior year in high school. Students must reside in district.
- (6) **CONGRATULATORY CERTIFICATES:** Congressman McCaul will send a fellow resident of Texas' 10th Congressional District a letter in commemoration of a special occasion such as a significant birthday or wedding anniversary, retirement, community or civic award, or Scouting award.

Thank you for the opportunity and privilege to serve you and please reach out if we can ever be of assistance to you and your family.

Washington, D.C.	Austin, TX	College Station, TX
2300 Rayburn House Office Building Washington, DC 20515 P: 202-225-2401 F: 202-225-5955	11614 FM 2244 Suite 160 Austin, TX 78738 P: 512-473-2357 F: 512-473-0514	175 Century Square Drive Suite 210 College Station, TX 77840 P. 979-431-6480 F: 979-431-5180



SMALL BUSINESS DEVELOPMENT CENTER
TEXAS GULF COAST NETWORK
PRAIRIE VIEW A&M UNIVERSITY

In-person Event

Creating Content using ChatGPT-AI

Tuesday April 25th / 10a.m. to 12p.m

PVAMU Northwest Houston Center 9449 Grant Road, Houston TX., 77070 Room #105

Presenter

Marsha Lynn Hudson

Program Highlights

- What is ChatGPT-AI
- The value of using ChatGPT-AI for content creation
- Examples of content and save time
- Continental Breakfast will be included

Contact Information

☎ (936) 261-9242

✉ smrodriguez@pvamu.edu

🌐 sbdc.uh.edu/prairieview

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\$19.99

