

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
MAY 23, 2022**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 23rd of May, 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) Introduction of Artist in Residency Program [Kay Peavy, Grants Coordinator];
 - (b) Airport Update [Jennifer Reyna, Director of Utilities];
 - (c) Railroad Commission Gas Audit Update [Jennifer Reyna, Director of Utilities];
 - (d) Board and Commission update [City Council]; and
 - (e) 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 Resolution No. 712-22, Advance Funding Agreement (AFA) with the Texas Department of Transportation for a Transportation Alternatives Set-Aside (TASA) Project. [Lupe Diosdado, Development Services Director]
6. Presentation, discussion and possible action on Resolution No. 713-22, Motor Vehicle Crime Prevention Authority Auxiliary Grant Program. [Michael Mize, Interim Chief of Police]

7. Presentation, discussion, and possible action on the Gas Modeling project presented by Strand Associates. [Jennifer Reyna, Director of Utilities]
8. Presentation, discussion, and possible action for approval on Change Order No. 1 for the CIP Street and Utilities Reconstruction Project in the amount of \$49,500.00 for additional engineering services for additional topographic, utility, and boundary surveying by Bleyl Engineering. [Jennifer Reyna, Director of Utilities]
9. Adjourn.

DATED THIS THE 19TH OF MAY, 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 19th of May, 2022 at 03:26 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 19TH OF MAY, 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:** May 23, 2022

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: JW

ITEM: Staff Report:

(a) Introduction of Artist in Residency Program [Kay Peavy, Grants Coordinator];

(b) Airport Update [Jennifer Reyna, Director of Utilities];

(c) Railroad Commission Gas Audit Update [Jennifer Reyna, Director of Utilities];

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

(e) 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 opportunitiesContinue partnership with BVCOGResearch 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 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 X X		X X	Jeff & Jose
			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

MAY 23, 2022 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 05/09/2022

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Introduce Artist and Residency; (b) Airport update; (c) Railroad Commission Gas Audit update; (d) Board and Commission update; and (e) Reports from staff and City Council
5. Resolution No. 712-22, Advance Funding Agreement – Brosig Avenue Project
6. Resolution No. 713-22, Support motor vehicle crime prevention grant
7. Gas Modeling presentation
8. Amendment No. 1 on CIP Streets and Utilities Reconstruction Project
9. Adjourn

JUNE 13, 2022 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 05/23/2022

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Airport update; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Public hearing – Downtown Revitalization Grant
6. Resolution No. _____ - Downtown Revitalization Grant
7. Water tower policy
8. Navasota Wifi proposal
9. Professional fee agreement with Bleyl Engineering for East side of town for water plant and elevated storage tank
10. Consent agenda: (a) Minutes for the month of May 2022; and (b) Expenditures for the month of May 2022
11. Adjourn

JUNE 27, 2022 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 06/13/2022

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

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 5. **AGENDA DATE:** May 23, 2022

PREPARED BY: Kay Peavy, Grants Coordinator

APPROVED BY: JW

ITEM: Presentation, discussion and possible action on Resolution No. 712-22, Advance Funding Agreement (AFA) with the Texas Department of Transportation for a Transportation Alternatives Set-Aside (TASA) Project. [Lupe Diosdado, Development Services Director]

ITEM BACKGROUND:

City of Navasota desires to reaffirm its support of the Brosig TAP Sidewalk Project and approve and authorize the execution of an Advance Funding Agreement (AFA) with TxDOT for the Project. The Brosig TAP project consists of 6' wide sidewalks along the western side of Brosig Avenue from East Washington to Piedmont Rd, a pedestrian bridge across cedar creek and pedestrian crossing signage and lighting at the Brosig Ave/Brule Drive intersection.

BUDGETARY AND FINANCIAL SUMMARY:

TASA funds require a local match. The local match is comprised of cash or Transportation Development Credits (TDCs). Navasota is utilizing \$156,849 Transportation development credits (TDC) in lieu of matching funds as identified in the TA application. (State Provided Funds)

Local Government is responsible for all non-reimbursable costs and 100% of overruns, if any.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 712-22, Advance Funding Agreement (AFA) with the Texas Department of Transportation for a Transportation Alternatives Set-Aside (TASA) Project.

ATTACHMENTS:

1. Resolution No. 712-22
2. Transportation Alternative Application
3. Resolution No. 692-21 Supporting Transportation Alternative Application
4. TASA Agreement - Special Approval Part A

RESOLUTION NO. 712-22

**A RESOLUTION AUTHORIZING EXECUTION OF AN
ADVANCE FUNDING AGREEMENT (AFA) WITH THE
TEXAS DEPARTMENT OF TRANSPORTATION FOR A
TRANSPORTATION ALTERNATIVES SET-ASIDE (TASA) PROJECT**

WHEREAS, on October 28, 2021, via Minute Order 116126, the Texas Transportation Commission authorized the Brosig Avenue Pedestrian Improvement project (the “Project”) to receive Transportation Alternatives Set-Aside (TASA) funds for project construction and Texas Department of Transportation (TxDOT or the State) oversight; and

WHEREAS, the TASA funds require a local match, the City of Navasota (Local Government) commits to provide the match. The local match is comprised of cash or Transportation Development Credits (TDCs); and

WHEREAS, the Local Government is responsible for all non-reimbursable costs and 100% of overruns, if any; and

WHEREAS, the Governing Body of the Local Government desires to reaffirm its support of the Project and approve and authorize the execution of an Advance Funding Agreement (AFA) with TxDOT for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE LOCAL GOVERNMENT THAT the Mayor is authorized to enter into an AFA with TxDOT for this Project.

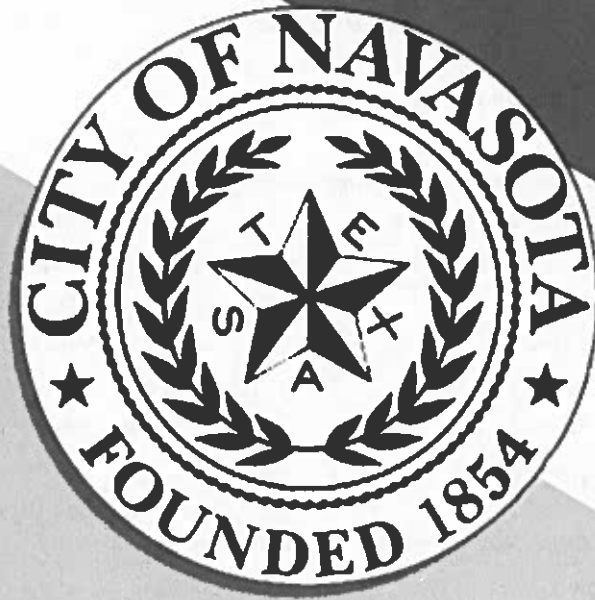
DULY PASSED by majority vote of all members of the City Council of the Local Government on the 23rd day of May, 2022.

WITNESS THIS THE 23RD DAY OF MAY, 2022

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY



2021 TRANSPORTATION ALTERNATIVES
CALL FOR PROJECTS

CITY OF NAVASOTA, TEXAS

Brosig Ave. & Hillside Dr. Pedestrian Improvements Project
1_BRY_Navasota03_Brosig-Hillside



GOODWIN · LASITER · STRONG

ENGINEERING · ARCHITECTURE · SURVEYING
LANDSCAPE ARCHITECTURE · INTERIOR DESIGN

LUFKIN · BRYAN/COLLEGE STATION · TYLER · GROESBECK

DETAILED APPLICATION: 2021 TA CALL FOR PROJECTS

Additional program information can be found in TxDOT's 2021 TA Call for Projects Program Guide

<http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>

NOTE: All attachments must be submitted in letter-sized (8.5" x 11") format.

APPLICANT INFORMATION

1. Project Sponsor Name (Only one entity can act as project sponsor)

Navasota, City of

2. Jurisdiction Population

7,049

(Based on 2010

Small Urban

US Census)

3. Type of Organization/Agency/Authority (Select from dropdown below)

Local Government

4. Project Sponsor Contact Information (Authorized representative)

Contact Person:

Mr. Brad Stafford

Title:

City Manager

Mailing Address:

200 McAlpine St.

Physical Address:

200 McAlpine St.

Mailing City:

Navasota

Physical City:

Navasota

Zip Code:

77868

Zip Code:

77868

Contact's Phone:

936-825-6475

Entity's Main Phone:

936-825-6475

Email:

rwillenbrink@navasotatx.gov

Website:

navasotatx.gov

PROJECT DESCRIPTION

5. Project Name

Brosig Avenue Pedestrian Improvements Project

6. Project Location Information

TxDOT District:

Bryan

Texas County:

Grimes

Is the project located within Metropolitan Planning Organization (MPO) boundaries?

No

Project location: Describe using street name, adjacent waterway, or other identifying landmark.

On or adj. to:

Brosig Avenue

From:

State Highway 105

(ex. 1st Avenue)

(ex. Main Street)

To:

Farm to Market 3090

(ex. 3rd Avenue)

Provide a Google map link: see Detailed Application Instructions for guidance.

https://www.google.com/maps/d/edit?mid=1Ca0qeRemvIAw-X3ych8Bto42_4HfzDRD&ll=30.39507717255856%2C-96.081

If project involves multiple locations, please provide project limits for the major segment in above blanks.

Additionally, please create a complete list of all improvement locations using the descriptive limits and beginning and ending latitude/longitude and label this attachment as **A-Project Location Information** - No more than 2 pages.

Project location in relation to roadways:

On/along a non-TxDOT roadway

7. Project Description (See Detailed Application Instructions. Description must fit in the space provided.)

The project will provide new continuous 6' concrete sidewalks, with 2' typical offsets, along the west side of Brosig Avenue, from State Highway 105 to Farm to Market 3090. The project will also provide a new pedestrian bridge crossing Cedar Creek with new street and pedestrian lighting at the bridge.

FUNDING OPPORTUNITIES

8. Select the funding opportunity sought based on the determined eligibility from Step 1 of the application process.

Small Urban TA (existing and future funding)

PROJECT DETAILS

9. Project Details

Provide a project layout (required) at scale with clearly labeled streets, end points, and all construction locations as an attachment. Additional recommended attachments include typical sections and photographs that describe and provide details about the project. Attachments for this section should be labeled as **B-Project Details. (No more than 15 pages)**

If the project plans are 30% or more complete, include only example sheets as attachments and provide a weblink for plan review here:

The construction plans for this project are currently: % complete

Primary facility type: <input type="text" value="Sidewalks"/>	Secondary facility type: <input type="text" value="Shared Use Path"/>
Total length: <input type="text" value="2,200.00"/> feet	Total length: <input type="text" value="350.00"/> <input type="text" value="N/A"/>
Facility width: <input type="text" value="6"/> feet	Facility width: <input type="text" value="10"/> feet
Material depth: <input type="text" value="6"/> inches	Material depth: <input type="text" value="6"/> inches
Surface type/material: <input type="text" value="Concrete"/>	Surface type/material: <input type="text" value="Concrete"/>

Does the project propose lighting adjacent to a roadway within state-maintained right-of-way?

Does this project include bridge improvements? Total # of proposed bridges:

Note: If more than one bridge is proposed, identify the bridge with the longest span length in the detailed application and identify additional bridges in Attachment B.

Structural Materials (Deck/ Beams):

Bridge construction: Bridge length: ft Bridge width: ft Rail type:

SAFETY

10. Identified bicycle and/or pedestrian safety hazards and countermeasures

Check all of the safety hazards located within the project limits. Next to each checked safety hazard, state the proposed countermeasure(s) addressing the hazard identified. Provide additional information about proposed countermeasures and photos of safety hazards as an attachment: **C-Safety Hazards and Countermeasures**. Clearly identify these features on **Map 1-Safety** and include in attachment C.

<input type="checkbox"/> High roadway speed (45 mph or greater)	
<input checked="" type="checkbox"/> Hazardous intersection/conflict point	<input type="text" value="Marked & lighted pedestrian crossing"/>
<input checked="" type="checkbox"/> Uncontrolled intersection/crossing	<input type="text" value="Marked & lighted pedestrian crossing"/>
<input checked="" type="checkbox"/> Lack of bike/ped infrastructure	<input type="text" value="New seperated sidewalk facility"/>
<input type="checkbox"/> High motor vehicle traffic volume	
<input type="checkbox"/> On-street parking	
<input type="checkbox"/> Wide roadway crossing (4 or more lanes)	
<input checked="" type="checkbox"/> Lack of lighting	<input type="text" value="New street and pedestrian lighting"/>
<input checked="" type="checkbox"/> Other <input type="text" value="On road bridge crossing"/>	<input type="text" value="Seperated pedestrian bridge"/>

11. Bicycle and/or pedestrian infrastructure elements

Which of the following features are part of the proposed project? Check all that apply. Clearly identify these features on **Map 1-Safety**. New bicycle/pedestrian infrastructure...

<input checked="" type="checkbox"/> closes a gap in bicycle or pedestrian network	<input checked="" type="checkbox"/> features traffic markings/signage
<input type="checkbox"/> features new traffic signalization*	<input checked="" type="checkbox"/> improves railroad/highway/water crossing
<input type="checkbox"/> features traffic calming elements	<input checked="" type="checkbox"/> new bicycle &/or pedestrian infrastructure
<input checked="" type="checkbox"/> separates bicycles &/or pedestrians from motor vehicle traffic	<input checked="" type="checkbox"/> includes a vertical separation element (e.g. curb, flexible delineator, bollard)
<input type="checkbox"/> facility is offset from road (≥5')	

* Documentation of signal warrants **MUST** be included in Attachment C.

- i** TxDOT is interested in projects that respond to documented safety issues. TxDOT will analyze crash records to determine the documented bicycle and/or pedestrian crash count and rate in proximity to the proposed project.

CONNECTIVITY AND ACCESSIBILITY

12. Connectivity to destinations

Does the project provide bicycle and pedestrian access to major destinations immediately surrounding the project area that are likely to attract bicycling or walking trips? Please check destinations below and clearly label on **Map 2-Connectivity** and include in attachment **D-Connectivity**.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> School | <input checked="" type="checkbox"/> Major employer | <input checked="" type="checkbox"/> Fresh foods (grocery stores, farmers mkts) |
| <input checked="" type="checkbox"/> Park | <input checked="" type="checkbox"/> Central Business District | <input checked="" type="checkbox"/> Health facility (medical center, sports field) |
| <input checked="" type="checkbox"/> Neighborhood | <input checked="" type="checkbox"/> Commercial Center | <input checked="" type="checkbox"/> Community center |
| <input checked="" type="checkbox"/> Library | <input checked="" type="checkbox"/> High density residential | <input checked="" type="checkbox"/> Other special trip generator (label on map) |

13. Connectivity to multimodal transportation

- a. **Transit:** Does the project support multi-modal transportation by providing access to a rail station, streetcar, and/or a bus stop? Please clearly label on **Map 2-Connectivity**. Project connections to transit infrastructure are:

(select) ▼

- b. **Bike/ped:** Does the project connect to existing or planned bicycle and pedestrian facilities? Please check the facilities to which this project would connect and clearly label on **Map 2-Connectivity**. Project connects to:

Bicycle facilities Planned ▼ Pedestrian facilities Existing and planned ▼

14. Barrier Elimination

Does the project eliminate an existing barrier to travel and provide safe crossing of that barrier by individuals with disabilities, pedestrians, bicyclists, and other non-drivers of all ages and abilities?

Please clearly label on **Map 2-Connectivity** and indicate the number of barriers below by clicking up/down.

ADA barriers
 Four lane or larger roadways
 Waterbody(ies)
 Railroad
 Other

15. Long-distance bicycle route and tourism

Does the project implement a segment or locally favored alternative on the Bicycle Tourism Trail Example Network, improve non-motorized connections between population centers, and/or extend or develop other regional nonmotorized route for tourism?

Label attachments to support your answer as **E- Long Distance Bicycle Routes**.

[Select] ▼

- i** Projects that add new off-street bicycle or pedestrian facilities along independent rights-of-way, such as creeks, railroads, or utility corridors, may have different benefits or impacts than projects following the alignment of existing roadways. TxDOT will review the response to question 7 to determine whether the project is proposed on independent right-of-way.

Geographic Equity

- i** TxDOT is interested in how the project improves access to everyday destinations for underserved communities. TxDOT will analyze census data to determine if the project will improve access for seniors, individuals with disabilities, racial or ethnic minorities, people without private vehicles, or low-income communities.

Demand

- i** TxDOT is interested in projects that improve access to higher density residential and/or employment centers. TxDOT will analyze US Census data to determine whether projects are located in areas with higher residential and employment density. (Small Urban only)

COMMUNITY SUPPORT AND PLANNING

16. Project Sponsor Resolution

An adopted resolution from the project sponsor's governing board is a required attachment to the detailed application. This attachment should be labeled **F-Project Sponsor Resolution**.

17. Public Involvement and Support

- a. Public outreach events in the last five years which engaged the public on this project should be summarized as a bulleted list or table, then attached with supporting documentation as **G- Public Outreach and Support**.

- b. List all collaborating partners and their role in developing/implementing the proposed project.

City of Navasota-Project Sponsor/Maintenance Operator. TxDOT Right of Way Operator.

- c. Letters of Support

Public outreach events in the last five years which engaged the public on this project should be summarized as a bulleted list or table, then attached with supporting documentation **G- Public Outreach and Support**.

18. Maintenance and Operation

Name the entity responsible for project maintenance and operation after construction. Attach a letter of commitment if maintenance and operation will be conducted by a third party and label it **H- Maintenance Documentation**.

City of Navasota, Through Memorandum of Understanding

19. Planning

- a. Projects may be referenced in various planning documents, such as local Bicycle, Pedestrian, Safe Route to School, Corridor, Traffic Safety, Hazardous Route List, or other Transportation Plan (if applicable)

Is the proposed project included in a local transportation plan?

Yes ☐

If yes, include as an attachment ONLY the cover and pages of the plan referring to this project.

Label attachment(s) as **I- Local Planning** - No more than 10 pages.

Insert transportation plan weblink:

<https://strand.filegenius.com/downloadPublic/d4ymsdsqjvkcf11>

- b. Transition Plan for ADA Compliance

Is the proposed project included in the project sponsor's Transition Plan for ADA compliance?

No ☐

If yes, include as an attachment only the cover and pages from the plan relevant to this project.

Label attachment(s) as **I- Local Planning** - No more than 10 pages.

- i** TxDOT will give consideration to small communities (50,000 or less in population) who have limited access to planning resources in the Small Urban funding category.

20. MPO Transportation Improvement Program (TIP) Inclusion Letter (if applicable)

If this project is located within the boundaries of an MPO, include a letter from the MPO to the project sponsor indicating their willingness to include the project in the local TIP either as a grouped or individually listed project, if funded.

Label attachment as **J- MPO TIP Letter**.

PROJECT COMPLEXITY

21. Environmental Documentation

- a. An environmental document is required for all federally funded transportation projects. Some site characteristics may require additional environmental evaluation. Are there known environmental issues requiring coordination, permitting, or mitigation?

See Detailed Application Instructions for more details.

No ▼

- b. Known historic sites are identified in the Texas Historic Sites Atlas (<https://atlas.thc.state.tx.us/>). After reviewing this resource, are there known historic properties near the proposed project requiring coordination?

No ▼

- c. If there are known environmental or historic preservation issues, is there an approach to avoid delays in project development?

N/A ▼

If "Yes" is marked for either 25a, 25b, or 25c, then provide written description of potential coordination, mitigation, and/or permitting actions foreseen for the proposed project.

Label attachment(s) as **K- Environmental Documentation** - No more than 10 pages.

22. Property Ownership and Acquisition Information

All proposals must provide documentary evidence of the project sponsor's property rights by title of ownership, lease, or easement for all property within the project limits. Respond to a, b, & c below.

- a. Has the property needed for the project already been acquired?

N/A ▼

If No - How many parcels will be acquired? Describe in the attachment how the property will be acquired. Include a commitment letter from current owner(s) demonstrating a willingness to transfer the property to project sponsor in accordance with state and federal laws.

- b. Are there any known encroachments? (utilities, fences, adjacent property improvements)

No ▼

If Yes, identify known encroachments in an attachment.

- c. Was property acquired after 1971 in accordance with the Uniform Act?

N/A ▼

Project property acquired after 1971 must have been acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act (Uniform Act). If No, describe briefly when and how the property was acquired in an attachment.

Include details as attachment(s) **L- Property Ownership/Acquisition**.

23. Requirements - Signals, Beacons, and School Zones

Projects proposing new traffic control devices including flashing beacons (RRFBs and PHBs) and school zones **MUST** attach supporting documentation demonstrating these improvements meet warrant/conditions in accordance with the TMUTCD and TxDOT policy.

Label attachment(s) **M- Signals, Beacons, and School Zones**.

24. Railroad (RR) Support/Right of Entry Letter (if applicable)

- a. Does the project encroach (within 50') or cross RR right-of-way (ROW)?

No ▼

If yes, the project sponsor must include documentary evidence from the railroad in support of the project and, where appropriate, a willingness by the railroad to enter into an agreement/contract with the local government for project implementation and provisions for right-of-entry for project construction. Where applicable, a cost for railroad work must be included in the budget.

- b. If the project encroaches or crosses RR ROW, has coordination with the RR begun?

n/a ▼

- c. Does this project include rail banked right-of-way?

No ▼

Label attachment(s) as **N- RR Support/Right-of-Entry Letter** - No more than 10 pages.

DETAILED APPLICATION: 2021 TA CALL FOR PROJECTS

25. Project Timeline

Estimate the number of months it will take to complete this project (from planning through construction). Estimate the time required for each activity listed below. Several activities should be accomplished concurrently (such as environmental documentation, PS&E development, railroad coordination, and property acquisition); as a result, the **Total Projected Time Estimate** will be less than the total of the time estimated for each activity. Refer to the 2021 TA Program Guide for additional guidance.

Label attachment(s) as **0- Project Timeline** - No more than 2 pages.

Months Activities

Planning Activities (minimum 6 months)

(Include the project in the STIP, execute Advance Funding Agreement (AFA) with the department, complete required local government training, assign local government and department roles and responsibilities, etc.)

Project Design and Plan Preparation (minimum 6 months)

(Solicit, select, negotiate, and execute contract(s) for engineering and environmental services. Develop construction Plans, Specifications, and Estimates (PS&E) to state and federal standards. Include time for review by TxDOT District and Division staff, a registered accessibility specialist, and other agencies as needed.)

Environmental Clearance (minimum 6 months)

(Complete the NEPA Scope Development Tool, environmental documentation, and appropriate resource studies; consider environmental mitigation, permits, and review by resource agencies). All documentation and exhibits must meet state and federal standards.

ROW Acquisition (acquisitions should occur after environmental clearance)

(Include time for surveying, appraisals, title transfer, etc. Only incidental utility adjustments may be eligible.)

Railroad coordination (1 to 2 years)

(Include time for railroad owner review of plan documents and execution of railroad agreement.)

Other- Describe briefly additional milestones not addressed elsewhere.

Project Construction/Implementation (minimum 12 months)

(Include time for advertising, procurement of construction contractor, contract negotiations, site preparation, construction, inspection, project close-out, etc.)

Total Project Development Time Estimate

26. Has the project or a substantially similar project been submitted under a prior TxDOT TA or SRTS Call for Projects? Please select the latest program call submission.

No prior submittal



Reminder: All responses in the Detailed Application **MUST** be supported by the attachments. Proposed countermeasures and infrastructure elements **MUST** be specified in the Itemized Budget. Items missing supporting documentation will not be considered during project evaluation.

ITEMIZED BUDGET

Click here for TxDOT's Average Low Bid Unit Prices (or visit: <http://www.txdot.gov/business/letting-bids/average-low-bid-unit-prices.html>)

(Continued on next page)

DETAILED APPLICATION: 2021 TA CALL FOR PROJECTS

Itemized Construction Cost Estimate (continued)[illegible]

DETAILED APPLICATION: 2021 TA CALL FOR PROJECTS

28. Additional Construction-Related Costs:

Appropriate costs for this section might include: construction engineering and inspection, construction-phase project administration, contract administration, land survey for right of way demarcation, materials testing, permitting, or geotechnical work. Items ineligible for reimbursement include associated with right-of-way acquisition (e.g., appraisal, parcel survey, title transfer) or legal services.

Work Activities	Quantity	Unit	Unit Price	Amount
ROW Demarcation (per adj. property)	12	EA	\$750.00	\$9,000
Geotech/Materials Testing	1	LS	\$19,500.00	\$19,500
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:				\$28,500

Preliminary Engineering (PS&E and Environmental) Costs Eligibility

Population size	7,049	PE Costs are Eligible	
Eligible Preliminary Engineering Costs			\$58,000

29. Preliminary Engineering (PS&E and Environmental) Costs

Eligible costs to develop PS&E and environmental documents may be considered for project sponsors with populations less or equal to 50,000. Project sponsors with populations above 50,000 are not eligible for reimbursement of PS&E costs. Identify proposed preliminary engineering costs to be incurred by the project sponsor after project selection and after authorization to proceed.

Label attachment(s) as **P - Preliminary Engineering (PS&E and Environmental) Costs** - No more than 2 pages.

Work Activities	Cost/Value
Civil Design	\$45,000
Environmental Documentation	\$7,500
PS&E Topo and SUE Survey	\$5,500
Total:	\$58,000

BUDGET SUMMARY

30. Project Budget Summary (many lines automatically populate)

Total Itemized Construction Cost Estimate (topic 28 total, from page 8)	1.	\$603,017
Total Additional Construction-Related Costs (topic 29 total, from page 9)	2.	\$28,500
Total Construction Cost Estimate (line 1 + line 2)	3.	\$631,517
TxDOT Direct State Costs for project oversight (15% of line 3)	4.	\$94,728
Total Preliminary Engineering Cost* (topic 30 total, from page 9)	5.	\$58,000
Total Project Cost Estimate [line 3 + line 4 + line 5]	6.	\$784,245
Optional Local Match Increase**	20% of line 6	(see table)

***TDCs:** If a project sponsor is found eligible to use TDCs, these credits will be applied to the project in lieu of the local match. See Cost Participation Summary below.

****Local Match:** Project sponsors may increase the required Local Match above 20% by adjusting the Local Match percentage in the box above. If the project is eligible for Transportation Development Credits or Economically Disadvantaged Counties Program (EDCP) reduction (amount shown in number 7 or 8 below), then the federal/local share will be fixed at 80% federal participation and 20% local match (refer to calculations below).

Eligibility for Transportation Development Credits

Select Project Sponsor from dropdown. If Project Sponsor is not listed, then it was determined to be ineligible for Transportation Development Credits.

City of Navasota ▼

Eligible Transportation Development Credits **7. \$156,849**

Economically Disadvantaged Counties Program (EDCP) Reduction (Must be authorized by TxDOT)

Allowable EDCP Adjustment (select, if applicable) ▼

Additional EDCP Adjustment (select, if applicable) ▼

Ineligible for EDCP when TDCs requested

Total EDCP Adjustment (95% Total 0% **8. \$0**)

Participation					
	Percent	Preliminary Engineering Costs	Construction Costs	Direct State Costs	Total Project Costs
Federal	100.0%	\$ 58,000	\$ 631,517	\$ 94,728	\$ 784,245
State	0.0%	\$ -	\$ -	\$ -	\$ -
Local	0.0%	\$ -	\$ -	\$ -	\$ -
Total	100%	\$ 58,000	\$ 631,517	\$ 94,728	\$ 784,245

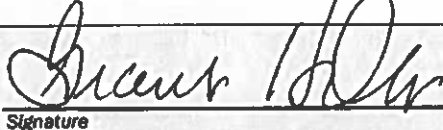
COST PARTICIPATION SUMMARY

Total Federal Participation	100.0%	\$784,245
Total State Participation		-
Total Local Participation	0.0%	\$0

PROJECT COMMITMENT

The applicant confirms understanding of the following requirements by checking boxes and signing below.

- ☒ This is a reimbursement program. If the project sponsor implements any stage of the project, then they must finance that phase until reimbursement funds are available. Invoices must be submitted with proper documentation on a regular basis (typically monthly, but no less than quarterly).
- ☒ If TxDOT implements any phase of the project on behalf of the project sponsor, then any local match would be due in full to TxDOT prior to commencement of each phase (i.e. preliminary engineering or construction). Project selection does not guarantee that TxDOT will implement a project on behalf of any recipient.
- ☒ Until authorized by TxDOT with a notice to proceed, the project sponsor should not enter into a contract or incur costs for any aspect of the project for which the project sponsor is seeking federal participation. Otherwise, the project sponsor risks incurring costs that will not be reimbursed or credited.
- ☒ Project sponsors may manage elements of the project development process with written TxDOT approval. To receive approval, the project sponsor acknowledges that they must complete a Special Project Approval form in accordance with 43 TAC §15.52 and undergo a Risk Assessment.
- ☒ The project sponsor understands they are responsible for providing a local match (including cash and/or use of EDCP reduction) to cover 20% of the total project cost (including TxDOT Direct State Costs). Depending on approved local match options, TxDOT will reimburse a portion of the total expenses on each invoice submitted with proper documentation of expenses. For project sponsors eligible for Transportation Development Credits, these credits will be applied as additional federal funds in lieu of local match.
- ☒ The project sponsor understands that eligibility for the Economically Disadvantaged County Program (EDCP) is subject to annual review. If an adjustment is granted, the adjustment percentage in effect for the county at the time the TA program call is initiated will be used. Should the county become ineligible for the EDCP adjustment prior to execution of the Advanced Funding Agreement between TxDOT and the project sponsor, the Project Sponsor would be responsible for the full 20% local match for construction.
- ☒ The project sponsor must be prepared to fund any project costs in excess of the amounts indicated in the budget entered into this detailed application and/or the amount awarded by the commission (i.e., project cost overruns).



Signature

Mr. Grant Holt, Mayor Pro-Tem

Print Name and Title

8/30/2021

Date

936-825-6475

Telephone Number

Refer to TxDOT's 2021 TA Detailed Application Instructions for submittal instructions.

RESOLUTION NO. 692-21

**A RESOLUTION SUPPORTING THE CITY OF NAVASOTA APPLICATION
TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2021
TRANSPORTATION ALTERNATIVES CALL FOR PROJECTS**

WHEREAS, the Texas Department of Transportation (TxDOT) issued a call for projects in February 2021 for communities to apply for funding assistance through the Transportation Alternatives Programs; and

WHEREAS, the TA funds may be used for construction of pedestrian and/or bicycle infrastructure. The TA funds require a local match comprised of cash. As the Project Sponsor, the Local Government would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TA funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE LOCAL GOVERNMENT: The City Council supports funding the project Brosig Avenue Pedestrian Improvements, as described in the Local Government's 2021 TA Detailed Application (including the construction budget, TxDOT's administrative cost, and the required local match, if any). The City Council is willing and able to authorize, by resolution or ordinance, the Local Government to enter into an agreement with TxDOT should the project be selected for funding.

PASSED AND APPROVED by majority vote of all present members of the City Council on the 14th day of June, 2021.


BERT MILLER, MAYOR

ATTEST:


SUSIE M. HOMEYER, CITY SECRETARY





Project CSJ: 0917-17-081
 LG Name: City of Navasota
 LG Texas ID No. (TIN): 74-6001763
 District: 17 - BRY
 Project Name: Brosig Avenue Pedestrian Improvement

Special Approval per TAC §15.52
Part A - LG Qualifications Statement
*(Local Government Agency management
 of project development process elements)*

Local government (LG) agencies may manage elements of the project development process (environmental, right-of-way acquisition, utility relocation, design/bid document preparation, letting and award, and construction/project close-out) with written TxDOT approval. This approval is typically provided by language in the Advance Funding Agreement executed by TxDOT and the local government agency. Part A (pages 1-4) of this form is required to be completed by LG personnel. Upon receipt of completed Part A, the TxDOT district will evaluate the LG's capabilities to manage one or more elements of a project using Part B (pages 5-8) for recommendation to the TxDOT's Deputy Executive Director.

Describe the following items for the proposed project or program	
Project limits, type of work and any significant elements	A. The scope of work for the Project consists of the design and construction of new continuous 6' concrete sidewalks, with 2' typical offsets, along Brosig Avenue, from State Highway 105 to Farm to Market 3090. The project will also provide a new pedestrian bridge crossing Cedar Creek with new street and pedestrian lighting at the bridge.
Preliminary estimated project costs	\$814,368
Anticipated Funding Sources	FHWA <u>100</u> % TxDOT <u> </u> % Local <u> </u> %

LG proposes to manage the following activities for this project	To be performed by LG with its own staff?	To be performed by consultant under contract with LG?
Environmental	No	Yes
Right-of-way acquisition	Yes	No
Utility relocation	Yes	No
Design and bid document preparation	No	Yes
Letting and award	No	No
Construction oversight, inspection, documentation and project close-out	No	No
Other_____	Select one...	Select one...
Other_____	Select one...	Select one...

Describe LG's approach to performing the proposed management services for this project
Staff will complete the RFQ process to contract with a consultant that will prepare the PS&E packet for TxDOT letting. During construction staff will provide support for utility relocation and project management/outreach to affected property owners.

Project CSJ: 0917-17-081
 LG Name: City of Navasota
 LG Texas ID No. (TIN): 74-6001763
 District: 17 - BRY
 Project Name: Brosig Avenue Pedestrian Improvement

In evaluating a LG request to manage elements of the project development process for projects on the State Highway System or with TxDOT and/or FHWA funding, 43 TAC §15.52 requires TxDOT to consider six criteria. The LG is to provide information requested in Items 1 and 2 below. TxDOT district personnel will complete information on the remainder of the evaluation criteria in Part B (pages 5-8).

1. Previous experience of the LG in performing the type of work proposed

Attach an audited financial statement of Local Government Agency for most recent fiscal year. If TxDOT already has a copy of a Single Audit report or other audited financial statement for a recent year insert the fiscal year in the box to the right (submittal of an additional audit is not required).	FY'21 Audited Financial Stmt. is attached.
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Please provide information on up to two similar, completed projects managed or performed by the LG in the past 5 years.

PROJECT A

Name of previously completed project	Farquhar Crosswalk Project			
Describe type of work	LG contracted KSA engineering to prepare a PS&E packet for a crosswalk project meeting TxDOT standards. TxDOT then let the project and is providing funding for construction. The project consists of constructing a pedestrian crosswalk across Washington Avenue with a raised median along State Highway 105/Washington Avenue from Farquhar Street to LaSalle/Bus 6. The project is currently under construction.			
Describe any complex items of work	N/A			
Construction cost	Estimated:	\$200,000+	Actual:	
Letting date	Scheduled:	9/21	Actual:	
Contract time	Scheduled:	8-12 Weeks	Actual:	In progress
LG management activities performed by LG personnel	Contracting with engineering firm to prepare PS&E			
LG management activities performed by consultants	Prepare PS&E			
Name of current LG employee contact who worked on project	Jennifer Reyna, Director of Utilities	Phone #	936-825-6475	
		Email	jreyna@navasotatx.gov	

Project CSJ: 0917-17-081
 LG Name: City of Navasota
 LG Texas ID No. (TIN): 74-6001763
 District: 17 - BRY
 Project Name: Brosig Avenue Pedestrian Improvement

PROJECT B

Name of previously completed project	Railroad Street Revitalization Project			
Describe type of work	<p>Project involved the removal of 36" storm sewer pipes and replaced it with a 7'x7' storm sewer box to improve the drainage in the downtown area. This project also required demolition and repaving of 1,740 LF on Railroad Street and 160 LF on Manley Street, which is in the newly revitalized Railroad District of Downtown Navasota.</p> <p>The project also included switching Railroad Street from a two-way to a one-way street traveling from South to North to accommodate current and future growth and development, along with extending the sidewalks 6' to approximately 25' on part of the 1st block of Railroad Street.</p>			
Describe any complex items of work	Transitioning from 36-inch pipe to 7'x7' storm sewer concrete box along Railroad Street to substantially mitigate flooding and drainage concerns in the downtown area.			
Construction cost	Estimated:	\$1,799,163.00	Actual:	\$1,809,958.46
Letting date	Scheduled:	6/25/2020	Actual:	6/25/2020
Contract time	Scheduled:	210 days	Actual:	290
LG management activities performed by LG personnel	Contracting with engineering firm to prepare PS&E. LG performed periodic inspections of contractor performance.			
LG management activities performed by consultants	Periodic inspections of materials (base materials, concrete strength)			
Name of current LG employee contact who worked on project	Jose Coronilla	Phone #	936-825-6475	
		Email	jcoronilla@navasotatx.gov	

2. The capability of the LG to perform the type of work proposed or to award and manage a contract for that work in a timely manner, consistent with federal, state, and Department regulations, standards, and specifications

Please describe the LG's proposed personnel.

Name of person to serve in the position of Responsible Person in Charge	Kenneth Nobles	Position/Title	Project Inspector
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- Must be full-time employee of LG;
- Must be able to administer project activities (cost, time, scope, adherence to contract requirements, construction quality, etc.);
- Must maintain familiarity with day-to-day project operations (including project safety);
- Must make or participate in decisions about change orders or supplemental agreements;
- Must visit and review the project regularly;
- Must review financial processes, transactions and documentation; and
- Must direct his/her project staff (agency or consultant) at all stages of the project.

Project CSJ: 0917-17-081
 LG Name: City of Navasota
 LG Texas ID No. (TIN): 74-6001763
 District: 17 - BRY
 Project Name: Brosig Avenue Pedestrian Improvement

Name of person to serve as Project Manager	Contracted Consultant	Position/Title	Project Manager
--	-----------------------	----------------	-----------------

- a. Responsible for daily oversight of the project;
 b. Primary point of communication with TxDOT for day-to-day matters;
 c. May be same person as RPIC; and
 d. May be local government employee or consultant.

Project Manager's previous experience on projects of similar type, complexity and cost	TBD - Contracted Consultant
Project Manager's previous experience on TxDOT and/or FHWA-funded projects	TBD - Contracted Consultant

Name of person to serve in the position of Qualified Person	Contracted Consultant	Position/Title	Project Manager
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- a. Must have completed TxDOT-required LGPP training prior to execution of AFA;
 b. May be same person as RPIC or PM; and
 c. May be LG employee or consultant.

Qualified Person's previous experience on projects of similar type, complexity and cost	Consultant selection criteria will include TxDOT requirements.
Qualified Person's previous experience on TxDOT and/or FHWA-funded projects	Consultant selection criteria will include TxDOT requirements.

Information submitted by:

DocuSigned by:

 F51CFA1C-08B9-4045
 LG representative signature

5/12/2022

Date

Bert Miller

LG representative printed name

Mayor, City of Navasota

LG representative title

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 6. **AGENDA DATE:** May 23, 2022

PREPARED BY: Kay Peavy, Grants Coordinator

APPROVED BY: JW

ITEM: Presentation, discussion and possible action on Resolution No. 713-22, Motor Vehicle Crime Prevention Authority Auxiliary Grant Program. [Michael Mize, Interim Chief of Police]

ITEM BACKGROUND:

The Navasota Police Department desires to purchase a speed trailer with a License Plate Reader (LPR).

The trailer is portable and detects speed of vehicle using an internal radar system. It can be used to collect data on roadways. The trailer will also take photos of the vehicles (license plate and description), which the license plate is ran thru TCIC/NCIC to determine if stolen and alert dispatch of a stolen. Using the resulting information, officers can attempt to locate the vehicle or pass the information on to other agencies.

Several surrounding agencies have these and we have recovered many stolen vehicles using this system.

If a complaint of speeding in a subdivision is received, this trailer can be deployed for a period of time and the data will be stored for PD to review speeding based on time and date, to send officer to enforce and/or confirm or deny the complaint in the area. This equipment will be very useful for city projects.

BUDGETARY AND FINANCIAL SUMMARY:

The cost of the LPR System is between \$20,000-30,000. Additional grants will be sought to support the remaining costs, along with operating funds, as needed.

Being we want to mount this into a speed trailer for other uses, I am getting more up to date quotes for trailers and grant opportunities to purchase the speed trailer that will be built for the install of the LPR system.

Cash Match Requirement

All applications for programs must provide at least a twenty (20%) percent cash match (Texas Administrative Code Title 43 §57.36).

Grant Type

The grant is a \$20,000 cost reimbursable grant, requiring a 20% matching funds.

Reimbursement – Applicants that are awarded grants will place the order for equipment/lease, including installation, configuration, warranty, and ongoing maintenance for software indicated in the Statement of Grant

Award, receive the approved equipment/technology, implement the use of the equipment/technology and complete all payments to the vendor before submitting a request for reimbursement to MVCPA. MVCPA will reimburse 80% of the actual expenses for approved items up to the maximum grant amount.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 713-22, Motor Vehicle Crime Prevention Authority Auxiliary Grant Program to support the purchase of a speed trailer with a License Plate Reader (LPR) requiring a 20% match from the City.

ATTACHMENTS:

1. Resolution No. 713-22

RESOLUTION NO. 713-22

**MOTOR VEHICLE CRIME PREVENTION AUTHORITY
AUXILIARY GRANT PROGRAM 2022
CITY OF NAVASOTA**

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement agencies for economic motor vehicle theft enforcement teams; and

WHEREAS, this grant program will assist this jurisdiction to combat motor vehicle theft, motor vehicle burglary and fraud-related motor vehicle crime; and

WHEREAS, City of Navasota has agreed that in the event of loss or misuse of the grant funds, City of Navasota assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

NOW THEREFORE, BE IT RESOLVED and ordered that Bert Miller, Mayor, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that Michael Mize, Interim Police Chief, is designated as the Program Director and Lance Hall, Finance Director, is designated as the Financial Officer for this grant.

PASSED AND APPROVED THIS THE 23RD DAY OF MAY, 2022

BERT MILLER, MAYOR

ATTESTED:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 7. **AGENDA DATE:** May 23, 2022

PREPARED BY: Jennifer Reyna, Director of Utilities

APPROVED BY: JW

ITEM: Presentation, discussion, and possible action on the Gas Modeling project presented by Strand Associates. [Jennifer Reyna, Director of Utilities]

ITEM BACKGROUND:

In September of 2021 the City of Navasota hired Strand Associates to perform a Gas System Model to identify how to effectively manage the natural gas needs for future development within the city. Strand Associates will be providing an update to this project.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends listening to the presentation.

ATTACHMENTS:

1. Gas Model Presentation



STRAND
ASSOCIATES®

Excellence in EngineeringSM
Since 1946

Gas Model Identifies How to Effectively Manage the Gas Needs of Future Development within the City

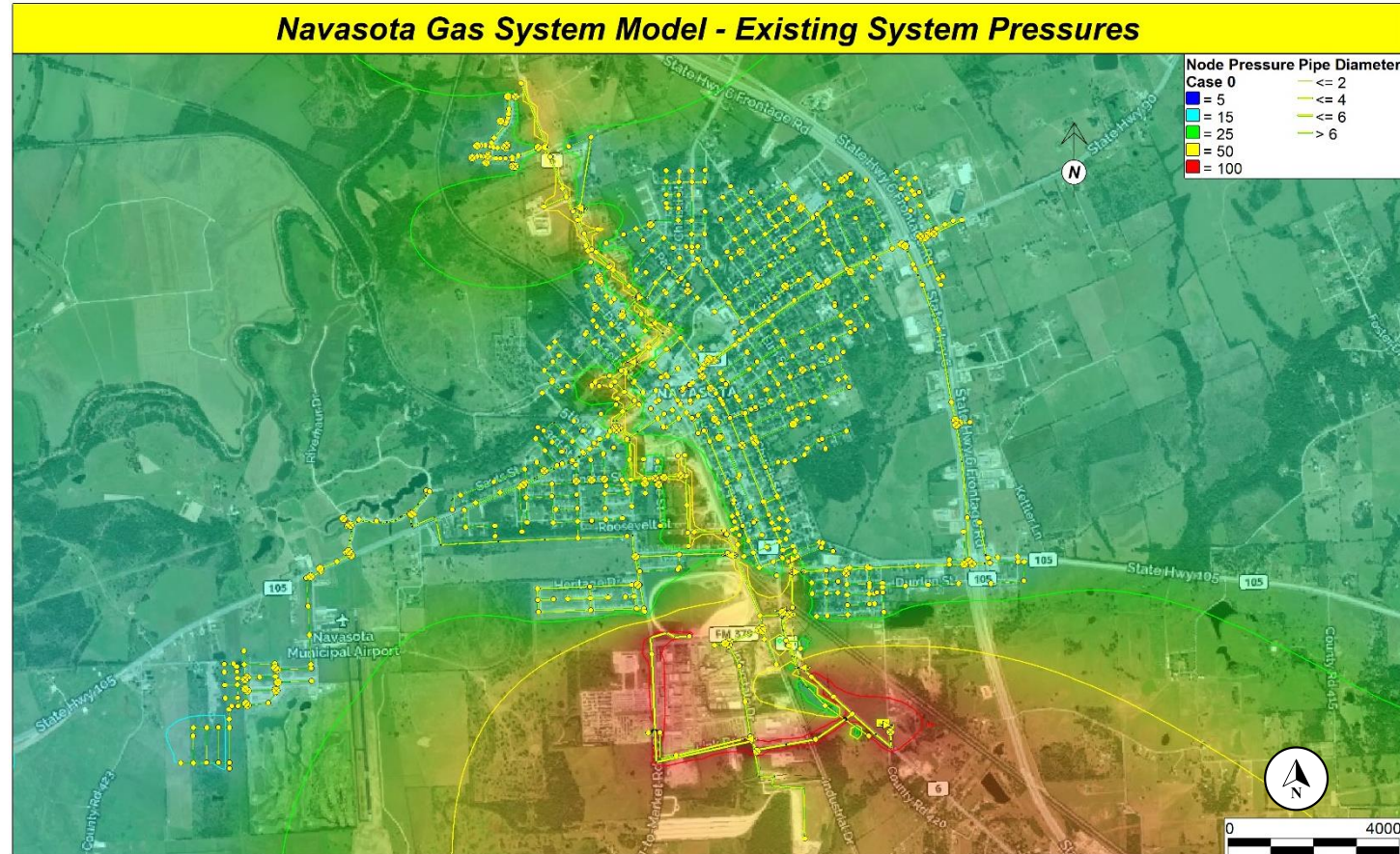
Mark A. Rudolph, E.I.T., Strand Associates, Inc.®
Blake E. Faldyn, E.I.T. Strand Associates, Inc.®



Presentation Discusses the Issues and Solutions for Continued Gas Supply to Future Developments in the City

