

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
JULY 26, 2021**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 26th of July, 2021 at 6:00 PM at the Navasota I.S.D. Administration Building, Board Room Education Center, located at 705 E. Washington, Navasota, Texas 77868 at which time the following subjects will be considered, to wit:

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:
 - Report from the Pretty City Committee
 - Report from the Development Services Department
 - Report from the Code Enforcement Department
 - Report from the Library Department
 - Report from the Parks and Recreation Department
 - Report on 2021 Capital Improvements Project
5. Navasota I.S.D. discussion items.
 - Updates and Events
 - Sports Marketing Partnerships
 - Bond Construction Projects
 - Athletic Project Updates
 - Refinancing of Bond Investments
 - TASB 2021 Business Recognition Program
 - New Teacher and Guest Lunch
 - Staff Convocation Lunch
 - Instruction and Learning Highlights

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

Consent Items are:

A. Consideration and possible action on the second reading of Ordinance No. 967-21, amending Appendix A, Article A15.000, Cemetery Rates and Article A16.000 Vital Statistics of the Code of Ordinances, of the City of Navasota; and

B. Consideration and possible action on the second reading of Ordinance No. 968-21, budget amendment for Fire Department Capital Outlay.

7. Adjourn.

DATED THIS THE 22ND OF JULY, 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 July, 2021 at 12:11 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 JULY, 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
7-26-21

1. Call to order

2. Invocation and Pledges of Allegiance

3. Remarks of Visitors

Linda Lovelady may speak to City Council concerning code violations. Staff has been in contact with her, and she indicated she wanted to speak at the city council meeting.

4. Staff Report:

Report from the Pretty City Committee – Staff will report on projects undertaken by the Pretty City Committee.

Report from the Development Services Department – Staff will report on activity in the Development Services Department.

Report from the Code Enforcement Department – Staff will report on the work the Code Enforcement department is doing.

Report from the Library Department – Staff will report on improvements and activities at the library.

Report from the Parks and Recreation Department – Staff will report on improvements and projects in the parks and recreation department.

Report on 2021 Capital Improvements Project – Staff will report on the 2021 Capital Improvement Project.

5. Update from Navasota I.S.D. on facilities and projects.

NISD staff will present an update on their projects.

- Updates and Events
- Sports Marketing Partnerships
- Bond Construction Projects
- Athletic Project Updates
- Refinancing of Bond Investments
- TASB 2021 Business Recognition Program
- New Teacher and Guest Lunch
- Staff Convocation Lunch

- Instruction and Learning Highlights
6. **Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.**
Consent Items are:
A. Consideration and possible action on the second reading of Ordinance No. 967-21, amending Appendix A, Article A15.000, Cemetery Rates and Article A16.000 Vital Statistics of the Code of Ordinances, of the City of Navasota; and
B. Consideration and possible action on the second reading of Ordinance No. 968-21, budget amendment for Fire Department Capital Outlay.
7. **Adjourn.**

Calendar of Events

July 29 th - Aug. 2 nd	Brad Vacation
August 9 th 6:00 p.m.	City Council Meeting Municipal Building
August 10 th 5:30 p.m.	Public Meeting for Pedestrian/Bike Plan Municipal Building
August 16 th 10:10 a.m.	Union Pacific “Big Boy” steam engine McAlpine Street and Railroad Street
August 23 rd 6:00 p.m.	City Council Meeting Municipal Building
August 27 th 9:00 a.m.	CM Study Group Dallas, Texas
September 6 th	Labor Day City offices closed

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,	



The Management Connection, Inc.

PROFESSIONAL FACILITATORS

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	



The Management Connection, Inc.

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:** July 26, 2021

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Staff Report:

- Report from the Pretty City Committee
- Report from the Development Services Department
- Report from the Code Enforcement Department
- Report from the Library Department
- Report from the Parks and Recreation Department
- Report on 2021 Capital Improvements Project

ITEM BACKGROUND:

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

1. Pretty City Committee
2. Development Services Presentation
3. Library Presentation











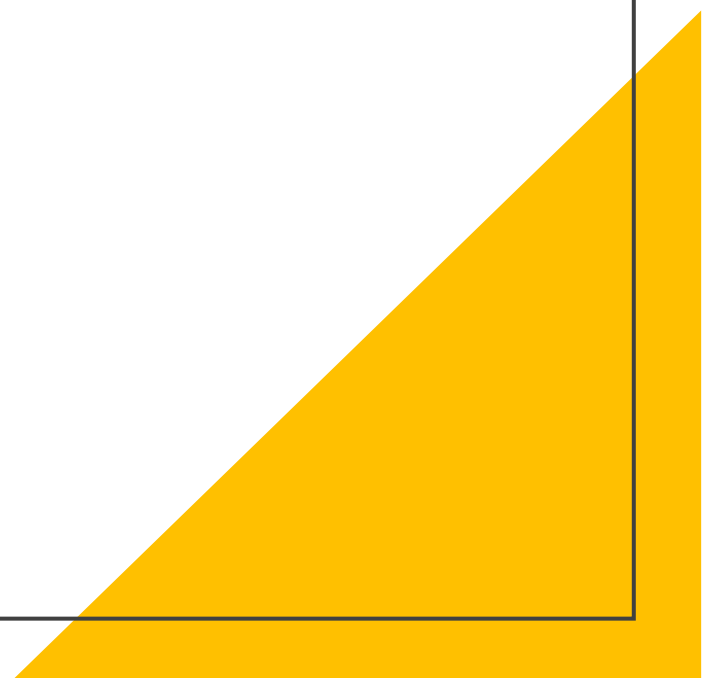


Thank you
to our
community
partners!



Development Services Update

Lupe Diosdado, Development Services Director
City of Navasota



Construction Permits & Inspections CY 2021



YTD Total Permits: **367**



YTD Building Inspections: **974**



YTD New Home Permits: **32**

New Projects Underway



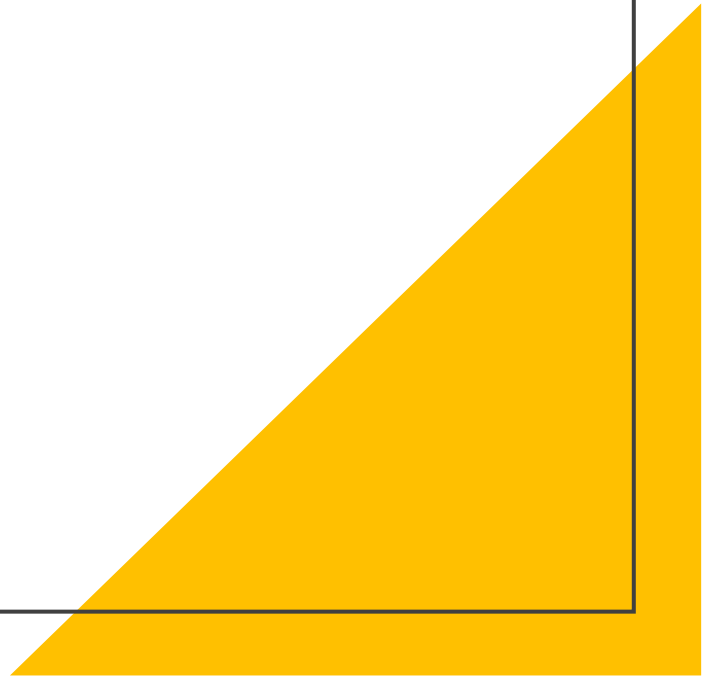
- New **Ford Dealership** - HWY 6
- New **Health Point Clinic** - HWY 6
- New **Chicken Express** Restaurant -105 E
- New **103-lot** Residential Subdivision – Hidden Hills
- Pecan Lakes Estates Phase 3, Section 2 & 3 – additional **150-lots**
- **43-acre** Annexation request -105 W Near the Airport

Additional developments to be
announced soon.....



Code Enforcement Update

Erik Covarrubias, Code Enforcement Specialist
City of Navasota



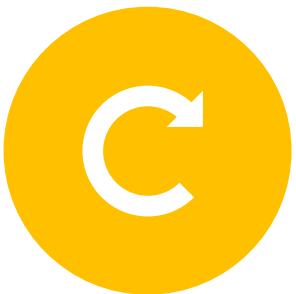
Substandard Buildings 7/2020 -7-2021



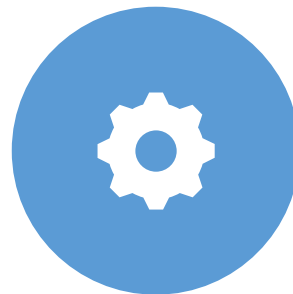
Total: **27**



Demolished: **10**



Repaired by Owners: **6**



Currently still in Process:
11

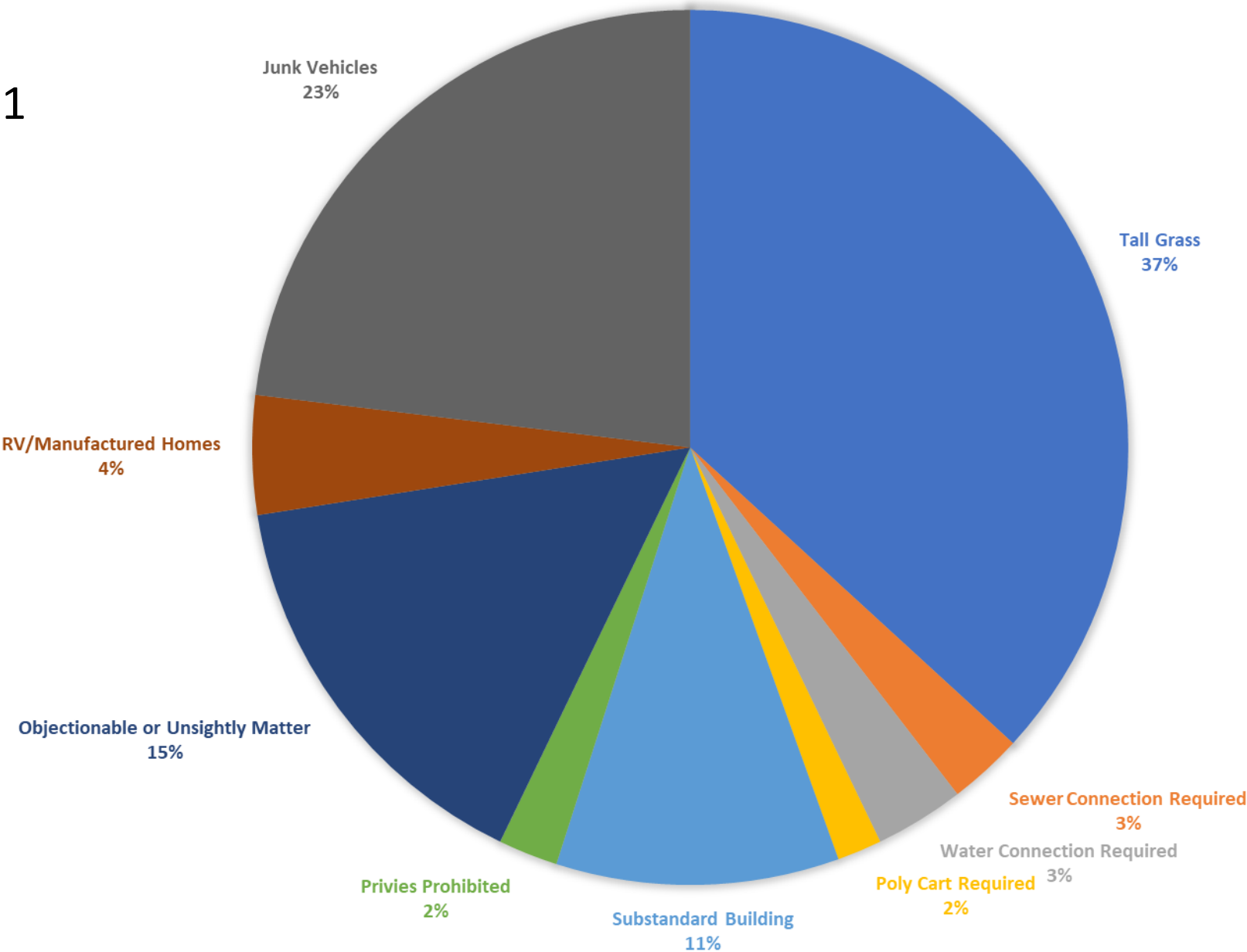
Code Violation Cases

7/2020-7/2021

Total: **197**

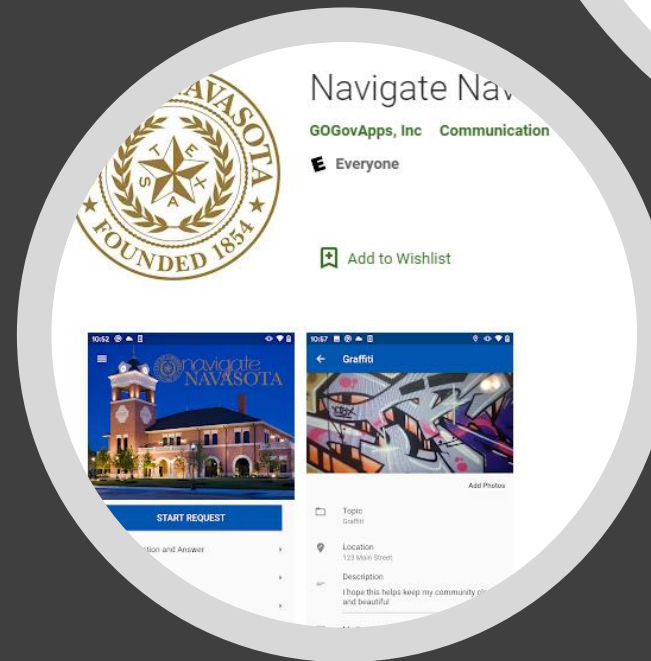
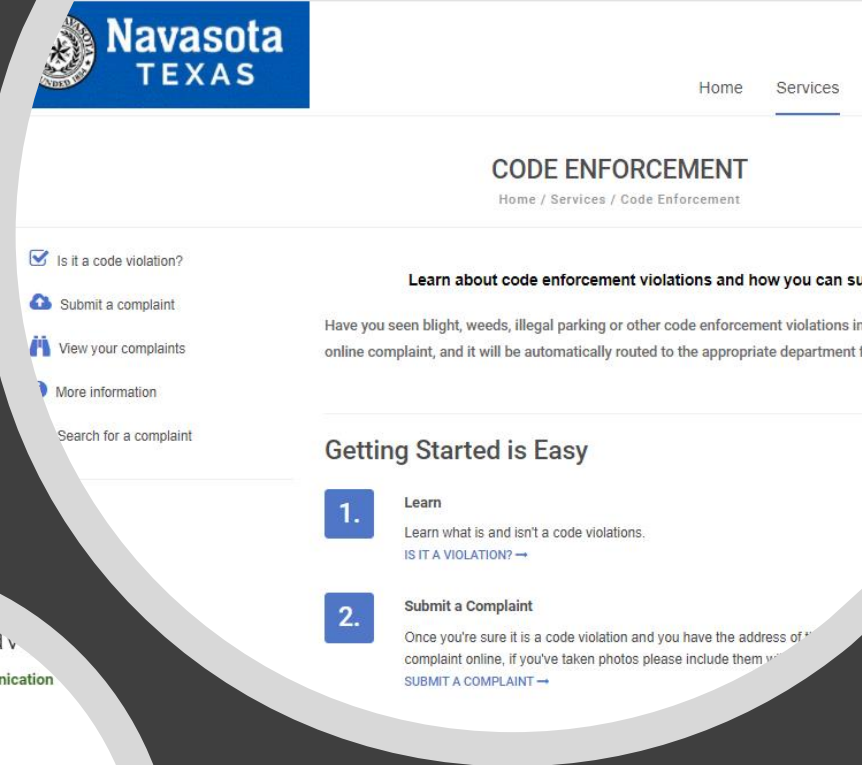
Closed: **156**

In Process: **41**



Help Us Keep Navasota Beautiful!

- Visit our Website - <https://www.navasotatx.gov/code-enforcement>
- or
- Download the App! - Navigate Navasota



SUMMER 2021

NAVASOTA PUBLIC LIBRARY

TIFFANY SAMMON & APINYA SRIKHWANTHONG

Summer Reading Program

88 children registered!

Programs for adults and teens also



ALL ABOUT WOLVES



STORYTIME & NACHOS



WET & WILD WITH THE NAVASOTA FIRE DEPARTMENT



TEXAS PARKS & WILDLIFE



CREATION CENTER



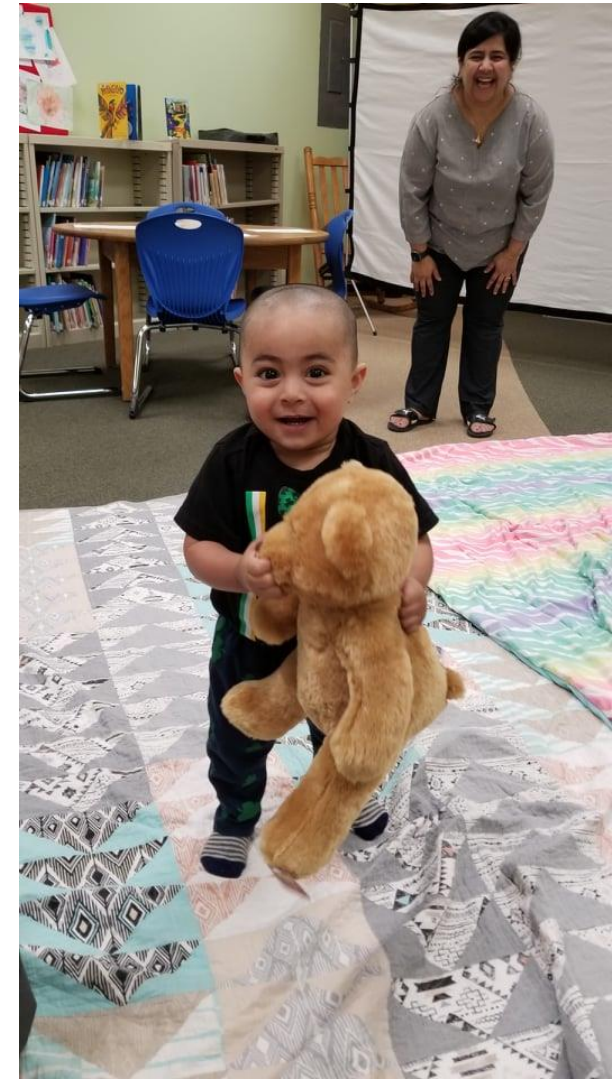
ANIMAL SHELTER



WAFFLE ART



BEAR HUNT



HUNGRY HUNGRY HIPPOS



SCIENCE EXPERIMENT DAY



ART CAMP



4 STEAM KITS AVAILABLE FOR CHECK OUT



NEW INTERIOR PAINT



**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 5. **AGENDA DATE:** July 26, 2021

PREPARED BY: Brad Stafford, City Manager

APPROVED BY: BS

ITEM: Navasota I.S.D. discussion items.

- Updates and Events
- Sports Marketing Partnerships
- Bond Construction Projects
- Athletic Project Updates
- Refinancing of Bond Investments
- TASB 2021 Business Recognition Program
- New Teacher and Guest Lunch
- Staff Convocation Lunch
- Instruction and Learning Highlights

ITEM BACKGROUND:

NISD staff will provide an update and report on facilities and other projects in the District.

BUDGETARY AND FINANCIAL SUMMARY:

STAFF RECOMMENDATION:

Staff recommends listening to the update.

ATTACHMENTS:

**CITY OF NAVASOTA
CITY COUNCIL AGENDA**

AGENDA ITEM NO.: 6. **AGENDA DATE:** July 26, 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. 967-21, amending Appendix A, Article A15.000, Cemetery Rates and Article A16.000 Vital Statistics of the Code of Ordinances, of the City of Navasota; and

B. Consideration and possible action on the second reading of Ordinance No. 968-21, budget amendment for Fire Department Capital Outlay.

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. 967-21, amending Appendix A, Article A15.000, Cemetery Rates and Article A16.000 Vital Statistics of the Code of Ordinances, of the City of Navasota; and (b) the second reading of Ordinance No. 968-21, budget amendment for Fire Department Capital Outlay.

ATTACHMENTS:

1. Ordinance No. 967-21
2. Ordinance No. 968-01

ORDINANCE NO. 967-21

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS AMENDING APPENDIX A, ARTICLE A15.000, CEMETERY RATES AND ARTICLE A16.000 VITAL STATISTICS OF THE CODE OF ORDINANCES, OF THE CITY OF NAVASOTA, TEXAS REGARDING FEE SCHEDULES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; FINDING PROPER NOTICE OF MEETING; AND PROVIDING FOR CERTIFICATION OF ADOPTION.

WHEREAS, the City Council of the City of Navasota previously adopted certain provisions relating to fee schedules; and

WHEREAS, the City Council desires to amend certain regulations applicable to the fee schedules; and

WHEREAS, the City Council finds and determines that it is in the best interest of the City to adopt the regulations as set forth herein below in order to protect the financial stability of the City;

NOW THEREFORE, be it ordained by the City Council of the City of Navasota, Texas:

SECTION 1. FINDINGS INCORPORATED

The findings set forth above are incorporated into the body of this ordinance as if fully set forth herein.

SECTION 2.

Appendix A, Article A15.000 Cemetery Rates of the City of Navasota Code of Ordinances is hereby amended in its entirety to read as follows:

Article A15.0000 Cemetery Rates

(a) Space Location:

Section A – Section D: \$2,000.00 (Perpetual Care: \$100.00 Cemetery Maintenance: \$1,900.00);

Section E (Urn Section): \$200.00 (Perpetual Care: \$50.00 Cemetery Maintenance: \$150.00); and

Babyland: \$200.00 (Perpetual Care: \$50.00; Cemetery Maintenance: \$150.00)

(b) Annual permit for grave-digging services: \$75.00.

- (c) Fee for placement of monument (larger than 2 ft. x 1 ft.) on pauper grave spaces: \$2,000.00 (Perpetual Care: \$100.00 Cemetery Maintenance: \$1,900.00)
- (d) Cemetery deed transfer fee (per deed): \$25.00.
- (e) Monument marking fee: \$25.00.
- (f) Grave site marking fee: \$100.00.

SECTION 3.

Appendix A, Article A16.000 Vital Statistics of the City of Navasota Code of Ordinances is hereby amended in its entirety to read as follows:

ARTICLE A16.000 [Reserved]

SECTION 4. CUMULATIVE EFFECT

This Ordinance shall be cumulative of all laws of the State of Texas and the United States governing the subject matter of this Ordinance, now existing or as hereafter amended.

SECTION 5. SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

SECTION 6. REPEALER CLAUSE

Any provision of any prior ordinance of the City whether codified or uncoded, which are in conflict with any provision of this Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

SECTION 7. EFFECTIVE DATE

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law.

SECTION 8. NOTICE OF MEETING

Notice of the time and place, where and when said Ordinance would be considered by the City Council at a public meeting was given in accordance with applicable law, prior to the time designated for meeting.

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

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED ON SECOND READING THIS THE 26th DAY OF JULY, 2021.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

ORDINANCE NO. 968-21

**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:

- Fire- Capital Outlay - \$43,912.00

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

**PASSED AND APPROVED ON FIRST READING THIS THE 12TH DAY OF
JULY, 2021.**

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**PASSED AND APPROVED ON SECOND AND FINAL READING THIS THE
26ND DAY OF JULY, 2021.**

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**CITY OF NAVASOTA
MISCELLANEOUS ITEMS**

1. PLANNING CALENDAR

AGENDA PLANNING CALENDAR

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. Staff report: Pretty City Committee update, Development Services update, Code Enforcement update; Library update; and Parks Department update
5. Consent agenda: (a) 2nd reading of Ordinance No. 967-21, amending cemetery rates and (b) 2nd reading of Ordinance No. 968-01, budget amendment for Fire Department – Capital Outlay
6. Adjourn

AUGUST 9, 2021 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 07/26/2021

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Pretty City Committee update; (c) Update on Capital Improvements Project; (c) Library update; (d) Board and Commission update; and (e) Reports from staff and City Council
5. Updated draft report of the Thoroughfare Plan & Pedestrian/Bicycle Plan – Strand & Associates
6. Grazing lease
7. Lupe will have some items
8. Consent agenda: (a) Minutes for the month of July 2021; and (b) Expenditures for the month of July 2021
9. Budget workshop for proposed budget for FY 2021-2022
10. Adjourn

AUGUST 10, 2021 – **SPECIAL MEETING AT 5:30 P.M.**

DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 07/27/2021

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Public hearing on final review of the Pedestrian and Bicycle Plan with Strand and Associates
5. Consent agenda: Lupe will have some 2nd readings of Ordinances so some businesses can get started sooner.
6. Adjourn