

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

**PLEASE NOTE:**

**Public comments and matters from the floor are limited to 3 minutes per person. Allotted minutes cannot be transferred to other individuals.**

**If you would like to request to speak, please do so in advance of the meeting by filling out a Request to Address Council form available upon entrance to the meeting.**

**Please silence all cell phones and electronic devices.**

Notice is hereby given that a Regular Meeting of the City Council of the City of Hempstead will be held on **Monday, the 3<sup>rd</sup> day of June, A.D., 2024 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. Presentation, consideration, and action on Professional Services Agreement/AIA B212 with STOA for the Master Plan.
5. Presentation, consideration, and action from Ebony Cooksey with Nextlink for a Digital Empowerment Center at the Hempstead Recreation Center.
6. Consideration and action on amending the Travel and Expense Reimbursement Policy for the City of Hempstead to include elected and appointed officials.
7. A Resolution of City Council of the City of Hempstead, Texas amending Resolution No. 23-112, which approved the City of Hempstead General Budget for the 2023-2024 Fiscal Year for the purpose of revising specific line-item expenditures therein; and making other provisions related to the subject.
8. Consideration and action on a Resolution of the City Council of the City of Hempstead authorizing for administrator and on-line administrator Visa Business Card Account with Prosperity Bank and changing the email address for the Control Account.

**CLOSED SESSION**

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.

**Specifically, Council will convene in Executive Session pursuant to Section 551.072 of the Government Code to deliberate Real Property.**

## OPEN SESSION

Council may act in Open Session on any item listed for Executive Session.

9. Adjourn City Council Meeting.

Dated this the 31<sup>st</sup> day of May, A.D., 2024.

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 May 31<sup>st</sup>, 2024 at 2:30 P.M. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Dated this the 31<sup>st</sup> day of May, A.D., 2024.

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 3<sup>rd</sup> day of June 2024 at 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 3<sup>rd</sup> day of June 2024 at 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**

# AIA® Document B212™ – 2010

## **Standard Form of Architect's Services: Regional or Urban Planning**

for the following PROJECT:  
(Name and location)

Master Plan Design Services for the Hempstead Economic Development Corporation

**THE OWNER:**  
(Name, legal status and address)

Dr. Ramiro Bautista, Ph.D.  
Director  
Hempstead Economic Development Corporation  
1125 Austin Street  
Hempstead, TX 77445

**THE ARCHITECT:**  
(Name, legal status and address)

STOA International Architects, Inc.  
6001 Savoy Drive, Suite 100  
Houston, TX 77036

### **THE AGREEMENT**

This Standard Form of Architect's Services is part of or modifies the accompanying Owner-Architect Agreement (hereinafter, the Agreement) dated the 30th day of May in the year 2024.

(In words, indicate day, month and year.)

### **TABLE OF ARTICLES**

- 1 INITIAL INFORMATION
- 2 REGIONAL OR URBAN PLANNING SERVICES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION
- 6 SPECIAL TERMS AND CONDITIONS

### **ARTICLE 1 INITIAL INFORMATION**

§ 1.1 The Architect's performance of the services set forth in this document is based upon the following information. Material changes to this information may entitle the Architect to Additional Services.

(List information, including Project parameters, geographic area and boundary, conditions, or assumptions, that will affect the Architect's performance.)

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with AIA Document G802™-2007, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

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STOA to develop a new Master Plan for the City of Hempstead Downtown Area (7 acre site around City Hall). Refer to Exhibit "A" for detailed Planning Design Services.

§ 1.1.1 The Owner's preliminary objectives and criteria for the Project:

Create a new Master Plan for Downtown that will enhance and develop the future growth around the City

§ 1.1.2 Physical characteristics of the Site(s):

*(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports; site, boundary and topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the Site; etc. If more than one Site is to be analyzed, list physical characteristics for each Site.)*

7 acre site in Downtown Hempstead around the existing City Hall Building.

§ 1.1.3 The Owner's anticipated scheduling information:

*(Include the anticipated duration and date of completion.)*

1. Phase 1: 3 months
2. Phase 2: 3 months
3. Phase 3: 3 months
4. Phase 4: 3 months

Refer to Exhibit "A" for detailed Phase Services.

§ 1.1.4 Other Project information:

*(Identify special characteristics or needs of the Project not provided elsewhere, such as environmentally responsible design or historic preservation requirements, and identify any specific planning standards, laws, or ordinances that may apply to the Project.)*

- City of Hempstead Performance Standards
- 2012 Livable Centers Study
- 2013 Retail Site Assessment
- 2022 Comprehensive Plan
- Current survey of 7 acre site

§ 1.1.5 The Owner identifies the following representative in accordance with Section 4.6.

*(If not already set forth in the Agreement, list name, address and other information.)*

Dr. Ramiro Bautista, Ph.D.  
Director  
Hempstead Economic Development Corporation  
1125 Austin Street  
Hempstead, TX 77445

§ 1.1.6 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's deliverables to the Owner are as follows:

*(List name, address and other information.)*

City of Hempstead Mayor and City Council  
1125 Austin Street



Hempstead, TX 77445

§ 1.1.7 The Owner will retain the following consultants:  
(List discipline and, if known, identify them by name and address.)

Surveyor (for 7 acre site)

§ 1.1.8 The Architect identifies the following representative authorized to act on behalf of the Architect with respect to the Project.  
(If not already set forth in the Agreement, list name, address and other information.)

Tony Ly, Principal  
STOA Capital Partners, LLC  
6001 Savoy Drive, Suite 120  
Houston, TX 77036

Marek Radomski, Project Manager  
STOA Architects  
6001 Savoy Drive, Suite 100  
Houston, TX 77036

§ 1.1.9 The Architect will retain the consultants identified in Section 1.1.10.  
(List discipline and, if known, identify them by name and address.)

§ 1.1.10 Consultants retained under Basic Services:  
(Identify or indicate only those consultants the Owner and Architect agree are required and will be included as part of the Architect's services described in Article 2.)

.1 Landscape Architect:

Wong & Associates

.2 Civil Engineer:

Pro-E

(Paragraph deleted)

.4 Economist:

Joe Esch

.5 Public Relations Consultant:

Tiffany Thomas

(Paragraphs deleted)

.9 Other Consultants:

Cost Estimator: Project Cost Resources, Inc.

§ 1.1.11 The Architect's deliverables for the Project:  
(List the format and quantity of each deliverable to be provided such as a future acquisitions map, capital improvement plan, comprehensive plan, or digital model.)



Refer to Exhibit "A": Project Deliverables.

§ 1.1.12 Other Initial Information on which the Agreement is based:  
(Provide other Initial Information.)

City to provide Architect with current 7 acre site survey

## ARTICLE 2 REGIONAL OR URBAN PLANNING SERVICES

§ 2.1 The Architect shall consult with the Owner, research applicable criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The Architect shall coordinate the services provided by the Architect and the Architect's consultants with those services provided by the Owner and the Owner's consultants.

§ 2.2 The Architect shall prepare, and periodically update, a schedule of Regional or Urban Planning Services that identifies milestone dates for decisions required of the Owner, services furnished by the Architect and completion of deliverables to be provided by the Architect. The Architect shall coordinate the Regional or Urban Planning Services schedule with the Owner's anticipated scheduling information included in Section 1.1.3.

§ 2.3 The Architect shall submit documents to the Owner at intervals appropriate to the process for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely on approvals received from the Owner to complete the Regional or Urban Planning Services.

§ 2.4 The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 2.5 The table below sets forth Regional or Urban Planning Services grouped under four phases: (1) Section 2.5.1, Inventory and Data Gathering; (2) Section 2.5.2, Analysis and Judgment; (3) Section 2.5.3, Preparation of Design Alternatives; and (4) Section 2.5.4, Finalization of Preferred Plan. The Architect shall provide only the Regional or Urban Planning Services specifically designated below as subsections within each phase as the Architect's responsibility. The Architect shall perform the designated services in accordance with a service description located in Section 2.6 or Section 2.7 or in an exhibit attached to this services document. Any service not identified as a Regional or Urban Planning Service in Article 2 shall be an Additional Service.

(For each Site described in Section 1.1.2, designate the services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 2.6, Section 2.7 or in an exhibit attached to this services document. If in an exhibit, identify the exhibit.)

Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 2.6 below or in an exhibit attached to this document and identified below)
§ 2.5.1 Inventory and Data Gathering:		
.1 Objectives and Criteria	Owner	
.2 Base Mapping	Architect	
.3 Site Context	Architect	
.4 Cultural Factor Research	Architect	
.5 Historic Resource Inventory	Architect	
.6 Governmental Authorities Research	Architect	
.7 Utility Studies	Architect	
.8 Environmental Studies	Not Provided	
.9 Natural Factor Research	Not Provided	
.10 Economic Data Gathering	Architect	
.11 Gather Stakeholder Input	Architect	
.12 Other:		



<b>§ 2.5.2 Analysis and Judgment:</b>		
.1	Objectives and Criteria Analysis	Architect
.2	Site Analysis	Architect
.3	Cultural Factor Analysis	Architect
.4	Natural Factor Analysis	Not Provided
.5	Detailed Site Utilization Studies	Architect
.6	Governmental Authorities Analysis	Architect
.7	Existing Utility Analysis	Architect
.8	Environmental Analysis	Not Provided
.9	Parking, Circulation and Transportation Analysis	Architect
.10	Economic Analysis	Architect
.11	Site Selection	Owner
.12	Other:	
<b>§ 2.5.3 Preparation of Design Alternatives:</b>		
.1	Site Development Planning	Architect
.2	Site Utilization Design Alternatives	Architect
.3	Utility Design Alternatives	Not Provided
.4	Design Guidelines	Architect
.5	Report Preparation	Architect
.6	Presentation	Architect
.7	Other:	
<b>§ 2.5.4 Finalization of Preferred Plan:</b>		
.1	Select Alternate for Final Development	Architect
.2	Prepare Final Deliverable Documents	Architect
.3	Public Approval Process	Owner
.4	Revise Documents for Final Approval	Architect
.5	Other:	

**§ 2.6 Descriptions of Services.** A brief description of each Regional or Urban Planning Service is provided below.  
*(If necessary, provide in Section 2.7 expanded or modified descriptions of the Regional or Urban Planning Services listed below.)*

**§ 2.6.1 Inventory and Data Gathering:**

- .1 **Objectives and Criteria.** Meet with the Owner and review information provided by the Owner to develop and refine the Owner's Project objectives and criteria listed in Section 1.1.1.
- .2 **Base Mapping.** Create a map of significant existing conditions of the Site(s), which may include transportation systems (roadways, railways, airports), waterways and bodies, utility corridors, and rights of way.
- .3 **Site Context.** Prepare a detailed site description or map showing physical characteristics and context of the Site(s) and immediately surrounding area and a general land use pattern with a brief description of proximate development, such as agricultural, single-family detached residential, single-family attached residential, multi-family residential, retail, commercial, light industrial, heavy industrial, public and semi-public use, park and open space, vacant, or other appropriate land uses. Prepare a detailed site context map, which may include land utilization, structure placement, facilities development, circulation systems, parking facilities and utility systems.
- .4 **Cultural Factor Research.** Research the history of the Site(s) and include demographic information, historic land uses, existing structures on and adjacent to the Site, archaeological significance, and other cultural factors.



- .5 **Historic Resource Inventory.** Prepare an inventory of any historic structures, or other historic features on the Site(s). Identify landmark features or structures as noted on local, city, county, state, or federal inventory of historically significant buildings, places or features.
- .6 **Governmental Authorities Research.** Research and obtain applicable regulatory and real property information from governmental authorities having jurisdiction over the Project, including deeds, zoning and other legal restrictions.
- .7 **Utility Studies.** Document capacities of the utilities serving the Site(s) which may include electrical service and distribution, gas service and distribution, water supply and distribution, site drainage, sanitary sewer collection and disposal, process waste water treatment, storm water collection and disposal, central-plant mechanical systems, fire systems, emergency systems, security, pollution control, site illumination, and communications systems.

*(Paragraphs deleted)*

- .10 **Economic Data Gathering.** Obtain surveys, evaluations, studies and inventories required to perform an economic analysis.
- .11 **Gather Stakeholder Input.** Obtain stakeholder input through surveys, meetings, workshops, Webinars or Web-based programs, focus groups, or charrettes.

#### § 2.6.2 Analysis and Judgment:

- .1 **Objectives and Criteria Analysis.** Analyze the Owner's objectives and criteria with respect to the area required for building; area required for parking, circulation, open space, and other program elements; and any special constraints or requirements such as security, easements, and preserving habitat and wetlands.
- .2 **Site Analysis.** Analyze the Site(s) to determine the net developable area, based upon the information gathered pursuant to Section 2.5.1. Analysis may consist of ownership, on-site observations, circulation systems and parking studies, topography analysis, analysis of deed, zoning and other legal restrictions, studies of availability of construction materials, equipment and labor and construction markets.
- .3 **Cultural Factor Analysis.** Analyze the impact of the proposed use on the surrounding properties and community, based upon the cultural factor research and the historic resource inventory.

*(Paragraph deleted)*

- .5 **Detailed Site Utilization Analysis.** Prepare a detailed site utilization analysis, which may include land utilization, structure placement, facilities development, circulation systems, parking facilities and utility systems.
- .6 **Governmental Authorities Analysis.** Analyze applicable regulatory and real property requirements and determine their impact on the Project.
- .7 **Existing Utility Analysis.** Establish the requirements for and analyze the availability and impact of existing utilities serving the Site(s).
- .9 **Parking, Circulation and Transportation Analysis.** Establish the requirements for and analyze existing movement systems of vehicular, transit, and non motorized uses for parking, capacity, and connectivity and, if necessary, attend public meetings and hearings.
- .10 **Economic Analysis.** Analyze the financial aspects of Site development and assess the potential impact on development cost based upon the information collected during the economic data gathering.
- .11 **Site Selection.** For each Site, evaluate the analyses in Sections 2.6.2.1 through 2.6.2.10, each in terms of the other, to assist the Owner in selecting the Site(s) for the Owner's Project.

#### § 2.6.3 Preparation of Design Alternatives:

- .1 **Site Development Planning.** Based upon the Site analysis and selection of a Site, prepare conceptual Site development drawings which may include land utilization, structure placement, facility development, development phasing, access and circulation of vehicles and pedestrians, parking facilities and utility systems. Consider surface and subsurface conditions, ecological requirements, deeds, zoning, and other legal restrictions, landscape concepts and features.
- .2 **Site Utilization Design Alternatives.** Prepare Site utilization design alternatives based upon the conclusions of the detailed Site utilization analysis.

*(Paragraph deleted)*

- .4 **Design Guidelines.** Prepare design guidelines to develop standards for site improvements, which may include signage, lighting, landscaping, pedestrian amenities, and other similar site improvements.
- .5 **Report Preparation.** Prepare a report for the Owner containing design alternatives and recommendations for Site development, Site utilization, utility design and design guidelines.



- .6 **Presentation.** Present design alternatives to Owner, stakeholder committee, or other interested entities as directed by the Owner.

**§ 2.6.4 Finalization of Preferred Plan:**

- .1 **Select Alternate for Final Development.** Discuss the design alternatives with the Owner and obtain the Owner's approval of a preferred alternative for final development.
- .2 **Prepare Final Deliverable Documents.** Based upon the Owner's approval of a design alternative, prepare Final Deliverable Documents such as a future acquisitions map, capital improvement plan, comprehensive plan, or digital model for the Owner's review and approval.
- .3 **Public Approval Process.** Prepare presentation materials for selected alternative and prepare for and present the selected alternative to the governing agencies for approval at public meetings and hearings.
- .4 **Revise Documents for Final Approval.** Prepare revisions to Final Deliverable Documents to obtain final public and Owner approval.

**§ 2.7 Expanded Description of Services:**

*(In the space below, provide expanded or modified descriptions of the Regional or Urban Planning Services listed above, add other services as space permits, or refer to an exhibit attached to this document.)*

None

**ARTICLE 3 ADDITIONAL SERVICES**

**§ 3.1** The Architect shall provide Regional or Urban Planning Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 ( 8 ) visits to each Site by the Architect over the duration of the Services
- .2 ( 4 ) presentations of any portion of the Services as requested by the Owner
- .3 ( 4 ) meetings with any boards, stakeholder committees, interested members of the public, or other required groups

**§ 3.2** Additional Regional or Urban Planning Services may be provided after execution of this Scope of Services Document without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Regional or Urban Planning Services provided in accordance with this Section 3.2 shall entitle the Architect to compensation pursuant to Section 5.3 and an appropriate adjustment in the Architect's schedule.

**ARTICLE 4 OWNER'S RESPONSIBILITIES**

**§ 4.1** The Owner shall provide its objectives, schedule, constraints and criteria for the Project. The Owner shall conduct tours and explain the original and current uses of the Site(s).

**§ 4.2** The Owner shall provide access to property, buildings, and personnel necessary for the Architect to complete the Regional or Urban Planning Services.

**§ 4.3** The Owner shall provide the Architect with previous studies, data, reports, maps or documents which have a direct bearing on the requirements of the Project and that may be reasonably needed for the Project.

**§ 4.3.1** The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the Site(s) of the Project, and a written legal description of the Site(s). The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the Site(s); locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

**§ 4.3.2** The Owner shall furnish services of geotechnical engineers which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate recommendations.

**§ 4.3.3** The Owner shall furnish tests, inspections and reports required by law or reasonably requested by the Architect, such as chemical tests, tests for air and water pollution, acoustic tests, and tests for hazardous materials.



§ 4.4 The Owner shall identify stakeholders, arrange and coordinate meetings between the Architect and stakeholders or other interested parties, and provide the meeting facilities.

§ 4.5 The Owner shall make the Owner's personnel available in a timely manner to provide information about Owner and user objectives and criteria to the Architect and to facilitate decision-making in accordance with the schedule of Regional or Urban Planning Services developed in Section 2.2.

§ 4.6 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's deliverables in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

## ARTICLE 5 COMPENSATION

§ 5.1 For the Architect's Regional or Urban Planning Services described under Article 2, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

Refer to Exhibit "A"

Phase 1: \$ 73,000.00

Phase 2: \$ 59,500.00

Phase 3: \$ 67,500.00

Phase 4: \$ 50,000.00

Total: \$250,000.00

§ 5.2 For Additional Services described in Section 3.1, or in an exhibit attached to this document, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

Additional Design work outside the 7 acre Downtown site limits.

