

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
JUNE 28, 2021**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 28th of June, 2021 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/UCltlx7BQt0TCIYJRiZ14g5w> If you have any questions during the meeting please email them to council@navasotatx.gov or text 936-825-5557. Please ensure to provide your full name and home address. If you prefer to call-in please dial +13462487799 and enter Meeting ID: 709 770 2250 # To Join Meeting virtually please click link below:<https://zoom.us/j/7097702250>

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) Introduce Melissa Bochat with Entergy;
 - (b) Police Department update - NRA Grant and introduce new employees;
 - (c) Pretty City Committee;
 - (d) Sounds of Summer;
 - (e) Board and Commission update; and
 - (f) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda.

5. Conduct a public hearing to receive public comment and testimony regarding an application submitted by Stephen Scheve to abandon a twenty-three foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas.
6. Consideration and possible action on the first reading of Ordinance No. 966-21, vacating a twenty-three foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas.
7. 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.
8. Consideration and possible action on Resolution No. 696-21, designating an authorized signatory for agreement documents with the Texas Department of Transportation for the West Washington Avenue Streetscape project.
9. 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. Consideration and possible action on the second reading of Ordinance No. 964-21, approving a conditional use permit application submitted by Stephen Scheve for the property located at 10th & Holland Street, Navasota, Grimes County, TX 77868. The conditional use permit application requests to allow the development of a parking facility, a conditional use listed in the CBD: Central Business District. The property is legally described as H&TC, Block J, Lot 4 (S21') 5; and

B. Consideration and possible action on the second reading of Ordinance No. 965-21, budget amendment for Water Production.

10. Budget workshop for FY 2021-2022.
11. Adjourn.

DATED THIS THE 22ND OF JUNE, 2021

/BS/

BY: BRAD STAFFORD, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 22nd of June, 2021 at 04:22 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 22ND OF JUNE, 2021

/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 Manager's Message
An Executive Summary of Agenda Items and Current Issues

City of Navasota
City Council Meeting
6-28-21

1. Call to order

2. Invocation and Pledges of Allegiance

3. Remarks of Visitors

Staff is unaware of anyone wishing to address the City Council.

4. Staff Report:

Introduce Melissa Bochat with Entergy – Melissa is the new Customer Service Manager for our area.

Police Department update - NRA Grant and introduce new employees – NPD will provide information on the NRA grant they received as well as introduce new employees.

Pretty City Committee – The Pretty City Committee is one month into their beautification efforts and are making a positive difference. The committee is now hoping to see citizens and businesses volunteer to be a part of the group. Staff will provide a report on the committee.

Sounds of Summer – Madison Brooks will provide information about the previous sounds of summer and the upcoming concert.

5. Conduct a public hearing to receive public comment and testimony regarding an application submitted by Stephen Scheve to abandon a twenty-three-foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas.

Steve Scheve will be developing a new parking lot at Holland and 10th street. The right-of-way on 10th street is rather large and will encroach on Mr. Scheve's project. He requests that the city close a portion of the right-of-way to accommodate the plans. Staff checked with all utilities and there is not conflict, and staff recommends closure of the portion of the right-of-way.

6. **Consideration and possible action on the first reading of Ordinance No. 966-21, vacating a twenty-three-foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas.**

Steve Scheve will be developing a new parking lot at Holland and 10th street. The right-of-way on 10th street is rather large and will encroach on Mr. Scheve's project. He requests that the city close a portion of the right-of-way to accommodate the plans. Staff checked with all utilities and there is not conflict, and staff recommends closure of the portion of the right-of-way.

7. **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.**

The Navasota Police Department performs E9-1-1 public safety answering point services for the city. The BVCOG coordinates the area 9-1-1 services and distributes funding for the PSAP's in the region from the wire and wireless phones service. The City signs a contract every two years to participate and receive a portion of the funding. The city pays a portion each year, and this year the amount is \$15,215.52 which is up \$1,890.77 from last year.

8. **Consideration and possible action on Resolution No. 696-21, designating an authorized signatory for agreement documents with the Texas Department of Transportation for the West Washington Avenue Streetscape project.**

Staff and engineers are working to prepare the bid documents for the streetscape project on West Washington. As with each of the projects on TXDOT right-of-way the city will be required to sign an Advanced Funding Agreement. Resolution no. 696-21 designates the City Manager to sign documents between TXDOT and the City for the streetscape project.

9. **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. Consideration and possible action on the second reading of Ordinance No. 964-21, approving a conditional use permit application submitted by Stephen Scheve for the property located at 10th & Holland Street, Navasota, Grimes County, TX 77868. The conditional use permit application requests to allow the development of a parking facility, a conditional use listed in the CBD:

Central Business District. The property is legally described as H&TC, Block J, Lot 4 (S21') 5; and

- B. Consideration and possible action on the second reading of Ordinance No. 965-21, budget amendment for Water Production.

10. Budget workshop for FY 2021-2022.

Staff has been preparing the budget for the upcoming fiscal year. We have worked with department requests and are working on rates for the upcoming year. Inflation is going to cause us to request over a 5% increase in utility rates. We are also proposing cost of living increases for staff as well as the lease purchase of equipment and vehicles.

11. Adjourn

Calendar of Events

June 29 th 11:30 p.m.	Ribbon Cutting for Railroad Street Drainage Railroad Street
July 2 nd 6:00 p.m.	Navasota Freedom Festival Downtown Navasota
July 5 th	City Offices Closed for Independence Day
July 18 th 6:30 p.m.	Sounds of Summer Downtown Navasota
July 12 th 6:00 p.m.	City Council Meeting Municipal Building
July 22-23	Brad TML-IRP Board meeting San Antonio, Texas
July 26 th 6:00 p.m.	City Council Meeting Joint meeting with NISD NISD Board Room
July 29 th - Aug. 2 nd	Brad Vacation

Respectfully submitted,

Brad Stafford
City Manager



Vision Statement:

*Navasota 2027: What America Wants To Be
“A beautiful, progressive, vibrant, service-oriented,
close-knit community filled with
historical charm and promise for people and business.”*

Mission Statement:

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



THE CITY OF NAVASOTA COUNCIL LEADERSHIP POLICY

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

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



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

Area	Today's Date	Target Date	Date Achieved
City Council Retreat	May 19, 2020	2020 – 2021	

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

The Management Connection, Inc. provided Professional Facilitation to the City of Navasota City Council on May 19th, 2020. This document captures the discussion outcomes and Council's direction to the staff for FY 2020 – 2021.

Retreat Summary

Mayor Bert Miller called the meeting to order at 9:20am. The City Manager reviewed the accomplishments made based on Council's direction at the last Retreat in September 2019. A staff member from each department shared a SWOT Analysis of the department based on current circumstances and highlighted a few key areas they wanted Council think about as they move forward. The Council provided direction on multiple items from the agenda. The direction from the Council is provided below.

City Council Direction for 2020 - 2021

Action Steps (List the specific actions you will take to achieve this goal)	Target Date	Who	Percentage Completion
1. The Council directed the City Manager not to lay off anyone from the workforce due to the current environment. The Council expressed concern that the staff was already shorthanded and operating with a heavy workload. a. The City Manager was asked to explore options on how to strengthen the workforce by adding positions. The City Manager is to conduct a Cost/Benefit Analysis for positions needed.	2020 – 2021	City Staff	
2. The Fire Chief will provide the Council with a monetary amount of what it will take to move part-time staff to full-time staff.	6/19/20	Fire Chief	
3. The City Manager and Fire Chief will consider	2020 –	City Manager,	



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options for the new Fire Station. a. Look into possible options to finance the new station with low interest rates. b. Look into building a new station with partnerships, i.e. the animal shelter. c. Staffing is the priority for the Fire Department.	2021	Fire Chief	
4. The City Staff gave a comprehensive explanation of the City's Financial Picture. The Council complimented the Staff's ability to manage the City's finances in an efficient and effective manner. The Council also acknowledged that their perspective of the finances had changed from possibly being in trouble to having a good handle on them.	2020 – 2021	City Staff	
5. The Council agreed on the criteria in which the City's Reserve funds may be used: a. The funds should be left untouched unless they are absolutely needed. b. The funds should be used as leverage for other things during this time. c. Per the Financial Policy, the Reserve funds may be used in one or a combination of the following ways: i. Emergencies; ii. One-time expenditures that do not increase reoccurring operating costs iii. Major capital purchases iv. Start-up expenditures for new programs undertaken at mid-year, provided such action is considered in the context of multiyear projections or program revenues and expenditures	2020 – 2021	City Staff	
6. The City Staff will consider opportunities to capitalize on the low interest rates and use them to the City's advantage. The Staff will present these opportunities to Council.	2020 – 2021	City Staff	
7. The City Staff gave a detailed update on the	2020 –	City Staff	



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PROFESSIONAL FACILITATORS

Appraisal District. This gave the Council a clear picture of what to expect.	2021		
8. The Mayor and City Manager will create a Legislative Agenda and present it to the Council.	2020 – 2021	Mayor, City Manager	
9. The Council directed the City Manager to continue the Downtown Plan as he explained it. The City Manager is to leverage private/public partnerships in completing the project. a. The Downtown Plan addressed the streetscapes, traffic patterns, quiet zone, cross walk, building construction and financial resources.	2020 – 2021	City Staff	
10. The Council discussed the pros and cons of being part of the BCS MSA. The Council and Staff did not identify any real benefit of being part of the MSA. In fact, there was more agreement as to why the City should not be part of the MSA. The Council decided to continue to monitor the MSA.	2020 – 2021	City Staff	
11. The City Staff will continue to strengthen partnerships with other entities.	2020 – 2021	City Staff	
12. The City Manager will lead the staff in incorporating their Department SWOT Analysis into an Action Plan for 2020 – 2021.	2020 – 2021	City Staff	

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 4. **AGENDA DATE:** June 28, 2021

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Staff Report:

- (a) Introduce Melissa Bochat with Entergy;
- (b) Police Department update - NRA Grant and introduce new employees;
- (c) Pretty City Committee;
- (d) Sounds of Summer;
- (e) Board and Commission update; and
- (f) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda.

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 5. **AGENDA DATE:** June 28, 2021

PREPARED BY: Lupe Diosdado, Development Services
Director

APPROVED BY: BS

ITEM: Conduct a public hearing to receive public comment and testimony regarding an application submitted by Stephen Scheve to abandon a twenty-three foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas.

ITEM BACKGROUND:

Steven Scheve submitted an application to the City of Navasota requesting abandonment of a twenty-three foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas. The section of right-of-way to be closed will facilitate the construction of the proposed parking lot facility considered by the Planning and Zoning Commission and City Council. Suddenlink, CenturyLink (Lumen), Entergy and the City of Navasota do not have underground facilities that would be negatively impacted by the closure of this section of right-of-way.

Public hearing opened at _____p.m.

Public hearing closed at _____p.m.

BUDGETARY AND FINANCIAL SUMMARY:

none

STAFF RECOMMENDATION:

Staff recommends holding a public hearing to receive public comment and testimony regarding an application submitted by Stephen Scheve to abandon a twenty-three foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas.

ATTACHMENTS:

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 6. **AGENDA DATE:** June 28, 2021

PREPARED BY: Lupe Diosdado, Development Services
Director

APPROVED BY: BS

ITEM: Consideration and possible action on the first reading of Ordinance No. 966-21, vacating a twenty-three foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas.

ITEM BACKGROUND:

Steven Scheve submitted an application to the City of Navasota requesting abandonment of a twenty-three foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas. The section of right-of-way to be closed will facilitate the construction of the proposed parking lot facility considered by the Planning and Zoning Commission and City Council. Suddenlink, CenturyLink (Lumen), Entergy and the City of Navasota do not have underground facilities that would be affected by the closure of the described section of right-of-way.

BUDGETARY AND FINANCIAL SUMMARY:

none

STAFF RECOMMENDATION:

Staff recommends approval of the first reading of Ordinance No. 966-21, vacating a twenty-three foot (23') section of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street in the City of Navasota, Grimes County, Texas.

ATTACHMENTS:

1. Ordinance No. 966-21

ORDINANCE NO. 966-21

**AN ORDINANCE PROVIDING FOR THE ABANDONMENT OF A
TWENTY-THREE FOOT (23') PORTION OF PUBLIC RIGHT-OF-
WAY; PROVIDING FOR THE TERMS AND CONDITIONS OF
SUCH ABANDONMENT**

WHEREAS, the City of Navasota, Texas ("City") owns twenty-three feet (23') of public right-of-way as shown on Exhibit "A"; and

WHEREAS, the City desires to abandon, close, and vacate the section of right-of-way shown on Exhibit "A"; and

WHEREAS, the abandonment and closing of the section of right-of-way shown on Exhibit "A" will not create an undue burden on traffic; and

WHEREAS, the City has no need or use for the right-of-way as a public thoroughfare; and

WHEREAS, the City Council of the City of Navasota desires to abandon, close, and vacate the right-of-way as shown on Exhibit "A", said closure and abandonment being in the best interest of the citizens of Navasota;

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

PART 1: That the following described portion of a public right-of-way, to wit: the first twenty-three feet (23') of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street, as shown on Exhibit "A", attached hereto and made a part of this ordinance for all purposes, be, and the same is hereby **ABANDONED, VACATED, and CLOSED** insofar as the right, title or easement of the public is concerned.

PART 2: That said portion of a Public Right of Way is not needed for public purposes and it is in the public interest of the City of Navasota, Texas, to abandon said described portion of a Public Right of Way.

PART 3: That the City hereby reserves all public utility easements located within that portion of the public right-of-way so abandoned.

PART 4: That all right, title, and interest in the oil, gas, and other minerals in, on, under, and that may be produced from portion of public right-of-way be reserved by and to the benefit of the City.

PART 5: That the abandonment provided for herein shall extend only to the public right, title and easement in and to the tracts of land described in Part 1 of this Ordinance, and shall be construed only to that interest the governing body of the City of Navasota may legally and lawfully abandon, and excepting therefrom the reservations in favor of the City noted herein.

PART 6: That the Mayor of the City of Navasota is hereby authorized to execute any documents necessary for the conveyance of the portion of public right-of-way as shown on Exhibit "A" to the adjoining property owner.

PASSED ON FIRST READING THIS THE 28th DAY OF JUNE, 2021.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED ON SECOND READING THIS THE 12TH DAY OF JULY, 2021.

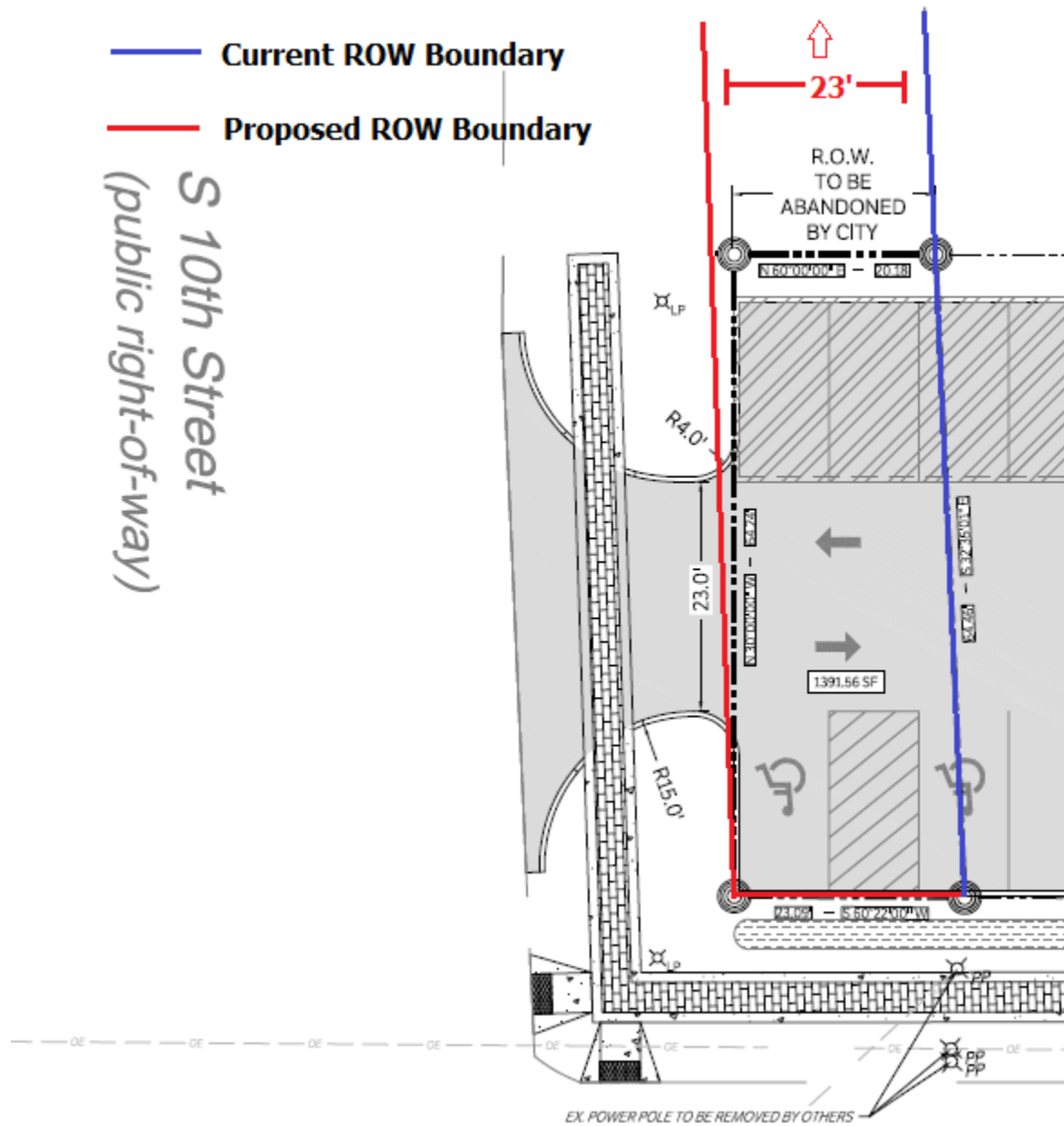
BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Exhibit "A"

Closing the first twenty-three feet (23') of right-of-way beginning at and abutting the western property lines of lots 1-5 within the H&TC, Block J, platted subdivision and extending toward the center of South 10th Street.



**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 7. **AGENDA DATE:** June 28, 2021

PREPARED BY: Shawn Myatt, Chief of Police

APPROVED BY: BS

ITEM: 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.

ITEM BACKGROUND:

The Navasota Police Department currently performs E9-1-1 Public Safety Answering Point Services to the citizens of Navasota. The Regional 9-1-1 Strategic Plan for the BVCOG requires the execution of an Interlocal Agreement 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 BVCOG. The existing Interlocal Agreement expires August 31, 2021.

BUDGETARY AND FINANCIAL SUMMARY:

25% of the annual charges in the amount of \$15,215.52. Current agreement cost is \$13,324.75 resulting in an increase of \$1,890.77.

STAFF RECOMMENDATION:

Staff recommends approval of the agreement with the Brazos Valley Council of Governments for E9-1-1 Public Safety Answering Point (PSAP) Services.

ATTACHMENTS:

1. E9-1-1 Agreement

**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. 29th St.
Bryan, TX 77802

The Local Government's address is:

City of Navasota
P. O. Box 910
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, 2021 and shall terminate on August 31, 2023.

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: 6.7.21

City of Navasota

By: _____

Printed Name: Bert Miller

Title: Mayor, City of Navasota

Date: _____

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: 6-7-21

City of Navasota

By: _____

Printed Name: Bert Miller

Title: Mayor, City of Navasota

Date: _____



Attachment B

BRAZOS VALLEY COUNCIL OF GOVERNMENTS PROPERTY RECORD

FORM REVISED:
JUNE 2009

NEW	(A) OR	TRANSFER
-----	-----------	----------

(B) FROM Vendor (NEW) or Program transfer		Check Program or fill in *Other below					(F) TO 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:						
(C) ** Please indicate county **						(G) ** Please indicate county **							
Brazos	Burleson	Grimes	Robertson	Washington		Brazos	Burleson	Grimes	Robertson	Washington			
Leon	Madison	Other County				Leon	Madison	Other County					
(D) NEW VENDOR NAME													
(E) Insured by		BVCOG	OTHER: <i>Please be specific</i>				(H) Insured by		BVCOG	OTHER: <i>Please be specific</i>			
(I) Tag No.	Serial No.		Model No.		Detailed Description ex: desk top, lap top, printer, projector, etc								
(J) Additional information													
(K)							(L)						
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													
(M) 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	AAA	RSVP	911	DAMAGED (not cost effective to repair)		
PSP/BIO		CIHC	SW	HSG	BVWACS	STOLEN (Police report must be attached)		
HHS		FIN	BVAHC	WF BOARD	WF CENTER	OTHER - Please be specific		
Other Program:						DONATED Please be specific i.e. to what organization		
(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)						(H)		
		FROM Signature: Employee/Other					TO Signature	
		FROM Signature: Program Manager					TO Title	
Date Released						Date Received		
(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 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.
- Provide 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: 5/27/2021

**City of Navasota Police
Department**

By: _____

Printed Name: Sarah Moon

Title: Communications Supervisor

Date: 06/07/2021

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 30 calls per day per existing position over the past six 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
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

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

Attachement 1

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

Date Submitted: _____

Supervisor: _____

Attachment 2

PSAP Monitoring Checklist:

Brazos Valley Council of Governments

County Name: Grimes

Date: _____

PSAP Name: Navasota PD

PSAP TN: 936 825-6124

PSAP Contact: Sarah Moon / Chief Myatt

BVCOG Contact: Anita Pitt 979 596 2801 x 2030

Signatures: _____

Previous Findings:					
CPE TYPE:		Motorola VESTA 7.2 SP 2; VESTA Map Local 1.2.0; Analytics 3.4.2; Window			4/21/2020
CPE Ownership:		BVCOG Purchased: May 19, 2017; Installed: May 2019			
CPE Maintenance:		CenturyLink -- 1 877 433 1989 Opt. 1; Instance # 10212107			
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				
Network Testing - Trunks & Admin Lines	2 Trunks / 2 Admin				
ANI & ALI Displays	All info Displays				
Map Displays	Plots Landline Map Updated				
Contingency Routing MBC	Quarterly				
Overflow	Annually				
Failover	Annually				
WPH I & II -- Maps	Plots Caller WPH2 Printout				
Language Line & Poison Accessibility	Account Info Posted				
Analytics	Opens Successfully				
TTY Tested & Documented	Tests & Challenges				
TEXT to 9-1-1	Send text				
UPS / Generator Testing	Known CPE Outage				
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	CenturyLink Repair				
BVCOG Contact Info	Accessible				
Incorrect ANI/ALI Reports	Send landline to KD				
Retention Records	2+ current				
New Calltakers or speed dial changes?					
PSAP Supplies / Public Education Materials Delivered:					

February 26, 2021

NOTE:

NOTE:

Attachment 3

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
6548	8CG8298GT	HP ProDesk 600 G3 DM NO OS Mini Desktop Workstation, Windows 7	CntryLnk	BVCOG	Burleson SO	05/17/17	04/24/19	\$ 1,290.35	May-2024	
6549	8CG8298GT3	HP ProDesk 600 G3 DM NO OS Mini Desktop Workstation, Windows 7	CntryLnk	BVCOG	Burleson SO	05/17/17	04/24/19	\$ 1,290.35	May-2024	
0911-6548	8CG8298GT	27" Monitor	CntryLnk	BVCOG	Burleson SO	05/17/17	04/24/19	\$ 472.49	May-2024	
0911-6549	8CG8298GT3	27" Monitor	CntryLnk	BVCOG	Burleson SO	05/17/17	04/24/19	\$ 472.49	May-2024	
NPD-6548	8CG8298GT	Keyboard, Mouse, Genovation Keypad, SAM, Software & Support	CntryLnk	BVCOG	Burleson SO	05/17/17	04/24/19	\$ 4,610.30	May-2024	
NPD-6549	8CG8298GT3	Keyboard, Mouse, Genovation Keypad, SAM, Software & Support	CntryLnk	BVCOG	Burleson SO	05/17/17	04/24/19	\$ 4,610.30	May-2024	
N/A		Cisco Switch, FXO Gateway, 19" Rack, Blackbox, TS Terminal Server, support & cables	CntryLnk	BVCOG	Navasota PD	08/15/13	09/15/14	\$ 8,198.75	May-2019	✓
6539	VDMN7X24X4	Cisco Router 4321	Verizon	BVCOG	Navasota PD	08/12/15	02/02/16	\$ 5,446.00	Feb-2021	✓
		NICE Recorder eXpress (NRX)	VPI	BVCOG	Navasota PD	01/22/20	05/08/20	\$ 14,884.00	May-2025	✓
5708	803435	TTY MP2000D	Krown	BVCOG	Navasota PD	08/07/09	08/07/09	\$ 457.00	May-2013	✓
6540	GJ345A0496KIT	PW 9130 UPS 3kVA 120V System	Consolidated Telecom Serv	BVCOG	Navasota PD	08/11/15	01/12/16	\$ 6,897.80	Dec-2023	✓
N/A		By-Pass switch (external maintenance)	Consolidated Telecom Serv	BVCOG	Navasota PD	08/11/15	01/12/16	-	Dec-23	✓
N/A		FortiGate Firewall modem 60D	CntryLnk	BVCOG	Navasota PD			-	Jul-2022	Beta Site
ORIGINAL VALUE OF EQUIPMENT									\$48,730	

ANNUAL CERTIFICATION FOR FY 21

Inventory Certified By: Sarah Moon

Title and Agency: Navasota PD Communications Supervisor

Accepted by BVCOG: Anita J. Pitt

Title: 9-1-1 Program Manager

Date: 06/07/2021

Date: 6/4/2021

Attachment 4

Navasota PD 9-1-1 System Recurring Expenses*

Description of Services	Provider	Monthly Recurring	Annual Recurring	25% of Total (NPD Responsibility)
9-1-1 Network (delivery of calls)	CenturyLink	\$ 141.00		
9-1-1 Network (delivery of calls)	AT&T	\$ 330.00		
9-1-1 Network (Private IP)	Verizon	\$ 843.00		
9-1-1 Network (local phone lines)	CenturyLink	\$ 194.00		
9-1-1 Network Wireless Backup PIP	Verizon Wireless	\$ 26.00		
Network device & network monitoring	NPSS	\$ 400.00		
9-1-1 Reliability Network (COGnet)	Brazos 20/20	\$ 400.00		
NETWORK SUBTOTAL		\$ 2,334.00	\$ -	
9-1-1 Equipment (Maintenance)	CenturyLink		\$ 4,760.00	
9-1-1 Equipment (Recorder Maintenance)	Voice Products		\$ 2,260.00	
9-1-1 Router for Private IP	Verizon Business		\$ 1,110.00	
9-1-1 UPS (Maintenance)	BearCom		\$ 1,871.00	
EQUIPMENT MAINTENANCE SUBTOTAL		\$ -	\$ 10,001.00	
NextGen Routing Services	Motorola	\$ 619.67		
NextGen Geospatial Routing (23% of County)	911Datamaster		\$ 1,772.00	
9-1-1 Database (27% of total for Grimes)	911Datamaster		\$ 354.00	
Language Line Services	Voiance	\$ 5.00		
Long Distance	MCI	\$ 10.00		
Emergency Medical Dispatch	Montgomery HD	\$ 180.00		
Managed Services (24 x 7 monitoring)	CenturyLink/Motorola		\$ 4,780.00	
Software support (Analytics, VML & Vesta)	CenturyLink/Motorola		\$ 2,735.00	
Managed Services (24 x 7 monitoring)	Verizon		\$ 1,164.00	
Talari management for network reliability	NPSS		\$ 1,900.00	
Wireless Phase I (27% for Grimes County)	Sprint	\$ 31.00		
SERVICES SUBTOTAL		\$ 845.67	\$ 12,705.00	
TOTAL EXPENSES		\$ 3,179.67	\$ 22,706.00	
ANNUAL GRAND TOTAL	\$	60,862.08		\$ 15,215.52

* 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 (Replaced April 2019) \$ 48,730.00

FY 2020 TOTAL 9-1-1 Calls = Incoming 9-1-1

Trunks, Admin Lines, Abandoned and

Outgoing Callbacks (Total 9-1-1 activity) **7,587**

Source: Analytics MIS FY 2020 Total Call Volume

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 8. **AGENDA DATE:** June 28, 2021

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Consideration and possible action on Resolution No. 696-21, designating an authorized signatory for agreement documents with the Texas Department of Transportation for the West Washington Avenue Streetscape project.

ITEM BACKGROUND:

Staff and engineers are preparing to bid the streetscape project on West Washington. Since the project is on TXDOT right-of-way the City will be required to complete documentation with TXDOT to allow the city to work in the right-of-way and for the maintenance of the landscaping. The resolution designates the signatory for the documents.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval on Resolution No. 696-21, designating an authorized signatory for agreement documents with the Texas Department of Transportation for the West Washington Avenue Streetscape project.

ATTACHMENTS:

1. Resolution No. 696-21

RESOLUTION NO. 696-21

**A RESOLUTION BY THE CITY COUNCIL OF CITY OF NAVASOTA
DESIGNATING AN AUTHORIZED SIGNATORY FOR AGREEMENT
DOCUMENTS WITH THE TEXAS DEPARTMENT OF TRANSPORTATION
(TXDOT) FOR THE WEST WASHINGTON AVENUE STREETSCAPE
PROJECT**

WHEREAS, the City of Navasota has entered into an Advance Funding Agreement with the Texas Department of Transportation (TxDOT), and;

WHEREAS, it is necessary to appoint persons to execute contractual documents and agreements with TxDOT, and;

WHEREAS, a copy of the TxDOT Advance Funding Agreement is to be submitted with a copy of this Resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF NAVASOTA,
TEXAS, AS FOLLOWS:**

The City Manager is authorized to execute agreement documents between the Texas Department of Transportation and the City for the West Washington Avenue Streetscape Project.

PASSED AND APPROVED THIS 28TH DAY OF JUNE 2021.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 9. **AGENDA DATE:** June 28, 2021

PREPARED BY: Susie M. Homeyer, City Secretary

APPROVED BY: BS

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

Consent Items are:

A. Consideration and possible action on the second reading of Ordinance No. 964-21, approving a conditional use permit application submitted by Stephen Scheve for the property located at 10th & Holland Street, Navasota, Grimes County, TX 77868. The conditional use permit application requests to allow the development of a parking facility, a conditional use listed in the CBD: Central Business District. The property is legally described as H&TC, Block J, Lot 4 (S21') 5; and

B. Consideration and possible action on the second reading of Ordinance No. 965-21, budget amendment for Water Production.

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends approval of the consent agenda items which includes (a) the second reading of Ordinance No. 964-21, approving a conditional use permit application submitted by Stephen Scheve for the property located at 10th & Holland Street, Navasota, Grimes County, TX 77868. The conditional use permit application requests to allow the development of a parking facility, a conditional use listed in the CBD: Central Business District. The property is legally described as H&TC, Block J, Lot 4 (S21') 5; and (b) the second reading of Ordinance No. 965-21, budget amendment for Water Production.

ATTACHMENTS:

1. Ordinance No. 964-21
2. Ordinance No. 965-21

ORDINANCE NO. 964-21

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS, AMENDING THE OFFICIAL ZONING MAP GRANTING A CONDITIONAL USE PERMIT FOR THE PROPERTY LOCATED AT 10TH AND HOLLAND STREET, NAVASOTA TX, 77868 LEGALLY DESCRIBED AS H&TC, BLOCK J, LOT 4 (S21') 5; PROVIDING FOR CONDITIONS RELATED TO THE CONDITIONAL USE PERMIT

BE IT ORDAINED BY THE CITY OF NAVASOTA, THE OFFICIAL ZONING MAP BE AMENDED IN THE FOLLOWING MANNER:

SECTION 1. That the Official Zoning Map of the City of Navasota, Texas, is hereby amended to grant a CONDITIONAL USE PERMIT to P.A. SMITH HOTEL, LLC for the development of a parking facility use on the property located at 10th & Holland Street, Navasota, TX 77868 legally described as H&TC, BLOCK J, LOT 4 (S21') 5, (hereinafter "Property") in accordance with the City of Navasota adopted Building Codes, Zoning Ordinance, and other applicable ordinances and regulations. This Property is located in the CBD: Central Business District and requires the approval of a Conditional Use Permit for development of a parking facility.

SECTION 2. The development of the Property shall be in accordance with the following special conditions, restrictions, and regulations:

- a) The property and its use shall comply with all ordinances and codes of the City of Navasota;

SECTION 3. Upon holding a properly notified public hearing, the City Council may amend, change, or rescind the Conditional Use Permit granted by this Ordinance if:

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

SECTION 4. This Ordinance shall take effect upon the City Council's final approval of the closure, vacation and abandonment of the portion of the South 10th Street right-of-way necessary to accommodate the development of the parking facility for which this Conditional Use Permit is

granted, and as further provided by the Charter of the City of Navasota, Texas and applicable law.

PASSED AND APPROVED ON FIRST READING THIS THE 14th DAY OF JUNE, 2021.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED ON SECOND READING THIS THE 28TH DAY OF JUNE, 2021.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

ORDINANCE NO. 965-21

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS, AMENDING THE BUDGET FOR THE CITY OF NAVASOTA, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, due to unforeseen circumstances, and unexpected costs, the City of Navasota hereby amends the budget to cover the unexpected costs and expenditures experienced by the City of Navasota during the fiscal year beginning October 1, 2020 and ending September 30, 2021.

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

SECTION 1. That the budget for Fiscal Year beginning October 1, 2020 and ending September 30, 2021 be amended by adding the amount of funds listed to the following budget items:

- Water Production- Professional Fees - \$22,000

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

PASSED AND APPROVED ON FIRST READING THIS THE 14TH DAY OF JUNE, 2021.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED ON SECOND AND FINAL READING THIS THE 28TH DAY OF JUNE 2021.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 10. **AGENDA DATE:** June 28, 2021

PREPARED BY: Lance Hall, Finance Director

APPROVED BY: BS

ITEM: Budget workshop for FY 2021-2022.

ITEM BACKGROUND:

Staff is working on the budget for Fiscal year 2021-2022. Figuring in the amount of inflation is going to be difficult, we already have an inflation factor of over 5% from the Consumer Price Index and the Municipal Cost Index, therefore staff will be proposing at least a 5.63% increase in utility rates. We are also including the lease purchase of equipment such as backhoes, fire truck, street sweeper and other items. We are also planning to propose a cost of living increase for staff.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends discussion of the proposed budget.

ATTACHMENTS:

**CITY OF NAVASOTA
MISCELLANEOUS ITEMS**

1. PLANNING CALENDAR

AGENDA PLANNING CALENDAR

JUNE 28, 2021 - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 06/14/2021

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Introduction of Melissa Bochat with Entergy; (b) PD Update – NRA Grant and introduce new employees; (c) Pretty City Committee update; (d) Update on Sounds of Summer; (e) Board and Commission update; and (f) Reports from staff and City Council
5. Public Hearing on parking lot for PA Smith Hotel
6. 1st reading of Ordinance No. 966-21, vacating 23' of right-of-way for PA Smith Hotel (H & TC, Block J)
7. Approval of 9-1-1 Agreement
8. Resolution No. 696-21, - Advance funding agreement for West Washington Streetscapes
9. Consent agenda: (a) 2nd reading of Ordinance No. 964-21, parking at the PA Smith Hotel; and (b) 2nd reading of Ordinance No. 965-21, budget amendment – water production – professional fees
10. Budget workshop
11. Adjourn

JULY 12, 2021 - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 06/28/2021

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Pretty City Committee update; (b) Update on Capital Improvements Project; (c) Board and Commission update; and (d) Reports from staff and City Council
5. Budget request from Grimes Health Resource Center
6. Enterprise vehicles
7. 1st reading of Ordinance No. _____, amending cemetery rates
8. Consent agenda: (a) Minutes from the month of June 2021; and (b) Expenditures for the Month of June 2021
9. Budget workshop
10. Adjourn

JULY 26, 2021 - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 07/12/2021

JOINT MEETING WITH NISD AT NISD BLDG – Try to limit the amount of items on this meeting if possible

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. 2nd reading of Ordinance No. _____, amending cemetery rates
5. Adjourn