

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
MARCH 23, 2020**

To watch the City Council meeting live please visit the City of Navasota's Youtube here:
<https://www.youtube.com/channel/UCItnx7BQt0TCIYJRiZ14g5w>

If you have any questions during the meeting please email them to council@navasotatx.gov or text 936-870-5134. Please ensure to provide your full name and home address.

If you prefer to call-in please dial +13462487799 and enter Meeting ID: 709 770 2250 #

To Join Meeting virtually please click link below:

<https://zoom.us/j/7097702250>

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 23rd of March, 2020 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:

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) Audit results on gas system audit;
- (b) TML Award - 15 years of excellence on gas system;
- (c) Utility Department update;
- (d) Introduction of Artists in Residence;
- (e) Proclamations - (1) Child Abuse Prevention Month; and (2) National Service Recognition Day;
- (f) Board and Commission update; and
- (g) 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.

- 5. Conduct a public hearing for the purpose of receiving public comments and testimony regarding a specific use permit application submitted to the City of Navasota by Scott T. Armstrong for the property located at 404 N La Salle Street to allow for the development of a Food Truck Court. The properties affected are legally described as H&TC, Block 45, Lots 1, 2, 3, 4, 5.
- 6. Consideration and possible action on the first reading of Ordinance No. 924-20, regarding a specific use permit application submitted to the City of Navasota by Scott T. Armstrong for the property located at 404 N. LaSalle Street to allow for the development of a Food Truck Court. The properties affected are legally described as H&TC, Block 45, Lots 1, 2, 3, 4, 5.
- 7. Consideration and possible action on award bid for the FY 2019 Street Improvement Project.
- 8. Consideration and possible action on proposal from BC Metal Buildings for the construction of an impound lot and metal building for the Navasota Police Department.
- 9. Consideration and possible action on contract extension for depository services for the term August 1, 2016 - July 31, 2020, utilizing the one-year extension.
- 10. Consideration and possible action on the first reading of Ordinance No. 922-20, budget amendment for Library Building Maintenance.

11. Consideration and possible action on postponing the City of Navasota May 2, 2020 general election until November 3, 2020 as authorized by the March 18, 2020 Proclamation issued by Governor Greg Abbott.

Consideración y posible acción en el aplazamiento de las elecciones generales de la ciudad de Navasota del 2 de mayo de 2020 hasta el 3 de noviembre de 2020, según lo autorizado por la Proclamación del 18 de marzo de 2020 emitida por el gobernador Greg Abbott.

12. Consideration and possible action on appointment of election judges for the May 2, 2020 General Election.

Consideración y posible acción sobre el nombramiento de jueces electorales para las Elecciones Generales del 2 de mayo de 2020.

13. Consideration and possible action on the first reading of Ordinance No. 923-20, establishing policies and procedures for City Council meetings.

14. Consideration and possible action on approval of the creation of a Director of Parks, Recreation and Library.

15. Consideration and possible action on the 2020 Consumer Price Index (CPI) adjustment to municipal telecommunications right-of-way access line rates.

16. Consideration and possible action on Resolution No. 669-20, continuing the disaster declaration issued by Mayoral Proclamation on March 17, 2020 in response to the COVID-19 public health emergency.

17. 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 a 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 Items Are:

A. Consideration and possible action on the second reading of Ordinance No. 919-20, changing the current zoning from A/O: Agriculture/Open Space District to PUD Pecan Lakes Estates Phase 3, for the development of a 102.4197-acre single dwelling unit subdivision, the properties affected are legally described as A0062 J Whitesides, Tract 19, Acres 13.4696, A0062 J Whitesides, Tract 14-3, Acres 1.2275, A0062 J Whitesides, Tract 20-2, Acres 57.6204, A0062 J Whitesides, Tract 14-2, Acres 43.9641, located in Navasota, Grimes County, Texas.

B. Consideration and possible action on the second reading of Ordinance No. 920-20, amending Chapter 14 Zoning, Exhibit A Zoning Ordinance, Article XXI Building Permits, Certificates of Occupancy and Certificates of Compliance, 21.5 Site Plan Process, of the Code of Ordinances of the City of Navasota, Grimes County, Texas, adding GIS requirements to as-built plans.

C. Consideration and possible action on the second reading of Ordinance No. 921-20, amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Exhibit A Subdivision Development, Article 7 Requirements for Improvement, Section 7.08 Utilities, of the Code of Ordinances of the City of Navasota, Grimes County, Texas, regarding utility tap locations within utility easements and adding GIS requirements to as-built plans.

18. Consideration and possible action on approval and adoption of personnel policies and practices of the City of Navasota, Texas that are necessary and/or appropriate to address issues related to COVID-19 affecting the operations, staffing, functions and/or employees of the City.

19. Adjourn.

DATED THIS THE 20TH OF MARCH, 2020

/BS/

BY: BRAD STAFFORD, 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 20th of March, 2020 at 05:33 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 551.071-551.084.

DATED THIS THE 20TH OF MARCH, 2020

/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) 82516475 OR (936) 82516408 OR BY FAX AT (936) 82512403.



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.”*

Mission Statement:

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



THE CITY OF NAVASOTA COUNCIL LEADERSHIP POLICY

It is the desire of the Navasota City Council to demonstrate responsible leadership by:

- (a) Establishing a 2027 Strategic Growth Map for the City of Navasota.*
- (b) Assuring stable and effective city operations.*
- (c) Developing and adopting policies that will guide the growth of the City of Navasota.*
- (d) Facilitating private/public sector partnerships at the local, regional, state and federal level that will invest in the future of Navasota.*
- (e) Ensuring all Navasota boards, commissions and committees are aligned with the Council's growth policies.*



The Management Connection, Inc.

PROFESSIONAL FACILITATORS

S.M.A.R.T. GOAL SETTING SYSTEM

Area	Today's Date	Target Date	Date Achieved
City Council Retreat	10/2/19	2019-2020	

Goal Statement: A descriptive statement of the DESIRED OUTCOME.
(a S.M.A.R.T. Goal is Specific, Measurable, Actionable, Responsible and Time-bound)

The Management Connection, Inc. provided professional facilitation to the City of Navasota Council on September 4th, 2019. This document captures the Council's direction to staff.

Action Steps (List the specific actions you will take to achieve this goal)	Target Date	Who	Percentage Completion
Outcomes			
Direction from Council			
1. <u>There needs to be a discussion on how to get state lawmakers to partner with the City.</u> a. Potentially inviting Schwertner, Leman, and Kolkhorst to visit and tour the city b. Alan Bojorquez is creating a report card on all the legislature and looking for help	2019-2020	Navasota Staff	
2. <u>Figure out a way to speed up the billing cycle to reduce the lag time from end of month to bill date for payments</u> a. We can make every period longer or each period 31 days—it will take a few years, but you'll catch up b. Propose a staff member under Lance and Rita to handle all meters—Meter Maintenance Technician	2019-2020	Navasota Staff	
3. <u>The City Manager will do a cost benefit analysis on the Boys and Girls Club</u> a. Benefit of having them in the community along with the mechanics of it to present to the council	2019-2020	Navasota Staff	



The Management Connection, Inc.

PROFESSIONAL FACILITATORS

4. <u>The Council will move forward with the concept of bonds for utility and street improvements</u> a. Bonds will be broken into three-year small increments i. Focus will be on high traffic roads first ii. Host community meetings to get more buy in from the city iii. City Manager will present the numbers to council	2019-2020	Navasota Staff	
5. <u>Gather a proposal for a new look and cost of renovating fire station at the current location.</u> a. A rendering needs to be created to show the public	2019-2020	Navasota Staff	
6. <u>Review the Social Media policy (specifically # 3 & 4) as it relates to non-city employees and council members.</u> a. It's a developing area legally. We should review the policy because it's from 2014 and make sure it's in accordance with current situation.	2019-2020	Navasota Staff	
7. <u>Design the new website</u> a. Have 2-3 citizens sit in to consult about the ease of receiving notifications. Get a mixture of people who are and aren't familiar with computers	2019-2020	Navasota Staff	
8. <u>Find more ways to get coverage in the news</u> a. neighbors@theeagle.com - send pictures to get included	2019-2020	Navasota Staff	
9. <u>Develop relationships with Boards and Commissions:</u> a. Have a mandatory annual meeting with members to talk about what a comp plan is, what the Council's expectations are, and that they need to be able to make decisions as a board. They need to know about open	2019-2020	Navasota Staff	



The Management Connection, Inc.

PROFESSIONAL FACILITATORS

meetings act, public information act, Robert's Rules of Order, ect.

- i. By being involved, we have a chance to educate them about how the city works
- ii. We don't want to take away their ability to think, but we can give them parameters
- iii. We should create a statement to be read before each meeting that says "we are our own board, we work toward the goals of the city and will stand by the final decision". It's a reminder that we're all here to do the best for the city. A mission statement to go at the top of the packet.

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 4. **AGENDA DATE:** March 23, 2020

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Staff Report:

- (a) Audit results on gas system audit;
- (b) TML Award - 15 years of excellence on gas system;
- (c) Utility Department update;
- (d) Introduction of Artists in Residence;
- (e) Proclamations - (1) Child Abuse Prevention Month; and (2) National Service Recognition Day;
- (f) Board and Commission update; and
- (g) 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.

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

1. Proclamation - Child Abuse Prevention Month
2. Proclamation - National Service Recognition Day



Proclamation The City of Navasota, Texas

"CHILD ABUSE PREVENTION MONTH"

WHEREAS, Nearly 200,000 children in Texas are reported as abused or neglected every year; and

WHEREAS, child abuse prevention is a community responsibility and finding solutions depends on involvement among all people; and

WHEREAS, communities must make every effort to promote programs that benefit children and their families;

WHEREAS, effective child abuse prevention programs succeed because partnerships among agencies, schools, religious organizations, law enforcement agencies, and the business community; and

WHEREAS, everyone in the community should become more aware of child abuse prevention and consider helping parents raise their children in a safe, nurturing environment;

NOW THEREFORE, BE IT RESOLVED that I, Bert Miller, Mayor of the City of Navasota, do hereby proclaim April 2020 as **"CHILD ABUSE PREVENTION MONTH"** in Navasota, Texas. We urge all citizens to work together to help reduce child abuse and neglect significantly in years to come.

DATED THIS THE 23RD DAY OF MARCH, 2020.

BERT MILLER, MAYOR



Proclamation The City of Navasota, Texas

"NATIONAL SERVICE RECOGNITION DAY"

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's elected leaders are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities; they educate students for 21st century jobs, fight the opioid epidemic, respond to natural disasters, and support veterans and military families; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 45,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, and local leaders across the country for National Service Recognition Day on April 7, 2020.

NOW THEREFORE, BE IT RESOLVED that I, Bert Miller, Mayor of the City of Navasota, do hereby proclaim April 7, 2020, as "**National Service Recognition Day**", and encourage residents to recognize the positive impact of national service in our community, to thank those who serve; and to find ways to give back to their communities.

DATED THIS THE 23RD DAY OF MARCH, 2020.

BERT MILLER, MAYOR

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 5. **AGENDA DATE:** March 23, 2020

PREPARED BY: Lupe Diosdado, Community Development
Director

APPROVED BY: BS

ITEM: Conduct a public hearing for the purpose of receiving public comments and testimony regarding a specific use permit application submitted to the City of Navasota by Scott T. Armstrong for the property located at 404 N La Salle Street to allow for the development of a Food Truck Court. The properties affected are legally described as H&TC, Block 45, Lots 1, 2, 3, 4, 5.

ITEM BACKGROUND:

On February 11, 2020, Scott T. Armstrong submitted an application for a specific use permit, to allow for the development of a food court for food trucks and trailers, for the property located at 404 North LaSalle Street. Since Food courts for food trucks and trailers are not a permitted use under B-1: General Business District Zoning a specific use permit must be approved by the City Council.

Public hearing opened at _____ **p.m.**

Public hearing closed at _____ **p.m.**

BUDGETARY AND FINANCIAL SUMMARY:

none

STAFF RECOMMENDATION:

Staff recommends conducting a public hearing for the purpose of receiving public comments and testimony regarding a specific use permit application submitted to the City of Navasota by Scott T. Armstrong for the property located at 404 N La Salle Street to allow for the development of a Food Truck Court. The properties affected are legally described as H&TC, Block 45, Lots 1, 2, 3, 4, 5.

ATTACHMENTS:

1. Staff Report
2. Site Plan



City of Navasota Planning and Zoning Commission Staff Report

Date: March 16, 2020

To: Planning and Zoning Commission

From: Lupe Diosdado, Community Development Director

Agenda Item: Scott T Armstrong Specific Use Permit

PROPERTY INFORMATION:

PID: R25052

LEGAL DESCRIPTION: H&TC, BLOCK 45, LOT 1,2,3,4,5

OWNER: ARMSTRONG, SCOTT T & DIANA A

ADDRESS: 404 N LA SALLE ST, NAVASOTA, TX 77868

ZONING: B-1

REQUEST:

Conduct a public hearing for the purpose of receiving public comments and testimony regarding a specific use permit application submitted to the City of Navasota by Scott T. Armstrong for the property located at 404 N La Salle Street to allow for the development of a Food Truck Court. The properties affected are legally described as H&TC, Block 45, Lots 1, 2, 3, 4, 5.

SUMMARY:

On February 11, 2020, Scott T. Armstrong applied for a specific use permit, to allow for the development of a food court for food trucks and trailers, for the property located at 404 North LaSalle Street. Since Food courts for food trucks and trailers are not a permitted use under B-1: General Business District Zoning a specific use permit must be approved by the City Council.

Information regarding **Specific Use Permits:**

Specific uses are not generally compatible with those uses permitted by right in the zoning district, but by the unusual circumstances (existing uses and historic uses) in the area, consideration of the use is advisable. Such uses are granted to the owner of the property and are not transferable with the sale of the property.

Following the issuance of a Use Permit, the Building Official shall ensure that, if the development is undertaken, it is completed in compliance with said permit. However, if a Use Permit has not been used within six (6) months after the date granted, the permit is automatically cancelled.

A site plan approved as part of a conditional use or specific use permit shall be considered a final site plan approval. Site Plan is attached for your review.

The Planning and Zoning Commission and/or the City Council may impose additional reasonable restrictions or conditions to carry out the spirit of intent of this Ordinance and to mitigate adverse effects of the proposed use. These requirements may include, but are not limited to, increased open space, loading and parking requirements, suitable landscaping, and additional improvements such as curbing and sidewalks.

On March 12, 2020 the Planning and Zoning Commission held a public hearing and unanimously voted to approve the Specific Use Permit as presented with no additional special conditions.

STAFF RECOMMENDATION:

Staff recommends conducting a public hearing for the purpose of receiving public comments and testimony regarding a specific use permit application submitted to the City of Navasota by Scott T. Armstrong for the property located at 404 N La Salle Street to allow for the development of a Food Truck Court. The properties affected are legally described as H&TC, Block 45, Lots 1, 2, 3, 4, 5.

Specific Use Permit: Special Conditions

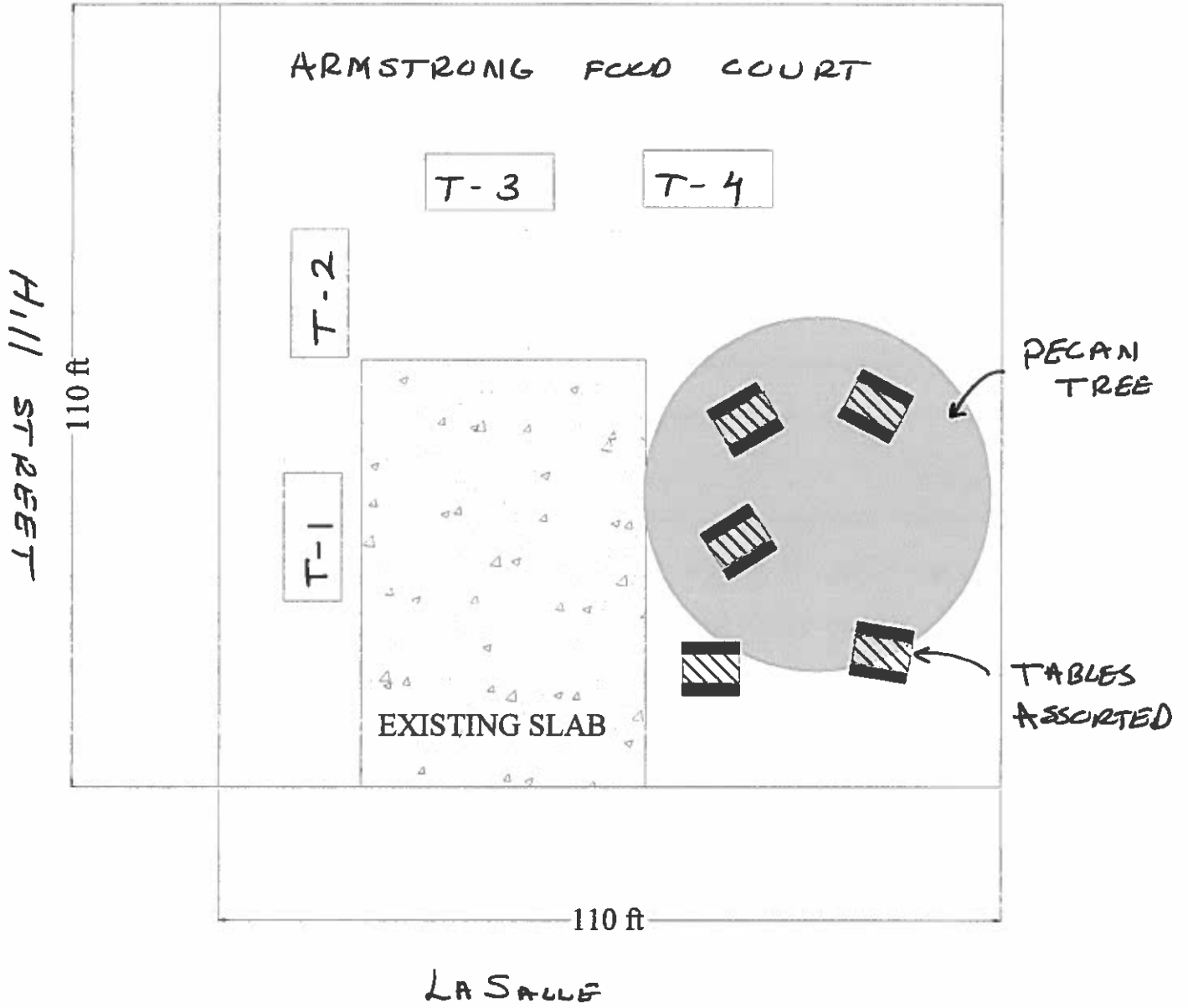
The development of the Property shall be in accordance with the following special conditions, restrictions and regulations:

- a) No development or expansion is required for this use.
- b) The property and its use shall comply with all ordinances and codes of the City of Navasota.
- c) Food trucks and trailers are permitted to stay on the property for the duration of the specific use permit.
- d) Lots 3, 4, 5 to be used at a future date as green space accompanying the food court for outdoor leisure.
- e) Permitted power outlets for the food truck stands will be installed at a later date in response to business demands.
- f) Picnic tables will be provided around the large pecan tree located on Lot 1
- g) Outdoor string lights will be provided under the large pecan tree located on lot 1 to provide lighting for the picnic tables.
- h) 4 food truck stands will be available for rent surrounding the existing concrete slab.

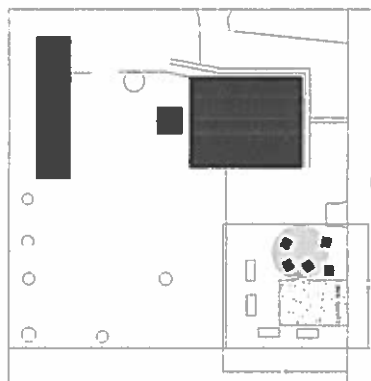
AERIAL / STREET VIEW:



200' GREEN SPACE
↑ POSSIBLE FUTURE



ARMSTRONG FOOD COURT
400 N. LaSalle
Navasota Texas
77863



FLOOR PLAN

LaSalle Avenue

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 6. **AGENDA DATE:** March 23, 2020

PREPARED BY: Lupe Diosdado, Community Development
Director

APPROVED BY: BS

ITEM: Consideration and possible action on the first reading of Ordinance No. 924-20, regarding a specific use permit application submitted to the City of Navasota by Scott T. Armstrong for the property located at 404 N. LaSalle Street to allow for the development of a Food Truck Court. The properties affected are legally described as H&TC, Block 45, Lots 1, 2, 3, 4, 5.

ITEM BACKGROUND:

On February 11, 2020, Scott T. Armstrong submitted an application for a specific use permit, to allow for the development of a food court for food trucks and trailers, for the property located at 404 North LaSalle Street. Since Food courts for food trucks and trailers are not a permitted use under B-1: General Business District Zoning, a specific use permit must be approved by the City Council.

BUDGETARY AND FINANCIAL SUMMARY:

none

STAFF RECOMMENDATION:

Staff recommends approval of the first reading of Ordinance No. 924-20, regarding the specific use permit application submitted to the City of Navasota by Scott T. Armstrong for the property located at 404 N. LaSalle Street to allow for the development of a Food Truck Court. The properties affected are legally described as H&TC, Block 45, Lots 1, 2, 3, 4, 5.

ATTACHMENTS:

1. Ordinance No. 924-20

ORDINANCE NO. 924-20

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS, AMENDING THE OFFICIAL ZONING MAP GRANTING A SPECIFIC USE PERMIT TO SCOTT T. ARMSTRONG FOR A FOOD VENDOR PARK FOR FOOD TRUCKS AND TRAILERS ON THE PROPERTY LOCATED AT 404 N. LASALLE STREET, LEGALLY DESCRIBED H&TC, BLOCK 45, LOT 1, 2, 3, 4, 5, NAVASOTA, GRIMES COUNTY, TEXAS; PROVIDING FOR CONDITIONS RELATED TO THE SPECIFIC USE PERMIT.

WHEREAS, on the 11TH day of February, 2020, Scott T. Armstrong submitted an application for a specific use permit, to allow for the development of a food vendor park for food trucks and trailers, for the property located at 404 North LaSalle Street, legally described as H&TC, BLOCK 45, LOT 1, 2, 3, 4, 5 Navasota, Grimes County, Texas; and

WHEREAS, on the 12th day of March, 2020, a public hearing was held before the Planning and Zoning Commission of the City of Navasota, a quorum being present on the occasion and said matter of a specific use permit being part of the agenda for said Commission meeting, an opportunity to present arguments for and against the proposed permit was held; and

WHEREAS, the Planning and Zoning Commission recommends to the City Council that the requested specific use permit be granted to Scott T. Armstrong allowing Mr. Armstrong to develop a food vendor park for food trucks and trailers in the B-1: General Business District, specifically at the property located at 404 North LaSalle Street legally described as H&TC, BLOCK 45, LOT 1, 2, 3, 4, 5; and

WHEREAS, on the 23rd day of March, 2020, a public hearing was held before the Navasota City Council, a quorum being present on the occasion and said matter of the specific use permit being part of the agenda, an opportunity to present arguments for and against the proposed permit was held;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Navasota, Texas that:

SECTION 1.

The Official Zoning Map of the City of Navasota, Texas, is hereby amended to show that a specific use permit is granted to Scott T. Armstrong for the development of a food vendor park for food trucks and trailers, for the property located at 404 North LaSalle Street, legally described as H&TC, BLOCK 45, LOT 1, 2, 3, 4, 5, (hereinafter "Property") in accordance with the City of Navasota adopted Building Codes, Zoning Ordinance, and other applicable ordinances and

regulations. This property is located in the B-1: General Business Zoning District and requires the approval of a specific use permit to allow for the development of a food vendor park for food trucks and trailers, a use not permitted in the B-1: General Business Zoning District.

SECTION 2.

The development of the Property shall be in accordance with the following special conditions, restrictions and regulations:

- a) No development or expansion is required for this use.
- b) The property and its use shall comply with all ordinances and codes of the City of Navasota.
- c) Food trucks and trailers are permitted to stay on the property for the duration of the specific use permit.
- d) Lots 3, 4, 5 to be used at a future date as green space accompanying the food court for outdoor leisure.
- e) Permitted power outlets for the food truck stands will be installed at a later date in relation to business needs.
- f) Picnic tables will be provided around the large pecan tree located on Lot 1.
- g) Outdoor string lights will be provided under the large pecan tree located on Lot 1 to provide lighting for the picnic tables.
- h) Four (4) food truck stands will be available for rent surrounding the existing concrete slab.

SECTION 3.

Upon holding a properly notified public hearing, the City Council may amend, change, or rescind the Specific Use Permit granted by this Ordinance if:

- a) There is a violation and conviction of any of the provisions of this Ordinance, or any ordinance of the City of Navasota, that occurs on the Property;
- b) There is a violation of any provision of the terms and conditions of the Specific Use Permit granted by this Ordinance; or
- c) As otherwise permitted by law and/or Navasota's Zoning Ordinance, as it exists or may be amended.

SECTION 4.

This Ordinance shall take effect as provided by the Charter of the City of Navasota, Texas and applicable law.

PASSED AND APPROVED ON FIRST READING THIS THE 23rd DAY OF MARCH, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED ON SECOND AND FINAL READING THIS THE 13TH DAY OF APRIL, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 7. **AGENDA DATE:** March 23, 2020

PREPARED BY: Jennifer Reyna, Utility Administrative
Assistant

APPROVED BY: BS

ITEM: Consideration and possible action on award bid for the FY 2019 Street Improvement Project.

ITEM BACKGROUND:

On February 28, 2020, the City of Navasota received four bids for the FY 2019 Street Improvement Project, with the lowest complete bid coming from BPI of Bryan in the amount of \$337,114.55. (Amount includes Base Bid & Alternate Bid)

BUDGETARY AND FINANCIAL SUMMARY:

Base Bid: \$322,864.55

Rehabilitate Streets

Alternate Bid: \$14,250

Install Ribbon Curb on Brule.

Total Bid: \$337,114.55

STAFF RECOMMENDATION:

Staff recommends awarding Base Bid and Alternate Bid to BPI of Bryan in the amount of \$337,114.55

ATTACHMENTS:

1. Letter of Recommendations
2. Bid Tabulation



CIVIL ENGINEERING CONSULTANTS
DON DURDEN, INC.

March 16, 2020

City of Navasota
Brad Stafford, City Manager
200 E. McAlpine
Navasota, Texas 77868

Re: 2019 Street Improvements

Mr. Stafford:

Accompanying this letter is a bid tabulation of the bids received February 28th, 2020, for the 2019 Street Improvement Project. Four bids were received, with the lowest complete bid coming from BPI of Bryan. Their Base Bid of \$322,864.55 is proposed to rehabilitate the following streets:

Don St.	Neal to E. Sycamore
Don St.	E. Sycamore to Schumacher
Houston St.	Piedmont to Cul-de-sac
Brule St.	Old Millican to Brosig
Johnson St.	Malcom to Entergy gate
Jewett St.	Cleveland to Piedmont
Waco St.	Cleveland to Piedmont
Laredo St.	Cleveland to Piedmont
N. Seventh St.	Bell to Blackshear
N. Seventh St.	Wilson to Bell
Wilson St.	Eight to Seventh
Sixth St.	Blackshear to Pink
Pink St.	Sixth to Blackshear
Wades Way	Stacy to Cul-de-sac

Their Alternate Bid was \$14,250.00 to install ribbon curb on the following street if funding allows:

Brule St.	Stadium to Brosig
-----------	-------------------

The total for all streets and the alternate is \$337,114.55, which is well below the engineer's estimated cost. BPI is a well-known general contractor in the Bryan/College Station area that performs public and private projects similar to the paving work on the 2019 Street Improvements. They have previously worked for the City of Navasota on the 2016 Street Improvement Project and performed satisfactorily.



CIVIL ENGINEERING CONSULTANTS
DON DURDEN, INC.

Therefore, based on BPI's bid total, ability to perform, and completed application, I recommend that the contract for the 2019 Street Improvements be awarded to BPI in the amount of \$337,114.55. As always, please contact me with any questions you have related to this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Rgn Durden", is written over the typed name.

Roger Durden, P.E.
Division Manager

Attachment
Bid Tabulation



City of Navasota
2019 Navasota Street Improvements Project
Bid Tabulation

Item No.	Description	Estimated Quantity	Unit
Site Preparation & Clean -Up			
1	Mobilization	1	LS
2	Traffic Control (all locations)	1	LS
3	Erosion Control (all locations)	1	LS
4	Site Preparation	1	LS
5	Site Clean-Up	1	LS
6	Hydromulch Seeding	3,583	SY
Site Preparation & Cleanup Subtotal			
Street Improvements			
7	2" Hot Mix Asphaltic Concrete, Type D	14,935	SY
8	Cement Stabilization of Materials in Place, 6" depth with 4% Portland Cement Fully Incorporated	8,944	SY
9	Supplemental Limestone Base (TxDOT 247, Type A, Grade 1) 5" depth	90	TONS
10	Base Failure Repair, 12" depth	172	SY
11	Asphalt Milling; Wedge Grind (7' Width)	1,167	SY
12	Concrete Ribbon Curb	850	LF
13	Concrete Valley Gutter	167	LF
14	Concrete Apron, 6" depth	24	SY
Street Improvements Subtotal			
TOTAL ESTIMATED BASE COST			
Alternate No. 1: Concrete Ribbon Curb on Brule Street from Stadium Street to Brosig Avenue			
1	Concrete Ribbon Curb	500	LF
Alternate No.1 Subtotal			
TOTAL ESTIMATED CONSTRUCTION COST w/ ALTERNATE NO.1			

BPI	
Unit Price	Extension
\$ 20,050.00	\$ 20,050.00
\$ 3,500.00	\$ 3,500.00
\$ 2,180.00	\$ 2,180.00
\$ 18,210.00	\$ 18,210.00
\$ 3,000.00	\$ 3,000.00
\$ 0.80	\$ 2,866.40
	\$ 49,806.40
\$ 10.95	\$ 163,538.25
\$ 6.85	\$ 61,266.40
\$ 35.00	\$ 3,150.00
\$ 66.50	\$ 11,438.00
\$ 3.50	\$ 4,084.50
\$ 27.25	\$ 23,162.50
\$ 25.50	\$ 4,258.50
\$ 90.00	\$ 2,160.00
	\$ 273,058.15
	\$ 322,864.55
\$ 28.50	\$ 14,250.00
	\$ 14,250.00
	\$ 337,114.55

Knife River South	
Unit Price	Extension
\$26,500.00	\$ 26,500.00
\$12,300.00	\$ 12,300.00
\$ 2,000.00	\$ 2,000.00
\$ 6,800.00	\$ 6,800.00
\$ 2,000.00	\$ 2,000.00
\$ 1.00	\$ 3,583.00
	\$ 53,183.00
\$ 12.00	\$ 179,220.00
\$ 4.00	\$ 35,776.00
\$ 42.00	\$ 3,780.00
\$ 70.00	\$ 12,040.00
\$ 5.30	\$ 6,185.10
\$ 32.25	\$ 27,412.50
\$ 50.00	\$ 8,350.00
\$ 314.00	\$ 7,536.00
	\$ 280,299.60
	\$ 333,482.60
\$ 32.25	16,125.00
	\$ 16,125.00
	\$ 349,607.60

Larry Young Paving, Inc.

Unit Price

Extension

Incomplete Bid Documents

Texcon	
Unit Price	Extension
\$ 45,000.00	\$ 45,000.00
\$ 15,000.00	\$ 15,000.00
\$ 9,600.00	\$ 9,600.00
\$ 34,000.00	\$ 34,000.00
\$ 6,910.00	\$ 6,910.00
\$ 5.50	\$ 19,706.50
	\$ 130,216.50
\$ 12.00	\$ 179,220.00
\$ 5.80	\$ 51,875.20
\$ 45.00	\$ 4,050.00
\$ 110.00	\$ 18,920.00
\$ 9.60	\$ 11,203.20
\$ 20.00	\$ 17,000.00
\$ 40.00	\$ 6,680.00
\$ 95.00	\$ 2,280.00
	\$ 291,228.40
	\$ 421,444.90
\$ 20.00	10,000.00
	\$ 10,000.00
	\$ 431,444.90

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 8. **AGENDA DATE:** March 23, 2020

PREPARED BY: Shawn Myatt, Chief of Police

APPROVED BY: BS

ITEM: Consideration and possible action on proposal from BC Metal Buildings for the construction of an impound lot and metal building for the Navasota Police Department.

ITEM BACKGROUND:

To improve preservation of evidence for court, and minimize risk of damage to property, the Navasota Police Department requested a quote from BC Metal Buildings for the construction of a 100' x 100' high fence area, with attached razor wire, that will serve as an impound lot. Included in the quote is 40' x 60' metal building. Potential location of site is County Road 415.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends acceptance of the quote from BC Metal Buildings for the construction of an impound lot and metal building in the amount of \$49,900.

ATTACHMENTS:

1. Quote

BC Metal Buildings

281-726-4871

Quote

Customer

Project Name: Police Impound Yard
Location: Navasota Police Range/Old City Dump County Rd. 415
City: Navasota
Phone: 979-224-3031
Email: mmize@navasotatx.gov

Contact Name: Michael Mize
State: TX

Date: 2/13/2020

Qty	Description	Unit Price	TOTAL
	Construct 100' x 100' high fence area with attached razor wire Gate facing the west driveway for entry point 40'x60' metal building east and south walls will be full length west side wall will be open north side wall will be 40' conex box (currently located at range) 8-10' metal roof will be attached from building to cover the conex box to prevent weather leaks. total length of structure is 70' floor under conex box will be rebuilt with plywood conex box will be placed along the northern portion of the fence to allow for future expansion of metal building, to the south building floor will be rock base 15' of building on south side will have an enclosed fence bay location of the building will be closer to the eastern portion of the fence the range has 1 locked gate along CR 415 a secondary gate will have a lock the gate to the impound yard will have a lock future plans for electricity to the range/ impound yard		
		SubTotal	\$ 49,900.00
		TOTAL	\$ 49,900.00

Payment Select One...

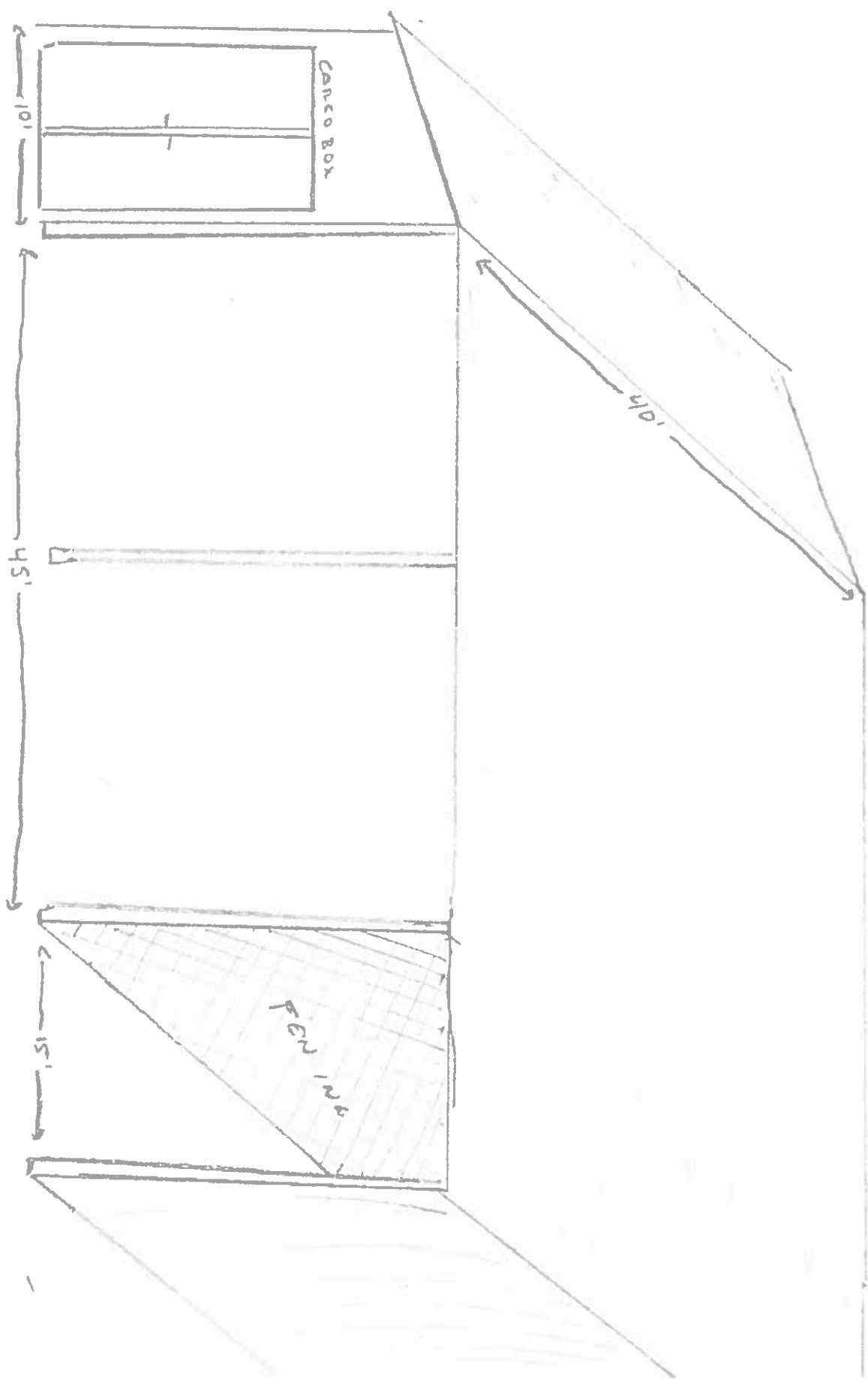
Comments

Name

CC #

Expires

Thank you for your business!





**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 9. **AGENDA DATE:** March 23, 2020

PREPARED BY: Lance M, Hall, Finance Director

APPROVED BY: BS

ITEM: Consideration and possible action on contract extension for depository services for the term August 1, 2016 - July 31, 2020, utilizing the one-year extension.

ITEM BACKGROUND:

The depository contract ends on July 31, 2020 but allows for 1 one-year extension with the same terms as long as both parties agree. I have spoken with Citizen's State Bank and they are willing to utilizing the one year extension. I recommend the extension.

BUDGETARY AND FINANCIAL SUMMARY:

Citizens State Bank's Bid has no fees except for a \$30.00 fee per item for NSF and \$100.00 fee for Security Purchases per transaction.

They are proposing an interest rate of .20% for any deposit accounts.

STAFF RECOMMENDATION:

Staff recommends approval of the proposal for depository services for the term August 1, 2016- July 31, 2020 from Citizens State Bank utilizing the one year extension.

ATTACHMENTS:

1. bank contract
2. Citizens State Bank Bid 2016

BANK DEPOSITORY AGREEMENT

This Bank Depository Agreement (the "Agreement") is made and entered into this 24th day of May, 2016 by and between the **City of Navasota, Texas** (the "City") and Citizens State Bank (the "Bank") a bank chartered by the State of Texas.

Section I. Designation as Depository

The City, through action of its City Council, hereby designates the Bank as its depository for banking services for the period commencing on August 1, 2016 through July 31, 2020. In the event the City actively involved in a new bank depository services application process at the time of termination of this Agreement, the City and Bank agree that this Agreement shall be automatically extended for a period not to exceed ninety (90) days for the purpose of finalizing the selection of a depository bank.

Section II. Designation of Custodian

The City and Bank hereby designate the Independent Bankers Bank-Dallas Texas (the "Custodian") to hold in trust, according to the terms and conditions of the City Request for Applications (the "RFA") and pursuant to a separate Safekeeping Agreement, attached as Exhibit "A", all securities pledged as depository collateral in accordance with the City's Investment Policy.

Any and all fees from the Custodian associated with the safekeeping of securities pledged to the benefit of the City shall be borne by the Bank.

Section III. Collateral

City time and demand deposits, inclusive of interest, in excess of the Federal Deposit Insurance Corporation insurance shall be secured at all times by collateral, acceptable to the City and in accordance with the Public Funds Collateral Act (Texas Government Code, Chapter 2257), pledged by the Bank and held in trust by the Custodian in an amount equal to at least 102% of the total of those funds. Custodian will provide a monthly report of the collateral directly to the City.

Such pledged securities shall be subject only to the joint written instructions of both (A) authorized representatives of the City and (B) specifically authorized representatives of the Bank. The Bank shall have the right, with the prior written consent of the City, to substitute or replace, any or all of the pledged securities with collateral acceptable to the City.

Section IV. Financial Position

The Bank will provide a statement of its financial position on at least a quarterly basis. The Bank will provide an annual statement audited by its independent auditors including a letter as to its "fair representation".

Section V. Authorized City Representative

For the term of this Agreement, the City and Bank designate the individuals as listed in Exhibit "B" as authorized to represent and act for the City in any and all matters including collateral assignment and substitution, execution of agreements and transfer of funds. Any change in the representatives will be made in writing.

Section VI. Scope of Services

The City's Request for Proposals ("RFA") and the Bank's response to the City's RFP, dated March 23, 2016 (the "Response") are incorporated into this Agreement for all purposes, including service charges, time deposit, demand deposit and loan rates, and are attached as Exhibit "C". If any provisions of the Response and this Agreement are in conflict, this Agreement will control.

The Bank shall faithfully perform all of its duties and obligations required by the laws of the State of Texas for public funds depositories and shall upon presentation pay all checks drawn on it against collected funds on demand deposits, and shall, at the expiration of the Agreement, turn over its successor all funds, City-owned securities, property and things of value held as depository.

The City shall have the power to determine and designate the character and amount of the funds to be deposited in the Bank. The City may arrange for time deposits and Bank may accept such deposits subject to the terms of the Bank's Response and this Agreement.

This Agreement, along with all Exhibits and other incorporated documents shall constitute the entire Agreement between the parties.

Section VII. Bank Compensation

Bank will be compensated for any and all services rendered to City under this Agreement on a cost per item or monthly charge basis as set forth in the service charges or other provisions of the Bank's Response.

Section VIII. Default

The Bank shall be in default if it fails to pay all or part of a demand deposit, and matured time deposit, or a matured certificate of deposit, including accrued but unpaid interest, at a specified maturity date. The Bank shall also be in default if ruled "bankrupt", "insolvent" or "failed" by a federal or state banking regulator, or if a receiver is appointed for the Bank.

In the event of a default, failure or insolvency of the Bank, the City shall be deemed to have vested full title to all securities pledged under this Agreement. The City is empowered to take possession of and transfer and or sell any and all securities, and immediately terminate this Agreement. If the security is liquidated, any proceeds over the defaulted amount, plus expenses related to liquidation, shall be returned to the Bank. This power is in addition to other remedies which the City may have under this Agreement or by law or equity and without prejudice to its rights to maintain any suit in any court for redress of injuries sustained by the City under this Agreement.