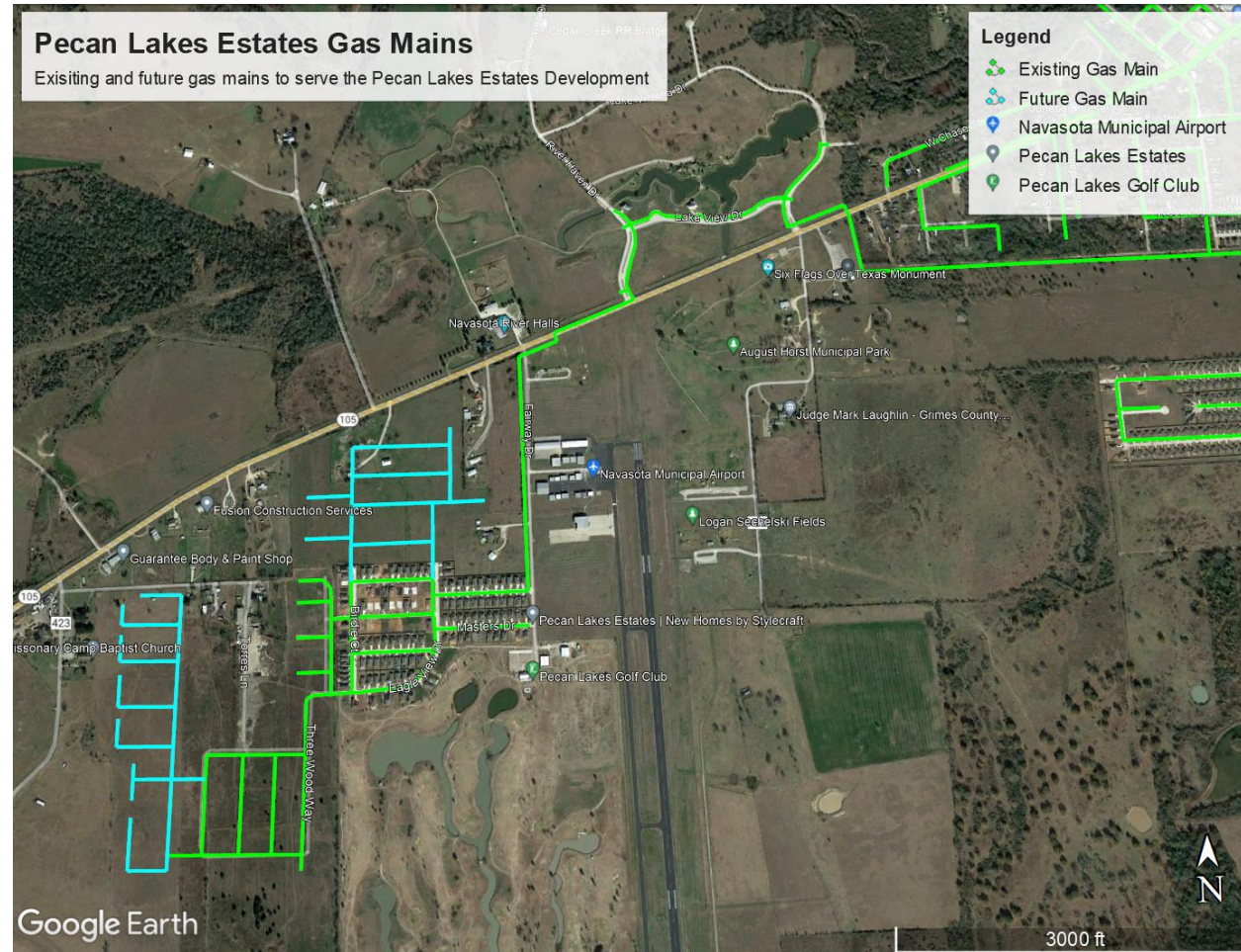
- Overview of Natural Gas Distribution System
- Pecan Lakes Estates Development
- Highway 90 Development
- Conclusion

Multiple Pressure Zones Comprise City's Current Natural Gas Distribution System

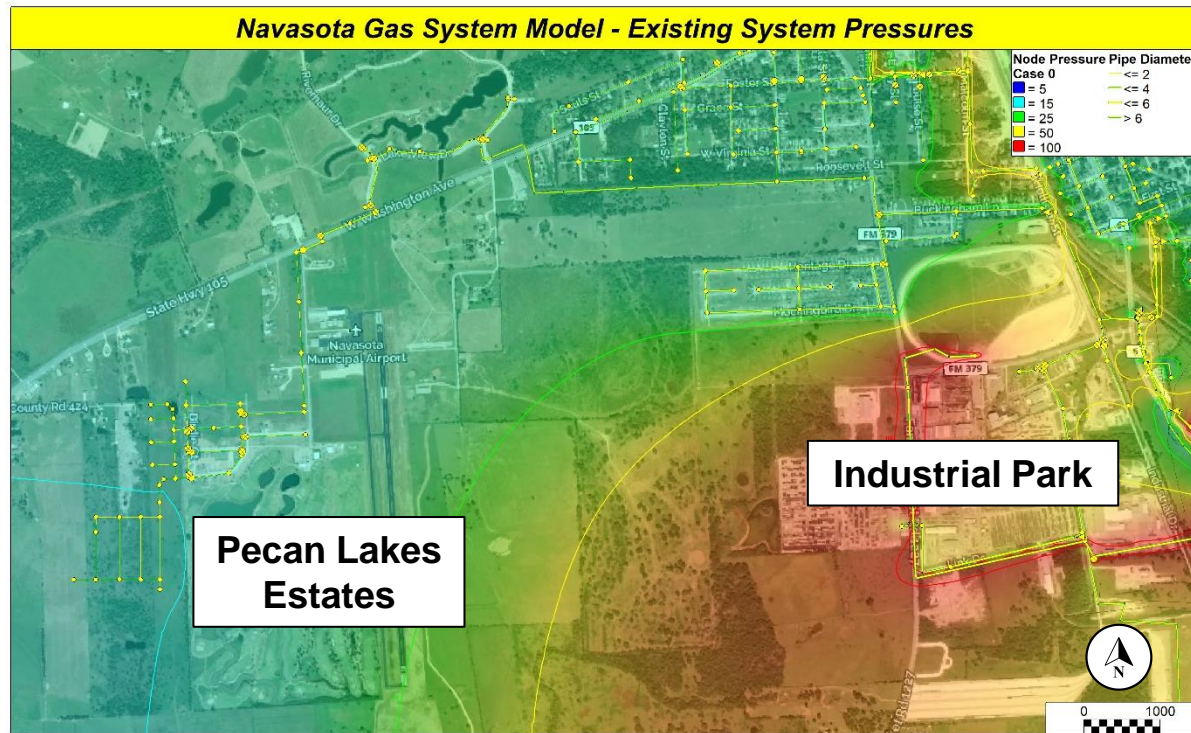


Existing system pressures from current demands

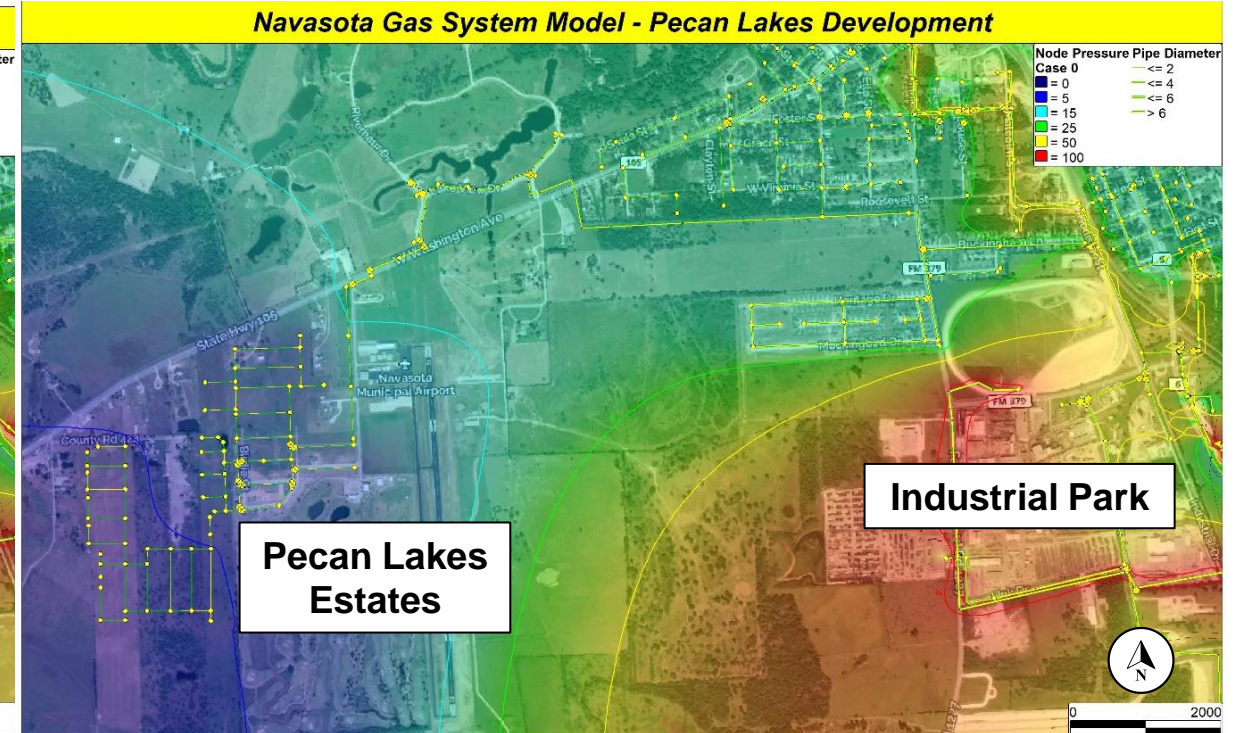
Existing and Future Gas Lines Proposed for the Pecan Lakes Estates Development



Future Development of Pecan Lakes Estates Presents Potential Issues for Continued Adequate Gas Pressures in that Area

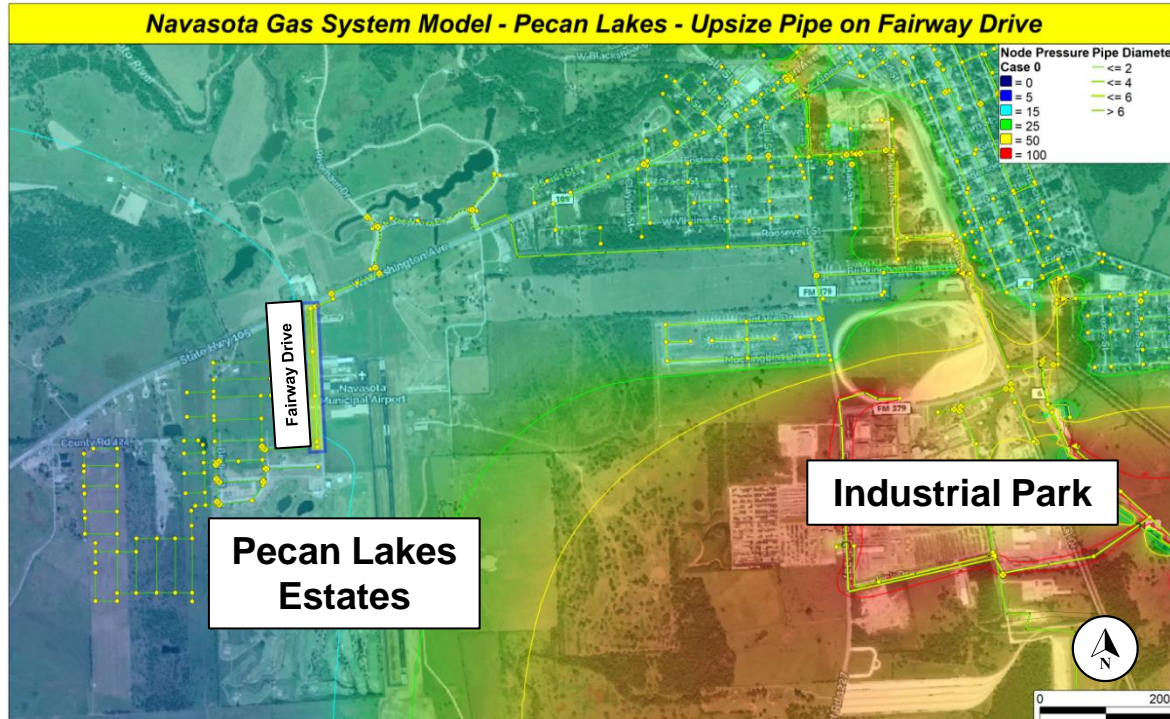


Existing system pressures from current demands
(Development about 50% complete)



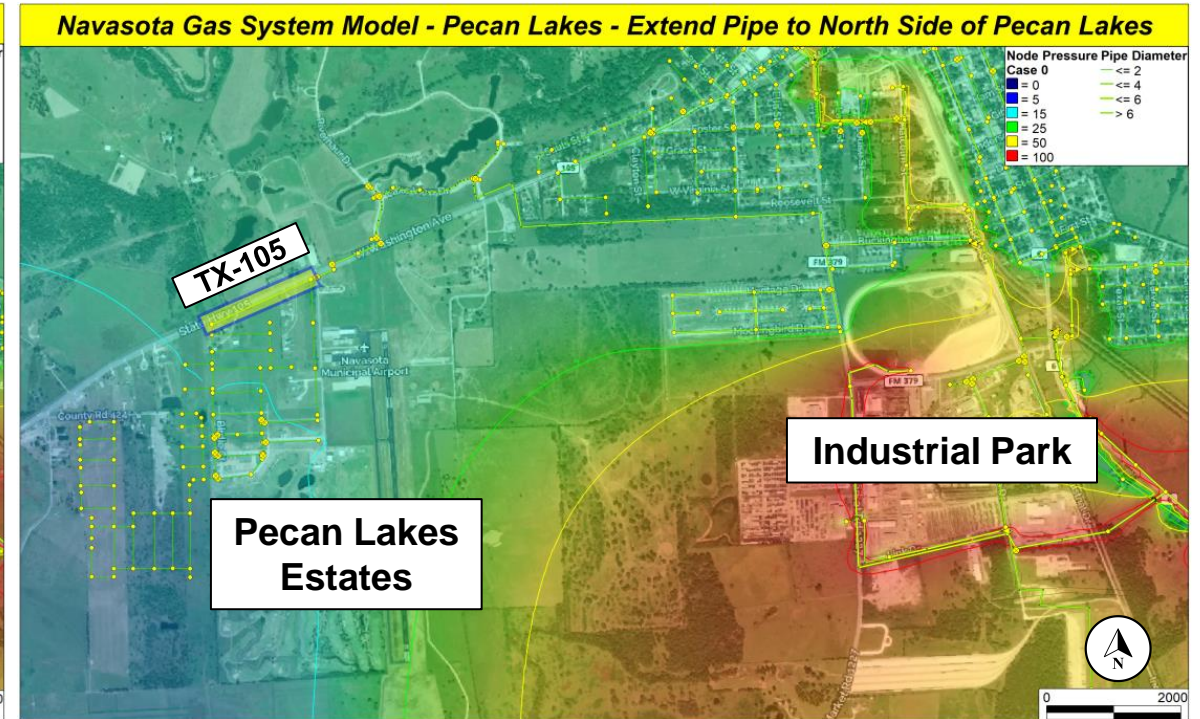
Potential system pressures when the Pecan Lakes Development
is completed

Potential Solutions to Address Low Pressures from Full Development of Pecan Lakes Estates



Increase 2,100-foot pipe along Fairway Drive from a 2-inch pipe to a 4-inch pipe

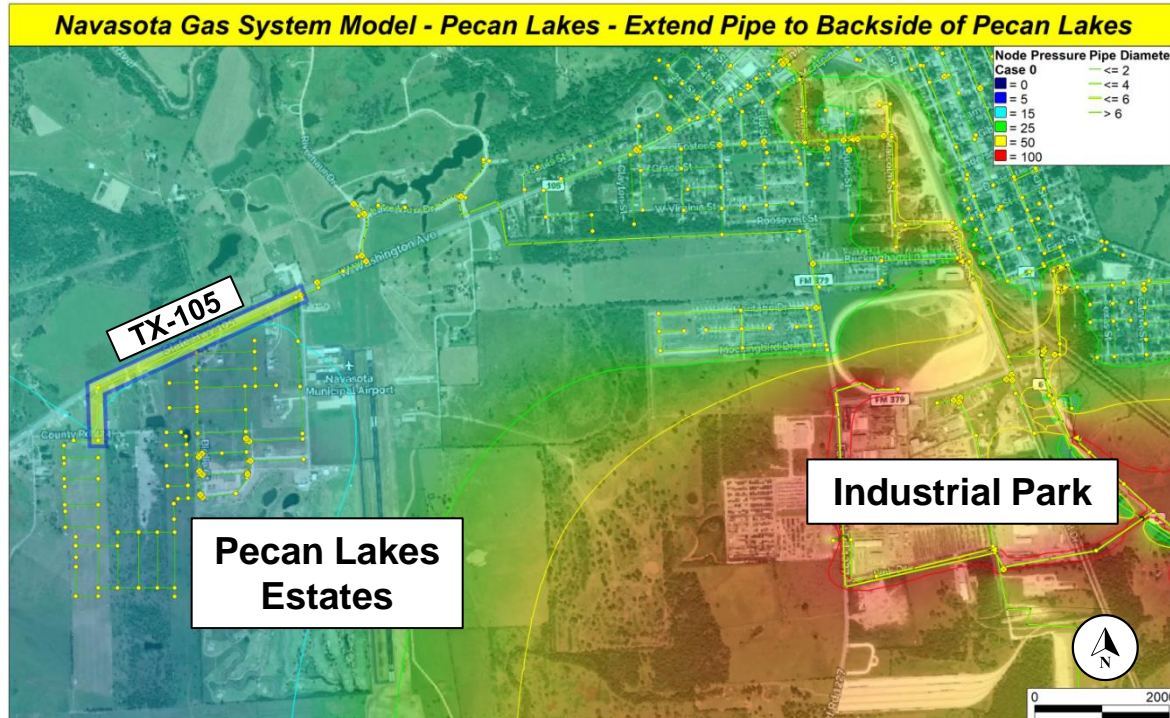
Opinion of Probable Project Cost: \$140,000



Extend 2,100-foot, 4-inch pipe along TX-105 to feed north side of Pecan Lakes

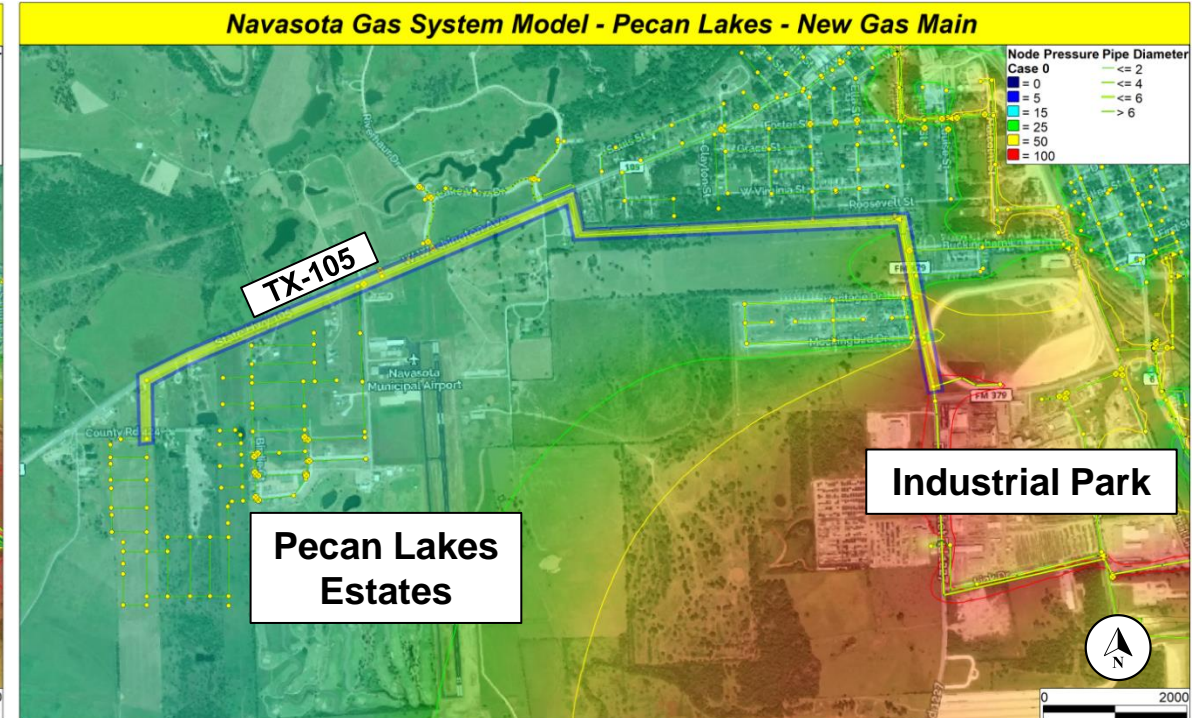
Opinion of Probable Project Cost: \$140,000

Potential Solutions to Address Low Pressures from Full Development of Pecan Lakes Estates



Extend 4,000-foot, 4-inch pipe along TX-105 to feed backside of Pecan Lakes

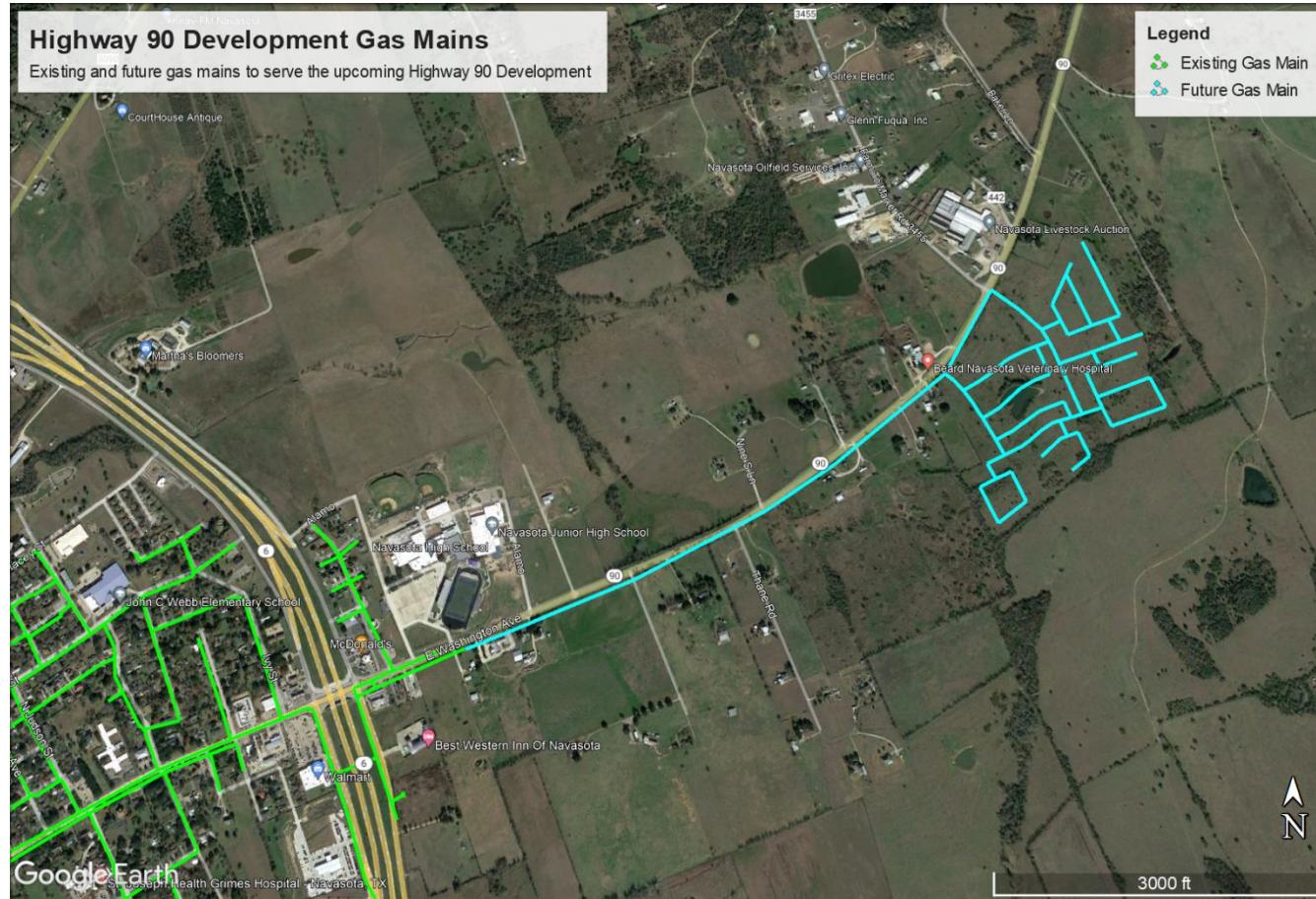
Opinion of Probable Project Cost: \$245,000



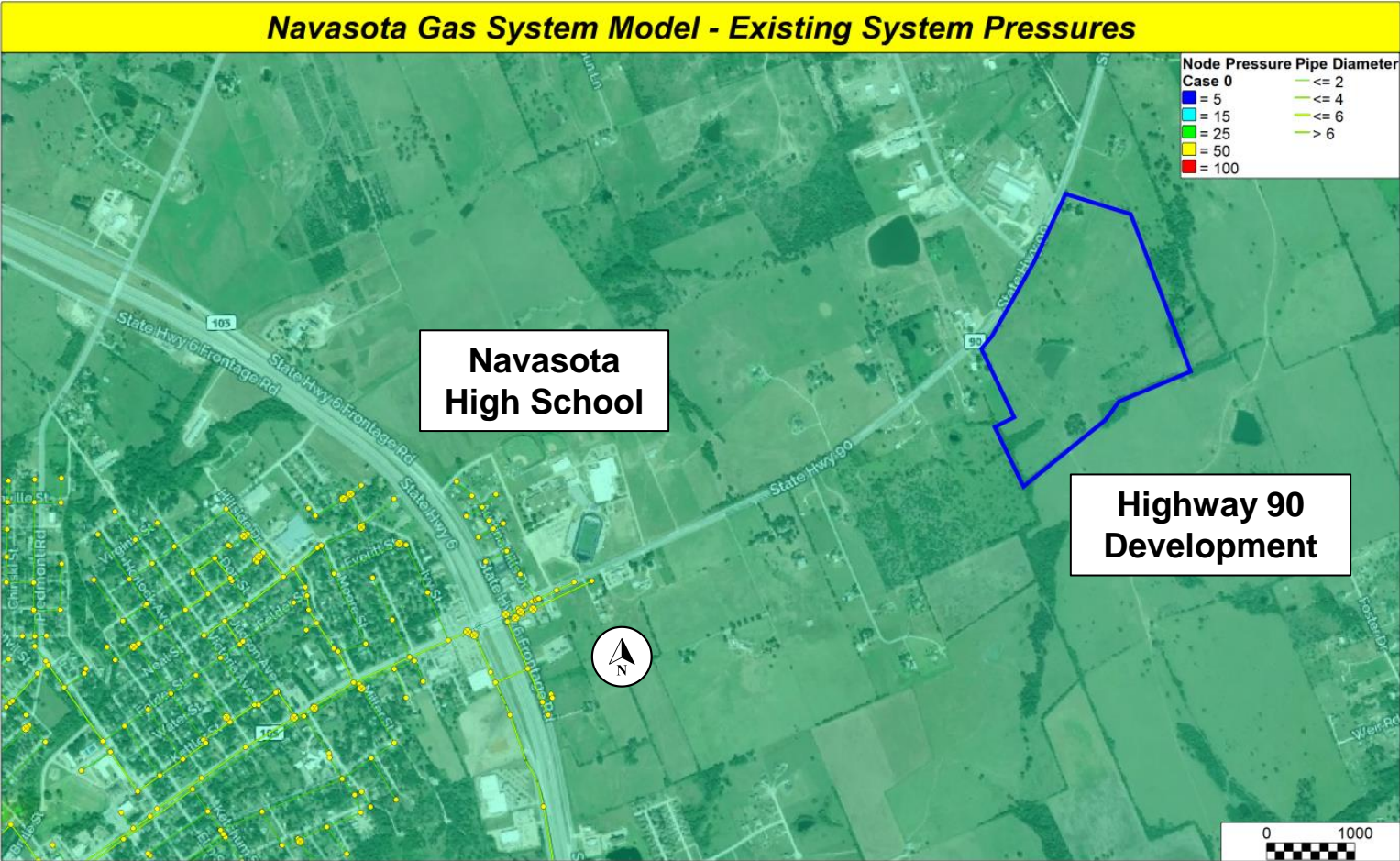
Run a new high-pressure gas main from Industrial Park to a new regulator station closer to Pecan Lakes Estates to “Loop” this part of the system

Opinion of Probable Project Cost: \$1,300,000

Existing and Potential Gas Lines for Future Development Along Highway 90

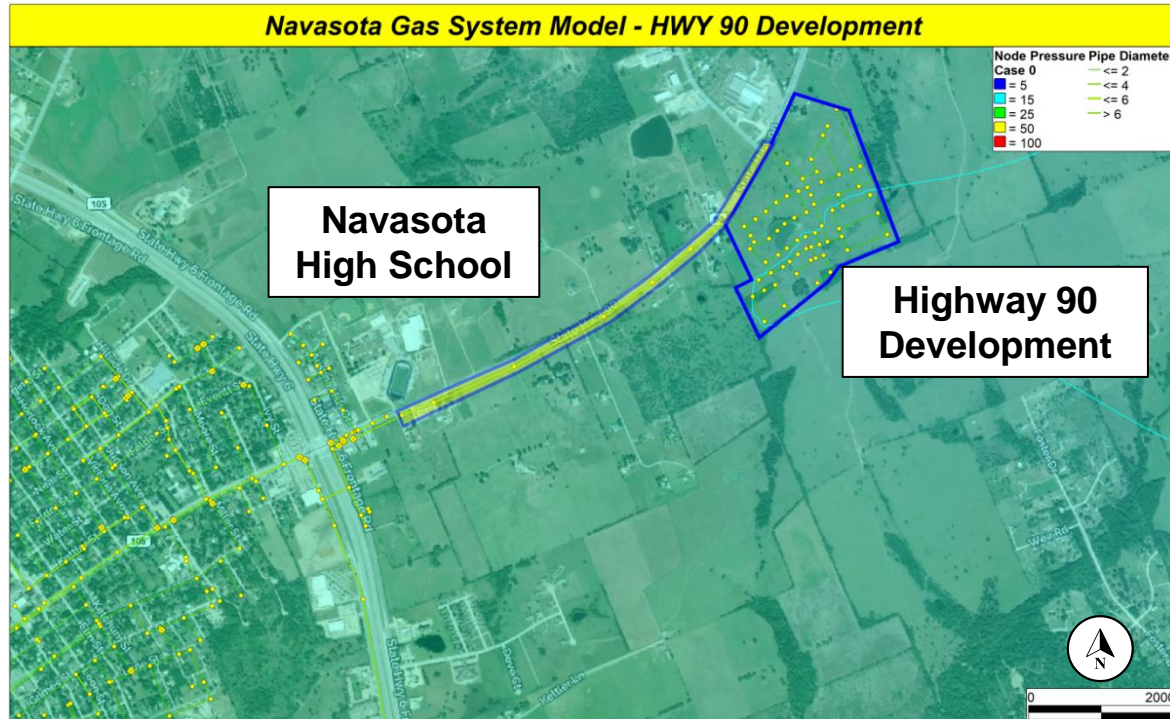


Gas Line Pressures with Anticipated Highway 90 Development Projected to Remain Within Desired Range



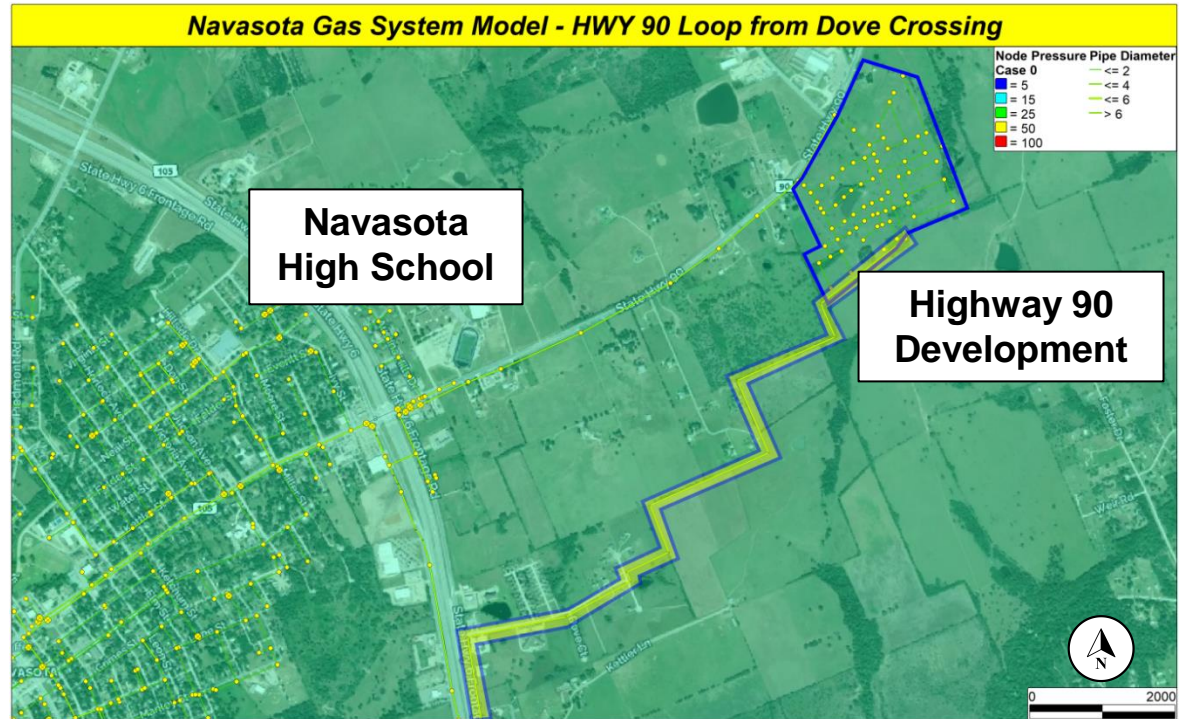
Existing system pressures from current demands

Gas Line Pressures with Anticipated Highway 90 Development Projected to Remain Within Desired Range



Extend 6,400-foot, 4-inch or 6-inch pipe along Highway 90 to new development

Opinion of Probable Project Costs: \$370,000 or \$500,000



Loop 11,500-foot 4-inch gas line from Dove Crossing up to new development

Opinion of Probable Project Cost: \$700,000



Gas Model Identifies How to Effectively Manage the Gas Needs of Future Development Within the City

- The gas pressures at the Pecan Lakes Estates Development are currently acceptable
- However, the gas system in its current state will not be able to service the Estates once it is fully developed
- There are four potential solutions to address low pressures in the short and long term:
 - Replace the 2,100-foot, 2-inch gas line along Fairway Dr. with a 4-inch main
 - Install 2,100-foot or 4,000-foot of 4-inch line to create new loops in the system
 - Construct a 4-inch, 50-psig gas line from Industrial Park up to and along the existing gas line serving that side of town and beside TX-105 towards Pecan Lakes to a new proposed regulator station
- The gas system should be able to service the upcoming Highway 90 Development with an extension of a 6,400-foot, 4-inch main from the current end point in that area
 - However, the development ultimately needs to be looped for sustainability purposes and preparing for future developments in this area



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**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 8. **AGENDA DATE:** May 23, 2022

PREPARED BY: Jennifer Reyna, Director of Utilities

APPROVED BY: JW

ITEM: Presentation, discussion, and possible action for approval on Change Order No. 1 for the CIP Street and Utilities Reconstruction Project in the amount of \$49,500.00 for additional engineering services for additional topographic, utility, and boundary surveying by Bleyl Engineering. [Jennifer Reyna, Director of Utilities]

ITEM BACKGROUND:

Bleyl Engineering is requesting an amendment to perform additional topographic and utility surveying in six (6) separate areas to connect sanitary sewer lines that were not part of the original scope of this project. Also, Bleyl Engineering will complete a boundary survey and produce a metes and bounds description for a new sanitary sewer easement near Moore Street.

BUDGETARY AND FINANCIAL SUMMARY:

Change Order No. 1: \$49,500

Original Contract Amount: \$867,000

New Contract Amount: \$916,500

STAFF RECOMMENDATION:

Staff recommends for approval on Change Order No. 1 for the CIP Street and Utilities Reconstruction Project in the amount of \$49,500 to Bleyl Engineering for additional services.

ATTACHMENTS:

1. Change Order No. 1 CIP Street and Utilities Reconstruction Project
2. Change Order No. 1 Exhibits



BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

100 Nugent Street
Conroe, TX 77301
(936) 441-7833
Texas Firm No. F-678

May 2, 2022

Mr. Jason Weeks
City Manager
City of Navasota
200 E. McAlpine
Navasota, TX 77868

Reference: Amendment to Professional Services Agreement - No. 1
CIP Street & Utilities Reconstruction Project
Bleyl Project No. 12732

Dear Mr. Weeks

We have prepared this amendment to the attached Professional Services Agreement dated December 3, 2020. With your approval, we propose to perform the following services as Additional Services:

DESCRIPTION	PHASE	BASIS	FEE
1. Additional Services - Amendment No. 1	800		
a. Topographic, Utility, and Boundary Survey: Perform additional topographic and utility surveying in six separate areas to connect sanitary sewer lines that were not part of the original scope. Also, complete a boundary survey and produce a metes and bounds description for a new sanitary sewer easement near Moore Street.	801	Cost + 10%	\$ 49,500.00
Phase Sub Total:			\$ 49,500.00
2. Original Contract Amount			\$ 867,000.00
Amended Total Fee:			\$ 916,500.00

Should you have any questions or require additional information, please contact me at this office.

Sincerely,

Approved for: Client

Engineer:

Tim Wolff
Tim Wolff (May 2, 2022 15:00 CDT)

Client:

Title:

Regional Manager

Title:

Date:

Date:

Prepared By:

John Henry
John Henry (May 2, 2022 15:02 CDT)

Conroe

Bryan

bleylengineering.com

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BLEYL ENGINEERING

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100 Nugent St.
Conroe, TX 77301
Firm No. 678

PROFESSIONAL SERVICES AGREEMENT

This AGREEMENT is by and between The City of Navasota (CLIENT) and Bleyl Engineering (ENGINEER) who agree as follows: CLIENT engages ENGINEER to perform the services described in Part I ("Services") and ENGINEER agrees to perform the services for the compensation set forth in Part III. ENGINEER shall be authorized to commence the Services upon execution of this AGREEMENT. CLIENT and ENGINEER agree that this AGREEMENT and attachments referred to herein, constitute the entire AGREEMENT between them relating to the PROJECT.

NAME AND LOCATION OF PROJECT: 2020 Street & Utilities Reconstruction Project
CONTACT NAME: Brad Stafford
ADDRESS: 200 E. McAlpine, Navasota, Texas 77468
PHONE: 936-626-6460 CELL: EMAIL: bstafford@navasotatx.gov

This AGREEMENT is valid if signed by CLIENT within 90 days of Attachment A: Scope of Service Date.

- I. **ENGINEER RESPONSIBILITIES:** ENGINEER shall perform or furnish the following services described under this AGREEMENT. *Attachment A: Scope of Services* Date: 12-3-2020 Other professional services which may or may not be required for the PROJECT are not provided by the ENGINEER. The CLIENT has made or shall make arrangement to obtain those services from a source other than the ENGINEER. Excluded services include: Wetlands identification and remediation, environmental, structural, archeological or historical site assessments or remediation services.
- II. **CLIENTS RESPONSIBILITIES:** CLIENT at its expense shall do the following in a timely manner so as not to delay the Services.
 1. **INFORMATION/REPORTS:** Furnish ENGINEER with all reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to the PROJECT unless otherwise specified in Part I. ENGINEER may rely upon CLIENT furnished information without independent verification in performing the Services.
 2. **REPRESENTATIVE:** Designate a representative for the PROJECT who shall have the authority to transmit instructions, receive information, interpret and define CLIENT's policies, and make decisions with respect to the Services.
 3. **DECISIONS:** Provide all criteria and full information as to CLIENT requirements for the PROJECT, obtain (with ENGINEER assistance, if applicable) necessary approvals and permits, attend PROJECT-related meetings, provide interim reviews on an agreed-upon schedule, make decisions on PROJECT alternatives, and generally participate in the PROJECT to the extent necessary to allow ENGINEER to perform the Services.
- III. **COMPENSATION, BILLING AND PAYMENT:** CLIENT shall pay ENGINEER for services in accordance with the following Billing Schedule.
 1. **Compensation for Services** shall be in accordance with the Scope of Services by one or more of the following methods:
 - a) **Retainage:** The CLIENT shall make an initial payment as stated in *Attachment A - Scope of Services* upon execution of this AGREEMENT. This retainer shall be held by the ENGINEER and applied against the final invoice.
 - b) **Lump Sum Fee:** Fee for the services as specifically detailed in the *Attachment A - Scope of Services*. Fee does not include services not specifically listed or reimbursable expenses as described in Section III (2). Fee shall be invoiced monthly based on an estimate by the ENGINEER of the percentage of completion of each work item.
 - c) **Percentage of Construction Cost:** Fee calculated based on an agreed percentage of Construction Cost. Construction Cost shall be defined as the ENGINEER's Opinion of Cost unless and until a contract is awarded based on competitive bids. Construction Cost shall then be defined as the actual construction cost including all change orders. Fee shall be invoiced monthly based on the ENGINEER's estimate of the percentage of completion of each work item and the percentage of construction cost associated with the work item.
 - d) **Time and Materials:** Fee shall be invoiced monthly based on the actual time and materials utilized to complete work in accordance with *Attachment B - Professional Engineering Fee Schedule*
 2. **REIMBURSABLE EXPENSES:** Reproduction, telephone, out-of-town travel expenses and other non labor charges directly related to the PROJECT will be billed at cost in addition to the fees agreed upon for services rendered. Vehicle mileage at the rate currently allowed by the IRS. Filing fees, permit fees, and other special charges which are advanced on behalf of the CLIENT will be billed on a similar basis plus a 10% service charge.
 3. **PAYMENTS:** Billings for services rendered will be made monthly and payment is requested within fifteen (15) days of receipt of invoice. CLIENT shall make payments to ENGINEER in accordance with Texas Government Code, chapter 2251.. If the CLIENT fails to make payment to the ENGINEER in accordance with the payment terms herein, this shall constitute a material breach of this AGREEMENT and shall be cause of termination by the ENGINEER. If the CLIENT objects to any portion of an invoice, the CLIENT shall so notify the ENGINEER in writing within 21 days of the receipt of the invoice. The CLIENT shall identify the specific cause of the disagreement and shall pay that portion of the invoice not in dispute.

IV. TERMS AND CONDITIONS:

1. **STANDARD OF CARE:** Services provided by the ENGINEER under this AGREEMENT will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. The ENGINEER shall not be required to execute any warranties, guarantees or other documents subsequent to the signing of this AGREEMENT that in any way, in the judgment of the ENGINEER, increase the ENGINEER's risk or the availability or cost of the ENGINEER's professional or general liability insurance.
2. **CHANGE OF SCOPE:** The scope of Services set forth in this AGREEMENT is based on facts known at the time of execution of this AGREEMENT, including, if applicable, information supplied by CLIENT. When services include conceptual or process development services, scope of the PROJECT may not be fully definable during initial phases. As the PROJECT progresses, facts discovered may indicate that scope and associated compensation must be redefined.
3. **SAFETY:** ENGINEER has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this AGREEMENT, ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER's employees.
4. **DELAYS:** If events beyond the control of CLIENT or ENGINEER including but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, affect any schedule established in this AGREEMENT, such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, ENGINEER shall be entitled to an equitable adjustment in compensation.
5. **TERMINATION/SUSPENSION:** Either party may terminate this AGREEMENT upon 30 days written notice to the other party. CLIENT shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination. In the event either party defaults in its obligations under this AGREEMENT (including CLIENT's obligation to make the payments required hereunder), the non-defaulting party may, after 7 days written notice stating its intention to suspend performance under the AGREEMENT if cure of such default is not commenced and diligently continued, and failure of the defaulting party to commence cure within such time limit and diligently continue, suspend performance under this AGREEMENT.
6. **OPINIONS OF CONSTRUCTION COST:** Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CLIENT only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual cost to CLIENT.
7. **RELATIONSHIP WITH CONTRACTORS:** ENGINEER shall serve as CLIENT's professional representative for the Services, and may make recommendations to CLIENT concerning actions relating to CLIENT's contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means methods, techniques, sequences, or procedures of construction selected by CLIENT's contractors.
8. **CONSTRUCTION REVIEW:** (a) For PROJECTs including construction services, the ENGINEER shall visit the PROJECT at appropriate intervals during construction to become familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. The CLIENT has not retained the ENGINEER to make detailed inspections or to provide exhaustive or continuous PROJECT review and observation services. The ENGINEER does not guarantee the performance of and shall have no responsibility for the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the PROJECT. Upon completion of construction of the PROJECT, the ENGINEER shall compile for and deliver to the CLIENT a reproducible set of Record Documents conforming to the marked-up prints, drawings and other data furnished to the ENGINEER by the Contractor. This set of Record Documents will show the reported location of the Work and significant changes made during the construction process. Because these Record Documents are based on unverified information provided by other parties which will be assumed reliable, the ENGINEER cannot and does not warrant their accuracy. (b) For PROJECTs excluding construction services, CLIENT acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the PROJECT permits errors or omissions to be identified and corrected at comparatively low cost. CLIENT agrees to hold ENGINEER harmless from any claims resulting from performance of construction-related services (including: interpretations, modifications, clarifications, adjustments or changes made to the contract documents) by persons other than ENGINEER.
9. **INSURANCE:** ENGINEER will maintain insurance coverage for Professional, Comprehensive General, Automotive, Worker's Compensation, and Employer's Liability in amounts in accordance with Attachment C, attached hereto and incorporated herein for all purposes. Certificate evidencing such coverage will be provided to CLIENT prior to performing any services under this AGREEMENT. For PROJECTs involving construction, CLIENT agrees to require its construction contractor, if any, to include ENGINEER as an additional insured on its policies relating to the PROJECT. ENGINEER coverage referenced above shall, in such case, be excess over contractor's primary coverage.
10. **HAZARDOUS MATERIALS:** Hazardous materials may exist at a site where there is no reason to believe they could or should be present. It is acknowledged by both parties that the ENGINEER's scope of services does not include any services related to hazardous or toxic materials. In the event the ENGINEER or any other party encounters hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of the ENGINEER's services, the ENGINEER may, at his or her option and without liability for consequential or any other damage, suspend performance of services on the PROJECT until the CLIENT retains appropriate specialist consultants or contractors to identify, abate and/or remove the hazardous or toxic materials and warrant that the jobsite is in full compliance with applicable laws and regulations.
11. ENGINEER shall not be responsible for any cost or expense that provides betterment, upgrade or enhancement of the PROJECT. IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL ENGINEER BE LIABLE TO CLIENT FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES.
12. **ACCESS:** CLIENT shall provide ENGINEER access to any city - owned or controlled premises necessary for ENGINEER to provide services.

13. **REUSE OF PROJECT DELIVERABLES:** Reuse of any documents or other deliverables, including electronic media pertaining to the PROJECT by CLIENT for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at the CLIENT's risk. Further, all title blocks and the ENGINEER's seal, if applicable, shall be removed if and when CLIENT provides deliverables in electronic media to another entity. CLIENT agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in hard copy and that the hard copy shall govern in the case of discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. CLIENT shall be afforded a period of 30 days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is found as a result of this process, ENGINEER shall be advised and the consistency shall be corrected at no additional cost to CLIENT. Following the expiration of this 30-day period, CLIENT shall bear all responsibility for the care, custody and control of the electronic media. CLIENT agrees to defend, indemnify, and hold harmless ENGINEER from all claims, damages and expenses (including reasonable litigation costs) arising out of such reuse or alteration by CLIENT or others acting through CLIENT.
14. **AMENDMENT:** This AGREEMENT, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.
15. **ASSIGNMENT:** Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this AGREEMENT cannot be assigned by either party without written permission of the other party. This AGREEMENT shall be binding upon and insure to the benefit of any permitted assigns. The ENGINEER and CLIENT agree that the ENGINEER may use other consultants or subconsultants for professional services related to the PROJECT as deemed necessary in the sole opinion of the ENGINEER.
16. **NO WAIVER:** No waiver by either party of any default by the other party in the performance of any particular section this AGREEMENT shall invalidate any other section of this AGREEMENT or operate as a waiver of any future default, whether like or different in character.
17. **NO THIRD-PARTY BENEFICIARY:** Nothing contained in this AGREEMENT, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including CLIENT's contractors, if any.
18. **SEVERABILITY:** The various items, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
19. **AUTHORITY:** The persons signing the AGREEMENT warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

Additional Provisions to be Added to Professional Services Agreement:

INDEMNIFICATION: ENGINEER agrees to save, indemnify and hold harmless CLIENT and its officers and employees from all damages, costs, claims and liabilities due to activities of ENGINEER and ENGINEER'S agents or employees performed under this Agreement, to the extent caused by or which result from the negligent error, omission, negligent act, or willful misconduct of ENGINEER or of any person employed by ENGINEER or under ENGINEER'S direction or control.

PRIOR AGREEMENTS SUPERSEDED: This Agreement constitutes the sole agreement of the parties hereto, and supersedes any prior understandings or written or oral contracts between the parties respecting the subject matter defined herein.

NOTICES: All notices to either party by the other required under this Agreement shall be personally delivered or mailed, via certified mail, to such party at the following respective addresses:

CITY:

City of Navasota
Attention: City Manager
P.O. Box 910
Navasota, Texas 77868-0910

ENGINEER:

Bleyl Engineering
1722 Broadmoor, Suite 210
Bryan, Texas 77802

APPLICABLE LAW; VENUE: This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Exclusive venue for any action, claim, dispute, lawsuit or other legal proceeding shall lie in Grimes County, Texas.

ATTORNEY'S FEES: If any action is brought to enforce, construe or determine the validity of any term or provision of this Agreement (whether at the trial court level or any appeal there from), the prevailing party shall be entitled to reasonable attorney's fees and costs of the action.

CERTIFICATIONS: Engineer hereby certifies that it is not a company identified on the Texas Comptroller's

list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. Engineer further certifies and verifies that neither Engineer, nor any affiliate, subsidiary, or parent company of Engineer, if any (the "Engineer Companies"), boycotts Israel, and Engineer agrees that Engineer and Engineer Companies will not boycott Israel during the term of this Agreement. For purposes of this Agreement, the term "boycott" shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic hard on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory.

APPROVED FOR CITY OF NAVASOTA

By: 

Title: 

APPROVED FOR BLEYL ENGINEERING

By: 
Tim Wolff Dec 28 2020 16:25 CST

Title Regional Manager

Prepared By: 
Tim Wolff Dec 28 2020 16:26 CST

Attachments:

- Attachment A: Scope of Services
- Attachment B: Professional Engineering Fee Schedule
- Attachment C: Insurance Requirements



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(979) 268-1125

Bleyl Engineering

1722 Broadmoor, Ste 210

Bryan, TX 77802

Attachment A Scope of Services

December 3, 2020

**Mr. Brad Stafford
City Manager
200 E. McAlpine
Navasota, TX 77868**

**Re: 2020 Street & Utilities Reconstruction Project
Proposal for Engineering Services**

Mr. Stafford:

Thank you for the opportunity to provide this Proposal for Professional Services for design and construction support services for the 2020 Street & Utility Reconstruction project.

Project Background

City staff has identified numerous roadways throughout the city that are in need of reconstruction of the street and/or subsurface utilities. From that city-wide assessment, the City and Bleyl Engineering ("Bleyl") have determined a working list of streets and utilities to repair or reconstruct first. After discussion with City staff, it was determined that geotechnical engineering is not necessary.

The budget established by City Council is \$10 million. In an effort to maximize this project, Bleyl will design for an estimated cost of \$12 million, hoping that bids are low enough to include additional streets. If some of them cannot be included, then those streets will already be designed and "shovel-ready" for when budgets allow.

In addition to the streets and utilities, some areas of the wastewater treatment plant ("WWTP") will also be reconstructed or replaced. It is estimated that up to \$235,000 of the established budget will be applied toward WWTP fixes.

Scope of Services

Preliminary Design Phase – Scoping and Data Gathering

- Coordinate with City staff to determine scope of reconstruction project to fit City budget, including research, meetings, site visits, exhibits, calculations, and estimates;
- Meet with City staff for a kick-off meeting to determine design timeline and phasing for streets, drainage, utilities, and WWTP;
- Review any applicable existing infrastructure construction plans, reports, plats, right of way maps, utility layouts, and future development plans;
- Call for and coordinate underground utility locates for topographic survey;
- Oversee topographic survey performed by Hodde Surveying;

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Tex Reg. No. F-678

- Gather and analyze information from City records/drawings/reports, survey, field measurements, tests, etc.;
- Research and analyze drainage concerns within the project scope;
- Develop estimated construction costs and compare to the established budget; and
- Submit preliminary design plans for review by the City.

Final Design Phase – PS&E and Bidding

- Address all comments generated by the Preliminary Design review;
- Prepare final design plans, specifications, and estimates (PS&E) for roadway, water, sanitary sewer, and storm sewer rehabilitation for sites throughout the city as determined in the scope, including plans, profiles, traffic control, notes, and details;
- Prepare final PS&E for wastewater treatment plant rehabilitation, including plans, cross sections, notes, and details for needs at the plant as determined by the scope (discussed as "Phase 2 items");
- Give recommendations or prepare PS&E for drainage issues as discussed by the scope;
- Prepare bid documents and bid schedule;
- Furnish 3 hardcopy sets of final bid documents and construction drawings to the City;
- Provide advertisement of project for printing in the Navasota Examiner; and
- Publish project to CivCast for bidding.

Construction Phase - Construction Support and Assistance

- Participate in pre-bid conference;
- Answer questions posed by prospective bidders;
- Prepare any required addenda;
- Attend bid opening and prepare Recommendation of Award;
- Prepare and submit Notice to Proceed;
- Review shop drawings, test results, and other submittals for compliance with the contract documents;
- Issue necessary interpretations and/or clarifications of the contract documents;
- Review change order requests and present appropriate recommendations to the City;
- Review payment requests and forward to the City;
- Provide periodic field reviews of the construction to ensure general compliance with the contract documents (based on 2 trips per week);
- Attend the final inspection and assist in project closure activities;
- Prepare a set of "Record Drawings" and submit a hardcopy set and a digital file in an AutoCAD format to the city for its permanent records (upon receipt of the contractor's as-built redlines); and
- Prepare GIS data packet of project utilities based on record drawings, design, and utility survey information for inclusion in the City's GIS.

Fee Schedule

Our design fees will be lump sum, based upon the anticipated man-hours needed to complete the tasks listed in our Scope of Services. Construction phase services will be billed hourly based upon the man-hours actually spent on those services. The fee schedule is presented below.

Phase	Bleyl Eng.	Baird, Gilroy, & Dixon (elec. eng.)	MBC Mgmt (struct. eng.)	Hodde & Hodde Surveying	Total
Preliminary Design Phase (lump sum)	\$296,000			\$80,000	\$376,000
Final Design Phase (lump sum)	\$309,000	\$7,000	\$3,000		\$319,000
Construction Phase (hourly)	\$169,000	\$2,500			\$171,500
Reimbursable Expenses (cost+10%)	Est. \$500				\$500
Fee Totals	\$774,500	\$9,500	\$3,000	\$80,000	\$867,000

Reimbursable expenses are an estimate only and may include reproduction costs, mailings, and other non-labor charges directly related to the project.

Exhibit B --Current Bleyl Engineering Fee Schedule is also attached for your use. Hourly billing or extra services agreed upon beyond those listed within this proposal will either be based on these fees or by separate proposal.

We look forward to assisting the City of Navasota in the design and construction of this project. Please do not hesitate to contact me with any questions concerning this proposal or if you request any additional information.

Thank you again for this opportunity.

Sincerely,


Tim Wolff | Dec 3, 2020 14:25 CST

Tim Wolff
Regional Manager
Bleyl Engineering



BLEYL ENGINEERING

PLANNING • DESIGN • MANAGEMENT

100 Nugent Street
Conroe, TX 77301
Ph: (936) 441-7833
Fax: (936) 760-3833
Texas Reg. No. F-678

Attachment B

Professional Engineering Fee Schedule Effective March 1, 2019

Compensation to Bleyl Engineering for all work accomplished shall be according to the Standard Billing set forth in this fee schedule, and will be the sum of all the items listed below unless otherwise provided by a written contract.

Fees may be negotiated using the guidelines outlined in the Manuals and Reports on Engineer Practices No. 45, as published by the American Society of Civil Engineers (ASCE).

The following is a breakdown of rates and fees to be charged by this office:

Staff Classifications and Rates

Principal / Senior Director	\$200.00	Project Representative III	\$100.00
Associate / Director	\$185.00	Project Representative II	\$85.00
Senior Project Manager	\$170.00	Project Representative I	\$70.00
Project Engineer III	\$155.00	Senior Designer	\$110.00
Project Engineer II	\$140.00	CAD Tech III	\$95.00
Project Engineer I	\$125.00	CAD Tech II	\$80.00
Graduate Engineer II	\$105.00	CAD Tech I	\$65.00
Graduate Engineer I	\$95.00	Administrative Assistant II	\$65.00
Reg. Prof. Land Surveyor	\$175.00	Administrative Assistant I	\$55.00
		Office Services	\$45.00

Reimbursable Expenses

Advanced Charges	Cost Plus 10%
Vehicle Mileage	IRS Standard Rate
Reproduction and Travel	Billed At Cost

Method of Billing

Invoices are prepared monthly. Payment is due upon receipt. Interest will be charged on all accounts not paid by the 30th day after the City's receipt of an invoice from Bleyl Engineering in accordance with Texas Government Code, Chapter 2251. Rates are subject to change without notice.

CLIENT Initials

ENGINEER Initials

TW

Attachment C - Insurance

1. The Engineer shall procure and maintain at its sole cost and expense for the duration of this Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Engineer, its agents, representatives, employees or subcontractors. The Engineer's insurance coverage shall be primary insurance with respect to the Client, its officials, and employees. Any insurance or self-insurance maintained by the Client, its officials, or employees shall be considered in excess of the Engineer's insurance and shall not contribute to it. Further, the Engineer shall include the Client as an additional insured under its policy(ies). All coverage for subcontractors shall be subject to all of the requirements stated herein. Certificates of Insurance and endorsements shall be furnished to the Client and approved by the Client before work commences.

2. **Standard Insurance Policies Required:**

(a) Commercial General Liability Policy

(b) Automobile Liability Policy

(c) Workers' Compensation Policy

(d) Professional Liability

3. **General Requirements Applicable to All Policies:**

(a) General Liability and Automobile Liability insurance shall be written by a carrier with a A:VIII or better rating in accordance with the current Best Key Rating Guide.

(b) Only Insurance Carriers licensed and admitted to do business in the State of Texas will be accepted.

(c) Deductibles shall be listed on the Certificate of Insurance and are acceptable only on a per occurrence basis for property damage only.

(d) "Claims Made" policies will not be accepted, except for Professional Liability Insurance.

(e) The Client of Navasota, its officials, employees and volunteers, are to be added as "Additional Insured" except as to the Worker's Compensation and Professional Liability policies. The coverage shall contain no special limitations on the scope of protection afforded to the Client, its officials, or employees.

(f) A Waiver of Subrogation in favor of the Client with respect to Workers' Compensation Insurance must be included.

(g) Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Client.

(h) Upon request, certified copies of all insurance policies shall be furnished to the Client.

4. Commercial General liability

(a) Minimum Combined Single Limit of \$1,000,000.00 per occurrence for bodily injury and property damage.

(b) No coverage shall be deleted from the standard policy without notification of individual exclusions being attached for review and acceptance.

5. Automobile Liability

(a) Minimum Combined Single limit of \$500,000.00 per occurrence for bodily injury and property damage.

6. Worker's Compensation

(a) Employer's Liability limits of \$100,000.00 for each accident is required.

7. Professional Liability

(a) Minimum coverage of \$1,000,000.00 per claim.

8. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain the following provisions and warranties:

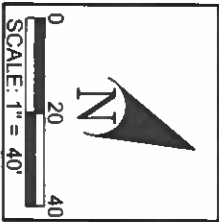
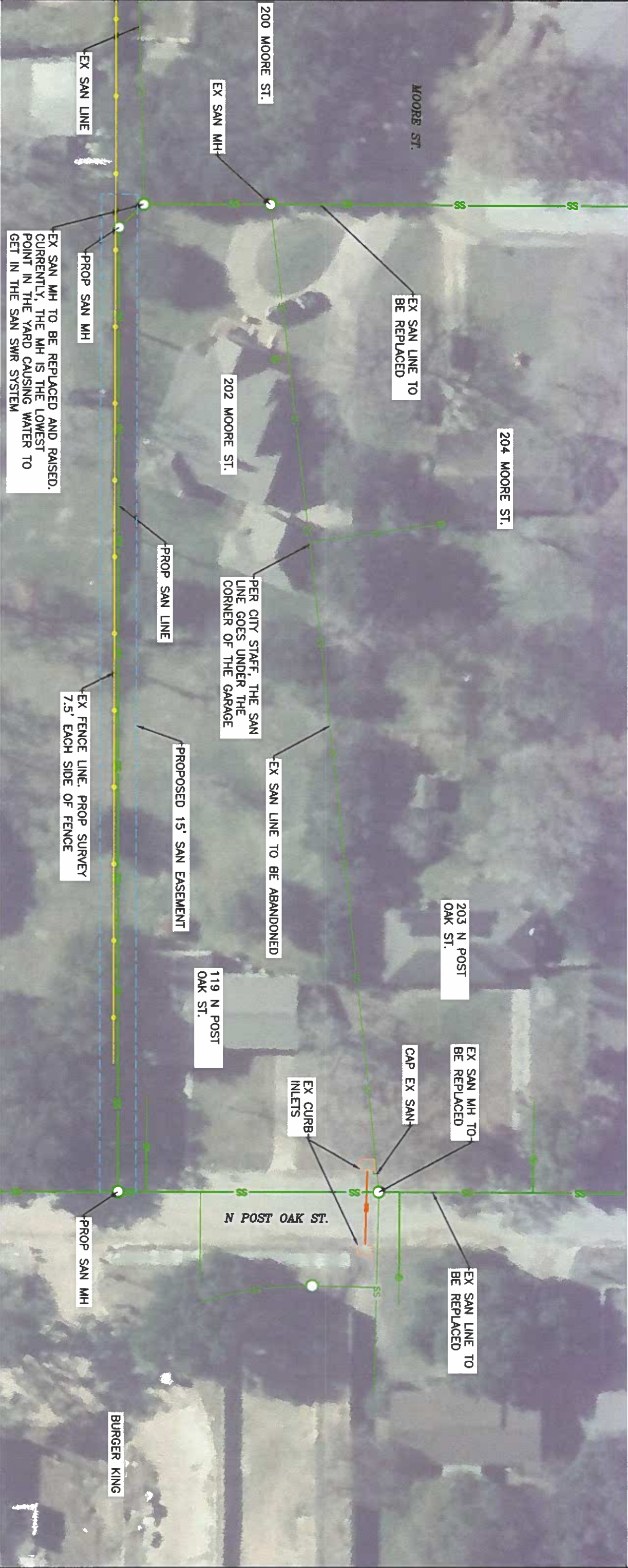
(a) The company is licensed and admitted to do business in the State of Texas.

(b) The insurance policies provided by the insurance company are underwritten on forms that have been provided by the Texas State Board of Insurance.

(c) All endorsements and insurance coverage according to requirements and instructions contained herein.

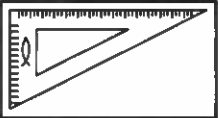
(d) The form of the notice of cancellation, termination, or change in coverage provisions to the Client.

(e) Original endorsements affecting coverage required by this Attachment shall be furnished with the certificates of insurance.



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MOORE ST. SAN EXHIBIT



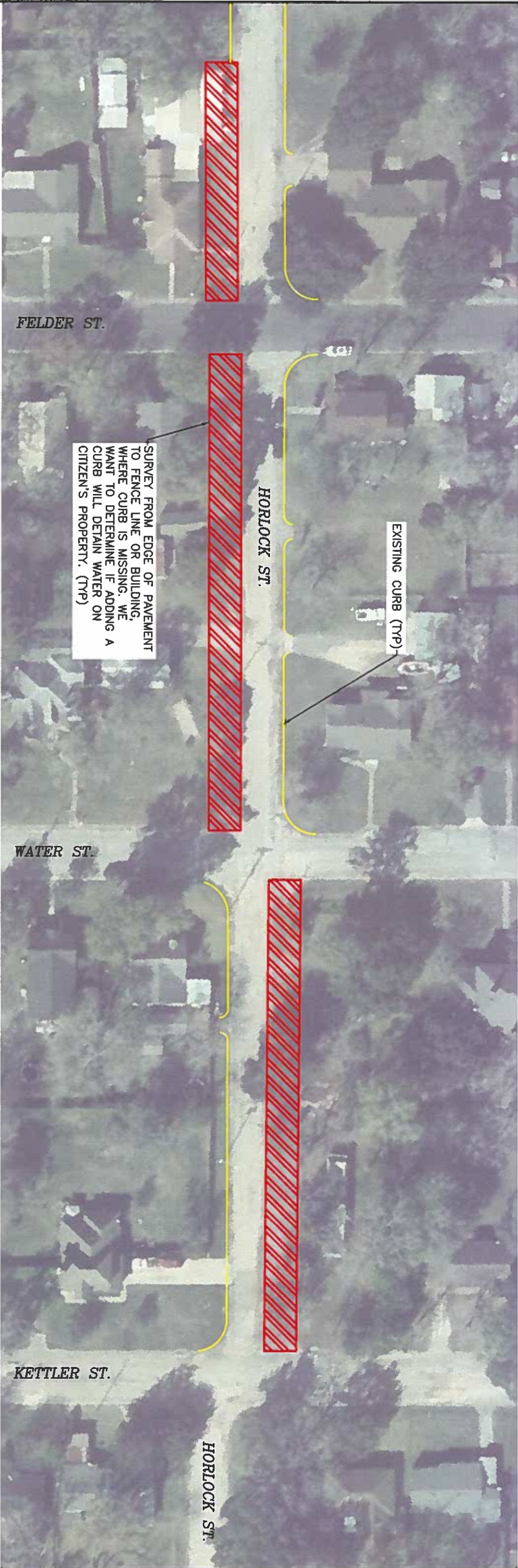
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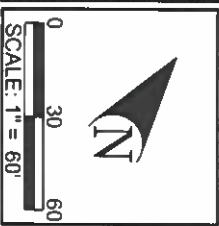
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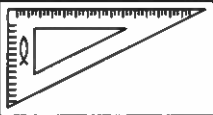


NOTE: PROP CURBS IN THE AREAS SHOWN WERE NOT WITHIN THE ORIGINAL SCOPE OF THE PROJECT.



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HORLOCK ST. CURB EXHIBIT



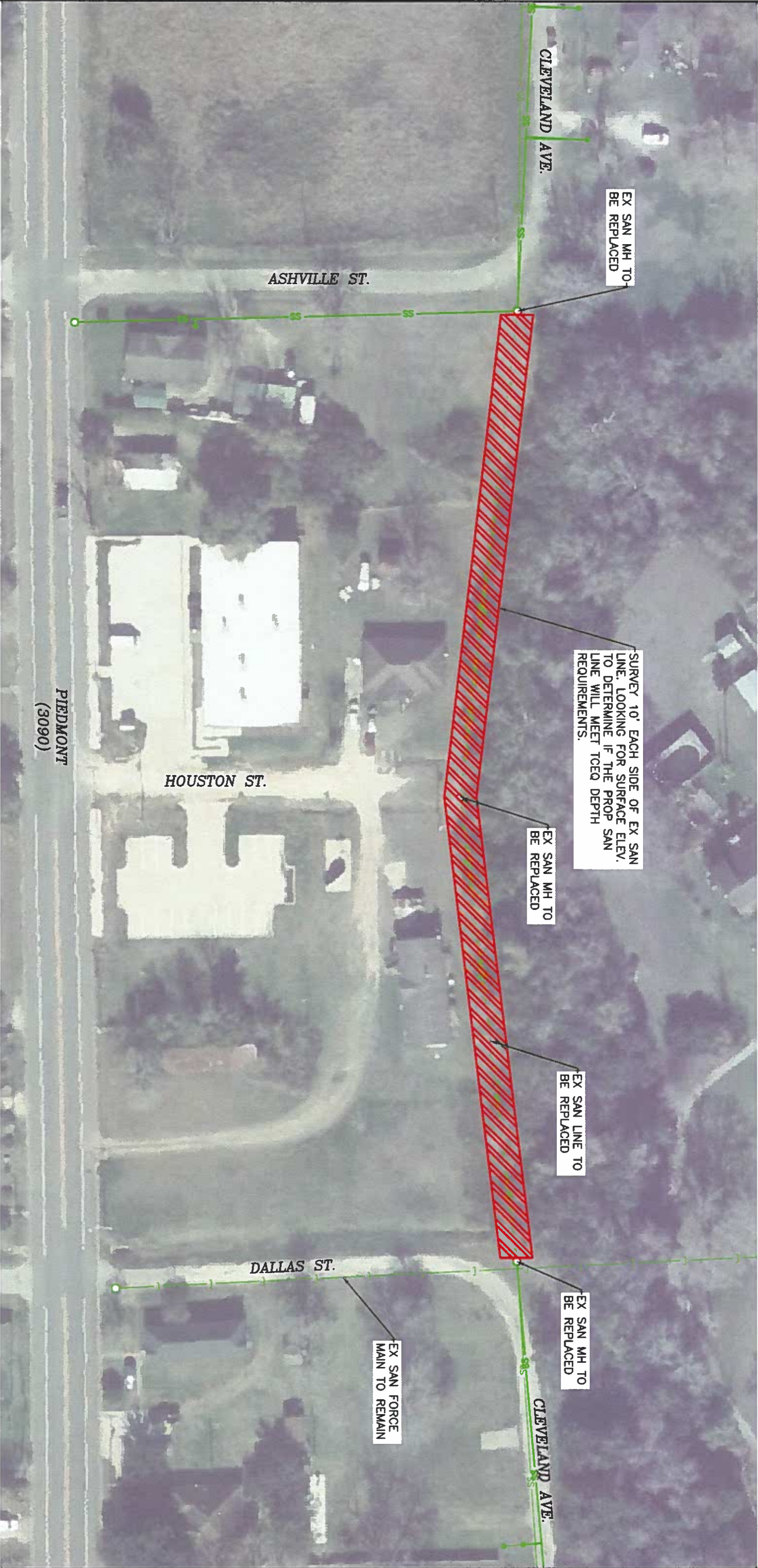
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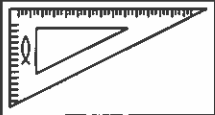
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NOTE: CITY STAFF DO NOT WANT GAPS IN THE REPLACEMENT OF UTILITY LINES. THE SHOWN AREA IS NOT WITHIN THE ORIGINAL SCOPE OF THE PROJECT.

<div><div><div></div><div>N</div></div><div><div>0</div><div>30</div><div>60</div></div><div>SCALE: 1" = 60'</div></div>	
PROJECT NAME:	NAVASOTA 2020 CIP
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CLEVELAND AVE. SAN EXHIBIT



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EXISTING SAN MH. NEED SURVEY TO GATHER NORTHING AND EASTING FOR MH TO KNOW THE ANGLE OF THE SAN LINE. SURVEY TEAM ALREADY GATHERED THE UPSTREAM MH INFORMATION.

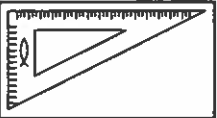


01020

SCALE: 1" = 20'

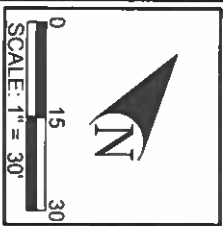
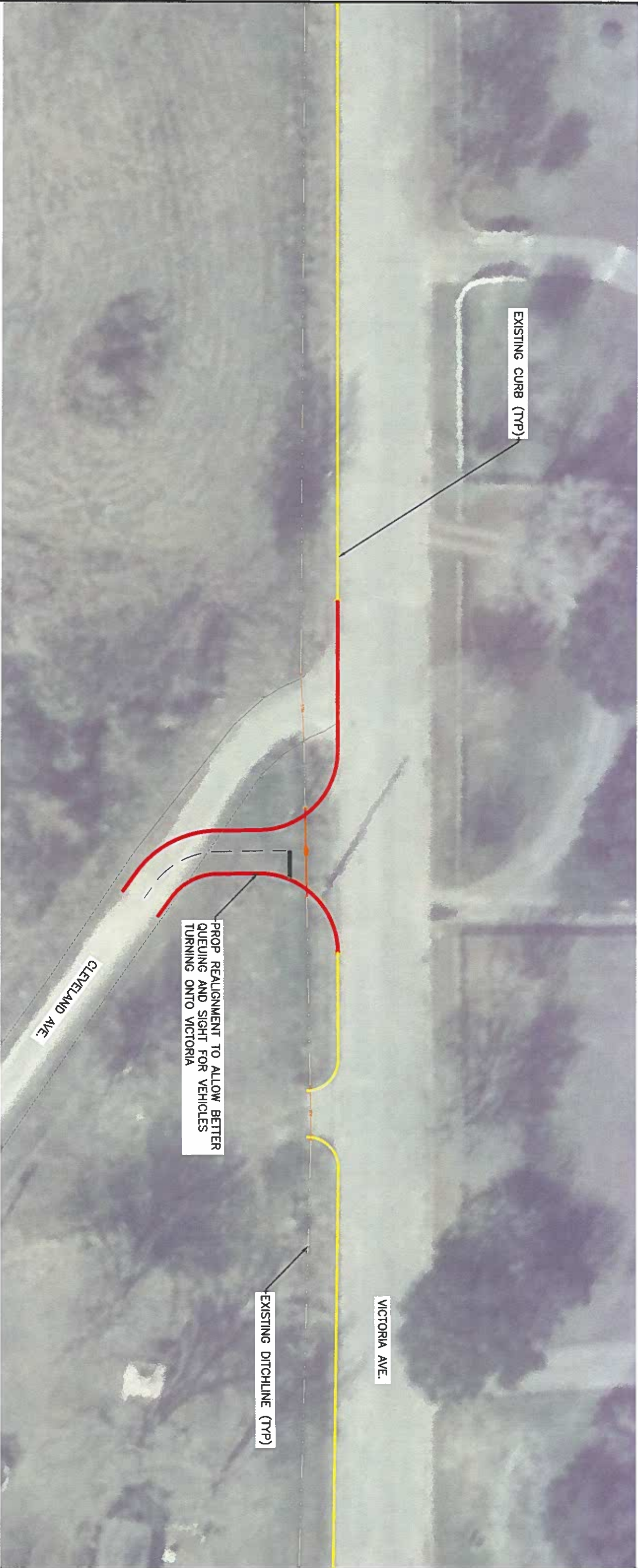
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WHITE ST. MANHOLE EXHIBIT



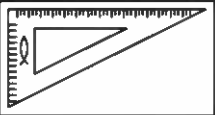
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CLEVELAND-VICTORIA INTERSECTION EXHIBIT



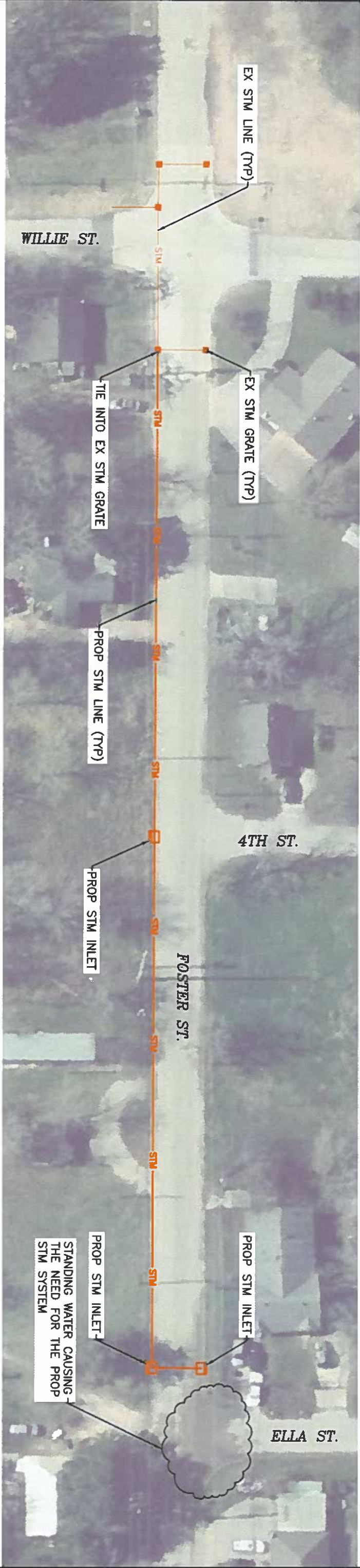
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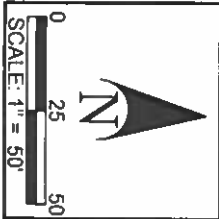
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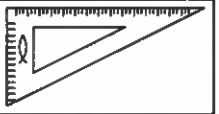


NOTE: SURVEY WILL HAVE TO GATHER A 15' GRID OF THE SURFACE, AS OPPOSED TO THE 100' GRID USED FOR THIS PROJECT. TO REMEDY THE STANDING WATER ISSUE, AN 8' WIDE SECTION OF CONCRETE PAVEMENT WILL HAVE TO BE REMOVED AND REPLACED, INCLUDING CURB AND GUTTER. STORM WAS NOT WITHIN THE ORIGINAL SCOPE OF THE PROJECT.



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FOSTER ST. STORM EXHIBIT



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