

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



**James Harris**  
Councilmember  
**Pattie Pederson**  
Councilmember

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE  
CITY OF NAVASOTA, TEXAS  
JUNE 12, 2023**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 12th of June, 2023 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/UCItnx7BQt0TCIYJRiZ14g5w>

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 new Navasota Artist in Residence - Sarah Gomez [Michelle Savensky, Executive Administrative Assistant and Jessie Trejo, Brazos Valley Arts Council].
  - (b) Update on CIP Projects [Jennifer Reyna, Public Works Director].
  - (c) Board and Commission update [City Council].
  - (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager].

5. Consideration and possible action on proposal by the Navasota Police Department to enter into agreement with the Brazos Valley Council of Governments (BVCOG) for E9-1-1 Public Safety Answering Point (PSAP) Services. [Mike Mize, Chief of Police]
6. Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.  
  
Consent Items are:  
  
A. Approve the minutes for the month of May 2023; and  
  
B. Approve the Municipal Court Report for the month of May 2023.
7. Adjourn.

**DATED THIS THE 6TH OF JUNE, 2023**

**/JW/**

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**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 6th of June, 2023 at 02:04 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](http://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 6TH OF JUNE, 2023**

**/SMH/**

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**BY: SUSIE M. HOMEYER, CITY SECRETARY**

**THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (936) 825-6475 OR (936) 825-6408 OR BY FAX AT (936) 825-2403.**





## REQUEST FOR CITY COUNCIL AGENDA ITEM #4

Agenda Date Requested: <u>June 12, 2023</u>	<b>Appropriation</b>
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: None

### AGENDA ITEM #4

#### Staff Report:

- (a) Introduction of new Navasota Artist in Residence – Sarah Gomez [Michelle Savensky, Executive Administrative Assistant and Jessie Trejo, Brazos Valley Arts Council].
- (b) Update on CIP Projects [Jennifer Reyna, Public Works Director].
- (c) Board and Commission update [City Council].
- (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager].

### SUMMARY & RECOMMENDATION

- (a) Michelle Savensky, Executive Administrative Assistant and Jesse Trejo with Brazos Valley Arts Council will introduce the new Navasota Artist in Residence, Sarah Gomez as well as discuss the opening reception for her work "Pink Blanket" scheduled for Friday, June 23<sup>rd</sup> at 4:30 pm at the Horlock House.
- (b) Jennifer Reyna, Public Works Director, will give an update on all CIP projects.

(c) If applicable, the City Council will provide Board and Commission updates.

(d) Staff and City Council will give updates on other events coming up.


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**ACTION REQUIRED BY CITY COUNCIL**

**None**

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**Approved for the City Council meeting agenda.**

  
\_\_\_\_\_  
**Jason B. Weeks, City Manager**

6/6/23  
\_\_\_\_\_  
**Date**

## AGENDA PLANNING CALENDAR

### **JUNE 12, 2023** – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 05/29/2023

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Update of all CIP projects; (b) Introduction of artists in residency; (c) Board and Commission update; and (d) Reports from staff and City Council
5. 9-1-1 Agreement with Brazos Valley Council of Governments
6. Consent agenda: (a) Minutes for the month of May 2022; and (b) Municipal Court Report for the month of May 2023
7. Adjourn

### **JUNE 26, 2023** – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 05/29/2023

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Introduction of new employees (PD & PW); (b) Update of all CIP projects; (c) Proclamation – Parks & Recreation; (d) Board and Commission update; and (e) Reports from staff and City Council
5. Appointments to BOA and KNB
6. Adjourn

July 10, 2023 – Allen White yearly update

July 24, 2023

August 14, 2023 – Budget Presentation

August 21, 2023

September 11, 2023

September 25, 2023

October 9, 2023 – Proclamation – Support your local Chamber Day

October 23, 2023 - Proclamation – Municipal Court Week – November 6-10, 2023

November 13, 2023

November 27, 2023

December 11, 2023



## REQUEST FOR CITY COUNCIL AGENDA ITEM #5

Agenda Date Requested: <u>June 12, 2023</u>	<b>Appropriation</b>
Requested By: <u>Mike Mize, Chief of Police</u>	Source of Funds: <u>100 - General Fund</u>
Department: <u>Police</u>	Account Number: <u>100-567-380.01</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>\$14,200.00</u>
	Amount Requested: <u>\$9,592.06</u>
	Budgeted Item: <input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Agreement

### AGENDA ITEM #5

Consideration and possible action on proposal by the Navasota Police Department to enter into agreement with the Brazos Valley Council of Governments (BVCOG) for E9-1-1 Public Safety Answering Point (PSAP) Services.

### SUMMARY & RECOMMENDATION

Currently, the Navasota Police Department performs E9-1-1 Public Safety Answering Point Services (PSAP) to the citizens of Navasota. The Regional 9-1-1 Strategic Plan for the Brazos Valley Council of Governments (BVCOG) requires the execution of an Interlocal Agreement with local jurisdictions relating to the planning, development, operation, and provision of 9-1-1 service, the use of wireline and wireless 9-1-1 fees, and equalization surcharge appropriated to the Commission on State Emergency Communications (CSEC) and granted to the BVCOG. The existing Interlocal Agreement expires August 31, 2023. Therefore, staff is recommending the City Council approve the two-year renewal agreement with BVCOG for these services. The new agreement term is September 1, 2023, through August 31, 2025.

### ACTION REQUIRED BY CITY COUNCIL

Authorize or deny the Mayor to execute an agreement with the Brazos Valley Council of Governments for E9-1-1 Public Safety Answering Point (PSAP) Services.

Approved for the City Council meeting agenda.

*Jason Weeks*  

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Jason B. Weeks, City Manager

*6/6/23*  

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Date





## BRAZOS VALLEY COUNCIL OF GOVERNMENTS

P.O. DRAWER 4128 · BRYAN, TEXAS 77805-4128

May 11, 2023

Honorable Bert Miller  
Mayor, City of Navasota  
P. O. Box 31  
Navasota TX 77868-0031

Dear Mayor Miller:

Please find enclosed two (2) signed copies of an Interlocal Agreement (ILA) between the Brazos Valley Council of Governments (BVCOG) and City of Navasota for E9-1-1 Public Safety Answering Point (PSAP) Services. **We are requesting that City of Navasota approve the Interlocal Agreement for PSAP services, sign and return one copy to BVCOG for our records.** Sarah Moon has reviewed the ILA and signed the Scope of Work.

The Commission on State Emergency Communications (CSEC) requires that there be an Interlocal agreement between the COG and its local governments providing 9-1-1 services. CSEC recommends that this Interlocal Agreement be reissued every two years at the beginning of the biennium. Items changed include the Effective Date and Term and updates to the inventory and cost of the system.

The City of Navasota conducts E9-1-1 PSAP services that are funded in part by 9-1-1 service fees. Therefore, the BVCOG would like to re-enter into an Interlocal agreement with City of Navasota for this service. Please approve the enclosed agreement at your next regularly scheduled meeting and return one signed copy of each back to BVCOG.

Sincerely,

A handwritten signature in black ink, appearing to read "Anita J. Pitt", is written over a horizontal line.

Anita J. Pitt  
9-1-1 Program Manager

Enclosures/Attachments

cc: Michael Mize, Chief of Police, City of Navasota  
Sarah Moon, Communications Supervisor

**INTERLOCAL AGREEMENT BETWEEN THE  
BRAZOS VALLEY COUNCIL OF GOVERNMENTS AND  
CITY OF NAVASOTA  
FOR E9-1-1 PUBLIC SAFETY ANSWERING POINT SERVICES (PSAP)**

**Article 1: Parties & Purpose**

1.1 The Brazos Valley Council of Governments (RPC) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code. The RPC has developed a Strategic Plan to establish and operate 9-1-1 service (Strategic Plan) in State Planning Region 13 (Region), and the Commission on State Emergency Communications (Commission) has approved its current Strategic Plan.

1.2 City of Navasota (Local Government) is a local government that operates Public Safety Answering Points (PSAP) that assists in implementing the Strategic Plan as approved by the Commission.

1.3 The Commission, as authorized by Health & Safety Code, Chapter 771, is the oversight and funding authority for regional planning commissions implementing 9-1-1 service.

1.4 The Contract for 9-1-1 Services between the Commission and the RPC requires the RPC to execute Interlocal agreements with local governments relating to the planning, development, operation, and provision of 9-1-1 service, the use of wireline and wireless 9-1-1 fees and equalization surcharge appropriated to the Commission and granted to the RPC (9-1-1 Funds) and adherence to Applicable Law.

**Article 2: Applicable Law**

2.1 Applicable laws include, but are not limited to, the Texas Health and Safety Code Chapter 771; Commission Rules (Title 1, Part 12, Texas Administrative Code) and Program Policy Statements; the biennial state General Appropriations Act, Texas Government Code (including Uniform Grant and Contract Management Standards [UGMS]), Chapter 783 and Title 1, Part 1, Chapter 5, Subchapter A, Division 4, Texas Administrative Code; Preservation and Management of Local Government Records Act, Chapter 441, Subchapter J; and Resolution of Certain Contract Claims Against the State, Chapter 2260; Texas Local Government Code (including Regional Planning Commissions Act, Chapter 391).

2.2 Any new or amended policy or procedure, other than an adopted rule, shall be enforceable against the Local Government 30 days following the date of its adoption unless the RPC finds and declares that an emergency exists which requires that such policy or procedure be enforceable immediately. The RPC shall provide the Local Government written notice of all new or amended policies, procedures or interpretations of Commission rules within a reasonable time after adoption, and in any event at least 10 days prior to the time such policies or procedures are enforceable against the Local Government.

2.3 Local Government agrees to comply with the BVCOG Guidelines for Adding, Closing or Reduced Funding a Public Safety Answering Point or Adding a 9-1-1 Calltaking Position (Attachment F).

### **Article 3: Deliverables**

3.1 The Local Government agrees to:

3.1.1 Operate and maintain the City of Navasota PSAP located at 200 E McAlpine, Navasota TX 77868.

3.1.2 Provide 9-1-1 public safety answering service 24 hours per day, seven days per week; and

3.1.3 Cooperate with the RPC in providing and maintaining suitable PSAP space meeting all technical requirements.

3.2 Ownership, Transference & Disposition of Equipment

3.2.1. The RPC and the Local Government shall comply with Applicable Law, in regards to the ownership, transfer of ownership, and/or control of equipment acquired with 9-1-1 Funds in connection with the provision of 9-1-1 service (9-1-1 equipment).

3.2.2 The RPC shall establish ownership of all 9-1-1 equipment located within the Local Government's jurisdiction. The RPC may maintain ownership, or it may agree to transfer ownership to the Local Government according to established policy.

3.2.3 The Local Government shall ensure that sufficient controls and security exist by which to protect and safeguard the 9-1-1 equipment against loss, damage or theft.

3.2.4 Ownership and transfer-of-ownership documents shall be prepared by the RPC and signed by both parties upon establishing ownership or transference of ownership of any such 9-1-1 equipment in accordance with UGMS and the State Comptroller of Public Accounts. BVCOG Property Record forms for New or Transfer and Disposal will be used and are attached to this Agreement.

3.2.5 Replacement insurance on 9-1-1 equipment shall be purchased and maintained by Brazos Valley Council of Governments and proof of insurance shall be provided upon request.

3.2.6 The RPC and/or the Commission shall be reimbursed by the Local Government for any damage to 9-1-1 equipment other than ordinary wear and tear.

3.3 Inventory

3.3.1 The RPC shall maintain a current inventory of all 9-1-1 equipment consistent with Applicable Law;

3.3.2 All 9-1-1 equipment shall be tagged with identification labels.

3.3.3 Any lost or stolen 9-1-1 equipment shall be reported to the RPC as soon as possible.

### 3.4 Security

3.4.1 The Local Government shall limit access to all 9-1-1 equipment and related data only to authorized personnel.

3.4.2 The Local Government shall not connect any external device into the 9-1-1 equipment.

3.4.3 The Local Government shall adhere to the BVCOG 9-1-1 Security Policy and review with all staff with access to the 9-1-1 equipment (Attachment H).

### 3.5 Training

3.5.1 The Local Government shall notify the RPC of any new 9-1-1 calltakers and schedule for applicable training as soon as possible.

### 3.6 Operations

The Local Government shall:

3.6.1 Designate a PSAP supervisor and provide related contact information to the RPC;

3.6.2 Monitor and test the 9-1-1 equipment and report any failures or maintenance issues immediately to the appropriate maintenance vendor and/or the RPC;

3.6.3 Coordinate with the RPC and local elected officials in the planning for and implementation and operation of all 9-1-1 equipment;

3.6.4 Allow 24-hour access to the 9-1-1 equipment for repair and maintenance service, as required;

3.6.5 Assist the RPC in conducting inspections of all 9-1-1 equipment at the PSAP as identified by the RPC for quality assurance;

3.6.6 Test all Telecommunications Devices for the Deaf (TDD/TTY) for proper operation and document testing as required by the Americans with Disabilities Act of 1990;

3.6.7 Make no changes to 9-1-1 equipment, software or programs without prior written consent from the RPC.

3.6.8 Comply with all the requirements identified in the Scope of Work – PSAP (Attachment D).

#### **Article 4: Performance Monitoring**

4.1 The RPC and the Commission reserve the right to perform on-site monitoring of the PSAP(s) for compliance with Applicable Law and performance of the deliverables specified in this Agreement. The Local Government agrees to fully cooperate with all monitoring requests from the RPC and/or the Commission for such purposes.

#### **Article 5: Procurement**

5.1 The RPC and the Local Government agree to use competitive procurement practices and procedures required by Applicable Law and RPC procurement policies in connection with any procurement to be funded with 9-1-1 Funds.

5.2 The RPC shall purchase for Local Government the supplies necessary for performance of the deliverables per this Agreement.

#### **Article 6: Financial**

6.1 As authorized by Applicable Law, the provisioning of 9-1-1 service throughout the Region is funded by Commission grants of appropriated 9-1-1 Funds.

#### **Article 7: Retention Records**

7.1 The Local Government will retain two previous years of 9-1-1 records (audio, hand written log and/or electronic) plus the current year.

#### **Article 8: Assignment**

8.1 The Local Government may not assign its rights or subcontract its duties under this Agreement. An attempted assignment or subcontract in violation of this paragraph is void.

#### **Article 9: Nondiscrimination and Equal Opportunity**

9.1 The RPC and the Local Government shall not exclude anyone from participating under this Agreement, deny anyone benefits under this Agreement, or otherwise unlawfully discriminate against anyone in carrying out this Agreement because of race, color, religion, sex, age, disability, handicap, or national origin.

#### **Article 10: Dispute Resolution**

10.1 Disputes include, but are not limited to, disagreement between the parties about the meaning or application of the Strategic Plan, the Applicable Law or policy, or this Agreement.

10.2 The parties desire to resolve disputes without litigation. Accordingly, if a dispute arises, the parties agree to attempt in good faith to resolve the dispute between them. To this end, the parties agree not to sue one another, except to enforce compliance with this Article 10, until they have exhausted the procedures set out in this Article 10.

10.3 At the written request of either party, each party shall appoint one non-lawyer representative to negotiate informally and in good faith to resolve any dispute arising between the parties. The representatives appointed shall determine the location, format, frequency, and duration of the negotiations.

10.4 If the representatives cannot resolve the dispute within 30 calendar days after the first negotiation meeting, the parties agree to submit the dispute to a mutually designated legal mediator. Each party shall pay one-half the total fee and expenses for conducting the mediation.

10.5 The parties agree to continue performing their duties under this Agreement, which are unaffected by the dispute, during the negotiation and mediation process.

10.6 If mediation does not resolve the parties' dispute, the parties may pursue their legal and equitable remedies.

#### **Article 11: Suspension for Unavailability of Funds**

11.1 In the event that (i) the RPC's approved budget and/or appropriations to the Commission from the Texas Legislature do not permit or otherwise appropriate funds for reimbursement to Local Government provided for in this Agreement, and (ii) such lack of permission or non-appropriation shall not have resulted from any act or failure to act on the part of the RPC, and (iii) the RPC has exhausted all funds legally available for reimbursement to Local Government, and no other legal procedure shall exist whereby payment hereunder can be made to Local Government; and (iv) RPC has negotiated in good faith with Local Government to develop an alternative payment schedule or new agreement that will accommodate RPC's approved budget and/or appropriations for the applicable period, then RPC will not be obligated to reimburse the Local Government for the applicable budget year(s).

#### **Article 12: Notice to Parties**

12.1 Notice under this Agreement must be in writing and received by the party against whom it is to operate. Notice is received by a party (1) when it is delivered to the party personally; or (2) on the date shown on the return receipt if mailed by registered or certified mail, return receipt requested, to the party's address specified in this Article and signed on behalf of the party.