§ 5.3 For Additional Services that may arise during the course of the Project, including those under Section 3.2, the Owner shall compensate the Architect as follows:

*(Insert amount of, or basis for, compensation.)*

- Geotech Services
- Additional Surveying
- Environmental Studies

§ 5.4 Compensation for Additional Services of the Architect's consultants, when not included in Section 5.2 or Section 5.3, shall be the amount invoiced to the Architect plus 15 percent ( 15 %), or as otherwise stated below:

## ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Regional or Urban Planning, if any, are as follows:



08 February 2024

## Exhibit "A"

Ms. Erica Gillum, Mayor  
City of Hempstead  
1125 Austin Street  
Hempstead, Texas 77455

Reference: Planning Design Services Proposal for:  
For the Hempstead Economic Development Corp. Master Plan Project

Dear Mayor Gillum:

We are pleased to submit the following fee proposal for Architectural & Planning design services for a proposed new Master Plan of the Downtown Center of the City of Hempstead, Texas that will include recommendations to the current zoning map of the overall city. We understand that this new master plan will focus on the 7 acre downtown area of Hempstead that will include a cohesive plan for the current City municipal facilities.

### Planning Design Services

- **Phase 1 – Project Initiation and Data Gathering**

1. **Objectives and Criteria:** STOA will meet with the EDC and the City to review information provided by the City to develop and refine the City's Project schematics, theme, objectives and criteria for the Master Plan.
2. **Base Mapping:** STOA will create a map of significant existing conditions of the Site(s), which may include transportation systems (roadways, railways, and airports), waterways and bodies, utility corridors, and rights of way. STOA will review what tools the City already has to figure out the financial capacity of implementing the Master Plan. STOA to evaluate Market Economic Data for CAD values of the surrounding areas to determine where the current growth is happening.
3. **Site Context:** STOA to prepare a detailed site description or map showing physical characteristics and context of the Site(s) and immediately surrounding area and a general land use pattern with a brief description of proximate development, such as agricultural, single-family detached residential, single-family attached residential, multi-family residential, retail, commercial, light industrial, heavy industrial, public and semi-public use, park and open space, vacant, or other appropriate land uses. Prepare a detailed site context map, which may include land utilization, structure placement, facilities development, circulation systems, parking facilities and utility systems.

- **Phase 2 – Site Research and Community Engagement**

1. **Cultural Factor Research:** STOA to research the history of the Project Site(s) and include demographic information, historic land uses, existing structures on and adjacent to the Site, archaeological significance, and other cultural factors.
2. **Historic Resource Inventory:** STOA to prepare an inventory of any historic structures, or other historic features on the Site(s). Identify landmark features or structures as noted on local, city, county, state, or federal inventory of historically significant buildings, places or features. Evaluate any existing City wayfinding or signage that could assist in defining the City's image and character.
3. **Governmental Authorities Research:** STOA to research and obtain applicable regulatory and real property information from governmental authorities having jurisdiction over the Project, including deeds, zoning and other legal restrictions.
4. **Gather Stakeholder Input:** STOA will obtain stakeholder input through surveys, meetings, workshops, Webinars or Web-based programs, focus groups, town halls, or charrettes

- **Phase 3 – Master Plan Document Production**

1. **Site Development Master Planning:** Based upon the Site analysis and selection of a Site, STOA will prepare conceptual Site development drawings which may include land utilization, structure placement, facility development, development phasing, access and circulation of vehicles and pedestrians, parking facilities and utility systems. Consider surface and subsurface conditions, ecological requirements, deeds, zoning, and other legal restrictions, landscape concepts and features.
2. **Site Utilization Design Alternatives:** STOA will prepare Site utilization design alternatives based upon the conclusions of the detailed Site utilization analysis.
3. **Design Guidelines:** STOA to prepare design guidelines to develop standards for site improvements, which may include signage, lighting, landscaping, pedestrian amenities, and other similar site improvements.
4. **Report Preparation:** STOA to prepare a report containing design alternatives and recommendations for Site development, Site utilization, utility design, and design guidelines for the EDC and the City to review.
5. **Presentation:** STOA will present design alternatives to EDC, stakeholder committee, or other interested entities as directed by the Owner.

- **Phase 4 – Master Plan Adoption**

1. **Select Alternate for Final Development:** STOA to review the design alternatives with the City and obtain the EDC and City Council's approval of a preferred alternative for final development.
2. **Prepare Final Deliverable Documents:** Based upon the City's approval of a design alternative, STOA shall prepare Final Master Plan Deliverable Documents for the City's final review and approval.
3. **Public Approval Process:** STOA will prepare presentation materials for the selected alternative and prepare for and present the selected alternative to the governing agencies for approval at public meetings and hearings.
4. **Revise Documents for Final Approval:** STOA will prepare revisions to Final Deliverable Documents to obtain final public and City approval.

## **Project Deliverables**

At the end of **Phase 4**, STOA will deliver to the City the following deliverable items:

- a. One 11x17 paper format booklet containing the proposed master plan with schematic graphic layouts of the various facilities and developments within the 7 acre site. This report will also include a report of our research, conclusions, and recommendations in an illustrative format.
- b. An electronic version (PDF) of the booklet mentioned above.
- c. Any additional hard copies of the booklet will be issued as a reimbursable item.

### **Consultant Services provided in this proposal are as follows:**

1. Civil / Traffic Engineering
2. Landscape Architecture
3. Cost Estimating

\*\*\*\*Architectural/Engineering services NOT rendered under this proposal are: Structural Engineering, MEP Engineering, Surveying, Plat, Geotechnical, Asbestos, IT/Technology, LEED Certification, Market Study, Environmental Testing, and Off-Site Infrastructure Engineering Design Fee\*\*\*\*

## Compensation

Based on the services and scope of work in this proposal, we propose to perform our Basic Services for stipulated fixed fees as described below for planning design services.

### Project & Payment Schedule:

Project will be invoiced at the following schedule. Monthly billing based on the work progress. This preliminary schedule includes time for a (1) week review and approval process for the City at the end of each phase. Please let us know if additional review time is required by the City.

- i. Phase 1 (3 months) – \$73,000.00
- ii. Phase 2 (3 months) - \$59,500.00
- iii. Phase 3 (3 months) - \$67,500.00
- iv. Phase 4 (3 months) - \$50,000.00

**Total Fee: \$250,000.00**

### Additional Services

Work outside the scope of this proposal shall be approved by proposal prior to the start of work including additional design work and printing not outlined in this fee proposal.

### Architectural Hourly Rates

- 1. Principal - \$270.00
- 2. Project Manager - \$250.00
- 3. Project Architect - \$210.00
- 4. Senior Designer - \$160.00
- 5. Senior CADD Technician - \$115.00
- 6. CADD Technician - \$98.00
- 7. Administrative Assistant - \$85.00
- 8. Clerical - \$80.00

## Reimbursement

1.15 factor on all long distance calls, travel mileage, printing cost, copies, deliveries/postage, permitting / filing fees and all other approved reimbursable items. Estimated total reimbursements shall not be over 5% of total A/E Service fees.

We appreciate your consideration of our team for this project and we look forward to working together. Once this fee proposal is approved, STOA will prepare the formal and standard AIA B212 contract for Regional Planning services that will include a more detailed project schedule with milestones. In preparation for the contract, please let us know who will be the main point of contact moving forward with this project. Please feel free contact us if there are any questions.

Sincerely,



**C.C. Lee, AIA LEED AP, CEO**

STOA Architects International, Inc.,  
dba STOA Architects

**Ms. Erica Gillum, Mayor**

City of Hempstead





STOA ARCHITECTS

6001 Savoy Drive, Suite 100  
Houston, Texas 77036

713-995-8784 t  
713-995-8765 f

08 February 2024

Ms. Erica Gillum, Mayor  
City of Hempstead  
1125 Austin Street  
Hempstead, Texas 77455

Reference: **Planning Design Services Proposal for:**  
**For the Hempstead Economic Development Corp. Master Plan Project**

Dear Mayor Gillum:

We are pleased to submit the following fee proposal for Architectural & Planning design services for a proposed new Master Plan of the Downtown Center of the City of Hempstead, Texas that will include recommendations to the current zoning map of the overall city. We understand that this new master plan will focus on the 7 acre downtown area of Hempstead that will include a cohesive plan for the current City municipal facilities.

## Planning Design Services

- **Phase 1 – Project Initiation and Data Gathering**

1. **Objectives and Criteria:** STOA will meet with the EDC and the City to review information provided by the City to develop and refine the City's Project schematics, theme, objectives and criteria for the Master Plan.
2. **Base Mapping:** STOA will create a map of significant existing conditions of the Site(s), which may include transportation systems (roadways, railways, and airports), waterways and bodies, utility corridors, and rights of way. STOA will review what tools the City already has to figure out the financial capacity of implementing the Master Plan. STOA to evaluate Market Economic Data for CAD values of the surrounding areas to determine where the current growth is happening.
3. **Site Context:** STOA to prepare a detailed site description or map showing physical characteristics and context of the Site(s) and immediately surrounding area and a general land use pattern with a brief description of proximate development, such as agricultural, single-family detached residential, single-family attached residential, multi-family residential, retail, commercial, light industrial, heavy industrial, public and semi-public use, park and open space, vacant, or other appropriate land uses. Prepare a detailed site context map, which may include land utilization, structure placement, facilities development, circulation systems, parking facilities and utility systems.