Section IX. Non-Assignability

This Agreement is not assignable in whole or in part but is binding on the parties, their successors and assigns.

Section X. Termination

This Agreement may be terminated by either the City or the Bank by giving sixty (60) days prior written notice to the other party. The Bank will be compensated for the services satisfactorily performed prior to the termination date. If, through any cause, the Bank fails to fulfill its obligations under this Agreement, or if the Bank violates any of the terms and conditions of this Agreement, the City has the right to terminate this Agreement by giving the Bank five (5) days written notice. The Bank will be compensated for the services satisfactorily performed before the termination date. No term or provision of this Agreement shall be construed to relieve the Bank of liability to the City for damages sustained by the City because of any breach of contract. The City may withhold payments to the Bank until the exact amount of damages due the City is determined and paid.

Section XI. Law Governing; Venue

All applicable provisions and requirements of the laws of the State of Texas governing depositories for the City shall be a part of this Agreement. The parties acknowledge and agree that this Agreement is performable in Grimes County, and venue for any cause of action arising out of this Agreement shall be in Grimes County, Texas.

Section XII. Bank Authorization

The Bank represents and warrants that this Agreement is made pursuant to and is duly authorized by the Board of Directors of the Bank and recorded in the official records of the Bank.

Section XIII. Renewal

The City shall have the option of extending this contract for one (1) additional one-year terms to be awarded one (1) year at a time. Contracts are extended upon mutual agreement of the financial institution and the City. The City will not consider a contract extension that includes any change in the contract terms, conditions or pricing. The City will notify the Bank ninety (90) days prior to the end of the contract term of its desire to extend the contract.

Section XIV. Notices

All notices shall be in writing and delivered to the parties at the addresses listed below. Personal hand delivery to an officer authorized to receive notices of the mailing of the notice by certified mail, return receipt requested, postage prepaid, shall be sufficient for service. The addresses of the parties for notice purposes shall be as follows, unless notified otherwise in writing:

If to the City:

Attn: Lance Hall Finance Director
City of Navasota
PO Box 910
200 East McAlpine
Navasota, TX 77868

If to the Bank:

Attn: Leslie Schoppe
Citizens State Bank
9109 Highway 90 South
Navasota TX 77868

Section XV. Severability


If any part of this Agreement for any reason is declared invalid or unenforceable by a court of competent jurisdiction, such decision shall not affect the validity or enforceability of any remaining portion, which remaining portion shall remain in force and effect as if this Agreement had been executed with the invalid or unenforceable portion thereof eliminated. It is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions of this Agreement which may, for any reason, be hereafter declared invalid or unenforceable.

Section XVI. Attorney's Fees

If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees from the other party, which fees may be set by the court in the trial of such action or may be enforced in a separate action brought for that purpose, and which fees shall be in addition to any other relief which may be awarded, in accordance with Section 271.159, Texas Local Government Code.


Executed on this 23rd day of May 2016, said Agreement to be effective for the period beginning August 1, 2016 through July 31, 2020

CITY:



Hon. Bert Miller, Mayor

BANK:




Leslie Schoppe, VP

ATTEST:



Susie Homeyer, City Secretary

ATTEST:



Aaron Hatcher, EVP
Name and Title





March 23, 2016

City of Navasota
Susie Homeyer-Secretary
200 E Alpine
Navasota Tx 77868

RE: Depository Bid

Dear Ms Homeyer:

Citizens State Bank wishes to thank the City of Navasota for giving us the opportunity to once again bid on its depository services. CSB has been the depository for the City in the past and hope that you were as happy with the relationship as we were.

It has always been the philosophy of CSB to submit a simplified bid; hopefully making it a much easier task of analyzing our bid against any others. You will find that we have taken this approach once again.

In the bid you will find that there are no fees or service charges except for the following:

1. A \$30.00 fee per item per account for non-sufficient items with a maximum \$150.00 per day (only if overdrawn for more than 1 banking day)
2. A \$100.00 fee for security purchases per transaction
3. The purchase of new checks/deposits will be at the City's expense

Since almost all of the City's products and services will not be service charged CSB will not be placing the City's accounts on account analysis for the purpose of an earnings credit.

CSB wishes to inform the City that on-line banking is available with our product we call CitizensNet. This product allows the City to view transactions, make transfers and retrieve archived bank statements. The option to have e-statements with images is also available upon request.

There are several attachments included with this depository bid. They are as follows:

1. Independent Auditor's Report
2. List of Fees/Service Charges
3. Safekeeping Instructions
4. List of Deposit Products

Finally CSB is proposing an interest rate of .20% for any deposit accounts. This includes ALL transaction accounts and certificates of deposits regardless of maturity. The combined balances in all of the City's deposit accounts shall not exceed \$8,000,000 at any point.

CSB once again thanks the City for this opportunity and looks forward to allowing us to serve your banking needs.

Respectfully,

Leslie D Schoppe
VP/Cashier

Local People... Local Decisions...

A. QUALIFICATIONS AND EXPERIENCE

1. Provide a general overview and brief history of your organization, including parent and/or subsidiary companies and the number of employees.

Citizens State Bank was chartered in 1925. CSB is owned by CSB Delaware Inc, a Delaware holding company; which in turn is owned by CSB Bancshares Inc, a Texas holding company. CSB currently has 112 full time employees.

2. Does the bank have a deposit-taking branch in Navasota, Texas?

Yes

3. Provide the address of the office location that will service the account.

9109 Highway 90 South-Navasota Tx

4. Describe the experience of the financial institution in providing similar services for other governmental agencies.

CSB is the current depository for the Washington County Commissioners Court, City of Somerville, City of Snook, Snook ISD, Somerville ISD and MHMR Authority of the Brazos Valley. CSB is also the co-depository for the Burleson County Commissioners Court. In the past CSB has been the depository for the City of Caldwell, Caldwell ISD, Grimes County Commissioners Court, Navasota ISD, Burleson County Hospital District as well as the depository for the City of Navasota.

5. Provide ratings for the bank and/or bank holding company from at least 2 of the following agencies: Standard & Poor's, Moody's, Thomson BankWatch, Sheshunoff or Laclede. If the proposer is not rated by 2 of these rating organizations, provide other evidence of the institution's credit quality.

CSB is rated a "5" by Bauer Financial Inc on a scale of 1 to 5 with "5" being the highest rating. Also, CSB is considered a well capitalized bank by the regulatory agencies.

6. Include a copy of the most recent audited financial statement and the latest 10-K report with the proposals.

See Attachment

7. Provide the bank's Community Reinvestment Act (CRA) rating.

Satisfactory

8. Provide a list of the bank's holidays.

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & Christmas Day.

B. PERSONNEL

1. Provide the name, title, address, phone number, fax number and email address of the primary contact person to this account.

Stephanie Burzynski

2. Provide biographical information on the individuals that will be directly involved in the management of the City of Navasota's accounts.

- a. Describe the experience of these employees in working with state and local governments and other public agencies. For each individual, show the number of years of experience in this field and the number of years with your firm.

Leslie Schoppe-42 years in banking; all with CSB

Stephanie Burzynski-14 years in banking; 9 years with CSB

Veronica Garza-14 years in banking; 6 years with CSB

- b. Describe the proposed role of each with regard to the City of Navasota's account.

Stephanie will be the primary contact person with any day-to-day issues or questions.

Veronica will be the primary contact person for any teller transactions or questions.

Leslie will be the primary contact person about questions concerning the depository agreement.

3. Will a specific customer service representative or a customer service department be assigned to handle day-to-day transactions for the City of Navasota?

Yes-Stephanie Burzynski

- a. Describe the responsibilities of the customer service personnel, including the chain of command for problem resolutions.

Any problems concerning the daily operations shall be directed towards Stephanie Burzynski. Any problems/questions concerning the depository contract or the depository bid process shall be directed towards Leslie Schoppe.

- b. Is local customer service support available at the bank's local branches?

Yes

C. REFERENCES

1. Provide 5 references (public agency references in the State of Texas, if possible), including client name, contact person, address, phone number, services provided, and the length of time your bank has worked for the entity.

We have serviced each of the following public entities for over 10 years:

Jimmy Mynar-Burleson County Auditor (979-567-2331)

Charles Camarillo-Somerville ISD Superintendent (979-596-2153)

Peggy Kramer-Washington County Treasurer (979-277-6224)

Darrell St Clair-Snook ISD Business Manager (979-272-8140)

Dan Monson-MHMR Authority of Brazos Valley CFO (979-361-9802)

2. How many public sector clients in Texas have terminated services in the last 3 years?
Please provide client name, contact person, address, phone number, services provided, and the length of time your bank has worked for the entity.

None

D. BANKING SERVICES

1. Deposit Processing

- a. Provide a map showing the location of the bank's branches nearest Navasota.

9109 Highway 90 South-Navasota Tx

- b. Are night drop, vault, remote and branch service options available? Is pricing different for utilizing these different deposit options?

Night drop service-Yes-No charge

Vault service-Not offered

Remote & branch service-Yes-No charge

- c. What is the ledger cutoff time for deposits?

Monday-Thursday=5:30 P.M.

Friday=6:00 P.M.

- d. If needed, what locations are available for an armored car to deposit funds for processing?

Not offered

- e. How are deposits credited? Are items immediately verified? If provision credit is given, when does verification take place?

Immediate credit will be given for all deposits made by the City. In the rare instance when provisional credit is given the funds will be held no longer than 9 days.

- f. Can the bank provide a detailed return item transmission to the City of Navasota? Can this report identify the payer's name, depositing location, and the type of item being returned?

Yes

Yes

- g. Describe the bank's ability to process checks by Remote Deposit Capture.

- (1) Does the City of Navasota have to buy or lease equipment to use Remote Deposit Capture?

No-CSB will provide 1 RDC scanner free of charge

- (2) Compared to a 'traditional' branch deposit, does the bank impose additional responsibility or expose the City of Navasota to additional liability for fraudulent items if checks are processed by Remote Deposit Capture? If so, please describe.

Paper checks will remain with the City for a period no greater than 60 days before being destroyed by shredding. Checks must be secured in a commercially reasonable fashion during the retention period.

2. Availability of Deposits

- a. Does the bank give immediate availability for on-us items?

Yes

- b. Will the same schedule apply for a retail lockbox? If not, describe differences.

Not offered

3. Positive Pay

- a. Describe the bank's ability to provide positive pay services.

The Bank requires the City to sign up for Cash Management for positive pay services. This product allows the City to download it's check issuance files, review it's rejected items and also notify the bank of any rejected item returns.

- b. What type of medium (i.e. magnetic tape, data transmission) can the bank accept?

Data transmission via CSB's Cash Management product

- c. What is the deadline for the transmission of check issuance files to the bank?

11:30 A.M.

- d. How will the City of Navasota be notified of rejected items? What time will the City of Navasota receive the information on rejected items? How much time will the City of Navasota have to review discrepancies and notify the bank to reject?

The City will log into CSB's Cash Management product to view it's rejected items. The information on the rejected items will be available by 7:00 A.M. The City will need to notify the Bank by 4:00 P.M. to reject any items.

- e. Does the bank offer Payee Positive Pay? Is the City of Navasota required to use payee positive pay if it elects to use the bank's positive pay services?

Not offered

- f. Is Teller Positive Pay available?

Not offered

4. Controlled Disbursement

Not offered

5. Overdraft Charges

- a. What are the fees and interest charges associated with overdrafts? How are these charges calculated?

There will be no fees or interest charges if the overdraft is covered within one business day.

- b. Is there a fee per check or per occurrence when there is an overdraft?

There will be a \$30.00 per check fee IF the overdraft is not covered within one business day.

- c. Is there a daily cap on fees?

Yes-\$150.00 per business day per account

6. Stop Payments

- a. How are stop payment orders placed? Can stop payments be placed on-line?

Stop payment orders may be placed by fax or in person. In either case a signed order is required by an authorized City employee.

No

- b. Are stop payment requests effective immediately? If not, for a check that is expected to clear today, what is the latest time for a stop payment request to be placed and be effective?

Yes

- c. How long will the stop payment remain in effect?

Indefinitely

- d. Can stop payments be automatically renewed? If so, for how long?

Since there is no expiration date for stop payments there is no need to renew.

7. ACH PROCESSING

- a. What are the different file transmission options available?

Data transmission thru CSB's Cash Management product

- b. What are the fees associated with initiating an ACH transaction?

None

- c. What are the transmission deadlines for ACH files? When does the bank need the file from the City of Navasota and when are funds debited from the City of Navasota's accounts?

CSB requests that the ACH files be received by 2:00 P.M. two banking days prior to the effective date. The City's accounts will not be debited until the effective date of the file.

NOTE: One banking day is acceptable for receiving the ACH files but two banking days is preferred.

- d. How are returned and rejected ACH transactions handled? What information does the bank provide on a timely basis in identifying returned and rejected ACH files?

When an ACH transaction is returned or rejected CSB receives a notification from the Federal Reserve Bank; usually one banking day after the effective date. At this point CSB will deposit the funds back into the City's account and notify the City of the name and reason the item was returned/rejected. Generally this notification to the City is done by phone the same day CSB is notified by the Federal Reserve.

- e. Does the bank offer ACH Positive Pay (ability to make pay/no pay decisions on unidentified ACH transactions)?

No; however any unidentified ACH transmissions can be returned up to 60 days after presentment.

8. WIRE PROCESSING

- a. Describe the process of initiating wire transfers.

The City will notify the Bank in writing either by fax or in person of any outgoing wire requests. Templates are available for repetitive wires.

- b. What are the fees associated with initiating a wire transaction?

None

- c. If wire transfers can be initiated on-line, describe the system's security features. Can varying degrees of authorization be set on (i.e. multiple authorizers, maximum dollar amounts, etc)?

On-line wires not offered

- d. Does the bank offer its customers dual control release options (secondary approval levels) for electronically initiated transfers? If so, describe.

Not offered

- e. What is the cut-off time for same-day wire transfers?

3:00 P.M.

9. BALANCE REPORTING

Not offered

10. INVESTMENT SWEEP

Not offered

11. EMPLOYEE BANKING

- a. Will the bank cash the City of Navasota's payroll checks without charge, regardless of the bank on which the check is drawn? If not, what is the charge? Is a check cashing agreement required? If yes, include a copy.

The Bank will cash the City's payroll checks without charge. A check cashing agreement is not required.

- b. Describe in detail the package of employee banking services that you propose to provide to the City of Navasota's employees. Must employees use direct deposit to obtain these services?

Attached is a list of deposit products which the City's employees may use. CSB does not offer any special deposit products to employees of public fund entities.

12. EARNING CREDIT RATES

- a. Does the City of Navasota have the option of compensating your bank on either a fee or balance basis? Is the price the same for either option? If not, what is the difference?

No

- b. How is your bank's earnings credit determined, adjusted and applied? Please include in the explanation the impact of the bank's reserve requirement, the formula for converting service charges to balance requirements and a listing of the bank's earnings credits and reserve requirements on a monthly basis from January 2014 through December 2015.

Not applicable

- c. What time frame does your bank use when reviewing balances for deficiency or excess (e.g. rolling 12 month average, calendar quarter, calendar year, etc)?

Not applicable

E. INVESTMENT CUSTODY SERVICES

1. Confirm that the bank will provide custody through the bank's trust department or safekeeping group.

Custody safekeeping will be handled by The Independent Bankers Bank, Dallas, Texas, a correspondent bank of CSB's.

2. List the total number and market value of custodian accounts as of December 31 for the following years: 2013, 2014 and 2015

2013-None

2014-None

2015-None

3. Describe your organization's commitment to providing custody services.

The bank will assist the City in the purchase of certain investments. The City will authorize the bank to act as its agent and not as principal. The City agrees that no extraordinary burden be placed upon the bank other than due care in the normal course of handling these transactions. There will be a \$100 fee per transaction for this service.

4. Provide a listing of cut off times for notification of securities transactions. Please specify if the cut off times vary for different types of securities.

12:00 noon is the cut-off for all types of securities

5. When does the bank credit interest and dividends?

On the payment date

6. Are security transactions settled on an actual or contractual basis? How will the bank compensate the City of Navasota for fail float?

Contractual-The Bank will not compensate the City for fail float

7. Describe any sub-custodial arrangements that would be used for fixed-income securities belonging to the City. Include a description of the arrangements used for the delivery of physical securities.

See attached instructions

8. Reporting

- a. Describe the frequency and format of custody reports that the bank would provide to the City. Include sample reports.

Upon request

- b. Does the bank provide information to clients through an on-line inquiry/reporting service? Are customized reports available at no additional charge through this on-line inquiry/reporting service.

No

No

- c. What is the lag time between trade execution, availability of on-line transaction data, and the settlement of the transaction to the bank's reporting system?

CSB will send copy of confirmation upon delivery

9. What short-term investment vehicle(s) does the bank propose to use for the overnight sweep in the City's custody accounts? Does a reserve requirement apply for the proposed overnight sweep option? What time of day is the cash sweep deadline? Is it end-of-day or next-day sweep?

Not offered

- a. Provide return history for the twenty-four month period January 2014 to December 2015.

Not applicable

- b. If the bank is proposing a mutual fund, provide a copy of the prospectus and, if multiple classes are offered, identify the class of shares that is being proposed.

Not offered

F. MERCHANT CARD PROCESSING

Not offered; however, CSB should be able to handle the City's existing credit card processing with their current vendor. NOTE: If the City's current processor is Compass Bank and not an outside vendor then the City might need to select another processor.

G. IMPLEMENTATION/CONVERSION

1. Provide a conversion plan to transition/implement the City's use of banking services described above.

Approximately six weeks prior to the contract start date CSB would like to begin the process. This should be sufficient time to open new accounts, get signature cards processed, order new checks/deposits, etc.

2. Indicate the bank's plans for educating and training the City's employees in the use of your bank's systems.

Since the City is a past customer of CSB's we believe the education/training required should be minimal; however, CSB would provide on-site education/training as needed.

H. NEW SERVICES & IDEAS

1. Describe any new services or ideas that will enhance the City's utilization of banking services described above.

The Bank has a history of offering products that we feel will benefit our customer base. As technology evolves the Bank continues to look at ways to improve our customer relationships.

2. Describe the bank's approach to keeping customers informed of new products and services that become available.

The Bank keeps customers informed of new products or banking changes thru our website, social media and statement mailouts. The bank's website is www.csbtx.com.

3. Please provide any additional information that your bank believes to be pertinent but not specifically elsewhere in the RFP.

The Bank feels that the Request For Proposal covers all pertinent information; however, the Bank will continue to work with the City concerning any new enhancements or products that may be added in the future.

ACCOUNT ACTIVITIES

Bank statements should be rendered with five (5) business days after the close of the calendar month. The statements must include deposits made on the last day of the period. The accompanying canceled checks must be arranged in numerical order.

The City proposes to pay for all account services provided by the Bank by keeping a high enough balance to earn enough interest to cover the cost of those services. The method expected to be used for the payment of these services is the direct payment method. If the City pays for account services, the City will require an account analysis each month which will clearly show volume counts, fees charged and total price for servicing each account. The account analysis should also reflect average ledger balances, average uncollected funds, and average collected balances. The City requests an account analysis even if the Bank proposes the services at no cost. Please submit a pro-forma monthly account analysis statement that will be provided to the City as outlined in Appendix A. If the account analysis procedure for the proposing Bank is different from this request, please attach a written explanation and example with the proposal.

COLLECTED FUNDS POLICY REQUIRED BY THE CITY OF NAVASOTA

The City must receive same-day credit for all funds deposited by 2:00 p.m. The funds must be available for any transactions, including investments that may be executed. If not invested, the funds should earn interest at the rate being paid by the bank submitting a proposal in an amount not less than the effective federal funds rate for the previous business day. The rate must be adjusted daily in accordance with such daily changes as may occur. Any response to this RFP should set out the Bank's agreement with the City's request as to minimum payments for invested funds or state any variance there from by clearly showing either plus or minus "basis points" or points expressed in 100ths of one percentage point, e.g., 7.01% equals seven percent plus one basis point.

ADDITIONAL ACCOUNT ACTIVITY REQUIREMENTS

The City requests that the Bank provide a daily account transaction history or ending daily ledger balances, via on-line access or through facsimile in the event the system is down, for cash management purposes. Please list any charges, if any, in Appendix A that would be applicable for this service.

As additional security (in excess of FDIC coverage) for the funds of the City, the Bank shall, in accordance with applicable law, pledge to the City securities that are approved by the City equal to the largest total balances the City maintains in the Bank. Certificates of Deposit and other evidences of deposit shall be collateralized at one hundred two percent (102%) of market or par, whichever is lower, for other securities. The securities so pledged, the amounts thereof and the time for pledging same must satisfy the requirements of V.T.C.A. Government Code, Section 2256.001, et. seq., as amended, and section 2257.001, et seq., as amended. The City reserves the right at any time to reject any securities and the Bank agrees and understands that the City shall have the exclusive right to approve any offered securities. The Finance Director and the City Manager shall have final authority to approve or reject any pledged securities and to determine the adequacy of the securities pledged.

The Bank shall provide the City a report of securities pledged at the end of each month or at any time requested by the City Manager, the Finance Director or other designated representative of the City. This report shall reflect the following information:

- a. Name of Security;Type/Description/CUSIP number;
- b. Par value;
- c. Market value;
- d. Maturity Date; and
- e. Moody's or Standard & Poor's Rating (if applicable).