12.2 The RPC's address is:

Brazos Valley Council of Governments  
3991 E. 29<sup>th</sup> St.  
Bryan, TX 77802

The Local Government's address is:

City of Navasota  
P. O. Box 31  
Navasota TX 77868-0031

12.3 A party may change its address by providing notice of the change in accordance with paragraph 12.1.

### **Article 13: Effective Date and Term**

13.1 This Agreement is effective as of September 1, 2023 and shall terminate on August 31, 2025.

13.2 In the event of default in the performance of this Agreement, the non-defaulting party may terminate this Agreement after providing written notice of the default to the defaulting party, and the failure of the defaulting party to cure said default within 30 calendar days of said notice.

13.3 If this Agreement is terminated for any reason, the RPC shall not be liable to the Local Government for any damages, claims, losses, or any other amounts arising from or related to any such termination.

### **Article 14: Force Majeure**

14.1 The RPC may grant relief from performance of the Agreement if the Local Government is prevented from performance by act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of the Local Government. The burden of proof for the need of such relief shall rest upon the Local Government. To obtain release based on force majeure, the Local Government shall file a written request with the RPC.

### **Article 15: Confidentiality**

15.1 The parties will comply with the Texas Public Information Act, Government Code, Chapter 552 as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas. This Agreement and all data and other information generated or otherwise obtained in its performance may be subject to the Texas Public Information Act. The parties agree to maintain the confidentiality of information received during the performance of this Agreement.

15.2 The Local Government or its duly authorized representative will notify the RPC upon receipt of any requests for information.

### **Article 16: Indemnification**

16.1 To the extent authorized by law, each party agrees to indemnify the other and agrees to defend its governing body members, officers and employees, against any claim, suit or administrative proceeding, and to indemnify them against any

liability including all costs, expenses, and reasonable attorney's fees incurred arising out of an act or omission of the governing body, any officer, employee or agent in carrying out this Agreement.

### **Article 17: Historically Underutilized Business Requirements**

17.1 The Local Government shall comply with requirements of Chapter 2261 of the Government Code regarding Historically Underutilized Businesses.

### **Article 18: Miscellaneous**

18.1 For purposes of this Agreement, terms not specifically defined herein are defined in the Applicable Laws.

18.2 Each individual signing this Agreement on behalf of a party warrants that he or she is legally authorized to do so, and that the party is legally authorized to perform the obligations undertaken.

18.3 This Agreement constitutes the entire agreement between the parties and supersedes any and all oral or written agreements between the parties relating to matters herein. An amendment to this Agreement is not effective unless in writing and signed by both parties.

18.4 All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect the term of this Agreement, which shall continue in full force and effect.

18.5 The following Attachments are part of this Agreement:

Attachment A	Ownership Agreement
Attachment B	BVCOG Property Record – New or Transfer
Attachment C	BVCOG Property Record -- Disposal
Attachment D	Scope of Work – PSAP
Attachment E	PSAP Operations Performance Measures and Monitoring
Attachment F	PSAP Guidelines
Attachment G	Commission Documents – Legislation, Rules and Program Policy Statements
Attachment H	BVCOG 9-1-1 Security Policy
Attachment 1	Certification of TTY Training
Attachment 2	PSAP Monitoring Checklist
Attachment 3	Inventory of PSAP Equipment
Attachment 4	PSAP Recurring Expenses



18.6 This Agreement is binding on, and to the benefit of, the parties' successors in interest.

18.7 This Agreement is executed in duplicate originals.

**Brazos Valley Council of Governments**

By: \_\_\_\_\_

Printed Name: Michael Parks

Title: Executive Director

Date: May 11, 2023

**City of Navasota**

By: \_\_\_\_\_

Printed Name: Bert Miller

Title: Mayor, City of Navasota

Date: 5/20/23

## Attachment A Ownership Agreement

As stipulated in Article 3 of the Agreement, the RPC shall establish ownership of all 9-1-1 equipment located within the Local Government's jurisdiction.

The RPC hereby establishes all 9-1-1 equipment located at the City of Navasota Police Department, in the City of Navasota, to be the property of Brazos Valley Council of Governments, hereinafter referred to as "Owner".

Following is an itemized listing of 9-1-1 equipment hereby defined as the property of Owner.

***Equipment inventory list is attached (See Attachment 3).***

**Brazos Valley Council of Governments**

By: 

Printed Name: Michael Parks

Title: Executive Director

Date: May 11, 2023

**City of Navasota**

By: 

Printed Name: Bert Miller

Title: Mayor, City of Navasota

Date: 5/30/23



# Attachment B

## BRAZOS VALLEY COUNCIL OF GOVERNMENTS PROPERTY RECORD

FORM REVISED:  
JUNE 2009

NEW	(A) OR	TRANSFER
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<b>(B) FROM</b> Vendor (NEW) or Program transfer	Check Program or fill in *Other below					<b>(F) TO</b> Program Transfer	Check Program or fill in *Other below				
IT	Admin	AAA	RSVP	911		IT	Admin	AAA	RSVP	911	
PSP/BIO	CIHC	SW	HSG	BVWACS		PSP/BIO	CIHC	SW	HSG	BVWACS	
HHS	FIN	BVAHC	WF BOARD	WF CENTER		HHS	FIN	BVAHC	WF BOARD	WF CENTER	
*Other Program:						*Other Program:					
<b>(C) ** Please indicate county **</b>						<b>(G) ** Please indicate county **</b>					
Brazos	Burleson	Grimes	Robertson	Washington		Brazos	Burleson	Grimes	Robertson	Washington	
Leon	Madison	Other County				Leon	Madison	Other County			
<b>(D)</b> NEW VENDOR NAME											
<b>(E)</b> Insured by	BVCOG	OTHER: <i>Please be specific</i>				<b>(H)</b> Insured by	BVCOG	OTHER: <i>Please be specific</i>			
<b>(I)</b> Tag No.	Serial No.		Model No.		Detailed Description ex: desk top, lap top, printer, projector, etc						
<b>(J)</b> Additional Information											
<b>(K)</b>						<b>(L)</b>					
Date Released	FROM: Signature: Employee/Other					Date Received	TO: Signature: Employee/Other				
	FROM: Signature: Program Manager						TO: Signature: Program Manager				
Return to: Property Control, Finance Department, P O Box 4128, Bryan, TX 77802											
<b>(M)</b> For Property Control Office Use Only:											
Received:			Entered:			Signature					




# Attachment C BRAZOS VALLEY COUNCIL OF GOVERNMENTS

## PROPERTY RECORD

### DISPOSAL

FORM  
REVISED:  
JUNE 2009

\*\*\*\*\* BVCOG inventory tag must accompany the disposal record or noted why it is not available \*\*\*\*\*

(A) FROM Program					Check Program or fill in *Other below					(C) Reason for disposal or *Other below	
IT					Admin					DAMAGED (not cost effective to repair)	
PSP/BIO					CIHC					STOLEN (Police report must be attached)	
HHS					FIN					OTHER - Please be specific	
					BVAHC					DONATED Please be specific i.e. to what organization	
					WF BOARD						
					WF CENTER						
Other Program:											
(B) ** Please indicate county **										(D) Paste Inventory Tag Here:	
Brazos		Burleson		Grimes		Robertson		Washington			
Leon		Madison		Other County							
(E) Tag Number		Serial Number			Model Number			Detailed Description ex: desk top, lap top, etc			
(F) Additional Information											
(G)		FROM Signature: Employee/Other					(H)		TO Signature		
Date Released		FROM Signature: Program Manager					Date Received		TO Title		
(I) Executive Director signature required											
											
Signature:											
Return to: Property Control, Finance Department, P O Box 4128, Bryan, TX 77802											
(J) For Property Control Office Use Only:											
Received:				Entered:				Signature			

## Attachment D Scope of Work – PSAP

Local Government will:

- Designate a PSAP Communications Supervisor and provide related contact information as a single point of contact for BVCOG.
- Coordinate with BVCOG in the planning for, implementation and operation of all 9-1-1 equipment.
- Monitor the 9-1-1 equipment, report any failures or maintenance issues immediately to BVCOG or the appropriate service provider, and notify BVCOG if appropriate response is not forthcoming from the service provider.
- Notify BVCOG of any and all major 9-1-1 service-affecting issues or issues needing escalation within a service provider's organization.
- Test all 9-1-1 (voice and text) and ancillary equipment for proper operation and user familiarity at least once per month.
- Test alternate routing switch (phone) once a month.
- Test all 9-1-1 TTYs for proper operation and to maintain user familiarity at least once per month.
- Make TTY testing documentation available to BVCOG and Department of Justice on an as-needed basis.
- Complete calltaker TTY training every six months and submit certification to BVCOG.
- Adhere to BVCOG Security Policy (Attachment H) by:
  - Limit access to all 9-1-1 equipment and related data only to authorized personnel.
  - Maintain security of the 9-1-1 system by not connecting any external device to the 9-1-1 equipment.
- Retain 9-1-1 records (audio, hand written and/or electronic) for the previous two years plus current year.
- Make no changes to 9-1-1 equipment, software or programs without prior written consent from BVCOG.
- Provide a safe and healthy environment for all 9-1-1 call takers/dispatchers which enhances proper use and maintenance of 9-1-1 equipment.
- Not change or modify any configuration, software or hardware provided by BVCOG.
- The PSAP shall notify BVCOG of any service provider changes and/or changes in phone numbers programmed on the 9-1-1 equipment.
- Fax ANI/ALI Discrepancy Reports including wireless information within 24-hours of the initial 9-1-1 call.

**Brazos Valley Council of Governments**


By: 

Printed Name: Anita J. Pitt

Title: 9-1-1 Program Manager

Date: 4/25/2023

**City of Navasota Police  
Department**

By: 

Printed Name: Sarah Moon

Title: Communications Supervisor

Date: 04/25/23

## **Attachment E**

### **PSAP Operations Performance Measures and Monitoring**

#### Reports

The RPC may request that the Local Government provide it with specialized reports which will not duplicate information readily available from vendors or other software.

#### Logs

The Local Government shall provide copies of logs and reports to assist with the RPC's collection of efficiency data on the operation of PSAPs including, but not limited to:

Attachment 1          Certification of TTY/TDD training – submitted twice per year

#### Quality Assurance Inspections

RPC personnel will conduct site visits at least 2 per year to evaluate the condition of equipment, efficiency of PSAP operations, and compliance with the Agreement.

Attachment 2          PSAP Monitoring Checklist – on a semi-annual basis

In addition, quality assurance inspections will be conducted at semi-annual site visits or as often as necessary.

#### Inventory

RPC personnel will conduct annual inventory visits at least once per year. PSAP personnel will assist and sign-off on annual inventory or equipment or when 9-1-1 equipment is removed and replaced by vendor.

Attachment 3          Inventory of PSAP Equipment – completed on an annual basis

## **Attachment F**

### **BVCOG Guidelines for Adding, Closing or Reduced Funding a Public Safety Answering Point Or Adding a 9-1-1 Calltaking Position**

#### **1. PURPOSE**

The addition of a Public Safety Answering Point (PSAP) or 9-1-1 calltaking position (equipment) impacts the BVCOG Regional Strategic Plan for 9-1-1 Service and the performance measures reported to the Commission on State Emergency Communications (CSEC). These guidelines provide criteria and identify required information to be included in a request to add a PSAP or 9-1-1 calltaking position (equipment). Items to be considered for closing or providing reduced funding for a PSAP are also included.

#### **2. OVERRIDING POLICIES**

- A. Two or more counties may enter into an Interlocal contract for the operation of a Primary PSAP to serve those counties; otherwise there shall be at least one Primary PSAP in each county.
- B. BVCOG Board of Directors approval is required to submit request to CSEC.
- C. CSEC has final approval authority for all new PSAPs and 9-1-1 calltaking positions.
- D. All applicable provisions of CSEC Rules and Program Policy Statements must be met.
- E. A request to add a second PSAP in a county, the requesting jurisdiction must agree to reimburse BVCOG, depending on availability of 9-1-1 funds, a minimum of 25% of the total monthly recurring charges for the system and 100% nonrecurring charges to acquire the equipment.
- F. If funding is not available within the BVCOG Strategic Plan for 9-1-1 Service for an additional calltaking position, the requesting jurisdiction must agree to reimburse BVCOG 100% nonrecurring charges to acquire the equipment and 5-years maintenance for the additional position.
- G. A second PSAP jurisdiction may provide funding (minimum of 25% of the total monthly recurring charges for the system and 100% nonrecurring charges to acquire the equipment) to continue operation of a PSAP selected for closing or reduced funding.
  - (1) Annual monthly recurring charges will be calculated in May of every odd numbered year to begin September of that year for the next biennium.
- H. BVCOG shall have ownership over all PSAP equipment, regardless of funding source.
- I. All requests must be submitted in writing on departmental letterhead signed by the chief elected official of jurisdiction's governing body.

### **3. ADDITIONAL PSAP**

A PSAP may be added if all of the following factors are met:

- A. Population of requesting jurisdiction is:
  - (1) Greater than 20,000; or
  - (2) At least 33% of the total population of the County.
- B. For the previous six months, the jurisdiction can document a minimum average of 30 calls per day, which may include the combined total of the number of 9-1-1 and 10-digit emergency telephone number calls for the agency (or agencies, if the site will serve as a Backup PSAP) requesting the PSAP.
- C. Resolution from local governing body of existing PSAP agreeing to release the proposed area for the new PSAP; and resolution from the local governing body of proposed PSAP agreeing to provide the duties and responsibilities of 9-1-1 service for the area specified.
- D. Written acknowledgement from the jurisdiction of the capability to provide:
  - (1) Minimum PSAP requirements as outlined in CSEC Rule 251.1; and
  - (2) Adequate facilities and personnel to house and operate a PSAP for receiving 9-1-1 calls.

### **4. ADDITIONAL CALL TAKING POSITION**

A calltaking position (equipment) may be added if all of the following factors are met:

- A. Jurisdiction has a population growth rate of at least 3% over the past two years.
- B. Call volume averages 20 calls per day per existing position over the past twelve months.
- C. Identification of other factors which may be relevant to the need for an additional workstation.
- D. Jurisdiction must certify the capability to provide staffing for the additional position.

### **5. CLOSING A PSAP**

- A. A PSAP will be identified for closing when the average daily total call volume of 9-1-1 and 10-digit emergency calls falls below 20 calls per day over an 18 month period. PSAPs operating at an educational institution or PSAPs that are the only PSAP within a county are exempt.
- B. Notification process:
  - (1) In March of even numbered years, a report will be provided to the BVCOG Board of Directors identifying PSAPs that are subject to closure or reduced funding. The average call volume will be calculated for the 18 month period ending in February of that year.
  - (2) In February of odd numbered years, as part of the budget approval process, a recommendation will be presented to the BVCOG Board of Directors to which PSAPs may be closed or partially funded for the biennium beginning in September of that year.



- C. Once a PSAP has been closed or had funding reduced, the jurisdiction must meet all requirements for adding a PSAP in order to reactivate the PSAP or have BVCOG funding restored.

## **6. REDUCE FUNDING**

- A. The following factors will be considered when budget reductions necessitate closing or providing reduced funding to PSAPs that meet the minimum daily call volume:
  - (1) Average daily total call volume of 9-1-1 and 10-digit emergency calls based on the past 12 months falls below 30 calls but above 20 calls per day the BVCOG Board of Directors will review staff recommendations and consider reduced funding for second PSAPs.
  - (2) Proximity to primary PSAP.
  - (3) Number of 9-1-1 and 10-digit emergency calls transferred to other PSAPs for dispatch.

## **Attachment G**

### **Commission Documents**

The following documents govern the funding and provisioning of 9-1-1 services by the RPC:

1. Commission Legislation: [https://www.csec.texas.gov/s/statutes?language=en\\_US](https://www.csec.texas.gov/s/statutes?language=en_US)
2. Commission Rules: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=1&pt=12&ch=251&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=12&ch=251&rl=Y)
3. Commission Program Policy Statements: [https://www.csec.texas.gov/s/program-policy-statements?language=en\\_US](https://www.csec.texas.gov/s/program-policy-statements?language=en_US)

# **Attachment H BVCOG Security Policy**

## **MEMORANDUM**

**TO:** Regional 9-1-1 PSAPs – All 9-1-1 Calltakers

**FROM:** Anita J Pitt  
9-1-1 Program Manager

**DATE:** October 13, 2017

**SUBJECT:** BVCOG 9-1-1 Security Policy

The signed Interlocal Agreement between BVCOG and your governing agency has a security section as follows:

### **3.4 Security**

3.4.1 The Local Government shall limit access to all 9-1-1 equipment and related data only to authorized personnel.

3.4.2 The Local Government shall not connect any external device into the 9-1-1 equipment.

3.4.3 The Local Government shall adhere to the BVCOG 9-1-1 Security Policy and review with all staff with access to the 9-1-1 equipment.

### **BVCOG 9-1-1 Security Policy:**

The PSAP is responsible for restricting access to all 9-1-1 equipment and data to authorized personnel only. No unauthorized software shall be added to the 9-1-1 system.

For security reasons and the ultimate health of the regional 9-1-1 system, it is prohibited to insert any USB device including but not limited to USB flash drives of any type, wireless phones or tablets for charging, desk lights, desk fans, external hard drives, music, etc. or DVD/CD of any type into the 9-1-1 workstations/consoles or any 9-1-1 routers, servers or switches. USB plugs are not to be removed for any reason.

I certify that I have read, understand and will abide by this policy:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Attachment 1**

<b>CERTIFICATION OF TTY TRAINING</b>	
<b>Course Title:</b> _____	
<b>Agency Name:</b> _____	
<b>CALLTAKER NAME (Print)</b>	<b>TCOLE Test Date</b>

Date Submitted: \_\_\_\_\_

Supervisor: \_\_\_\_\_

## Attachment 2

### PSAP Monitoring Checklist:

Brazos Valley Council of Governments

County Name: Grimes

PSAP Name: Navasota PD

PSAP Contact: Sarah Moon / Chief Mize

Signatures:

Date:

PSAP TN: 936 825-6124

BVCOG Contact: Anita Pitt 979 777 1778

<b>Previous Findings:</b>					
<b>CPE TYPE:</b> Motorola VESTA 7.7 HF 1; VESTA Map Local 1.2.0; Analytics 3.4.2; Windows 10					
<b>CPE Ownership:</b> BVCOG Purchased: September 2022; Installed: February 2023					
<b>CPE Maintenance:</b> Self-maintained					
Monitoring Component	Standard	Check Current Status		Findings	Comments
		Compliant	Non-Compliant		
Cleanliness -- Front & Back; Healthy environment					
Inventory Tags	Silver BVCOG Tags				
PSAP Security -- Room & CPE					
Unauthorized Software	NO Integration				
No unauthorized changes	USB Plugs				
Redundant CPE Functioning	2 Positions				
i3 Lines (3)	Review Analytics    Make test calls				
ANI & ALI Displays	All info Displays				
Map Displays	Plots Landline    Map Updated				
WPH I & II -- Maps	Plots Call    Testing TN				
Manual Reroute phone	Semi-Annually    GSO				
VESTA Router Timer	20 x 2 seconds    GSO				
All Lines Busy Overflow	Semi-Annually    3 Lines				
Text Contingency Route	Semi-Annually    WC911				
Failover to wireless backup	Semi-Annually    Test both voice and text				
Language Line & Poison Accessibility	Account Info Posted				
Analytics	Opens Successfully				
TTY Tested & Documented	Tests & Challenges				
TEXT to 9-1-1	Send text message				
UPS / Generator Testing	Verify no issues				
Shuts Down regularly	Weekly				
Admin Lines -- Call	936 825 3257 936 825 3766				
Recorder / 9-1-1 Channels Listed & Recording	Channels: 1 & 2				
Recorder Model & Supply of Storage Media	Nice XRS				
Repair #'s Accessible	VESTA Router; MVN, AP				
BVCOG Contact Info	Accessible				
Incorrect ANI/ALI Reports	Send landline to GC DBM				
Retention Records	2+ current				
New Calltakers or speed dial changes?					
PSAP Supplies / Public Education Materials Delivered:					

BVCOG INVENTORY OF 9-1-1 EQUIPMENT

AGENCY: Navasota Police Department, Navasota, Texas

Tag Number	Serial Number	Asset Description	Vendor	Owner/Manager	Master Location	Contract Date	Install Date	Original Value	Estimated Life/Replacement Date	Inventory Sheet Filed
	FLM2517106D	Cisco Network Router 4331	Verizon	BVCOG	Navasota PD	01/25/21	10/12/21	\$ 3,906.55	Oct-2026	
	89148000007529852218	SIM Card	Verizon	BVCOG	Navasota PD	01/25/21	10/12/21	Inc	Oct-2026	
N/A		FXO Gateway, 19" Rack, Blackbox, TS Terminal Server, support & cables	EntryLink	BVCOG	Navasota PD	08/15/13	09/15/14	\$ 8,198.75	Sep-2024	
	SFOC26298TFN	Cisco Switch 9200 24-Port	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 6,387.30	Feb-2029	
	SFOC26298UHW	Cisco Switch 9200 24-Port	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 6,387.30	Feb-2029	
N/A		FortiGate Firewall modem 60D	EntryLink	BVCOG	Navasota PD	07/18/17	09/01/17	\$ 2,050.26	Sep-2024	
		NICE Recorder eXpress (NRX)	VPI	BVCOG	Navasota PD	01/22/20	05/08/20	\$ 14,984.00	May-2025	
6540	GJ345A0496KIT	PW 9130 UPS 3KVA 120V System	Consolidated Telecom Serv	BVCOG	Navasota PD	08/11/15	01/12/16	\$ 6,897.80	Mar-2024	
N/A		By-Pass switch (external maintenance)	Consolidated Telecom Serv	BVCOG	Navasota PD	08/11/15	01/12/16	Inc	Mar-2024	
5708	803435	TTY MP2000D	Krown	BVCOG	Navasota PD	08/07/09	08/07/09	\$ 457.00	N/A	
	MXL2371ZQ8	HP Desktop Elite Mini 800 G6 W/O OS; Windows 10	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 1,421.10	Feb-2026	
	MXL2371ZPK	HP Desktop Elite Mini 800 G6 W/O OS; Windows 10	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 1,421.10	Feb-2026	
	CN42104M0W	HP 27" Monitor FP LED LCD	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 745.20	Feb-2026	
	CN42104M0R	HP 27" Monitor FP LED LCD	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 745.20	Feb-2026	
	CN42104LQS	HP 27" Monitor FP LED LCD	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 745.20	Feb-2026	
	CN42104M10	HP 27" Monitor FP LED LCD	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 745.20	Feb-2026	
	MXL2371ZQ8	Keyboard, Mouse, Handset, Genovation Keypad, SAM, Software & Support	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 3,068.27	Feb-2026	
	MXL2371ZPK	Keyboard, Mouse, Handset, Genovation Keypad, SAM, Software & Support	MSI	BVCOG	Navasota PD	09/14/22	02/13/23	\$ 3,068.27	Feb-2026	
ORIGINAL VALUE OF EQUIPMENT									\$	61,228.50

ANNUAL CERTIFICATION FOR FY 23

Inventory Certified By: Sarah Moon

Title and Agency: Navasota PD Communications Supervisor

Accepted by BVCOG: Anita J. Pitt

Date: 04/25/23

Date: 4/25/2023

## Attachment 4

2/6/2023

### Navasota PD 9-1-1 System Recurring Expenses\*

Description of Services	Provider	Monthly Recurring	Annual Recurring	25% of Total
Network (local phone lines)	Brightspeed	\$ 247.00		
Network (PSAP network)	Brazos 2020	\$ 400.00		
Network Wireless Backup	Verizon Wireless	\$ 45.00		
Network Monitoring	NPSS		\$ 1,200.00	
Network Monitoring Wireless Backup	NPSS		\$ 600.00	
<b>NETWORK SUBTOTAL</b>		<b>\$ 692.00</b>	<b>\$ 1,800.00</b>	
Managed Services (24 x 7 monitoring)	Motorola		\$ 2,373.00	
Software support (Analytics, VML & Vesta)	Motorola		\$ 4,928.00	
Recorder Maintenance	Voice Products		\$ 2,260.00	
Router SmartNet Maintenance	Verizon		\$ 1,110.00	
9-1-1 UPS (Maintenance)	BearCom		\$ 2,489.00	
<b>EQUIPMENT MAINTENANCE SUBTOTAL</b>		<b>\$ -</b>	<b>\$ 13,160.00</b>	
NextGen Routing Services	Motorola	\$ 742.19		
NextGen Geospatial Routing	911Datamaster		\$ 798.00	
9-1-1 Database	911Datamaster		\$ 1,320.00	
Language Line Services	Voiance	\$ 5.00		
Long Distance	MCI	\$ 10.00		
Emergency Medical Dispatch	Montgomery HD	\$ 180.00		
Text Delivery (TCC & ITS)	Intrado	\$ 145.00		
<b>SERVICES SUBTOTAL</b>		<b>\$ 1,082.19</b>	<b>\$ 2,118.00</b>	
<b>TOTAL EXPENSES</b>		<b>\$ 1,774.19</b>	<b>\$ 17,078.00</b>	
<b>ANNUAL GRAND TOTAL</b>	<b>\$</b>	<b>38,368.23</b>		<b>\$ 9,592.06</b>

\* Does not include software upgrade and installation; nonrecurring and installation costs for new equipment; PSAP supplies for 9-1-1 printer or recording system.

Equipment Asset at PSAP (February 2023) \$ 61,229.00

FY 2022 TOTAL 9-1-1 Calls = Incoming 9-1-1  
Trunks, Admin Lines, Abandoned and  
Outgoing Callbacks (Total 9-1-1 activity) **7,948**

SOURCE: Analytics MIS FY 2022 Total Call Volume



## REQUEST FOR CITY COUNCIL AGENDA ITEM #6

Agenda Date Requested: <u>June 12, 2023</u>	<b>Appropriation</b>
Requested By: <u>Susie Homeyer, City Secretary</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input checked="" type="radio"/> Yes <input type="radio"/> No

**Exhibits:** Minutes for May 2023 & Municipal Court Report for May 2023

### AGENDA ITEM #6

Consent agenda items are:

- A. Approve the minutes for the month of May 2023, which includes the regular City Council meetings on May 8<sup>th</sup> and 22<sup>nd</sup> along with the minutes from the Special City Council meetings held on May 8<sup>th</sup>, May 15<sup>th</sup> and May 23<sup>rd</sup>.
- B. Approve the Municipal Court report for the month of May 2023.

### SUMMARY & RECOMMENDATION

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

- A. Staff has placed the minutes for the Navasota City Council regular meeting for May 8, 2023 and May 22, 2023, along with the Special City Council meetings held on May 8, 2023, May 15, 2023 and May 23, 2023 on the consent agenda for approval.
- B. Staff has placed the Navasota Municipal Court report for the month of May 2023 on the consent agenda for approval.



**ACTION REQUIRED BY CITY COUNCIL**

**Approve Consent Agenda by approving the minutes for City Council meetings held on May 2023 to include May 8, 2023, May 15, 2023, May 22, 2023, and May 23, 2023; and the Municipal Court report for the month of May 2023.**

---

Approved for the City Council meeting agenda.

*Jason Weeks*

---

Jason B. Weeks, City Manager

6/6/23

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Date

**MINUTES  
SPECIAL MEETING  
MAY 8, 2023**

The City Council of the City of Navasota, Grimes County, Texas met at the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street at 4:30 p.m., Navasota, Texas on the above date with the following being present:

**Bernie Gessner, Councilmember, Place # 1  
Josh M. Fultz, Councilmember, Place # 3  
Bert Miller, Mayor, Place # 4 (Arrived at 4:40 p.m.)  
Grant E. Holt, Mayor Pro-Tem, Place # 5**

**(Pattie Pederson, Councilmember, Place # 2, was absent)**

Thus constituting a quorum.

**STAFF PRESENT:** Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Luke Cochran, Legal Counsel; Bobbie Ullrich, Marketing and Communication Director; Jennifer Reyna, Director of Utilities; Mike Mize, Police Chief; Rayna Teicheira, Economic Development Director; Lupe Diosdado, Director of Development Services; Pat Gruner, Municipal Judge; Ryan Hendricks, Parks and Recreation Manager; and Jon MacKay, Graduate Civil Engineer.

**VISITORS:** Connie Clements, Steve Duncan, James Harris, Tim Wolff, Ron Gailey (via zoom), Brad Stafford and Elizabeth Ferry.

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

1. Mayor Pro-Tem Grant Holt called the meeting to order at 4:30 p.m.
2. Remarks of visitors: None.
3. A presentation was held by On-Point Insights related to a proposal to conduct a city-wide survey. The concept is to survey city residents and businesses to better understand areas of concern and prioritized focus during the budget process.
4. A workshop was held to discuss the results from R. W. Harden & Associates for the Groundwater Availability Study for the City of Navasota. City staff has also been working with Bleyl Engineering on this project. Bleyl Engineering has provided a proposed water well development site about one mile east of the City along Highway 90. R. W. Hardin & Associates evaluated the site as well as

the surrounding area within the City to identify potentially favorable production areas to meet the City's long-term water demands in terms of aquifer yield and quality of groundwater.

5. Mayor Bert Miller adjourned the meeting at 5:35 p.m.

---

**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**MINUTES  
REGULAR MEETING  
MAY 8, 2023**

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

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

Thus constituting a quorum.

**STAFF PRESENT:** Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Luke Cochran, Legal Counsel; Bobbie Ullrich, Marketing and Communication Director; Jennifer Reyna, Director of Utilities; Mike Mize, Police Chief; James Byrd, Police Officer; Evette Fannin, Grants Coordinator; Rayna Teicheira, Economic Development Director; Lupe Diosdado, Director of Development Services; Pat Gruner, Municipal Judge; Jon MacKay, Graduate Civil Engineer; Ryan Hendricks, Parks and Recreation Manager; Peggy Johnson, HR Director; Kenneth Nobles, Project Manager and Edwin Sandoval, Heavy Equipment Operator.

**VISITORS:** Connie Clements, Deborah Richardson, Mac Vaughn, Jim Hassell, Dorothy Hassell, Tex Maxson, Stephanie Maxson, James Harris, R. J. Sauls, Tim Wolff, Ricky Hux, Paul Stankiewicz, Robbie Morton, Kylie Maxon, Leslee Soto, Glenda Maxson, Daaner Mena, Gina Nobles, Colin Conley, Robert Thiry, Jennifer Thiry, B. J. Audredge, Rosie Crawford, Mac Crawford, John Sanders, Kathy Sandoval, Kristi Ramsey and Casey Soto.

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

1. Mayor Bert Miller called the meeting to order at 6:00 p.m.
2. Invocation was given by Mac Vaughn. The City Council, staff members and visitors then recited the Pledge of Allegiance to the American Flag and the Texas Flag.
3. Remarks of visitors: None.

4. Staff report:

- a) Mayor Bert Miller and the City Council recognized the Navasota ISD Top Ten Seniors for 2023 with a proclamation;
- b) Mayor Bert Miller proclaimed May 8 – May 13, 2023 as "Economic Development Week";
- c) Peggy Johnson, HR Director, introduced Jon MacKay as the new Graduate Civil Engineer;
- d) Peggy Johnson, HR Director, presented Edwin Sandoval, Heavy Equipment Operator, with a certificate for fifteen (15) years of service;
- e) Jennifer Reyna, Public Works Director, gave an update on the CIP Projects;
- f) There was not an update on Boards and Commissions; and
- g) Councilmembers and staff informed the audience about upcoming events.

5. A public hearing was held regarding an application submitted by Ricky Hux requesting to abandon a twenty foot (20') public alleyway located in Block 66 of the H & TC RR Addition, in the City of Navasota, Grimes County, Texas 7788. Mayor Bert Miller opened the public hearing at 6:23 p.m. Development Services Director, Lupe Diosdado, briefly went over the request. With no comment from the public, Mayor Bert Miller closed the public hearing at 6:29 p.m.

Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1020-23, abandoning a twenty foot (20') public alleyway located in Block 66 of the H & TC RR Addition, in the City of Navasota, Grimes County, Texas 77868, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.

6. Councilmember Josh Fultz moved to approve Resolution No. 736-23, regarding the requested annexation petition submitted by Stanley Kettler and Jeannette Welch, for a 1.909 acre tract of land in the Jesse B. McNealy Survey, A-44, located in Grimes County Texas, setting a date, time and place for a public hearing on a proposed annexation of said property by the City of Navasota, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.

7. Councilmember Josh Fultz moved to approve Resolution No. 737-23, regarding the requested annexation petition submitted by Jinx M. Lee for a 0.336 acre tract of land in the Jesse B. McNealy Survey, A-44, located in Grimes County, Texas 77868, setting a date and time, and place for a public hearing on

a proposed annexation of said property by the City of Navasota, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.

8. Councilmember Josh Fultz moved to approve Resolution No. 738-23, regarding the requested annexation petition submitted by Grimes Altamira, LLC, for a 96.618 acre tract of land in the Jesse B. McNealy Survey, A-44, located in Grimes County, Texas 77868, setting a date and time, and place for a public hearing on a proposed annexation of said property by the City of Navasota, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.

9. Mayor Pro-Tem Grant Holt moved to approve a contract between the City of Navasota and Weisinger, Inc. in the amount of \$129,438.00 for the emergency repairs to Water Well No. 4, located at 6559 Link Drive, as authorized by Section 252.022(a)(3), Texas Local Government Code, as a procurement necessary because of unforeseen damage to public machinery, equipment, or other property, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.

10. Mayor Pro-Tem Grant Holt moved to approve a contract between the City of Navasota and Weisinger, Inc. in the amount of \$98,103.00 for the purchase of materials and associated items related to the emergency repairs to Water Well No. 7, located at 11167 CR 451, as authorized by Section 252.022(a)(3), Texas Local Government Code, as a procurement necessary because of unforeseen damage to public machinery, equipment, or other property, seconded by Councilmember Pattie Pederson and with each Councilmember present voting AYE, the motion carried.

11. Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1022-23, authorizing the settlement of the proposed rate increase of Entergy Texas, Inc., seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.

12. Mayor Pro-Tem Grant Holt moved to authorize City representatives in matters pertaining to the City's participation in the Texas Community Block Grant Program, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.

13. Councilmember Pattie Pederson moved to approve the first reading of Ordinance No. 1021-23, amending the Code of Ordinances, Appendix A Fee Schedule, Article A4.000 Parks and Recreation, Section A4.009 adopting the revised Parks and Recreation Municipal Pool Fees for the City of Navasota, Texas, and an effective date of May 22, 2023; amending the Code of Ordinances, Appendix A with the addition of Article A6.000 Miscellaneous Fees, Section A6.001(f) Credit Card Processing Fees, to cover cost of credit card

processing fees with an effective date of May 22, 2023, with the addition of fees for water fitness of fifty (\$50.00) dollars, seconded by Mayor Pro-Tem Grant Holt and with each Councilmember voting AYE, the motion carried.

14. Councilmember Bernie Gessner moved to approve the minutes and Municipal Court Report for the month of April 2023, approving the second reading of Ordinance No. 1018-23 and the second reading of Ordinance No. 1019-23, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

15. Mayor Bert Miller adjourned the meeting at 7:15 p.m.

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**MINUTES  
SPECIAL MEETING  
MAY 15, 2023**

The City Council of the City of Navasota, Grimes County, Texas met at the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street at 12:00 p.m., Navasota, Texas on the above date with the following being present:

**Bernie Gessner, Councilmember, Place # 1  
Josh M. Fultz, Councilmember, Place # 3  
Bert Miller, Mayor, Place # 4  
Grant E. Holt, Mayor Pro-Tem, Place # 5  
James Harris, Councilmember, Place # 5 (new incumbent)**

**(Pattie Pederson, Councilmember, Place # 2, was absent)**

Thus constituting a quorum.

**STAFF PRESENT:** Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Bobbie Lehrmann, Marketing and Communication Director; Jennifer Reyna, Director of Utilities; Mike Mize, Police Chief; Rayna Teicheira, Economic Development Director; Lupe Diosdado, Director of Development Services; Pat Gruner, Municipal Judge; Jason Katkoski, Fire Chief/EMC; Tiffany Byers, Librarian; Leslie Mora, Library Clerk; Michelle Savensky, Executive Administrative Assistant; Travis Mullins, Investigator; John Shoemaker, Assistant Police Chief; Marla Gurka, Officer Supervisor and Maribel Frank, Chief Financial Officer.

**VISITORS:** Ethan Barcak, P. Holt, J. Spell, Rene Menard, Ed Murphy, Barb McCraw, Ernest McCraw, John Sanders, Johnny Dickson, Courtney Armstead, Deborah Richardson, Keith Thompson, Perry L. Harris, Charlie Hall, Phillip Cox, Mac Vaughn, Ana Cosino, Celeste Anguiane, Pastor R. Lenton, Sr., Mary Jane Jones, Dail A. Cotton, Elia Chaney, Shirley Menefee, Pat Bossard, Charlotte Bossard, Martha Smith, Donnie Sowell and others.

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

1. Mayor Bert Miller called the meeting to order at 12:00 p.m.
2. Invocation was given by Mac Vaughn. The City Council, staff members and visitors then recited the Pledge of Allegiance the American Flag and The Texas Flag.
3. Remarks of visitors: None.



4. Councilmember Bernie Gessner moved to canvass the election returns for the May 6, 2023, seconded by Councilmember Josh Fultz and with each Councilmember present voting AYE, the motion carried.

5. The City Secretary issued a Certificate of Election to Bert Miller, Position No. 4 and James Harris, Position No. 5, then issued a Statement of Officer to each of them. Judge Patricia Gruner then administered the Oath of Office to Bert Miller, Position No. 4 and James Harris, Position No. 5. After the Oath of Office, retiring Mayor-Pro-Tem Grant Holt stepped down from the dais and the newly elected Councilmember James Harris took his seat.

6. The City Council recognized Mayor Pro-Tem Grant Holt for his 16 years of service and dedication to the City of Navasota and presented him with a couple of gifts.

7. Mayor Bert Miller adjourned the meeting at 12:25 p.m.

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**MINUTES  
REGULAR MEETING  
MAY 22, 2023**

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

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

**(Pattie Pederson, Councilmember, Place # 2 was absent)**

Thus constituting a quorum.

**STAFF PRESENT:** Jason Katkoski, Acting City Manager; Susie M. Homeyer, City Secretary; Cary Bovey, Legal Counsel; Jennifer Reyna, Director of Utilities; Mike Mize, Police Chief; James Byrd, Police Officer; Evette Fannin, Grants Coordinator; Pat Gruner, Municipal Judge; Michelle Savensky, Executive Administrative Assistant; Hector Olguin, Jr., Police Officer; Maribel Franks, Chief Financial Officer; Peggy Johnson, Director of Public Works, Rodrigo Hernandez, Street and Sanitation Laborer; Jose Coronilla, Assistant Public Works Director and Tiffany Byers, Library Director.

**VISITORS:** Connie Clements, Mac Vaughn, Jon C. Fultz, Ethan Barcak, Megan Barcak, Michelle Bobo, Deborah Richardson, Roosevelt Ellis, Chandler Ardan, Leanne Byers, Becky Byers, David Byers, Georgian Molitor, Phillip Cox, Michael Medeiros, Jill Conlin, Jennifer Fredericks, Michele Sullivan, Mason Sullivan, Buck Sullivan, Scotty McDonald, Michele Steinhauser, Louis Vidotto, Jennifer Ramirez, Tonya Britton, David Ramirez, Mark Rudolph and Ed Murphy.

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

1. Mayor Bert Miller called the meeting to order at 6:00 p.m.
2. Invocation was given by Mac Vaughn. The City Council, staff members and visitors then recited the Pledge of Allegiance to the American Flag and the Texas Flag.
3. Remarks of visitors: Roosevelt Ellis addressed the City Council and filed a complaint against the City of Navasota for a violation of a City Zoning Ordinance, Exhibit 14A, Zoning Ordinance 5.3 concerning building setbacks and side setbacks. This pertains to the property adjacent to 700 McNair Street, Navasota, Texas 77868.

#### 4. Staff report:

- a) Mayor Bert Miller presented the Navasota Citizens University graduates with a Certificate of Completion. The graduating candidates were: Greg Andersen(not present), Megan Barcak, Tonya Britton, James Harris, Sharon Hudson(not present), Sabrina Killingsworth, Ernest McCraw, Scotty McDonald, Michael Medeiros, Ed Murphy, Alan Phillips(not present), David Ramirez, Jennifer Ramirez, Michelle Steinhauser, Monica Thompson(not present) and Louis Vidotta.
- b) Mayor Bert Miller proclaimed May 27, 2023 as VFW "Buddy" Poppy Day and urged all patriotic citizens to wear a Buddy Poppy as evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedom which we continue to enjoy as American citizens.
- c) Peggy Johnson, HR Director, recognized Tiffany Byers as the Above and Beyond recipient and Rodrigo Hernandez as the Customer Hero Award recipient for the new quarterly employee awards.
- d) Peggy Johnson, HR Director, introduced Hector Olguin, Jr. as a new police officer.
- e) Jennifer Reyna, Public Works Director, gave an update on the CIP Projects. She gave an update on the Fire Hydrant Replacement Project, Hollister Natural Gas Regulator Station Replacement, FY 21 -22 Street Maintenance Project, Repairs for Water Well # 4 and # 7, the AWOS system at the airport, the natural gas line extension and loop project and the 2020 Street and Utilities CIP project.
- f) There was not an update on Boards and Commissions; and
- g) Councilmembers and staff informed the audience about upcoming events.

5. Councilmember Bernie Gessner moved to nominate Bert Miller as Mayor and all nominations cease, seconded by Josh Fultz and with each Councilmember present voting AYE, the motion carried.

6. Councilmember Bernie Gessner moved to nominate Pattie Pederson as Mayor Pro-Tem. Motion died from lack of a second. Councilmember James Harris moved to nominate Bernie Gessner as Mayor Pro-Tem, seconded by Josh Fultz and with each Councilmember present voting AYE, the motion carried.

7. A public hearing was held regarding the voluntary annexation petition submitted by Stanley Kettler and Jeannette Welch for a 1.909 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868. Mayor Bert Miller opened the public hearing at 6:36 p.m. With no comments from the public, Mayor Bert Miller closed the public hearing at 6:38 p.m.

Mayor Pro-Tem Bernie Gessner moved to approve the first reading of Ordinance No. 1023-23, annexing a 1.909 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868, seconded by Councilmember Josh Fultz and with each Councilmember present voting AYE, the motion carried.

8. A public hearing was held regarding the voluntary annexation petition submitted by Jinx M. Lee for a 0.336 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868. Mayor Bert Miller opened the public hearing at 6:40 p.m. With no comments from the public, Mayor Bert Miller closed the public hearing at 6:41 p.m.

Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1024-23, annexing a 0.336 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember present voting AYE, the motion carried.

9. A public hearing was held regarding the voluntary annexation petition submitted by Grimes Altamira, LLC for a 96.618 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868. Mayor Bert Miller opened the public hearing at 6:42 p.m. Chandler Arden addressed the City Council and briefly went over his plans for the property. With no other comments, Mayor Bert Miller closed the public hearing at 6:45 p.m. Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1025-23, annexing a 96.618 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember present voting AYE, the motion carried.

10. Councilmember Josh Fultz moved to approve Resolution No. 740-23, authorizing the hiring of GrantWorks for grant administration services related to the Natural Gas Distribution Safety and Modernization Grant Program, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember present voting AYE, the motion carried.

11. Councilmember Josh Fultz moved to approve Resolution No. 741-23, authorizing the hiring of Strand and Associates for engineering services related to the Natural Gas Distribution Safety and Modernization Grant Program, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember present voting AYE, the motion carried.

12. Councilmember Josh Fultz moved to approve Resolution No. 742-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically Blackshear/Piedmont (FM 3090) from SH 6 frontage to Union Pacific Railroad, seconded by Councilmember James Harris and with each Councilmember present voting AYE, the motion carried.

13. Mayor Pro-Tem Bernie Gessner moved to approve Resolution No. 743-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically Fifty Street/BNSF Railroad South along FM 379 to FM 379, seconded by Councilmember Josh Fultz and with each Councilmember present voting AYE, the motion carried.

14. Mayor Pro-Tem Bernie Gessner moved to approve Resolution No. 744-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically LaSalle (SH Business 6 South) from Spur 516 to Boulder Street, seconded

by Councilmember Josh Fultz and with each Councilmember present voting AYE, the motion carried.

15. Councilmember Josh Fultz made a motion to appoint Jill Conlin to the Planning and Zoning Commission. The motion died from a lack of a second. Mayor Pro-Tem Bernie Gessner moved to appoint Ethan Barcak to the unexpired term of Position # 1 on the Planning and Zoning Commission, seconded by Councilmember James Harris and with each Councilmember present voting AYE, the motion carried.

Councilmember Josh Fultz moved to appoint Robert Goldstein to the vacancy of the unexpired term of Position # 4 on the Navasota Housing Authority, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember present voting AYE, the motion carried.

16. Mayor Pro-Tem Bernie Gessner moved to approve the consent agenda items which include the second reading of Ordinance No. 1020-23, to abandon a twenty foot (20') public alleyway located in Block 66 of the H & TC RR Addition, in Navasota, Texas; the second reading of Ordinance No. 1021-23, amending the Code of Ordinances, Appendix A Fee Schedule, Article A4.000 Parks and Recreation, Section A4.009 adopting the revised Parks and Recreation Municipal Pool fees, for the City of Navasota, Texas with an effective date of May 22, 2023; amending the Code of Ordinances, Appendix A with the addition of Article A6.000 Miscellaneous Fees, Section A6.001(f) credit card processing fees, to cover cost of credit card processing fees with an effective date of May 22, 2023; and approve the second reading of Ordinance No. 1022-23, authorizing settlement of the proposed rate increase by Entergy Texas, Inc, seconded by Councilmember Josh Fultz and with each Councilmember present voting AYE, the motion carried.

17. Mayor Bert Miller adjourned the meeting at 7:09 p.m.

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**MINUTES  
SPECIAL MEETING  
MAY 23, 2023**

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

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

**(Pattie Pederson, Councilmember, Place # 2 was absent)**

Thus constituting a quorum.

**STAFF PRESENT:** Jason Katkoski, Acting City Manager; Susie M. Homeyer, City Secretary; and Michelle Savensky, Executive Administrative Assistant.

**VISITORS:** Chandler Arden

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

1. Mayor Bert Miller called the meeting to order at 6:00 p.m.
2. Invocation and the Pledge of Allegiance to the American Flag and the Texas Flag was dispensed.
3. Remarks of visitors: None.
4. Councilmember Josh Fultz moved to approve the second reading of Ordinance No. 1023-23, annexing a 1.909 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember present voting AYE, the motion carried.
5. Mayor Pro-Tem Bernie Gessner moved to approve the second reading of Ordinance No. 1024-23, annexing a 0.336 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868, seconded by Councilmember Josh Fultz and with each Councilmember present voting AYE, the motion carried.

6. Councilmember Josh Fultz moved to approve the second reading of Ordinance No. 1025-23, annexing a 96.618 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, Texas 77868, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember present voting AYE, the motion carried.

7. Mayor Bert Miller adjourned the meeting at 6:02 p.m.

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

Fax: (512) 936-2423



## CRIMINAL SECTION

COURT NAVASOTA MUNICIPAL COURT				TRAFFIC			NON-TRAFFIC		
MONTH	May	YEAR	2023	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
1. Total Cases Pending First of Month:				726	1	23	306	62	92
a. Active Cases				214	1	6	21	38	10
b. Inactive Cases				512	0	17	285	24	82
2. New Cases Filed				89	0	2	13	5	11
3. Cases Reactivated				8	0	0	4	1	1
4. All Other Cases Added				0	0	0	0	0	0
5. Total Cases on Docket				311	1	8	38	44	22
6. Dispositions Prior to Court Appearance or Trial:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. Uncontested Dispositions				42	0	0	0	2	1
b. Dismissed by Prosecution				0	0	0	0	0	3
7. Dispositions at Trial:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. Convictions:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1) Guilty Plea or Nolo Contendere				12	0	0	8	3	1
2) By the Court				0	0	0	0	0	0
3) By the Jury				0	0	0	0	0	0
b. Acquittals:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
1) By the Court				0	0	0	0	0	0
2) By the Jury				0	0	0	0	0	0
c. Dismissed by Prosecution				0	0	0	0	0	0

## CRIMINAL SECTION

COURT NAVASOTA MUNICIPAL COURT				TRAFFIC			NON-TRAFFIC		
MONTH	May	YEAR	2023	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
8. Compliance Dismissals:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. After Driver Safety Course				9	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
b. After Deferred Disposition				16	0	0	0	1	0
c. After Teen Court				0	0	0	0	0	0
d. After Tobacco Awareness Course				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	0	XXXXXXXXXX
e. After Treatment for Chemical Dependency				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	0	0	XXXXXXXXXX
f. After Proof of Financial Responsibility				0	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
g. All Other Transportation Code Dismissals				6	0	0	0	0	0
9. All Other Dispositions				0	0	0	0	0	0
10. Total Cases Disposed				85	0	0	8	6	5
11. Cases Placed on Inactive Status				12	0	1	8	4	0
12. Total Cases Pending End of Month:				730	1	25	311	61	98
a. Active Cases				214	1	7	22	34	17
b. Inactive Cases				516	0	18	289	27	81
13. Show Cause Hearings Held				30	0	0	0	7	0
14. Cases Appealed:				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. After Trial				0	0	0	0	0	0
b. Without Trial				0	0	0	0	0	0

## CIVIL SECTION

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

## JUVENILE/MINOR ACTIVITY

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

COURT NAVASOTA MUNICIPAL COURT  
MONTH May YEAR 2023

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

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ADDITIONAL ACTIVITY

XX		TOTAL
14. Cases in Which Fine and Court Costs Satisfied by Community Service:		XXXXXXXXXXXXXXXXXXXX
a. Partial Satisfaction		0
b. Full Satisfaction		1
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit		6
16. Cases in Which Fine and Court Costs Waived for Indigency		0
17. Amount of Fines and Court Costs Waived for Indigency		\$0.00
18. Fines, Court Costs and Other Amounts Collected:		XXXXXXXXXXXXXXXXXXXX
a. Kept by City		\$11,972.62
b. Remitted to State		\$5,436.28
c. Total		\$17,408.90

Run By: rjessie  
Report Type: Summary  
Date Range: 5/01/2023 - 5/31/2023  
Finalize Report: Yes  
Correction: No

\*\*\* END OF REPORT \*\*\*