- **Phase 2 – Site Research and Community Engagement**

1. **Cultural Factor Research:** STOA to research the history of the Project Site(s) and include demographic information, historic land uses, existing structures on and adjacent to the Site, archaeological significance, and other cultural factors.
2. **Historic Resource Inventory:** STOA to prepare an inventory of any historic structures, or other historic features on the Site(s). Identify landmark features or structures as noted on local, city, county, state, or federal inventory of historically significant buildings, places or features. Evaluate any existing City wayfinding or signage that could assist in defining the City's image and character.
3. **Governmental Authorities Research:** STOA to research and obtain applicable regulatory and real property information from governmental authorities having jurisdiction over the Project, including deeds, zoning and other legal restrictions.
4. **Gather Stakeholder Input:** STOA will obtain stakeholder input through surveys, meetings, workshops, Webinars or Web-based programs, focus groups, town halls, or charrettes

- **Phase 3 – Master Plan Document Production**

1. **Site Development Master Planning:** Based upon the Site analysis and selection of a Site, STOA will prepare conceptual Site development drawings which may include land utilization, structure placement, facility development, development phasing, access and circulation of vehicles and pedestrians, parking facilities and utility systems. Consider surface and subsurface conditions, ecological requirements, deeds, zoning, and other legal restrictions, landscape concepts and features.
2. **Site Utilization Design Alternatives:** STOA will prepare Site utilization design alternatives based upon the conclusions of the detailed Site utilization analysis.
3. **Design Guidelines:** STOA to prepare design guidelines to develop standards for site improvements, which may include signage, lighting, landscaping, pedestrian amenities, and other similar site improvements.
4. **Report Preparation:** STOA to prepare a report containing design alternatives and recommendations for Site development, Site utilization, utility design, and design guidelines for the EDC and the City to review.
5. **Presentation:** STOA will present design alternatives to EDC, stakeholder committee, or other interested entities as directed by the Owner.

- **Phase 4 – Master Plan Adoption**

1. **Select Alternate for Final Development:** STOA to review the design alternatives with the City and obtain the EDC and City Council's approval of a preferred alternative for final development.
2. **Prepare Final Deliverable Documents:** Based upon the City's approval of a design alternative, STOA shall prepare Final Master Plan Deliverable Documents for the City's final review and approval.
3. **Public Approval Process:** STOA will prepare presentation materials for the selected alternative and prepare for and present the selected alternative to the governing agencies for approval at public meetings and hearings.
4. **Revise Documents for Final Approval:** STOA will prepare revisions to Final Deliverable Documents to obtain final public and City approval.

## Project Deliverables

At the end of **Phase 4**, STOA will deliver to the City the following deliverable items:

- a. One 11x17 paper format booklet containing the proposed master plan with schematic graphic layouts of the various facilities and developments within the 7 acre site. This report will also include a report of our research, conclusions, and recommendations in an illustrative format.
- b. An electronic version (PDF) of the booklet mentioned above.
- c. Any additional hard copies of the booklet will be issued as a reimbursable item.

### **Consultant Services provided in this proposal are as follows:**

1. Civil / Traffic Engineering
2. Landscape Architecture
3. Cost Estimating

\*\*\*\*Architectural/Engineering services NOT rendered under this proposal are: Structural Engineering, MEP Engineering, Surveying, Plat, Geotechnical, Asbestos, IT/Technology, LEED Certification, Market Study, Environmental Testing, and Off-Site Infrastructure Engineering Design Fee\*\*\*\*



## Compensation

Based on the services and scope of work in this proposal, we propose to perform our Basic Services for stipulated fixed fees as described below for planning design services.

### Project & Payment Schedule:

Project will be invoiced at the following schedule. Monthly billing based on the work progress. This preliminary schedule includes time for a (1) week review and approval process for the City at the end of each phase. Please let us know if additional review time is required by the City.

- i. Phase 1 (3 months) – \$73,000.00
- ii. Phase 2 (3 months) - \$59,500.00
- iii. Phase 3 (3 months) - \$67,500.00
- iv. Phase 4 (3 months) - \$50,000.00

**Total Fee: \$250,000.00**

### Additional Services

Work outside the scope of this proposal shall be approved by proposal prior to the start of work including additional design work and printing not outlined in this fee proposal.

### Architectural Hourly Rates

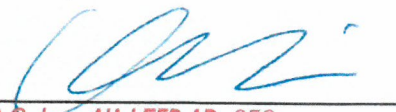
- 1. Principal - \$270.00
- 2. Project Manager - \$250.00
- 3. Project Architect - \$210.00
- 4. Senior Designer - \$160.00
- 5. Senior CADD Technician - \$115.00
- 6. CADD Technician - \$98.00
- 7. Administrative Assistant - \$85.00
- 8. Clerical - \$80.00

## Reimbursement

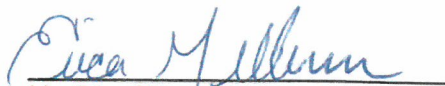
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**C.C. Lee, AIA LEED AP, CEO**  
STOA Architects International, Inc.,  
dba STOA Architects



**Ms. Erica Gillum, Mayor**  
City of Hempstead

Nextlink Internet and The City of Hempstead Texas Economic Development Corporation  
Proposal for Digital Empowerment Center at The Hempstead Recreation Center

# NEXTLINK

## INTERNET & PHONE



**Ebony E. Cooksey**

**Market Development Manager and**

**Government Affairs Coordinator**

**NEXTLINK INTERNET**

**855-698-5465 | C 214-417-0389 | [nextlinkinternet.com](http://nextlinkinternet.com)**



## **Contents**

Our Understanding

Our Proposal / 5 W's

Nextlink Company Background

Texas Memberships

County and Regional Demographics

Microsoft Airband Grant Agreement

## Our Understanding

Nextlink is aware that digital literacy training, digital navigation and digital inclusion services can help community members get connected, use digital tools and devices and access digital skills classes.

Digital Connectivity technology projects provide broadband enabled workstations, devices, hot spots, or other equipment to facilitate remote work, education, and health monitoring. They are eligible for additional funding if they address a critical need that resulted from the COVID 19 pandemic.

Multi- Purpose community facility projects create and improve facilities that offer access to broadband and other services, such as community centers and anchor institutions. They are eligible if they serve the covered populations defined by the Digital Equity Act, such as low-income households, and rural residents.

Nextlink seeks to maintain compliance with federal, state, and local funding guidelines to sustain existing and future funding to serve and support its rural communities. Broadband grants help our states and counties develop digital equity plans that identify and address the digital needs and gaps of their communities.

**Who:** Nextlink's proposed digital empowerment center will be a collaboration between the following partners:

- **Nextlink Internet**, a premier local internet service provider that offers affordable and reliable broadband access to rural areas.
- **Microsoft Airband**, an initiative that aims to close the digital divide and bring high-speed internet connectivity to unconnected communities around the world.
- **The City of Hempstead Economic Development Corporation**, an organization that supports the economic development and growth of local businesses. **HEDC's mission is to promote and enhance economic growth in Hempstead, Texas.**
- **PCs for People**, a nonprofit that provides low-cost computers and internet solutions to individuals, families, and nonprofits who need it most.
- A local nonprofit, i.e., **Waller County Extension**, which collaborates with underserved communities and provides digital skills training and other essential services.



- **Prairie View A&M University** who will supply digital navigators under a **Community College Internship Model**: Dr. Quincy Moore and Brian G. Cokes, Taylor Geoffrey Consulting.
- **CTN Community Tech Network**  
CTN has provided digital inclusion activities to our partners and their clients since 2009. These activities include conducting client in-take, procuring and configuring devices, assisting with internet enrollment, providing digital literacy training and ongoing support to learners.
  - **Description:** Collaborate with the local community college to create an internship program for Student Digital Navigators.
  - **Costs:**
    - **Stipends or Hourly Wages:** Provide stipends or hourly wages for interns.
    - **Structured Internship Program:** Develop a curriculum, mentorship, and evaluation process.
    - **Infrastructure and Resources:** Leverage existing facilities and equipment.
    - **Challenges:** Balancing academic requirements with practical experience.
- Remember that these models can be adapted based on local context, available resources, and the specific needs of the Digital Empowerment Center.



**What:** The digital empowerment center will be a facility that provides access to broadband-enabled workstations, digital skills training, technical assistance, and digital navigation services to the rural community and surrounding areas. The center will also offer programs and resources that enable people to use the internet for education, health, work, and civic engagement.

**When:** The digital empowerment center will be established by Q3 of 2024, with a pilot phase starting in the second quarter of 2024. The center will operate Tuesdays, Thursdays, and Saturdays, from 10 a.m. to 5 p.m.

**Where:** Hempstead Recreation Center Computer Lab

635 US-290 BUS, Hempstead, TX 77445

**How:** The digital empowerment center will be funded by a grant from Microsoft Airband to the internet service provider, as well as contributions from the other partners. The center will employ interns from local college campuses, such as Prairie View A&M, to serve as digital navigators who will assist the customers with their digital needs. The center will also leverage the existing digital skills curriculum and online learning resources from Microsoft and PCs for People, as well as the local expertise and network of the chamber of commerce and the nonprofit.

**Why:** The digital empowerment center will address the digital divide and the digital equity issues that affect the rural community and the surrounding areas.

According to the Federal Communications Commission, more than 18 million Americans lack access to broadband internet, and most of them live in rural areas.

Moreover, according to Pew Research, one in four Americans do not use broadband at home, and many lack the digital skills and devices to participate in the digital economy and society.

These gaps limit the opportunities and outcomes for the rural population in terms of education, health, work, and civic engagement.

The digital empowerment center will provide a solution to these challenges by offering affordable and accessible internet access, digital skills training, and digital solutions that empower the rural community to thrive in the connected world.

### **Nextlink Company Background**

Nextlink Internet was founded in 2012 in Parker County outside Ft Worth, Texas and since then has grown to over 100,000 subscribers across seven states with approximately 1,000 employees. Nextlink prides itself as being a rurally focused ISP with a focus on quality of service as well as customer service. Nextlink has received over 10,000 customer reviews on Google with a score of 4.8 out of 5.0 stars. We also maintain an A+ rating from the Better Business Bureau for our high-quality service.

While focused on rural communities and the surrounding countryside, Nextlink maintains a carrier-grade fiber and wireless network from core to edge for high reliability and redundancy. Our hybrid approach of multiple fiber paths and licensed wireless network links enables rapid speed to deployment across a rural environment at download speeds up to a gig. As an FCC E-rate partner, Nextlink is one of the largest providers of internet services to schools and libraries in the State of Texas.

Also, Nextlink is an FCC awardee of the CAF2 rural broadband program and a provisional winner of the FCC RDOF rural broadband program. As such, Nextlink is highly cognizant of the obligations that attach to federal or state grant awards.

Nextlink is also a participant in the FCC Emergency Broadband Benefit program providing \$50 monthly discounts to those in financial need.

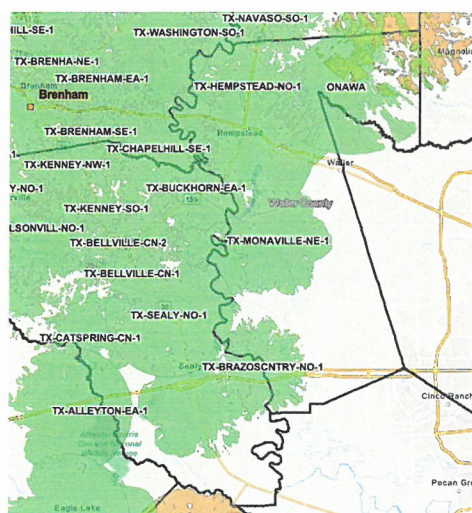


Overall, between FCC funding programs and its own capital, Nextlink is in the process of investing over \$1 Billion to bring rural broadband across the Central United States. The rapid growth has resulted in the opening of 24 new field offices in the last 21 months. In addition, Nextlink prioritizes hiring locally so that our field personnel live in the communities we serve. We also highlight that Nextlink utilizes no offshore personnel, and all customer support personnel are based within Nextlink's seven state footprint of service coverage.

No one knows and understands the nuanced needs of rural communities like those born and raised in rural communities. Nextlink is led by its CEO, co-founder, and Majority Owner, Bill Baker, who has led the Company since its inception in 2012. Leaders like Bill, who witnessed first-hand the daily challenges rural communities face. Additionally, many of Nextlink's key leadership team and employee base are from and still reside in rural areas of the US.

### Hempstead, Texas

#### Waller County Nextlink Active and Pending Coverage Areas



#### Nextlink Memberships and Sponsorships

- **Microsoft Airband Initiative**
- Nextlink is a proud supporter of the **Texas Association of Counties and Texas Progress**  
<https://www.county.org/>
- **National Digital Inclusion Alliance** Corporate Supporter  
<https://www.digitalinclusion.org/support/>
- **Purdue Global** [Purdue Global, Nextlink Internet, and You: An Exciting Partnership](#)
- Nextlink Partnerships  
<https://nextlinkinternet.com/about-us/partnerships-and-acquisitions/>

## Demographics for Waller County, TX

Population over Time	Number	Rank in U.S.	Percent of Texas	Texas
2023	63,553	<a href="#">860</a>	0.2%	30,503,301
2020	56,794	<a href="#">916</a>	0.2%	29,145,505
2010	43,205	<a href="#">1,102</a>	0.2%	25,145,561
2000	32,663	<a href="#">1,323</a>	0.2%	20,851,820
1990	23,374	<a href="#">1,518</a>	0.1%	16,986,335
2010 to 2020 % Change	31.5%	<a href="#">32</a>		15.9%
2000 to 2020 % Change	73.9%	<a href="#">58</a>		39.8%
1990 to 2020 % Change	143.0%	<a href="#">75</a>		71.6%

Source: U.S. Census Bureau

Components of Population Change (1-year change ending in 2022)	Number	Rank in U.S.	Percent of Texas	Texas
Net Domestic Migration	2,019	<a href="#">189</a>	0.9%	224,896
Net International Migration	80	<a href="#">739</a>	0.1%	117,197
Natural Increase (births minus deaths)	238	<a href="#">306</a>	0.2%	122,279
Births	747	<a href="#">786</a>	0.2%	384,024
Deaths	509	<a href="#">1,253</a>	0.2%	261,745

Source: U.S. Census Bureau

Population Estimates by Age in 2022	Number	Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Preschool (0 to 4)	3,546	<a href="#">836</a>	6.2%	5.7%
School Age (5 to 17)	9,849	<a href="#">868</a>	17.1%	16.4%



College Age (18 to 24)	12,361	<a href="#">507</a>	21.5%	9.4%
Young Adult (25 to 44)	13,382	<a href="#">925</a>	23.3%	26.6%
Older Adult (45 to 64)	11,735	<a href="#">1,069</a>	20.4%	25.3%
Older (65 plus)	6,590	<a href="#">1,318</a>	11.5%	16.5%
Median Age	28.7	<a href="#">3,106</a>		Median Age = 38.5

Sources: U.S. Census Bureau; Median age calculated by the IBRC.

Population Estimates by Race and Hispanic Origin in 2022				Number Rank in U.S.	Pct Dist. in U.S.
American Ind. or Alaskan Native Alone	807	<a href="#">531</a>	1.4%	0.8%	
Asian Alone	879	<a href="#">751</a>	1.5%	5.8%	
Black Alone	14,220	<a href="#">422</a>	24.7%	12.5%	
Native Hawaiian and Other Pac. Isl. Alone	41	<a href="#">781</a>	0.1%	0.2%	
White Alone	28,128	<a href="#">1,314</a>	48.9%	65.9%	
Two or More Race Groups	4,865	<a href="#">702</a>	8.5%	8.8%	
Hispanic or Latino (can be of any race)					
Non-Hispanic or Latino	39,731	<a href="#">1,104</a>	69.1%	81.3%	
Hispanic or Latino	17,732	<a href="#">394</a>	30.9%	18.7%	

Sources: U.S. Census Bureau

Hispanic or Latino Population in 2022 (can be of any race)			Number Rank in U.S.	Pct Dist.	Pct Dist. in U.S.
Hispanic	17,732	<a href="#">394</a>	100%	100%	
Mexican	14,779	<a href="#">266</a>	83.3%	60.1%	
Cuban	520	<a href="#">311</a>	2.9%	3.9%	
Puerto Rican	139	<a href="#">1,226</a>	0.8%	9.6%	

Other	2,294	<a href="#">546</a>	12.9%	26.4%
White, Not Hispanic (reporting white alone)	23,290	<a href="#">1,422</a>	N/A	N/A

Source: U.S. Census Bureau, American Community Survey, 5-Year Estimates

#### Questions and Concerns:

##### **Q: What will be the official hours of operation and what will occur during those hours?**

*A: Tentative part time hours of operation would be optimal for both student/intern digital navigators and community members. MWF, or T TH S. During these hours, digital navigators will have the responsibility to walk participants through digital skills training offered on Nextlink's website via our partnership with Airband, navigate through individualized needs like telehealth portal and online banking registration, teach digital skills micro lessons via tech curricula offered from CTN Community Tech Network. We are also exploring Tech Support from PVA&M.*

##### **Q: Cost - Who will cover it?**

*A: Microsoft **Airband Grant balance** to kick off the program pilot and receiving additional funds from Microsoft post success of the launch per our agreement.*

*A: Additional support from Prairie View's Work Study Program*

##### **Q: What will PCs for People contribute?**

*A: PCs for people will outfit the location with top tiered refurbished devices*

*I need to clarify the initial number and type of devices to be provided.*

#### **Additional feedback generated online:**

As a digital navigator serving a rural community, our role is crucial in bridging the digital divide and ensuring equitable access to technology. Here are the topmost important duties we should focus on during our hours of operation:

##### **Connectivity Assistance:**

Help community members access affordable internet services. This involves guiding them through available options, understanding eligibility criteria, and assisting with sign-up processes.

Provide information about local internet service providers, their plans, and any special programs (such as discounted rates for low-income households).

Address connectivity challenges specific to rural areas, such as limited infrastructure or coverage gaps.

##### **Device Acquisition and Setup:**



Assist individuals in acquiring suitable computing devices (e.g., laptops, tablets, smartphones). This includes understanding their needs, budget, and compatibility requirements.

Help with device setup, including connecting to Wi-Fi networks, installing essential apps, and ensuring basic functionality.

Educate users on device maintenance, security, and troubleshooting.

### **Digital Literacy Training:**

#### **CTN Community Tech Network**

Offer training sessions on essential digital skills. Cover topics like using email, browsing the web, online safety, and basic software applications.

Tailor training to the community's needs and skill levels. Consider organizing group workshops or one-on-one sessions.

Promote lifelong learning by encouraging continuous skill development.

### **Application Support:**

Guide community members in using online applications and services. This includes helping them access government portals, educational platforms, healthcare resources, and job search websites.

Assist with tasks like filling out online forms, applying for benefits, or accessing e-learning materials.

Be patient and empathetic, especially when working with individuals who are new to technology.

### **Resource Recommendations and Follow-Up:**

Familiarize yourself with local resources related to digital equity. These may include libraries, community centers, nonprofit organizations, and educational institutions.

Recommend relevant resources based on individual needs. For example, direct caregivers to resources for K-12 students or connect returning citizens with job training programs.

Follow up with community members to ensure they are making progress toward their goals. Regular check-ins help build trust and address any emerging challenges.

### **Customized Solutions:**

Recognize that each community has unique needs. Customize your approach based on local context, demographics, and existing services.

Collaborate with other community stakeholders, such as schools, local businesses, and healthcare providers, to create holistic solutions.

Be adaptable and open to feedback, adjusting your strategies, as necessary.

Remember, as a digital navigator, you play a vital role in empowering individuals and strengthening your community's digital inclusion efforts. Our work contributes to a more connected, informed, and resilient rural population.



# Project Proposal for:

**Nextlink - Digital Empowerment  
Center**



Presented To  
**Nextlink Internet**

Presented By  
**Kami Griffiths**  
Executive Director  
**Skye N. Downing**  
Programs & Partnership Director  
Community Tech Network



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3	About Us
4	Mission, Vision and Organizational Model
5	Project Overview
6 - 8	Our Services
9	Project Cost
10	Summary



# About Community Tech Network

**Community Tech Network (CTN)** is a nonprofit organization. Since 2008, we have been working to close the digital divide and envision a world where individuals are empowered to use technology to thrive in connected and flourishing communities. CTN believes that access to the internet is a human right, and that those without the skills to use the internet are at risk of social and economic disadvantage. CTN provides services to over 9,000 unique learners each year through a network of over 100 agency partners nationwide.

Pre-COVID, CTN's successful, community-based model catalyzed digital inclusion in locations where learners already participate in other community programs, such as senior centers, housing developments, community centers and libraries. A robust, well-trained network of paid and volunteer staff (many of whom are bilingual) provided training and support to learners in CTN's partner locations. During COVID shelter-in-place orders, CTN shifted to a virtual-only model. Focusing on learners who lack a device and home internet access, CTN distributed devices, helped people enroll in home internet services, and transitioned in-person classes to virtual. We now provide both in-person and virtual digital inclusion support to individuals and groups.





# Mission, Vision and Organizational Model

## Mission

Our mission is to transform lives through digital equity.

## Vision

A world where individuals are empowered to use technology to thrive in connected and flourishing communities.

## Organizational Model

CTN meets our mission in two ways: direct services to the clients of our partners and building capacity of partners. CTN is applying its 16 years of experience to help social service agencies across the country by providing training for trainers, access to curriculum and other resources, translation services, and program management support.



# Project Overview

**Nextlink Internet**, a premier local internet service provider in Texas that offers affordable and reliable broadband access to rural areas, will be establishing a Digital Empowerment Center which will be funded by a grant from Microsoft Airband and additional support from Prairie View A&M University's Work Study Program. The Digital Empowerment Center, located at the Hempstead Recreation Center, will be a multipurpose facility offering broadband-enabled workstations, digital literacy training, technical assistance, and digital navigation services.

This proposal outlines how **Community Tech Network (CTN)** will play a crucial role in this initiative by providing its expertise in digital inclusion and literacy. CTN will oversee the training of trainers and ongoing resources/support needed, ensuring that Nextlink trainers can effectively train community members on how to utilize internet services provided by Nextlink. A&M Intern Navigators will assist customers with their digital needs, guided by the comprehensive digital skills curriculum provided by CTN, and online learning resources from Microsoft and PCs for people.





# Our Services

## Program Oversight / Administration

Our program oversight and administration services ensure seamless implementation and effective management of digital inclusion initiatives, which includes:

- Consulting Services
- Intake/Onboarding
- Schedule/Host meetings
- Oversee training program and deliverables
- Provide support and troubleshoot technical issues

## LIFT Navigators

Our digitalLIFT program includes a comprehensive pathway to bridging the digital divide through the deployment of skilled Digital Navigators. The trainings includes:

- Digital Navigator Overview
- Advanced Digital Navigator Training
- Shadowing - 1:1 Virtual
- CTN Community Forum
- Wraparound services
- 90-minute Workshop/Debrief
- Resource package
- Access to one complimentary Core Curriculum from the CTN library
- ACP Overview
- Certificate of Completion



# Our Services

## Details on the core training principles

### Digital Navigator Overview:

- Describe the digital divide and its impact on our society
- Identify existing digital inclusion initiatives
- Explain the role of digital navigators
- Identify the skills necessary to excel in this role

### Advanced Digital Navigator Training:

- Clearly define digital navigators' roles, responsibilities, skills, workflows, and place in the digital inclusion ecosystem.
- Discuss the potential benefits and challenges of increased digital connectivity with community leaders and individuals, employing a strengths-based perspective that honors the experience and resources of less connected communities.
- Conduct an intake interview to identify a learner or client's current digital skills and resources, identify goals, and make a preliminary assessment of eligibility for programs such as low-cost broadband.
- Identify best practices in online safety and digital citizenship to encourage safe and responsible use of the internet by digital navigators and their learners.
- Maintain case notes and other records to support learner progress and impact reporting.
- Maintain appropriate professional boundaries and refer learners or clients out to other support resources for needs beyond the scope of the digital navigator role.
- Locate and consult additional resources to remain up to date on best practices in the digital navigator community.
- LIFT Support (included): We recommend that the group complete training as one cohort. A typical training timeline will be 3 weeks with the content followed by a 90-minute virtual workshop/debrief held in the 4th week. Training timelines and debrief schedules are pre-determined and the digitalLIFT team will work with you to identify the appropriate cohort for your team to join.
- Enrollment in the CTN Community Forum: engage with other participants on the latest news, successes, challenges, training updates, and Q&A.



# Our Services

## Managing Digital Navigators - Train the Manager

We provide training to equip nonprofit managers of digital navigators with the essential skills and knowledge to lead effective digital navigator initiatives within their communities, the topics cover digital equity, inclusion leaders, and community engagement:

- **Setting Up Your Program:** Includes case studies, program factors, and asset mapping
- **Recruiting Digital Navigators:** Offers recruitment tips, job descriptions, and case studies
- **Program Operations:** Details process flow, communication, connectivity, devices, and training
- **Supporting Your Team:** Focuses on responsibilities, limitations, and team support
- **Resources & Wrapping Up:** Provides resources, references, and a post-training survey



# Project Cost-Actual

Project and Initiative		Total
CTN Project Oversight / Administration fees		\$2,500
<b>LIFT Navigators</b> <b>1. LIFT Navigators (Parts 1 &amp; 2)</b> <b>2. Shadowing - 1:1 Virtual</b> <b>3. ACP Overview</b> <b>4. CTN Community Forum</b> <b>Wraparound services</b> <b>90-minute workshop/debrief</b> <b>Resource Package</b> <b>Access to one complimentary core curriculum from the CTN library</b> <b>ACP Overview</b> <b>Certificate of Completion</b>	\$600 per enrollee x 4	\$2,400
<b>CORE CURRICULUM (~5-8 hrs training)</b> <b>Includes: Learner Booklet (50-70 pages)</b> <b>TABLET: Android or iPad</b> <b>additional languages or translation TBD</b>	one free curriculum included with LIFT package	FREE
<b>Managing Digital Navigators - Train the Manager</b>	\$300 per enrollee x 1	\$300
<b>1 Debrief</b> (Extra is \$250 each)	included	FREE
<b>LIFT Support</b>	included	FREE
<b>TOTAL</b>		<b>\$5,200</b>



## **In Summary**

CTN is very excited by the opportunity to work with Nextlink to bridge the digital divide by enhancing the digital capacity of organizations through its capacity-building program. Since 2020, CTN has partnered with 71 organizations, training 527 agency leaders with over 4,127 hours of training. Our efforts include live workshops, culturally appropriate curricula, and ongoing support to empower underserved communities with essential digital skills and resources.

## **For inquiries, please contact:**

Kami Griffiths  
kami@communitytechnetwork.org  
650-784-1156



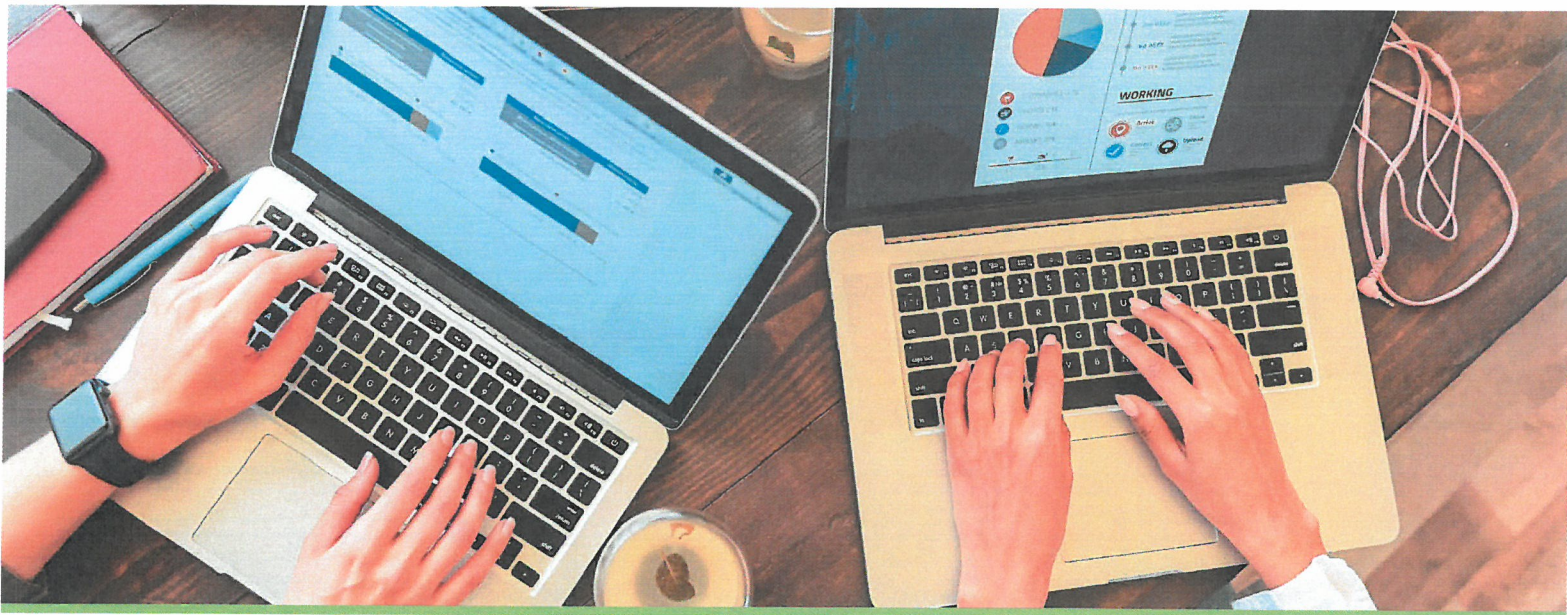
# Non-Profit Tech Buying Guide



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[www.pcsforpeople.org](http://www.pcsforpeople.org)





# Let's get you connected!

*We can help you get the technology your team needs to serve our communities.*

We proudly work with nonprofits, schools, museums, housing authorities, and other community organizations nationwide to provide low-cost technology. We know how tight budgets can be and never want a high price tag to be a barrier for people seeking to make a difference in the community.

We offer high-quality, low-cost, Microsoft Authorized Refurbished computers available for purchase for eligible nonprofits and community organizations. (turn to page 3 for more information about eligibility).

If you are interested in purchasing devices to distribute directly to individuals you work with who meet our low-income eligibility criteria, please turn to page 8 to learn more about our distribution partnership models.

We look forward to working with you!



# About Us



## We are not your ordinary computer store.

Since 1998, PCs for People has been a driving force behind digital inclusion efforts across the US. We are a self-sustainable 501(c)(3) nonprofit organization with a national reach.

We believe that every person deserves to access education, healthcare, employment, social, and other opportunities that a computer and internet service can offer.



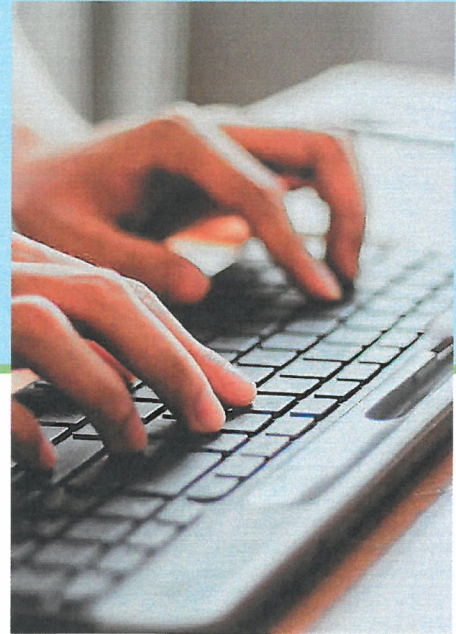
### ***Why Shop With Us?***

- One-year hardware warranty
- Lifetime customer support
- Affordable computer repair
- Support digital inclusion



# Eligibility Requirements

Community organizations must meet certain eligibility requirements in order to purchase technology from PCs for People.



- Nonprofit organizations must submit documentation of 501(c)(3) status under the U.S. Internal Revenue Code.
- Educational institutions must submit documentation showing their status as an accredited academic or vocational institution.
- Preschools must submit documentation showing they provide educational services to children, serve at least ten children, and have been in operation for at least one year.
- Educational administrative offices must submit documentation showing status as either:
  - a. District, regional, state, provincial, or national administrative offices
  - b. Offices organized and operated exclusively for administration purposes
  - c. Government groups whose activities primarily consist of providing administrative support for educational institutions
- Public museums must submit documentation showing that they are:
  - a. Organized primarily for educational or aesthetic purposes
  - b. Have a professional or volunteer staff
  - c. Own or use real objects, care for them, and exhibit them to the public on a regular basis

# Pricing Desktop Computers



Device Tier	Device Specs	Cost per Unit (Tower Only)	Cost per Unit (Full Set w/ Monitor, Keyboard, Mouse)
Good	HDD: 250 GB RAM: 6+ GB Processor: 4th-5th gen i5 or 6th gen i3	\$85	\$100
Better	HDD: 120 GB SSD or 500 GB RAM: 8 GB Processor: 4th-5th gen i7, 6th-7th gen i5 or 7th-9th gen i3	\$100	\$125
Best	HDD: SSD or 500 GB+ RAM: 8 GB Processor: 7th gen i7-10th+ gen i5 or i7	\$110	\$150

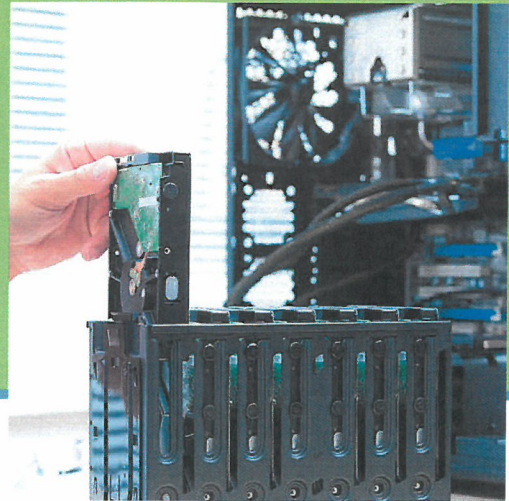


# Pricing Laptop Computers



Device Tier	Device Specs	Cost per Unit
Good	HDD: 250 GB RAM: 6+ GB Processor: 2nd-3rd gen i7, 4th-5th gen i5 or 6th gen i3	\$100
Better	HDD: 120 GB SSD or 250 GB RAM: 8 GB Processor: 4th-5th gen i7 or 6th-7th gen i5	\$125
Best	HDD: 240+ GB SSD RAM: 8 GB Processor: 7th gen i7-10th+ gen i5 or i7	\$175

# Pricing Add-Ons



Need a little something extra? Our team can customize any or all of the computers in your order to make sure they fit your organization's needs.

Hard Drive	Price
250GB HD	-
500GB HDD	\$15
1TB HDD	\$20
120 GB SSD	\$15
240GB SSD	\$25

RAM	Price
6GB	-
8GB	\$15
16GB	\$35

LCD Monitor	Price
19"	\$40
22"	\$55



# Pricing Accessories



Item	Price
Speakers*	\$15
Headset	\$12
Wired Mouse	New \$5   Used \$3
Flash Drive (16-32GB)*	\$12
Wireless Mouse	\$15
Webcam	\$10
Laptop Bag*	\$5
Wired Keyboard	\$10
Wireless Internet Adapter	\$15 or free with desktop purchase

\*Dependent on availability

# Partnership Opportunities



Interested in computers for your community? We are proud to partner with organizations across the country to provide technology to low-income households. Email us at [partner@pcsforpeople.org](mailto:partner@pcsforpeople.org) to learn more!

## **Become a “Bridging the Gap” Partner**

Bridging the Gap is a partnership between PCs for People and Mobile Beacon that allows nonprofit partners to provide internet and computers directly to the eligible individuals and families they serve. Once registered and approved as a Bridging the Gap Partner, the organization will receive its own unique PCs for People Online URL to use. They can then create accounts and either pay for their customers or simply assist them in the process. Every device or computer that is sold at that URL is tracked and accessible to the organization via the online partner portal.

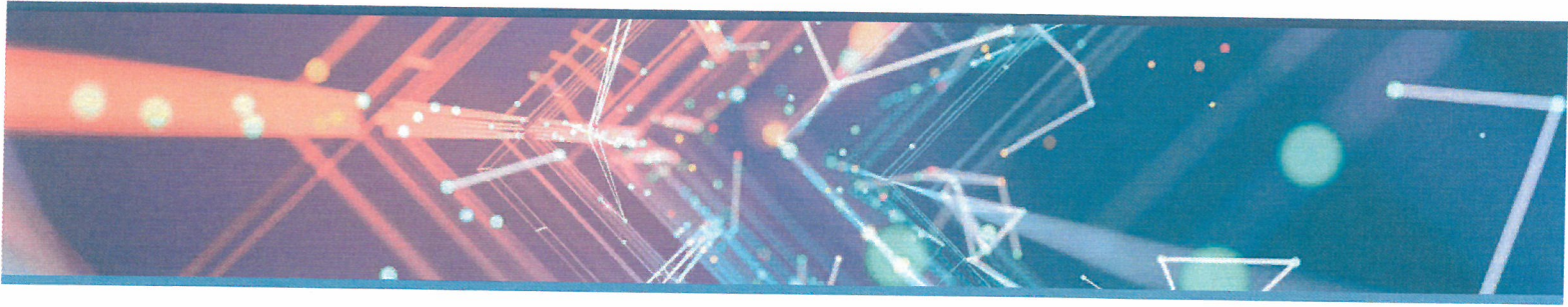
## **Host a Distribution Event**

By hosting a distribution event or pop-up shop, you can help us reach customers in need in your community. Customers will register ahead of time using a unique URL and then come to the event to pick up their computer or hotspot/modem. If needed, we can work together to provide financial assistance to your members so there is no barrier to the technology they need.

## **Become an Ongoing Pick-Up Location**

We are always looking for long-term partners who have the ability to serve as an ongoing pickup location for customers in their community. These partners typically store PCs for People devices at their physical location so that customers can pick up their online orders in person.





“

*"This place is a hidden gem. I really needed a computer for work and PCs for people made it a reality. The staff was helpful and made everything comfortable. Now I'm good to go!"*

-PCs for People Customer



# Get Connected!



Whether you know exactly what you want or need some help determining what technology will best fit your organization's needs, we are here to help!

**Call Us**

**(651) 354-2552**

**Email Us**

**[partner@pcsforpeople.org](mailto:partner@pcsforpeople.org)**





## City of Hempstead

1125 Austin Street, Hempstead, Texas 77445

Phone No. (979) 826-2486

### TRAVEL AND EXPENSE REIMBURSEMENT (Proposal)

General Statement: This policy is applicable to all personnel of the City of Hempstead, whether elected or appointed. It applies to all travel regarding valid City business outside the city limits and all travel reimbursements to City personnel, subject to authorized Budget appropriations and authenticated expenses. Personnel must make every effort to minimize travel costs.

Prior budgetary approval and prior supervisory approval is required for travel expenses. Approval for travel expenses by an elected official is by action of the City Council.

Travel must be in the best interest of the city. City vehicles are not to be taken or used outside of the City limits except for City business, with the department director's approval, or for emergencies.

Any travel expense incurred by the city for reservations made for any City personnel (elected or appointed), who thereafter cancels or fails to use such reservation shall be reimbursed by those personnel (unless waived in case of emergency).

Personnel is to be reimbursed, within budgetary limitations, for necessary and reasonable job-related or official expenses incurred in the authorized conduct of City business, including business-related travel. Examples include but are not limited to:

- a. Training purposes
- b. Attending meetings/conferences
- c. Picking up supplies for City purposes, City functions or City sponsored events.

### 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.

When authorized, an employee using a personal vehicle on City business shall be paid an amount per mile equivalent to the current rate specified by the Internal Revenue Service ("Mileage") to its employees or shall be paid the equivalent of a coach airline fare, whichever results in the lower cost to the City.

In instances of approved private vehicle use, reimbursement will be made for Mileage, also tolls and parking fees. Itemized, original receipts are required for toll and parking fees as well as for taxi cabs, limos, and other modes of transportation. The City will pay for rental vehicles upon the written approval of the Managing department director of Operations or for an elected official, the City Council.





## City of Hempstead

1125 Austin Street, Hempstead, Texas 77445

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Travel Approval and Cash Advances. All travel and cash advances must be approved in advance by the employee's Department Director (or designee), unless otherwise stated in this policy. **The City Council must approve travel and cash advances for an elected official.**

In addition, any travel out of state must be approved by the ~~Managing~~ department director of ~~Operations as stated below~~, or by City Council.

Lodging. Itemized original receipts for 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. **An itemized original hotel receipt must be provided, including an itemization for any room service charges to be paid/reimbursed by the City.**

Meal Allowance. The City shall pay actual necessary food expenses for an employee or City official traveling on City business. Expenses for meals shall be reimbursed at actual cost as supported by original receipts not to exceed amounts set by the U.S. General Services Administration, <https://www.gsa.gov/travel/plan-book/per-diem-rate>, to include the first and last day of travel.

Consistent with all other provisions, meal reimbursement, not to exceed actual expense, is allowed for employees for meals purchased:

- a. While away **from** the City continuously for five hours or more (to include travel time), and exceeds a distance traveled of 50 or more mile radius, or
- b. When approved overnight lodging is secured.

Meals will not be paid if the travel is completed (depart and return) within the same day and distance travelled is less than 20-mile radius, or if meals are provided by event or lodging accommodations, including continental breakfast.

Reimbursement for meals is subject to the US General Services Administration. See link for breakdown: [https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems\\_report&state=TX&fiscal\\_year=2022&zip=&city=](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results/?action=perdiems_report&state=TX&fiscal_year=2022&zip=&city=)  
For purposes of a breakdown:

- a. Breakfast 0000-15.00
- b. Lunch 15.00- 25.00
- c. Dinner 25.00- 35.00

Travel expectations **and City Employees pay.**

Local training: Receive: Paid time for length of training.

Local training multiple days: Receive: Paid time for length of training.

1 day training: Within 50 miles away from station, receives time pay for length of training.

1 day training: Training exceeding 50 miles, receive pay for the length of the training plus travel time. Department head may authorize 1 night hotel before class.





## City of Hempstead

1125 Austin Street, Hempstead, Texas 77445

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Multiple days of training: Training exceeding 50 miles, receive pay for the length of the training plus travel time. Department head may authorize hotel stay for the length of the class until the night before, check out last day of class.

Vehicle Allowance. Employees receiving a vehicle allowance are ineligible for mileage reimbursement.

Receipts. Requests for reimbursement must be accompanied by original receipts except for;

- a. For parking charges less than \$8.00, and
- b. Mileage, the requests of which must be accompanied by written evidence of the evidence of the mileage traveled, e.g., a Google or Yahoo Maps printout.

Non-Allowable Expenses. Expenses or charges for the following will normally not be reimbursed and must be paid for by the employee:

- a. In-hotel pay television and movies;
- b. Dry cleaning and laundry;
- c. Health club and spas;
- d. Expenses of a non-employee;
- e. Alcoholic beverages;
- f. Personal long distance telephone calls;
- g. Unreasonable tips, includes any amount above 15%; and
- h. Items or purchases of a personal nature.

Requests for Reimbursement and Return of Unexpended Funds. Upon return to the City, an itemized complete accounting of all expenditures of City funds is to be filed within three (3) business days on the appropriate reimbursement form with the City Secretary.

Original receipts for all expenses, including hotel bills and registration fees, must be attached to the form. All unexpended advance funds must be returned with the form within three (3) business days of the employee's return to work.

Authorized expenses in excess of advance funds received will be reimbursed with proper approval by department director or City Council.

Travel to Training. The current mileage reimbursement rate will be paid to employees who must use their personal vehicles to travel to a training destination farther than their designated work location or other City locations and/or facilities.

Mileage for Most Direct Route. Employees traveling outside Hempstead on City business and who request mileage reimbursement will be reimbursed for the shortest distance traveled to the event from either (a) their home or (b) their primary work site.



## City of Hempstead

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Expenses Not Covered in Policy. Approval of City Council or The Managing department director of Operations' approval must be obtained prior to any expenditure of funds for items or changes which are not specifically addressed in policy.

All City employees who travel are required to take a copy of the tax exemption form with the tax exemption number for use with all vendors supplying goods and services.

Compliance. 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 Hempstead*

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

## RESOLUTION NO. 24-\_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEMPSTEAD, TEXAS, AMENDING RESOLUTION NO. 23-112, WHICH APPROVED THE CITY OF HEMPSTEAD GENERAL BUDGET FOR THE 2023-2024 FISCAL YEAR FOR THE PURPOSE OF REVISING SPECIFIC LINE-ITEM EXPENDITURES THEREIN; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT**

**WHEREAS**, on September 15, 2023, the City Council of the City of Hempstead, Texas, adopted Resolution No. **23-112** approving the City of Hempstead General Budget for the 2023-2024 Fiscal Year and,

**WHEREAS**, the City Council has now determined it to be in the best interests of the City to amend the City of Hempstead General Budget for municipal purposes as set forth in the amended City of Hempstead General Budget attached hereto as Exhibit A ; (Budget Amendment Transfer) NOW, THEREFORE,

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

**PART 1:** That the 2023-2024 City of Hempstead General Budget approved by Resolution No. 23-112, is hereby amended as set forth in Exhibit "A" attached hereto and incorporated herein for all purposes.

**PART 2:** That this amendment to the Budget shall be attached to and made a part of the 2023-2024 City of Hempstead General Budget, as amended hereby.

**PART 3:** That except as hereby amended and any prior amendments, the City of Hempstead General Budget shall remain in effect in accordance with its terms.

**PART 4:** That this Resolution shall become effective immediately after passage and approval.

**PASSED and APPROVED** this \_\_3<sup>rd</sup>\_\_ day of \_\_June\_\_ 2024.

**APPROVED:**

\_\_\_\_\_  
Katherine Ragston Ward, Mayor

**ATTEST:**

\_\_\_\_\_  
Sabriina Alvarez, City Secretary

Exhibit A

Budget Transfer Amendment



Order to Amend 2023-2024 Budget

Date Approved 06-03-2024

G. L. #	FUND/ DEPARTMENT	DESCRIPTION	PREVIOUS BUDGET	DEBIT (CREDIT)	AMENDED BUDGET
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BUDGET LINE ITEM TRANSFERS:

From:

100-102-5-920-00	General Admin	Capital Outlay Bldgs.	\$89,455	<u>\$(20,000)</u>	\$69,455
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To:

100-102-5-970-00	General Admin	Capital Outlay Vehicles	\$18,000	<u>\$20,000</u>	\$38,000
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# *City of Hempstead*

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

## **RESOLUTION**

**NO. 24-\_\_\_\_\_**

### **AUTHORIZATION FOR ADMINISTRATOR AND ON-LINE ADMINISTRATOR VISA BUSINESS CARD ACCOUNT WITH PROSPERITY BANK**

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

The Administrator for the Business Credit Card Account will be Katherine Ragston Ward, Mayor; and the On-Line Administrator will be Sabrina Alvarez, City Secretary.

**PASSED AND APPROVED** this the 3<sup>rd</sup> day of June, A.D., 2024.

#### **APPROVED:**

\_\_\_\_\_  
**Katherine Ragston Ward, Mayor**

\_\_\_\_\_  
**Lonnie Garfield, Mayor Pro-Tem**

\_\_\_\_\_  
**Mildred Jefferson, Councilmember**

\_\_\_\_\_  
**Cindy Pearce, Councilmember**

\_\_\_\_\_  
**Karon Neal, Councilmember**

\_\_\_\_\_  
**Nora Hodges, Councilmember**

#### **ATTEST:**

\_\_\_\_\_  
**Sabrina Alvarez, City Secretary**