

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
MARCH 28, 2022**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 28th of March, 2022 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCltnx7BQt0TCIYJRiZ14g5w>

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) Capital Improvements Project update [Jennifer Reyna, Director of Utilities];
 - (b) Water Modeling Project update [Jennifer Reyna, Director of Utilities];
 - (c) Gas Modeling Project update [Jennifer Reyna, Director of Utilities];
 - (d) Clean up event results [Jose Coronilla, Director of Streets and Sanitation];
 - (e) Board and Commission update [City Council]; and
 - (f) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]
5. Presentation, discussion and possible action on an order to repair or demolish the structure at 716 E. Washington, Navasota, TX 77868. [Erik Covarrubias, Code Enforcement Specialist]
6. Discussion and workshop on proposed Fiscal Year budget for 2022-2023. [Jason Weeks, City Manager]

7. Adjourn.

DATED THIS THE 25TH OF MARCH, 2022

/JW/

BY: JASON WEEKS, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 25th of March, 2022 at 02:55 PM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at www.navasotatx.gov.

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

DATED THIS THE 25TH OF MARCH, 2022

/SMH/

BY: SUSIE M. HOMEYER, CITY SECRETARY

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

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 4.

AGENDA DATE: March 28,
2022

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: JW

ITEM: Staff Report:

(a) Capital Improvements Project update [Jennifer Reyna, Director of Utilities];

(b) Water Modeling Project update [Jennifer Reyna, Director of Utilities];

(c) Gas Modeling Project update [Jennifer Reyna, Director of Utilities];

(d) Clean up event results [Jose Coronilla, Director of Streets and Sanitation];

(e) Board and Commission update [City Council]; and

(f) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

1. Vision-Mission-Strategic Plan - 2022
2. Planning Calendar



So much, so close.

**Report
and
Strategic Plan**

**Adopted
April 26, 2021**

**Prepared and Facilitated
By
Ron Cox Consulting**



REPORT AND STRATEGIC PLAN COUNCIL/STAFF RETREAT

CITY OF NAVASOTA

February 12, 2021

Introduction

On February 12, 2021, the Mayor, City Council and staff of the City of Navasota met for a retreat planning session. The purpose of this meeting was twofold.

- Confirm and expand the governance philosophy for the City Council. Included in that is identifying key elements of the Council's vision for Navasota.
- Prepare a strategic plan for the city.

The Mayor, Council and staff freely worked together, and their work was exemplary in all respects. Ron Cox facilitated the process.

Governance

In their February 12, 2021 session the Council confirmed the governance policy they established in 2017 and expanded on it by further defining their governance philosophy. The Council participated in discussions about their role, together and their leadership responsibilities. The elements of a strong governance model are having and following clear vision and mission, establishing leadership and communications philosophies, and identifying the expectations of each other as City Council members, and the City staff, and of identifying and recognizing the expectations staff has of the City Council.

The key elements of the Governance Philosophy are leadership, communication and understanding and defining expectations. These define how the team will function together. Visioning and planning are the key elements that define what the strategies and goals are for the City of Navasota and what they will be to ensure the vision is ultimately attained.

Governance Model

The governance model first begins with leadership. Each member of the Council asked to provide input into how they will lead, communicate and a defining of expectations for themselves and staff.

The facilitator began the process by asking each of the members why they ran and serve on the City Council. They responded as follows:

The Mayor and Council reviewed and confirmed their Governance Policy and Rules of Engagement established in 2017. These are as follows.

Mayor and Council members ran for the office and serve ...

- Had already serviced on other boards and wanted to be active in the growth to come.
- To lead city in the right direction.
- Saw growth coming and saw weaknesses in various ordinances that needed strengthening – now growth is really here.
- To bring a different insight as a native of Navasota.
- To encourage business growth and economic development.
- Am able to serve.
- Originally to change the direction of the city (and have done that).
- Exciting to be a part of big decisions for the community.

The facilitator then asked the members to describe the attributes they have that will contribute to the work of the Council.

Mayor and Council have the following attributes ...

- Able to think outside the box on issues.
- Business experience in the private sector.
- Provides a technical background.
- Brings a different point of view, being from a different generation than others on the Council.
- Historical memory as a native of Navasota.
- Love the community.
- Committed to the community.
- Service to the community.
- Have the time to serve.

- Have a special needs child bringing different perspective to decision making.
- Raised seven children and now grandchildren all in Navasota community and schools.
- Different stages of our lives, bring different viewpoints.

The Mayor and Council of the City of Navasota will lead by ...

- Providing the facts.
- Seeking and gaining understanding of the problems.
- Listening, asking, seeking information and deciding.
- Coming together for the greater good – compromising and building consensus.
 - Toward a common goal – betterment of Navasota.
 - Finding a win/win for all.
 - Building consensus.
- Picking your wins carefully.
- Not being afraid to admit you are wrong and changing your mind.
- Being patient.
- Being humble – not prideful or egotistical.
- Being passionate about our city, but not dictatorial.
- Being brave for our city.
- Showing respect and being respectful of others.

The Mayor and Council of the City of Navasota will communicate ...

- Effectively with citizens, each other and staff...
 - Concisely.
 - Clearly.
 - Completely.
- Seek and allow responses.
- Seek to understand.
- Take the time to explain the issue and resolution to each other and to citizens.

The Mayor and Council of the City of Navasota expect the following of each other...

- Remember we all work for the citizens – Council and staff alike.
- Set the table for the citizens on agenda items – fill in the gaps of knowledge for them.
- Follow the process.
- Be willing to slow the process down.
- Respect each other and their opinions.
- Be honest.
- Be consistent.
- Do your homework.
- Be vulnerable – admit you do not know everything.
- Be willing to learn.
- Don't take the issue personally

The Mayor and Council of the City of Navasota expect the following of the staff ...

- Set the table to explain agenda items for Council and citizens.
- Be clear and timely in the information flow to Council – understanding and responding to individual council members in the way that communicates best to them.
- Don't take it personally.
- Provide the full picture – the good, the bad, and the ugly.
- Have patience.
- Know your lane and stay in it.
- Understand the chain-of-command.

(It was noted that the City Council and staff should all have and respond to the same expectations.)

The staff expects the following of the Mayor and Council of the City of Navasota (as defined by the City Council) ...

- Don't play the "gotcha" game with staff.
- Have an understanding of staff, their role.
- Ask questions and don't assume.
- Have patience.
- Be fair.
- Listen to staff.
- Be respectful to staff.
- Seek information on what council can do to help the staff succeed.
- Seriously consider their recommendations.
- Attempt to solve the problems that are presented.
- Give them clear direction.
- Remember that staff is working for the citizens, as well as the Council.
- Don't put undue pressure on staff.
- Follow the chain-of-command.

Vision and Mission

On February 6, the Council and senior staff discussed the elements vision they have for Navasota. Currently, there are is Vision Statement and Mission Statement for the City. After a review, the Mayor and Council identified and confirmed the key elements of the vision and mission for the City.

Vision Statement

Navasota 2027: What America wants to Be:

A beautiful, progressive, vibrant, service oriented, close-kinit community filled with historic charm and promise for people and business.

Vision Elements

These elements were discussed and are presented in no particular order of priority. It was noted that in reviewing the Vision Statement from the Comprehensive Plan, these key vision elements are consistent with and embodied in the Vision Statement.

- Navasota is a role model for other cities.
- Clean.
- Safe.
- Friendly and inviting.
- Historic.
- Beautiful and manicured.
- Successful.
- Sustainable.
- Full of opportunity.
- Innovative.
- Charming.

Mission Statement

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

Mission Elements

These key mission elements are presented in no particular order of priority.

- Committed.
- Stay focused on the mission.
- Dedication and desire.
- Proper planning.
- To communicate the Vision.
- Provide great/exceptional customer service.
- Clear, consistent, defined responsibilities.
- Flexible.
- Understanding of your role and responsibilities.

Strategic Planning

The facilitator led the participants in a SWOT analysis, identifying and discussing the strengths, weaknesses, opportunities and threats for the City of Navasota, both organizationally and in the community. The weaknesses then were divided into common themes – Areas of Emphasis or Vision Elements. Within each of the Areas of Emphasis, opportunities – strategies and goals – were identified to overcome the weaknesses.

Finally, threats were identified that if not anticipated may get in the way of accomplishing the strategies and goals.

The participants were divided into three groups. Each group focused on strengths and weaknesses as follows.