The securities pledged shall be held in safekeeping by a separate and different bank, approved by the City, which shall be other than the Depository Bank. The securities may be held in the Federal Reserve Bank in an account held jointly in the name of the Bank and the City. The proposed Safekeeping Contract shall provide that the Safekeeping Bank holding the securities shall surrender the same to the City if the City notifies the bank holding the securities of default in the contract between the Bank and the City. In addition, The Collateral Pledge/Security contract shall provide that the Safekeeping Bank shall not require any further notice or authorization from the Bank prior to releasing the pledged securities in safekeeping. The Collateral Pledge/Security contract should further provide that such surrender shall occur upon demand of the City and without either notice or consent of the Depository Bank. The City Attorney of the City shall prepare the Collateral Pledge/Security contract, which shall be signed and approved by the City, the Bank and the Safekeeping Bank prior to the implementation of any contract between the City and the Bank. The original copy of any security receipts shall be filed with the Director of Finance of the City (See Appendix A).

The Safekeeping Contract should meet the requirements set forth in the Financial Institutions Reform Recover and Enforcement Act of 1989 (FIRREA): 1) must be in writing; 2) approved by depository institution Board of Directors or Loan Committee, and reflected in the minutes; 3) official record of institution continuously since executed.

The City must approve all securities pledged. Any substitutions of the securities or reductions in the total amount pledged may be made by and with proper written authorization and approval of the Director of Finance of the City and the City Manager or his designee, except as provided below. All securities pledged shall be United States Government Notes or direct obligations of the United States. In the case of a reduction in securities, the Bank must maintain or have available sufficient collateral when needed to meet normal City balance increases throughout the year.

The City shall endeavor to notify the Bank in advance of any anticipated significant changes in the account balances in order to allow additional securities to be pledged or to have excess securities released.

**INVESTMENT ACTIVITIES FOR TERMS
GREATER THAN 30 DAYS**

The City advises any banking institutions submitting a proposal in response to this RFP that it intends to invest its time deposits or funds designated for possible expenditures at least thirty (30) days subsequent to the date of deposit in other institutions or through the use of other investment vehicles, including but not limited to "TexPool", and as such, the Bank should submit a proposal not based upon any reliance of its selection to be the depository of time deposits of the City. The City does, however, advise all bidders that it will consider any proposal to act as depository of its time deposits and shall make a decision as to the best interests of the City to achieve maximization of returns on time deposits and investments. Should the City choose to invest in fully collateralized Certificates of Deposit (CD's) in excess of \$100,000 at the Bank, interest on all CD's purchased from the Bank shall be computed on an actual daily basis (365 days). Accrued interest should be paid on the last day of each month or the maturity date, whichever is earlier. Interest calculations will include the first day in the investment period, but will not include the day of maturity. Payment will be made by crediting the appropriate bank account or paying in accordance with the instructions of the City.

The City requires that even though it has stated its intention to invest most of its available funds in other institutions and utilizing other investment vehicles, as a part of this RFP, the City requires any bank submitting a proposal to also agree to accept time deposits from the City for investment purposes as the City may choose and direct during the term of the Depository Contract. Please complete Appendix C to provide the maximum dollar amount of investments and the minimum and maximum maturity length (in months) that the Bank is willing to accept.

Subject to government regulations, the following is a schedule of terms and rates for single maturity time deposits or Certificates of Deposit to be completed by the Bank. (NOTE: If the proposing bank shall elect not to provide the investment service option, then the proposal shall be submitted with the notation "N/A". If, however, the bank submitting a proposal shall have previously established a business practice, procedure or condition which limits or restricts its ability to provide time investment services, then please attach to the proposal a statement and full explanation of such business practice, procedure or condition which limits or restricts its ability to provide time investment services.)

**CERTIFICATES OF DEPOSIT- \$100,000 OR MORE FOR TERMS
GREATER THAN 30 DAYS**

<u>MATURITY</u>	<u>BASE</u>	<u>ADJUSTMENT TO BASE</u>
30 - 59 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
60 - 89 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
90 - 119 days	<u>.20%</u>	Plus/minus <u>None</u> basis points
120 - 149 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
150 - 179 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
180 - 209 days	<u>.20%</u>	Plus/minus <u>None</u> basis points
210 - 239 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
240 - 269 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
270 - 299 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
300 - 329 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
330 - 365 days	<u>N/A</u>	Plus/minus <u>None</u> basis points
Over 365 days (1)	<u>.20%</u>	Plus/minus <u>None</u> basis points

(1) It is not anticipated that any maturity will exceed one (1) year (365 days).

The proposals will be evaluated evenly weighing each investment bracket. The Bank Agrees to honor and continue any investments made during the term of the Depository Contract that will mature after the expiration date of the Depository Contract at the same rate established before the expiration of the Depository Contract.

CITY DEPOSITORY RULES AND REGULATIONS

The City has adopted ordinances and/or policies and procedures regarding investment transactions and investment philosophy. The ordinances and/or policies have been reviewed and approved by City Council and may be changed, modified, repealed or otherwise reviewed during the term of the Depository Contract with or without notice to the Bank. The selected Depository Bank is put on notice that it should request a copy of such rules and regulations and that the same may be changed, modified, or repealed during the term of the Depository Contract with or without notice to the Bank.

It is the City's desire that rate quotes received for Certificates of Deposit must at least equal or exceed the bond equivalent yield for other allowable investment instruments (For example: U.S. Government securities) with a similar maturity. As stated previously, the City reserves the right to invest directly into other allowable investment instruments.

In the event the City elects to invest directly or sell other allowable investment instruments, the City may request that the Bank execute the order and effect the transaction. The City will desire for the Bank to show that at least three (3) telephone bids were taken and a summary will be provided showing rates, bidders, time of bid, and any other information that will provide documentation of the bidding process that may be reviewed by the City and its independent auditors. Should this investment alternative be selected, list the charges, if any, in Appendix A that would be made to the City's account for executing the order or for safekeeping the securities.

The City reserves the right to use other institutions, such as a broker/dealer or public funds investment pool, in order to execute the purchase or sale of other allowable investment instruments, in accordance with the City's investment ordinances and policies that currently exist as may be later amended or repealed.

OVERDRAFTS

The City does not intend to have a net overdraft position throughout the course of the Depository Contract. An overdraft is defined as a negative demand balance, less reserve requirements, in the City accounts collectively, not by individual account.

In the event a check or checks are presented for payment on any account or accounts of the City where there shall be insufficient funds for the purpose of paying checks, then the Bank agrees to promptly notify the Director of Finance of the City or the City Manager, by telephone or other means, of the existence of the overdraft situation and to provide the Director of Finance or City Manager a period not exceeding one (1) business day to respond to such overdraft. The Bank agrees to honor checks presented for payment in the event there is insufficient funds in the account or accounts.

- a. The maximum number of days of an overdraft that will be allowed is 5 ?
- b. The maximum amount of overdraft that will be allowed is \$ 100,000.00 ?
- c. The interest rate will be -0- per annum computed on an actual day basis?

OTHER STIPULATIONS

- a. The Bank will notify the City in writing within ten (10) days of any changes in Federal or State regulations or laws that would thereafter affect the Depository Contract. The Bank shall also notify the City of any services that become available to the City throughout the Contract period that in the view of the Bank would be beneficial to the City. The City also notifies any banking institution submitting a proposal that it intends to implement such new practices and procedures that it finds beneficial and appropriate.
- b. Notification of incoming wire or other electronic transfers shall be made within one (1) hour of the transaction and a duplicate copy furnished to the City within twenty-four (24) hours.
- c. The Bank, as part of this RFP, agrees that all records relating to the City's accounts shall be open to review by either City staff members or City-appointed independent auditors during normal business hours.
- d. In order to qualify as the Depository Bank for the City, the proposer must certify in writing (signed by an authorized officer) that the proposer Institution meets or exceeds the prior ratios. In addition, the required certification must be reaffirmed in writing by the middle of the month following each quarter in similar manner that it maintains or exceeds the stated ratio. Should a selected Depository Bank fail to either re-certify quarterly or fall below the stated levels, the City may terminate the Depository Contract and select another Depository Bank in accordance with State laws. The required certification shall be in the form of an affidavit and contain an attestation by an authorized officer of the Bank.

Capital ratio of at least six percent (6%), defined as primary capital divided by total assets (expressed as a percentage);

- e. The Bank will submit a copy of each year's audited annual financial statements and the subsequent quarterly supplements to the City as soon as available.

- f. Should the Bank fail, close or be forced into reorganization during the term of the Depository Contract, the City reserves the right to terminate the Depository Contract and seek new applications for depository services.
- g. The City reserves the right to award a contract for demand deposits and depository services separately. The City desires to award the contract for demand deposits and depository services to one bank, but may award the contract for time deposits (investments) to more than one bank, including the Depository Bank.
- h. Deposits of the City are made daily by the Navasota Finance Department, therefore the proximity of the financial institution's nearest branch will be taken into consideration in the evaluation of the Proposals.

PROPOSAL INSTRUCTIONS/REQUIREMENTS

Sealed proposals in duplicate clearly marked "Application for Banking Depository Services" should be delivered to the following person by 10:00 a.m., Wednesday March 23, 2016.

City of Navasota
Susie Homeyer
City Secretary
P.O. Box 910
200 E. McAlpine
Navasota, TX 77868

NO PROPOSAL WILL BE RECEIVED AFTER 10:00 A.M.

The proposing bank should use this RF form as the OFFICIAL PROPOSAL FORM to submit rates and to answer questions. Any alterations, changes or deletions to this RFP may be grounds for the City to disregard and reject the RFP and the proposal. Any deviations from the stipulations in this RFP must also be noted in the proposal or attachments.

The City reserves the right to request additional information or to meet with representatives from proposing organizations to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

The City reserves the right to reject any and all proposals and to waive any minor technicalities in the proposal.

Any amendments to this RFP after receipt by bidders will be made only by written documentation to all proposing institutions.

The Bank states that it is an authorized financial institution, i.e., Bank, Credit Union, Savings and Loan, as defined by V.T.C.A., Local Government Code, Sec. 105.001, et. seq., as amended.

The Bank states that it is an Institution having its principal place of business in the State of Texas.

The City or the Bank may require a review meeting at least once every six months to evaluate the working relationship between the City and the Bank. The objective will be to address any problems and to seek a responsible solution.

The Navasota City Council will make the final appointment of the Bank. The bidder will be required to enter into a Depository Contract, which incorporates all of the obligatory points in this RFP.

This RFP has been duly advertised and is being offered for consideration to financial institutions inside the corporate city limits of the City, as permitted by State law.

Upon being awarded the Depository Contract, the Bank shall designate an individual to be the official contact person for all correspondence. The City shall do the same. Both the City and the Bank shall be responsible for training and communicating the terms of the Depository Contract to their respective employees.

This proposal is submitted by the following person who is duly authorized to act on behalf of the Bank:

Leslie D Schoppe-VP/Cashier

Print Officer's Name and Title

Leslie D. Schoppe

Officer's Signature

Citizens State Bank

Name of Bank

PO Box 518 Somerville Tx 77879

Address City, State, Zip Code

979-596-1421

979-596-2078

Area Code and Phone Number

Area Code and FAX Number

LIST OF FEES/SERVICES

<u>SERVICE/FEE</u>	<u>COST</u>
Account Maintenance	None
Checks/Debits Paid	None
Deposit Credits	None
ACH Debits Received	None
ACH Credits Received	None
Non-Sufficient Items	*See Bid*
Currency Deposited	None
Coin Purchased	None
Stop Payment	None
Remote Capture Processing	None
Remote Capture Deposits	None
Remote Capture Checks-Per Item	None
Remote Capture Terminal	1 Free
Additional Remote Capture Terminals	At Cost
InterNet Banking	None
InterNet Banking Transfers	None
E-Statements	None
ACH Services	None
ACH File Transmissions	None
ACH Per Item Credit	None
ACH Per Item Debit	None
ACH Returned Item Credit	None
ACH Returned Item Debit	None
Positive Pay Service	None
Positive Pay Per Item	None
Positive Pay Exceptions	None
Wire Transfers	None
Wire Transfers-International	None
FDIC Reserve Requirement	None
Return Items	None
Night Drop Service	None
Safe Deposit Box (Limit 2)	None
Investment/Security Purchase	*See Bid*
New Checks	At Cost
New Deposits	At Cost
Cashier Checks	None
Debit Cards	None

TIB Capital Markets

Turnkey. Integrated. Bankers.

Securities Safekeeping Delivery Instructions

Federal Reserve Book Entry:

TIB - Dallas

ABA # 1110-1017-0

Account # 1020

FFC: (Your Bank Name and City)

DTC Transactions:

DTC # 901

Agent ID # 80901

Institutional ID # 59538

Acct # 371451 - TIB - The Independent Bankers Bank

FFC: (Your Bank Name and City)

Contact Information:

Jorja Morgan, SVP – Investment Operations

Direct: 972-444-3591

866-308-4842

Lyriel Shaffer, VP – Securities Clearance Manager

Direct: 972-444-3592

866-308-4842

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 10. **AGENDA DATE:** March 23, 2020

PREPARED BY: Lance Hall, Finance Director

APPROVED BY: BS

ITEM: Consideration and possible action on the first reading of Ordinance No. 922-20, budget amendment for Library Building Maintenance.

ITEM BACKGROUND:

The library exterior and interior are in need of repair and refreshing. We have a quote from DC Young Painting to repair damaged sheet rock throughout interior and paint all walls for \$13,786.59 and one quote to wash exterior, removing mildew and grime, replace all rotten wood, caulk and putty holes and paint all exterior for \$8,670.31. We utilize some of the Madeley Library funds to increase the building maintenance budget by \$7,000.

BUDGETARY AND FINANCIAL SUMMARY:

100-581-300.00 increase budget by \$7,000

There is \$15,385.99 in the Madeley Library fund that I would like to use for this \$7,000.00

STAFF RECOMMENDATION:

Staff recommends approval of the first reading of Ordinance No. 922-20, amending the budget for Library building maintenance in the amount of \$7,000.00.

ATTACHMENTS:

1. Ordinance No. 922-20
2. Quote and account info

ORDINANCE NO. 922-20

**AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS,
AMENDING THE BUDGET FOR THE CITY OF NAVASOTA,
TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1,
2019 AND ENDING SEPTEMBER 30, 2020; AND PROVIDING
AN EFFECTIVE DATE.**

WHEREAS, due to unforeseen circumstances, and unexpected costs, the City of Navasota hereby amends the budget to cover the unexpected costs and expenditures experienced by the City of Navasota during the fiscal year beginning October 1, 2019 and ending September 30, 2020.

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

SECTION 1. That the budget for Fiscal Year beginning October 1, 2019 and ending September 30, 2020 be amended by adding the amount of funds listed to the following budget items:

- Library Building Maintenance \$7,000

SECTION 2. This ordinance shall take effect from and after approval on second reading.

**PASSED AND APPROVED ON FIRST READING THIS THE 23RD DAY OF
MARCH , 2020.**

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**PASSED AND APPROVED ON SECOND AND FINAL READING THIS THE
6th DAY OF APRIL 6, 2020.**

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Account Management - (View)

File Edit Options Functions Help



Account 100 581-300.00

Fiscal Year 2019-2020 Current

Account Name MAINTENANCE BUILDING

General Balance Budget Budget Adjustments History Detail

Account Type

Expense

Department

LIBRARY

Note

Status

Active

Protected Account



Cash Account Info

Non-Cash

Last Check Number

Issued

Projects

☒ Optional ☐ None ☐ Required

Encumbered

0.00

Balance

486.68

Pending

0.00



Budget Summary

	Annual Budget	Y-T-D Actual	Y-T-D Encumbrance	Reserve	Prior Year Adj	Budget Balance	%
Original	20,000	487	0			19,513	97.56
Current	20,000	487	0			19,513	97.56
Group	0	0	0			0	

Next Year

Current	1,000	0	0			1,000	100.00
Group	0	0	0			0	0.00

☐ Edit This Record

Clear

View

11/11

Account Management - (View)

File Edit Options Functions Help



Account 100 0-200.10

Fiscal Year 2019-2020 Current

Account Name LIBRARY INV - MADELEY EST.

General Balance Budget Budget Adjustments History Detail

Account Type

Asset

Department

Note

Status

Active

Protected Account

☐

Cash Account Info

Cash Reporting

Last Check Number

Issued

Projects

☒ Optional

☐ None

☐ Required

Encumbered

0.00

Balance

15,385.99

Pending

0.00



☐ Edit This Record

Clear

View

Full

Dominique Lowery

From: Brandon Young <brandonyoung2@me.com>
Sent: Tuesday, February 4, 2020 6:20 PM
To: Dominique Lowery
Subject: LIBRARY BID /POOL-HOUSE/CONFERENCE RM

THE LIBRARY HAS TOO MUCH REPAIRS TO JUST REPAINT THE NEW STUFF. I BELIEVE IT NEEDS TO BE REPAINTED IN FULL. THIS IS THE BID TO FIX EVERY THING AND RE-PAINT.

DC YOUNG PAINTING AND ROOF COATING SERVICES
P. O. BOX 1462
BELLVILLE, TEXAS 77418
(979)-885-8826

PROPOSAL

JOB NAME:

CITY OF
NAVASOTA
EXTERIORS

**JOB
NUMBER:**
DATE: 2/4/20

TO:

DOMINIQUE
LOWERY

ATTENTION:
NAVASOTA CONFERENCE CENTER
STADIUM DRIVE
NAVASOTA TEXAS 77868

QUOTE

Exb. -

DESCRIPTION FOR LABOR AND SERVICES FURNISHED

**YOUR ORDER
NO.**
QUANTITY UNITS AMOUNT

CONFERENCE BUILDING EXTERIOR

LABOR AND MATERIALS TO WASH EXTERIOR OF BUILDING REMOVING MILDEW, GRIME AND LOOSE PAINT. SCRAPE, SAND AND REMOVE ALL LOOSE PAINT. CAULK AND PUTTY ALL HOLES AND CRACKS USING 60 YEAR SHERWIN WILLIAMS ELASTOMERIC CAULKING. APPLY 2 COATS OF SHERWIN WILLIAMS EMERALD LIFETIME WARRANTY PAINT TO INCLUDE TRIM, SOFFITS, AND DOORS. APPLY 2 COATS OF SHERWIN WILLIAMS SUPER PAINT TO ALL STUCCO SIDING. APPLY 2 COATS OF OIL BASE INDUSTRIAL ENAMEL TO ALL WINDOWS. WINDOWS TO BE CLEANED UPON COMPLETION.

\$23,956.08

POOL HOUSE EXTERIOR

LABOR AND MATERIALS TO WASH EXTERIOR OF BUILDING REMOVING MILDEW, GRIME AND LOOSE PAINT. SCRAPE, SAND AND REMOVE ALL LOOSE PAINT. CAULK AND PUTTY ALL HOLES AND CRACKS USING 60 YEAR SHERWIN WILLIAMS ELASTOMERIC CAULKING. APPLY 2 COATS OF SHERWIN WILLIAMS EMERALD LIFETIME WARRANTY PAINT TO INCLUDE TRIM, SOFFITS, AND DOORS. APPLY 2 COATS OF OIL BASE ENAMEL TO ALL WINDOWS, HAND RAILING AND STEPS. WINDOWS TO BE CLEANED UPON COMPLETION.

\$16,498.27

LIBRARY EXTERIOR

LABOR AND MATERIALS TO WASH EXTERIOR OF LIBRARY REMOVING MILDEW AND GRIME, REPLACE ANY AND ALL ROTTEN WOOD, CAULK AND PUTTY ALL HOLES AND CRACKS, KILL RUST AND APPLY OIL BASE PRIMER, APPLY 2 COATS OF SHERWIN WILLIAMS DURATION LIFETIME WARRANTY PAINT TO ALL SURFACES TO INCLUDE TRIM, SOFFIT, SIDING, DOORS, POSTS, ETC...INCLUDES BLACK HAND RAILING IN FRONT OF LIBRARY.

\$8,670.31

Y3 done

2890.10

**TOTAL
ESTIMATED BID
PRICE**

TERMS OF PAYMENT: 1/3 ON CONTRACT ACCEPTANCE AND BALANCE ON COMPLETION.

CONTRACTOR HAS WORKMANS COMPENSATION AND GENERAL LIABILITY

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY, AND ARE
HEREBY ACCEPTED. YOU ARE
AUTHORIZED TO COMPLETE THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS
OUTLINED ABOVE. BUILDING OWNER
WILL SUPPLY WATER AND POWER.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED
ACCORDING TO STANDARD
PRACTICES. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS
INVOLVING EXTRA COSTS WILL BE EXECUTED
ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND
ABOVE THIS PROPOSAL. ALL
AGREEMENTS ARE CONTINGENT UPON ACCIDENTS OR DELAYS BEYOND OUR CONTROL.

PROPOSAL VALID UNTIL:

CUSTOMER SIGNATURE _____

SALESPERSON
SIGNATURE _____

DATE: _____

Dominique Lowery

From: Brandon Young <brandonyoung2@me.com>
Sent: Thursday, February 13, 2020 4:08 PM
To: Dominique Lowery
Subject: LIBRARY INTERIOR

DC YOUNG PAINTING AND ROOF COATING SERVICES
P. O. BOX 1462
BELLVILLE, TEXAS 77418
(979)-885-8826

PROPOSAL

JOB NAME:

LIBRARY
INTERIOR

**JOB
NUMBER:**
DATE:2/4/20

TO:

DOMINIQUE
LOWERY

ATTENTION:
NAVASOTA CONFERENCE CENTER
STADIUM DRIVE
NAVASOTA TEXAS 77868

QUOTE

DESCRIPTION
FOR LABOR AND SERVICES FURNISHED

YOUR ORDER NO.	QUANTITY	UNITS	AMOUNT
---------------------------	-----------------	--------------	---------------

LIBRARY INTERIOR:
LABOR AND MATERIALS TO REPAIR DAMAGED SHEETROCK THROUGHOUT THE INTERIOR,
AND APPLY 2 COATS OF SHERWIN WILLIAMS FLAT OR LOW-GLOSS EGGSHELL PAINT TO
ALL WALLS. SHERWIN WILLIAMS OIL BASE ENAMEL TO ALL DOOR JAMBS AND WINDOWS
AND WINDOW SASHES. INCLUDES FRONT DOORS

\$13,786.59

Interior

**TOTAL
ESTIMATED BID
PRICE**

TERMS OF PAYMENT: 1/3 ON CONTRACT ACCEPTANCE AND BALANCE ON COMPLETION.

CONTRACTOR HAS WORKMANS COMPENSATION AND GENERAL LIABILITY

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY, AND ARE
HEREBY ACCEPTED. YOU ARE
AUTHORIZED TO COMPLETE THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS
OUTLINED ABOVE. BUILDING OWNER
WILL SUPPLY WATER AND POWER.

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED
ACCORDING TO STANDARD
PRACTICES. ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS
INVOLVING EXTRA COSTS WILL BE EXECUTED
ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND
ABOVE THIS PROPOSAL. ALL
AGREEMENTS ARE CONTINGENT UPON ACCIDENTS OR DELAYS BEYOND OUR CONTROL.

PROPOSAL VALID UNTIL:

CUSTOMER SIGNATURE _____

SALESPERSON
SIGNATURE _____

DATE: _____

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 11. **AGENDA DATE:** March 23, 2020

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

ITEM: Consideration and possible action on postponing the City of Navasota May 2, 2020 general election until November 3, 2020 as authorized by the March 18, 2020 Proclamation issued by Governor Greg Abbott.

Consideración y posible acción en el aplazamiento de las elecciones generales de la ciudad de Navasota del 2 de mayo de 2020 hasta el 3 de noviembre de 2020, según lo autorizado por la Proclamación del 18 de marzo de 2020 emitida por el gobernador Greg Abbott.

ITEM BACKGROUND:

The City received literature on March 18, 2020 from Governor Greg Abbott's office allowing cities to change their May 2, 2020 election date to November 3, 2020 based on the imminent threat of disaster posed by COVID-19. If the City decides to change the election date, this action would preserve all candidate filings and ballot order actions. The postponement does not have the effect of reopening the candidate filings. Additional paperwork will need to be done and approved by the City Council, by August 17, 2020, if the election date is changed.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends the City Council determine if they prefer to change the date of the 2020 City General Election from either May 2, 2020 to November 3, 2020.

ATTACHMENTS:

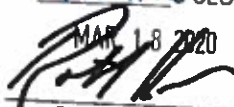
1. Election Info
2. Letter from Election Administrator



GOVERNOR GREG ABBOTT

March 18, 2020

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00 AM 'CLOCK
MAR 18 2020

Secretary of State

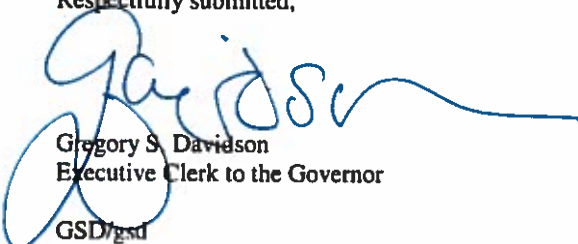
Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation suspending Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office, and suspending Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The original of this proclamation is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor
GSD/gsd

Attachment

PROCLAMATION

BY THE

Governor of the State of Texas

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, Section 41.001(a)(2) of the Texas Election Code provides that a general or special election in this state shall be held on a uniform election date, and the next uniform election date is occurring on May 2, 2020; and

WHEREAS, Section 49.103 of the Texas Water Code provides that certain districts governed by this provision are required to hold director elections in May of each even-numbered year; and

WHEREAS, Section 41.0052 of the Texas Election Code prescribes a procedure for a political subdivision to change a general election date, but the time for making such a change has expired; and

WHEREAS, Section 31.093 of the Texas Election Code requires a county elections administrator to enter into a contract to furnish election services upon request of a political subdivision; and

WHEREAS, Section 42.0621(c) of the Texas Election Code does not require a political subdivision to enter into a contract with a county or hold a joint election with a county on the November uniform election date; and

WHEREAS, on March 13, 2020, the Governor of Texas certified that the novel coronavirus (COVID-19) poses an imminent threat of disaster and, under the authority vested in the Governor by Section 418.014 of the Texas Government Code, declared a state of disaster for all counties in Texas; and

WHEREAS, pursuant to Section 418.016 of the Texas Government Code, the Governor has the express authority to suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of a state agency if strict compliance with the provisions, orders, or rules would in any way prevent, hinder, or delay necessary action in coping with a disaster.

NOW, THEREFORE, I, GREG ABBOTT, Governor of Texas, under the authority vested in me by the Constitution and Laws of the State of Texas, do hereby suspend Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office. I further suspend Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The authority ordering the election under Section 3.004 of the Texas Election Code is the authority authorized to make the decision to postpone its election in accordance with this proclamation.

Current office holders will hold over to the extent authorized by Article XVI, Section 17 of the Texas Constitution.

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00AM O'CLOCK

MAR 18 2020



IN TESTIMONY WHEREOF, I
have hereto signed my name and
have officially caused the Seal of
State to be affixed at my office in the
City of Austin, Texas, this the 18th
day of March, 2020.

A handwritten signature in black ink that reads "Greg Abbott".

GREG ABBOTT
Governor of Texas

ATTESTED BY:

A handwritten signature in black ink that reads "Ruth R. Hughs".

RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00 AM O'CLOCK
MAR 18 2020

The State of Texas

Elections Division
P.O. Box 12060
Austin, Texas 78711-2060
www.sos.texas.gov




Phone: 512-463-5650
Fax: 512-475-2811
Dial 7-1-1 For Relay Services
(800) 252-VOTE (8683)

Ruth R. Hughes
Secretary of State

ELECTION ADVISORY **N0. 2020-12**

TO: Election Officials

FROM: Keith Ingram, Director of Elections 

DATE: March 18, 2020

RE: Actions for May 2, 2020 Uniform Election Date

The purpose of this advisory is to provide guidance to local political subdivisions regarding their options for any general or special elections that have been ordered for the May 2, 2020 uniform election date. Pursuant to Section 418.016 of the Texas Government Code, the Governor has issued a proclamation suspending certain provisions of the Texas Election Code and the Texas Water Code to allow all local political subdivisions that are utilizing the May 2, 2020 uniform election date to postpone their election to the November 3, 2020 uniform election date. Pursuant to Texas Election Code 31.003 and 31.004, our office has issued the following guidelines for entities that choose to exercise this authority and postpone their election to the November uniform election date.

Effect of Postponement of Election

- **Candidate Filings:** By postponing their election date, the political subdivision is preserving all candidate filings and ballot order actions that have already been taken. The postponement does **not** have the effect of reopening candidate filings.
 - **Deadlines related to Candidate Filings, Declarations of Ineligibility, Withdrawals or Death:** The deadlines that apply to the November 3, 2020 election would apply to all candidates who are currently on the ballot for the May 2, 2020 election.
- **Ballot By Mail Requests:** All applications for a ballot by mail (ABBM) that were filed for the May 2, 2020 election that are marked annual would apply for the November 3, 2020 election. All single use ABBMs that were submitted for reasons of age or disability would still be valid for the November 3, 2020 election. If a single use ABBM was submitted and indicated the reason for voting by mail was due to absence from the county, this ABBM would not be valid as the applicable election date has changed. However, we would recommend that the political subdivision send a letter to these voters along with a new ABBM in case the circumstances

surrounding their absence from the county are still valid or the voter is otherwise eligible to vote by mail.

- **Ballots by Mail:** If a political subdivision has already sent out mail ballots, those mail ballots that are returned would still be valid for the November 3, 2020 postponed election date.
- **Election Records:** All records, including candidate filings, applications to vote by mail, ballot proofs, and printed ballots shall be retained and preserved.
 - **Printed Ballots:** If your ballots have already been printed up, you may be able to reuse them for November. However, if you must change your ballot to reflect any corrections or changes that occur between now and November, you would treat the original ballots as you would in a traditional ballot correction and those ballots should be destroyed in accordance with Section 52.0064 of the Texas Election Code.
- **Requirement to use County Election Precincts in November 2020:** Per Section 42.002 of the Texas Election Code, county election precincts are required for all elections occurring in November 2020. You will need to work with your county election officer to determine whether you need to make any modifications to your ballot in light of this requirement.
- **Requirement for County Election Officer to contract with Local Political Subdivisions:** All county election officers are required to contract with local political subdivisions that postponed their May 2, 2020 election and that request a contract for election services or a joint election agreement with their county election officer pursuant to the Governor's suspension of certain Texas Election Code provisions.
- **Office Hours:** The relevant dates for maintaining office hours for election purposes will be based on the November uniform election date rather than the May election date. Under Section 31.122 of the Texas Election Code, those office hours will need to be maintained for at least three hours each day, during regular office hours, on regular business days between September 14, 2020 and December 13, 2020. However, these entities should post contact information for individuals to contact their office about election-related issues during the timeframe that those offices may be closed over the coming months.
- **Holdovers in Public Office:** Under Art. XVI, Sec. 17 of the Texas Constitution, the individuals who currently hold public offices that are scheduled to be on the ballot on the May uniform election date will continue to exercise the duties of those offices until the new officers take their oaths of office, following the November uniform election date.
- **Campaign Finance Filings:** Please contact the Texas Ethics Commission for further guidance on how these modified timelines will affect any campaign finance reporting requirements. Their office can be reached at (512) 463-5800.
- **Candidates on the ballot in both May and November:** For candidates that may be running for two offices (one normally occurring in May and one normally occurring in November), these candidates will not be removed from the ballot as they are separate elections that are normally not occurring on the same date.

Required Action by Governing Body to Move Election Date

In order to utilize this move, the governing body of the political subdivisions holding the elections must **order** the postponement of their election to the November 3, 2020 uniform election date. The order for this official action should contain the following items:

1. A reference to the proclamation that authorizes the entity to postpone their election date, and the fact that the political subdivision is exercising this authority.
2. Confirmation that the candidate filings for the election will remain valid for the election held on the November date and that the filing period will not be re-opened for the November election date.
3. Confirmation that all ABBMs for voters that are voting by mail due to being over the age of 65 or due to disability will still be valid for the postponed election, and that ABBMs for voters who submitted ABBMs based on expected absence from the county would not be valid for the postponed election.
4. The major relevant dates for the November election, including the voter registration deadline (October 5, 2020), the deadline to submit an ABBM (October 23, 2020), and the dates for early voting (October 19, 2020 – October 30, 2020).

Necessary Revisions to Order of Election

In addition, the entity will need to meet by August 17, 2020 to make any necessary revisions to the entity's original order of election. Those revisions may include:

1. The change to the date of the election;
2. Any change in location of the main early voting location;
3. Any changes to early voting dates and hours, including weekend early voting;
4. Any changes to the identity of the early voting clerk and their contact information; or
5. Any changes to branch early voting locations.

If you are holding a bond election, you may need to make additional revisions to your order of election for that bond election. If this is the case, we recommend reaching out to your bond counsel for additional guidance.

Securing Election Records

All election records should be stored and secured during the postponement period. This may require your entity to use preservation methods that are similar to the methods you would use during the preservation period after the election has occurred. This includes:

- Storing returned ballots by mail in locked, sealed ballot boxes.
- Securely storing any unused ballots.
- Securely retaining any relevant election records, including candidate applications and ABBMs.

Voting System Equipment

If you are leasing voting system equipment from the county or directly from the vendor, then you may need to contact your vendor or your county regarding any necessary modifications to those lease agreements or to modify your procedures and timelines for receiving that equipment.

Open Meeting Requirements

The Governor has suspended and modified certain open meeting requirements pursuant to his disaster declaration. These changes include allowing the entity to establish procedures for telephonic or videoconferenced meetings of governmental bodies that are accessible to the public.

These procedures must include a process for members of the public to participate and address the governmental body in those meetings, notice to the public on the means of participating remotely, and access to the public for recordings of those meetings.

For more information, please review the applicable documentation from the Governor's Office or contact the Office of the Attorney General.

Update Official Websites and Notify Media

Any entities that are exercising this authority to postpone their election date must post notice on the entity's website and should alert any local media organizations regarding this change to their election date.

The entity must also provide notice to their county election officer regarding this change, as the county is required to post the entity's notice of election on the county's website no later than the 60th day before the date of the election under Election Code 4.008. If that election date will be changing due to the entity's decision to postpone the election then the entity must provide a revised notice to the county for posting on the county's website.

If you have any questions regarding this advisory, please contact the Elections Division at 1-800-252-2216.

KI:CA:CP



Lucy L. Ybarra
Elections Administrator

P. (936)873-4422
F. (936)873-2083

100 Main St.
Anderson, TX 77830

Grimes County Elections Emergency Action Plan

Re: COVID-19
effective March 20, 2020

In order to help minimize risk of exposure for the Election workers and voters of Grimes County, the Grimes County Elections team has approved the following EAP to go into effect Friday March 20, 2020.

**It is understood that the May 2, 2020 election could be postponed based on decisions of the participating entities, Governors office, or Grimes County Elections office.*

Emergency Action Plan for May Elections

1. Each election worker will be provided with gloves that are required to be worn at all times.
2. Hand sanitizer will be provided for both the voter & election staff at every location open for voting.
3. Disinfecting wipes will be provided to use on the machines before and after each voter use.
4. Limited amounts of handouts- sample ballots only.
5. No public restrooms will be available at our voting locations (if the location normally has public restrooms available, we will provide signs denying access while in use for elections.
6. Machines will be cleaned every hour – regardless of use at each location open for voting use.
7. Election staff will be allowed to wear masks as they deem necessary, should they choose to bring them.

Please feel free to contact me with any questions or further concerns,

Lucy L. Ybarra
Grimes County Elections Administrator

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 12. **AGENDA DATE:** March 23, 2020

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

ITEM: Consideration and possible action on appointment of election judges for the May 2, 2020 General Election.

Consideración y posible acción sobre el nombramiento de jueces electorales para las Elecciones Generales del 2 de mayo de 2020.

ITEM BACKGROUND:

The election laws state that the City Council must appoint election judges by March 9, 2020 or the meeting thereafter. The following individuals have been recommended by the Election Administrator: Barbara Lemon, Bobbi Montford, and Connie Clements.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends appointment of Barbara Lemon, Bobbi Montford and Connie Clements as election judges for the May 2, 2020 City election.

ATTACHMENTS:

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 13. **AGENDA DATE:** March 23, 2020

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

ITEM: Consideration and possible action on the first reading of Ordinance No. 923-20, establishing policies and procedures for City Council meetings.

ITEM BACKGROUND:

Staff and legal counsel developed formal procedures regarding public comments during City Council meetings. The procedures also comply with recent legislation concerning HB 2840.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval of the first reading of Ordinance No. 923-20, establishing policies and procedures for City Council meetings.

ATTACHMENTS:

1. Ordinance No. 923-20

ORDINANCE NO. 923-20

CITY OF NAVASOTA

CITY COUNCIL MEETING PROCEDURES

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS ESTABLISHING POLICIES AND PROCEDURES FOR CITY COUNCIL MEETINGS, INCLUDING PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; PURPOSE; DEFINITIONS; GENERAL RULES OF PROCEDURE AT MEETINGS; DISRUPTIVE OR DISORDERLY CONDUCT; INDIVIDUALS WITH DISABILITIES; RECORDING OF MEETINGS; RELATION TO OTHER ORDINANCES; SEVERABILITY; PROPER NOTICE AND MEETING

WHEREAS, the City Council of the City of Navasota seeks to provide for the efficient administration of City business; and

WHEREAS, the City Council seeks to maintain order and decorum at Council meetings; and

WHEREAS, the City Council finds that the promulgation of procedural rules for Council meetings furthers the effective and efficient administration of City business and encourage orderly public participation in the democratic process; and

WHEREAS, the City Council finds that disorderly or disruptive behavior during the course of its meetings unreasonably interferes with the conduct of City business; creates confusion and dismay among meeting participants, observers, and the general public; and stifles public comment and participation in the democratic process; and discourages the majority of meeting attendees who conduct themselves appropriately; and

WHEREAS, the City Council finds that the unreasonably obtrusive use of a tape recorder, video camera, or other means of aural or video reproduction may disrupt the effective and efficient administration of Council meetings; may cause undue anxiety to those persons in attendance; and may discourage public participation in the democratic process; thus making it necessary to adopt reasonable rules relating to the location of recording equipment and the manner in which the recording is conducted; and

WHEREAS, the City Council finds it to be in the best interest of the public safety, health and general welfare to adopt reasonable rules and regulations to maintain order and to regulate conduct at its meetings; and

WHEREAS, the City Council is authorized to adopt such rules and regulations by virtue of its authority as a home rule municipality and by section 551.023 of the Texas Government Code; and

WHEREAS, the City Council has carefully reviewed the rules and regulations established by this Ordinance; and

WHEREAS, the City Council has received public input by and through a public meeting at which this Ordinance is to be adopted;

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

1. INTRODUCTION

A. Popular Name

This Ordinance shall commonly be referred to as the "Council Meeting Procedures Ordinance."

B. Findings of Fact

All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Navasota and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

C. Purpose

This Ordinance is adopted so that the City Council may promote the public health, safety, morals and general welfare within the City through the enactment of reasonable procedures and rules designed to facilitate the orderly and efficient conduct of Council meetings in a manner that promotes a positive City image reflecting order, harmony and pride, thereby strengthening the economic stability of the City. By and through this Ordinance, the City Council additionally seeks to establish fair, reasonable, and efficient guidelines for maintaining order and promoting effective public participation at Council meetings.

D. DEFINITIONS

A). General

Words and phrases used in this Ordinance shall have the meanings set forth in this Section. Words and phrases that are not defined in this Ordinance but are defined in

other ordinances of the City of Navasota shall be given the meanings set forth in those ordinances. Other words and phrases shall be given their common, ordinary meaning unless the context clearly requires otherwise. Headings and captions are for reference purposes only and shall not be used in the interpretation of this Ordinance.

B). Specific Definitions

- (1) “City” means the City of Navasota, an incorporated, home rule municipality located in Grimes County, Texas.
- (2) “Council” means the City Council (i.e., the governing body) of the City of Navasota, Texas.
- (3) “Council meeting” means any public meeting held by the City Council of the City of Navasota as authorized or required by the Texas Constitution and applicable state law.
- (4) “Council Chamber” means the meeting space designated for City Council meetings located in City Hall at 200 E. McAlpine Street, Navasota, Texas.
- (5) “Closed Meeting” means a meeting to which the public does not have access (i.e., executive session) as authorized by the Texas Open Meetings Act.
- (6) “Conduct” means an act or omission and its accompanying mental state.
- (7) “Deliberation” means a verbal exchange during a meeting by a quorum of the City Council, or between a quorum of the City Council and another person, concerning a public issue within the jurisdiction of the City Council.
- (8) “Designated recording area” means that area of the Council Chamber clearly marked as a space for all persons wishing to operate tape recorders, video cameras, or other means of aural or visual reproduction, within which such persons may operate such electronic recording devices during Council meetings.
- (9) “Electronically record” means to capture aural or visual sounds and/or images through the use of a tape recorder, video camera, or other means of aural or visual reproduction.
- (10) “Intentional” means the culpable mental state of “intent” as defined by Section 6.03 of the Texas Penal Code. A person acts intentionally, or with intent, with respect to the nature of his or her conduct or to a result of his or her conduct when it is his or her conscious objective or desire to engage in the conduct or cause the result.

- (11) “Meeting” means any official proceeding of the Council. This term includes, but is not limited to, all Regular, Special (i.e., “called”), Emergency and Executive Session (i.e., “closed”) Meetings.
- (12) “Misdemeanor” means an offense so designated by law or punishable by fine, by confinement in jail, or by both fine and confinement in jail.
- (13) “Official proceeding” means any type of administrative, executive, legislative or judicial proceeding that may be conducted before a public servant.
- (14) “Official tape recording” means any audio recording made by the City Secretary or other City official or employee at the direction of the City Council and as part of that City official’s or employee’s official duties.
- (15) “Open” means the public is allowed to attend.
- (16) “Person” means a human individual.
- (17) “Presiding officer” means the member of the governing body who is chairing the meeting, which may be the Mayor, Mayor Pro-Tem in the Mayor’s absence, or a council member selected by the remaining members of the council when the Mayor and Mayor Pro-Tem are absent.
- (18) “Public servant” means a person elected, selected, appointed, employed or otherwise designated as one of the following, even if that person has not yet qualified for office or assumed his or her duties:
 - (a) An officer, employee, or agent of the City;
 - (b) An attorney at law or notary public when participating in the performance of a governmental function;
 - (c) A candidate for nomination or election to public office; or
 - (d) A person who is performing a public function under a claim of right although he or she is not legally qualified to do so;
- (17) “Quorum” means a majority of the City Council, unless defined differently by an applicable law, rule, ordinance, or charter of the City.
- (18) “Recklessly” means the culpable mental state of “recklessness” as defined by Section 6.03 of the Texas Penal Code. A person acts recklessly, or is reckless, with respect to the circumstances surrounding his or her conduct or the result of his or her conduct when he or she is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an

ordinary person would exercise under all the circumstances as viewed from the actor's standpoint.

- (19) "Unlawful" means criminal or tortious or both and includes what would be criminal or tortious but for a defense not amounting to justification or privilege.
- (20) "Use of a tape recorder, video camera, or other means of aural or visual reproduction" means the use of any device used to capture and record and/or transmit and replay sounds and/or images. This term includes, but is not limited to, tape recorders, video cameras, digital cameras, web cameras, and live video streaming devices.

2: GENERAL RULES

A. Time and Place for Meetings

- (1) The City Council shall hold regular meetings on the second and fourth Mondays of each month at 6:00 p.m.
- (2) When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for such day shall be cancelled unless otherwise specified by the City Council. At other times that the Mayor deems appropriate, the Mayor may cancel one or more regular meetings.
- (3) The Mayor may call a special meeting on the Mayor's own motion or on the application of two Council members. Each member of the City Council, the City Secretary, and the City Attorney must be notified of the special meeting at least 72 hours in advance.
- (4) Except as otherwise provided in this paragraph, the City Council shall conduct all meetings in the Council Chambers. However, the City Council may from time to time elect to meet at other locations and, upon such election, shall give public notice of the change of location in accordance with State law. If by reason of fire, flood or other emergency, it is unsafe to meet in the Council Chambers, for the duration of the emergency the Council may hold its meetings at such other place as the Mayor, or, in the Mayor's absence, the Mayor Pro-Tem, shall designate.
- (5) Meetings may be cancelled or recessed to the next business day with or without notice by the Mayor, a majority of the Council, or a majority of the members of the Council in attendance at the meeting.
- (6) Pursuant to § 551.007 (e) of the Texas Government Code, during a meeting the City Council may not prohibit public criticism of the City Council, including

criticism of any act, omission, policy, procedure, program, or service. This does not apply to public criticism that is otherwise prohibited by law.

B. Agenda of Meetings

- (1) The City shall comply with all notice requirements of the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, as may be amended.
- (2) The City Secretary shall be responsible for preparing the agenda for Council meetings. The Mayor may determine which items to include in the agenda, provided that, the City Secretary shall include any item requested by a Council Member or the Mayor. Council Members shall submit requests to the City Secretary at least five (5) business days in advance of the day of the meeting.
- (3) A citizen may request inclusion on the agenda by submitting a request in writing to the City Secretary at least six (6) business days in advance of the day of the meeting. The requested item may be included on the agenda at the Mayor's discretion.
- (4) The City Secretary shall post the agenda at least 72 hours in advance of the meeting, except as otherwise allowed by the Texas Open Meetings Act. The City Secretary shall not make changes to the agenda less than four (4) days prior to the meeting. Items submitted to the City Secretary less than four (4) days prior to the meeting shall not be included. This provision shall not apply to emergencies, as determined by the Mayor.
- (5) Upon the motion of the Presiding Officer or any Council Member, the City Council may elect to table an agenda item by an affirmative vote of a majority of Council Members present at the meeting.
- (6) In accordance with the Texas Open Meetings Act, the Council will not be able to deliberate on any item that is not on the agenda for the meeting. For such an item, the governmental body may either: (1) make a statement of fact regarding the item; (2) make a statement concerning the policy regarding the item; or (3) propose that the item be placed on a future agenda.

C. Public Participation

- (1) In accordance with the terms of the Texas Open Meetings Act all meetings of the City Council shall be open to the public unless the Council is in Executive Session or State law otherwise allows a meeting to be closed.
- (2) A member of the public who desires to address the Council concerning an item on the agenda or to present a subject for the Council's consideration during the

Public Comment period may do so in accordance with the rules outlined in this Ordinance.

- (3) Members of the public who desire to address the Council shall abide by the following rules:
 - (a) Prior to the meeting, or during the meeting prior to discussion of a specific matter upon which a person wishes to comment, speakers who wish to address the City Council should complete a Public Meeting Appearance sign-in sheet and present it to the City Secretary. Speakers shall indicate whether they wish to comment on a specific agenda item or on a separate matter during the Public Comment period.
 - (b) When recognized by the Presiding Officer, the speaker should approach the podium, state his/her name and address for the record, and, if speaking on behalf of an organization or other group, identify the group represented.
 - (c) Only one person may address the Council at any one time.
 - (d) Speakers should address all remarks to the City Council as a whole, not to individual members.
 - (e) Speakers must limit their presentations to no more than three (3) minutes. There shall be no substitutions or pooling of speakers.
 - (f) Speakers who address the City Council through a translator, must limit their presentations to no more than six (6) minutes. There shall be no substitutions or pooling of speakers. (HB2840)
 - (g) The Presiding Officer may encourage speakers to not merely repeat views expressed by others.
 - (h) Speakers must limit presentations to matters within the City's subject matter jurisdiction.
- (4) In accordance with the Texas Open Meetings Act, the Council will not be able to deliberate on any item that is not on the agenda for the meeting. For such an item, the governmental body may either: (1) make a statement of fact regarding the item; (2) make a statement concerning the policy regarding the item; or (3) propose that the item be placed on a future agenda.

D. Parliamentary Procedure

The Council may by resolution adopt rules of parliamentary procedure.

E. Presiding Officer

The Presiding Officer of the Council is responsible for conducting the meeting. When present and participating, the Mayor shall serve as presiding officer. When the Mayor is not present or if the Mayor abstains from participation on a matter, the Mayor Pro-Tem shall serve as the presiding officer. If neither the Mayor nor the Mayor Pro-Tem is able to serve, the remaining Council Members may by majority vote designate a Member of the Council to preside over the meeting.

3. DISRUPTIVE OR DISORDERLY CONDUCT

A. Hindering Proceedings by Disorderly Conduct

- (1) No person shall intentionally hinder an official proceeding by noise or violent or tumultuous behavior or disturbance.
- (2) No person shall recklessly hinder an official proceeding by noise or violent or tumultuous behavior or disturbance and continue after an explicit official request to desist.

B. Disrupting a Meeting

No person shall prevent or disrupt a meeting or obstruct or interfere with the meeting by physical action or verbal utterance.

C. Removal From Meeting

The Presiding Officer shall maintain decorum in all meetings and may order persons disrupting meetings to exit the building. Disruptive persons refusing to vacate the premises may be escorted outside by police officers upon direction from the Presiding Officer.

4. RECORDING OF MEETINGS

A. Location of Recording Equipment.

- (1) At each Council meeting, the Council shall designate an area within the Council Chamber for the operation of tape recorders, video cameras, and other means of aural or visual reproduction. Operation of such equipment is limited to the designated recording area.
- (2) The designated recording area shall be indicated by means reasonably calculated to provide sufficient space for all persons wishing to operate a tape recorder, video camera, or other means of aural or visual reproduction to occupy the

designated recording area with reasonable comfort and sufficiently near to the proceedings to facilitate adequate recording.

- (3) No person shall operate a tape recorder, video camera, or other means of aural or visual reproduction within the Council Chamber outside of the designated recording area.
- (4) The provisions of this Section do not apply to the creation of an official tape recording of a Council meeting by a duly authorized City official. Nor do these provisions apply to duly authorized closed (*i.e.*, “executive”) sessions.

B. Recording of Individuals Outside of the Council Meeting

- (1) No person shall operate a tape recorder, video camera, or other means of aural or visual reproduction within the Council Chamber within one hour before or after a Council meeting unless the person being recorded expressly grants his or her consent.
- (2) Members of the news media and other interested persons may request personal interviews to be scheduled with City officials by calling the Marketing and Communications Coordinator or City Manager at (936) 825-6475.

5. INDIVIDUALS WITH DISABILITIES

The City of Navasota seeks to ensure effective communication with members of the public who attend and participate in Council meetings. An individual who requires auxiliary aids and services or other accommodation should contact the City Secretary with a request for such services. The City encourages such individuals to submit requests at least forty-eight (48) hours in advance of a Council meeting so the City may effectively address the individuals’ requests.

6. RELATION TO OTHER ORDINANCES

This Ordinance shall not be construed to require or allow any act that is prohibited by any other ordinance. This Ordinance is specifically subordinate to any ordinance or regulations of the City pertaining to building and construction safety or to pedestrian and traffic safety. Nothing in this Ordinance shall be construed to impose a duty not required by the Open Meetings Act or to relieve the City of complying with the Open Meetings Act.

7. EFFECTIVE DATE

This Ordinance shall take effect immediately from and after its passage and publication, as may be required by governing law.

8. SEVERABILITY

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance be severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, and the remainder of this Ordinance shall be enforced as written.

9. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED AND APPROVED ON FIRST READING THIS THE 23RD DAY OF MARCH, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED ON SECOND READING THIS THE 6TH DAY OF APRIL, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 14. **AGENDA DATE:** March 23, 2020

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Consideration and possible action on approval of the creation of a Director of Parks, Recreation and Library.

ITEM BACKGROUND:

The City continues to grow, and with that comes a greater demand for recreational services. Since the reduction in force a few years ago, we have not filled certain roles. We propose creation of the position of Director of Parks, Recreation and Library to lead those departments and evaluate grants, programs and operations. The current budget has funding available to fill the role. Dom would remain as the facilities manager and would be supervised by the Director rather than the City Manager.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval of the creation of the Director of Parks, Recreation and Library.

ATTACHMENTS:

1. Job Description

Job Description: DIRECTOR OF PARKS, RECREATION AND LIBRARY

CLASS NO. 824
PAY GROUP:

EEOC CATEGORY:
FLSA: EXEMPT

SUMMARY OF POSITION

Under minimal supervision, performs planning, complex, professional administrative duties and supervisory work in the direction of city parks, recreation and library programs. Work involves administering a comprehensive parks, recreation and library program for the entire City within budgetary limitations, including the management and control of all properties assigned to the Department. Employee is responsible for supervising a professional and technical staff, and volunteers; supervising the maintenance of City parks and recreational facilities; and for administering the departmental budget and grant funds. Employee must exercise initiative and independent judgment in determining the propriety and scope of programs to be offered through the department, and in all other phases of the work. Operates the city library efficiently and ensures that the library meets the needs of the community. Duties include assistance to patrons, promoting the library, and managing its operations, including acquisition, circulation, and reference functions. Supervises facilities maintenance.

ORGANIZATIONAL RELATIONSHIPS

- 1. Reports to:** City Manager
- 2. Directs:** Facilities Manager, facilities staff, and Library staff. This is a supervisory position who customarily and regularly directs the work of two or more other employees; and has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring, firing, advancement, promotion or any other change of status of other employees are given particular weight.
- 3. Other:** Has frequent contact with department heads; city employees; city council, advisory boards, local, state and federal agencies; and the general public.

EXAMPLES OF WORK

Essential Duties*

Primary duty is management of the enterprise in which the employee is employed or of a customarily recognized department or subdivision thereof;

Plans and directs the parks, recreation and library programs and facility maintenance within budgetary limitations and in consideration of requests, displayed interests and full utilization of available facilities; develops, establishes and implements departmental policies and procedures;

Represents department and City on various committees by providing technical and administrative assistance which includes attending monthly meetings, assisting with publications, special events, etc;

CLASS NO. 824 (Continued)

Plans long-range recreation programs and facilities according to anticipated City growth, future interest and expanded library, parks and recreation needs; develops the master plan with collaboration with recreation, parks and library staff;

Directs the preparation of the annual operating and capital budget proposal; reviews and approves budget requests; directs the expenditure of funds and the use and general maintenance of all buildings, library, parks, grounds and equipment;

Researches, coordinates and prepares grant proposals for various programs and projects administered by the department; administers grant funds, ensuring preparation and timely submission of required reports; maintains files of grant sources and supporting data;

Prepares periodic reports to City Manager and City Council - makes presentations on departmental matters as required;

Studies and analyzes departmental programs, facilities and services as a measure of evaluation to ensure continued effectiveness in meeting library, parks and recreation needs and interests of the public; supervises procedures to answer grievances from public or employees; acts as liaison between department and other City departments and the public;

Solicits bids from vendors and contractors; supervises, approves and participates in the procurement of supplies and equipment for the department and park facilities.

OTHER IMPORTANT DUTIES*

Directs departmental public relations and publicity programs; initiates and promotes new recreational or library programs through various communication media; reviews and approves promotional materials produced by staff;

Attends meetings of department heads, various supervisory and advisory boards, agencies and community groups to present department programs and receive feedback about same; may serve as City representative or member of various professional or advisory boards, attending meetings and participating in activities, as appropriate; and

Performs such other related duties as may be assigned.

CLASS NO. 824 (Continued)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Municipal government operations; the principles and practices used in the administration of a comprehensive citywide park and recreation department as well as a tourism department; personnel policies and procedures; and managerial and budgetary practices and procedures.

Skill/Ability to: Ability to establish leadership, supervise, train and motivate employees; effectively communicate in writing and orally; follow, understand, and give instructions; maintain effective working relationships with employees and other city officials, community organizations and groups, news media representatives, and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's Degree in recreation administration or a closely related field;

or experience in professional parks, recreation or library work;

or high school graduation, or its equivalent, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

JOB PHYSICAL, MENTAL AND/OR EMOTIONAL REQUIREMENTS

The City will comply with the Americans with Disabilities Act, including the American Disabilities Act Amendment Act, and all other Federal, State and Local legislative requirements. The Facility will ensure that reasonable accommodations may be made to enable a qualified individual with a disability to perform the essential functions of that position.

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 15. **AGENDA DATE:** March 23, 2020

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

ITEM: Consideration and possible action on the 2020 Consumer Price Index (CPI) adjustment to municipal telecommunications right-of-way access line rates.

ITEM BACKGROUND:

The City received a letter from the Public Utility Commission of Texas notifying us that the 2020 maximum access line rates have increased by 0.7267% due to inflation, as measured by the Consumer Price Index (CPI). This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777). The City has the right to accept or decline the increase.

Rates will increase by:

\$0.01 for residential customers from \$0.85 to \$0.86

\$0.01 for Commercial customers from \$0.95 to \$0.96

\$0.04 for point-to-point customers from \$6.57 to \$6.62

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends acceptance of the 2020 Consumer Price Index (CPI) adjustment to municipal telecommunications right-of-way access line rates.

ATTACHMENTS:

1. Public Utility Commission Letter



Public Utility Commission of Texas

1701 N. Congress Ave., PO Box 13326, Austin, TX 78711-3326

2020 CONSUMER PRICE INDEX (CPI) ADJUSTMENT TO MUNICIPAL TELECOMMUNICATIONS RIGHT-OF-WAY ACCESS LINE RATES

March 9, 2020

PURPOSE

This letter is to notify you that your city's 2020 maximum access line rates have increased by 0.7267% due to inflation, as measured by the CPI. This adjustment has been made pursuant to Chapter 283 of the Local Government Code (House Bill 1777).

DEFAULT RATES FOR 2020: INCREASE

Based on the choices made by your city in April 2019, your city's 2020 rate will either be adjusted for inflation, or will remain the same as your 2019 rate. According to our records, when similar CPI adjustments were made in April 2019, your city chose the MAXIMUM allowable CPI-adjusted rates. Therefore, your 2020 rates will reflect an increase of 0.7267% from your 2019 rates. You have the option to decline this increase in rates by taking the action explained below.

ACTION BY CITY: TO REFUSE THE INCREASE

(1) You do not have to respond to accept the increased access line rates. (2) Respond ONLY if you want to DECLINE the increase in access line rates. (3) To decline, notify the PUC using page 2 of this letter no later than April 30, 2020. (4) The PUC does not require City council authorization; however, if your city charter requires it, please do so immediately. (5) Verify your contact information and highlight any changes. (6) Make a copy of this document.

WHAT HAPPENS IF A CITY DOES NOT RESPOND BY APRIL 30, 2020?

If a city does not respond by April 30, 2020, the rates for your city will increase from 2019 levels to the newly established 2020 levels. The next opportunity to adjust your rates will be September 1, 2020.

WHAT HAPPENS NEXT?

The PUC will notify telephone companies of your desired rates and you will be compensated accordingly no later than July 1, 2020.

FUTURE REVISIONS TO CPI

The access line rates will be revised annually in March depending on whether the CPI changes for the previous year. If the CPI changes for the year 2020, you will receive a similar letter in March 2021.

See over...

City of Navasota

SECTION 1: Your 2019 city preferred rates are as follows:

Residential: \$0.85 Non-Residential: \$0.95 Point-to-Point: \$6.57

SECTION 2: Your default rates for 2020 are as follows. Note: These are higher than the 2019 rates (above) due to the CPI inflation adjustment.

Residential: \$0.86 Non-Residential: \$0.96 Point-to-Point: \$6.62

To decline your default increase in rates, notify the PUC by completing the section below. You can mail or fax this page to the PUC. To accept rates in SECTION 2, no action is required.

I _____, Title _____, am an authorized representative for the City/Town/Village of _____. The City declines to accept the default rates indicated in SECTION 2 above. Instead, we choose the following rates: Residential _____; Non-Residential _____; Point-to-Point _____.

Date: _____ Signature: _____

Other Comments:

HOW TO RESPOND

Mail: Stephen Mendoza
Public Utility Commission
P.O. Box 13326
Austin, Texas 78711-3326

INQUIRIES

Inquiries only. NOT for sending your response.
HB1777@puc.texas.gov
Phone No: 512-936-7394

Or FAX to Stephen Mendoza at: 512-936-7428

CITY CONTACT INFORMATION

Please notify us if the contact information we have on file for your city has changed. Thank you.

Phone No. 1: (936) 825-6408

Phone No. 2: (936) 825-6475

Fax No: (936) 825-2403

Email: bstafford@navasotabx.gov

Address

BRAD STAFFORD CITY MANAGER
or current city official responsible for right-of-way issues
CITY OF NAVASOTA
P O BOX 910
NAVASOTA TX 77868

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 16. **AGENDA DATE:** March 23, 2020

PREPARED BY: Jason Katkoski, Fire Chief/EMC

APPROVED BY: BS

ITEM: Consideration and possible action on Resolution No. 669-20, continuing the disaster declaration issued by Mayoral Proclamation on March 17, 2020 in response to the COVID-19 public health emergency.

ITEM BACKGROUND:

Pursuant to Section 418.108(b) a declaration is only good for up to seven days unless the City Council adopts a Resolution extending the time period. A Resolution has been prepared for this purpose.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 669-20, continuing the declaration issued by Mayoral proclamation on March 17, 2020 in response to the COVID-19 public health emergency.

ATTACHMENTS:

1. Resolution No. 669-20

RESOLUTION NO. 669-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS CONTINUING THE DISASTER DECLARATION ISSUED BY MAYORAL PROCLAMATION ON MARCH 17, 2020 IN RESPONSE TO THE COVID-19 PUBLIC HEALTH EMERGENCY.

WHEREAS, on March 17, 2020, Honorable Bert Miller, Mayor of the City of Navasota, Texas issued a mayoral proclamation declaring a local state of disaster for public health emergency for the City of Navasota, Texas in response to help control and prevent the spread of COVID-19; and

WHEREAS, pursuant to Section 418.108(b) of the Texas Government Code, a declaration of a state of local disaster for public health emergency shall continue for a period of not more than seven days from the date of the declaration unless continued by consent of the City Council of the City of Navasota, Texas.

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

SECTION 1. The recitals set forth above are true and correct and are incorporated as if fully set forth herein.

SECTION 2. The declaration of the Public Health Emergency, which was signed and executed by the Mayor on March 17, 2020, said Declaration being attached hereto as Exhibit "A" and incorporated herein for all purposes, shall be continued until terminated by subsequent action of the City Council.

SECTION 3. This Resolution shall take effect immediately from and after its date of adoption.

DULY RESOLVED AND ADOPTED by the City Council of the City of Navasota, Texas, on this the 23rd day of March, 2020.

CITY OF NAVASOTA, TEXAS

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 17. **AGENDA DATE:** March 23, 2020

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

ITEM: 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 a 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 Items Are:

A. Consideration and possible action on the second reading of Ordinance No. 919-20, changing the current zoning from A/O: Agriculture/Open Space District to PUD Pecan Lakes Estates Phase 3, for the development of a 102.4197-acre single dwelling unit subdivision, the properties affected are legally described as A0062 J Whitesides, Tract 19, Acres 13.4696, A0062 J Whitesides, Tract 14-3, Acres 1.2275, A0062 J Whitesides, Tract 20-2, Acres 57.6204, A0062 J Whitesides, Tract 14-2, Acres 43.9641, located in Navasota, Grimes County, Texas.

B. Consideration and possible action on the second reading of Ordinance No. 920-20, amending Chapter 14 Zoning, Exhibit A Zoning Ordinance, Article XXI Building Permits, Certificates of Occupancy and Certificates of Compliance, 21.5 Site Plan Process, of the Code of Ordinances of the City of Navasota, Grimes County, Texas, adding GIS requirements to as-built plans.

C. Consideration and possible action on the second reading of Ordinance No. 921-20, amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Exhibit A Subdivision Development, Article 7 Requirements for Improvement, Section 7.08 Utilities, of the Code of Ordinances of the City of Navasota, Grimes County, Texas, regarding utility tap locations within utility easements and adding GIS requirements to as-built plans.

STAFF RECOMMENDATION:

Staff recommends approval of (a) the second reading of Ordinance No. 919-20, changing the current zoning from A/O: Agriculture/Open Space District to PUD Pecan Lakes Estates Phase 3, for the development of a 102.4197-acre single dwelling unit subdivision, the properties affected are legally described as A0062 J Whitesides, Tract 19, Acres 13.4696, A0062 J Whitesides, Tract 14-3, Acres 1.2275, A0062 J Whitesides, Tract 20-2, Acres 57.6204, A0062 J Whitesides, Tract 14-2, Acres 43.9641, located in Navasota, Grimes County, Texas; (b) the second reading of Ordinance No. 920-20, amending Chapter 14 Zoning, Exhibit A Zoning Ordinance, Article XXI Building Permits, Certificates of Occupancy and Certificates of Compliance, 21.5 Site Plan Process, of the Code of Ordinances of the City of Navasota, Grimes County, Texas, adding GIS requirements to as-built plans; and (c) the second reading of Ordinance No. 921-20, amending Chapter 10, Subdivision Regulation, Article 10.02 Subdivision Ordinance, Exhibit A Subdivision Development, Article 7 Requirements for Improvement, Section 7.08 Utilities, of the Code of Ordinances of the City of Navasota, Grimes County, Texas, regarding utility tap locations within utility easements and adding GIS requirements to as-built plans.

ATTACHMENTS:

1. Ordinance No. 919-20
2. Ordinance No. 920-20
3. Ordinance No. 921-20

ORDINANCE NO. 919-20

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF NAVASOTA, TEXAS TO REZONE 102.4197 ACRES, MORE PARTICULARLY DESCRIBED AS A0062 J WHITESIDES, TRACT 19, ACRES 13.4696, A0062 J WHITESIDES, TRACT 14-3, ACRES 1.2275, A0062 J WHITESIDES, TRACT 20-2, ACRES 57.6204, A0062 J WHITESIDES, TRACT 14-2, ACRES 43.9641, FROM A/O: AGRICULTURE/OPEN SPACE DISTRICT TO "PECAN LAKES ESTATES PHASE III PUD" A PLANNED UNIT DEVELOPMENT; PROVIDING OR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on the 27th of January 2020, property owner James Hassell, filed a petition requesting the rezoning of 102.4197 acres more particularly described as A0062 J Whitesides, Tract 19, Acres 13.4696, A0062 J Whitesides, Tract 14-3, Acres 1.2275, A0062 J Whitesides, Tract 20-2, Acres 57.6204, A0062 J Whitesides, Tract 14-2, Acres 43.9641, and legally described by metes and bounds on Exhibit "A" which is attached hereto and incorporated herein for all purposes pertinent, from A/O: Agriculture/Open Space District to "Pecan Lakes Estates Phase III PUD" a planned unit development to expand the existing residential subdivision Pecan Lakes Estates; and

WHEREAS, the rezoning request is in harmony with the Comprehensive Plan of the City of Navasota; and

WHEREAS, on the 27th of February 2020, a public hearing was held before the Planning and Zoning Commission of the City of Navasota, a quorum being present on the occasion and said matter of rezoning being part of the agenda for said Commission meeting, an opportunity to present arguments for and against the proposed rezoning was held; and

WHEREAS, the properties are shown on Exhibit "B" attached hereto and incorporated herein for all purposes pertinent; and

WHEREAS, the "Pecan Lakes Estates Phase III PUD: Concept Plan" is also attached hereto as Exhibit "C" and incorporated herein for all purposes pertinent, outlining the requirements and standards of the "Pecan Lakes Estates Phase III PUD" a Planned Unit Development; and

WHEREAS, the Planning and Zoning Commission recommends to the City Council of the City of Navasota that it is in the best interest and to the benefit of the residents of the City of Navasota, that the said properties be rezoned from A/O Agriculture Open Space District to Pecan Lakes Estates Phase III PUD a Planned Unit Development; and

WHEREAS, on the 9th day of March 2020, after notice as required by law, a public hearing was held before the Navasota City Council, a quorum being present on the occasion and said matter of rezoning being part of the agenda, an opportunity to present arguments for and against the proposed rezoning was held;

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

SECTION 1. The Official Zoning Map of the City of Navasota is hereby amended to change the property legally described on Exhibit "A" and shown on Exhibit "B" from A/O Agriculture Open Space District to "Pecan Lakes Estates Phase III PUD" a Planned Unit Development. Unless otherwise provided for or modified by Exhibit "C", the property located within the Pecan Lakes Estates Phase III PUD area shall conform to the provisions of the City's Zoning Ordinance, Subdivision Ordinance and all other applicable ordinances.

SECTION 2. If any section, subsection, word, sentence or phrase of this Ordinance is held invalid, it shall not affect the remaining parts of this Ordinance.

SECTION 3. This Ordinance shall become effective from and after its passage, approval, and adoption on second reading.

PASSED AND ADOPTED ON FIRST READING THIS THE 9th DAY OF MARCH 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**PASSED AND ADOPTED ON SECOND READING THIS 23RD DAY OF
MARCH 2020.**

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Exhibit "B"

Pecan Lakes Estates Phase III



Exhibit "C"

Pecan Lakes Estates Phase III PUD: Concept Plan

Subdivision Homeowner's Association

Pecan Lakes Estates will have an HOA which will be responsible for public/common areas of the subdivision, regulate parking off of the street, provide for design covenant review/construction finishes.

Permitted Uses

1. Single dwelling units
2. Temporary construction buildings for use incidental to permitted construction work on the premises. Such buildings must be removed upon completion or abandonment of construction.
3. Real Estate sales offices during the development of residential subdivisions, but not to exceed two (2) years.
4. Accessory units, customarily incidental to the above uses, and located on the same lot not involving the conduct of retail business except as allowed by the Zoning Ordinance, and provided that any accessory structure shall be located not less than five (5) feet from any side or rear lot line.
5. Parkland and open space
6. Water supply, sanitary sewer, storm sewer and similar utility facilities

Prohibited Uses

1. Uses that are not listed as permitted uses.

Development Standards

1. Height Restrictions
 - a. Thirty-five (35) feet high is the maximum height including roof gables, chimneys, vent stacks, or other mechanical equipment
2. Building Setbacks
 - a. Front setback
 - i. Twenty-five (25) feet
 - b. Rear setback
 - i. Twenty (20) feet
 - c. Side Setback
 - i. On each side of a single dwelling unit having a width of not less than five feet. When abutting a street, the minimum side setback shall be at least twenty (20) feet.
3. Lot Dimensions
 - a. Lot Area for Single Dwelling Unit minimum lot area shall be 6,000 square feet
 - b. Lot Width for Single Dwelling Unit shall be a minimum of 50 feet wide
 - c. Lot Depth shall average a minimum of 100 feet in depth between the side lot lines

4. Density
 - a. The maximum number of single dwelling units, shall not exceed 6 units per acre
5. Parking
 - a. Two on-site parking spaces per single dwelling shall be required
6. Facades
 - a. Front and Side exterior facades of the single dwelling units shall be constructed of 100% brick or stone masonry.
7. Exterior Lighting
 - a. All Street Lighting and Exterior Lighting of the dwellings shall be designed to direct light down onto the site and away from neighboring property. Lighting shall be designed to include cut-off shielding to minimize light pollution.
8. Landscape Standards
 - a. Landscape designs shall be prepared to enhance the visual appeal of the built environment, screen undesirable views, strengthen the pedestrian scale, provide a buffer between auto and pedestrian environments, help define the site, provide congruency with the existing neighborhood, and break up large areas of hard surface.
 - b. Re-naturalization of all areas disturbed by the construction of the site and buildings is required. Re-naturalizing includes the following native plant materials:
 - i. 5–10% Trees
 - ii. 25–45% Shrubs (a minimum of 3 varieties encouraged)
 - iii. 35–55% Grasses
 - iv. 0–25% Forbs
 - c. Development shall minimize potable water consumption for irrigation. Reductions can be attributed to any combination of the following items:
 - i. Predominate use (greater than fifty (50) percent) native plant species.
 - ii. Efficient irrigation systems (WaterSense labeled irrigation controllers, rain guards, check valves, drip irrigation, etc.).
 - iii. Use of captured rainwater for irrigation.
 - d. Where landscaping is intended to provide a visual screen, the species, quantity, maturity (size), and spacing of the initial plantings shall be sufficient to provide a functional screen within a single growing season.
 - e. Landscaping shall be completed within one year of receiving building occupancy. Exceptions for weather delays to landscape completion may be considered.
 - f. No evergreen tree with a mature width greater than twenty (20) feet shall be planted within fifteen (15) feet of a hardscaped area.
9. Sidewalks
 - a. Sidewalks shall be installed on at least one side of all public streets.

Exhibit "A"

METES AND BOUNDS DESCRIPTION
OF A 102.4197 ACRE TRACT OF LAND IN
THE JAMES WHITESIDES SURVEY, A-62 AND
THE DANIEL TYLER SURVEY, A-55
GRIMES COUNTY, TEXAS
FOR PURPOSE OF ANNEXATION AND ZONING

All that certain tract or parcel of land, containing 102.4197 acres, in the James Whitesides Survey, Abstract 62, (A-62), and the Daniel Tyler Survey, A-55, Grimes County, Texas, being comprised of all of a 57.6204 acre tract of land as described in a deed filed for record in Volume 1711, Page 676, Real Property Records Grimes County, (R.P.R.G.C.), all of a 43.9641 acre tract of land as described in a deed filed for record in Volume 1676, Page 320, (R.P.R.G.C.), and in Volume 1677, Page 31, (R.P.R.G.C.), a 0.3736 acre portion of a call 1.2275 acre tract of land, said call 1.2275 acre tract of land being described in a deed filed for record in Volume 1676, Page 324, (R.P.R.G.C.), and a 0.4616 acre portion of the remainder of a call 27.49 acre tract of land being Tract Two, said Tract Two being described in a deed filed for record in Volume 1684, Page 451, (R.P.R.G.C.), said 102.4197 acre tract of land being more particularly described by metes and bounds as follows:

COMMENCING at an axle found in the south right-of-way line of State Highway 105, said point marking the northwest corner of the remainder of a call 291.136 acre tract of land as described in a deed filed for record in Volume 827, Page 500, (R.P.R.G.C.), and the northeast corner of the remainder of a call 26.469 acre tract of land as described in a deed filed for record in Volume 1247, Page 579, (R.P.R.G.C.);

THENCE S 01°18'45" E along the common line of the remainder of said call 291.136 acre tract of land and the remainder of said call 26.469 acre tract of land as described in Volume 1247, Page 579, (R.P.R.G.C.), a distance of 1,170.49 feet to a ¾" iron rod with "EIC" cap found marking the southwest corner of the remainder of said call 291.136 acre tract of land, the northwest corner of Reserve "A", Block 6, of Pecan Lakes Estates Phase 2, a subdivision recorded in Volume 1703, Page 286, (R.P.R.G.C.), Slide Number 200, the northwest corner of said Pecan Lakes Estates Phase 2, the southeast corner of the remainder of said call 26.469 acre tract of land as described in Volume 1247, Page 579, (R.P.R.G.C.), the northeast corner of said 43.9641 acre tract of land, and the northeast corner and POINT OF BEGINNING of the herein described 102.4197 acre tract of land;

THENCE S 01°18'45" E, along the common line of said Reserve "A", Block 6, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 71.46 feet to a 5/8" iron rod found in the apparent south line of said Daniel Tyler Survey and the apparent north line of said James Whitesides Survey, marking an interior corner of said 43.9641 acre tract of land, the southwest corner of said Reserve "A", Block 6, and an interior corner of the herein described 102.4197 acre tract of land;

THENCE N 89°00'45" E, along the common line of said James Whitesides Survey, said Daniel Tyler Survey, said Reserve "A", Block 6, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 30.06 feet to a 5/8" iron rod found in the west line of Lot 6, Block 6, of said Pecan Lakes Estates Phase 2, said point marking the southeast corner of said Reserve "A", Block 6, an interior corner of said 43.9641 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

**METES AND BOUNDS DESCRIPTION
OF A 102.4197 ACRE TRACT OF LAND IN
THE JAMES WHITESIDES SURVEY, A-62 AND
THE DANIEL TYLER SURVEY, A-55
GRIMES COUNTY, TEXAS
FOR PURPOSE OF ANNEXATION AND ZONING**

THENCE S 00°07'52" W, along the common line of Block 6 and Block 5 of said Pecan Lakes Estates Phase 2, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, passing at a distance of 393.08 feet the center line of Bunker Drive, a 60 feet right-of-way, of said Pecan Lakes Estates Phase 2, also passing at a distance of 594.15 feet a ¾" iron rod with EIC cap found marking the southwest corner of Lot 9, Block 5, of said Pecan Lakes Estates Phase 2, the southwest corner of said Pecan Lakes Estates Phase 2, the northwest corner of Lot 8, Block 5, of Pecan Lakes Estates a subdivision recorded in Volume 1615, Page 372, (R.P.R.G.C.), Slide Number 162, and the most westerly northwest corner of said Pecan Lakes Estates, also passing at a distance of 1,020.88 feet the center line of Eagle View Drive, a 60 feet right-of-way, of said Pecan Lakes Estates, also passing at a distance of 1,083.24 feet a 5/8" iron rod found marking the southwest corner of Reserve "D", Block 2, of said Pecan Lakes Estates, also the most westerly southwest corner of said Pecan Lakes Estates, and the northwest corner of a call 0.2802 acre tract of land designated as a well site as described in a deed filed for recorded in Volume 1275, Page 241, (R.P.R.G.C.), also passing at a distance of 1,194.15 feet a 5/8" iron rod found marking the southwest corner of said call 0.2802 acre tract of land and the northwest corner of a call 0.5863 acre tract of land as described in a deed filed for record in Volume 1275, Page 247, (R.P.R.G.C.), a total distance of 1,214.24 feet to an angle point in the east line of said 43.9641 acre tract of land and an angle point in the east line of the herein described 102.4197 acre tract of land, a 5/8" iron rod found marking the southwest corner of said call 0.5863 acre tract of land and the most westerly northwest corner of Pecan Lakes Golf Course, LLC being the remainder of a call 188.469 acre tract of land as described in a deed filed for record in Volume 1021, Page 307, (R.P.R.G.C.);

THENCE S 00°06'49" W, along the common line of said 43.9641 acre tract of land, the remainder of said call 188.469 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 2,948.27 feet to a ½" iron rod with cap found marking the southwest corner of the remainder of said call 188.469 acre tract of land, an interior corner of said 43.9641 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

THENCE N 88°28'34" E, along the common line of the remainder of said call 188.469 acre tract of land, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 781.14 feet to a 5/8" iron rod found in the south line of the remainder of said call 188.469 acre tract of land, said point marking an interior corner of the remainder of a call 537.287 acre tract of land as described as Parcel "D" in a deed filed for record in Volume 1632, Page 324, (R.P.R.G.C.), an interior corner of said 43.9641 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

THENCE S 00°58'46" E, along the common line of the remainder of said call 537.287 acre tract of land, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 50.00 feet to a 5/8" iron rod found marking an interior corner of the remainder of said call 537.287 acre tract of land, the southeast corner of said 43.9641 acre tract of land, and the southeast corner of the herein described 102.4197 acre tract of land;

METES AND BOUNDS DESCRIPTION
OF A 102.4197 ACRE TRACT OF LAND IN
THE JAMES WHITESIDES SURVEY, A-62 AND
THE DANIEL TYLER SURVEY, A-55
GRIMES COUNTY, TEXAS
FOR PURPOSE OF ANNEXATION AND ZONING

THENCE S 88°28'34" W, along the common line of the remainder of said call 537.287 acre tract of land, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 1,224.75 feet to a 5/8" iron rod found marking an interior corner of the remainder of said call 537.287 acre tract of land, the southwest corner of said 43.9641 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

THENCE N 00°09'09" E, along the common line of the remainder of said call 537.287 acre tract of land, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 52.76 feet to a 1/2" iron rod found in the west line of said 43.9641 acre tract of land, said point marking an interior corner of the remainder of said call 537.287 acre tract of land, the southeast corner of said 57.6204 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

THENCE S 88°28'50" W, along the common line of the remainder of said call 537.287 acre tract of land, said 57.6204 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 663.13 feet to a 1/2" iron rod found marking an angle point in the north line of the remainder of said call 537.287 acre tract of land, an angle point in the south line of said 57.6204 acre tract of land, and an angle point in the south line of the herein described 102.4197 acre tract of land;

THENCE S 89°43'17" W, along the common line of the remainder of said call 537.287 acre tract of land, said 57.6204 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 221.62 feet to a 1/2" iron rod found in the north line of the remainder of said call 537.287 acre tract of land, said point marking the southeast corner of a call 31.79 acre tract of land as described in a deed filed for record in Volume 1631, Page 840, (R.P.R.G.C.), the southwest corner of said 57.6204 acre tract of land, and the southwest corner of the herein described 102.4197 acre tract of land;

THENCE N 00°12'29" E, along the common line of said call 31.79 acre tract of land, said 57.6204 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 2,851.22 feet to a 1/2" iron rod with "Wisnoski" cap in the east line of said call 31.79 acre tract of land, said point marking the southwest corner of a call 10.01 acre tract of land as described in a deed filed for record in Volume 1702, Page 510, (R.P.R.G.C.), the northwest corner of said 57.6204 acre tract of land, and the most westerly northwest corner of the herein described 102.4197 acre tract of land;

THENCE S 89°48'53" E, along the common line of said call 10.01 acre tract of land, said 57.6204 acre tract of land, and the herein described 102.4197 acre tract of land, passing at a distance of 425.67 feet a 1/2" iron rod with "Wisnoski" cap marking the southeast corner of said call 10.01 acre tract of land and the southwest corner of the remainder of said call Tract Two, in all a total distance of 881.71 feet to a 5/8" iron rod found in the west line of said 43.9641 acre tract of land, said point marking the southeast corner of the remainder of said call Tract Two, the northeast corner of said 57.6204 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

METES AND BOUNDS DESCRIPTION
OF A 102.4197 ACRE TRACT OF LAND IN
THE JAMES WHITESIDES SURVEY, A-62 AND
THE DANIEL TYLER SURVEY, A-55
GRIMES COUNTY, TEXAS
FOR PURPOSE OF ANNEXATION AND ZONING

THENCE N 00°09'09" E, along the common line of the remainder of said call Tract Two, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, passing at a distance of 918.03 feet a ½" iron rod found marking an angle point in the west line of said 43.9641 acre tract of land, the most easterly northeast corner of the remainder of said call Tract Two, the southeast corner of the remainder of said call 1.2275 acre tract of land, and the south corner of said 0.3736 acre tract of land, a total distance of 1,270.43 feet to a 5/8" iron rod set marking the northeast corner of the remainder of said call 1.2275 acre tract of land, an interior corner of said 0.3736 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

THENCE N 89°48'38" W, along the common line of the remainder of said call 1.2275 acre tract of land, said 0.3736 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 104.95 feet to a 5/8" iron rod set marking an angle point in the north line of the remainder of said call 1.2275 acre tract of land, an angle point in the south line of said 0.3736 acre tract of land, and an angle point in a line of the herein described 102.4197 acre tract of land;

THENCE S 89°15'21" W, along the common line of the remainder of said call 1.2275 acre tract of land, said 0.3736 acre tract of land, and the herein described 102.4197 acre tract of land, passing at a distance of 0.49 feet a 5/8" iron rod set marking the northwest corner of the remainder of said call 1.2275 acre tract of land, the most northerly northeast corner of the remainder of said call Tract Two, the southwest corner of said 0.3736 acre tract of land, and the southeast corner of said 0.4616 acre tract of land, a total distance of 335.62 feet to a 5/8" iron rod set in the east line of a call 2.948 acre tract of land as described in a deed filed for record in Volume 1494, Page 165, (R.P.R.G.C.), said point marking the most northerly northwest corner of the remainder of said call Tract Two, the southwest corner of said 0.4616 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land, from which point a point in concrete marking the southeast corner of said call 2.948 acre tract of land and an interior corner of the remainder of said call Tract Two bears S 00°12'39" W, a distance of 402.96 feet;

THENCE N 00°12'39" E, along the common line of said call 2.948 acre tract of land, said 0.4616 acre tract of land, and the herein described 102.4197 acre tract of land, passing at a distance of 28.25 feet the fence line delineating the apparent southerly line and southeast corner of Grimes County Road 424 as listed in Volume 1226, Page 208, (R.P.R.G.C.), a total distance of 60.01 feet to a 5/8" iron rod set in the south line of a call 5.90 acre tract owned by Navasota LP Gas Co. Inc., the apparent south line of said Daniel Tyler Survey, and the apparent north line of said James Whitesides Survey, said point marking the northeast corner of said call 2.948 acre tract of land, the northeast corner of said Grimes County Road 424, the northwest corner of said 0.4616 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

METES AND BOUNDS DESCRIPTION
OF A 102.4197 ACRE TRACT OF LAND IN
THE JAMES WHITESIDES SURVEY, A-62 AND
THE DANIEL TYLER SURVEY, A-55
GRIMES COUNTY, TEXAS
FOR PURPOSE OF ANNEXATION AND ZONING

THENCE N 89°15'21" E, along the common line of said James Whitesides Survey, said Daniel Tyler Survey, said call 5.90 acre tract of land, said 0.4616 acre tract of land, and the herein described 102.4197 acre tract of land, passing at a distance of 73.58 feet a point for corner marking the southeast corner of said call 5.90 acre tract of land, the southwest corner of a call 9.9 acre tract of land as described in a deed filed for record in Volume 1061, Page 421, (R.P.R.G.C.), a total distance of 335.11 feet to a ½" iron rod found marking an angle point in the south line of said call 9.9 acre tract of land, the northeast corner of said 0.4616 acre tract of land, the northwest corner of said 0.3736 acre tract of land, and an angle point in a line of the herein described 102.4197 acre tract of land;

THENCE S 89°48'38" E, along the common line of said James Whitesides Survey, said Daniel Tyler Survey, said call 9.9 acre tract of land, said 0.3736 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 153.64 feet to a ½" iron rod found marking the southeast corner of said call 9.9 acre tract of land, the northeast corner of said call 0.3736 acre tract of land, an angle point in the west line of said 43.9641 acre tract of land, and an interior corner of the herein described 102.4197 acre tract of land;

THENCE N 01°20'33" W, along the common line of said call 9.9 acre tract of land, said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, a distance of 83.36 feet to a 5/8" iron rod found in the east line of said call 9.9 acre tract of land, said point marking the southwest corner of the remainder of a call 26.469 acre tract of land as described in a deed filed for record in Volume 1303, Page 413, (R.P.R.G.C.), the northwest corner of said 43.9641 acre tract of land, and the most northerly northwest corner of the herein described 102.4197 acre tract of land, from which a ½" iron rod found in the southerly right-of-way line of State Highway 105 marking the northeast corner of said call 9.9 acre tract of land and the northwest corner of the remainder of said call 26.469 acre tract of land as described in Volume 1303, Page 413, (R.P.R.G.C.), bears N 01°20'33" W, a distance of 1,032.53 feet;

THENCE S 89°52'08" E, along the common line of the remainder of said call 26.469 acre tract of land as described in Volume 1303, Page 413, (R.P.R.G.C.), said 43.9641 acre tract of land, and the herein described 102.4197 acre tract of land, passing at a distance of 170.14 feet, a 5/8" iron rod found marking the southeast corner of the remainder of said call 26.469 acre tract of land as described in Volume 1303, Page 413, (R.P.R.G.C.), and the southwest corner of the remainder of said call 26.469 acre tract of land as described in Volume 1247, Page 579, (R.P.R.G.C.), a total distance of 362.02 feet to the northeast corner and POINT OF BEGINNING of the herein described tract of land and containing 102.4197 acres of land.

The basis of bearing is S 00°07'52" W along the westerly line of said Pecan Lakes Estates subdivision per recorded plat.



ORDINANCE NO. 920-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS, AMENDING CHAPTER 14 ZONING, EXHIBIT A ZONING ORDINANCE, ARTICLE XXI BUILDING PERMITS, CERTIFICATES OF OCCUPANCY AND CERTIFICATES OF COMPLIANCE, 21.5 SITE PLAN PROCESS, OF THE CODE OF ORDINANCES OF THE CITY OF NAVASOTA, TEXAS; PROVIDING FOR A SEVERABILITY AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; AND FINDING PROPER NOTICE OF MEETING.

WHEREAS, the City of Navasota ("City") is a Texas home-rule municipality; and

WHEREAS, pursuant to Texas Local Government Code, Section 51.001, the City has the authority to adopt ordinances and regulations for the good government, peace and order of the City; and

WHEREAS, as a home-rule municipality, Texas Local Government Code, Section 51.072 confirms that the City has the full power of local self-government; and

WHEREAS, the City Zoning Ordinance ("Zoning Ordinance") includes provisions outlining public hearing and notification requirements; and

WHEREAS, all notification and public hearing requirements have been satisfied in accordance with state law and the City's Code of Ordinances; and

WHEREAS, the City desires to amend site plan submittal requirements in the Zoning Ordinance; and

WHEREAS, the City Council finds and determines that it is in the best interest of the City to adopt the regulations as set forth herein;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Navasota, Texas that:

SECTION 1. FINDINGS INCORPORATED

The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 1. Chapter 14 Zoning, Article XXI building permits, certificates of occupancy and certificates of compliance, 21.5 site plan process, C-4, is hereby amended by adding subsection (o) to read as follows:

o) As part of the "as built" plans the developer shall submit to the City GIS line data showing GPS accurate locations of sewer, water, gas, and storm main/service lines and taps installed within any rights-of-way or public utility easements for GIS mapping purposes.

SECTION 2. CUMULATIVE EFFECT

This Ordinance shall be cumulative of all laws of the State of Texas and the United States governing the subject matter of this Ordinance, now existing or as hereafter amended.

SECTION 3. SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

SECTION 4. REPEALER CLAUSE

Any provision of any prior ordinance of the City whether codified or uncoded, which are in conflict with any provision of this Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law.

SECTION 6. NOTICE OF MEETING

Notice of the time and place, where and when said Ordinance would be considered by the City Council at a public meeting was given in accordance with applicable law, prior to the time designated for meeting.

PASSED ON FIRST READING THIS THE 9TH DAY OF MARCH, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED ON SECOND READING THIS THE 23RD DAY OF MARCH, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

ORDINANCE NO. 921-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS, AMENDING CHAPTER 10, SUBDIVISION REGULATION, ARTICLE 10.02 SUBDIVISION ORDINANCE, EXHIBIT A SUBDIVISION DEVELOPMENT, ARTICLE 7 REQUIREMENTS FOR IMPROVEMENT, SECTION 7.08 UTILITIES, OF THE CODE OF ORDINANCES OF THE CITY OF NAVASOTA, TEXAS REGARDING UTILITY TAP LOCATIONS WITHIN EASEMENTS; PROVIDING FOR A SEVERABILITY AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; AND FINDING PROPER NOTICE OF MEETING

WHEREAS, the City of Navasota ("City") is a Texas home-rule municipality; and

WHEREAS, pursuant to Texas Local Government Code, Section 51.001, the City Council of the City of Navasota ("City Council") has the authority to adopt ordinances and regulations for the good government, peace and order of the City; and

WHEREAS, as a home-rule municipality, Texas Local Government Code, Section 51.072 confirms that the City has the full power of local self-government; and

WHEREAS, the City's Subdivision Ordinance currently regulates utilities but does not regulate the location of utility taps or require utility location data be submitted for GIS mapping; and

WHEREAS, the City desires the regulation of utility taps within easements in the City; and

WHEREAS, the City desires that certain utility location data be submitted for GIS mapping purposes; and

WHEREAS, the City Council finds and determines that it is in the best interest of the City to adopt the regulations as set forth herein;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Navasota, Texas that:

SECTION 1. FINDINGS INCORPORATED

The findings set forth above are incorporated into the body of this ordinance as if fully set forth herein.

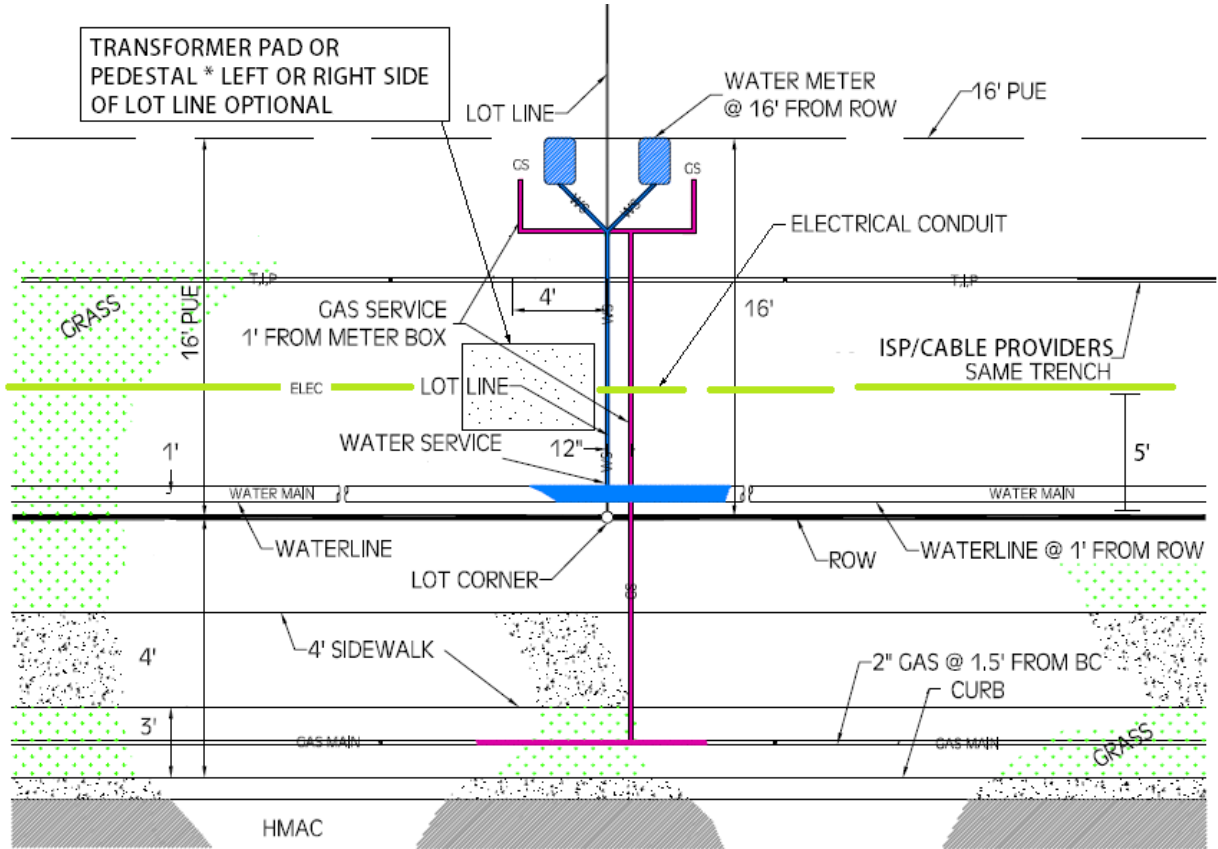
SECTION 2.

Chapter 10 Subdivision Regulation, Article 10.02 Subdivision Ordinance, Exhibit A Subdivision Development Ordinance, Article 7 Requirements for Improvements, Reservations, and Design, Section 7.08 Utilities of the Code of Ordinances, City of Navasota, Texas is hereby amended by adding subsection 7.08.04 and 7.08.05 to read as follows:

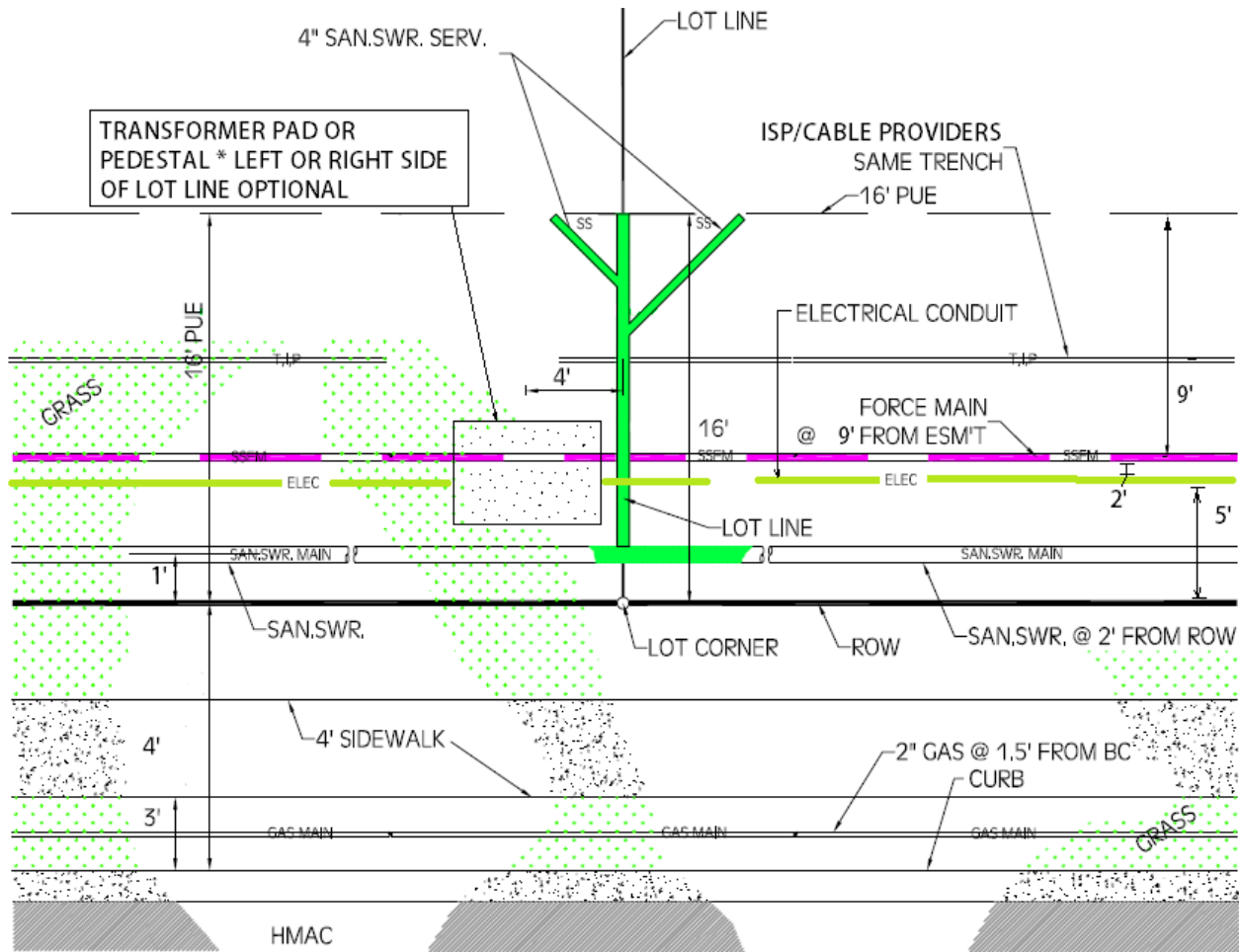
7.08.04 Utility Location Standards: When a development necessitates the installation of public utility improvements all taps must be installed within a utility easement and constructed as set forth below:

- A. All taps and sanitary sewer cleanouts must terminate at the end of the utility easement furthest from the street right-of-way when the utility easement is located in the front and furthest from the right-of-way/alley when the utility easement is located at the rear of the property. (Refer to Exhibit "1")
- B. All taps must be installed within 4 feet of side lot lines.
- C. Sanitary sewer taps installed for dual service must be 6" minimum.
- D. Top of water meter boxes containing water taps must be at minimum 1/2" above final grade.

Exhibit "1"



SERVICE LOCATIONS AT RIGHT OF WAY - WATER SIDE



SERVICE LOCATIONS AT RIGHT OF WAY - SEWER SIDE

7.08.05 Underground Public Improvements: As part of the "as built" plans the developer shall submit to the City GIS line data showing GPS accurate locations of sewer, water, gas, and storm main lines and service lines installed within any rights-of-way or public utility easements for GIS mapping purposes.

SECTION 3. CUMULATIVE EFFECT

This Ordinance shall be cumulative of all laws of the State of Texas and the United States governing the subject matter of this Ordinance, now existing or as hereafter amended.

SECTION 4. SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect

any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

SECTION 5. REPEALER CLAUSE

Any provision of any prior ordinance of the City whether codified or uncoded, which are in conflict with any provision of this Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law.

SECTION 7. NOTICE OF MEETING

Notice of the time and place, where and when said Ordinance would be considered by the City Council at a public meeting was given in accordance with applicable law, prior to the time designated for meeting.

PASSED ON FIRST READING THIS THE 9TH DAY OF MARCH, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED ON SECOND READING THIS THE 23RD DAY OF MARCH, 2020.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 18. **AGENDA DATE:** March 23, 2020

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Consideration and possible action on approval and adoption of personnel policies and practices of the City of Navasota, Texas that are necessary and/or appropriate to address issues related to COVID-19 affecting the operations, staffing, functions and/or employees of the City.

ITEM BACKGROUND:

Police Chief/Assistant City Manager Shawn Myatt is currently working on the personnel policies and practices of the City of Navasota that may be affected by COVID-19. We will send that out on Monday when completed.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval and adoption of personnel policies and practices of the City of Navasota, Texas that are necessary and/or appropriate to address issues related to COVID-19 affecting the operations, staffing, functions and/or employees of the City and delegate the City Manager to amend the policies and practices of the City as needed to respond to the quickly changing COVID-19 issues.

ATTACHMENTS:

**CITY OF NAVASOTA
MISCELLANEOUS ITEMS**

1. AGENDA PLANNING CALENDAR
2. MUNICIPAL COURT REPORT FOR FEBRUARY 2020

AGENDA PLANNING CALENDAR

MARCH 23, 2020 - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 3/09/2020

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Audit results of gas system audit; (b) TML Award – 15 years for excellence on gas system; (c) Utility update; (d) Introduce Artists in Residency; (e) Proclamations – Child Abuse Prevention Month and National Service Recognition Day; (e) Board and Commission update; and (f) Reports from staff and City Council
5. Specific use permit – Food Truck – Armstrong property
6. 1st reading of Ordinance No. 924-20, specific use permit – food truck – Armstrong property
7. Bid award for 2019 Street Maintenance project
8. Award bid for impound lot – PD
9. Bank depository extension of contract
10. 1st reading of Ordinance No. 922-20, amendment to Library budget
11. Postponing the May 2, 2020 election
12. Appoint election judges
13. 1st reading of Ordinance No. 923-20, Council meeting procedures
14. Job Description – Director of Parks, Recreation and Library
15. PUC – Telecommunication Rates
15. Extending declaration – COVID-19
16. Consent agenda: (1) 2nd reading of Ordinance No. 919-20, rezoning Pecan Lakes – Phase III; (2) 2nd reading of Ordinance No. 920-20 - amending Chapter 14, Zoning, site plan process; and (3) 2nd reading of Ordinance No. 921-20 - amending Chapter 10, Subdivision Regulations, utility tap locations
17. Adjourn

APRIL 13, 2020 - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 3/30/2020

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Proclamation – Telecommunicator Week; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Chamber quarterly update
6. Audit for FY 2018-2019
7. Traffic changes and parking along Railroad Street
8. Consent agenda: (a) Minutes for the month of March 2020; (b) Expenditures for the month of March 2020; (c) 2nd reading of Ordinance No. 922-20 - amendment to Library budget; (d) 2nd reading of Ordinance No. 923-20, Council meeting procedures; and (e) 2nd reading of Ordinance No. 924-20, specific use permit, food truck, Armstrong property
9. Adjourn

APRIL 27, 2020 - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 4/13/2020

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Proclamation – Telecommunicator Week; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Adjourn

Official Municipal Court Monthly Report

Month February Year 2020

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 RJESSIE@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	February	YEAR	2020	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
1. Total Cases Pending First of Month:				381	0	24	243	29	85
a. Active Cases				50	0	2	16	12	3
b. Inactive Cases				331	0	22	227	17	82
2. New Cases Filed				8	0	1	10	3	6
3. Cases Reactivated				2	0	0	0	0	1
4. All Other Cases Added				0	0	0	0	0	0
5. Total Cases on Docket				60	0	3	26	15	10
6. Dispositions Prior to Court Appearance or Trial:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. Uncontested Dispositions				6	0	3	1	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				0	0	0	7	2	3
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

CRIMINAL SECTION

COURT NAVASOTA MUNICIPAL COURT			TRAFFIC			NON-TRAFFIC		
MONTH	February	YEAR 2020	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
8. Compliance Dismissals:								
a. After Driver Safety Course			1					
b. After Deferred Disposition			0	0	0	1	0	1
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			1					
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								
			8	0	3	9	2	4
11. Cases Placed on Inactive Status								
			2	0	0	2	0	0
12. Total Cases Pending End of Month:								
a. Active Cases			50	0	0	15	13	6
b. Inactive Cases			331	0	22	229	17	81
13. Show Cause Hearings Held								
			5	0	0	2	1	1
14. Cases Appealed:								
a. After Trial			0	0	0	0	0	0
b. Without Trial			0	0	0	0	0	0

CIVIL SECTION

COURT	NAVASOTA MUNICIPAL COURT					
MONTH	February	YEAR	2020		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	February	YEAR	2020
		TOTAL	
1. Transportation Code Cases Filed		0	
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		3	
10. Transfer to Juvenile Court:	XXXXXXXXXXXXXXXXXX		
a. Mandatory Transfer		0	
b. Discretionary Transfer		2	
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:	XXXXXXXXXXXXXXXXXX		
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	

NUMBER GIVEN	NUMBER REQUESTS FOR COUNSEL
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

|XXXXXXXXXXXXXXXXXX|XXXXXXXXXXXXXXXXXXXX|

8 | XXXXXXXXXXXXXXXXXXXX |

1 01 01

| 0 | 0 |

TOTAL	
-------	--

|XXXXXXXXXXXXXXXXXXXX|

4

1 | 2 |

| 7 |

| 25 |

0

0

| 0 |

1 01

1 01

1	0
---	---

1 01

1 01

1 2

1 01

1

14. Cases in Which Fine and Court Costs Satisfied by Community Service:	XXXXXXXXXXXXXXXXXX
a. Partial Satisfaction	0
b. Full Satisfaction	0
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit	10
16. Cases in Which Fine and Court Costs Waived for Indigency	2
17. Amount of Fines and Court Costs Waived for Indigency	\$652.00
18. Fines, Court Costs and Other Amounts Collected:	XXXXXXXXXXXXXXXXXX
a. Kept by City	\$8,585.67
b. Remitted to State	\$1,855.93
c. Total	\$10,441.60

Run By: rjessie
Report Type: Summary
Date Range: 2/01/2020 - 2/29/2020
Finalize Report: Yes
Correction: No

*** END OF REPORT ***