

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
JUNE 27, 2022**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 27th of June, 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/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 City Employees [Peggy Johnson, HR Director];
 - (b) TxDOT Crosswalk Project update [Jennifer Reyna, Director of Utilities]
 - (c) Board and Commission update [City Council]; and
 - (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. Conduct a public hearing for the purpose of receiving public comments and testimony regarding a voluntary annexation request submitted by Miriah Caskey, Power of Attorney for Anthony Cunneen for a 2.875-acre tract of land in the Daniel Tyler Survey, A-55, Navasota, Grimes County, Texas. [Lupe Diosdado, Development Services Director]

6. Discussion, consideration and possible action on the first reading of Ordinance No. 997-22, approving a voluntary annexation request submitted by Miriah Caskey, Power of Attorney for Anthony Cunneen for a 2.875-acre tract of land in the Daniel Tyler Survey, A-55, Navasota, Grimes County, Texas. [Lupe Diosdado, Development Services Director]
7. Presentation, discussion, and possible action on the second reading of Ordinance No. 996-22, designating the alleyway located between W. Washington Avenue and W. McAlpine Street in the H&TC RR Addition, Block 83, as a one-way alleyway allowing northbound traffic only, prohibiting through traffic, and prohibiting parking in the alleyway except temporarily for delivery vehicles only; authorizing the installation and placement of signage. [Lupe Diosdado, Development Services Director]
8. Presentation, discussion, and possible action concerning the appointment of a city staff member, Pursuant to Article V, Section 1(c) of the Navasota City Charter, to serve as the Administrative Officer authorized to perform the duties of the City Manager in the City Manager's absence or inability to perform his duties, and related issues. [Jason Weeks, City Manager]
9. Adjourn.

DATED THIS THE 23RD OF JUNE, 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 23rd of June, 2022 at 02:43 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 23RD OF JUNE, 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:** June 27, 2022

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: JW

ITEM: Staff Report:

(a) Introduction of New City Employees [Peggy Johnson, HR Director];

(b) TxDOT Crosswalk Project update [Jennifer Reyna, Director of Utilities]

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

(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]

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

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



So much, so close.

**Report
and
Strategic Plan**

**Adopted
April 26, 2021**

**Prepared and Facilitated
By
Ron Cox Consulting**



REPORT AND STRATEGIC PLAN COUNCIL/STAFF RETREAT

CITY OF NAVASOTA

February 12, 2021

Introduction

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

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

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

Governance

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

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

Governance Model

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

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

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

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

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

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

Mayor and Council have the following attributes ...

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

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

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

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

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

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

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

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

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

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

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

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

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

Vision and Mission

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

Vision Statement

Navasota 2027: What America wants to Be:

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

Vision Elements

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

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

Mission Statement

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

Mission Elements

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

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

Strategic Planning

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

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

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

Strengths

Group 1

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

Group 2

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

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

Group 3

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

Weaknesses

Group 1

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

Group 2

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

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

Group 3

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

Areas of Emphasis

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

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

Weaknesses Rearranged

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

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

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

Opportunities – Strategies and Goals

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

Governance

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

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

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

Economic Development

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

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

Image/Communication

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

Infrastructure

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

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

Threats

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

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

City Staff Implementation Sessions

April 5 and 14, 2021

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

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

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

Reporting

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

Reporting Protocols

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

City Council Approval

April 26, 2021

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

Conclusion

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



Strategic Plan 2021

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

**Adopted
April 26, 2021**

**Prepared and Facilitated
By
Ron Cox Consulting**

Vision Statement (Adopted 2017)

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

Key Vision Elements 2021

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

Mission Statement (Adopted 2017)

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

Mission Elements

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

City of Navasota

City Council

Leadership Philosophy

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

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

City of Navasota

City Council

Communication Philosophy

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

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

City of Navasota

City Council and Staff

Expectations

Council expects the following of each other...

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

City of Navasota

City Council and Staff

Expectations

Council expects the following of staff...