Strengths

Group 1

- Qualified personnel.
- Close knit team/community.
- Has a can-do attitude.
- Pride in community and city organization.
- Friendly.
- Great leadership – Council, City Manager and staff.
- Caring.
- Small town charm.
- Service oriented.
- Open minded and welcoming.
- Knowledgeable about work, etc.
- Dedication.
- Good foundation upon which to build.
- Resilient.
- Organization is accountable to the community.
- Have integrity and honesty.
- Everyone is team player.
- Willing to admit to issues and problems.
- Self-aware.
- Transparent.
- Have community support.
- Have a multi-faceted community makeup.
- Visionaries.
- Excellent location.
- Diversity in the community.

Group 2

- Great staff.
- Buy-in from the community.
- A community feeling.
- Progressive.
- Safe.
- Leadership.
- Proactive Council.
- Beginning infrastructure design improvements.
- City services.
- Facilities.

- Partnerships.
- Potential for growth.
- Location.
- History.
- Industry.

Group 3

- Experience of Council and staff.
- New councilmembers bringing energy and new ideas.
- Leadership.
- Collaboration.
- Creativity.
- Openness/inviting community.
- Honesty/trust.
- Stability.
- Teamwork.
- Loyalty and pride.
- Service minded.
- Relationships/friendly/user friendly.
- Fun.
- Commitment and dedication.

Weaknesses

Group 1

- Lack of social and health services.
- Minimal retail services.
- Lack of transportation services.
- Lack of after 5 p.m. activities.
- Aging infrastructure.
- Difficulty in communication from the city to the citizens.
- Lack of finances for unfunded mandates.
- Outside negative perception of the community.
- Finding and retaining good staff.
- Lack of seasoned/experienced staff at all levels.
- Lack of citizen input/involvement.
- Uninformed criticism from citizens.
- Limited connectivity to high quality internet.
- Technologically inhibited/fear of technology

Group 2

- Fear of change.
- More work than staff can accomplish.
- Lack of job career diversity.

- Perception of the school district.
- Lack of rental/multifamily in the city.
- Retail leakage.
- Lack of amenities for social and family time.
- Train traffic.
- Animal control/fire department facilities need replacing.
- Lack of internet connectivity.

Group 3

- Communication/understanding of the message.
- People making assumptions without all the information.
- Aging infrastructure.
- Sometimes resistant to change.
- Dislike of others.
- Financial resources are limited.
- Retention of employees.
- Outside perception of Navasota.
- People have long memories.
- Lack of participation by the citizens.
- Being required to respond to circumstances beyond our control.
- Limited technology in the community in the city.

Areas of Emphasis

Reviewing the weaknesses presented resulted in the identification of five areas of emphasis.

- **Governance**
- **Economic Development**
- **Image/Communication**
- **Infrastructure**

Weaknesses Rearranged

The weaknesses identified above, were then summarized and arranged to be within one of the areas of emphasis.

- **Governance**
 - Resistance to change.
 - Employee retention.
 - Responding to circumstances beyond city's control.
 - Unfunded mandates.
 - Lack of participation.
- **Economic Development**
 - Diversity in career jobs.

- Sufficient revenue for infrastructure redevelopment.
- Retail leakage
- Lack of social and family recreation.
- Need for diversity in housing.
- Social and health services.
- **Image/Communication**
 - Negative perception of school district.
 - Negative perception of city.
 - Inability to provide information to all ages
 - Internally and externally.
 - Lack of understanding.
 - Criticism from the uninformed.
 - From city to citizens
- **Infrastructure**
 - Train traffic.
 - Again infrastructure
 - Transportation.
 - Facilities.
 - Poor quality of internet and technology, city and citywide.

Opportunities – Strategies and Goals

The groups then brainstormed to identify opportunities to overcome the weaknesses. These opportunities are the basis for the strategies and goals prepared below.

Governance

- **Establish a program to encourage more participation in Navasota government.**
 - Establish and implement leadership academies.
 - Establish a citizens' academy.
 - Establish a citizens' police academy.
 - Establish a citizens' fire academy.
 - Improve communication and strategic alignment between Council and all committees.
- **Establish an employee retention strategy.**
 - Identify and promote the work culture, benefits of the city.
 - Promote the community and organizational culture.
 - Explore housing incentives to live and work in Navasota and attract new employees.
 - Cast a wider net for employees.
 - Explore opportunities for providing employee benefits that incentivize employment and retention.
- **Explore opportunity for a full-time grant writer.**

- **Provide a clear sense of direction to all boards related to economic development.**
 - Establish an Economic Development Strategy with the NEDC

(Note: there were some communications initiatives in Governance. These have been moved to Image/Communication to avoid repetition.)

Economic Development

- **Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.**
- **Seek out grant opportunities.**
 - Pursue grants from EDA.
- **Enhance the marketing of Navasota.**
 - Marketing to fulfill housing needs.
 - Marketing of lower utility costs compared to other areas.
 - Marketing location and proximity to major metro areas in the state.
- **Seek partners to improve local health and social service providers.**
 - Explore health authority with county.
 - Explore partnership with St. Joseph's healthcare system.
 - Recruit health provider specialists (optometrists and medical providers)
- **Enhance strategic retail recruitment.**
 - Continue to partner with Retail Coach.
 - Attend recruitment conferences (industry, retail, restaurants, etc.)

(Note: there were some infrastructure initiatives in Economic Development. These have been moved to Infrastructure to avoid repetition.)

Image/Communication

- **Improve the perception and image of Navasota.**
 - Establish a positive campaign to promote Navasota.
 - Prepare both an in-person and digital message.
 - Identify target audiences.
 - Attend realtor conferences to tell the Navasota story.
 - Utilize citizens' academies (see Governance).
 - Explore use of Town Hall meetings – in-person and virtual.
- **Establish a program to educate ISD students about local government.**
 - Sponsor a job shadowing program for students in the city.
- **Improve communication in general with the public. (Note: moved from Governance)**
 - Be deliberate about creating buy-in from citizens.
 - Inform, educate and cast the vision.
 - Prepare and implement a communication protocol.

Infrastructure

- **Prepare a plan for construction of an elevated grade crossing over the railroad tracks.**

- Identify location and right of way needs for the crossing.
- Establish costs to city to accommodate the crossing.
- Identify land for a substation for fire and animal control.
- Establish contact and conversation with the railroad.
- **Prepare a capital improvements plan and program for needed city infrastructure.**
 - Improve aging infrastructure.
 - Improve aging and inadequate facilities.
 - Expand parks, trails and bike paths.
 - Identify funding sources – bonds, grants, etc.
- **Create additional opportunity for social and family amenities.**
 - Create additional sports facilities.
 - Make park improvements – trails, bike paths, etc.
- **Identify and plan for needed improvements to the community’s internet system.**
 - Identify and review the existing systems available to the City
 - BVCOG Fiber Loop
 - Midsouth Synergies
 - Other

Threats

Finally, Council and staff identified threats to accomplishing the goals and strategies that have been identified.

- Fear – lack of understanding of the issues and the unknown.
- Money.
- Economic downturn.
- Federal and state unfunded mandates and restrictions to local government.
- Social media.
- Uncommitted leadership.
- Politization of local government.
- Suffering the unintended consequences of outside mandates.
- Encroaching crime.
- Another pandemic – COVID.
- Adverse weather.
- No response to the failing infrastructure.
- The “cancel culture” – just turning off or destroying what one disagrees with – refusal to dialogue.
- Not adapting to the change in the ideology of the culture.

City Staff Implementation Sessions

April 5 and 14, 2021

On April 5, 2021 the facilitator met with the City Manager and staff to review the outcomes of the planning session and to determine next steps for the development of the implementation plan.

Implementation Plan Process. The staff reviewed a template to be used to develop the implementation portion of the planning process. During the discussions, a staff member was assigned as the team facilitator for the development of the implementation plan for each areas of emphasis. Further they began the process of developing action steps, with proposed timelines, and budget implications (if they were known at the time).

On April 14, 2021 staff again met with the facilitator to review and complete a draft implementation plan. The implementation plan is included in this document.

Reporting

Finally, staff established reporting protocols. These protocols serve the purpose of keeping the staff on schedule with the implementation of strategies, keeping the City Manager informed, and providing regular reports to the Mayor and City Council on the status of the implementation of the adopted strategies. This provides for long term accountability toward the implementation of the Strategic Plan.

Reporting Protocols

- **Council**
 - Receives updates at least monthly from staff at Council meetings regarding various projects related to the strategic plan.
 - Receives formal status reports, including a semi-annual and annual report from staff to the City Council.
- **City Manager**
 - City Manager receives regular – both formal and informal - updates from staff at regular staff meetings on progress of assignments.

City Council Approval

April 26, 2021

On TBD, 2021, the City Council reviewed their work as well as the work of the staff since the planning session in January. After a thorough discussion the Report was approved as amended unanimously.

Conclusion

The Mayor, Council and staff of the City of Navasota worked through a governance and planning process that allowed the Council to create a governance model and identify and expand strategies for moving the city forward. The process brought the staff leadership and Council closer together as a team and developed an implementation process to ensure the strategies are addressed and accomplished over time.



Strategic Plan 2021

**Council/Staff Planning Retreat
February 12, 2021**

**Adopted
April 26, 2021**

**Prepared and Facilitated
By
Ron Cox Consulting**

Vision Statement (Adopted 2017)

**Navasota 2027: What America wants to Be:
A beautiful, progressive, vibrant, service oriented,
close-kinit community filled with historic charm
and promise for people and business.**

Key Vision Elements 2021

- **Navasota is a role model for other cities.**
- **Clean.**
- **Safe.**
- **Friendly and inviting.**
- **Historic.**
- **Beautiful and manicured.**
- **Successful.**
- **Sustainable.**
- **Full of opportunity.**
- **Innovative.**
- **Charming.**

Mission Statement (Adopted 2017)

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

Mission Elements

- **Committed.**
- **Stay focused on the mission.**
- **Dedication and desire.**
- **Proper planning.**
- **To communicate the Vision.**
- **Provide great/exceptional customer service.**
- **Clear, consistent, defined responsibilities.**
- **Flexible.**
- **Understanding of your role and responsibilities.**

City of Navasota

City Council

Leadership Philosophy

The City Council of the City of Navasota will lead by...

- Providing the facts.
- Seeking and gaining understanding of the problems.
- Listening, asking, seeking information and deciding.
- Coming together for the greater good – compromising and building consensus.
 - Toward a common goal – betterment of Navasota.
 - Finding a win/win for all.
 - Building consensus.
- Picking your wins carefully.
- Not being afraid to admit you are wrong and changing your mind.
- Being patient.
- Being humble – not prideful or egotistical.
- Being passionate about our city, but not dictatorial.
- Being brave for our city.
- Showing respect and being respectful of others.

City of Navasota

City Council

Communication Philosophy

The City Council of the City of Navasota will communicate by...

- Effectively with citizens, each other and staff...
 - Concisely.
 - Clearly.
 - Completely.
- Seek and allow responses.
- Seek to understand.
- Take the time to explain the issue and resolution to each other and to citizens.

City of Navasota

City Council and Staff

Expectations

Council expects the following of each other...

- Remember we all work for the citizens – Council and staff alike.
- Set the table for the citizens on agenda items – fill in the gaps of knowledge for them.
- Follow the process.
- Be willing to slow the process down.
- Respect each other and their opinions.
- Be honest.
- Be consistent.
- Do your homework.
- Be vulnerable – admit you do not know everything.
- Be willing to learn.
- Don't take the issue personally

City of Navasota

City Council and Staff

Expectations

Council expects the following of staff...

- Set the table to explain agenda items for Council and citizens.
- Be clear and timely in the information flow to Council – understanding and responding to individual council members in the way that communicates best to them.
- Don't take it personally.
- Provide the full picture – the good, the bad, and the ugly.
- Have patience.
- Know your lane and stay in it.
- Understand the chain-of-command.

(It was noted that the City Council and staff should all have and respond to the same expectations.)

Staff expects Council to (as defined by Council members themselves) ...

- Don't play the "gotcha" game with staff.
- Have an understanding of staff, their role.
- Ask questions and don't assume.
- Have patience.
- Be fair.
- Listen to staff.
- Be respectful to staff.
- Seek information on what council can do to help the staff succeed.
- Seriously consider their recommendations.
- Attempt to solve the problems that are presented.
- Give them clear direction.
- Remember that staff is working for the citizens, as well as the Council.
- Don't put undue pressure on staff.
- Follow the chain-of-command.

City of Navasota

Strategic

Areas of Emphasis

- **Governance**
 - **Guiding Principle:** *The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.*
- **Economic Development**
 - **Guiding Principle:** *The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.*
- **Image/Communication**
 - **Guiding Principle:** *The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.*
- **Infrastructure**
 - **Guiding Principle:** *The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.*

Area of Emphasis

Governance

Guiding Principle: *The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.*

Initiatives:

- **Establish a program to encourage more participation in Navasota government.**
 - Establish and implement leadership academies.
 - Establish a citizens' academy.
 - Establish a citizens' police academy.
 - Establish a citizens' fire academy.
 - Improve communication and strategic alignment between Council and all committees.
- **Establish an employee retention strategy.**
 - Identify and promote the work culture, benefits of the city.
 - Promote the community and organizational culture.
 - Explore housing incentives to live and work in Navasota and attract new employees.
 - Cast a wider net for employees.
 - Explore opportunities for providing employee benefits that incentivize employment and retention.
- **Explore opportunity for a full-time grant writer.**
- **Provide a clear sense of direction to all boards related to economic development.**
 - Establish an Economic Development Strategy with the NEDC

Area of Emphasis

Economic Development

Guiding Principle: *The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.*

Initiatives

- **Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.**
- **Seek out grant opportunities.**
 - Grants from EDA.
- **Enhance the marketing of Navasota**
 - Marketing to fulfill housing needs.
 - Marketing of lower utility costs compared to other areas.
 - Marketing location and proximity to major metro areas in the state.
- **Seek partners to improve local health and social service providers.**
 - Explore health authority with county.
 - Explore partnership with St. Joseph's healthcare system.
 - Recruit health provider specialists (optometrists and medical providers)
- **Enhance strategic retail recruitment**
 - Continue to partner with Retail Coach.
 - Attend recruitment conferences (industry, retail, restaurants, etc.)

Area of Emphasis

Image/Communications

Guiding Principle: *The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.*

Initiatives

- **Improve the perception and image of Navasota.**
 - Establish a positive campaign to promote Navasota.
 - Prepare both an in-person and digital message.
 - Identify target audiences.
 - Attend realtor conferences to tell the Navasota story.
 - Utilize citizens' academies (see Governance).
 - Explore use of Town Hall meetings – in-person and virtual.
- **Establish a program to educate ISD students about local government.**
 - Sponsor a job shadowing program for students in the city.
- **Improve communication in general with the public (Note: moved from Governance)**
 - Be deliberate about creating buy-in from citizens.
 - Inform, educate and cast the vision
 - Prepare and implement a communication protocol.

Area of Emphasis

Infrastructure

Guiding Principle: *The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.*

Initiatives

- **Prepare a plan for construction of an elevated grade crossing over the railroad tracks.**
 - Identify location and right of way needs for the crossing.
 - Establish costs to city to accommodate the crossing.
 - Identify land for a substation for fire and animal control.
 - Establish contact and conversation with the railroad
- **Prepare a capital improvements plan and program for needed city infrastructure.**
 - Improve aging infrastructure.
 - Improve aging and inadequate facilities.
 - Expand parks, trails and bike paths.
 - Identify funding sources – bonds, grants, etc.
- **Create additional opportunity for social and family amenities.**
 - Create additional sports facilities.
 - Make park improvements – trails, bike paths, etc.
- **Identify and plan for needed improvements to the community's internet system.**
 - Identify and review the existing systems available to the City
 - BVCOG Fiber Loop
 - Midsouth Synergies
 - Other

Vision Element #1

Governance

Guiding Principle: *The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
1.1	Establish a program to encourage more participation in Navasota government.	1.1.1	Establish and implement leadership academies.	<ul style="list-style-type: none"> Re-implement a citizens' academy. Establish a citizens' police academy. Establish a citizens' fire academy 		X		Brad Stafford
				<ul style="list-style-type: none"> Hold town hall meetings with citizens in neighborhoods and restaurants to discuss City operations and governance. Present organizational environment to the community 		X		
				<ul style="list-style-type: none"> Grilling Stafford Monday of City Council meetings: partner with Willy 98.7 and Navasota Examiner to go over upcoming City Council Agenda. (also Facebook Live) 	Ongoing			
		1.1.2	Provide a clear sense of director to all boards	<ul style="list-style-type: none"> Organize a volunteer luncheon for Boards & Commissions volunteers Joint meeting with all boards/commissions for direction/legal training and Roberts rules. Bring strategic planning and comprehensive planning documents to NEDC for approval Recruit members who align with City Council Improve communication and strategic alignment between Council and all committees. Inform all communication & comp plan updates to all boards Staff to facilitate strategic plan for economic 	X			
					X			

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
				development corporation	X			
		1.1.3	Establish a volunteer appreciation program	<ul style="list-style-type: none">• Organize a short ceremony for volunteers around the city (ex: Blue Santa, Trash Off)• 	X			Rayna
1.2	Explore opportunity for a full-time grant writer.	1.2.1	Continued professional development	<ul style="list-style-type: none">• Explore grant writing training opportunities• Continue partnership with BVCOG• Research other cities how grants are handled		X X X		Rayna Willenbrink

Vision Element # 2

Economic Development

Guiding Principle: *The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
2.1	Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.	2.1.1	Pursue grants from EDA.	<ul style="list-style-type: none"> Continue partnership with BVCOG for information on EDA grants Continue relationship with Grantworks Continue TEDC membership for resources on EDA grants Explore new partnerships 	Ongoing			Rayna
		2.1.2	Develop workforce programs	<ul style="list-style-type: none"> Explore partnerships with NISD Continue partnership Chamber & CETA Explore opportunities with the SBDC Continue partnership with Bush School/TAMU Reach out to BVCOG for funding opportunities Research Texas Workforce Commission opportunities 	Ongoing	X		
2.2	Enhance the marketing of Navasota.	2.2.1	Marketing to fulfill housing needs.	<ul style="list-style-type: none"> Show housing growth to demonstrate demand. Establish a permit/fee waiver program Utilize NEDC website to highlight utility costs and location Navasota Economic Development corporation Featured on the Navasota.gov home page 	Ongoing	X		Madison
		2.2.2	Marketing of lower utility costs compared to other areas.		Ongoing			
		2.2.3	Marketing location and proximity to major metro areas in the state.		Ongoing			
2.3	Seek partners to improve local health and social	2.3.1	Explore health authority with county.	<ul style="list-style-type: none"> Improve relationship with county and cities within the county Continue to meet with the county this past year about this partnership but their level of interest currently 	X		X	Rayna

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
	service providers.			not very high. <ul style="list-style-type: none"> Continue to explore other avenues to recruit and establish a local public health authority and possibly a health inspections office. Possible partnering with other cities in the county 	X			
		2.3.2	Establish Health Inspector	<ul style="list-style-type: none"> Establish Policy Appoint and train inspector 			X	
		2.3.3	Explore partnership with St. Joseph's healthcare system.	<ul style="list-style-type: none"> Add health care recruitment to the regional (retail) recruitment project 			X	
		2.3.4	Recruit health provider specialists (optometrists and medical providers)					
2.4	Enhance strategic retail recruitment.	2.4.1	Continue to partner with Retail Coach.	<ul style="list-style-type: none"> Conduct community surveys to see what citizens wish lists are Regional retail recruitment project 	Ongoing	X		Rayna
		2.4.2	Attend recruitment conferences (industry, retail, restaurants, etc.)					
		2.4.3	Downtown Assessment	<ul style="list-style-type: none"> Reach out to Texas Downtown Association for a downtown assessment Explore marketing strategies Partnership with SBDC 	X			
					X			
					X			

Vision Element # 3

Image/Communication

Guiding Principle: *The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
3.1	Improve the perception and image of Navasota.	3.1.1	Establish a positive campaign to promote Navasota.	<ul style="list-style-type: none"> Prepare both an in-person and digital message. Positive short videos about ongoing projects Create a new branding campaign Expand partnership with NISD 		X X X X		Madison
		3.1.2	Identify target audiences to effectively recruit new citizens while improving community pride.	<ul style="list-style-type: none"> Attend realtor conferences to tell the Navasota story. Utilize citizens' academies (see Governance). Explore use of Town Hall meetings – in-person and virtual. Utilize all methods of communication with the public; i.e. Grilling Stafford, trails town hall meetings, agenda briefings with local media, Navigate Navasota app 	Ongoing	X X X		
3.2	Establish a program to educate ISD students about local government.	3.2.1	Re-establish an internship/sponsor a job shadowing program for students in the city.	<ul style="list-style-type: none"> Co-op student to assist with administrative services for all departments with 15-20 hours beginning with a minimum wage of \$7.25. Speak with the co-op class Both high school and college 		X X X		Peggy & Shawn
3.3	Improve communication in general with the public.	3.3.1	Be deliberate about creating buy-in from citizens.	<ul style="list-style-type: none"> Inform, educate and cast the vision. Advertise City Council meetings in the paper (\$1,872/year), on the radio, yard signs, banners 	X X			Madison
		3.3.2	Prepare and implement a communication protocol.	<ul style="list-style-type: none"> Explore new advertising techniques, i.e. Navigate Navasota app, CTY advertisement, Facebook events for all meetings Explore communication methods for Boards & Commissions, i.e. post all agendas on Facebook event 		X X		

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
				<ul style="list-style-type: none">All boards give regular updates at City Council meetings		X		

Vision Element # 4

Infrastructure

Guiding Principle: *The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
4.1	Prepare a plan for construction of an elevated grade crossing over the railroad tracks.	4.1.1	Identify location and right of way needs for the crossing.	<ul style="list-style-type: none"> Thorough fare plan completion and implementation 		X		Jose & Lupe
		4.1.2	Establish costs to city to accommodate the crossing.	<ul style="list-style-type: none"> Compile land acquisition costs per thorough fare plan design Obtain estimate cost proposals for engineering and construction 			X X	
4.2	Prepare a capital improvements plan and program for needed city infrastructure.	4.2.1	Improve aging infrastructure. Phase one: FY22 Phase two: FY24	<ul style="list-style-type: none"> CIP Bring in a consultant to help formalize the plan <ul style="list-style-type: none"> Update water modeling Consultant to model Gas system and Wastewater system Present CIP to Finance Dept. to plan for funding options. Streets and Storm water evaluations and priorities Replace/repair gas regulator stations Complete phase 1 of CIP Begin phase 2 of CIP Fire hydrant repair/replacement 	X			Jeff & Jose
					X		X	
					X			
		4.2.2	Improve aging and inadequate facilities.	<ul style="list-style-type: none"> Create a facilities master plan <ul style="list-style-type: none"> Hire Consultant Replace or improve animal shelter and vehicle services Sell existing warehouse and build a new one Replace the current primary fire station and EOC at the South LaSalle location. Explore the possibility of a second fire station/public safety facility at Hwy 			X X X X X	

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
				105/Fairway Dr. because of the continued growth and expansion of the city and the delayed responses due to train traffic <ul style="list-style-type: none"> Valve and other mechanical equipment replacement at wastewater plant Look at alternative disinfectant treatment methods 			X X	
		4.2.4	Identify funding sources – bonds, grants, etc.	<ul style="list-style-type: none"> We currently are working with 2020 Capital Improvement Bond. We are working towards doing a bond every 2 years for CIP USDA loan Add gas capital improvement fee to monthly billing. Funding from American Rescue Plan 	X X X X			
4.3	Create additional opportunity for social and family amenities.	4.3.1	Create additional sports facilities.	<ul style="list-style-type: none"> Identify most desired facilities Identify possible locations Land acquisition Identify funding mechanism Design facilities Obtain bids/pricing on new facilities 	Ongoing		X X X X X	Colton
		4.3.3	Make park improvements – trails, bike paths, etc.	<ul style="list-style-type: none"> Adjust city ordinance on parkland dedication to allow developers to contribute directly to ongoing projects Develop community programs that improve parks Identify areas of greatest need Obtain bids/pricing on improvements 			Ongoing Ongoing Ongoing Ongoing Ongoing	

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Lead
				<ul style="list-style-type: none">Navasota Sidewalk and Trails plan.				
4.4	Identify and plan for needed improvements to the community's internet system.	4.4.1	Identify and review the existing systems available and options to the City	<ul style="list-style-type: none">Facilitate BVCOG partnerships with local ISP suppliers to improve speeds in underserved areas.Encourage/ Incentivize Midsouth Synergy expansion into town via City ROW/EasementsResearch other ISP options available.			X X X	Lupe

Vision Element # 5

Organizational Excellence

Guiding Principle: **Ron will update*

			<ul style="list-style-type: none">• Continue to offer career advancement opportunity (invest in employee-greater future with City)• Pay for course for training (all departments)• College tuition reimbursement• Safety bonuses (no accidents, etc.) Safety pins (providing a day off), Bonus day- annually• Hazardous duty pays (ex: working big storms, etc.)• Team outings/lunches (Spring/Fall) and Christmas Party- employee does not have to organize or work the event• Monetary (bonuses and raises)• Continue to Recognize: years of service with Plaque and bag of goodies. At the end of the year employee shall receive gift card (money, dinner, coffee, spa) (5 year increments)• Hand written note (“thank you” “job well done”, etc.)• Brag board: located front lobby with employee picture and award (ex: Rookie of the year, Employee of the month, etc.)• Discount on rental facilities for city employees• City owned workout facility to promote health• Utility incentives to promote employees to live in Navasota• Reconsider 20-year retirement package/insurance to the age of social security• Evaluate additional employees to complete project assignments• Evaluate incentives for succession planning in career development	Ongoing			
				Ongoing			
					X		
				X			
				X			
				Ongoing	X		
				X			
				X			
					X		
					X		
						X	
							X
				X		X	

		5.1.2	Promote the community and organizational environment	<ul style="list-style-type: none">• Video montage of all city events and city participation of employees• Clear and transparent communication• Create Cultural Diversity Awareness by reaching out to different segments of the City• Career Fair days	Ongoing X X X			
		5.1.3	Explore housing incentives to live and work in Navasota and attract new employees.	<ul style="list-style-type: none">• Partner with local realtors or Chamber to put together informational housing options package• Pay a portion of moving expenses into Navasota within the city limits	X X			

AGENDA PLANNING CALENDAR

MARCH 28, 2022 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 03/14/2022

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Capital Improvement update; (b) Update on Water Modeling Project; (c) Update on gas modeling; (d) Clean Up event results; (e) Board and Commission update; and (f) Reports from staff and City Council
5. 716 E. Washington – Order to demolish or repair
6. Workshop on proposed budget for FY 2022-2023
7. Workshop on Strategic Plan for 2021
8. Adjourn

APRIL 11, 2022 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 03/28/2022

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Update on Capital Improvements Project; (b) Proclamation – Child Abuse Prevention Month; (c) Board and Commission update; and (d) Reports from staff and City Council
5. Public hearing – Subdivision variance – Jim Hassell
6. 1st reading of Ordinance No. _____ - Subdivision variance – Jim Hassell
7. Development plan for Angel's Car Wash/Car Sales
8. Resolution No. _____ - Brosig Avenue Transportation Project
9. Water tower policy
10. Appointments to the Parks and Recreation Board
11. Consent agenda: (a) Minutes from the month of March 2022; and (b) Expenditures from the month of March 2022
12. Executive Session: Sale of City Warehouse
13. Reconvene in open session
14. Action of the sale of City Warehouse
15. Adjourn

MAY 9, 2022 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 04/25/2022

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Update on Capital Improvements Project; (b) Proclamations – Economic Development Week and National Public Works Week; (c) Board and Commission update; and (d) Reports from staff and City Council
5. Proposal from Navasota Wifi
6. Consent agenda items: (a) Minutes from the month of April 2022; (b) Expenditures for the month of April 2022; and (c) 2nd reading of Ordinance No. _____, Subdivision variance – Jim Hassell
7. Adjourn

CITY OF NAVASOTA CITY COUNCIL AGENDA

AGENDA ITEM NO.: 5.

AGENDA DATE: March 28,
2022

PREPARED BY: Erik Covarrubias, Code Enforcement Specialist

APPROVED BY: JW

ITEM: Presentation, discussion and possible action on an order to repair or demolish the structure at 716 E. Washington, Navasota, TX 77868. [Erik Covarrubias, Code Enforcement Specialist]

ITEM BACKGROUND:

On October 21, 2021, City staff completed an inspection of the property at 716 E. Washington Avenue, Navasota TX, 77868. Multiple violations per the city's substandard building ordinance were found. City Council held a public hearing on November 8, 2021 to address the substandard building violations. Ultimately, the City Council allowed a 90-day period for the property owner to prepare a plan for repairs. The 90-day term expired on February 8, 2022. Mrs. Morris appeared before City Council on February 28, 2022, to provide an update. Unfortunately, the property owner had only maintained the property and provided no plans for the repairs. Therefore, City Council had a lengthy discussion about options and agreed to allow Mrs. Morris an additional 30-days to provide documentation of a plan to move forward with addressing the issues or a demolition plan. To-date, City staff has not heard back from the owner on her plans.

BUDGETARY AND FINANCIAL SUMMARY:

N/A

STAFF RECOMMENDATION:

Since the owner has failed to provide City staff with a plan for repairs, cost estimates, or a agreed-upon contract with a vendor for the repairs, staff recommends City Council take action on an order to demolish the structure at 716 E. Washington, Navasota, TX 77868 at the owners expense.

ATTACHMENTS:

1. Hearing Notice sent to owner
2. Staff Report
3. Final Order

Morris, Patsy
40001 FM 1488
Hempstead, TX 77445

February 16, 2022

TO: OCCUPANT, RECORD OWNER, LIEN HOLDER, AND MORTGAGEE

RE: Property owned by you or which you claim an interest or wherein you are found in possession, located at:

LOCATION: 716 E. WASHINGTON AVE NAVASOTA TX 77868
LEGAL DESCRIPTION: H&TC, BLOCK 89, LOT 3 (E/2),4,5, 8(PT),9,10

Dear property owner, interested holder and/or possessor:

The City Council is requiring that you appear at the regular meeting on February 28th, 2022 at City Hall Council Chambers, 200 E McAlpine St, Navasota, TX, 77868 at 6:00pm, which at such time and place the owner, interested holder and/or possessor of said property shall show cause why the building should not be declared a nuisance, condemned, ordered repaired or demolished. As a reminder the property owner must provide supporting documentation, a construction timeline and or plans to repair the substandard building. **The 90-day extension allowed by City Council on November 8th 2021 expired on February 8, 2022.**

The property and/or improvements and/or conditions existing on the property described above has been identified as a nuisance and because of its condition, is unsafe, unsanitary, a fire hazard, or dangerous to the health, safety or general welfare of the City's citizens and constitutes a danger to human life for the following reasons:

DATE OF INSPECTION: October 19, 2021

NATURE OF VIOLATIONS:

- **The structure, because of its condition, is unsafe, unsanitary, or dangerous to the health, safety or general welfare of the City's citizens including all conditions conducive to the harboring of vermin, rats, mice or other disease carrying animals or insects reasonable calculated to spread disease.**
- **The nonsupporting coverings of walls, ceilings, roofs, or floors are fifty percent (50%) or more damaged or deteriorated**
- **The building or structure is liable to partially or fully collapse**
- **Any wall or other vertical structural members list, lean or buckle to such an extent that the structural integrity of the wall or other vertical structural member is compromised and creates a danger to the health, safety or welfare of the occupant(s) of the structure**

You are required to provide proof at the hearing as to a reasonable projected timeline and scope of any work you are prepared to perform to bring the property into compliance with current code requirements for minimum housing standards. You will carry the burden of proof when demonstrating the scope and timeline of such repairs. If the City Council determines that the building must be demolished, you are similarly responsible for carrying out the demolition within a 30-day timeframe. Again, if you reasonably believe that the property will require more than 30 days to carry out the work, **be prepared to present a detailed plan and time schedule** for the work you plan to perform.

Send all mail to:
P.O. Box 910
Navasota, TX 77868

www.NavasotaTX.gov

Also note that in the event you fail to comply with any order to vacate, repair, or demolish the building, the City of Navasota is prepared to repair or demolish and remove the building or cause such work to be performed by a private contractor. In this event, the City will assess all expenses incurred and send you a bill for the work, and file a lien on the property if said expenses are not paid.

Information regarding this matter may be obtained by contacting the City of Navasota's Code Compliance Department at (936) 825-6450.

Sincerely,

Erik Covarrubias
Code Enforcement Specialist



City of Navasota - Substandard Building Staff Report

Date: March 16, 2022

To: City Council

From: Erik Covarrubias, Code Enforcement Specialist

Agenda Item: 716 E Washington Avenue Substandard Building

PROPERTY INFORMATION:

PID: R25210

LEGAL DESCRIPTION: H&TC, BLOCK 89, LOT 3 (E/2),4,5, 8(PT),9,10

OWNER: Morris, Curtis & Patsy

ADDRESS: 716 E. WASHINGTON AVE NAVASOTA TX 77868

Background:

- An unsightly matter case was initially opened on August 17, 2020 regarding junk and debris on the property.
- Staff contacted property owner in early 2021 in regards to the structure becoming more and more dilapidated.
- Staff was informed in mid May 2021 that property owner was going through the eviction process to remove tenants/squatters.
- The substandard building case process was started on June 1st, 2021.
- June 14, 2021 the building inspector spoke with the owners and advised the house could be repaired but it would require everything to be brought up to code, including plumbing and electrical.
- June 15, 2021 the owners demolished the front porch and a portion of the west side of the building.
- Subsequently the owners were contacted to remove the building debris from property.
- October 21, 2021 the substandard public hearing notice was sent regarding the condition of the building's structure potential to collapse, termite damage as well as the application of standards described on the hearing notice.

SUMMARY:

On **November 8, 2021**, City council requested a plan of action to be presented in 90 days including any contracts or documentation for the building to be repaired. The 90-day extension expired on **February 8, 2022**. On **February 28, 2022**, City Council allowed an additional 30 days for the property owner to obtain bids to repair or demolish the building. Staff has not received documentation or plans for repair as of March 18, 2022.

Building Violations:

Per Chapter 3, Article 3.03 Substandard Buildings, Section 3.03.005 Application of standards the following violations were found:

- The structure, because of its condition, is unsafe, unsanitary, or dangerous to the health, safety or general welfare of the City's citizens including all conditions conducive to the harboring of vermin, rats, mice or other disease carrying animals or insects reasonable calculated to spread disease.
- The non-supporting coverings of walls, ceilings, roofs, or floors are fifty percent (50%) or more damaged or deteriorated
- The building or structure is liable to partially or fully collapse
- Any wall or other vertical structural member list, lean or buckle to such an extent that the structural integrity of the wall or other vertical structural member is compromised and creates a danger to the health, safety or welfare of the occupant(s) of the structure

Violation Descriptions:

(North Side): Portions of exterior studs and primary foundation beams have been exposed to the elements for over a year further accelerating decay. Roof is sagging due to compromised foundation.



North/West side by Dairy Queen: Unsightly to all traffic.



West Side:

There is water damage along the exterior vertical studs due to damaged or missing siding. Columns supporting second story balcony are compromised. Deteriorated rafters have caused the roof to sag.



Rotten wood on west side of the house and termite damage on upper rafters underneath the porch seen above:



*Photos:
Outside (facing Leon): Foundation has shifted*



The foundation has **shifted** as can be seen when looking at the pillars on tilt on the East side of the house.



Foundation can be seen shifted on the East side of the house.



Structure is being supported by 2 X 12 Board. This is a safety violation as referred to Sec. 3.02.053 of the City Ordinance. This side of the House is Facing Leon



Photos: Foundation beams on the East side porch are rotted.



Studs near the East side entrance are rotten and deteriorating.



Photo: Rotten studs



The ends of multiple floor joists are rotten



Termite damage on foundation beams. This is the foundation under the East side porch



AERIAL / STREET VIEW:



STAFF RECOMMENDATION:

Staff recommends dwelling be ordered demolished, the current state of the property is a nuisance and unlawful.

SECRETARY OF STATE RECORDS:



Texas Secretary of State

[UCC](#)[Business Organizations](#)[Trademarks](#)[Notary](#)[Account](#)[Help/Fees](#)[Briefcase](#)

This debtor name search was performed on [10/19/2021 09:32 AM](#) with the following search parameters:

DEBTOR NAME: PATSY MORRIS

CITY: NAVASOTA TX

No records exist which match the criteria you have entered.

[Order Certificate](#)[New Search](#)

Instructions:

- Press 'New Search' if you wish to perform another web inquiry.
 - Press 'Previous' or 'Next' to scroll through the results of this inquiry.
 - Enter the page number and click 'GO' button to view the desired page.
 - Press 'Order Search Certificate' if you wish to order a search certificate with the parameters entered.
 - If you wish to order only selected filings for this debtor, check by the filings and press 'Order Selected Filings'.
 - Checked filings will be retained from page to page as you scroll through the results of this inquiry.
 - If an order for a search certificate or selected filings is placed against this web inquiry, the web inquiry will be marked as 'Ordered'.
 - Check 'Select All Filings' and press 'Order Selected Filings' if you wish to order copies of all filings at this time.
 - To view a particular filing document, click on the image under 'View' for the desired document.
-

APPRAISAL:

For Privacy reasons not all exemptions are shown per Section 25.027 of the Property Tax Code.

GRIMES CENTRAL APPRAISAL DISTRICT

Property Owner Property Address Tax Year 2021 Assessed Value
R25210 MORRIS, CURTIS & PATSY 716 E WASHINGTON AVE, NAVASOTA, TX 77868 2021 CERTIFIED \$150,440

2021 GENERAL INFORMATION

Property Status Active
Property Type Real
Legal Description H&TC, BLOCK 89, LOT 3 (E/2),4,5, 8(PT),9,10
Neighborhood H & TC
Account 4800-089-0035
Related Properties P69761
Map Number N21

2021 OWNER INFORMATION

Owner Name MORRIS, CURTIS & PATSY
Owner ID O0050591
Exemptions
Percent Ownership 100%
Mailing Address 40001 FM 1488 HEMPSTEAD, TX 77445
Agent -

2021 VALUE INFORMATION

Improvement Homesite Value \$0
Improvement Non-Homesite Value \$116,060
Total Improvement Market Value \$116,060
Land Homesite Value \$0
Land Non-Homesite Value \$34,380
Land Agricultural Market Value \$0
Total Land Market Value \$34,380
Total Market Value \$150,440
Agricultural Use \$0
Timber Use \$0
Total Appraised Value \$150,440
Homestead Cap Loss -\$0
Total Assessed Value \$150,440

2021 ENTITIES & EXEMPTIONS

TAXING ENTITY	EXEMPTIONS	EXEMPTIONS AMOUNT	TAXABLE VALUE	TAX RATE PER 100	TAX CEILING
CAD- Appraisal District		\$0	\$150,440	0	0
CNA- City Navasota		\$0	\$150,440	0.5693	0
GGR- Grimes County		\$0	\$150,440	0.526933	0
SNA- Navasota ISD		\$0	\$150,440	1.24799	0
TOTALS			2.344223		

2021 IMPROVEMENTS

Expand/Collapse All

Improvement #1	State Code	Homesite	Total Main Area (Exterior Measured)	Market Value	
-	Residential Single Family	No	4,911 Sq. Ft	\$116,060	
RECORD	TYPE	YEAR BUILT	SQ. FT	VALUE	ADD'L INFO
1	MA - Main Area	-	1,844	\$46,890	⌵ Details
2	MA2 - Second Story	-	1,645	\$37,580	⌵ Details
3	OP - Open Porch	-	360	\$1,980	⌵ Details
4	OP - Open Porch	-	136	\$750	⌵ Details
5	OP - Open Porch	-	68	\$370	⌵ Details
6	OP2 - Porch 2nd Floor	-	462	\$2,540	⌵ Details
7	OP2 - Porch 2nd Floor	-	360	\$1,980	⌵ Details
8	MAC - Addition	1994	1,422	\$23,790	⌵ Details
9	OP - Open Porch	1994	32	\$180	⌵ Details

2021 LAND ACQUISITIONS

TAXES:

For Privacy reasons not all exemptions are shown per Section 25.027 of the Property Tax Code.

GRIMES CENTRAL APPRAISAL DISTRICT

Property Owner Property Address Tax Year 2021 Assessed Value
R25210 MORRIS, CURTIS & PATSY 716 E WASHINGTON AVE, NAVASOTA, TX 77868 2021 \$200,170


2021 GENERAL INFORMATION

Property Status Active
Property Type Real
Legal Description H&TC, BLOCK 89, LOT 3 (E/2),4,5,
8(PT),9,10
Neighborhood H & TC
Account 4800-089-0035
Related Properties P69761
Map Number N21

2021 OWNER INFORMATION

Owner Name MORRIS, CURTIS & PATSY
Owner ID O0050591
Exemptions
Percent Ownership 100%
Mailing Address 40001 FM 1488 HEMPSTEAD, TX 77445
Agent -


2020

 Tax Statement Details

TAXING ENTITY	TOTAL TAXES DUE	DATE PAID	AMOUNT PAID	BALANCE
City Navasota	\$858.90	11-20-2020	\$858.90	\$0.00
Grimes County	\$794.98	11-20-2020	\$794.98	\$0.00
Navasota ISD	\$1,947.58	11-20-2020	\$1,947.58	\$0.00
TOTALS	\$3,601.46		\$3,601.46	\$0.00


TOTAL TAXES DUE	Effective Date: 5/26/2021
Current Amount Due	\$0.00
Past Years Due	\$0.00
Total Due	\$0.00

2019

 Tax Statement Details


TAXING ENTITY	TOTAL TAXES DUE	DATE PAID	AMOUNT PAID	BALANCE
City Navasota	\$1,265.67	1-29-2020	\$1,265.67	\$0.00
Grimes County	\$1,178.88	1-29-2020	\$1,178.88	\$0.00
Navasota ISD	\$2,938.84	1-29-2020	\$2,938.84	\$0.00
TOTALS	\$5,383.39		\$5,383.39	\$0.00

2018

 Tax Statement Details

TAXING ENTITY	TOTAL TAXES DUE	DATE PAID	AMOUNT PAID	BALANCE
City Navasota	\$1,721.05	1-29-2020	\$1,721.05	\$0.00
Grimes County	\$1,646.70	1-29-2020	\$1,646.70	\$0.00
Navasota ISD	\$4,394.88	1-29-2020	\$4,394.88	\$0.00
TOTALS	\$7,762.63		\$7,762.63	\$0.00

2017

 Tax Statement Details

TAXING ENTITY	TOTAL TAXES DUE	DATE PAID	AMOUNT PAID	BALANCE
City Navasota	\$1,812.96	1-29-2020	\$1,812.96	\$0.00
Grimes County	\$1,734.65	1-29-2020	\$1,734.65	\$0.00
Navasota ISD	\$3,873.17	1-29-2020	\$3,873.17	\$0.00
TOTALS	\$7,420.78		\$7,420.78	\$0.00

DEED:

2020 - 306820 03/09/2020 12:00PM Page 1 of 4

GENERAL WARRANTY DEED

NOTICE OF CONFIDENTIALITY RIGHTS. IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

THE STATE OF TEXAS §
 §
COUNTY OF GRIMES §

KNOW ALL MEN BY THESE PRESENTS:

THAT, I, **REBECCA WEST MUEHLSTEIN** being one in the same person as **REBECCA R. JOHNSON MUEHLSTEIN**, dealing in my sole and separate property, not joined herein by my spouse for the reason that subject property constitutes no part of our homestead, of the County of Robertson, State of Texas whose mailing address is 1338 Mt. Calvary Road, Hearne, Texas 77859, hereinafter called "Grantor," for and in consideration of the sum of **TEN AND NO/100 DOLLARS (\$10.00)** and other good and valuable cash consideration to the undersigned in hand paid, the receipt and sufficiency of which is hereby acknowledged, and for which no lien, either express or implied, is herein retained, has **GRANTED, SOLD, and CONVEYED**, and by these presents does **GRANT, SELL, and CONVEY**, subject to the exceptions set out below, unto **CURTIS O. MORRIS and wife, PATSY L. MORRIS**, whose mailing address 40001 FM 1488, Hempstead, Texas 77445, hereinafter collectively called "Grantee," all that certain tract or parcel of land which is owned by Grantor lying and being situated in Grimes County, Texas, more fully described as follows, to-wit:

Being the East 1/2 of Lot No. Three (3), all of Lots Nos. Four (4) and Five (5), and part of Lots Nos. Eight (8), Nine (9) and Ten (10), and a portion of a Twenty Foot (20') alleyway, out of Block No. Eighty-nine (89), of the H & TC RR ADDITION lying within the corporate limits of the CITY OF NAVASOTA, Grimes County, Texas, according to the map or plat thereof recorded in Volume D, Page 777, Deed Records of Grimes County, Texas, and being 19,125 square feet of land, more or less, as described by metes and bounds on **Exhibit "A"** attached hereto and made a part hereof (hereinafter called the "Property").

THIS CONVEYANCE IS EXPRESSLY MADE AND ACCEPTED SUBJECT TO THE FOLLOWING, TO-WIT:

Any and all restrictions, mineral conveyances and reservations, oil and gas leases, covenants, conditions, and easements, if any, relating to the hereinabove described property, but only to the extent that they are still in effect and shown of record in the Office of the County Clerk of Grimes County, Texas, and to all zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, but only to the extent they are still in effect, relating to the hereinabove described property.


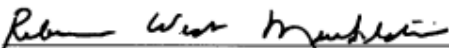
The exceptions listed above are solely for the purpose of qualifying the estate conveyed herein and Grantor's warranty of title, and no reference or recital herein shall create, enlarge, extend, ratify, confirm, or be the basis for any right, title, estate, claim, or demand in favor of any party other than the Grantor and Grantee, their respective heirs, legal representatives, successors, and assigns.

TO HAVE AND TO HOLD the above described Property, subject to the exceptions set forth above, together with all and singular the rights and appurtenances thereto in anywise belonging unto the said Grantee, Grantee's heirs, successors, and assigns forever; and Grantor does hereby bind Grantor, Grantor's heirs, executors, and administrators, to **WARRANT AND FOREVER DEFEND** all and singular, the said premises unto the said Grantee, Grantee's heirs, successors, and assigns, against every person whomsoever lawfully claiming, or to claim the same, or any part thereof, subject however to the exceptions set forth hereinabove.

CURRENT AD VALOREM TAXES having been prorated and paid to the date hereof, Grantee expressly assumes the payment of all future ad valorem taxes

This instrument was prepared based on information furnished by the parties, and no independent title search has been made.

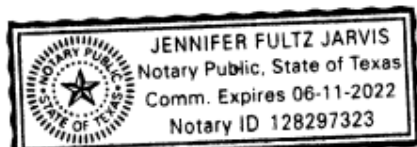
EXECUTED this the 4th day of March, 2020.



REBECCA WEST MUEHLSTEIN being
one in the same person as REBECCA R.
JOHNSON MUEHLSTEIN

THE STATE OF TEXAS §

COUNTY OF GRIMES §

This instrument was acknowledged before me on the 4th day of March, 2020, by REBECCA WEST MUEHLSTEIN being one in the same person as REBECCA R. JOHNSON MUEHLSTEIN.



This instrument prepared by:
FULTZ & FULTZ
A Professional Limited Liability Company
Attorneys at Law
P. O. Box 868
Navasota, Texas 77868



Notary Public, State of Texas

APRIL 30, 2007

METES AND BOUNDS DESCRIPTION
OF 0.44 ACRES (19,125.0 SQUARE FEET) OF LAND IN
THE D. ARNOLD LEAGUE, A-2
GRIMES COUNTY, TEXAS

ALL THAT CERTAIN TRACT OR PARCEL OF LAND, CONTAINING THE EAST ONE-HALF OF LOT 3 (THREE), ALL OF LOTS 4 (FOUR), AND 5 (FIVE), AND A PART OF LOTS 8 (EIGHT), 9 (NINE) AND 10 (TEN), AND A PORTION OF A 20 (TWENTY) FOOT ALLEYWAY OUT OF BLOCK NO. 89 (EIGHTY-NINE), OF THE H & T.C. RR ADDITION TO THE TOWN OF NAVASOTA, RECORDED IN VOLUME D, PAGE 777 OF THE DEED RECORDS OF GRIMES COUNTY, TEXAS, SAID 19,125.00 SQUARE FEET TRACT MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 3/4 INCH IRON PIPE FOUND ON THE SOUTH RIGHT-OF-WAY LINE OF WASHINGTON AVENUE (80 FEET ROW WIDTH), BEING THE NORTHEAST CORNER OF THE TEXAS HEARTLAND DAIRY QUEEN TRACT RECORDED IN VOLUME 674, PAGE 404 OF THE REAL PROPERTY RECORDS OF GRIMES COUNTY, TEXAS, AND THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE: N 56°44'05" E, ALONG THE SOUTHEAST RIGHT-OF-WAY LINE OF SAID WASHINGTON AVENUE, AND THE NORTH LINE OF THE HEREIN DESCRIBED TRACT, FOR A DISTANCE OF 125.00 FEET TO A 1/2 INCH IRON ROD FOUND AT THE INTERSECTION OF THE NORTHWEST LINE OF LEON STREET (80 FEET ROW WIDTH) WITH THE SOUTHEAST LINE OF SAID WASHINGTON AVENUE ROW, MARKING THE NORTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE: S 33°15'55" E, ALONG THE NORTHWEST ROW LINE OF SAID LEON STREET FOR A DISTANCE OF 153.00 FEET TO A POINT FROM WHICH A 3/8 INCH IRON ROD BEARS: N 27°39'27" W AT 0.25 FEET, MARKING THE NORTHEAST CORNER OF A TRACT CONVEYED TO HENRY A. SANDERS AND NAOMI SANDERS RECORDED IN VOLUME 358, PAGE 901 R.P.R.G.C.T., AND THE SOUTHEAST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE: S 56°44'05" W, ALONG THE NORTHWEST LINE OF SAID SANDERS TRACT AND A TRACT CONVEYED TO DANA DIANE RICKETT MOODY RECORDED IN VOLUME 599, PAGE 256 R.P.R.G.C.T., FOR A DISTANCE OF 125.00 FEET TO A 1/4 INCH IRON ROD SET ON THE NORTHEAST LINE OF A TRACT CONVEYED TO RAYBURN FINKE IN VOLUME 332, PAGE 313 DEED RECORDS OF GRIMES COUNTY, TEXAS, SAID ROD MARKING THE NORTHWEST CORNER OF SAID MOODY TRACT AND THE SOUTH CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE: N 33°15'55" W, ALONG THE NORTHEAST LINE OF SAID FINKE PASSING A 1/4 INCH IRON ROD FOUND AT 14 FEET AND CONTINUING ALONG SAID DAIRY QUEEN TRACT FOR A TOTAL DISTANCE OF 153.00 FEET TO THE POINT OF BEGINNING, CONTAINING IN ALL 0.44 ACRES (19,125.0 SQ. FT.) OF LAND AS SURVEYED ON THE GROUND UNDER MY SUPERVISION IN APRIL 2007.

R. H. BONDS
ANDERSON, TEXAS

R.P.L.S NO. 5559

A PLAT WAS PREPARED TO ACCOMPANY THIS DESCRIPTION.

BEARING ORIENTATION WAS ESTABLISHED FROM EXISTING SURVEY DATA IN THE I.M. CAMP SUBDIVISION.

EXHIBIT "A"
Page 1 of 1



M:\METES AND BOUNDS\07-0630\07-0630.DOC

UTILITIES:

Account Management - (View) — □ ×

File Edit Options Functions Consoles Help Chat

Account Number Address

Zone **Notes** Name

General **Metered** Non-Metered Financial Information Comments History Consumption History Service Orders Devices Notifications

Mailing Address

Attention

Address

Profile

Statement Bill ☐

Statement Group

Class

E-Mail

Exceptions

Account Details

Status

Start Date

Bill Thru Date

Last Bill Date

Balance

Pending Activity

Credit History

Deposits

Cutoff

Contracts

Draft

Morris, Patsy
40001 FM 1488
Hempstead, TX 77445

March 22, 2022

TO: OCCUPANT, RECORD OWNER, LIEN HOLDER, AND MORTGAGEE

RE: Property owned by you or which you claim an interest or wherein you are found in possession, located at:

LOCATION: 716 E. WASHINGTON AVE NAVASOTA TX 77868
LEGAL DESCRIPTION: H&TC, BLOCK 89, LOT 3 (E/2),4,5, 8(PT),9,10

Dear property owner, interested holder and/or possessor:

The City Council is notifying you of the opportunity for you to appear at the regular meeting on March 28th, 2022 at City Hall Council Chambers, 200 E McAlpine St, Navasota, TX, 77868 at 6:00pm, which at such time and place the City Council shall determine whether the building should be declared a nuisance, condemned, ordered repaired or demolished. As a reminder the property owner must provide supporting documentation, a construction timeline and or plans to repair the substandard building. **The 90-day extension allowed by City Council on November 8th 2021 expired on February 8, 2022. The City Council considered the matter on February 28, 2022 and allowed you an additional thirty (30) days to obtain bids for repair and demolition of the primary building on the Property. You may present that information to the City Council at its meeting on March 28, 2022.**

The property and/or improvements and/or conditions existing on the property described above has been identified as a nuisance and because of its condition, is unsafe, unsanitary, a fire hazard, or dangerous to the health, safety or general welfare of the City's citizens and constitutes a danger to human life for the following reasons:

DATE OF INSPECTION: October 19, 2021

NATURE OF VIOLATIONS:

- **The structure, because of its condition, is unsafe, unsanitary, or dangerous to the health, safety or general welfare of the City's citizens including all conditions conducive to the harboring of vermin, rats, mice or other disease carrying animals or insects reasonable calculated to spread disease.**
- **The nonsupporting coverings of walls, ceilings, roofs, or floors are fifty percent (50%) or more damaged or deteriorated**
- **The building or structure is liable to partially or fully collapse**
- **Any wall or other vertical structural members list, lean or buckle to such an extent that the structural integrity of the wall or other vertical structural member is compromised and creates a danger to the health, safety or welfare of the occupant(s) of the structure**

You are required to provide proof at the hearing as to a reasonable projected timeline and scope of any work you are prepared to perform to bring the property into compliance with current code requirements for minimum housing standards. You will carry the burden of proof when demonstrating the scope and timeline of such repairs. If the City Council determines that the building must be demolished, you are similarly responsible for carrying out the demolition within a 30-day timeframe. Again, if you reasonably believe that the property will

Send all mail to:
P.O. Box 910
Navasota, TX 77868

require more than 30 days to carry out the work, **be prepared to present a detailed plan and time schedule** for the work you plan to perform. www.NavasotaTX.gov

Also note that in the event you fail to comply with any order to vacate, repair, or demolish the building, the City of Navasota is prepared to repair or demolish and remove the building or cause such work to be performed by a private contractor. In this event, the City will assess all expenses incurred and send you a bill for the work, and file a lien on the property if said expenses are not paid.

Information regarding this matter may be obtained by contacting the City of Navasota's Code Compliance Department at (936) 825-6450.

Sincerely,

Erik Covarrubias
Code Enforcement Specialist

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 6. **AGENDA DATE:** March 28, 2022

PREPARED BY: Jason Weeks, City Manager

APPROVED BY: JW

ITEM: Discussion and workshop on proposed Fiscal Year budget for 2022-2023. [Jason Weeks, City Manager]

ITEM BACKGROUND:

City staff anticipates beginning the fiscal year 2022-2023 budget process in April. Prior to staff beginning this process, staff would like feedback from City Council on goals, priorities, and projects they would like for staff to consider during the budget preparation. The last three months, the City has participated in the 'Navasota Community as a StartUP - Facilitating Our Future' series hosted by the Texas A&M University at Corpus Christi and Coastal Bend Business Innovation Center. The group of attendees (city, county, school district, council of governments, chamber, ministry alliance, Blinn college, and other key stakeholders) have identified six key strategic priorities:

1. Maintain a safe and protected community
2. Preserve and enhance heritage and historic downtown
3. Collaborative and cooperative community leadership
4. High quality school district
5. Access to healthcare facilities
6. Good employment opportunities with good labor availability

I think that City Council should consider incorporating these key priorities into the budget development. Additionally, as I've met with staff, the public, and City Council, I've had the opportunity to identify some areas and projects that I would like for City Council to consider during the budget process.

- Staff levels - Based on call volume and in order to maintain a safe and protected community, there is a need for additional police and fire personnel. As growth continues to occur in

Navasota, the number of housing developments have increased, which increases infrastructure & utility needs. The additional workload has increased the need to hire a second inspector and public works needs one or two additional laborers.

- Compensation - Navasota must find a way to retain highly qualified employees. A compensation study is needed along with funding to get our employees as close to the market rate of comparable cities.
- Parks & Recreation Programs - There is a need to provide amenities and programs to our residents as a recreational outlet for all ages. The City needs a dedicated Parks & Recreation position to assist with this concept. Additionally, there is a need for this position to assist with the operations of events. Once a dedicated person is assigned to Parks & Recreation, funding needs to be included to provide these amenities such as Daddy / Daughter Dance, Zumba classes, face painting or other kids programs, and summer camps.
- Communication - When I was hired, I was advised that marketing & communication needs to be my top priority. Though we've been able to accomplish a lot in three months, there is even more that we need to consider in order to provide marketing & communication efforts you are expecting from staff. These include website redesign, marketing promotional items, more downtown events, implementation of a marketing plan, wayfinding and downtown signage.
- Information Technology - As the City begins to grow, we need to begin investing in our information technology such as cybersecurity, hardware, software, as well as making sure we have the resources needed to retain our employees.
- Capital Projects - Smart growth is a must in a growing community. We have to begin planning for the growth that is coming. If we wait until the growth happens, it will be too late. There is a need to begin addressing capital projects such as a new fire station, improvements to the Navasota Public Library, downtown parking needs, water tower & treatment plant on east side, additional water wells, and improvement to parks. Design efforts need to begin to prepare for next steps for 'flyover' from Hwy 105 at Hwy 6 as

well as the grade separation for the railroad.

Staff request City Council provide staff with feedback to these concerns as well as address their goals, priorities, and projects.

BUDGETARY AND FINANCIAL SUMMARY:

TBD

STAFF RECOMMENDATION:

Staff recommends City Council providing direction in the preparation of the FY 2022-2023 budget.

ATTACHMENTS: