

William A. 'Bert' Miller, III
Mayor
Bernie Gessner
Mayor Pro-Tem
Josh M. Fultz Councilmember



James Harris
Councilmember
Pattie Pederson
Councilmember

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
JANUARY 8, 2024**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 8th of January, 2024 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCltlx7BQt0TCIYJRiZ14g5w>

1. Call to Order.
2. Invocation
Pledge of Allegiance
3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
4. Staff Report:
 - (a) Update on CIP Projects. [Jon MacKay, Graduate Engineer]
 - (b) Election update for May 4, 2024 General City Election. [Susie M. Homeyer, City Secretary]
 - (c) Board and Commission update. [City Council]
 - (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

5. Consideration and possible action to approve a design option for directional signs from National Signs, LLC for City-Wide Wayfinding Project: Phase 1. [Kristin Gauthier, Assistant City Manager]
6. Consideration and possible action to approve on the first reading of Ordinance No. 1038-24, authorizing participation with Entergy Service Area Cities in matters concerning Entergy Texas, Inc. at the Public Utility Commission of Texas in 2024 and authorizing the hiring of lawyers and rate experts. [Jason Weeks, City Manager]
7. Consideration and possible action on Resolution No. 755-24, authorizing the submission of an application to the Texas General Land Office's Resilient Communities Program. [Maribel Frank, CFO]
8. Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

Consent agenda are:

A. Approve the second reading of Ordinance No. 1037-23 amending the Wastewater Fund budget for fiscal year beginning October 1, 2023, and ending September 30, 2024, in the amount not to exceed \$112,500.00.

B. Approve the minutes from the month of December 2023.

C. Approve the Municipal Court report for the month of December 2023.

9. The City Council shall meet in Executive Session, as authorized by Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas. [Jason Weeks, City Manager]

The City Council shall meet in Executive Session in accordance with Texas Government Code, Section 551.074, Personnel Matters, concerning the annual evaluation of the City Manager and possible amendment to the employment agreement for the City Manager. [City Council]

The City Council shall meet in Executive Session in accordance with Texas Government Code, Section 551.074, Personnel Matters, concerning evaluation of Legal Counsel for the City of Navasota, and associated issues. [City Council]

10. Reconvene into open session.
11. Consideration and possible action to authorize the Mayor to execute a revision to the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas. [Jason Weeks, City Manager]

12. Consideration and possible action concerning the annual evaluation of the City Manager and possible amendments to the employment agreement for the City Manager. [City Council]
13. Consideration and possible action concerning the approval of an updated engagement agreement with Legal Counsel for the City of Navasota, and associated issues. [City Council]
14. Adjourn.

DATED THIS THE 3RD OF JANUARY, 2024

/JW/

BY: JASON WEEKS, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 3rd of January, 2024 at 12:59 PM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at www.navasotatx.gov.

The City Council reserves the right to convene in Executive Session at any time deemed necessary for the consideration of confidential matters under the Texas Government Code, Sections 551.071-551.089.

DATED THIS THE 3RD OF JANUARY, 2024

/SMH/

BY: SUSIE M. HOMEYER, CITY SECRETARY

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (936) 825.6475 OR (936) 825.6408 OR BY FAX AT (936) 825.2403.



REQUEST FOR CITY COUNCIL AGENDA ITEM #4

<p>Agenda Date Requested: <u>January 8, 2024</u></p> <p>Requested By: <u>Jason Weeks, City Manager</u></p> <p>Department: <u>Administration</u></p> <p><input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance</p> <p>Exhibits: <u>None.</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center;">Appropriation</th></tr></thead><tbody><tr><td>Source of Funds:</td><td><u>N/A</u></td></tr><tr><td>Account Number:</td><td><u>N/A</u></td></tr><tr><td>Amount Budgeted:</td><td><u>N/A</u></td></tr><tr><td>Amount Requested:</td><td><u>N/A</u></td></tr><tr><td>Budgeted Item:</td><td><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>N/A</u>	Account Number:	<u>N/A</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appropriation													
Source of Funds:	<u>N/A</u>												
Account Number:	<u>N/A</u>												
Amount Budgeted:	<u>N/A</u>												
Amount Requested:	<u>N/A</u>												
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

AGENDA ITEM #4

Staff Report:

- (a) Update on CIP Projects. [Jon MacKay, Graduate Engineer]
- (b) Election update for the May 4, 2024 General City Election [Susie M. Homeyer, City Secretary]
- (c) Board and Commission update. [City Council]
- (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

SUMMARY & RECOMMENDATION

- a. Jon MacKay, Graduate Engineer, will give the City Council an update on our CIP Projects.
- b. Susie M. Homeyer, City Secretary will update the City Council and citizens on the deadline to file an application for a place on the ballot for the May 4, 2024 General City Election.

- c. If applicable, the City Council will provide Board and Commissions updates.
- d. Staff and the City Council will provide updates on other upcoming events.

ACTION REQUIRED BY CITY COUNCIL

No action required.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/21/23

Date

NOTICE OF DEADLINE TO FILE AN APPLICATION FOR PLACE ON THE BALLOT

(AVISO DE FECHA LÍMITE PARA PRESENTAR UNA SOLICITUD PARA UN LUGAR EN LA BOLETA)

Notice is hereby given that an application for a place on the City of Navasota General Election 2024
(name of political subdivision/party)

Regular ~~Special/Primary~~ Election ballot may be filed during the following time: 01/17/2024 - 02/16/2024
(Circle one)

(Se da aviso por la presente que una solicitud para un lugar en la boleta de la Elección

Regular ~~Especial/Primaria~~ de El Cleccion General dela Ciudad de Navasota 2024 se pueden presentar
(marcar una con círculo) (nombre de la subdivisión política/partido)

durante el siguiente horario: 01/17/2024-02/16/2024)

Filing Dates and Times:

(Fechas y Horario para Entregar Solicitudes)

Start Date: January 17, 2024

End Date: February 16, 2024

(Fecha Inicio) 17 De Enero de 24

(Fecha Límite) 16 Febrero 24

Office Hours: Monday - Friday 8:00 a.m. - 5:00 p.m.

(Horario de la Oficina) Lunes - Viernes 8:00 a.m. - 5:00 p.m.

Physical address for filing an application in person for place on the ballot:

(Dirección a física para presentar una solicitud en persona para un lugar en la boleta)

City of Navasota, 200 E. McAlpine, Navasota, Texas 77868

El Cleccion Navasota, 200 E. McAlpine, Navasota, Texas 77868

Address to mail an application for place on the ballot (if filing by mail):

(Dirección a donde enviar una solicitud para un lugar en la boleta (en caso de presentar por correo))

City of Navasota, P. O. Box 910, Navasota, Texas 77868

El Cleccion Navasota, P. O. Box 910, Navasota, Texas 77868

Email or Fax Number to send an application for place on the ballot:

(Dirección de correo electrónico o número de fax para enviar una solicitud para un lugar en la boleta)

shomeyer@navasotatx.gov

936-825-2403



Signature of Filing Officer

(Nombre en letra de molde del Oficial de Archivos)

Susie M. Homeyer, City Secretary

Printed Name of Filing Officer

(Firma del Oficial de Archivos)

December 12, 2023

Date Posted

(Fecha archivada)



AGENDA PLANNING CALENDAR

January 8, 2024 – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 12/25/2023](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Update of all CIP projects; (b) Election update; (c) Board and Commission update; and (d) Reports from staff and City Council
5. Approve a design option for directional signs from National Signs LLC for City-Wide Wayfinding project
6. 1st reading of Ordinance No. 1038-24, Entergy participation with other cities
7. Resolution No. 755-24, authorizing submission of an application to the Texas General Land Office's Resilient Communities program
8. Consent agenda: (a) Minutes for the month of December 2023; (b) Municipal Court report for December 2023; and (c) 2nd reading of Ordinance No. 1037-23, Budget amendment for wastewater fund;
9. Executive Session: Section 551.071 – Revisions to a variance granted to M & P Adventures; Section 551.074 – Annual evaluation of City Manager; and Section 551.074 - evaluation of Legal Counsel
10. Reconvene
11. Action on Executive Session
12. Action on Executive Session
13. Action on Executive Session
12. Adjourn

January 22, 2024 – [WORKSHOP – 4:30 P.M.](#)

1. Called to order
2. Workshop on Charter revisions
3. Adjourn

January 22, 2024 – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 01/08/2024](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Update of all CIP projects; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Discussion on Air B & B's
6. 2nd reading of Ordinance No. 1038-24, participation with other Entergy service area cities
8. Change Order for Pecan Lakes Gas Line Extension Project
9. Adjourn

February 12, 2024 – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 01/08/2024](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Update of all CIP projects; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Order calling the May 4, 2024 City General Election
6. Approve Election Contract for the May 4, 2024 City General Election
7. Sale of city owned property
8. Consent agenda: (a) Minutes for the month of January 2023 and (b) Municipal Court report for the month of January 2023
9. Adjourn

February 26, 2024 – [WORKSHOP](#)

1. Called to order
2. Workshop on manufactured homes
3. Adjourn



So much, so close.

Core Values

T

Teamwork & Collaboration

- We believe in the power of collective effort and cooperation.
- Foster a culture of collaboration among residents, businesses, and government.
- Together, we can achieve greater outcomes and overcome challenges.

H

Honor & Integrity

- Uphold honesty, transparency, and ethical conduct in all endeavors.
- Demonstrate integrity in decision-making and actions for the greater good.
- Earn and maintain the trust of our community through principled leadership.

R

Resilience & Adaptability

- Embrace change and remain agile in a constantly evolving world.
- Build resilience to face adversity and bounce back stronger.
- Learn from experiences to continuously improve and innovate.

I

Inclusivity & Diversity

- Celebrate and embrace the richness of our diverse community.
- Promote inclusivity, ensuring that all voices are heard and valued.
- Create an environment where everyone feels welcome and respected.

V

Vision & Progress

- Pursue a forward-thinking vision for the city's growth and development.
- Encourage innovation and progressive ideas that benefit our residents.
- Strive to be a model city that sets new standards and inspires others.

E

Empowerment & Engagement

- Empower individuals to participate in shaping the city's future.
- Encourage active citizenship and engagement in local decision-making.
- Support initiatives that enhance community involvement and civic pride.



2023-2024 Strategic Plan

Mission Statement

To guide Navasota's growth in a way that maintains our heritage, culture and uniqueness while maximizing our economic and social development.

Vision Statement

Navasota 2027: What America wants to be — A beautiful, progressive, vibrant, service-oriented, close-knit community filled with historical charm and promise for people and business.

Core Values: THRIVE

Teamwork &
Collaboration

Honor &
Integrity

Resilience &
Adaptability

Inclusivity &
Diversity

Vision &
Progress

Empowerment &
Engagement

Goals

Planning &
Economic
Development

Marketing/
Communications

Quality of Life

Staffing

Human
Resources

Facilities/
Buildings

Infrastructure

NAVIA SOTA!TM
So much, so close.

2023-2024 Strategic Plan



The City of Navasota Strategic Planning Processes

In December 2022, the City of Navasota embarked on a strategic planning process to create strategic priorities for 2023 through 2024. The following is the process used to reach the conclusions for the strategic plan.

The process kicked off with a preliminary planning meeting via Zoom between City Manager Jason Weeks and professional facilitator Alysia A. Cook, PCED, IOM with Opportunity Strategies LLC. The two met to review key issues facing the community, understand the programs and projects currently underway, and to prepare the process and format for the planning session.

On April 4, the consultant facilitated a Town Hall meeting seeking feedback from citizens and community stakeholders. That feedback is included in the Appendix.

On April 5, the consultant facilitated multiple focus group discussions with various stakeholder groups to secure feedback from them regarding their recommendations for the city council to consider. That feedback is included in the Appendix.

On April 18, the Navasota management team met at City Hall for a strategic planning workshop to begin creating recommendations for the city council to consider.

On April 19, the Navasota city council met at City Hall to begin considering the recommendations from the Town Hall meeting, the stakeholder interviews, and the Navasota management team.

The facilitator led the participants through an analysis of the SWOT (strengths, weaknesses, opportunities, and threats) they had completed online, a brainstorming exercise called Start-Stop-Accelerate, then discussions regarding desires and priorities for the next two years. Then the facilitator managed the development of and consensus on goals for 2023-2024.

Following the goal development, the facilitator led the group through strategy and metrics development.

The following is the City of Navasota 2023–2024 Strategic Plan.

Expectations

The facilitator asked the participants to share any expectations for the day. Responses were as follows:

- Growth
- Voice for the Future
- Staff burnout
- Fund old infrastructure repair/replacement & new
- Streets, other infrastructure repairs plan for future
- Personal floating holidays
- Supervisor training
- How to appeal to top talent candidates
- Employee recognition program
- Work-from-home policy
- Increase TMRS pension matching
- Establish a standard for addressing small stuff
- Improve our departments
- Updating equipment/training/technology
- Culture/political attacks
- Fee structures for events



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Resilience &
Adaptability

Inclusivity &
Diversity

Vision &
Progress

Empowerment &
Engagement

Goals

Planning &
Economic
Development

Marketing/
Communications

Quality of Life

Staffing

Human
Resources

Facilities/
Buildings

Infrastructure

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- **Teamwork and Collaboration**
 - We believe in the power of collective effort and cooperation.
 - Foster a culture of collaboration among residents, businesses, and government.
 - Together, we can achieve greater outcomes and overcome challenges.
- **Honor and Integrity**
 - Uphold honesty, transparency, and ethical conduct in all endeavors.
 - Demonstrate integrity in decision-making and actions for the greater good.
 - Earn and maintain the trust of our community through principled leadership.
- **Resilience and Adaptability**
 - Embrace change and remain agile in a constantly evolving world.
 - Build resilience to face adversity and bounce back stronger.
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- **Inclusivity and Diversity**
 - Celebrate and embrace the richness of our diverse community.
 - Promote inclusivity, ensuring that all voices are heard and valued.
 - Create an environment where everyone feels welcome and respected.
- **Vision and Progress**
 - Pursue a forward-thinking vision for the city's growth and development.
 - Encourage innovation and progressive ideas that benefit our residents.
 - Strive to be a model city that sets new standards and inspires others.
- **Empowerment and Engagement**
 - Empower individuals to participate in shaping the city's future.
 - Encourage active citizenship and engagement in local decision-making.
 - Support initiatives that enhance community involvement and civic pride.

Staff To-Do List:

- ☐ Create new resident packets.
 - In-person / paper
 - Online / digital
- ☐ Equip Boards / Commissions.
 - Digital notebooks
 - 3-ring binders
- ☐ Update Cemetery Plot/Deeds.
 - Paper vs. Digital
 - Map / Color-coded



Goal #1: Planning & Economic Development

To plan for smart growth while maintaining small town charm.

☐ 1.1 Develop a Comprehensive Plan for the City of Navasota that includes:

☐ Zoning / Subdivision – Ordinances

☐ Housing Development/Recruitment Plan

☐ 1.2 Hire a Main Street Director

☐ 1.3 Develop a 10-year CIP / Infrastructure Plan

☐ 1.4 Focus on Workforce Development concerns and solutions.

of stakeholder meetings hosted or participated in each year: _____

% of unemployment at year-end 2023: _____

% of unemployment at year-end 2024: _____

% or # of students / graduates who stay in Navasota & work locally after graduation
(collect data from ISD) in 2023: _____

% or # of students / graduates who stay in Navasota & work locally after graduation
(collect data from ISD) in 2024: _____

☐ 1.5 Increase sales tax by 10% annually.

% increase FY 2023 to FY 2024: _____%

% increase FY 2024 to FY 2025: _____%

☐ 1.6 Increase HOT funds by 5% annually.

% increase FY 2023 to FY 2024: _____%

% increase FY 2024 to FY 2025: _____%

Secondary Priorities (if budget allows):

☐ Parks & Recreation Master Plan

☐ Update Thoroughfare Plan



Goal #2: Marketing/Communications

To facilitate effective two-way Communications with the people who live, work, and play in Navasota and offer those residents and visitors quality family leisure opportunities and events.

- ❑ 2.1 Create a two-year marketing plan with priorities outlined.
- ❑ 2.2 Evaluate resident communication tools (i.e., blackboard).
- ❑ 2.3 Outreach to Texas Historical Commission's Brazos Trail & Navasota/Grimes County Chamber of Commerce regarding Heritage Tourism Events.
- ❑ 2.4 Survey residents on how they get their information & other information collection.
- ❑ 2.5 Implement a plan to host Town Hall meetings two times per year.
- ❑ 2.6 Launch new Navasota TX, EDC & Tourism websites, and train staff on how to manage departmental pages.
- ❑ 2.7 Re-evaluate community events and their budgets.

Goal #3: Quality of Life

To create, enhance, and improve program offerings and recreational facilities.

☐ 3.1 Explore recruiting partners like Boys & Girls Club or YMCA

☐ 3.2 To offer at least two new programs per year.

offered in FY 2024: _____

offered in FY 2025: _____

☐ 3.3 To offer at least one event per quarter.

offered in FY 2024: _____

offered in FY 2025: _____

☐ 3.4 To add or enhance a park or recreational facility once a year (i.e., playground equipment, dog park addition)

added/enhanced in FY 2024: _____

added/enhanced in FY 2025: _____

☐ 3.5 To outreach, connect and network with outside organizations for programming opportunities (i.e., life skill classes with Navasota ISD)

☐ 3.6 Evaluate our outreach efforts/awareness of Parks & Recreation and Library programming and make appropriate changes.

Goal #4: Staffing

To develop a staffing plan.

☐ 4.1 Assess current and future needs of personnel by department including internships.

☐ Public Works

☐ Public Safety – including traffic enforcement unit.

☐ Administration

☐ All Departments

☐ 4.2 Recruitment Plan

☐ Inform at Local / Regional academies.

☐ Create a recruitment package (Informational).

☐ 4.3 Improve Employee Benefits

Top Priorities

☐ Increase TMRS pension contribution from 5% to 7% with 20-year retirement.

☐ Add stipend for certifications & miscellaneous designations and/or qualifications.

Secondary Priorities (if budget allows)

- ☐ Evaluate leave time and increase if warranted.
- ☐ Consider health insurance for retirees.

Goal #5: Human Resources

To develop a plan to attract employees and leaders, train them, and ensure retention.

- ☐ 5.1 Improve new hire on-boarding process.
 - ☐ Application process – Manage applications from candidates.
 - ☐ Provide timely feedback to candidates to improve our chances of hiring.
- ☐ 5.2 Improve Board/Commission member on-boarding process.
 - ☐ Outline duties & responsibilities.
 - ☐ Create an annual orientation.
- ☐ 5.3 Revise personnel policy for PTO (paid time off) for Public Safety.

Goal #6: Facilities/Buildings

To construct, renovate, and maintain city facilities based on current and future needs.

6.1 Public Safety

6.1.1 Top Priorities

- ☐ Identify available land for public safety facility.
- ☐ Identify funding mechanisms (bonds, loans, etc.).

6.1.2 Secondary Priorities (if budget allows)

- ☐ Design & Construction
- ☐ Develop a Maintenance Plan

6.2 All other City Facilities

- ☐ Develop a plan for the future layout of City Hall.
- ☐ Develop a Facilities Master Plan that includes:
 - ☐ Navasota Center
 - ☐ Municipal Swimming Pool

- ☐ Horlock House
- ☐ Library
- ☐ Animal Services
- ☐ Fire Station
- ☐ Vehicle Services



Goal #7: Infrastructure

Budget for continued improvement of existing and new infrastructure, as well as smart planned growth.

7.1 Maintaining Infrastructure

7.1.1 Streets – Each one based on condition and usage.

☐ # of streets maintained in 2023: _____

☐ # of streets maintained in 2024: _____

7.1.2 Water – Based on type and number of repairs previously completed as well as planning and isolating of valves.

☐ \$ spent on water infrastructure maintenance in 2023: \$_____

☐ \$ spent on water infrastructure maintenance in 2024: \$_____

7.1.3 Wastewater – Based on age and construction type (Clay vs. PVC).

☐ # of feet of wastewater maintained in 2023: _____

☐ # of feet of wastewater maintained in 2024: _____

7.1.4 Natural gas – Based on as needed; preventative maintenance based on atmospheric conversion, distribution, structural integrity & maintenance plan.

☐ \$ spent on natural gas infrastructure maintenance in 2023: \$ _____

☐ \$ spent on natural gas infrastructure maintenance in 2024: \$ _____

7.2 Repairing Infrastructure

7.2.1 Streets – Repair as needed.

☐ \$ spent on street infrastructure repairs in 2023: \$ _____

☐ \$ spent on street infrastructure repairs in 2024: \$ _____

7.2.2 Water – Repair as needed (i.e., leaks, severity).

☐ \$ spent on water infrastructure repairs in 2023: \$ _____

☐ \$ spent on water infrastructure repairs in 2024: \$ _____

7.2.3 Wastewater – Repair as needed.

☐ \$ spent on wastewater infrastructure repairs in 2023: \$ _____

☐ \$ spent on wastewater infrastructure repairs in 2024: \$ _____

7.2.3 Natural gas – Repair as needed.

- ☐ \$ spent on natural gas infrastructure repairs in 2023: \$ _____
- ☐ \$ spent on natural gas infrastructure repairs in 2024: \$ _____

7.3 New Construction of Infrastructure

7.3.1 Streets – by developer

- ☐ \$ spent on new street construction in 2023: \$ _____
- ☐ \$ spent on new street construction in 2024: \$ _____

7.3.2 Water

- ☐ Construction of water tower.
- ☐ Construction of water well(s).
- ☐ Construction of water plant.

7.3.3 Natural Gas

- ☐ More natural gas regulator stations.
- ☐ Looping natural gas system.
- ☐ Increase natural gas main size.

7.3.4 Wastewater

- ☐ Additional wastewater treatment plant.
- ☐ More lift stations and lines.

7.3.5 Railroad Grade Separation

- ☐ Construct bridge to cross over railroad tracks.

7.4 Equipment Acquisition

Top Priority

- ☐ 7.4.1 Mobile data terminals (MDT) in Police vehicles.
- ☐ 7.4.2 Updating & maintaining a vehicle & equipment replacement plan.

Secondary Priorities (if budget allows)

- ☐ 7.4.2 Public Safety – citywide cameras.
- ☐ 7.4.3 Fire Ladder Truck.

NAVASOTA!™

So much, so close.

2023-2024 Strategic Plan Appendix



City of Navasota Town Hall Meeting – April 2023

Alysia Cook of Opportunity Strategies LLC facilitated a public Town Hall Meeting with residents and business owners throughout Navasota on April 4, 2023.

She asked the public eight questions. The questions and respective answers that the participants provided are listed below. These comments are in their own words and not edited.

1. What do you think are the most pressing issues facing Navasota?

- Infrastructure, road, streets
- Traffic
- Identity: newcomers & longtime residents
- Growth
- Pedestrian infrastructure
- Safety
- Loose dogs/ unleashed
- Public transportation:
 - N<->S
 - E<->W
 - Victoria St -> South
- Traffic safety - speeding in neighborhoods
- Animal control PSAs
- Heritage Meadows
 - Traffic calming needed
- Crime/gun violence
- Zoning needs/future:
 - (Where /not commercial)
 - Dual zone
 - Tri zone

- Noise – explore ordinance enforcement
 - Mufflers
 - Music
- Best place for information: navasotatx.gov
- Dedicated green space
- Junky yards /cars/RVs
 - More frequent checks by staff needed
- Signage to parks
- Trains in downtown:
 - Traffic backups
 - Stoppage
- Additional in /outs in downtown
- Red light needed at LaSalle & Blackshear
- Fire station/firetrucks can be blocked by train
- Emergency vehicles sounds /light
- Greenspace requirement in new developments
- Code enforcement
- Establish growth targets /parameters

2. **What improvements would you like to see in our city's infrastructure?**

- Street maintenance plan
- Sidewalk allocation space
- Real sidewalk network beyond downtown
- Smoother road surfaces vs. patchwork
- Different materials on road to lesson wear & tear: explore options
- Drainage – explore recommendations from Drainage Study
- Get big trucks to adhere to truck route
- Water quality/taste – too hard
- Sidewalk design – triangles unsafe

- Accessibility: city and storefronts
- Widen access roads – TxDot

3. What types of events or programming would you like to see in Navasota?

- Keep existing events
- Church Open House
- Keep free concerts – make longer
- Summer concerts – start later
- Display US flag & Texas flag more often
- More Town Hall meetings
- Movies in the Park
- More historical events (Washington on the Brazos)
- More advertising (Bring them here)
- Art Walk and/or other art events
- Flag design contest for kids
- Homemade ornaments at Christmas – kids
- Event after tree lighting – Shopping?
- Dated ornaments sold by merchants

4. Are there any zoning or land use policies you think are outdated or need to be revised?

- Junky vehicles
- Code enforcement
- Update Comprehensive Plan – underway
- Set-back requirements / character
- Multifamily / density
- What can property owners do with 75x75 or 50x75? –explore options/ lot size lots
- Downtown residential – designated parking needed
- Revisit tiny home options

- Workforce / attainable housing
- Proactive thoughtful housing strategies
- Revisit modular vs. manufactured homes
- Check standards on portable buildings/sheds as housing shelters
 - Dwellings: what's allowed?

5. How can the city better support small business & entrepreneurs?

- Chamber has mixers
- Great job!
- Host a business roundtable series
- Downtown business roundtables
- Encourage more business to be open on Sundays
- Job Fair – Host one

6. Are there any specific neighborhoods or areas of the city that you feel are underserved by city resources?

- Any area with bad streets
- Loose dogs in shopping center/gas station area rail/road tracks (animal control)
- Curbs & gutters
- Older historic areas
- Outskirts of town, E, W, S (lower income areas)
- Dirt streets areas: pave these for quality of life
- Have developers put in roads in new developments
- Sidewalks for parts of town where many people do not drive/have vehicles (for safety)
- More frequent updates on how city is serving them
- Run the street sweeper more often

7. What amenities would you like to see in the future that aren't currently here?

- Curbside Recycle
- Emergency plan for train disaster needed
- Household hazardous waste
- Technology recycles
- Battery recycling events
- Mosquito control (city or county?)
- Automated mail service (Federal)
- Fenced park
- Train derailment exercise /training
- Parks on west & south
- Pickleball courts
- Tornado working siren

8. What types of retail/ commercial business would you like to see here next?

- Eye doctor
- Hearing /audiology doctor
- Quick Care/ Urgent Care
- Something for kids:
 - Boys & Girls Club
 - YMCA
 - Day Camp
 - Summer Camp
- Continue to support downtown
- Whataburger
- Business near apartments
- Gas stations
- CVS or Walgreens

Stakeholder Focus Groups – April 2023

Alysia Cook of Opportunity Strategies LLC facilitated a variety of focus group meetings with stakeholders throughout Navasota on April 5, 2023. Each group is identified below, as well as the questions that were asked and the answers that the participants provided. These comments are in their own words and not edited.

Realtors & Developers

1. What type(s) of housing is needed in Navasota and at what price point or range?

- Patio homes for elderly
 - Low maintenance
 - Maintenance included
- Middle class new rentals at \$1500/month
- Low-income housing for former mobile homeowners who were flooded
- 105 towards airport – sides of road need to be upgraded
- Townhomes
- Incentivize housing developments
- Senior subsidized housing
- Resort style tiny homes and /or RV park

2. What can the city do to encourage the development of new housing and the renovation of existing housing?

- Upgrade city roads
- City should participate in road improvements for projects
- Review specs – Do the ones we adopted from College Station suit Navasota?
- Not all parts of town need to be regulated the same way

- Unrealistic to have full plans paid for / presented in advanced
- Why does city require green space then not build parks on it in development?
- Is green space still needed here?
- City should warn potential land buyers about scam sellers
- Consider land buyouts
- No need for natural gas requirements in every neighborhood

3. How can the city work with housing developers and landlords to increase the availability of affordable rental units?

- Not require so many criteria that increases costs
- Lighter regulations
- Fire hydrants vs. 85 ft. firetruck turnarounds
- Reimbursement programs to help development recoup money
- Require higher maintenance on existing apartments – increase rules & enforcement to weed out trouble tenants
- Parkland fees are too high – Over \$1K

4. Are there any existing regulations, policies, or zoning laws that the city could change to encourage more housing or retail/commercial development?

- Not require so many stiff requirements
 - Back out parking
 - Alley parking
 - Signage
- Overly difficult to work with / too much friction
- Help us look for ways to make my deal work here
- \$550 variance fee is unrealistic for every single thing
- More open discussion with developers & REALTORS – have regular meetings

- Need better consistency with Code Enforcement & Building Inspections
 - Streamline
 - Operate off of one checklist, please
- Unrealistic to require asbestos plans on a building that is only 3 years old
- Need someone in the job with local knowledge

5. What are the main challenges that developers currently face when trying to build or develop properties in Navasota, in comparison to other cities?

- Streamline inspection process
- Streamline plans examination
- Help us deal with TXDOT
- Get more feedback from professional developers who also invest elsewhere
- More commercial /retail developments - maintain our appeal

6. How can the city streamline the permitting and zoning process for developers and engineers to make it more efficient?

- Host developer discussions/workshops
- Continue to search for a quality experienced inspector to add to staff
- Fine tune ordinances to identify which ones can be loosened /which shouldn't
- Preliminary draft of plans could be helpful - not require, but please give us the opportunity
- Park set asides: encourage greater use rather than require more

Education

1. What are the main challenges and priorities currently facing the school district/ community college and how can the city help to address them?

- Blinn Applied Tech Summer Camp
- Affordable housing for single teachers & families:
 - One-income households
 - Starter homes
 - 2nd level homes
- Expand housing options /variety
- Class A apartments / duplexes
- Continue the positive information regarding our school district to attract people
- Salary range \$43,600 -> 50,000 teacher pay for 5 years & fewer, which is 68%
- 80% of students are in poverty
- After-school care would be ideal
- Boys & Girls Club
- Splash pad/pools
- Transportation challenges: public transit for students
- Shared information between educators & employees
- Youth retention & employee retention
- Share with us the workforce demands you hear from employers

2. How can the city and school district collaborate to ensure that we are producing skill sets that meet the needs of local employers so that Navasota can retain larger percentages of its youth as its future workforce?

- Connections between employers & educators – need regular discussions
- Industrial Boot Camp at Blinn College
 - Summer 2023 (2nd year)

- Help serve as a conduit between school district & Blinn
- Fall Expo (Career & Job Fair)
 - Bizzell Academy -> nontraditional students
 - Help us promote this event
 - Provide resources for contacts / employers
- High School Principal is encouraging teachers to explore careers for their students for internships and for externships for themselves (teachers)
- Open House idea at night for parents

3. Are there any specific programs or initiatives that the city could support to benefit students and the school district/community college?

- CTE programs/opportunities
- Help us spread the word
- Help us promote our Industrial Boot Camp (Summer Camp)
- Help promote the school district to families choosing new city to move
- Coordinate with Rayna to help us produce the Career Showcase
- Chamber Business Expo – way to work together

4. How can the city better support students and families facing socioeconomic challenges or homelessness?

- Help those kids' parents connect with jobs
- Transportation
- Reskill and upskill for parents too

5. Are there any infrastructure or transportation needs that the city could help the school district address?

- Students need transportation to the disciplinary facility and to Blinn College

6. How can the city and school district work better together to promote safety and security in the schools?

- City/Police work well together with school district
- More money budgeted for more Police

Industry & Business

1. What are your main workforce challenges?

- Finding suitable workers: skilled trade workers
- Keep sharing our information
- People trained in mechanics and machining
- Explore how to attract experienced workers to Navasota (especially engineers)
- Life skills needs
- Enhanced direction on City's social media to showcase employers and their available jobs more regularly
- Get us (industry leaders) an invitation to speak at Career Day in high school – connect us
 - Expose us to more students
 - Onsite showcase of facility
 - Internships
 - Passing drug tests: education

2. What is your best tool/method for finding new employees?

- Social media (posting ads)
- Employment agency
- Plan to use future City website listing
- Finder's fees (to employees)
- Recruiters
- NOV National /corporate recruiter

3. Is there any workforce skill set that your business needs that isn't being produced by a local or area educational facility (high school, CTE, Technical College, Community College, etc.)

- PLC control programmers /troubleshooting
- Mechatronics
- Math conversions/measuring tape usage
- Life skills
- What happened to the old Industrial Foundation?

4. Are there any quality-of-life amenities that Navasota needs to have that would make more of your employees move/remain here?

- Apartments and other rental housing options
- Help fix the Doctor shortage
- Family-oriented events
- More sports opportunities for kids

5. What can the city do to help make Navasota an even better place to do business?

- Litter pickup – it's embarrassing when we host our clients from out of town
- Connect us with educators: close the gap
- Host a Workforce Roundtable on a regular basis
 - Start with Quarterly
- City could recruit visitors to move here (we love living here!)
- Promote Shop Local

6. What other types of businesses (industrial, commercial, or retail) would you welcome/like to see here?

- Bigger grocery store
- Tool/supply
- Retail in optical
- Chick-fil-A
- Sit down restaurant
- Cafe/coffee shop
- TKD
- Stuff for my spouse to do
- Hobby/crafts

Boards & Commissions

1. What are the main challenges facing your board/commission?

- Never received direction from council (no onboarding, no goals)
- No job description or performance expectations
- No juvenile facilities here
- Lack of awareness by citizens of roles of commissions

- Website awareness is needed to advertise to citizens – lots of good info on city website
- Finding interested volunteers with flexible schedules
- Knowing where residents get their info

2. What can the city do/provide/offer to help your board/commission succeed?

- Help us get greater feedback from a variety of stakeholders
- Do what we say: consistency is key
- Educate residents on processes especially before they begin work
- Give Board of Adjustment tools to help make decisions / punishments
- Identify problems before they begin
- Need to create a guidebook for P&Z and Board of Adjustment & Code Enforcement to describe rules/laws

3. Do you feel like you (individually) received the proper amount of onboarding for your service (job description, performance expectations, board notebook, bylaws, governing documents, etc.?) If not, what would have made your onboarding process more productive?

- 100% No
- Educate potential board members on role and expectation – job description
- Manual to reference /board notebook
- In-person onboarding
- Criteria for selection
- Board / Commission Development Training
- Conflicts of Interest form
- Conflicts of Interest decision trees
- Attendance expectations
- Promote or require guest attendance for potential applicants prior to nominations

4. Is there any red-tape or bureaucracy at the city that hinders or hampers your board/ commission's success?

- No
- Require the other HUD-regulated organization in the city to report out like the main HUD office (Allen White)

5. Does your board/commission operate regularly from a strategic plan? If so, what is the timeframe of your strategic plans (1, 2, 3, 5-year?)

- Yes, for most, but not all
- Annual goals

6. Are there goals in your strategic plan that the city can help you achieve?

- No, already easy to work with

Health & Public Safety

1. What are the challenges you are facing in healthcare or public safety?

- Meeting the demand for services
- Revenue not matching need
- Traffic
- Crime
- Salaries:
 - Recruit/ retain
 - Sign up bonus

- Fewer people going into the Academies
- Staff shortages all over
- Prices of equipment and ammunition
- Installation time/delays

2. How can the city better support your goals/efforts?

- Council is responsive
- Legislative persuasion
- Help promote existing messaging shift from “Animal Control” to Animal Services”
- Support volunteerism
- Marketing – need greater support for Animal Services

3. What needs does your organization/team have regarding workforce skills in healthcare and public safety?

- None
- Very limited pool of potential applicants: law enforcement officers, jailers, dispatch, etc.
- Awareness about Animal Services with our law enforcement organizations and officers

4. What strategies can our city employ to enhance public safety, and how can healthcare professionals contribute to these efforts?

- Need a public health department to help guide public safety professionals
- Mental Health concerns:
 - Breakdowns
 - Not everyone needs to be jailed
 - “Jail diversion”
 - Mental health advisors

- Ensure teamwork collaboration
- Veterinarian Health Advisor
 - Reduce disease spread
 - Safety

5. How can Navasota become a healthier community?

- Healthy choice awareness
- Wellness Programs /fitness programs
- Walking trails
- Healthy food awareness with PSAs
- Continuing education for public safety

6. How can Navasota become a safer community?

- Promote “if you see something, say something”
- Public awareness
- CrimeStoppers Hotline
- Community policing presence
- Community risk reduction:
 - Used to be called “ fire prevention ”
 - Budget prohibits now
 - Weather related
 - Building pre-planning
 - Public education
 - Fire Marshal
- Accredited Fire Team & Police Team
- Kudos to working together
 - Proactive law & fire protection
- Hospital capabilities : help them grow

Downtown

1. What are the challenges in opening and operating business in downtown?

- Parking: elderly needs
- Encourage Downtown workers to park elsewhere
- Curb level step ups are dangerous: customers fall
- Need more store traffic
- Discourage property owners from raising rent too much
- City could highlight business
- Educate residents to shop local
- Directional signage / wayfinding
- Finding staff
- Construction hazards in parking lots along the creek
- Construction materials sometimes in inappropriate spaces

2. Are there any infrastructure improvements or beautification projects that the city can undertake to make downtown more attractive and inviting?

- Great job so far!
- None
- Why is RR street that direction & not opposite?

3. How can the city support and promote local businesses in the downtown area?

- Highlight our businesses on social media
- Good job on this

4. Are there any specific initiatives or programs that the city can implement to support the growth and success of downtown businesses?

- Farmers Market – keep on radar
- Provide us with a Main Street Director
- First Friday events

5. What types of workshops/seminars do you need that you're not getting elsewhere?

- Customer Service workshops
- Permitting workshops
- Business Finances
- Tax workshops
- SBA /loans/banking
- Bring our SBDC/SCORE rep to speak to us
- Technology workshops
 - Digital training, printer
 - Cloud services
 - Software

6. What types of businesses are missing/still needed to come into downtown Navasota?

- Shopping
- Arcade/pool hall
- Craft shop
- Yarn / sewing store/ quilting

Nonprofit & Governmental

1. What are the main challenges currently facing nonprofits in Navasota?

- Money
- Staff
- Place/location for meetings, projects & archives
- Participation /volunteers
- Local business donations
- All donations
- Dealing with government
 - IRS
 - Reporting /990

County:

- Awareness
- Communications/multiple platforms
- Educate public of who does what
- Identifying nonprofits to support
- Ensure fairness

2. Is there a need for a certain nonprofit here that doesn't exist yet?

- Yes, we need a YMCA or similar like a Boys & Girls club
- Tutor facility
- Senior Citizen Center with:
 - Activities
 - Workshops/awareness
 - Navigating existing programs
 - Protections

- Daytime Elder care
- Technology training
- Meals
- Entertainment
- Especially if we market ourselves as “retirement community ”

3. How can our city work more effectively with your nonprofit to address community needs/ achieve your goals?

- Provide transportation to many things in town for:
 - Students
 - Seniors
 - Community Events
 - Workforce training
- Town Hall meetings: hold in various neighborhoods, model homes, parks, etc.
- Students interns/work opportunities for students
 - Awareness /participation
- Workforce Investment Opportunity Act
 - Intern reimbursement

4. What impact has your nonprofit had on our city so far, and how do you measure and evaluate that impact?

- City has been helpful
- Two Rivers:
 - Increased Heritage Tourism
 - Bring in tourists
- Garden Club:
 - Making things beautiful
 - Bring tourists in

- Youth engagement
- Senior engagement
- Community engagement
- Number of lives we touch
- Number of meals served
- Number of senior care packages
- City helps us leverage our impact
- Number of kids in MudCats
 - Economic impact
 - Tournaments
- Nonprofits that give back to community

5. How can the city and nonprofit sector work together to leverage resources and maximize impact on important issues facing our community?

- Grimescountytexas.gov
- Existing county /city stakeholder meetings
- Communications
- Just continue – proving successful
- Continuously share existing programs, e.g. county transportation
- Health Resource Center
 - Help promote this
 - Resource guide
- We need a list of area nonprofits:
 - 211.org
 - Guidestar.org
 - United Way
- Hospital has a Senior meeting space
- Activities
- Offer a “Did you know...” series

6. How can the city support and empower nonprofit organizations to build sustainable solutions to pressing community needs?

- Again, help us communicate our offerings
- Leverage relationship to grow exposure
- Telling our success stories

Random comments

- Consistency of low-income housing city requirement – safety
- Park & Fire Fund:
 - Share with public what it is
 - What is being done with the money
- Need Emergency Services out towards airport: closer Fire/EMS
- More events for families
- Tear down abandoned properties
- More focus on neighborhoods now that downtown is thriving
- Be sure to notify residents in annexed areas that they can now vote (Elections Admin)



REQUEST FOR CITY COUNCIL AGENDA ITEM #5

<p>Agenda Date Requested: <u>January 8, 2024</u></p> <p>Requested By: <u>Kristin Gauthier, ACM</u></p> <p>Department: <u>City Manager's Office</u></p> <p><input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance</p> <p>Exhibits: <u>Design Options for Wayfinding Directional Signs</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center;">Appropriation</th></tr></thead><tbody><tr><td>Source of Funds:</td><td><u>930 - Hotel Fund</u></td></tr><tr><td>Account Number:</td><td><u>930-500-816.00</u></td></tr><tr><td>Amount Budgeted:</td><td><u>\$250,000.00</u></td></tr><tr><td>Amount Requested:</td><td><u>\$126,659.00</u></td></tr><tr><td>Budgeted Item:</td><td><input checked="" type="radio"/> Yes <input type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>930 - Hotel Fund</u>	Account Number:	<u>930-500-816.00</u>	Amount Budgeted:	<u>\$250,000.00</u>	Amount Requested:	<u>\$126,659.00</u>	Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No
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Amount Requested:	<u>\$126,659.00</u>												
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No												

AGENDA ITEM #5

Consideration and possible action to approve a design option for directional signs from National Signs, LLC for City-Wide Wayfinding Project: Phase 1.

SUMMARY & RECOMMENDATION

On March 27, 2023, staff first presented to the City Council a city-wide wayfinding sign project. Staff proposed this project be implemented in three (3) phases, with Phase I including highway directional signs, park signs, downtown street signs, an illuminated kiosk downtown, public parking signs, a downtown Railroad District monument sign, and a new sign on the exterior of the Visitor's Center. On June 26, 2023, staff presented the Phase I scope of work from National Signs, LLC to City Council. This item was approved by the City Council with the direction that staff should address any sign variances needed at a later Council meeting. On July 10, 2023, a public hearing was conducted to propose variances for four (4) of the proposed signs that were included in Phase I: August Horst Park sign, Navasota Center sign, digital kiosk in downtown, and digital sign at the Public Library. Based on public input during the public hearing portion, the City Council took action to deny all four sign variance requests for these signs. Following this meeting, staff moved forward with the signs approved for Phase I that did not require variances.

In November and December 2023, National Signs, LLC completed installation of the monument sign, street signs, public parking signs, and Visitor Center sign, all located downtown. The remaining work for Phase I includes the city-wide wayfinding directional signs. As staff moved into the permit phase for these signs, National Signs sought approval from TxDOT for the eight (8) directional signs that will be located on TxDOT roadways. During this process, staff learned the proposed sign design did not meet TxDOT design standard requirements. These standards limit the number of destinations that can be included on each sign to a maximum of three (3) locations, require a standard font and

arrow type be used, include specifications for sheeting and sign support, designate the shape of the sign should be rectangular, and limit the colors that can be used on the sign.


Over the last couple of months, staff have worked with National Signs, LLC to receive feedback from TxDOT on proposed designs to ensure the signs meet State standards. Staff has selected two proposed designs for the City Council to consider. Per TxDOT, both designs meet the TxDOT design standard requirements for wayfinding signs. While different than what was originally approved by Council, staff feels confident these design options will allow the signs to be a useful tool for visitors to Navasota.

In fiscal year 2022-23, Phase I of the Wayfinding & Downtown Signage Project was budgeted at \$250,000. Due to the need to significantly simplify the design and materials of the signs along with removal of the signs that had variances denied, the cost for this portion of Phase I has decreased. The total cost of signs approved by Council for Phase I was \$125,909. A change order in the amount of \$750 for re-setting the Railroad District sign increased the Phase I amount to \$126,659. The portion of Phase I related to the directional wayfinding signage was originally approved for \$82,609. With the required TxDOT changes, the new costs of the signs are \$40,000. If approved, staff will coordinate with National Signs, LLC to determine the destinations that should be listed on each sign, then have them fabricated and installed as quickly as possible.

ACTION REQUIRED BY CITY COUNCIL

Receive feedback on design options for the directional signs in Phase I of the City-Wide Wayfinding Phase I project.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/21/23

Date

SIGN TYPE A.1

QTY: 1
OPTION 1

SCOPE OF WORK:

FABRICATE AND INSTALL A S/F NON-ILLUMINATED WAYFINDING SIGN

SPECIFICATIONS:

SUBSTRATE:

.125" DMS-8300 (CONFIRM PRIOR TO PRODUCTION), ALUMINUM PANEL; FINISH P1 & P2

COPY/GRAPHICS:

V1 APPLIED TO FACE

MOUNTING:

SUBSTRATE MOUNTED TO POLE WITH POLE BRACKETS

SUPPORT:

2 7/8" DIA. STD. PIPE; FINISH P3

FOUNDATION:

AS PER ENGINEER REQUIREMENTS

FINISH SCHEDULE

PAINT COLORS

P1: RETROREFLECTIVE PMS 300 C

P2: RETROREFLECTIVE DURONODIC BRONZE

P3: BLACK POWDER COAT

VINYL COLORS

V1: WHITE DIAMOND GRADE

APPROVED BY: _____

OPTION 1

The diagram illustrates the back and front views of a wayfinding sign. The back view shows a black rectangular panel with a central vertical pole. The front view shows a blue rectangular panel with white text and arrows. The sign is mounted on a black steel post. Dimensions are provided for both views. Callouts indicate materials: Non-reflective Duronodic Bronze Back, Retroreflective Duronodic Bronze, Retroreflective Pantone 300C Background, 1/2" White Border & Dividers, Powder Coated 2 7/8" Steel Posts, and Triangular Slip Base.

BACK VIEW:

- Overall width: 4'-8"
- Overall height: 11'-3"
- Panel width: 2 1/8"
- Panel height: 4'-3"
- Post diameter: 2 7/8"

FRONT VIEW:

- Overall width: 4'-4"
- Overall height: 11'-0"
- Panel width: 1'-8 1/4"
- Panel height: 2'-4 3/4"
- Post diameter: 2 7/8"

CALLOUTS:

- NON-REFLECTIVE DURONODIC BRONZE BACK
- RETROREFLECTIVE DURONODIC BRONZE
- RETROREFLECTIVE PANTONE 300C BACKGROUND
- 1/2" WHITE BORDER & DIVIDERS
- POWDER COATED 2 7/8" STEEL POSTS
- TRIANGULAR SLIP BASE

SIGN LAYOUT

SCALE: 3/4" = 1'-0"

National Signs

CREATING LANDMARKS TOGETHER.

2611 EI Camino • Houston, TX 77054
T: 713.863.0600 • F: 713.863.7585
www.NationalSigns.com

PROJECT:	CITY OF NAVASOTA
LOCATION:	TBD
CITY/STATE:	NAVASOTA, TX
DATE:	12.05.22
SALES / PM:	REBECCA SMITH
DESIGNER:	CHRISTIN DUHON
DRAWING#:	7890-00

PD	07.06.23	ADD STREET SIGNS	CD
PD	07.18.23	REMOVE MONUMENT EXCEPT ST E & REVISE ST SIGNS	CD
PD	07.27.23	REVISE MONUMENT & STREET SIGNS	CD
PD	08.01.23	REVISE ST F	CD
PD	08.07.23	REMOVE OPT FOR SIGNS A & ADD TO SITE MAP	CD
PD	12.12.23	REVISIONS PER TXDOT	CD
PD	12.13.23	REMOVE OPTIONS 2-4	CD

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UL INSTALLATION REQUIREMENTS

THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN.

120 VOLT ELECTRICAL SERVICE

SIGN	LED DISPLAY
ELECTRICAL LOAD: <input type="text"/>	<input type="text"/>
20 AMP CIRCUIT(S): <input type="text"/>	<input type="text"/>

CLIENT TO PROVIDE ALL PRIMARY ELECTRICAL SERVICES TO THE SIGN UNLESS OTHERWISE SPECIFIED

PAGE 4 of 6

SIGN TYPE A.1 QTY: 1
OPTION 2

- SCOPE OF WORK:
- FABRICATE AND INSTALL A D/F NON-ILLUMINATED WAYFINDING SIGN
- SPECIFICATIONS:
- SUBSTRATE: .125" DMS-8300 (CONFIRM PRIOR TO PRODUCTION), ALUMINUM PANEL; FINISH P1 & P2
 - COPY/GRAPHICS: V1 APPLIED TO FACE
 - MOUNTING: SUBSTRATE MOUNTED TO POLE WITH POLE BRACKETS
 - SUPPORT: 2 7/8" DIA. STD. PIPE; FINISH P3
 - FOUNDATION: AS PER ENGINEER REQUIREMENT

FINISH SCHEDULE

PAINT COLORS

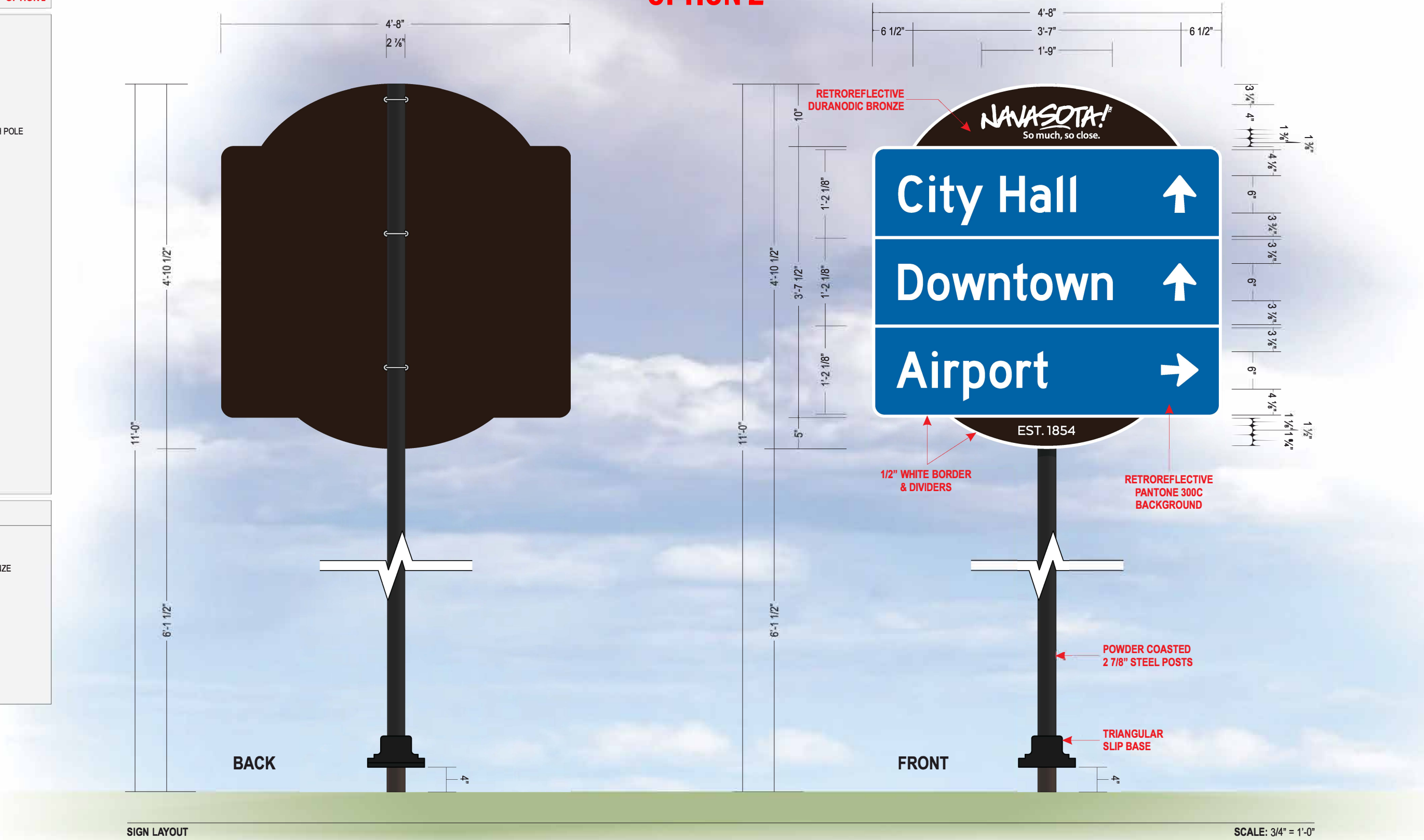
- P1: RETROREFLECTIVE PMS 300 C
- P2: RETROREFLECTIVE DURANODIC BRONZE
- P3: BLACK POWDER COAT

VINYL COLORS

- V1: WHITE DIAMOND GRADE

APPROVED BY: _____

OPTION 2



PROJECT:	CITY OF NAVASOTA
LOCATION:	TBD
CITY/STATE:	NAVASOTA, TX
DATE:	12.05.22
SALES / PM:	REBECCA SMITH
DESIGNER:	CHRISTIN DUHON
DRAWING#:	7890-00

PD	07.06.23	ADD STREET SIGNS	CD
PD	07.18.23	REMOVE MONUMENT EXCEPT ST E & REVISE ST SIGNS	CD
PD	07.27.23	REVISE MONUMENT & STREET SIGNS	CD
PD	08.01.23	REVISE ST F	CD
PD	08.07.23	REMOVE OPT FOR SIGNS A & ADD TO SITE MAP	CD
PD	12.12.23	REVISIONS PER TXDOT	CD
PD	12.13.23	REMOVE OPTIONS 2-4	CD



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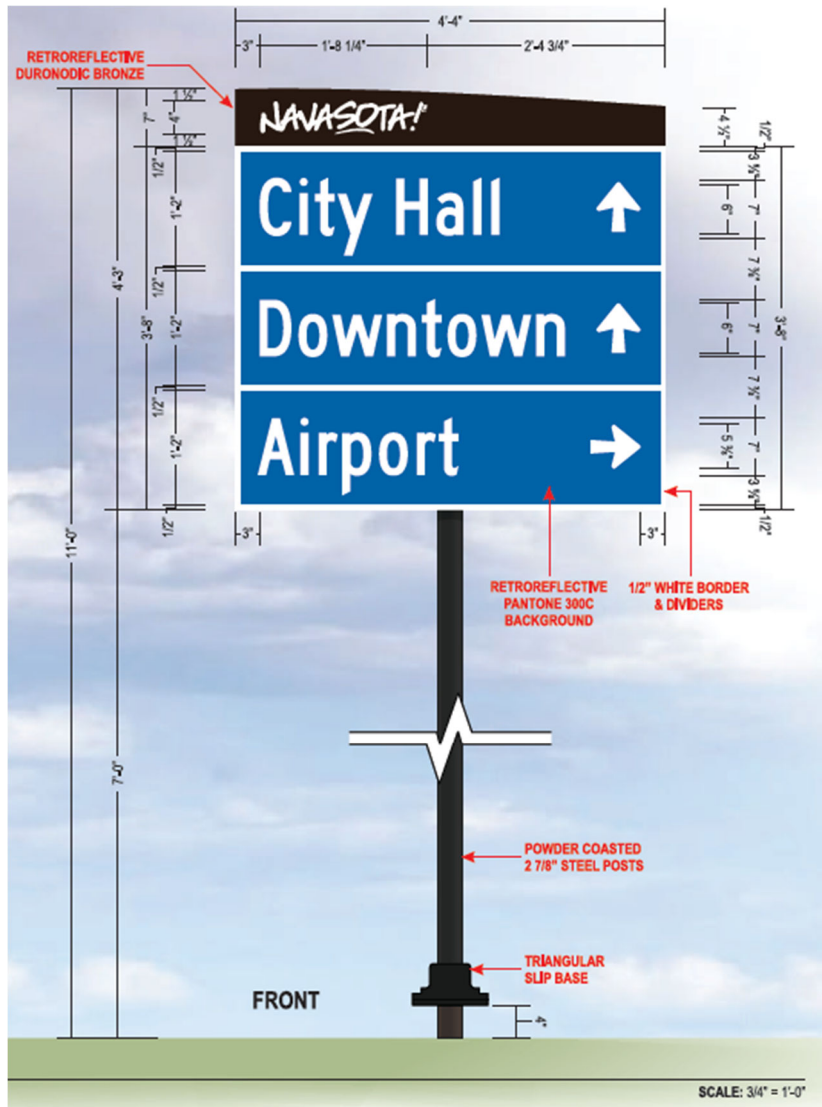
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120 VOLT ELECTRICAL SERVICE

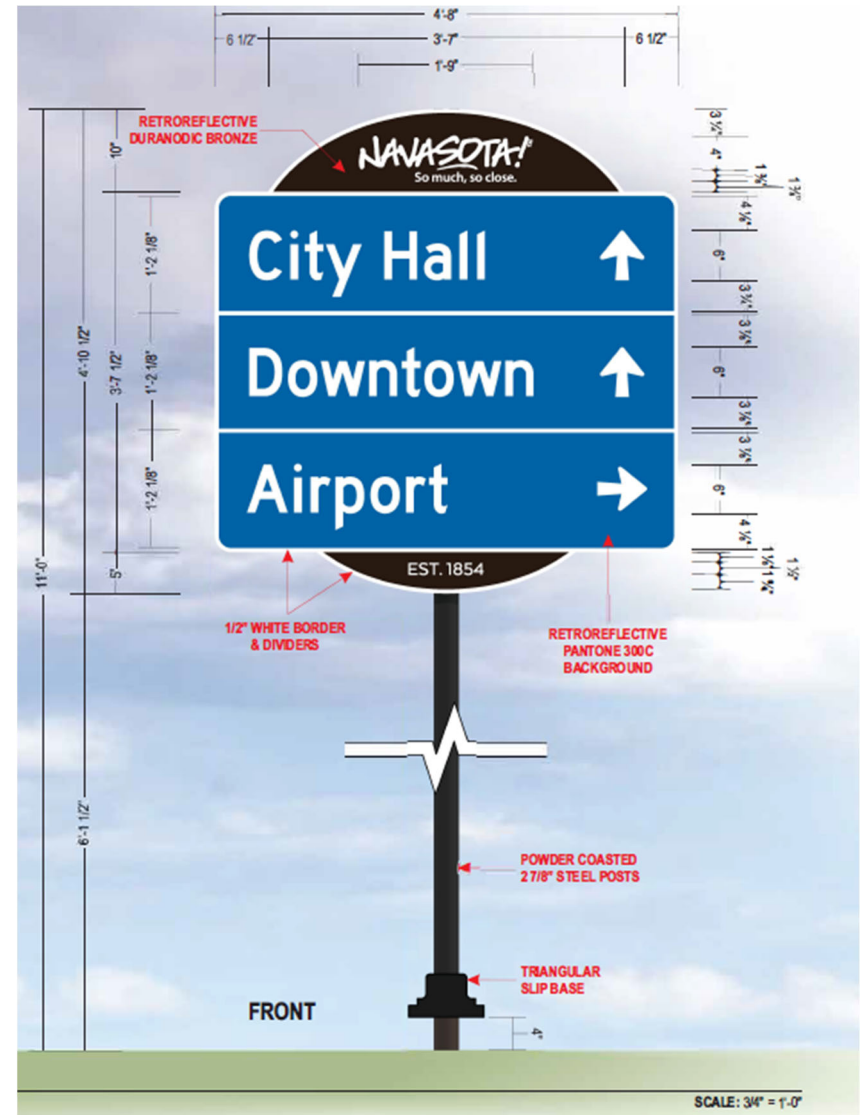
SIGN	LED DISPLAY
ELECTRICAL LOAD:	
20 AMP CIRCUIT(S):	

CLIENT TO PROVIDE ALL PRIMARY ELECTRICAL SERVICES TO THE SIGN UNLESS OTHERWISE SPECIFIED

OPTION 1



OPTION 2





REQUEST FOR CITY COUNCIL AGENDA ITEM #6

Agenda Date Requested: <u>January 9, 2024</u>	Appropriation
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: Ordinance No. 1038-24

AGENDA ITEM #6

Consideration and possible action to approve on the first reading of Ordinance No. 1038-24, authorizing participation with Entergy Service Area Cities in matters concerning Entergy Texas, Inc. at the Public Utility Commission of Texas in 2024 and authorizing the hiring of lawyers and rate experts.

SUMMARY & RECOMMENDATION

Once again, Navasota City Council is requested to authorize municipal participation in regulatory rate proceedings involving Entergy Texas, Inc. ("ETI") before the Public Utility Commission of Texas ("PUCT"). The Steering Committee has long played a crucial role in limiting ETI's various requested rate increases to reasonable levels.

Cities have exclusive original jurisdiction over rates, operations, and services of an electric utility in areas in the municipality. Additionally, cities have standing in each case before the PUCT that relates to an electric utility providing service in the municipality.

ETI filed a base rate case in 2022 which was resolved by settlement in April 2023. ETI originally requested \$131.4 million or 11.2% base rate increase. The parties' agreement authorized a \$54 million or 4.6% increase over current base rates, excluding fuel costs. Cities' efforts contributed significantly to reducing ETI's initial proposed increase by 58.9%. Many of our consultants' recommendations were reflected in the settlement terms, including a decrease to ETI's return on equity, adjustments to ETI's depreciation rates, and longer amortization periods for recovery on certain expenses. Also, cities supported a reasonable allocation of the revenue requirement between the various customer classes and a lower monthly fixed customer charge for residential customers.

Also, ETI initiated proceedings in late-2022 to reconcile fuel and purchased power expenses incurred between April 1, 2019, and March 31, 2022. In these proceedings,

ETI requested that the PUCT approve an under-recovery balance of \$103.1 million. After cities raised issues related to ETI's proposal, the case settled with ETI agreeing to reduce its under-recovery balance to \$99.6 million. No other party raised any issues with ETI's application.

Looking forward to 2024, The Lawton Law Firm that represents Cities in the Steering Committee anticipate that ETI may file Transmission Cost Recovery Factor and Distribution Cost Recovery Factor applications for interim cost recovery of investment made to its transmission and distribution system. Also, ETI is expected to file its annual application to amend its Energy Efficiency Cost Recovery Factor and its semi-annual Fuel Factor rate adjustments in February and August 2024.

Cities have the statutory right to set fair and reasonable rates for both ETI and customers within their cities. Each city is entitled to reimbursement by the utility of their reasonable rate case expenses to participate in cases that are deemed rate proceedings pursuant to the Texas Utility Code Section 33.023.

In previous years, the City of Navasota has participated with other cities to intervene in ETI's various rate filings related to the various fuel cost surcharges and reconciliations, any interim or incremental surcharge proceedings or surcharge adjustments, and for any base rate adjustment proceedings or cost of service adjustments on file with the PUC or with municipalities. The law firm, Lawton Law Firm P.C., has represented cities regarding their ETI rate matters before local regulatory authorities and the PUCT as well as with any court of law. They may employ rate experts as is recommended by the Cities' Steering Committee to intervene in fuel or rate-related proceedings at the PUCT concerning ETI's rates charged to Texas customers.

Therefore, staff recommends City Council approve the first reading of Ordinance No. 1038-24 authorizing participation with other Entergy Service area cities in matters concerning Entergy Texas, Inc. at the Public Utility Commission of Texas in 2024 and authorizing the hiring of lawyers and rate experts; authorizing the City of Navasota's participation to the full extent permitted by law at the PUCT.

ACTION REQUIRED BY CITY COUNCIL

Approve the first reading of Ordinance No. 1038-24, authorizing participation with other Entergy service area cities in matter concerning Entergy Texas, Inc. at the Public Utility Commission of Texas ("PUCT") in 2024; authorizing the hiring of lawyers and rate experts; and authorizing the City of Navasota's participation to the full extent permitted by law at the PUCT.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/21/23

Date

ORDINANCE NO. 1038-24

AN ORDINANCE OF THE CITY COUNCIL OF NAVASOTA, TEXAS, AUTHORIZING PARTICIPATION WITH OTHER ENTERGY SERVICE AREA CITIES IN MATTERS CONCERNING ENTERGY TEXAS, INC. AT THE PUBLIC UTILITY COMMISSION OF TEXAS IN 2024; AUTHORIZING THE HIRING OF LAWYERS AND RATE EXPERTS; AUTHORIZING THE CITY'S PARTICIPATION TO THE FULL EXTENT PERMITTED BY LAW AT THE PUBLIC UTILITY COMMISSION OF TEXAS; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; AND DECLARING AN EFFECTIVE DATE

WHEREAS, Cities have exclusive original jurisdiction over rates, operations, and services of an electric utility in areas in the municipality pursuant to *Tex. Util. Code* § 33.001; and

WHEREAS, Cities have standing in each case before the Public Utility Commission of Texas that relates to an electric utility providing service in the municipality pursuant to *Tex. Util. Code* § 33.025; and

WHEREAS, Entergy Texas, Inc. ("ETI" or "Company") is expected to litigate rate change requests in various proceedings before the Public Utility Commission of Texas ("Commission") or before municipalities in 2024, which may include (1) a base rate case, (2) rate proceedings or cost adjustments such as a transmission cost recovery rider, a distribution cost recovery rider, a generation cost recovery rider, energy efficiency cost recovery factor, or storm restoration cost or offset true-ups, (3) and various fuel cost refunds or surcharges and reconciliations; and

WHEREAS, ETI is scheduled to file fuel factor proceedings at the Commission in February and August 2024, and may file other fuel proceedings to reconcile, refund, or surcharge fuel charges; and

WHEREAS, ETI is expected to file its annual proceeding with the Commission to recover costs incurred in association with its Energy Efficiency Plan as well as reconcile past costs; and

WHEREAS, Cities have the statutory right to set fair and reasonable rates for both the Company and customers within Cities; and

WHEREAS, Cities are entitled to reimbursement by the utility of their reasonable rate case expenses to participate in cases that are deemed rate proceedings pursuant to *Tex. Util. Code* § 33.023.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS, that:

SECTION 1. The City of Navasota shall participate with other Cities to intervene in ETI's various rate filings related to the various fuel cost surcharges and reconciliations, any interim or incremental surcharge proceedings or surcharge adjustments, and for any base rate adjustment proceedings or cost of service adjustments filed with the Commission or with municipalities in 2024.

SECTION 2. The City of Navasota employs the Lawton Law Firm P.C. to represent the City regarding the ETI rate matters before local regulatory authorities and the Commission and authorizes counsel to employ rate experts as are recommended by the Cities' Steering Committee to intervene in fuel or rate related proceedings at the Commission concerning ETI's rates charged to Texas customers.

SECTION 3. All such actions shall be taken pursuant to the direction of the Cities' Steering Committee. Cities' Steering Committee shall have authority to retain rate consultants and lawyers. Cities' Steering Committee shall direct the actions of Cities' representatives in the above proceedings. The Steering Committee is directed to obtain reimbursement from ETI of all reasonable expenses associated with participation in said proceedings.

SECTION 4. The meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 5. This Ordinance shall be effective from and after the date of its passage.

PASSED by _____ vote of the City Council of the City of _____, Texas, this 8th day of January 2024.

THE CITY OF NAVASOTA, TEXAS

**By: _____
BERT MILLER, MAYOR**

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**PASSED by _____ vote of the City Council of the City of
_____, Texas, this 22ND day of January 2024.**

THE CITY OF NAVASOTA, TEXAS

**By: _____
BERT MILLER, MAYOR**

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY



REQUEST FOR CITY COUNCIL AGENDA ITEM #7

Agenda Date Requested: <u>January 8, 2024</u>	Appropriation
Requested By: <u>Maribel Frank, CFO</u>	Source of Funds: <u>N/A</u>
Department: <u>Finance</u>	Account Number: <u>N/A</u>
<input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: Resolution No. 755-24, PMI Work Authorization.

AGENDA ITEM #7

Consideration and possible action on Resolution No. 755-24, authorizing the submission of an application to the Texas General Land Office's Resilient Communities Program.

SUMMARY & RECOMMENDATION

Though last year's scoring for the Texas General Land Office's Resilient Communities Grant Program was not particularly well, the City of Navasota has been fortunate to be given the opportunity to reapply for this year's funding. The City has potential to rank high in the selection process and has an exceptionally good chance to receive funding.

- Applications will have a maximum of \$300,000 per applicant and are funded on a first-come first-served basis.
- At least 50% of the funding must address mitigation needs in the CDBG-MIT most impacted and distressed (MID) areas identified by the United States Department of Housing and Urban Development (HUD).
- Units of local government (e.g., cities, counties, federally recognized tribes, and councils of governments) must be in a CDBG-MIT eligible area. Entities must have legal authority to adopt and enforce the building code, zoning ordinance, land use plan, and/or comprehensive plan proposed in the RCP application.

Request for Proposal process:

- Requests for Proposals sent out December 21, 2022, with a deadline of January 3, 2022, by 2:00 p.m.
- Newspaper Ad ran in The Examiner on December 21, 2022.

- Staff received one proposal - Public Management
- City Council authorized the hiring of Public Management to implement the grant administration and planning process for the Comprehensive Plan and Subdivision Zoning Ordinance on January 23, 2023.
- TREAT application submitted on September 27, 2023.
- TREAT results received October 19, 2023

Staff completed the Texas Resilience Evaluation & Assessment Tool ("TREAT") discussion and scored a 3.1 overall with recommendations for updating the building codes and general areas of our current comprehensive plan. If awarded Public Management will develop several planning elements of the Comprehensive Plan and Subdivision Zoning Ordinance with the biggest element being infrastructure assessment and planning. Therefore, staff recommends City Council approve Resolution No. 755-24 authorizing the submission of an application to the Texas General Land Office for Community Development Block Grant – Mitigation ("CDBG-MIT") Program and authorize the mayor and city manager to act as the City's executive officer and authorized representative in all matters pertaining to the City's participation in the CDBG-MIT Program.

ACTION REQUIRED BY CITY COUNCIL

Approve or deny Resolution No. 755-24 authorizing the submission of an application to the Texas General Land Office for Community Development Block Grant – Mitigation ("CDBG-MIT") Program and authorize the mayor and city manager to act as the City's executive officer and authorized representative in all matters pertaining to the City's participation in the CDBG-MIT Program.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/21/23

Date

RESOLUTION NO: 755-24

A RESOLUTION OF THE CITY COUNCIL OF NAVASOTA, TEXAS, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE TEXAS GENERAL LAND OFFICE (GLO) FOR COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION (CDBG-MIT) PROGRAM; AND AUTHORIZING MAYOR AND CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE CDBG-MIT PROGRAM.

WHEREAS, The City of Navasota desires to increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters; and

WHEREAS, The City of Navasota desires a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income;

WHEREAS, certain conditions exist which represent a threat to the public health and safety;

WHEREAS, The City of Navasota aims to Affirmatively Further Fair Housing by identifying projects that overcome or do not increase patterns of residential segregation based on race, color, religion, national origin, sex, disability or family status;

WHEREAS, it is necessary and in the best interests of the City of Navasota to apply for funding under the Community Development Block Grant – Mitigation (CDBG-MIT) Resilient Communities Program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NAVASOTA, TEXAS:

1. That a Community Development Block Grant – Mitigation (CDBG-MIT) application is hereby authorized to be filed by the City of Navasota with the Texas General Land Office for the recovery and mitigation efforts under the CDBG-MIT Resilient Communities Program.

2. That the project detailed within the application will develop, update, adopt, and implement a forward-looking Comprehensive Plans that integrates hazard mitigation planning to ensure structures built within the community can withstand future hazards

3. That the CDBG-MIT Application request amount be filed for up to \$300,000.00 for a comprehensive plan and zoning ordinance.

4. That the City Council directs and designates the Mayor and City Manager as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City's participation in the Community Development Block Grant – Mitigation (CDBG-MIT) Program.

5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, fair housing, civil rights requirements, and administrative requirements.

PASSED AND APPROVED THIS THE 8TH DAY OF JANUARY, 2024.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**Attachment I
Work Authorization**

For work associated to **The City of Navasota Contract No. #####**, and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

Three Hundred Thousand Dollars and 0/100 (\$300,000.00)

The fees are payable upon receipt of invoice from Consultant in accordance with the following schedule for Administrative Services.

<u>Planning Element</u>	<u>Percentage</u>	<u>Total Fee</u>
Base mapping, Population Assessment & Projections	7.5%	\$22,500.00
Housing Inventory, Analysis & Plan	7.5%	\$22,500.00
Land Use Inventory, Analysis & Plan	7.5%	\$22,500.00
Infrastructure Assessment & Planning	30.8%	\$92,500.00
Capital Improvements Program	7.5%	\$22,500.00
Subdivision Regulations & Design Standards	3.75%	\$11,250.00
Zoning Ordinance Analysis & Adoption	3.75%	\$11,250.00
Economic Development (Heritage Preservation)	16.7%	\$50,000.00
Parks, Recreation & Open Space	3.75%	\$11,250.00
Public Involvement & Outreach	7.5%	\$22,500.00
General Administration	3.75%	\$11,250.00
Total	100%	\$300,000.00

It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the client indicate that personal services were compensated at greater than reasonable rates.

PATRICK K. WILTSHIRE
President/CEO

Chief Elected Official

ATTEST:



TEXAS RESILIENCE EVALUATION & ASSESSMENT TOOL (TREAT)

SCORE REPORT

TEXAS GENERAL LAND OFFICE
COMMUNITY DEVELOPMENT & REVITALIZATION
CDBG-MIT

City of Navasota

Your Score: 3.1

Assessment	Score	Description	Understanding Your Score
Building Codes	3.5	Regulated standards that address health and safety concerns for buildings set forth by the International Code Council (ICC)	<p>Your jurisdiction received an average score on the Building Codes Assessment. Building codes are essential to the long-term strength of your community. They are design and construction requirements that allow jurisdictions to:</p> <ul style="list-style-type: none">• Ensure safe and resilient structures• Protect buildings from a wide range of the increasing natural hazards affecting Texans• Save billions of dollars in avoided losses that occur when natural hazards strike• Set common, minimum design and construction requirements across communities that result in improved construction quality, consistent permitting, and strong code enforcement.• And more... <p>Based on your score, we recommend visiting, the International Code Council for vital information and resources to help you update your building codes. We also recommend you review FEMA's nation-wide study, Building Codes Save, which demonstrates with real data, how modern building codes help save communities and avoid loss. These resources are fantastic tools to get your jurisdiction started on developing or updating and adopting a forward-looking building code.</p> <p>Additionally, CDBG-MIT funding of up to \$300,000 is available through the Texas General Land Office's Resilient Communities Program. The program was established to fund the development, adoption, and implementation of modern codes, plans, and ordinances that will ensure TX communities can withstand future hazards. To find out more about the program and apply for grant funding, visit us at recovery.texas.gov/rcp.</p>
Flood Damage Prevention Ordinances	4.2	Regulations to ensure that NFIP participating communities take into account flood hazards in all official actions relating to land management and use.	<p>Your jurisdiction scored high on the Flood Damage Prevention Ordinances (FDPO) Assessment. FDPOs are essential to protecting communities from flood loss and promoting public health and safety. Since your jurisdiction's adopted flood damage prevention ordinance meet or exceed our standards for resiliency, our recommendation is to focus your efforts on the areas you may have scored low or average.</p>

Assessment	Score	Description	Understanding Your Score
Local Hazard Mitigation Plans	1	Plans that assess hazard vulnerabilities and identify mitigation actions that jurisdictions will pursue in order to reduce injury, property damage, and community disruption as a result of natural hazards.	<p>Your jurisdiction received a low score on the Local Hazard Mitigation Plans Assessment. Local hazard mitigation plans (LHMPs) are essential to ensuring your community is prepared to handle and recover from the natural hazards that put it at risk. They are a shield of protection that allow jurisdictions to:</p> <ul style="list-style-type: none"> • Identify risks that make a community vulnerable • Develop long-term strategies for safeguarding life and property from unavoidable disasters • Consider diverse interests by gaining input from the public • Prevent damage to a community's economic, cultural and ecological assets • And more... <p>Based on your score, we recommend that you develop and adopt a local hazard mitigation plan as soon as possible. Having a hazard mitigation plan is a baseline requirement for jurisdictions to receive most FEMA funding. It is imperative, for the safety of your jurisdiction, that you prioritize, above all other mitigation efforts, the adoption of a forward-looking LHMP. The following resources can help guide your hazard mitigation planning efforts:</p> <ul style="list-style-type: none"> • FEMA – Hazard Mitigation Planning • Texas Department of Emergency Management – Local Planning Resources • HUD – Community Resilience Toolkit • American Planning Association – Hazard Mitigation: Integrating Best Practices into Planning <p>Additionally, invaluable technical assistance and CDBG-MIT funding of up to \$100,000 is available through the Texas General Land Office's Local Hazard Mitigation Plans Program (LHMPP). The program provides grants to develop or update LHMPs which will be submitted to FEMA and subsequently adopted. To find out more about the program and apply for grant funding, visit us at https://recovery.texas.gov/mitigation/programs/local-hazard-mitigation-plans/index.html.</p>
Comprehensive Plans	3.1	Document which presents a vision for the future, with long-range goals and objectives for all activities that affect the local government, designed to guide the future actions of a community.	<p>Your jurisdiction received an average score on the Comprehensive plans Assessment. Comprehensive plans are an all-inclusive approach to addressing various and changing concerns of a community so that overall goals can be achieved. They serve as guides for all community-level decisions and allow jurisdictions to:</p> <ul style="list-style-type: none"> • Ensure decisions about the future of a community are well-informed • Create systems that work together to improve the lives of its citizens • Strategize a clear path to economic growth

Assessment	Score	Description	Understanding Your Score
			<ul style="list-style-type: none"> And more... <p>Based on your score, we recommend you review your current comprehensive plan and identify and prioritize the sections which need to be updated in the next few years. We also suggest ensuring your plan adheres to the Texas Local Government Code on comprehensive planning, by reviewing Section 213.001-213.005. For information on regional studies that analyze past disasters and look forward to the future of Texas disasters, visit the GLO's Regional Planning page.</p> <p>Additionally, CDBG-MIT funding of up to \$300,000 is available through the Texas General Land Office's Resilient Communities Program. The program was established to fund the development, adoption, and implementation of modern codes, plans, and ordinances that will ensure TX communities can withstand future hazards. To find out more about the program and apply for grant funding, visit us at recovery.texas.gov/rcp.</p>
Land-Use Plans	3.6	Plan that provides the basis for a national soil or land policy, encompassing the elements of land, the way land is used, and the rational organization of that use in the future.	
Zoning & Subdivision Ordinances	3.8	Rules that define how property in specific geographic zones can be used.	Your jurisdiction scored high on the Zoning Ordinances Assessment. Maintaining up-to-date zoning ordinances helps communities organize and plan for a resilient future by dictating how specific geographical areas can be used. Since your jurisdiction's adopted zoning ordinance meets or exceeds our standards for resiliency, our recommendation is to focus your efforts on the areas you may have scored low or average.
Public Service Activities	3.9	Public services focused on notifying and informing community members about natural hazards affecting the community and how the jurisdiction plans to deal with those hazards.	Your jurisdiction scored high on the Public Service Activities Assessment. Public service activities benefit communities by helping to inform the public about important initiatives and resources available to them. Since your jurisdiction's current public service activities offerings meet or exceed our standards for resiliency, our recommendation is to focus your efforts on the areas you may have scored low or average.
General	2		



REQUEST FOR CITY COUNCIL AGENDA ITEM #8

Agenda Date Requested: January 8, 2024

Requested By: Susie Homeyer, City Secretary

Department: Administration

☐ Report ☐ Resolution ☒ Ordinance

Exhibits: Ordinance No. 1037-23

Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item: ☐ Yes ☒ No

AGENDA ITEM #8

Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

Consent agenda are:

- A. Approve the second reading of Ordinance No. 1037-23 amending the Wastewater Fund budget for fiscal year beginning October 1, 2023, and ending September 30, 2024, in the amount not to exceed \$112,500.00.**
- B. Approve the minutes from the month of December 2023.**
- C. Approve the Municipal Court report for the month of December 2023.**

SUMMARY & RECOMMENDATION

Consent agenda items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

- A. Staff have placed the second reading of Ordinance No. 1037-23 amending the Wastewater Fund budget for fiscal year beginning October 1, 2023, and ending September 30, 2024, in the amount not to exceed \$112,500 on the consent agenda for approval.
- B. Staff have placed the minutes for December 2023 on the consent agenda.

- C. Staff have placed the Municipal Court Report for December 2023 on the consent agenda.

ACTION REQUIRED BY CITY COUNCIL

Approve the consent agenda: The second reading of Ordinance No. 1037-23, the minutes for December 2023, and the Municipal Court report for December 2023.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/21/23

Date

ORDINANCE NO. 1037-23

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS, AMENDING THE WASTEWATER FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 IN THE AMOUNT NOT TO EXCEED \$112,500; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, subsequent to the adoption of the annual budget for the City of Navasota for the fiscal year beginning October 1, 2023, and ending September 30, 2024, the City has expenditure changes; and

WHEREAS, the City Manager has recommended that such budget be amended to reflect such revenues and expenditures in accordance with Section 1 hereto and made a part hereof; and

WHEREAS, the City Council finds and determines that the budget should be amended as recommended by the City Manager;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA:

SECTION 1: That the budget for Fiscal Year beginning October 1, 2023 and ending September 30, 2024 be amended by the amounts listed below:

- Line Item 400-516-902.00 (Lease Equipment) – increase in the amount of \$22,500.
- Line Item 400-516-910.00 (Capital Outlay) – increase in the amount of \$140,000.
- Line Item 400-516-600.00 (Professional Fees) – decrease in the amount of \$50,000.

These adjustments are being made to address the rental of a compressor for ten (10) months at \$2,250 per month before a new blower is installed and to address emergency repairs at the Wastewater Plant.

SECTION 2: The recitals contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted.

SECTION 3: The annual budget of the City of Navasota, Texas for the fiscal year beginning October 1, 2023, and ending September 30, 2024, is hereby amended by increasing and decreasing the appropriations to the necessary accounts contained therein as provided in the attached:

SECTION 4: In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any

person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Navasota, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED ON THIS THE 11TH DAY OF DECEMBER, 2023.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED ON THIS THE 8TH DAY OF JANUARY, 2024.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**MINUTES
REGULAR MEETING
DECEMBER 11, 2023**

The City Council of the City of Navasota, Grimes County, Texas met at the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street at 6:00 p.m., Navasota, Texas on the above date with the following being present:

**Bernie Gessner, Mayor Pro-Tem, Place # 1
Pattie Pederson, Councilmember, Place # 2
Josh M. Fultz, Councilmember, Place # 3
Bert Miller, Mayor, Place # 4
James Harris, Councilmember, Place # 5**

Thus constituting a quorum.

STAFF PRESENT: Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Jason Katkoski, Fire Chief/EMC; Michael Mize, Police Chief; Peggy Johnson, HR Director; Jennifer Reyna, Public Works Director; Cary Bovey, Legal Counsel; Lupe Diosdado, Development Services Director; Kristin Gauthier, Assistant City Manager; Jose Coronilla, Public Works Superintendent; Maribel Frank, Chief Financial Officer; Jon MacKay, Graduate Engineer; Lloyd Lively, Marketing and Communications Director; Ryan Hendricks, Parks and Recreation Manager; Nick Koski, Building Official/Plans Reviewer; Demontrey Walters, Streets & Sanitation Maintenance Laborer and Audrice Polk, Street & Sanitation Maintenance Laborer.

VISITORS: Taylor Perry, Yolando Rosario, Deborah Richardson, Mac Vaughn, Philip Cox, Zac Votaw, Britney Castillo, Karina Villasenor, John Sanders, Keith Thompson, Ana Acosta, Kevin Rodriquez, Michael S. Wolfe, Sr., and Mark Rudolph.

THE ITEMS ON THE AGENDA WERE TAKEN UP IN DUE ORDER AS FOLLOWS:

1. Mayor Bert Miller called the meeting to order at 6:00 p.m.
2. Invocation was given by Pastor Mac Vaughn. The City Council, staff members and visitors then recited the Pledge of Allegiance to the American Flag and the Texas Flag.
3. Remarks of visitors: Citizen Taylor Perry addressed the City Council concerning improvements to the soccer fields. She requested funding and mutual efforts between the City and soccer organization to have drastic improvements for the children in the community.

4. Staff report:

- a) Peggy Johnson, H. R. Director, introduced the following new employees: Demontrey Walters and Audrice Polk (Streets & Sanitation Maintenance Laborers) and Nick Koski (Building Official/Plans Reviewer).
- b) Jon MacKay, Graduate Engineer, gave an update on the CIP projects.
- c) There was not an update from Boards and Commissions.
- d) Councilmember and staff informed the audience about upcoming events.

5. Mayor Bert Miller moved to appoint Pattie Pederson and Josh Fultz to a special committee to assist the Parks and Recreation Department in finalizing a draft facility use policy.

6. Councilmember Josh Fultz moved to award the contract for Pecan Lakes Gas Line Extension Project to LDC, LLC in the amount of \$778,700.00, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.

7. Councilmember Josh Fultz moved to award the contract for the Wastewater Treatment Plant Rotor Replacement Project to Teal Services, LLC in the amount of \$225,000.00, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember voting AYE, the motion carried.

8. Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1037-23, to amend the Fiscal Year 2023-2024 budget to use \$112,500.00 from excess unassigned fund balance for expenses related to emergency repairs at the Wastewater Treatment Plant, seconded by Councilmember Pattie Pederson and with each Councilmembers voting AYE, the motion carried.

9. Councilmember Josh Fultz moved to approve Resolution No. 754-23, designating the persons authorized to sign checks and authorizing designated persons to access the Firearm Replacement Fund bank account for certain purposes, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.

10. Mayor Pro-Tem Bernie Gessner moved to approve the consent agenda items which include the minutes for November 2023 and the Municipal Court Report

for November 2023, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

11. The City Council shall meet in Executive Session, as authorized by Section 551.087, Texas Government Code, for the purpose of discussion and deliberation regarding certain Industrial District Agreements providing for the possible offer of a financial or other incentive(s) to business prospects that the City seeks to have locate, stay, or expand in the City's designated Industrial District, and with which the City is conducting economic development negotiations, and associated matters.

The City Council shall meet in Executive Session in accordance with the Texas Government Code, Section 551.072, deliberation regarding real property for the purpose of discussion and deliberation regarding the City of Navasota's potential acquisition of real property for City projects/purposes.

The City Council shall meet in Executive Session, as authorized by Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

The City Council shall meet in Executive Session, as authorized by Section 551.087, Texas Government Code, for the purpose of deliberation regarding: 1) commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations; and/or 2) the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations. The time was 6:50 p.m.

12. The City Council reconvened in open session at 8:52 p.m.

13. Councilmember Pattie Pederson moved that the City Manager be authorized to negotiate, approve and execute all necessary documentation for the acquisition of real property for City purposes as discussed in Executive Session, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember voting AYE, the motion carried.

14. Councilmember Pattie Pederson moved that the Mayor be authorized to negotiate, approve and execute all Industrial District Agreements concerning businesses located in the designated Industrial District with the agreements having a term of 15 years from November 1, 2023 through October 31, 2038, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

15. Councilmember Pattie Pederson moved that the Mayor be authorized to negotiate, approve and execute revisions to the variance granted to M & P Adventures, LLC on May 10, 2010, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember voting AYE, the motion carried.

16. No action was taken on this item regarding 1) commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations; and/or 2) the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations.

17. Mayor Bert Miller adjourned the meeting at 8:56 p.m.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Official Municipal Court Monthly Report

Month December Year 2023

Municipal Court for the City of NAVASOTA

Presiding Judge PATRICIA GRUNER

If new, date assumed office _____

Court Mailing Address 200 E. MCALPINE

City NAVASOTA, TX Zip 77868

Phone Number 936-825-6268

Fax Number 936-825-7280

Court's Public Email COURT@NAVASOTATX.GOV

Court's Website <http://WWW.NAVASOTATX.GOV>

THE ATTACHED IS A TRUE AND ACCURATE REFLECTION OF THE RECORDS OF THIS COURT.

Prepared by _____

Date _____ Phone: (936) 825-6268

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

OFFICE OF COURT ADMINISTRATION
P.O. BOX 12066
AUSTIN, TX
78711-2066

PHONE: (512) 463-1625
Fax: (512) 936-2423

CRIMINAL SECTION

COURT NAVASOTA MUNICIPAL COURT				TRAFFIC			NON-TRAFFIC		
MONTH	December	YEAR	2023	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
1. Total Cases Pending First of Month:				836	1	22	341	74	69
a. Active Cases				246	1	2	18	42	24
b. Inactive Cases				590	0	20	323	32	45
2. New Cases Filed				80	0	6	13	3	4
3. Cases Reactivated				7	0	0	6	0	0
4. All Other Cases Added				0	0	0	0	0	0
5. Total Cases on Docket				333	1	8	37	45	28
6. Dispositions Prior to Court Appearance or Trial:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. Uncontested Dispositions				39	0	1	0	0	0
b. Dismissed by Prosecution				0	0	0	0	0	0
7. Dispositions at Trial:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. Convictions:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1) Guilty Plea or Nolo Contendere				11	0	0	6	1	0
2) By the Court				0	0	0	0	0	0
3) By the Jury				0	0	0	0	0	0
b. Acquittals:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1) By the Court				0	0	0	0	0	0
2) By the Jury				0	0	0	0	0	0
c. Dismissed by Prosecution				0	0	0	0	0	0

TRAFFIC		NON-TRAFFIC			
NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD

8. Compliance Dismissals:						
a. After Driver Safety Course	13					
b. After Deferred Disposition	11	0	0	0	0	0
c. After Teen Court	0	0	0	0	0	0
d. After Tobacco Awareness Course					0	
e. After Treatment for Chemical Dependency				0	0	
f. After Proof of Financial Responsibility	2					
g. All Other Transportation Code Dismissals	0	0	0	0	0	0
9. All Other Dispositions	0	0	0	0	0	0
10. Total Cases Disposed	76	0	1	6	1	0
11. Cases Placed on Inactive Status	23	0	0	9	1	0
12. Total Cases Pending End of Month:	840	1	27	348	76	73
a. Active Cases	234	1	7	22	43	28
b. Inactive Cases	606	0	20	326	33	45
13. Show Cause Hearings Held	12	0	0	1	0	0
14. Cases Appealed:						
a. After Trial	0	0	0	0	0	0
b. Without Trial	2	0	0	0	0	

CIVIL SECTION

COURT NAVASOTA MUNICIPAL COURT				
MONTH	December	YEAR	2023	
			TOTAL CASES	
1. Total Cases Pending First of Month:			0	
a. Active Cases			0	
b. Inactive Cases			0	
2. New Cases Filed			0	
3. Cases Reactivated			0	
4. All Other Cases Added			0	
5. Total Cases on Docket			0	
6. Uncontested Civil Fines or Penalties			0	
7. Default Judgments			0	
8. Agreed Judgments			0	
9. Trial/Hearing by Judge/Hearing Officer			0	
10. Trial by Jury			0	
11. Dismissed for Want of Prosecution			0	
12. All Other Dispositions			0	
13. Total Cases Disposed			0	
14. Cases Placed on Inactive Status			0	
15. Total Cases Pending End of Month:			0	
a. Active Cases			0	
b. Inactive Cases			0	
16. Cases Appealed:			XXXXXXXXXXXXXXXXX	
a. After Trial			0	
b. Without Trial			0	

JUVENILE/MINOR ACTIVITY

COURT	NAVASOTA MUNICIPAL COURT		
MONTH	December	YEAR	2023
		TOTAL	
1. Transportation Code Cases Filed		3	
2. Non-driving Alcoholic Beverage Code Cases Filed		0	
3. Driving Under the Influence of Alcohol Cases Filed		0	
4. Drug Paraphernalia Cases Filed		0	
5. Tobacco Cases Filed		0	
6. Truancy Cases Filed		0	
7. Education Code (Except Failure to Attend) Cases Filed		0	
8. Violation of Local Daytime Curfew Ordinance Cases Filed		0	
9. All Other Non-traffic Fine-only Cases Filed		0	
10. Transfer to Juvenile Court:	XXXXXXXXXXXXXXXXX		
a. Mandatory Transfer		0	
b. Discretionary Transfer		0	
11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct)		0	
12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges)		0	
13. Juvenile Statement Magistrate Warning:	XXXXXXXXXXXXXXXXX		
a. Warnings Administered		0	
b. Statements Certified		0	
14. Detention Hearings Held		0	
15. Orders for Non-secure Custody Issued		0	
16. Parent Contributing to Nonattendance Cases Filed		0	

COURT NAVASOTA MUNICIPAL COURT
MONTH December YEAR 2023

COURT	NAVASOTA MUNICIPAL COURT
MONTH	December YEAR 2023
1. Magistrate Warnings:	
a. Class C Misdemeanors	
b. Class A and B Misdemeanors	
c. Felonies	
XXX TOTAL	
2. Arrest Warrants Issued:	
a. Class C Misdemeanors	
b. Class A and B Misdemeanors	
c. Felonies	
3. Capiases Pro Fine Issued	
4. Search Warrants Issued	
5. Warrants for Fire, Health and Code Inspections Filed	
6. Examining Trials Conducted	
7. Emergency Mental Health Hearings Held	
8. Magistrate's Order for Emergency Protection Issued	
9. Magistrate's Orders for Ignition Interlock Device Issued	
10. All Other Magistrates's Orders Issued Requiring Conditions for Release on Bond	
11. Drivers's License Denial, Revocation or Suspension Hearings Held	
12. Disposition of Stolen Property Hearings Held	
13. Peace Bond Hearings Held	

ADDITIONAL ACTIVITY

		TOTAL
14. Cases in Which Fine and Court Costs Satisfied by Community Service:		XXXXXXXXXXXXXXXXXX
a. Partial Satisfaction		2
b. Full Satisfaction		0
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit		19
16. Cases in Which Fine and Court Costs Waived for Indigency		0
17. Amount of Fines and Court Costs Waived for Indigency		\$0.00
18. Fines, Court Costs and Other Amounts Collected:		XXXXXXXXXXXXXXXXXX
a. Kept by City		\$12,238.31
b. Remitted to State		\$6,137.79
c. Total		\$18,376.10

Run By: rjessie
Report Type: Summary
Date Range: 12/01/2023 - 12/31/2023
Finalize Report: Yes
Correction: No

*** END OF REPORT ***



REQUEST FOR CITY COUNCIL AGENDA ITEM #9

<p>Agenda Date Requested: <u>January 8, 2024</u></p> <p>Requested By: <u>Jason Weeks, City Manager</u></p> <p>Department: <u>Administration</u></p> <p><input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance</p> <p>Exhibits: <u>None</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center; padding: 5px;">Appropriation</th></tr></thead><tbody><tr><td style="padding: 5px;">Source of Funds:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Account Number:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Amount Budgeted:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Amount Requested:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Budgeted Item:</td><td style="padding: 5px;"><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>N/A</u>	Account Number:	<u>N/A</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appropriation													
Source of Funds:	<u>N/A</u>												
Account Number:	<u>N/A</u>												
Amount Budgeted:	<u>N/A</u>												
Amount Requested:	<u>N/A</u>												
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

AGENDA ITEM #9

The City Council shall meet in Executive Session, as authorized by Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

The City Council shall meet in Executive Session in accordance with Texas Government Code, Section 551.074, Personnel Matters, concerning the annual evaluation of the City Manager and possible amendment to the employment agreement for the City Manager.

The City Council shall meet in Executive Session in accordance with Texas Government Code, Section 551.074, Personnel Matters, concerning evaluation of Legal Counsel for the City of Navasota, and associated issues.

SUMMARY & RECOMMENDATION

City staff has determined there is a need for City Council to meet in Executive Session in accordance with the Texas Government Code, Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas. Additionally, City staff has determined there is a need for City Council to meet in Executive Session in accordance with Texas Government Code, Section 551.074, Personnel Matters, concerning the annual evaluation of the City Manager and evaluation of Legal Counsel and associated issues.

The time is _____p.m.

ACTION REQUIRED BY CITY COUNCIL

Conduct an Executive Session, as authorized by Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

Conduct an Executive Session in accordance with Texas Government Code, Section 551.074, Personnel Matters.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

1/2/2024

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #10

Agenda Date Requested: January 8, 2024

Requested By: Jason Weeks, City Manager

Department: Administration

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: None

Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item: ☐ Yes ☒ No

AGENDA ITEM #10

Reconvene into open session.

SUMMARY & RECOMMENDATION

The time is _____ p.m.

ACTION REQUIRED BY CITY COUNCIL

Reconvene in open session.

Approved for the City Council meeting agenda.

Jason Weeks
Jason B. Weeks, City Manager

12/20/23

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #11

Agenda Date Requested: <u>January 8, 2024</u>
Requested By: <u>Jason Weeks, City Manager</u>
Department: <u>Administration</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Exhibits: Original Variance

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	<u>N/A</u>
Amount Budgeted:	<u>N/A</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

AGENDA ITEM #11

Consideration and possible action to authorize the Mayor to execute a revision to the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

SUMMARY & RECOMMENDATION

On May 10, 2010, City Council approved a variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign (billboard) located at 9530 Highway 6, Navasota, Texas, which is next to the Western Steakhouse and Dancehall. M&P Adventures, LLC submitted a building permit on January 25, 2010, for the construction of an advertising billboard at this location. However, that request did not comply with the City's sign regulations with regard to the sign height and sign face. Ultimately, City Council approved the variance for the sign because the request is reasonable and in harmony with the spirit and purpose of Article 3.06 of the Code of Ordinances and alleviates an unnecessary hardship. The terms of the agreement allowed M&P Adventures, LLC to maintain the billboard at this location for a term of 15 years and allowed for the variance in the height and sign size limitations. Furthermore, all digital, LED, flashing lights, intermittent lights or any other electronic changeable copy technologies are prohibited from being installed on or utilized in conjunction with the sign.

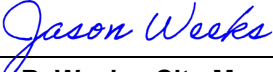
The variance agreement is set to expire on May 10, 2025; therefore, staff have been approached by M&P Adventures, LLC to revise the original agreement to remove the 15-year time period. The sign has been erected at this location for over 13 years and

has not been an issue during this time period. Additionally, M&P Adventures, LLC has agreed to allow the City of Navasota to utilize the billboard two months a year on one side of the sign face for three years, with the condition that the City would pay for removal and replacement of the skin and replace if damaged. Staff recommends City Council authorizing the Mayor to execute a revised variance agreement which will allow the billboard to remain in place and be grandfathered in for the current and all future revisions to the sign Ordinance. However, the City's ordinance provides that nonconforming signs that are abandoned, deteriorated, or damaged beyond economical repair shall be removed. M&P Adventures, LLC or responsible parties shall be given written notice to have the sign removed within thirty (30) days. If the responsible party fails to remove or alter the structure as required within the specified time frame, the city may undertake the removal and confiscation of such sign at owner's expense.

ACTION REQUIRED BY CITY COUNCIL

Authorize the Mayor to execute a revision to the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/20/23

Date

CITY OF NAVASOTA, TEXAS

VARIANCE

Date: May 10, 2010

Issued to: M&P Adventures, LLC

Approved by: City Council, City of Navasota, Texas

WHEREAS, the City of Navasota, Texas ("City") regulates signs within its jurisdiction as provided for in Article 3.06 of the Code of Ordinances of the City of Navasota, Texas; and

WHEREAS, M&P Adventures, LLC has erected an off-premises outdoor advertising sign ("Sign") at 9530 Highway 6, Navasota, Texas, said property being more fully described in the building permit application dated January 25, 2010 and submitted to the City by M&P Adventures, LLC ("Premises"), that does not comply with the City's sign regulations with regard to the sign height and sign face area size; and

WHEREAS, M&P Adventures, LLC has requested a variance for the Sign to allow the Sign on the Premises at its existing height and existing sign face size; and

WHEREAS, the provisions Article 3.06 of the Code of Ordinances do not address the issuance of variances to the City's sign regulations; and

WHEREAS, the City Council of the City of Navasota, Texas retains the inherent authority, as the governing body of the City of Navasota, Texas to legislatively act to issue a variance to the sign regulations; and

WHEREAS, the City Council hereby finds that the issuance of a variance for the sign located on the Premises, subject to the following terms and conditions, is reasonable, in harmony with the spirit and purpose of Article 3.06, and alleviates an unnecessary hardship; therefore, the variance requested by M&P Adventures, LLC is hereby approved, subject to the following terms and conditions:

1. The Sign shall be allowed to remain on the Premises for a period of no longer than fifteen (15) years, with no extensions. The 15 year time period shall begin on the earlier of either: 1) the date that both sign faces of the Sign have advertising copy installed on the sign faces; or 2) the sixtieth (60th) day after the date of the City Council's approval of this Variance.
2. A variance is granted to the height and sign size limitations contained in Section 3.06.197(c) of the City's current sign regulations. The height of the Sign shall not be increased beyond its current height of 50 feet (42.5 feet above the centerline grade of the adjacent frontage road), and neither sign face area shall be increased beyond the current size of 672 square feet.

3. All digital, light-emitting diode (LED), flashing lights, intermittent lights or any other electronic changeable copy technologies are prohibited from being installed on or utilized in conjunction with the Sign.
4. M&P Adventures, LLC acknowledges and agrees that the 15 year time period provided for herein is a reasonable time for M&P Adventures, LLC to recoup its investment in the Sign, and this Variance shall terminate and be of no further effect upon the expiration of the 15 year period provided for herein. Upon the expiration of said 15 year time period, M&P Adventures, LLC shall dismantle and remove the Sign from the Premises within thirty (30) days from the date of expiration.
5. This Variance shall bind and inure to the benefit of the City of Navasota and M&P Adventures, LLC, its successors and assigns, and every purchaser, assignee or transferee of an interest in the Premises, or the portion thereof on which the Sign is located, shall be obligated and bound by the terms and conditions of this Variance, but only with respect to the Premises, or such portion thereof, sold, assigned or transferred to it on which the Sign is located. Any such purchaser, assignee or transferee shall be subject to all terms and conditions of this Variance, and shall observe and fully perform all of the duties and obligations of M&P Adventures, LLC contained in this Variance.

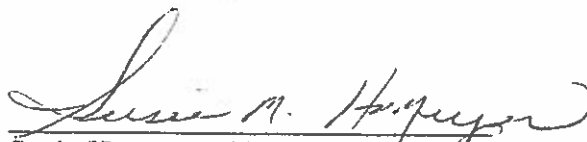
APPROVED on this 10th day of May, 2010 by the City Council of the City of Navasota, Texas.

CITY OF NAVASOTA:

ATTEST:



Hon. Bert Miller, Mayor

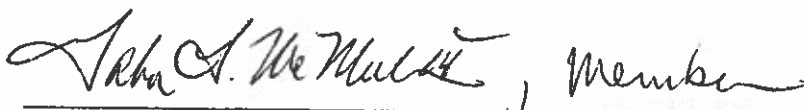


Susie Homeyer, City Secretary

AGREED:

M&P ADVENTURES, LLC:

ATTEST:



Printed Name: Faber F. McMullen
Title: Member

Printed Name:
Title:

Date: May 10, 2010

Date: _____



REQUEST FOR CITY COUNCIL AGENDA ITEM #12

Agenda Date Requested: <u>January 8, 2024</u>	Appropriation
Requested By: <u>Susie M. Homeyer, Secretary</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: None

AGENDA ITEM #12

Consideration and possible action concerning the annual evaluation of the City Manager and possible amendments to the employment agreement for the City Manager.

SUMMARY & RECOMMENDATION

The City Manager, Jason Weeks began “officially” working for the City of Navasota on January 3, 2022. Per his employment agreement, City shall at least review his base salary and other benefits annually. Whether the City Council makes any adjustments is their decision; however, the City Manager does request an annual review to better understand his performance and receive feedback from City Council.

ACTION REQUIRED BY CITY COUNCIL

City Council to take action, if necessary, on Executive Session Item.

Approved for the City Council meeting agenda.

Jason Weeks
Jason B. Weeks, City Manager

1/2/2024
Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #13

Agenda Date Requested: <u>January 8, 2024</u>	Appropriation
Requested By: <u>Susie M. Homeyer, Secretary</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: None

AGENDA ITEM #13

Consideration and possible action concerning the approval of an updated engagement agreement with Legal Counsel for the City of Navasota, and associated issues.

SUMMARY & RECOMMENDATION

Cary Bovey serves as legal counsel for the City of Navasota. His hourly rate had remained constant for several years. On January 9, 2023, Mr. Bovey requested City Council meet with him to discuss his annual performance and consider changes to his hourly rate, which was approved. Annually, City Council evaluates their appointed positions (City Manager, Municipal Judge and Legal Counsel). This is an opportunity for City Council to provide performance feedback to Mr. Bovey and make any adjustments to his rates. City staff is unaware of any requested rate increases but is aware that additional funds have been budgeted in the fiscal year 2023-2024 for Mr. Bovey's work on the charter amendment process.

ACTION REQUIRED BY CITY COUNCIL

City Council to take action, if necessary, on Executive Session Item.

Approved for the City Council meeting agenda.

Jason Weeks

1/2/24

Jason B. Weeks, City Manager

Date