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

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

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

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

City of Navasota

Strategic

Areas of Emphasis

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

Area of Emphasis

Governance

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

Initiatives:

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

Area of Emphasis

Economic Development

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

Initiatives

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

Area of Emphasis

Image/Communications

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

Initiatives

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

Area of Emphasis

Infrastructure

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

Initiatives

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

Vision Element #1

Governance

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

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

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

Vision Element # 2

Economic Development

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

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

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

Vision Element # 3

Image/Communication

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

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

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

Vision Element # 4

Infrastructure

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

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

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

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

Vision Element # 5

Organizational Excellence

Guiding Principle: **Ron will update*

Strategic Initiatives			Goals	Action Steps	FY22	FY23	FY24	Leader
5.1	Establish an employee retention strategy.	5.1.1	Identify and promote the work culture, benefits of the city.	<ul style="list-style-type: none"> Promote teamwork aspect of our culture, there are no islands everyone works together in some form or fashion. <p>Hiring Process:</p> <ul style="list-style-type: none"> Streamline our online HR system <ul style="list-style-type: none"> Job search & application process Dependable Human Resource Information System software Update both Incode and Internet system Use of Social media to find candidates (i.e. LinkedIn, Indeed) Job boards at colleges and career fairs Create a Referral Program with employee incentives Create city parameter for job searches Continued use of onboard process Create formal policy hiring practices <p>Offer competitive salary and benefits:</p> <ul style="list-style-type: none"> Contact other Cities (population of 5-10K) and surrounding industries/business (Trinity, etc.) to make sure City is within similar pay range Find strong benefit package (medical, dental, vision, life) <p>Other Incentives:</p> <ul style="list-style-type: none"> Continue to make employee feel valued and appreciated 	Ongoing			Peggy Johnson
					Ongoing			
					Ongoing			
					Ongoing			
					Ongoing			
						X		
						X		
					Ongoing			

			<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

JUNE 27, 2022 – [WORKSHOP – 4:30 P.M.](#)

1. Called to order
2. Discuss Tiers, PID's and Mud's
3. One way alleyway located at 4141 coffee shop
4. 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) Introduction of new employees; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Public hearing – Annexation – Fly Away Field
6. 1st reading of Ordinance No. 997-22 - Annexation – Fly Away Field
7. 2nd reading of Ordinance No. 996-22 - designating alleyway between W. Washington and W. McAlpine Street a one-way alleyway
8. Appointment of staff member to serve in absence of City Manager
9. Adjourn

JULY 5, 2022 – [POSSIBLE SPECIAL MEETING](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Bid award for 2020 CIP Downtown project
5. Adjourn

JULY 11, 2022 – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 06/27/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Introduction of new employees (Parks); (b) Board and Commission update; and (c) Reports from staff and City Council
5. Consent agenda: (a) Minutes for the month of June 2022; (b) Expenditures for the month of June 2022; and (c) 2nd reading of Ordinance No. 997-22, Annexation – Fly Away Field
6. Adjourn

JULY 20, 2022 –

1. Called to order
2. Robert Rules of Order Training
3. Adjourn

JULY 25, 2022 – [WORKSHOP AT 4:30 P.M.](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Discussion of impact fees
4. Review Council meeting procedures
5. Adjourn

JULY 25, 2022 – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 07/11/2022](#)

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

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 5. **AGENDA DATE:** June 27, 2022

PREPARED BY: Lupe Diosdado, Development Services
Director

APPROVED BY: JW

ITEM: Conduct a public hearing for the purpose of receiving public comments and testimony regarding a voluntary annexation request submitted by Miriah Caskey, Power of Attorney for Anthony Cunneen for a 2.875-acre tract of land in the Daniel Tyler Survey, A-55, Navasota, Grimes County, Texas. [Lupe Diosdado, Development Services Director]

ITEM BACKGROUND:

The City of Navasota received a petition of annexation from Miriah Caskey, Power of Attorney for Property Owner Anthony Cunneen on May 10, 2022, requesting voluntary annexation of a 2.875 acre tract of land. The area proposed for annexation is located along State Highway 105 West and directly adjacent to the Fly Away Field subdivision. A meets and bounds description as well as the service plan and survey of the property affected are included within Ordinance No. 997-22, for consideration.

On June 13, 2022, City Council approved Resolution No. 715-22 setting the public hearing for the annexation request for June 27, 2022 at 6:00pm in the Council Chambers. Navasota ISD has been notified of the public hearing date and time via mail, and a public notice was advertised in the June 15th edition of the Navasota Examiner. By annexing the property, the City of Navasota will be able to provide Police, Public Works, Building/Permitting & Code Enforcement and other City related services to this property.

Public hearing opened at _____p.m.

Public hearing closed at _____p.m.

BUDGETARY AND FINANCIAL SUMMARY:

None

STAFF RECOMMENDATION:



Staff recommends conducting a public hearing for the purpose of receiving public comments and testimony regarding a voluntary annexation request submitted by Miriah Caskey, Power of Attorney for Anthony Cunneen for a 2.875-acre tract of land in the Daniel Tyler Survey, A-55, Navasota, Grimes County, Texas.

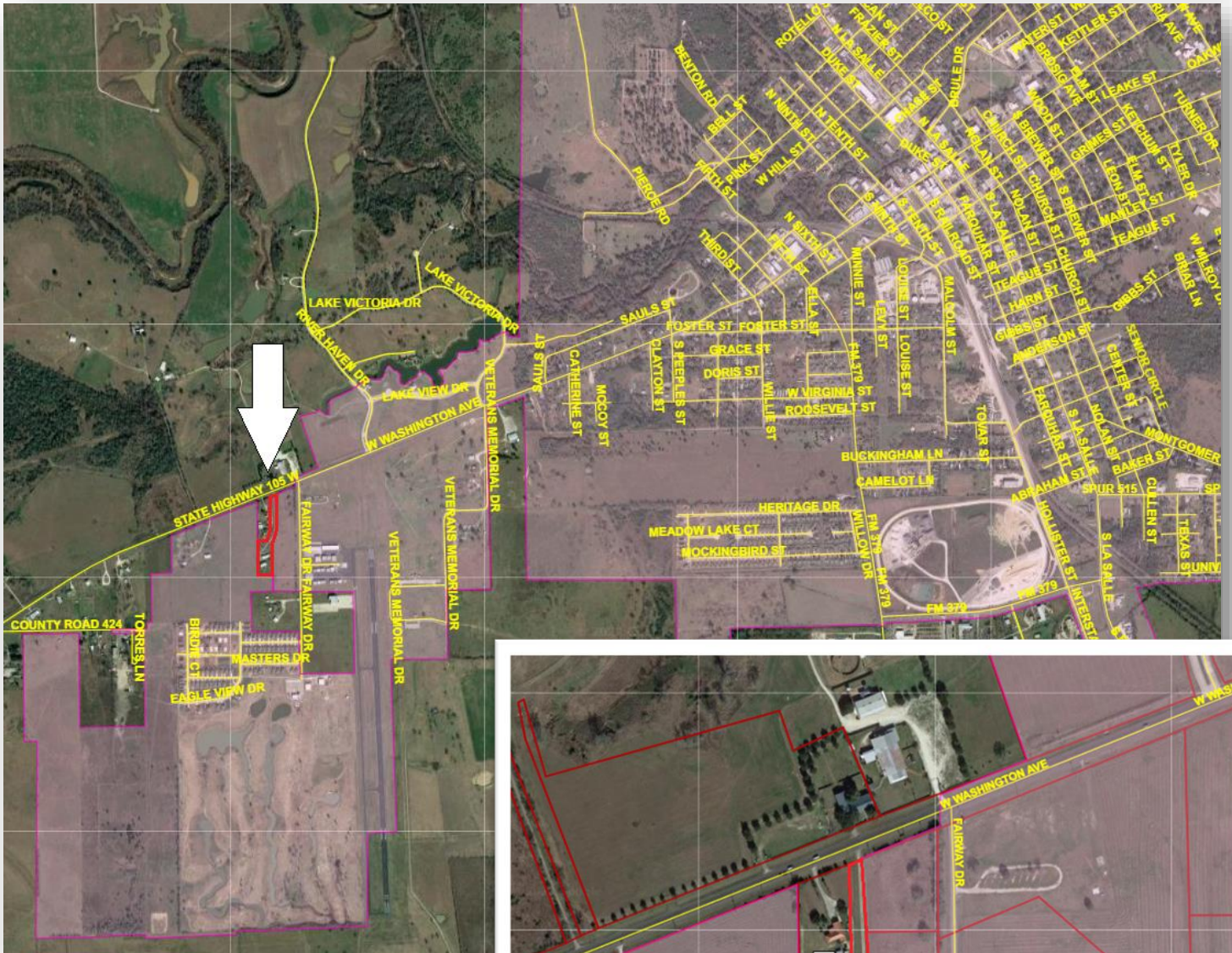
ATTACHMENTS:

1. Aerial Map

A0055-0 D TYLER, TRACT 4-2, ACRES 2.87

2765 HWY105 W, NAVASOTA, TX 77868

-  Proposed Annexed Area
-  Current City Limits Boundary



**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 6. **AGENDA DATE:** June 27, 2022

PREPARED BY: Lupe Diosdado, Development Services
Director

APPROVED BY: JW

ITEM: Discussion, consideration and possible action on the first reading of Ordinance No. 997-22, approving a voluntary annexation request submitted by Miriah Caskey, Power of Attorney for Anthony Cunneen for a 2.875-acre tract of land in the Daniel Tyler Survey, A-55, Navasota, Grimes County, Texas.
[Lupe Diosdado, Development Services Director]

ITEM BACKGROUND:

The City of Navasota received a petition of annexation from Miriah Caskey, Power of Attorney for Property Owner Anthony Cunneen on May 10, 2022, requesting voluntary annexation of a 2.875 acre tract of land. The area proposed for annexation is located along State Highway 105 West and directly adjacent to the Fly Away Field subdivision. A meets and bounds description as well as the service plan and survey of the property affected are included within Ordinance No., for consideration.

On June 13, 2022, City Council approved Resolution No. 715-22 setting the public hearing for the annexation request on June 27, 2022 at 6:00pm in the Council Chambers. Navasota ISD has been notified of the public hearing date and time via mail, and a public notice was advertised in the June 15th edition of the Navasota Examiner. By annexing the property the City of Navasota will be able to provide Police, Public Works, Building/Permitting & Code Enforcement and other City related services to this property.

BUDGETARY AND FINANCIAL SUMMARY:

None

STAFF RECOMMENDATION:

Staff recommends approving the first reading of Ordinance No. 997-22, approving a voluntary annexation request submitted by Miriah Caskey, Power of Attorney for Anthony Cunneen for a 2.875-acre tract of land in the Daniel Tyler Survey, A-55, Navasota, Grimes County, Texas.

ATTACHMENTS:

1. Ordinance No. 997-22

ORDINANCE NO. 997-22

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS FOR THE PURPOSE OF EXTENDING THE BOUNDARY LIMITS OF THE CITY OF NAVASOTA, TEXAS; PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 2.875 ACRES OF LAND, HEREINAFTER MORE SPECIFICALLY DESCRIBED, TO THE CITY OF NAVASOTA, TEXAS FOR ALL MUNICIPAL PURPOSES; FINDING THAT ALL NECESSARY AND REQUIRED LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING THAT SUCH AREA SHALL BECOME A PART OF THE CITY AND THAT THE INHABITANTS THEREOF, IF ANY, SHALL BE ENTITLED TO THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BE BOUND BY THE ACTS AND ORDINANCES NOW IN EFFECT AND TO BE HEREINAFTER ADOPTED; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Navasota, Texas is a Texas home-rule municipality as defined by the Texas Local Government Code; and

WHEREAS, the City Charter and Chapter 43 of the Texas Local Government Code, V.T.C.A., authorize the City of Navasota to annex territory in accordance with the procedures provided for therein; and

WHEREAS, the City of Navasota received a written request from the property owner requesting the annexation of the hereinafter described area; and

WHEREAS, the City desires to annex the area described hereinafter; and

WHEREAS, the hereinafter described area lies within the extraterritorial jurisdiction of the City of Navasota; and

WHEREAS, the area hereinafter described lies adjacent and contiguous to the present boundary limits of the City of Navasota; and

WHEREAS, notice of the appropriate public hearing was published in a

newspaper having general circulation in the City of Navasota, Texas and the public hearing was conducted and held in accordance with applicable law; and

WHEREAS, the City of Navasota, Texas and the property owner negotiated and executed a Service Plan Agreement for the extension of municipal services into the area to be annexed; and

WHEREAS, all notices, publication and hearings have been duly given and held as required by law; and

WHEREAS, institution of annexation proceedings occurred within the period of time as prescribed by law; Now Therefore,

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

Section 1. That the hereinafter described area of land is within the extraterritorial jurisdiction of, and is adjacent to and is contiguous to the present corporate limits of the City of Navasota, Texas, and the same is hereby, annexed to the City of Navasota, Texas for all municipal purposes and the corporate lines and limits of the City of Navasota, Texas are hereby extended to embrace the said area of land, which is described as follows:

All that certain 2.875 Acre tract of land in the Daniel Tyler Survey, A-55, Grimes County, Texas, being more particularly described in **Exhibit "A"** attached hereto and incorporated herein for all purposes.

Section 2. That the inhabitants, if any, of the property hereby annexed to the City of Navasota, Texas shall be entitled to all the rights and privileges of said citizens

of the City of Navasota, Texas, and shall be bound by the acts, ordinances, codes, resolutions and regulations of the City of Navasota, Texas.

Section 3. That the Service Plan Agreement which is attached hereto as Exhibit "B" is hereby incorporated herein as part of this Ordinance for all purposes.

Section 4. That the official map and boundaries of the City of Navasota, Texas, heretofore adopted and amended be and is hereby amended so as to include the aforementioned areas as part of the City of Navasota, Texas.

Section 5. That the City Secretary is hereby directed and authorized to perform or cause to be performed all acts necessary to amend the official map of the City of Navasota, Texas to add the territories hereby annexed as required by law.

Section 6. That this Ordinance shall become effective after its passage.

Section 7. That the Mayor is hereby directed and authorized to file a certified copy of this Ordinance in the Office of the County Clerk, and to perform all other acts necessary to notify the appropriate entities of the City's annexation of territories by this Ordinance.

Section 8. If any section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance be found to be illegal, invalid or unconstitutional or if any portion of said property is incapable of being annexed by the City of Navasota, Texas, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph or provision of any other Ordinance of the City. The City Council declares that it would

have adopted the valid portions and applications of this Ordinance and would have annexed the valid property without the invalid part, and as to this end the provisions of this Ordinance are declared to be severable.

Section 9. That the meetings at which this Ordinance was considered and enacted were open to the public as required by the Texas Open Meetings Act, and that notice of the time, place, and subject matter of the meetings was given as required by the Texas Open Meetings Act.

PASSED ON FIRST READING THIS THE 27TH DAY OF JUNE, 2022.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED ON SECOND AND FINAL READING THIS THE 11TH DAY OF JULY, 2022.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

METES AND BOUNDS DESCRIPTION
of a
2.875 Acre Tract
Daniel Tyler Survey, A-55, Grimes County, Texas
May 10, 2022

All that certain tract or parcel of land lying and being situated in Grimes County, Texas, out of the Daniel Tyler Survey, Abstract No. 55, being all of a called 2.87 acre tract as described in a Warranty Deed with Vendor's Lien from Gene Baldobino, Jr., et ux to Anthony J. Cunneen and Amanda E. Hopping-Cunneen, dated January 31, 2022, of record in Document No. 2022-322382 of the Real Property Records of Grimes County, Texas and more fully described by metes and bounds as follows:

BEGINNING at a Point in concrete and at the base of an 8 inch treated fence corner post for the Southeast corner of the called 2.87 acre tract mentioned above, in the West line of Lot 4R, Replat of Fly Away Field, Block 1, Lot 2 as described in a Deed to K2C Investments, LLC (Doc #: 2021-319758) and same being a Northeast corner of a called 42.381 acre tract as described in a Deed to PWP Land Co., LLC (Doc #: 315007), from which a found 3/8 inch iron rod brs. S 37°30'10" E, 0.16 ft.;

THENCE S 86°57'58" W, 208.56 ft., along a North line of said 42.381 acre PWP Land Co., LLC tract and the South line of the called 2.75 acre tract mentioned above to a found 3/8 inch iron rod, at the Northwesterly base of a 10 inch treated fence corner post, for the Southwest corner thereof;

THENCE N 02°52'43" W, 486.41 ft., along a portion of a generally fenced and East line of said 42.381 acre PWP Land Co., LLC tract and a West line of the called 2.75 acre tract mentioned above to a Point for the Westerly Northwest corner thereof and the Southwest corner of a called 0.60 acre tract as described in a Deed to Ralph Torres, Jr. (1363/535), from which a found 1/4 inch Iron rod brs. N 87°04'07" E, 0.18 ft.;

THENCE N 87°04'07" E, 151.97 ft., along a North line of the called 2.87 acre tract mentioned above to a found 1/4 inch iron rod for a common corner with said 0.60 acre Torres tract;

THENCE N 26°17'16" E, 116.61 ft., along a Northwest line of the called 2.87 acre tract mentioned above to a found 1/4 inch Iron rod for a common corner with said 0.60 acre Torres tract;

THENCE N 02°50'06" W, 496.29 ft., along an East line of said 0.60 acre Torres tract, the East line of a called 2.01 acre tract as described in a Deed to Ralph Torres, Jr. (1327/814) and a West line of the called 2.87 acre tract mentioned above to a found 1/4 inch iron rod for the Northerly Northwest corner thereof, the Northeast corner of said 2.01 acre Torres tract and same being in the Southeast ROW of State Highway 105 (225/274, 111/284);

THENCE N 66°11'45" E, 28.55 ft., along the Southeast ROW of State Highway 105 and a North line of the called 2.87 acre tract mentioned above to a found 1/4 inch iron rod for the Northeast corner thereof and same being the Northwest corner of Lot 1, Fly Away Field, as described in a Deed to Barkat Maredia, et al (Doc #: 2022-322377);

THENCE S 06°03'28" E, 437.89 ft., along the West line of Lot 1, Fly Away Field, a West line of Lot 1R, Replat of Fly Away Field (Plat – Doc #: 319628) and an East line of the called 2.87 acre tract mentioned above to a found 1/4 inch iron rod for a common angle point;

THENCE S 15°24'29" W, 163.52 ft., along a West line of Lot 1R, Replat of Fly Away Field and an East line of the called 2.87 acre tract mentioned above to a found 1/4 inch iron rod for a common corner;

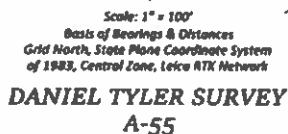
THENCE S 02°50'55" E, 501.82 ft., along a West line of the Replat of Fly Away Field and an East line of the called 2.87 acre tract mentioned above to the **PLACE OF BEGINNING** and containing 2.875 acres of land.

BASIS OF BEARINGS & DISTANCES: Grid North, State Plane Coordinate System of 1983, Central Zone, Leica RTK Network. All distances and areas are grid and can be converted to surface by dividing by a combined scale factor of 0.0.999 933 503 43.



Steven M. Wisnoski May 10, 2022
Registered Professional Land Surveyor
State of Texas No. 6006
Job #: 2021-03-17-04





LEGEND

- Concrete
- Septic Sprayers
- Water Well
- Water Meter
- Buried Propane Tank
- Propane Tank
- Electric Meter
- Fiber-Optic Box
- Clay Pipe
- Power Pole
- Aerial Electric Line
- Fence
- B.I. Building Line
- U.E. Utility Easement

NOTES-

NOTES:
 1) All deed references are of the Real Property Records of Grimes County, Texas.
 2) The declaration of the digital alignment and stationing error is made to the original purchaser of this survey, Anthony J. Connors & Amanda E. Hopping-Connors. It is not transferable to additional purchasers or subsequent owners.
 3) © 2022 by Winnead Land Surveying LLC. All Rights Reserved.
 4) All distances & areas are grid and can be converted to surface by dividing by a combined scale factor of 0.999 925 502 43.

Owners of Property: Anthony J. Curneen &
Amanda E. Hopping-Curneen
Address of Property: 2765 State Highway 105
Navasota, Texas 77868

I, Steven M. Wanoski, Registered Professional Land Surveyor No. 6006 of the State of Texas do hereby certify that this plat represents an on the ground survey made under my personal and direct supervision.

Steven M. Wisnolski Date: May 10, 2021
R.P.T.S. 6006

Witsnold Land Surveying LLC
PO Box 1744
Newport, Texas 77868
936-870-7100

Job #: 2020-05-04-01



Situated in Grimes County, Texas, out of the Daniel Tyler Survey, Abstract No. 55 & being all of a called 2.87 acre tract as described in a Warranty Deed with Vendor's Lien from Gene Baldobino, Jr., et ux to Anthony J. Cunnene and Amanda E. Hopping-Cunene, dated January 31, 2022, of record in Document No. 2022-322382 of the Real Property Records of Grimes County, Texas.

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 7. **AGENDA DATE:** June 27, 2022

PREPARED BY: Lupe Diosdado, Development Services
Director

APPROVED BY: JW

ITEM: Presentation, discussion, and possible action on the second reading of Ordinance No. 996-22, designating the alleyway located between W. Washington Avenue and W. McAlpine Street in the H&TC RR Addition, Block 83, as a one-way alleyway allowing northbound traffic only, prohibiting through traffic, and prohibiting parking in the alleyway except temporarily for delivery vehicles only; authorizing the installation and placement of signage. [Lupe Diosdado, Development Services Director]

ITEM BACKGROUND:

Earlier this year City staff met with multiple property owners in regards to concerns related to parking and thru traffic in the alleyway. The alleyway is located between W. Washington Ave and W McAlpine St located in the H&TC RR Addition, specifically Block 83.

Historically the affected alleyway has served as a parking area and thru street for local traffic. The recent redevelopment of buildings abutting the alleyway has created an increase in delivery and service vehicles entering and exiting the alleyway. With South Railroad Street becoming a one-way north bound street and the now partially completed crosswalk & raised median project at Farquhar and W Washington preventing left hand turns there will be an increase in vehicles attempting to travel south through the alleyway from W Washington Ave or motorist wanting to drive thru the alley as an attempt to turn left onto W Washington since this is now prohibited due to the new TxDOT crosswalk project.

To mitigate these anticipated issues the proposed ordinance designates the alleyway one-way northbound, prohibits parking except temporarily for delivery vehicles and prohibits thru traffic. City Council approved the first reading of this Ordinance on June 13, 2022.

BUDGETARY AND FINANCIAL SUMMARY:

Cost of striping and signage installation should be minimal with some of the labor completed by City staff. However, the City will not be able to install fire lane striping. Fire lane striping would not allow delivery and service only parking in the alleyway, which would defeat some of the purposes of designating this alleyway as one-way.

STAFF RECOMMENDATION:

Staff recommends approving the second reading of Ordinance No. 996-22, designating the alleyway located between W. Washington Avenue and W. McAlpine Street in the H&TC RR Addition, Block 83, as a one-way alleyway allowing northbound traffic only, prohibiting through traffic, and prohibiting parking in the alleyway except temporarily for delivery vehicles only; authorizing the installation and placement of signage.

ATTACHMENTS:

1. Ordinance No. 996-22

ORDINANCE NO. 996-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS DESIGNATING THE ALLEYWAY LOCATED BETWEEN W. WASHINGTON AVENUE AND W. MCALPINE STREET IN THE H&TC RR ADDITION, BLOCK 83, AS A ONE-WAY ALLEYWAY ALLOWING NORTHBOUND TRAFFIC ONLY, PROHIBITING THROUGH TRAFFIC, AND PROHIBITING PARKING IN THE ALLEYWAY EXCEPT TEMPORARILY FOR DELIVERY VEHICLES ONLY; AUTHORIZING THE INSTALLATION AND PLACEMENT OF SIGNAGE; PROVIDING FOR A SEVERABILITY AND REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; AND FINDING PROPER NOTICE OF MEETING.

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

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

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

WHEREAS, Section 311.001 of the Texas Transportation Code provides that a home-rule municipality has exclusive control over and under the public highways, streets, and alleys of the municipality; and

WHEREAS, the City Council desires to prohibit parking except temporarily for delivery vehicles only in the alleyway between West Washington Avenue and West McAlpine Street, located in the H&TC RR Addition, Block 83; and

WHEREAS, the City Council desires to designate the alleyway between West Washington Avenue and West McAlpine Street, located in the H&TC RR Addition, Block 83, as one-way allowing for northbound traffic only;

WHEREAS, the City Council desires to prohibit through traffic in the alleyway between West Washington Avenue and West McAlpine Street, located in the H&TC RR Addition, Block 83;

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

SECTION 1.

Chapter 12, Traffic and Vehicles, Article 12.03 Operation of Vehicles, Division 1. Generally, Sec. 12.03.002 Reserved, of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

Sec. 12.03.002 Designation of One-Way Alleyway and Prohibiting Through Traffic in the Alleyway Located in the H&TC RR Addition, Block 83 from West McAlpine Street to West Washington Avenue

The alleyway located in the H&TC RR Addition, Block 83 from West McAlpine Street to West Washington Avenue is hereby designated as one-way only, allowing vehicular traffic to travel in a northbound direction only from West McAlpine Street to West Washington Avenue, and it shall be unlawful for any person to operate any vehicle upon said alleyway in any direction other than in a northerly direction; further, said alleyway shall not be used for through traffic when signs are erected stating "No Thru Traffic," and no person shall operate any vehicle upon said alleyway so posted with signs except operators of vehicles whose destination is, or if the operator's trip originates from, a location on said alleyway specified herein above.

SECTION 2.

Chapter 12, Traffic and Vehicles, Article 12.04 Parking, Division 1. Generally, Sec. 12.04.008 Reserved, of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

Sec. 12.04.008 Parking Prohibited in Alleyway in the H&TC RR Addition, Block 83 from West McAlpine Street to West Washington Avenue

It shall be unlawful for an operator to park any vehicle in the alleyway located in the H&TC RR Addition, Block 83 from West McAlpine Street to West Washington Avenue other than temporarily for the purpose of and while actually engaged in loading or unloading persons, merchandise or materials.

SECTION 3. **SIGNAGE**

The City Manager is authorized to have appropriate signage, pavement and curb markings, striping, and other traffic control devices installed in the alleyway, and

at or near the south and north alleyway entrances, as necessary to implement the provisions of this Ordinance, and to expend any funds necessary for the purchase and installation of said signage, pavement and curb markings, striping, and other traffic control devices.

SECTION 4.
REPEALER AND SAVINGS CLAUSE

All provisions of any ordinance, resolution, or other action of the City in conflict with this Ordinance are hereby repealed to the extent they are in conflict. Any remaining portions of said ordinances, resolutions, or other actions shall remain in full force and effect.

SECTION 5.
SEVERABILITY

Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentences and clauses and phrases remaining should any provision be declared unconstitutional or invalid.

SECTION 6.
EFFECTIVE DATE

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

SECTION 7.
PROPER NOTICE AND MEETINGS

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

PASSED AND APPROVED THIS THE 13TH DAY OF JUNE, 2022

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED THIS THE 27TH DAY OF JUNE, 2022

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 8. **AGENDA DATE:** June 27, 2022

PREPARED BY: Jason Weeks, City Manager

APPROVED BY: JW

ITEM: Presentation, discussion, and possible action concerning the appointment of a city staff member, Pursuant to Article V, Section 1(c) of the Navasota City Charter, to serve as the Administrative Officer authorized to perform the duties of the City Manager in the City Manager's absence or inability to perform his duties, and related issues. [Jason Weeks, City Manager]

ITEM BACKGROUND:

Article V - Section 1(c) of the City Charter states City Council states "In the absence or inability of the city manager to perform his duties the council by a majority vote may designate a qualified administrative officer to perform the duties of city manager during such absence or disability." On October 11, 2021, City Council designated Shawn Myatt as the qualified administrative officer to perform the duties of city manager during the absence or disability of the city manager. Mr. Myatt has accepted the Police Chief position for the City of Bellmead and his last day with the City of Navasota was on June 15, 2022; therefore, City Manager Jason Weeks is requesting City Council to designate another qualified administrative officer to serve in this capacity during his absence or disability.

Though there are no planned or expected absences of City Manager Weeks, it is the best practice to make sure these type of decisions are made ahead of unexpected situations. Therefore, City Manager, Jason Weeks request City Council designate Fire Chief Jason Katkoski as the qualified administrative officer to perform the duties of the city manager to perform administrative duties in the absence or inability of the manager to perform those duties. Mr. Katkoski has been an employee to the City of Navasota since November 11, 1995. For over 26 years, he has been committed to providing leadership to this organization. Chief Katkoski is a valued member of the executive team and continues to have the best interest of the residents, businesses, and visitors of Navasota.

BUDGETARY AND FINANCIAL SUMMARY:

None

STAFF RECOMMENDATION:

City Manager recommends authorizing Navasota Fire Chief Jason Katkoski to perform the duties of the city manager in his absence or disability.

ATTACHMENTS: