

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
AUGUST 22, 2022**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 22nd of August, 2022 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCltnx7BQt0TCIYJRiZ14g5w>

1. Call to Order.
2. Invocation
Pledge of Allegiance
3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
4. Staff Report:
 - (a) Soccer Update, [Jason Weeks, City Manager];
 - (b) Introduction of new employees, [Peggy Johnson, HR Director];
 - (c) Years of service recognition, [Peggy Johnson, HR Director];
 - (d) CIP Update, [Jennifer Reyna, Utilities Director and Jose Coronilla, Streets & Sanitation Director];
 - (e) Board and Commission update [City Council]; 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. [Jason Weeks, City Manager]
5. Consideration and possible action on Resolution No. 716-22, accepting the lift station and sewer improvements of Phase three section two and three in Pecan Lakes Estates Subdivision, in the City of Navasota, Texas. [Lupe Diosdado, Development Services Director]

6. Consideration and possible action to approve the recommended date of September 12, 2022, for holding the public hearing on the City of Navasota's Fiscal Year 2022-2023 Proposed Budget. [Lance Hall, Finance Director]
7. Consideration and possible action on request from Christian Community Services located at 814 N. LaSalle, Navasota, Texas for a credit to their utility account in the amount of up to \$200.00 per month beginning October 1, 2022, and ending September 30, 2023. [Susie Homeyer, City Secretary]
8. Consideration and possible action on first reading of Ordinance No. 1001-22, amending Chapter 2 of the Animal Control Ordinance. [Mike Mize, Interim Chief of Police]
9. Executive Session: The City Council will conduct an Executive Session in accordance with Section 551.072, Texas Government Code, deliberation regarding real property and discussion regarding the potential lease/license of City-owned property.
10. Reconvene in open session.
11. Consideration and possible action on awarding a request for proposals (RFP) for lease/license space of City Miller Street/Davis Street Water Tower, for providing internet service/VOIP. [Lupe Diosdado, Development Services Director]
12. Adjourn.

DATED THIS THE 19TH OF AUGUST, 2022

/JW/

BY: JASON WEEKS, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 19th of August, 2022 at 08:58 AM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at www.navasotatx.gov.

The City Council reserves the right to convene in Executive Session at any time deemed necessary for the consideration of confidential matters under the Texas Government Code, Sections 551.071-551.089.

DATED THIS THE 19TH OF AUGUST, 2022

/SMH/

BY: SUSIE M. HOMEYER, CITY SECRETARY

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT(936) 825.6475 OR (936) 825.6408 OR BY FAX AT (936) 825.2403.



REQUEST FOR CITY COUNCIL AGENDA ITEM #4

Agenda Date Requested: <u>August 22, 2022</u>
Requested By: <u>Susie M. Homeyer, Secretary</u>
Department: <u>Administration</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Exhibits: Years of Service Award

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	<u>N/A</u>
Amount Budgeted:	<u>N/A</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

AGENDA ITEM #4

Staff report:

- (a) Soccer Update [Jason Weeks, City Manager].
- (b) Introduction of new employees [Peggy Johnson, HR Director].
- (c) Years of Service recognition for Jennifer Reyna, Utilities Director (10 years) [Peggy Johnson, HR Director].
- (d) CIP Update (2020 Utility CIP, Airport AWOS, Streetscape, Brosig Sidewalk & Pedestrian Bridge, Water Tower, Annual Street CIP) [Jennifer Reyna, Utilities Director and Jose Coronilla, Street & Sanitation Director].
- (e) Board and Commission Update [City Council].
- (f) Reports from staff and City Council

SUMMARY & RECOMMENDATION

- A. City Manager will provide update on the City of Navasota soccer program.
- B. Human Resource Director will introduce employees from the Police Department and Administration.
- C. Human Resource Director will recognize Jennifer Reyna for ten years of service with the City of Navasota.
- D. Utilities Director and Street & Sanitation Director will provide update on all capital improvement projects such as, but not limited to, 2020 Utility CIP, Airport AWOS,

Streetscape, Brosig Sidewalk & Pedestrian Bridge, Water Tower, and Annual Street CIP.

- E. City Council will provide updates to the public and Councilmembers pertaining to any attended Board and Commission meetings they attended over the past two-weeks.
- F. The Mayor and City Council along with the City Manager will provide reports regarding items of community interests, including expressions of thanks, congratulations, or condolences; 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 of Navasota; information regarding social, ceremonial, or community events organized or sponsored by 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 of Navasota that has arisen after the posting of the agenda.

ACTION REQUIRED BY CITY COUNCIL

None

Approved for the City Council meeting agenda



Jason B. Weeks, City Manager

8/18/2022

Date



CITY OF
NAVASOTA
2022

CERTIFICATE of ACHIEVEMENT

This certificate is presented to

Jennifer Reyna

in appreciation of 10 years of dedicated service to the
City of Navasota.

8/22/2022
DATE

[Signature]
JASON WEEKS, CITY MANAGER



AGENDA PLANNING CALENDAR

AUGUST 22, 2022 – [Workshop](#)

1. Called to order
2. National Night Out
3. Discuss Robert Rules of Order and agenda processes
4. Discuss budget
5. Adjourn

AUGUST 22, 2022 – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 08/08/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Soccer Registration update; (b) Introduction of new employees; (c) Years of Service Recognition – Jennifer Reyna -10 years; (d) CIP update; (e) Board and Commission update; and (f) Reports from staff and City Council
5. Resolution No. 716-22, accepting lift station and sewer improvements of Phase III, Sections 2 & 3, Pecan Lakes Subdivision
6. Public hearing – set date and time – budget
7. Budget request from Christian Community Services
8. 1st reading of Ordinance No. 1001-22 - Vicious Dogs
9. Executive Session - Potential lease of city owned property
10. Reconvene in open session
11. Action on lease of city owned property
12. Adjourn

SEPTEMBER 12, 2022 – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 08/29/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Proclamation – Voter’s Registration Awareness Month; (b) Board and Commission update; and (c) Reports from staff and City Council
5. 1st reading of Ordinance No. _____ - approving budget for FY 2022-2023
6. 1st reading of Ordinance No. _____ - approving tax rate for FY 2022-2023
7. 1st reading of Ordinance No. _____ - Fine and fee schedule
8. Consent agenda: (a) Minutes for the month of August 2022; (b) Expenditures for the month of August 2022; and (c) 2nd reading of Ordinance No. 1001-22, Vicious dogs
9. Adjourn

SEPTEMBER 26, 2022 – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 09/12/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Board and Commission update; and (b) Reports from staff and City Council
5. 2nd reading of Ordinance No. _____ - approving budget for FY 2022-2023
6. 2nd reading of Ordinance No. _____ - approving tax rate for FY 2022-2023
7. 2nd reading of Ordinance No. _____ - Fine and fee schedule
8. Adjourn



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.*



So much, so close.

**Report
and
Strategic Plan**

**Adopted
April 26, 2021**

**Prepared and Facilitated
By
Ron Cox Consulting**



REPORT AND STRATEGIC PLAN COUNCIL/STAFF RETREAT

CITY OF NAVASOTA

February 12, 2021

Introduction

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

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

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

Governance

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

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

Governance Model

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

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

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

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

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

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

Mayor and Council have the following attributes ...

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

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

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

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

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

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

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

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

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

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

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

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

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

Vision and Mission

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

Vision Statement

Navasota 2027: What America wants to Be:

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

Vision Elements

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

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

Mission Statement

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

Mission Elements

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

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

Strategic Planning

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

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

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

Strengths

Group 1

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

Group 2

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

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

Group 3

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

Weaknesses

Group 1

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

Group 2

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

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

Group 3

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

Areas of Emphasis

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

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

Weaknesses Rearranged

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

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

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

Opportunities – Strategies and Goals

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

Governance

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

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

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

Economic Development

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

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

Image/Communication

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

Infrastructure

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

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

Threats

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

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

City Staff Implementation Sessions

April 5 and 14, 2021

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

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

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

Reporting

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

Reporting Protocols

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

City Council Approval

April 26, 2021

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

Conclusion

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



Strategic Plan 2021

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

**Adopted
April 26, 2021**

**Prepared and Facilitated
By
Ron Cox Consulting**

Vision Statement (Adopted 2017)

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

Key Vision Elements 2021

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

Mission Statement (Adopted 2017)

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

Mission Elements

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

City of Navasota

City Council

Leadership Philosophy

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

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

City of Navasota

City Council

Communication Philosophy

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

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

City of Navasota

City Council and Staff

Expectations

Council expects the following of each other...

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

City of Navasota

City Council and Staff

Expectations

Council expects the following of staff...

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

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

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

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

City of Navasota

Strategic

Areas of Emphasis

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

Area of Emphasis

Governance

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

Initiatives:

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

Area of Emphasis

Economic Development

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

Initiatives

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

Area of Emphasis

Image/Communications

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

Initiatives

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

Area of Emphasis

Infrastructure

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

Initiatives

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

Vision Element #1

Governance

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

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

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

Vision Element # 2

Economic Development

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

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

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

Vision Element # 3

Image/Communication

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

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

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

Vision Element # 4

Infrastructure

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

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

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

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

Vision Element # 5

Organizational Excellence

Guiding Principle: **Ron will update*

			<ul style="list-style-type: none">• Continue to offer career advancement opportunity (invest in employee-greater future with City)• Pay for course for training (all departments)• College tuition reimbursement• Safety bonuses (no accidents, etc.) Safety pins (providing a day off), Bonus day- annually• Hazardous duty pays (ex: working big storms, etc.)• Team outings/lunches (Spring/Fall) and Christmas Party- employee does not have to organize or work the event• Monetary (bonuses and raises)• Continue to Recognize: years of service with Plaque and bag of goodies. At the end of the year employee shall receive gift card (money, dinner, coffee, spa) (5 year increments)• Hand written note (“thank you” “job well done”, etc.)• Brag board: located front lobby with employee picture and award (ex: Rookie of the year, Employee of the month, etc.)• Discount on rental facilities for city employees• City owned workout facility to promote health• Utility incentives to promote employees to live in Navasota• Reconsider 20-year retirement package/insurance to the age of social security• Evaluate additional employees to complete project assignments• Evaluate incentives for succession planning in career development	Ongoing			
				Ongoing			
					X		
				X			
				X			
				Ongoing	X		
				X			
				X			
					X		
					X		
						X	
							X
				X		X	

		5.1.2	Promote the community and organizational environment	<ul style="list-style-type: none">• Video montage of all city events and city participation of employees• Clear and transparent communication• Create Cultural Diversity Awareness by reaching out to different segments of the City• Career Fair days	Ongoing X X X			
		5.1.3	Explore housing incentives to live and work in Navasota and attract new employees.	<ul style="list-style-type: none">• Partner with local realtors or Chamber to put together informational housing options package• Pay a portion of moving expenses into Navasota within the city limits	X X			



REQUEST FOR CITY COUNCIL AGENDA ITEM #5

Agenda Date Requested: <u>August 22, 2022</u>	Appropriation
Requested By: <u>Lupe Diosdado, Director</u>	Source of Funds: <u>N/A</u>
Department: <u>Development Services</u>	Account Number: <u>N/A</u>
<input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: Resolution #716-22

AGENDA ITEM #5

Consideration and possible action on Resolution No. 716-22, accepting the lift station and sewer improvements of Phase three section two and three in Pecan Lakes Estates Subdivision, in the City of Navasota, Texas.

SUMMARY & RECOMMENDATION

The lift station and sewer infrastructure in Pecan Lakes Estates subdivision Phase 3, Section 2 and 3 have been completed per applicable standards and ready for City Council dedication/acceptance.

The lift station will provide sewer services for Pecan Lakes Estates Phase 3, Sec 2 & 3 as well as Pecan Lakes Estates Phase 4, Sec 1 & 2. SCADA communications have been established with City Hall and data readings are live. City staff has inspected all improvements in accordance with applicable design standards.

Staff recommends approving Resolution No.716-22, accepting the lift station and sewer improvements of Phase three section two and three in Pecan Lakes Estates Subdivision, in the City of Navasota, Texas.

ACTION REQUIRED BY CITY COUNCIL

Approve Resolution No. 716-22, accepting the lift station and sewer improvements of Phase three section two and three in Pecan Lakes Estates Subdivision, in the City of Navasota, Texas.

Approved for the City Council meeting agenda

Jason Weeks

Jason B. Weeks, City Manager

8/18/2022

Date

RESOLUTION NO. 716-22

A RESOLUTION ACCEPTING THE LIFT STATION AND SEWER IMPROVEMENTS IN PECAN LAKES ESTATES PHASE THREE SECTION TWO AND THREE, DESCRIBED AS BLOCK 4 LOTS 11-18, BLOCK 6 LOTS 16-30, BLOCK 7 LOTS 1-30, BLOCK 8 LOTS 5-19, BLOCK 4 LOTS 19-46, BLOCK 5 LOTS 1-30, BLOCK 6 LOTS 1-15, IN THE CITY OF NAVASOTA, TEXAS

WHEREAS, Pecan Lakes Estates Phase Three Section Two and Three is a one-hundred and forty-one (141) lot subdivision developed by Hassell Construction, James C. Hassell, President; and

WHEREAS, lift station and sewer improvements were constructed by the developer; and

WHEREAS, said lift station and sewer improvements have been offered for dedication to public use forever; and

WHEREAS, lift station and sewer improvements have been inspected by the City and found to be constructed in accordance with the City's Standards and Specifications; and

WHEREAS, the City of Navasota desires to formally accept the lift station and sewer improvements of Pecan Lakes Estates Phase Three Section Two and Three, described as Block 4 Lots 11-18, Block 6 Lots 16-30, Block 7 Lots 1-30, Block 8 Lots 5-19, Block 4 Lots 19-46, Block 5 Lots 1-30, Block 6 Lots 1-15;

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

The City of Navasota hereby accepts the lift station and sewer improvements of Phase Three Section Two and Three in Pecan Lakes Estates Subdivision, in the City of Navasota, Texas described as Block 4 Lots 11-18, Block 6 Lots 16-30, Block 7 Lots 1-30, Block 8 Lots 5-19, Block 4 Lots 19-46, Block 5 Lots 1-30, Block 6 Lots 1-15 and authorizes the Mayor to execute any necessary documentation.

PASSED ON FIRST READING ON THIS THE 22nd DAY OF AUGUST, 2022.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY



REQUEST FOR CITY COUNCIL AGENDA ITEM #6

Agenda Date Requested: <u>August 22, 2022</u>	Appropriation	
Requested By: <u>Lance Hall, Finance Director</u>	Source of Funds:	<u>N/A</u>
Department: <u>Finance</u>	Account Number:	<u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted:	<u>N/A</u>
	Amount Requested:	<u>N/A</u>
	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: Budget Calendar; & FY 2023 Budget Presentation

AGENDA ITEM #6

Consideration and possible action to approve the recommended date of September 12, 2022, for holding the public hearing on the City of Navasota's Fiscal Year 2022-2023 Proposed Budget.

SUMMARY & RECOMMENDATION

Article 8 – Section 2 of the Navasota City Charter states, “The city manager shall prepare and submit to the council an annual budget on or before August thirty-first of each calendar year or as set by ordinance in accordance with applicable provisions of state law. The budget shall be prepared on the basis of estimates, expenses and incomes of the various departments of the city. These departmental estimates showing the anticipated expenses and income of the departments as well as the expenses and income of the preceding reconciled with actual expenditures and income, shall indicate wherein increases or diminutions are recommended for the ensuing budget year, and notice shall be published in accordance with the applicable provisions of state law, stating that the annual budget has been prepared and printed, and that copies of the estimates shall be available to any person upon request. Due notice shall be made of the time when the budget is to be discussed by the council members, and copies of the budget shall be available to any person in accordance with the applicable provisions of state law. The discussion shall be given in open meeting and adequate time shall be given in said open meeting to hearing protests and objections, if any, to any items in the budget or to omissions therefrom.”

Texas Local Government Code Section 102.006, states “Public Hearing on Proposed Budget. (a) The governing body of a municipality shall hold a public hearing on the proposed budget. Any person may attend and may participate in the hearing; (b) The governing body shall set the hearing for a date occurring after the 15th day after the

date the proposed budget is filed with the municipal clerk but before the date the governing body makes its tax levy; (c) The governing body shall provide for public notice of the date, time, and location of the hearing. The notice must include, in type of a size at least equal to the type used for other items in the notice, any statement required to be included in the proposed budget under Section 102.005(b)."

The City Manager filed the Fiscal Year 2022-2023 Annual Budget with the City Secretary on August 5, 2022 and met the requirements set forth in the City Charter. Additionally, on August 15, 2022, presented the FY 2022-23 proposed budget to City Council. Therefore, staff is recommending that City Council set a Public Hearing for the Fiscal Year 2022-23 Proposed Budget be held on Monday, September 12, 2022, at a regularly called meeting of the City Council to begin at 6:00 p.m. By setting the public hearing on for September 12th, the city has complied with Texas LGC Section 102.006 by setting a public hearing after the 15th day after the proposed budget was filed with the City Secretary.

ACTION REQUIRED BY CITY COUNCIL

Approve the recommended date of September 12, 2022, for the Public Hearing on the City's FY 2022-2023 Proposed Budget.

Approved for the City Council meeting agenda



Jason B. Weeks, City Manager

8/18/2022

Date



City of Navasota, Texas Budget Calendar Fiscal Year 2023

<u>Date</u>	<u>Activity</u>
July 5-7	Conducted Department Budget Review Meetings
July 8	Conducted Supplemental Budget Meeting with all departments
August 5	File budget with City Secretary [Local government code states we are supposed to approve budget 30 th day. The 2 nd reading of the tax rate ordinance is scheduled for 9-26; therefore, must be filed by 8-27]
August 8	Council to Propose Tax Rate and announce Public Hearing
August 15	FY23 Proposed Budget presented during City Council Workshop
August 17	"Notice of Public Hearing on Budget" to be published in Examiner "Notice of Public Hearing on Tax Increase" to be published in Examiner
August 22	Workshop to discuss budget (4:30 pm) Setting date of public hearing on FY23 budget (6:00 pm)
September 12	Ratify Tax Increase reflected in the FY23 Budget Public hearing on budget Vote on Budget First Hearing Public hearing on Tax Rate Vote on Tax Rate First Reading Republic Services CPI Rate Adjustment First Reading
September 26	Vote on Budget Second Reading Vote on Tax Rate Second Reading Republic Services CPI Second Reading

THERE'S SO MUCH TO LOVE ABOUT

NAVASOTA!

So much, so close.

CITY OF NAVASOTA, TEXAS

PROPOSED ANNUAL BUDGET | FISCAL YEAR 2022-2023

CITY COUNCIL STRATEGIC PLAN – AREAS OF EMPHASIS



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

CITY COUNCIL FY 2022-23 BUDGET PRIORITIES

- Compensation Study to retain and attract professional employees
- Utility Rate Study
- Facility Assessment
- Design & Funding for New Fire Station
- Wayfinding & Downtown Signage
- Streets CIP
- Renovation of Public Works Facilities
- City University
- Impact Fee Study & Implementation
- City Staffing Needs
- Continued Professional Development & Training for Staff
- Railroad Crossing Grade Separation
- Parking Study
- Police Department Staffing Needs & Pay
- Full-time Parks & Recreation Staff along with Program & Activity Funding
- Exterior Painting of Horlock House
- Increased Marketing & Tourism to bring more visitors & sales tax revenue
- Maintain Current Tax Rate

NAVASOTA'S ECONOMIC PICTURE

■ Active Major Developments:

- Residential – Pecan Lakes Estates Phase 3 & 4, Hidden Hills Phase 1
- Commercial - North Side Market (C-store\Fuel), Jack in the Box, Team Elliott Ford, Walmart Remodel (Interior), Young Life Building Remodel, Navasota Welding Supply, Chicken Express

■ Historical Residential Building Permits:

Residential	Y-T-D	2021	2020	2019	2018	2017
	82	93	88	102	106	45

■ Historical New Improvements & Personal Property

2021	2020	2019	2018	2017
\$19,179,086	\$18,503,344	\$23,400,486	\$16,583,827	\$11,515,393



BUDGET HIGHLIGHTS

- Decrease Tax Rate from \$0.5693 to \$0.5560 per \$100 assessed valuation
- No proposed utility rate increases
- Pass-through Trash Rate increase of 4.83%
- Added New Staff in Key Areas
 - Proposed New Staff (FTE) – 6.0
 - 3 Patrol Officers
 - Dispatcher
 - Firefighter
 - Gas Technician
- Allocated \$1,469,387 (includes benefits of FICA & TMRS) in funding for Salary Market Adjustments to implement Compensation Study on 1/1/23
- TMRS rates decreased from 6.81% to 6.31%
- No Significant changes in employee health benefits
- Fund Balance in General Fund is at 30.2%
- Fund Balance in Water Fund is at 104.6%
- Fund Balance in Natural Gas Fund is at 27.5%
- Fund Balance in Wastewater Fund is at 28.7%
- Supplemental Summary:

Fund	Requested	Funded	Unfunded
General	\$3,068,510	\$2,170,237	\$898,273
Water	7,052,451	7,052,451	0
Natural Gas	1,787,752	1,787,752	0
Wastewater	547,564	547,564	0
Economic Development Corp.	11,111	11,111	0
Capital Projects	750,000	750,000	0
Hotel/Motel	250,000	250,000	0
Total	\$13,467,388	\$12,569,115	\$898,273



LIL' RATTLER ACADEMY

HOURS OF OPERATION:

Monday – Friday
6:30am to 4:30pm
August – May

Operates according to Navasota ISD Calendar and will be open for all teacher in-service days. However, closed for Labor Day, Thanksgiving Break, Christmas Break, MLK Day, Spring Break, Good Friday, and holiday/bad weather days

NISD COST:

Non-refundable registration fee of \$100/year and per family
Infant class (6 weeks – 18 months) \$525/month (\$5,250/year)
Toddler class (19 months – 35 months) \$500/month (\$5,000/year)
Preschool class (36 months – 48 months) \$450/month (\$4,500/year)

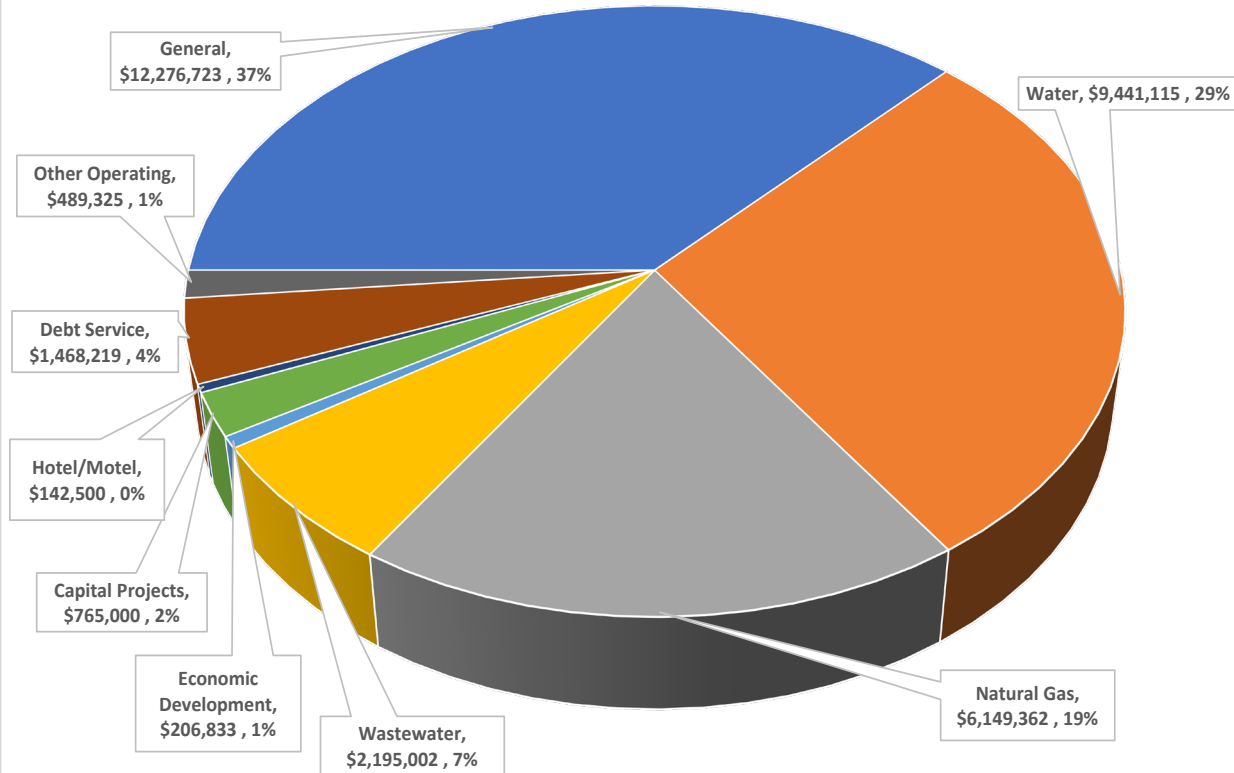
CITY PROPOSAL FOR EMPLOYEES:

$\frac{1}{2}$ cost first child
 $\frac{1}{4}$ cost of second child
No subsidized funding for more than 2 children

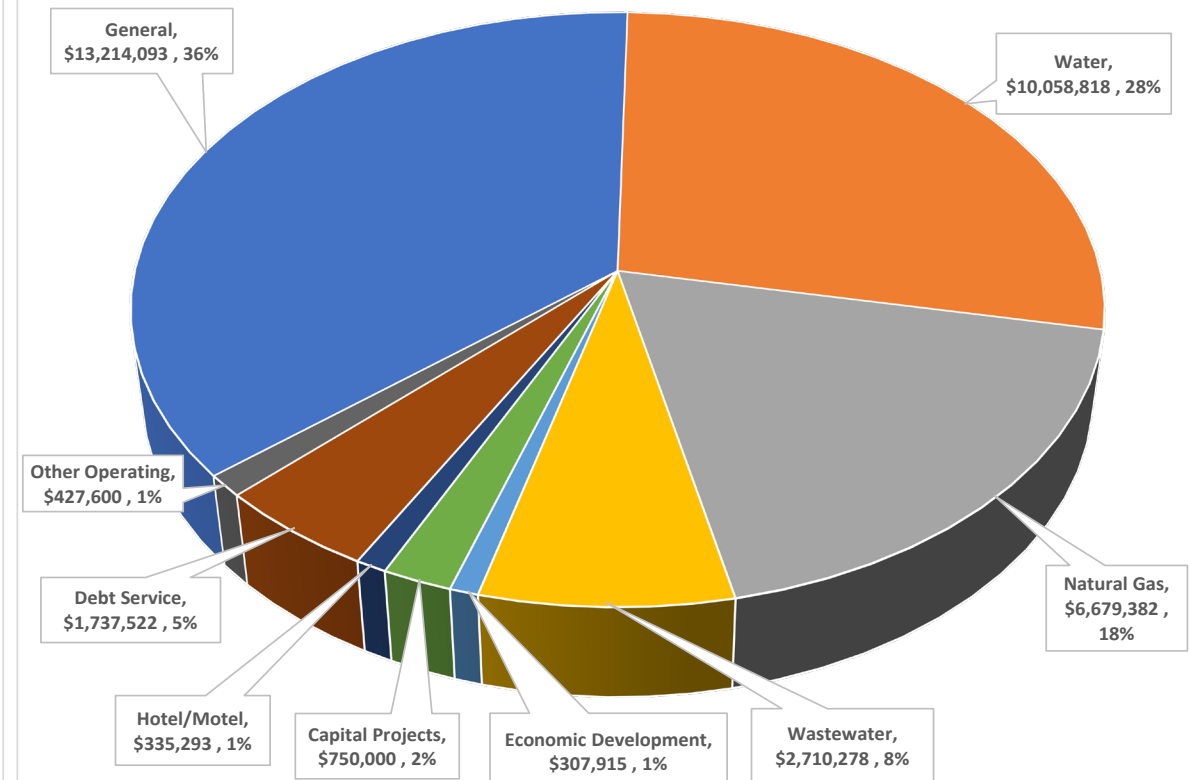
TOTAL REVENUES & EXPENDITURES (EXPENSES) – ALL FUNDS

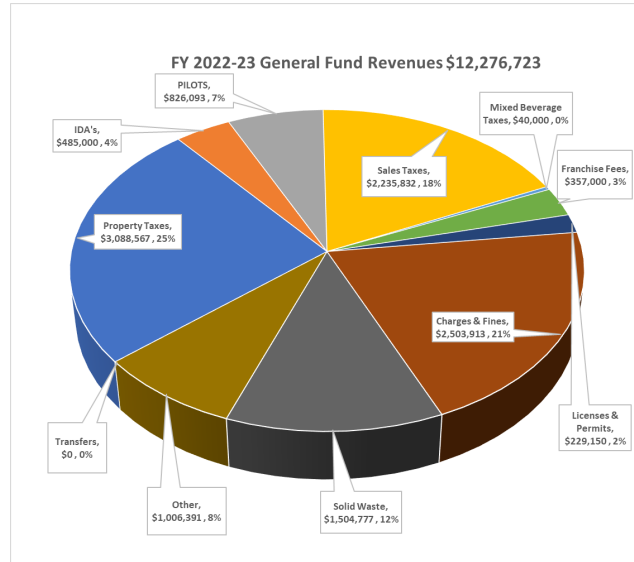
Fund Title	Revenues	Expenses
General	\$12,276,723	\$13,214,093
Water	\$9,441,115	\$10,058,818
Natural Gas	\$6,149,362	\$6,679,382
Wastewater	\$2,195,002	\$2,710,278
Economic Development	\$206,833	\$307,915
Capital Projects	\$765,000	\$750,000
Hotel/Motel	\$142,500	\$335,293
Debt Service	\$1,468,219	\$1,737,522
Other Operating	\$489,325	\$427,600
Subtotal	\$33,134,079	\$36,220,901
Internal Transfers	(3,735,338)	(3,735,338)
Total	\$29,398,741	\$32,485,563

FY 2022-23 Total Revenues \$33,134,079



FY 2022-23 Total Expenditures \$36,220,901



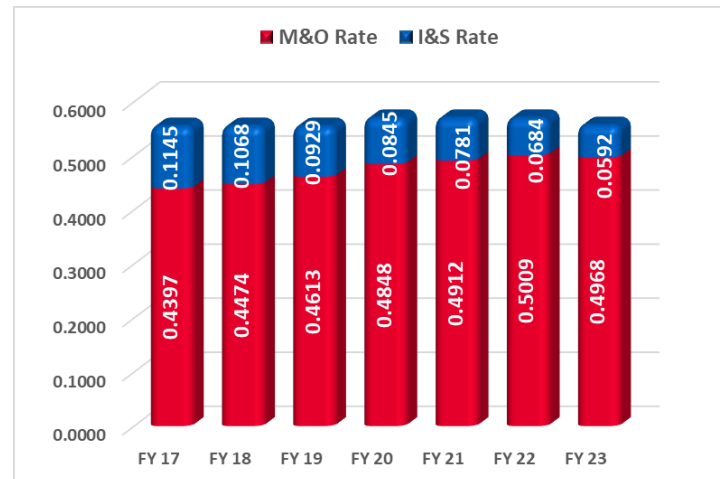


General Fund Revenues	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23	Change - End of Year Estimate to Proposed	
					Amount	Percent
Property Taxes	\$2,402,850	\$2,831,987	\$2,733,663	\$3,088,567	\$354,904	13.0%
IDA's	\$456,433	\$414,000	\$460,000	\$485,000	\$25,000	5.4%
PILOTS	\$833,867	\$618,885	\$817,396	\$826,093	\$8,697	1.1%
Sales Taxes	\$1,988,822	\$2,000,000	\$2,131,388	\$2,235,832	\$104,444	4.9%
Mixed Beverage Taxes	\$22,041	\$16,000	\$35,000	\$40,000	\$5,000	14.3%
Franchise Fees	\$341,411	\$319,000	\$357,000	\$357,000	\$0	0.0%
Licenses & Permits	\$283,281	\$156,750	\$227,135	\$229,150	\$2,015	0.9%
Charges & Fines	\$1,358,910	\$1,964,624	\$2,395,799	\$2,503,913	\$108,114	4.5%
Solid Waste	\$1,358,191	\$1,473,957	\$1,402,929	\$1,504,777	\$101,848	7.3%
Other	\$859,534	\$1,273,073	\$2,417,244	\$1,006,391	(\$1,410,853)	-58.4%
Transfers	\$0	\$1,706,987	\$0	\$0	\$0	N/A
Total Revenues	\$9,905,342	\$12,775,263	\$12,977,554	\$12,276,723	(\$700,831)	-5.4%

GENERAL FUND REVENUES

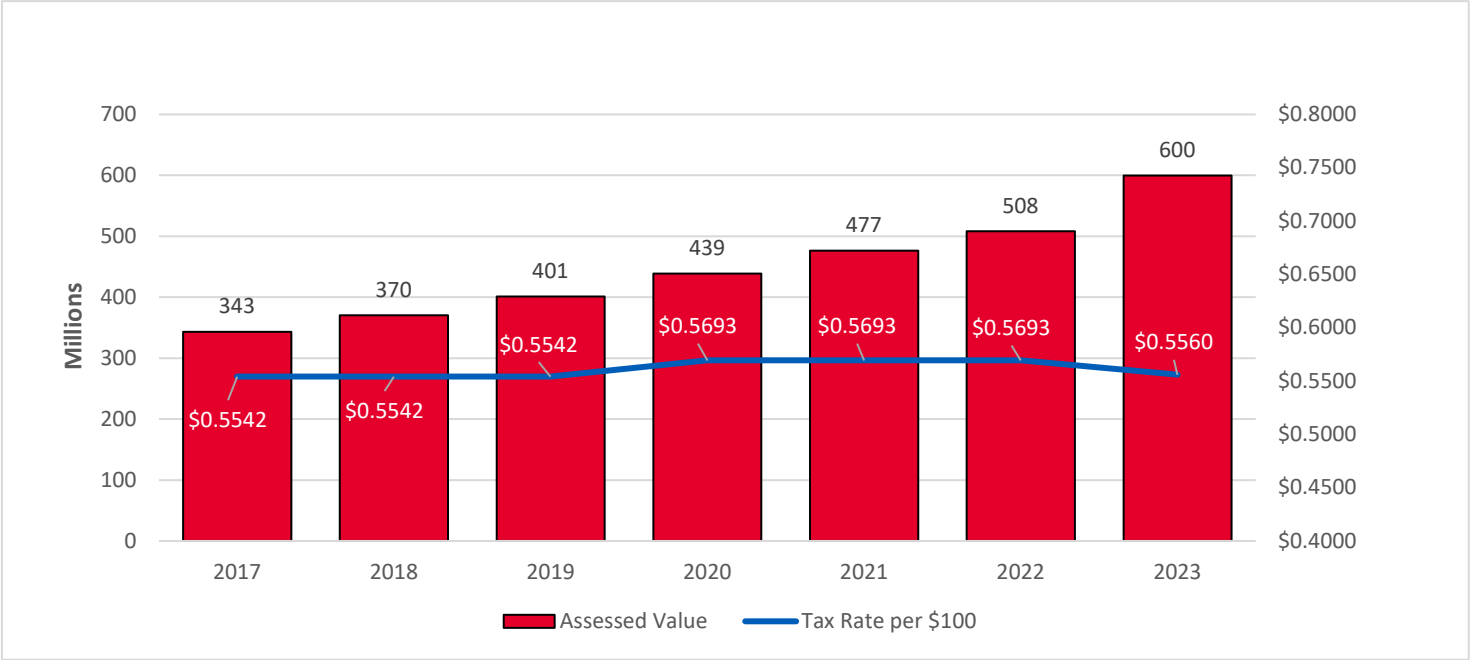
TAX RATE

- FY 23 Proposed Tax Rate - \$0.5560
 - Maintenance & Operation Rate - \$0.4968
 - Interest & Sinking Rate - \$0.0592
 - Average Home Value - \$168,468
- No-New-Revenue Tax Rate - \$0.4958
- Voter-Approval Tax Rate - \$0.5560
- Current Tax Rate - \$0.5693
 - Maintenance & Operations Rate - \$0.5009
 - Interest & Sinking Rate - \$0.0684
 - Average Home Value - \$145,169
- No-New-Revenue Tax Rate - \$0.5510
- Voter-Approval Tax Rate - \$0.5948



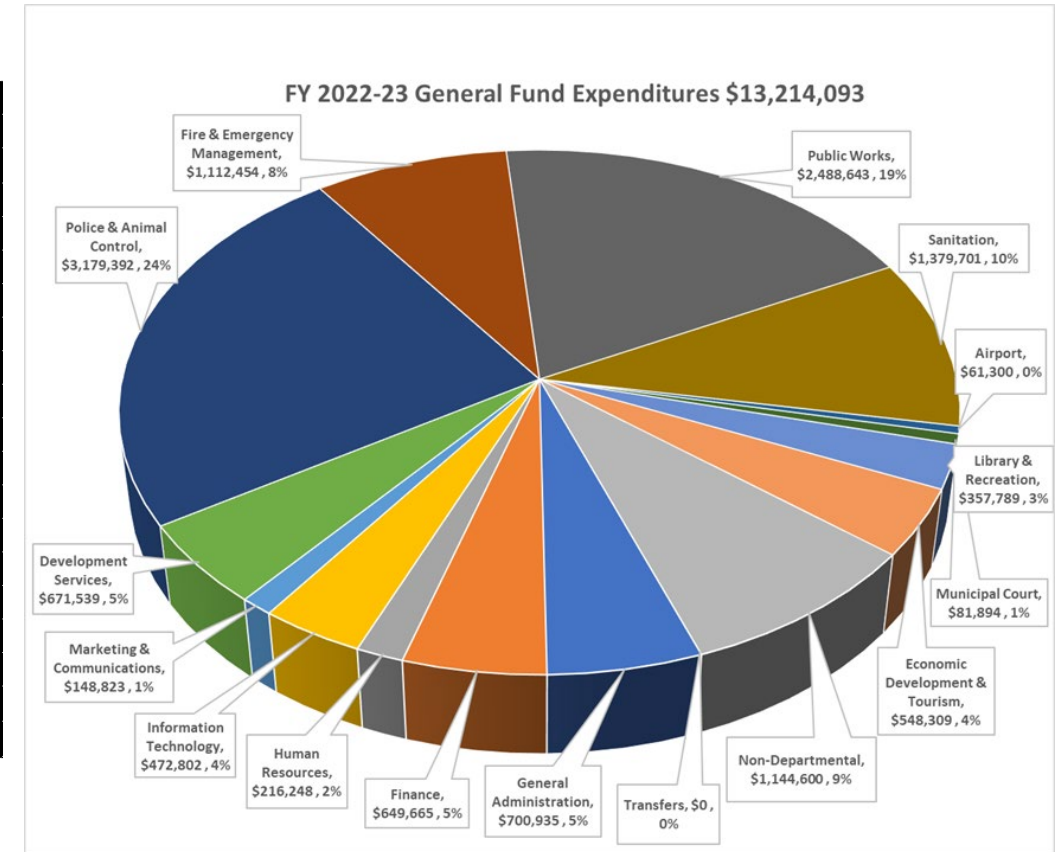
Fiscal Year	Assessed Valuation	Percent of Increase	Average Home Value	M&O Rate per \$100	I&S Rate per \$100	Tax Rate per \$100	Average Property Tax
2016-17	343,452,280	8.65%	101,463	0.4397	0.1145	0.5542	562.31
2017-18	370,418,118	7.85%	107,917	0.4474	0.1068	0.5542	598.08
2018-19	401,165,388	8.30%	115,750	0.4613	0.0929	0.5542	641.49
2019-20	438,905,139	9.41%	125,358	0.4848	0.0845	0.5693	713.66
2020-21	476,551,736	8.58%	136,492	0.4912	0.0781	0.5693	777.05
2021-22	508,297,370	6.66%	145,169	0.5009	0.0684	0.5693	826.45
2022-23	599,550,579	17.95%	168,468	0.4968	0.0592	0.5560	936.68

PROPERTY VALUES AND TAX RATES



GENERAL FUND EXPENDITURES

General Fund Expenditures	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23	Change - End of Year Estimate to Proposed	
					Amount	Percent
General Administration	\$664,171	\$1,069,614	\$811,519	\$700,935	(\$110,585)	-13.6%
Finance	\$544,632	\$886,950	\$618,831	\$649,665	\$30,834	5.0%
Human Resources	\$150,035	\$217,140	\$209,334	\$216,248	\$6,914	3.3%
Information Technology	\$466,871	\$411,748	\$474,042	\$472,802	(\$1,240)	-0.3%
Marketing & Communications	\$47,069	\$60,257	\$74,576	\$148,823	\$74,248	99.6%
Development Services	\$331,533	\$417,313	\$417,972	\$671,539	\$253,567	60.7%
Police & Animal Control	\$2,171,669	\$2,553,765	\$2,511,448	\$3,179,392	\$667,944	26.6%
Fire & Emergency Management	\$732,817	\$987,632	\$1,872,680	\$1,112,454	(\$760,226)	-40.6%
Public Works	\$1,954,215	\$3,481,971	\$3,226,723	\$2,488,643	(\$738,080)	-22.9%
Sanitation	\$1,096,158	\$1,184,277	\$1,397,538	\$1,379,701	(\$17,837)	-1.3%
Airport	\$234,639	\$240,156	\$182,400	\$61,300	(\$121,100)	-66.4%
Municipal Court	\$79,581	\$88,828	\$81,803	\$81,894	\$90	0.1%
Library & Recreation	\$194,568	\$235,986	\$409,550	\$357,789	(\$51,762)	-12.6%
Economic Development & Tourism	\$233,574	\$507,538	\$470,123	\$548,309	\$78,186	16.6%
Non-Departmental	\$17,776	\$0	\$0	\$1,144,600	\$1,144,600	N/A
Transfers	\$382,504	\$432,090	\$0	\$0	\$0	N/A
Total Expenditures	\$9,301,814	\$12,775,265	\$12,758,539	\$13,214,093	\$455,554	3.6%



GENERAL FUND SUMMARY & FUND BALANCE

General Fund Summary & Fund Balance	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23
Beginning Fund Balance	\$4,007,774	\$4,709,134	\$4,709,134	\$4,928,148
Total Revenues	9,905,342	12,775,263	12,977,554	12,276,723
Total Expenditures	9,301,814	12,775,265	12,758,539	13,214,093
Surplus (Deficit)	603,528	(2)	219,015	(937,370)
Audit Adjustments	97,832	2	0	0
Unassigned Ending Fund Balance	\$4,709,134	\$4,709,132	\$4,928,148	\$3,990,778
90-Day Expenditure Requirement	\$2,325,454	\$3,193,816	\$3,189,635	\$3,303,523
Percentage of Fund Balance	51%	37%	39%	30%

GENERAL FUND – MAJOR BUDGET ITEMS

- Personnel - \$6,988,369
 - Existing salaries & benefits - \$5,441,147
 - Market adjustments (including benefits) - \$1,144,600
 - Addition of 3 Patrol Officers, Dispatcher & Firefighter - \$302,622
- Non-payroll Supplementals (new) - \$1,621,288
- Republic Services garbage contract - \$1,170,499
- Annual street maintenance program - \$547,037
- Capital lease/purchase payments - \$512,744
- Annual mowing contract – \$250,000
- Motor vehicle gasoline - \$144,500
- Electricity - \$114,200

Major Budget Items equate to **\$11,348,637**, which is **85.9%** of the total General Fund (\$13,214,093) expenditures

WATER FUND REVENUES

Water Fund Revenues	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23	Change - End of Year Estimate to Proposed	
					Amount	Percent
Water Sales	\$ 2,065,672	\$2,000,000	\$ 2,164,272	\$ 2,059,963	\$ (104,309)	-4.8%
Utility Improvement Fee	301,190	410,000	479,502	506,652	27,150	5.7%
Penalties & Service Charges	88,202	83,000	94,000	95,000	1,000	1.1%
Meter & Water Taps	39,976	27,000	31,536	33,500	1,964	6.2%
Capital Contribution	10,158	0	0	0	0	N/A
Grant Funds	0	0	0	1,983,750	1,983,750	N/A
Bond Proceeds	0	0	0	4,746,250	4,746,250	N/A
Miscellaneous Income	4,306	2,000	106,000	6,000	(100,000)	-94.3%
Interest Income	12,571	11,000	9,900	10,000	100	1.01%
Total Revenues	\$2,522,075	\$2,533,000	\$2,885,210	\$9,441,115	\$6,555,905	227.2%

WATER FUND EXPENSES

Water Fund Expenses	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23	Change - End of Year Estimate to Proposed	
					Amount	Percent
Non-Departmental	\$0	\$0	\$0	\$142,451	\$142,451	N/A
Water Production	378,263	501,475	336,827	2,409,870	2,073,042	615.5%
Water Distribution	838,482	1,146,786	1,554,765	6,488,397	4,933,632	317.3%
Utility Improvement	290,000	410,000	400,000	400,000	0	0.0%
Transfers	292,297	474,738	417,376	418,101	725	0.2%
Subtotal Expenses	\$1,799,042	\$2,532,999	\$2,708,968	\$9,858,818	\$7,149,850	263.93%
Plus:						
Depreciation	\$308,397	\$0	\$200,000	\$200,000	\$200,000	N/A
Total Expenses	\$2,107,439	\$2,532,999	\$2,908,968	\$10,058,818	\$7,349,850	263.9%

WATER FUND – MAJOR BUDGET ITEMS

- Personnel - \$504,369
 - Existing salaries & benefits - \$361,918
 - Market adjustments (including benefits) - \$142,451
- Capital Items – \$6,760,000
 - Water Tower (\$4 million), Water Well (\$2 million), 24 fire hydrant replacement (\$480k), & Install utilities on north end of Airport (\$280k)
- Debt service payment - \$818,101
- Reimbursement to GF for Costs - \$603,153
- East side Water Plant engineering - \$350,000
- PILOT - \$244,000
- Electricity - \$115,000
- Fire hydrant maintenance program - \$100,000
- Capital lease/purchase payments - \$31,490
- Motor vehicle gasoline - \$25,000

Major Budget Items equate to **\$9,551,113**, which is **94.9%** of the total Water Fund (\$10,058,818) expenses

WATER FUND SUMMARY & FUND BALANCE

Water Fund Cash & Investments Balance	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23
Beginning Cash & Investments	\$ 3,024,821	\$3,513,669	\$3,513,669	\$3,689,911
Total Revenues	2,522,075	2,533,000	2,885,210	9,441,115
Total Expenses	2,107,439	2,532,999	2,908,968	10,058,818
Net Income (Loss)	\$414,636	\$1	(\$23,758)	(\$617,703)
Non-Cash Adjustments	74,212	0	200,000	200,000
Ending Cash & Investments	\$3,513,669	\$3,513,670	\$3,689,911	\$3,272,208
90 Days Cash Expenses	\$508,307	\$633,250	\$677,242	\$782,205
Excess	\$3,005,363	\$2,880,421	\$3,012,669	\$2,490,003
Number Days Excess	532	409	400	286

NATURAL GAS FUND REVENUES

Natural Gas Fund Revenues	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23	Change - End of Year Estimate to Proposed	
					Amount	Percent
Gas Metered Sales	\$ 2,509,724	\$2,400,000	\$ 3,531,740	\$ 4,473,062	\$ 941,322	26.7%
Penalties & Service Charges	11,506	23,000	17,800	17,800	0	0.0%
Meters, Regulators & Meter Taps	40,472	35,000	42,500	37,500	(5,000)	-11.8%
Bond Proceeds	0	0	0	1,615,000	1,615,000	N/A
Miscellaneous Income	5,588	0	100,000	0	(100,000)	-100.0%
Interest Income	11,031	14,000	6,000	6,000	0	0.0%
Transfers	0	0	0	0	0	N/A
Total Revenues	\$2,578,322	\$2,472,000	\$3,698,040	\$6,149,362	\$2,451,322	66.3%

NATURAL GAS FUND EXPENSES

Natural Gas Fund Expenses	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23	Change - End of Year Estimate to Proposed	
					Amount	Percent
Non-Departmental	\$0	\$0	\$0	\$79,772	\$79,772	N/A
Gas Distribution	2,582,790	2,701,854	5,703,916	6,533,610	829,694	14.5%
Transfers	0	70,146	0	0	0	N/A
Subtotal Expenses	\$2,582,790	\$2,772,000	\$5,703,916	\$6,613,382	\$909,466	15.9%
Plus:						
Depreciation	111,610	0	66,000	66,000	66,000	N/A
Total Expenses	\$2,694,400	\$2,772,000	\$5,769,916	\$6,679,382	\$975,466	15.9%

NATURAL GAS FUND – MAJOR BUDGET ITEMS

- Personnel - \$302,863
 - Existing salaries & benefits - \$180,111
 - Market adjustments (including benefits) - \$79,772
 - Addition of Gas Technician - \$42,980
- Gas purchases - \$3,411,360
- Hollister gas regulator & looped system - \$1,615,000
- Reimbursement to GF for Costs - \$603,153
- PILOT - \$408,093
- 1/3 cost of Impact Fee Study - \$50,000
- Motor vehicle gasoline - \$15,000
- Capital lease/purchase payments - \$12,313

Major Budget Items equate to \$6,417,782, which is **96.1%** of the total Natural Gas Fund (\$6,679,382) expenses

NATURAL GAS FUND SUMMARY & FUND BALANCE

Natural Gas Fund Cash & Investments Balance	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23
Beginning Cash & Investments	\$ 3,944,723	\$3,846,189	\$3,846,189	\$1,840,313
Total Revenues	2,578,322	2,472,000	3,698,040	6,149,362
Total Expenses	2,694,400	2,772,000	5,769,916	6,679,382
Net Income (Loss)	(\$116,078)	(\$300,000)	(\$2,071,876)	(\$530,020)
Non-Cash Adjustments	17,544	0	66,000	66,000
Ending Cash & Investments	\$3,846,189	\$3,546,189	\$1,840,313	\$1,376,293
90 Days Cash Expenses	\$669,214	\$693,000	\$1,425,979	\$1,249,595
Excess	\$3,176,975	\$2,853,189	\$414,334	\$126,698
Number Days Excess	427	371	26	9

WASTEWATER FUND REVENUES

Wastewater Fund Revenues	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23	Change - End of Year Estimate to Proposed	
					Amount	Percent
Wastewater Sales	\$ 1,522,325	\$1,602,000	\$ 1,734,436	\$ 1,768,002	\$ 33,566	1.9%
Penalties & Service Charges	17,818	20,000	25,000	25,000	0	0.0%
Bond Proceeds	0	0	0	395,000	395,000	N/A
Miscellaneous Income	0	0	459,506	0	(459,506)	-100.0%
Interest Income	9,935	10,500	5,000	7,000	2,000	40.0%
Transfers	0	515,000	0	0	0	N/A
Total Revenues	\$1,550,079	\$2,147,500	\$2,223,942	\$2,195,002	(\$28,940)	-1.3%

WASTEWATER FUND EXPENSES

Wastewater Fund Expenses	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23	Change - End of Year Estimate to Proposed	
					Amount	Percent
Non-Departmental	\$0	\$88,625	\$0	\$102,564	\$102,564	N/A
Wastewater Treatment Plant	414,194	1,000,575	1,057,633	926,960	(130,673)	-12.4%
Sewer Collection	500,613	514,650	1,618,750	1,067,070	(551,680)	-34.1%
Transfers	274,877	543,650	292,959	293,684	725	0.2%
Subtotal Expenses	\$1,189,683	\$2,147,500	\$2,969,342	\$2,390,278	(\$579,064)	-19.5%
Plus:						
Depreciation	221,242	0	320,000	320,000	320,000	N/A
Total Expenses	\$1,410,925	\$2,147,500	\$3,289,342	\$2,710,278	(\$259,064)	-19.5%

WASTEWATER FUND – MAJOR BUDGET ITEMS

- Personnel - \$375,372
 - Existing salaries & benefits - \$272,808
 - Market adjustments (including benefits) - \$102,564
- Reimbursement to GF for Costs - \$603,153
- Phase II of WWTP CIP – \$395,000
- Depreciation - \$320,000
- Debt service payment - \$293,684
- PILOT - \$162,000
- Maintenance of WWTP - \$105,000
- Capital lease/purchase payments - \$100,543
- Electricity - \$94,000
- 1/3 cost of Impact Fee Study - \$50,000
- Motor vehicle gasoline - \$18,500

Major Budget Items equate to \$2,517,252, which is **92.9%** of the total Wastewater Fund (\$2,710,278) expenses

WASTEWATER GAS FUND SUMMARY & FUND BALANCE

Cash & Investments Balance	Actual FY 2020-21	Budget FY 2021-22	EOY Estimate FY 2021-22	Proposed FY 2022-23
Beginning Cash & Investments	\$ 1,264,024	\$1,512,846	\$1,512,846	\$767,446
Total Revenues	1,550,079	2,147,500	2,223,942	2,195,002
Total Expenses	1,410,925	2,147,500	3,289,342	2,710,278
Net Income (Loss)	\$139,154	\$0	(\$1,065,400)	(\$515,276)
Non-Cash Adjustments	109,668	0	320,000	320,000
Ending Cash & Investments	\$1,512,846	\$1,512,846	\$767,446	\$572,170
90 Days Cash Expenses	\$325,314	\$536,875	\$742,335	\$498,819
Excess	\$1,187,532	\$975,971	\$25,111	\$73,351
Number Days Excess	329	164	3	13

OTHER FUNDS SUMMARY

Other Operating Funds	Fund Balance 10/1/2022	FY 2022-23 Revenues	FY 2022-23 Expenditures	Adjustments	Fund Balance 9/30/2023
Cemetery Permanent	\$348,445	\$1,500	\$0	\$0	\$349,945
Cemetery Operating	588,412	57,225	3,300	0	642,337
Board of Fireman Service	26,581	100	300	0	26,381
Grant	(136,775)	423,500	422,000	0	(135,275)
Economic Development	317,408	206,833	307,915	0	216,326
Capital Projects	(6,385)	765,000	750,000	0	8,615
Hotel / Motel	692,408	142,500	335,293	0	499,615
Debt Service	883,833	1,468,219	1,737,522	0	614,530
Foundation of Community Projects	56,184	7,000	2,000	0	61,184

**ECONOMIC
DEVELOPMENT
CORPORATION**

NAVASOTA!

6

TEXAS

INTERSTATE
45

INTERSTATE
10

INTERSTATE
35

STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 20-21	Budget FY 21-22	End-of-Year Estimate FY 21-22	Proposed FY 22-23
REVENUES				
Sales Tax	\$ 179,616	\$ 155,500	\$ 193,763	\$ 203,258
Interest Income	483	-	600	1,000
Miscellaneous Income	52,750	10,000	2,500	2,575
Transfers In	42,593	526,000	-	-
Total Revenues	\$ 275,441	\$ 691,500	\$ 196,863	\$ 206,833
EXPENSES				
Materials & Supplies	\$ 1,800	\$ 120,000	\$ 39,085	\$ 110,000
Professional Fees	14,500	15,000	17,500	17,650
Bond & Loan Debt	143,214	143,000	144,478	145,423
Miscellaneous	1,585	13,500	19,536	34,842
Capital Outlay	-	400,000	-	-
Total Expenses	\$ 161,099	\$ 691,500	\$ 220,599	\$ 307,915
NET INCOME	\$ 114,342	\$ -	\$ (23,736)	\$ (101,082)
BEGINNING FUND BALANCE	\$ 226,802	\$ 341,144	\$ 341,144	\$ 317,408
ADJUSTMENTS				
ENDING FUND BALANCE	\$ 341,144	\$ 341,144	\$ 317,408	\$ 216,326

NO STAFFING IN THIS FUND

FY23 – MAJOR BUDGET ITEMS

- Series 2018 Tax Notes debt payment for parking lot - \$145,423
- Special projects that come up during the year - \$100,000
- Retail Coach - \$12,500
- GIS Planning – Zoom Prospector (split with Chamber) - \$5,150
- TEDC & Retail Live conferences - \$2,279
- Billboard advertising - \$16,403
- Advertising for Development Outlook Conference - \$2,800
- Refreshment sponsor for B/CS Chamber Economic Update - \$1,000



SUPPLEMENTAL REQUEST

- Supplemental Request:

- ICSC trade shows - \$11,111

- Supplemental Funded:

- Request funded



OTHER FUNDS

HOTEL/MOTEL FUND

STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 20-21	Budget FY 21-22	End-of-Year Estimate FY 21-22	Proposed FY 22-23
REVENUES				
Hotel Occupancy Tax	\$ 118,339	\$ 140,000	\$ 141,000	\$ 141,000
Interest Income	1,325	1,000	1,500	1,500
Total Revenues	\$ 119,664	\$ 141,000	\$ 142,500	\$ 142,500
EXPENSES				
Miscellaneous	\$ 119,554	\$ 141,000	\$ 28,800	\$ 335,293
Total Expenditures	\$ 119,554	\$ 141,000	\$ 28,800	\$ 335,293
NET INCOME	\$ 110	\$ -	\$ 113,700	\$ (192,793)
BEGINNING FUND BALANCE	\$ 578,598	\$ 578,708	\$ 578,708	\$ 692,408
ADJUSTMENTS				
ENDING FUND BALANCE	\$ 578,708	\$ 578,708	\$ 692,408	\$ 499,615

NO STAFFING IN THIS FUND

FY23 – MAJOR BUDGET ITEMS

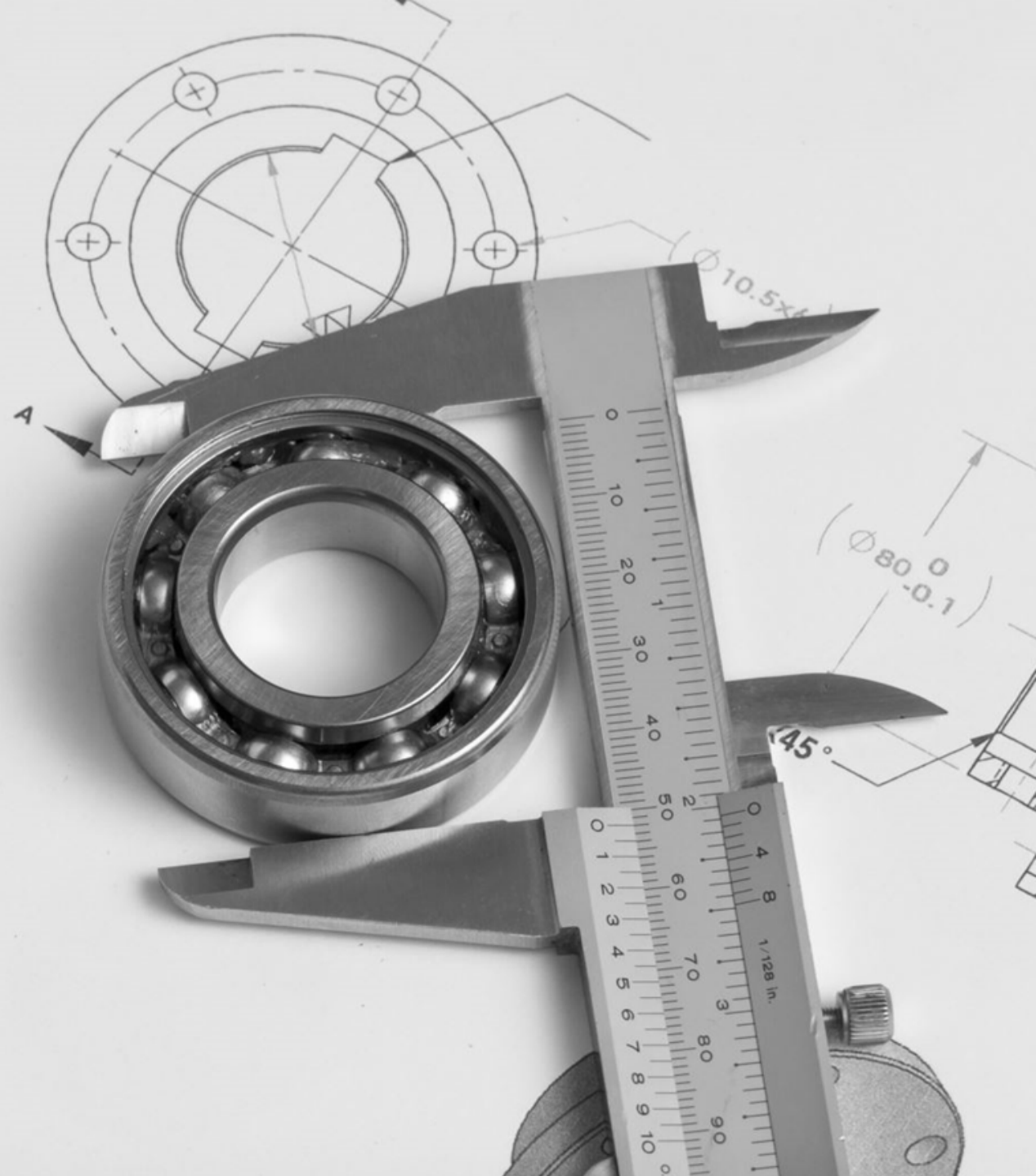
- 15% for Arts (\$21,150)
 - Navasota Artist in Residence Program - \$5,746
 - Navasota Theater Alliance - \$6,295
 - Texas Birthday Bash - \$9,109
- 1/7 of HOT Funds for Advertising (\$20,143)
 - Navasota Theater Alliance - \$4,850
 - Washington on the Brazos - \$6,555
 - Navasota Chamber – Red, Wheats & Blues \$5,600
 - Texas Birthday Bash - \$3,138
- Historic Preservation – Horlock House
 - New roof - \$20,000
 - Exterior painting - \$15,000
 - Exterior façade work along side of house - \$9,000



SUPPLEMENTAL REQUEST

- Supplemental Request:
 - Wayfinding & downtown signage - \$250,000
- Supplemental Funded:
 - Request funded

CIP PROJECTS



FY23 CIP PROJECTS

■ Water Fund

- 500K gallon Water Tower, 250K gallon Ground Storage Tank, and Water Plant - \$4 million
- Water Well - \$2 million
- Replacement of 24 Fire Hydrants - \$480K
- Extend utility service to north end of Airport - \$250K

■ Natural Gas Fund

- Hollister natural gas regulator station - \$315K
- High-pressure looped gas system for Pecan Lakes subdivision - \$1.3 million

■ Wastewater Fund

- Wastewater Treatment Plant Phase II - \$395K

■ Hotel/Motel Fund

- Wayfinding & downtown signage - \$250K

■ Capital Projects Fund

- Design/Engineering for Fire Station - \$500k
- Design/Engineering for other City facilities - \$250K

QUESTIONS??

Jason Weeks, City Manager
jweeks@navasotatx.gov

Lance Hall, Finance Director
lhall@navasotatx.gov





REQUEST FOR CITY COUNCIL AGENDA ITEM #7

<p>Agenda Date Requested: <u>August 22, 2022</u></p> <p>Requested By: <u>Susie Homeyer, City Secretary</u></p> <p>Department: <u>Administration</u></p> <p><input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance</p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center; padding: 2px;">Appropriation</th></tr></thead><tbody><tr><td style="padding: 2px;">Source of Funds:</td><td style="padding: 2px;"><u>General, Water, Sewer</u></td></tr><tr><td style="padding: 2px;">Account Number:</td><td style="padding: 2px;"><u>Various Revenue Accts</u></td></tr><tr><td style="padding: 2px;">Amount Budgeted:</td><td style="padding: 2px;"><u>\$0</u></td></tr><tr><td style="padding: 2px;">Amount Requested:</td><td style="padding: 2px;"><u>Up to \$200/month</u></td></tr><tr><td style="padding: 2px;">Budgeted Item:</td><td style="padding: 2px;"><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>General, Water, Sewer</u>	Account Number:	<u>Various Revenue Accts</u>	Amount Budgeted:	<u>\$0</u>	Amount Requested:	<u>Up to \$200/month</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appropriation													
Source of Funds:	<u>General, Water, Sewer</u>												
Account Number:	<u>Various Revenue Accts</u>												
Amount Budgeted:	<u>\$0</u>												
Amount Requested:	<u>Up to \$200/month</u>												
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

Exhibits: Request Letter & FY22 Utility Billing

AGENDA ITEM #7

Consideration and possible action on a request from Christian Community Service for assistance with the utility payments for fiscal year 2022-2023.

SUMMARY & RECOMMENDATION

The Christian Community Services located at 814 N. LaSalle, provides assistance to needy families in Navasota, by maintaining a food pantry and some clothing assistance. The demand for their services is on the rise, as are costs. Currently, their organization provides assistance to 160 needy individuals and families in Navasota. Additionally, the Food Pantry is open to all Grimes County residents. This translates to the Food Pantry servicing approximately 437 residents monthly. The Food Pantry purchased 71968 pounds over the last year, which provided 59,973 meals to the needy.

The City Council approved applying a credit towards their monthly utility bill last year up to \$200.00 per month. This agreement expires on September 30, 2022. On August 16, 2022, the city received a request from Christian Community Services to continue this agreement, in order for them to continue to provide their services to the needy citizens of Navasota.

Staff recommends City Council authorizing staff to provide a utility credit to their account beginning October 1, 2022, until September 30, 2023.

ACTION REQUIRED BY CITY COUNCIL

Approve allowing City staff to credit the utility account for Christian Community Services located at 814 N. LaSalle, Navasota, Texas in the amount of up to \$200.00 per month beginning October 1, 2022, and ending September 30, 2023.

Approved for the City Council meeting agenda



Jason B. Weeks, City Manager

8/18/2022

Date

August 16, 2022

Christian Community Services Inc.

City Council Members :

Christian Community Services Inc. is asking for continued help with the City Water bill .

Christian Community Services is currently serving 160 families/individuals in Navasota . This doesn't include families outside of Navasota. The food pantry is open to all Grimes County residents. This translates to about 437 Navasota residence served each month .

The food pantries total of purchased pounds of food for 2021 to 2022 is, 71,968.

This is 59,973 meals for the food from

we help those who are less fortunate !

Sincerely ,

Patricia Gaston



814 N. LaSalle
P.O. Box 185
Navasota, TX 77868
(936) -825-7454



All Food Items Distribution Summary By Product

Row Labels	Weight	Current wholesale value per pound of food is \$1.74
Christian Community Services	71967.97	Current wholesale value of 71,968 pounds of all items is \$125,224.32
03-Beverages	264	
04-Bread/Bakery	1291	
05-Cereal	2800.5	
06-Meals/Entrees/Soups	9036	71,968 POUNDS of food provides 59,973 meals
07-Dairy Products	8091.4	
08-Desserts	2800	
10-Fruits Canned/Frozen	5604	
11-Grains	1543	
14-Juice	3074	
15-Meat/Fish/Poultry	7937.75	
16-Mixed/Assorted	2609	
21-Pasta	1694	
23-Eggs	1104	
23-Non-Meat Protein	9185	
24-Rice	2232	
25-Snack Foods/Cookies	842.818	
26-Condiments	875.5	
27-Vegetables Canned/Frozen	10984	
Grand Total	71967.97	

Nutritious Foods Distribution Summary By Product

Row Labels	Weight	
Christian Community Services	67449.65	
03-Beverages	264	
04-Bread/Bakery	1291	
05-Cereal	2800.5	67,450 POUNDS of nutritious food provides
06-Meals/Entrees/Soups	9036	56,208 nutritious meals
07-Dairy Products	8091.4	
10-Fruits Canned/Frozen	5604	
11-Grains	1543	
14-Juice	3074	
15-Meat/Fish/Poultry	7937.75	
16-Mixed/Assorted	2609	
21-Pasta	1694	
23-Eggs	1104	
23-Non-Meat Protein	9185	
24-Rice	2232	
27-Vegetables Canned/Frozen	10984	
Grand Total	67449.65	

Non Food Items Distribution Summary By Product

Row Labels	Weight
Christian Community Services	1521
01-Non-Foods	451
12-Health/Beauty Care	340
13-Cleaning Products	210
19-Paper Products-Household	520
Grand Total	1521

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
08/11/2022	015019	Payment	589534	3689		15.74	2.00CR
07/28/2022	014972	Adjustment		SEWER ADJ		31.73	13.74
07/28/2022	014972	Adjustment		GARBAGE ADJ		7.14	45.47
07/28/2022	014972	Adjustment		DR FEE		15.00	52.61
07/28/2022	014972	Adjustment		GARBAGE ADJ		106.33	67.61
07/28/2022	014972	Adjustment		WATER ADJUSTMENT		39.80	173.94
07/26/2022	014956	Bill		6/01- 7/01 08/15	215.08		213.74
07/11/2022	014911	Payment	586146	3681		11.84	1.34CR
07/06/2022	014894	Adjustment		SEWER ADJ		31.73	10.50
07/06/2022	014894	Adjustment		GARBAGE ADJ		7.14	42.23
07/06/2022	014894	Adjustment		DR FEE		15.00	49.37
07/06/2022	014894	Adjustment		GARBAGE ADJ		106.33	64.37
07/06/2022	014894	Adjustment		WATER ADJUSTMENT		39.14	170.70
06/28/2022	014863	Bill		5/01- 6/01 07/15	211.84		209.84
06/09/2022	014803	Payment	582998	3668		18.44	2.00CR
06/09/2022	000000	Memo	582998	Ex CUT-PMT 18.44CR			16.44
06/03/2022	014780	Adjustment		SEWER ADJ		31.73	16.44
06/03/2022	014780	Adjustment		GARBAGE ADJ		7.14	48.17
06/03/2022	014780	Adjustment		DR FEE		15.00	55.31
06/03/2022	014780	Adjustment		GARBAGE ADJ		106.33	70.31
06/03/2022	014780	Adjustment		WATER ADJUSTMENT		39.80	176.64
05/26/2022	014754	Bill		4/01- 5/01 06/15	216.16		216.44
05/11/2022	014703	Payment	580069	3663		10.22	0.28
04/29/2022	014643	Adjustment		SEWER ADJ		31.73	10.50
04/29/2022	014643	Adjustment		GARBAGE ADJ		7.14	42.23
04/29/2022	014643	Adjustment		DR FEE		15.00	49.37
04/29/2022	014643	Adjustment		GARBAGE ADJ		106.33	64.37
04/29/2022	014643	Adjustment		WATER ADJUSTMENT		37.52	170.70
04/26/2022	014620	Bill		3/01- 4/01 05/15	210.22		208.22
04/07/2022	014564	Payment	576386	3650		14.66	2.00CR
03/29/2022	014534	Adjustment		SEWER ADJ		26.43	12.66
03/29/2022	014534	Adjustment		GARBAGE ADJ		7.14	39.09
03/29/2022	014534	Adjustment		DR FEE		15.00	46.23
03/29/2022	014534	Adjustment		GARBAGE ADJ		106.33	61.23
03/29/2022	014534	Adjustment		WATER ADJUSTMENT		45.10	167.56
03/28/2022	014528	Bill		2/01- 3/01 04/15	213.02		212.66
03/09/2022	014462	Payment	573369	3642		12.50	0.36CR
03/03/2022	014446	Adjustment		SEWER ADJ		26.43	12.14
03/03/2022	014446	Adjustment		GARBAGE ADJ		7.14	38.57
03/03/2022	014446	Adjustment		DR FEE		15.00	45.71
03/03/2022	014446	Adjustment		GARBAGE ADJ		106.33	60.71
03/03/2022	014446	Adjustment		WATER ADJUSTMENT		43.46	167.04
02/28/2022	014429	Bill		1/01- 2/01 03/15	210.86		210.50
02/10/2022	014380	Payment	570722	3636		10.86	0.36CR
01/31/2022	014339	Adjustment		SEWER ADJ		26.43	10.50
01/31/2022	014339	Adjustment		GARBAGE ADJ		7.14	36.93
01/31/2022	014339	Adjustment		DR FEE		15.00	44.07
01/31/2022	014339	Adjustment		GARBAGE ADJ		106.33	59.07
01/31/2022	014339	Adjustment		WATER ADJUSTMENT		43.46	165.40
01/27/2022	014330	Bill		12/01- 1/01 02/15	210.86		208.86
01/10/2022	014267	Payment	567501	3632		7.54	2.00CR
01/03/2022	014250	Adjustment		SEWER ADJ		27.85	5.54
01/03/2022	014250	Adjustment		DR FEE		15.00	33.39
01/03/2022	014250	Adjustment		WATER ADJUSTMENT		43.68	48.39
01/03/2022	014250	Adjustment		GARBAGE ADJ		113.47	92.07
12/28/2021	014237	Bill		11/01-12/01 01/15	206.08		205.54
12/02/2021	014168	Adjustment		SEWER ADJ		26.43	0.54CR

Date	Packet	Type	Receipt #	Reference	Debits	Credits	Balance
12/02/2021	014168	Adjustment		GARBAGE ADJ		7.14	25.89
12/02/2021	014168	Adjustment		DR FEE		15.00	33.03
12/02/2021	014168	Adjustment		GARBAGE ADJ		106.33	48.03
12/02/2021	014168	Adjustment		WATER ADJUSTMENT		36.44	154.36
11/30/2021	014157	Bill		10/01-11/01 12/15	202.84		190.80
11/08/2021	014108	Payment	561523	3608 3597		34.30	12.04CR
11/08/2021	000000	Memo	561523	Ex CUT-PMT 34.30CR			22.26
10/29/2021	014084	Adjustment		SEWER ADJ		25.02	22.26
10/29/2021	014084	Adjustment		GARBAGE ADJ		7.14	47.28
10/29/2021	014084	Adjustment		GARBAGE ADJ		106.33	54.42
10/29/2021	014084	Adjustment		WATER ADJUSTMENT		46.51	160.75
10/29/2021	014083	Adjustment		SEWER ADJ		25.02	207.26
10/29/2021	014083	Adjustment		GARBAGE ADJ		7.14	232.28
10/29/2021	014083	Adjustment		GARBAGE ADJ		106.33	239.42
10/29/2021	014083	Adjustment		WATER ADJUSTMENT		46.51	345.75
10/29/2021	014082	Adjustment		SEWER ADJ	25.02		392.26
10/29/2021	014082	Adjustment		GARBAGE ADJ	7.14		367.24
10/29/2021	014082	Adjustment		DR FEE		15.00	360.10
10/29/2021	014082	Adjustment		GARBAGE ADJ	106.33		375.10
10/29/2021	014082	Adjustment		WATER ADJUSTMENT	46.51		268.77
10/26/2021	014064	Bill		9/01-10/01 11/15	213.79		222.26
10/15/2021	014039	Late Charge			0.43		8.47
10/11/2021	014021	Adjustment		SEWER ADJ		25.02	8.04
10/11/2021	014021	Adjustment		GARBAGE ADJ		7.14	33.06
10/11/2021	014021	Adjustment		DR FEE		15.00	40.20
10/11/2021	014021	Adjustment		GARBAGE ADJ		106.33	55.20
10/11/2021	014021	Adjustment		WATER ADJUSTMENT		46.51	161.53



REQUEST FOR CITY COUNCIL AGENDA ITEM #8

<p>Agenda Date Requested: <u>August 22, 2022</u></p> <p>Requested By: <u>Mike Mize, Interim Chief</u></p> <p>Department: <u>Police</u></p> <p><input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance</p> <p>Exhibits: <u>Ordinance</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center;">Appropriation</th></tr></thead><tbody><tr><td>Source of Funds:</td><td><u>N/A</u></td></tr><tr><td>Account Number:</td><td><u>N/A</u></td></tr><tr><td>Amount Budgeted:</td><td><u>N/A</u></td></tr><tr><td>Amount Requested:</td><td><u>N/A</u></td></tr><tr><td>Budgeted Item:</td><td><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>N/A</u>	Account Number:	<u>N/A</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appropriation													
Source of Funds:	<u>N/A</u>												
Account Number:	<u>N/A</u>												
Amount Budgeted:	<u>N/A</u>												
Amount Requested:	<u>N/A</u>												
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

AGENDA ITEM #8

Consideration and action to approve Ordinance No 1001-22, amending Chapter 2 of the Animal Control Ordinance.

SUMMARY & RECOMMENDATION

Earlier this year, Navasota Police Department began working with the City's legal counsel and Municipal Court Judge on revisions to Chapter 2 of the Animal Control Ordinance. Staff wanted to address aggressive and public nuisance dogs. On July 25, 2022, City Council held a workshop to discuss staff's recommended revisions to Chapter 2 of the Code of Ordinances related to Animal Control. Based on the results of the input and feedback received from Council and legal counsel, the attached Ordinance reflects those recommended revisions.

In the best interest of the community, the Navasota Police Department recommends City Council approve Ordinance No. 1001-22 to amend Chapter 2 of the Animal Control Ordinance, which will clarify when a dog is deemed dangerous or vicious and sets the terms for owning such an animal.

ACTION REQUIRED BY CITY COUNCIL

Approval of first reading of Ordinance No.1001-22, amending Chapter 2 of the Animal Control Ordinance.

Approved for the City Council meeting agenda

Jason Weeks

Jason B. Weeks, City Manager

8/18/2022

Date

ORDINANCE NO. 1001-22

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS AMENDING CHAPTER 2 ANIMAL CONTROL, ARTICLE 2.01 GENERAL PROVISIONS; AMENDING CHAPTER 2 ANIMAL CONTROL, ARTICLE 2.05 CONFINEMENT AND IMPOUNDMENT OF DOGS AND CATS; AMENDING CHAPTER 2 ANIMAL CONTROL, ARTICLE 2.06 DANGEROUS ANIMALS; AMENDING CHAPTER 2 ANIMAL CONTROL BY ADDING NEW ARTICLE 2.07 DANGEROUS, AGGRESSIVE, AND PUBLIC NUISANCE DOGS OF THE CODE OF ORDINANCES, CITY OF NAVASOTA, TEXAS; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; FINDING PROPER NOTICE OF MEETING.

WHEREAS, the City Council of the City of Navasota is authorized to adopt animal control regulations pursuant to Chapter 826 of the Texas Health and Safety Code, and is authorized to define and abate nuisances pursuant to Chapter 217 of the Texas Local Government Code; and

WHEREAS, in order to enhance, promote and protect the health, safety and general welfare of the citizens of Navasota, Texas the City Council must from time to time amend and/or adopt new regulations; and

WHEREAS, the City Council finds the following regulations to be reasonable and beneficial to the general health, safety and welfare of the citizens of Navasota; 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;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Navasota, Texas that:

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.

Chapter 2 Animal Control, Article 2.01 General Provisions, Section 2.01.001 Definitions of the Code of Ordinances, City of Navasota, Texas is hereby amended by adding or amending the following definitions to read as follows:

Aggressive Dog. Any dog that meets one or more of the following conditions:

(1) Bites, assaults, or otherwise attacks a person without provocation on the property of the owner and causes bodily injury to the person, provided that the person is on the property of the owner with the owner's consent or invitation;

(2) Has displayed aggressive tendencies that cause a person of normal sensibilities to fear the dog will attack that person or a domesticated animal without provocation while inside or outside an enclosure, and such enclosure, if any, is not sufficient to ensure the safety of persons or domesticated animals on adjoining property or the public at large;

(3) Has otherwise interfered with the freedom of movement of persons in a public right-of-way, regardless of whether the dog was on the property of its owner;

(4) A peace officer or animal control officer has reason to believe the dog has a dangerous disposition and is likely to be harmful to humans or other domestic animals; or

(5) Bites, assaults, or otherwise attacks a person or domestic animal without provocation not on the property of the owner whether or not the dog causes bodily injury to the person or domestic animal.

The term "aggressive dog" shall not apply to animals that are in the service of law enforcement agencies or guard dogs restrained as provided by this chapter, and further provided that such guard dogs have been registered with the animal control authority and police department and the owner possesses, if required, a license under the Texas Private Security Act and signs of warning on the property are prominently displayed.

Animal control authority. A person designated by the city manager to receive reports of animal bites, investigate bite reports, ensure quarantine of possibly rabid animals and otherwise carry out provisions of the state law pertaining to control and eradication of rabies and to enforce the provisions of this chapter....

Animal shelter. A facility designated or recognized by the city for the purpose of impoundment, quarantine, shelter and destruction of stray, diseased, injured, aggressive, dangerous, nuisance or vicious animals.

Bodily Injury. Physical pain, illness, or any impairment of physical condition that results from a bite or attack by a dog.

Dangerous Dog. Any dog that:

- (1) makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or
- (2) commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

Domestic animal. Any beast or bird in common use that has been bred or trained to need and accept the care of humans and to live in a tame condition, including, but not limited to, livestock, goat, swine, dog, cat, fowl, caged birds, amphibians, fish, reptiles other than poisonous or dangerous reptiles, small caged rodents and the common ferret, or other beast or bird. The term does not include exotic or wild animals.

Exotic animal. The same as a "wild animal."

Public nuisance dog. Any dog that meets one of the following conditions:

- (1) Substantially interferes with the right to enjoyment of life or property by persons other than the owner by acts including, but not limited to, frequent, long, or continued barking or howling, repeated defecation on property other than that of the owner, or damaging property other than that of the owner;
- (2) Is documented by the animal control authority, a police officer, a neighborhood protection official or a member of the public to be running at large three or more times in a 12-month period; or
- (3) Is one of a number of dogs or other animals maintained on the property owned or controlled by its owner so as to be dangerous to the public health, safety or welfare.

Secure Enclosure. A fenced area or structure that is:

- (1) At least six feet (6') in height;
- (2) Locked;
- (3) Capable of preventing the entry of the general public, including children;
- (4) Capable of preventing the escape or release of a dangerous and/or aggressive dog; and

(5) Clearly marked as containing a dangerous and/or aggressive dog by posting signage required to be obtained from the animal control authority; said signage must be posted on each gate of the enclosure with the bottom edge of the sign located at least 36 inches but no more than 48 inches above ground level.

Serious bodily injury. The same meaning as provided in § 822.001 of the Texas Health and Safety Code, as amended from time to time.

Unprovoked. Action by a dog or other animal that is not:

- (1) In response to being tormented, abused, or assaulted by any person;
- (2) In response to pain or injury;
- (3) In protection of itself or its food, kennel, or nursing offspring; or
- (4) In response to a person trespassing or committing a crime on the owner's property.

Vicious animal. An animal, not including a dog, that displays vicious conduct and has the ability to attack a person or domestic animal, and the vicious animal:

- (1) Makes an unprovoked attack on a person or domestic animal;
- (2) Threatens to attack or terrorizes a person on private property or a public place;
- (3) Has behaved in such a manner that the person who keeps said animal knows or should reasonably know that the animal is possessed of tendencies to attack or bite persons;
- (4) Causes bodily injury; or
- (5) Has, on one (1) previous occasion, without provocation, attacked or bitten any person or animal, or an individual animal which the animal control officer has reason to believe has a dangerous disposition or is likely to be harmful to humans or other animals.

The provisions of this subsection shall not apply to animals that are in the service of law enforcement agencies or guard dogs restrained as provided in this chapter

SECTION 3.

Chapter 2 Animal Control, Article 2.01 General Provisions, Section 2.01.002 Penalty of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

Sec. 2.01.002 Penalty

Any violation of this chapter will be a class C misdemeanor punishable by a fine of not less than five dollars (\$5.00) nor more than two thousand dollars (\$2000.00), as further described in Section 1.01.009 of this Code.

SECTION 4.

Chapter 2 Animal Control, Article 2.05 Confinement and Impoundment of Dogs and Cats, Section 2.05.002 Confinement of vicious animals and female animals in season, of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

Sec. 2.05.002 Confinement of vicious animals and female animals in season.
No vicious animal, nor a female cat or dog in season, shall be allowed upon any public place in the city, whether or not said vicious animal or female cat or dog in season is under control by means of a physical restraint; however, this section shall not apply to such female cat or dog in season when confined within a vehicle.

SECTION 5.

Chapter 2 Animal Control, Article 2.05 Confinement and Impoundment of Dogs and Cats, Section 2.05.003 Animal Shelter, of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

Sec. 2.05.003 Animal shelter

- (a) The city council shall select and establish facilities for impoundment, maintenance, shelter and destruction of stray, diseased, injured, rabid, aggressive, dangerous, nuisance or vicious animals.
- (b) The animal control authority shall ensure that any facility so selected or designated by the city council shall, at all times, comply with standards and regulations established by the city and applicable law.
- (c) The animal control authority shall require proof of rabies vaccination prior to the release of any dog or cat. In the absence of a current rabies vaccination, the shelter facility shall collect from the owner or adoptive claimant an amount equal to the cost of vaccination and issue a credit voucher therefor to such owner or adoptive claimant.

SECTION 6.

Chapter 2 Animal Control, Article 2.06 Dangerous Animals, Section 2.06.002 Dangerous Dogs, of the Code of Ordinances, City of Navasota, Texas is hereby deleted in its entirety.

SECTION 7.

Chapter 2 Animal Control, of the Code of Ordinances, City of Navasota, Texas is hereby amended to add Article 2.07 Dangerous, Aggressive, and Public Nuisance Dogs to read as follows:

ARTICLE 2.07. DANGEROUS, AGGRESSIVE, AND PUBLIC NUISANCE DOGS

Sec. 2.07.001. Definitions.

As used in this article 2.07, the following words and phrases shall have the meanings provided below, unless the content of their usage clearly indicates another meaning:

Owner has the same meaning as provided in § 822.041 of the Texas Health and Safety Code, as amended from time to time.

Sec. 2.07.002. Determination that dog is dangerous.

- (a) Upon receipt of a sworn, written complaint by any person, in a form approved by the animal control authority, that a dog may constitute a dangerous dog, the animal control authority may conduct an investigation. At the conclusion of the investigation, the animal control authority may:
 - (1) Determine that a dog is not dangerous; or
 - (2) Determine that a dog is dangerous and order the registrant or owner to comply with the requirements for ownership of a dangerous dog set forth in this article and Subchapter D, Chapter 822 of the Texas Health and Safety Code.
- (b) The animal control authority shall notify the registrant or owner, either in person, by posting a determination notice on the last known residence of the owner or by certified mail, return receipt requested, of his determination. If a dog is determined to be dangerous, the notice of determination shall inform the registrant or owner of the following:
 - (1) That the dog is dangerous;
 - (2) That the registrant or owner must comply with requirements for ownership of a dangerous dog as set forth in this article and Subchapter D, Chapter 822 of the Texas Health and Safety Code; and
 - (3) That the registrant or owner has a right to appeal a determination of dangerousness in accordance with section 2.07.006 of this Code.

Sec. 2.07.003. Dog causing death or serious bodily injury to a person.

- (a) The provisions of this section for the seizure of a dog and subsequent hearing shall comply with Subchapter A, Chapter 822 of the Texas Health and Safety Code.
- (b) Any person may make a sworn complaint to a municipal court that a dog has caused the death of or serious bodily injury to a person by attacking, biting, or mauling the person.

- (c) Upon receipt of the complaint in subsection (b) of this section and a showing of probable cause to believe that the dog caused the death of or serious bodily injury to the person as stated in the complaint, a municipal court shall order the animal control authority to seize the dog and shall issue a warrant authorizing the seizure.
- (d) The animal control authority shall seize the dog or order its seizure and shall provide for the impoundment of the dog in secure and humane conditions until the court orders the disposition of the dog.
- (e) The court shall set a time for a hearing to determine whether the dog caused the death of or serious bodily injury to a person by attacking, biting, or mauling the person. The hearing must be held not later than the 10th day after the date on which the warrant is issued. The court shall give written notice of the time and place of the hearing to:
 - (1) The owner of the dog or the person from whom the dog was seized; and
 - (2) The person who made the complaint.
- (f) Any interested party, including the city attorney, is entitled to present evidence at the hearing.
- (g) The court shall order the dog to be humanely destroyed if the court finds that the dog caused the death of or serious bodily injury to a person by attacking, biting, or mauling the person. The court shall also order that the owner or registrant pay all fees incurred for the impoundment of the dog.
- (h) If the court does not find that the dog caused the death of or serious bodily injury to a person by attacking, biting, or mauling the person, the court shall waive any impoundment fees incurred and shall order the dog released to:
 - (1) Its owner;
 - (2) The person from whom the dog was seized; or
 - (3) Any other person authorized to take possession of the dog.
- (i) The court may not order the dog destroyed if the court finds that the dog caused serious bodily injury to a person by attacking, biting, or mauling the person and:
 - (1) The dog was being used for the protection of a person or person's property and the attack, bite, or mauling occurred in an enclosure in which the dog was being kept, and:
 - a. The enclosure was constructed in such a manner and of such materials as to be reasonably certain to prevent the dog from leaving the enclosure on its own and notice of the presence of a dog was posted upon the enclosure; and
 - b. The injured person was at least eight years of age and was trespassing in the enclosure when the attack, bite, or mauling occurred;

- (2) The dog was not being used for the protection of a person or person's property, the attack, bite, or mauling occurred in an enclosure in which the dog was being kept, and the injured person was at least eight years of age and was trespassing in the enclosure when the attack, bite, or mauling occurred;
- (3) The attack, bite, or mauling occurred during an arrest or other action of a peace officer while the peace officer was using the dog for law enforcement purposes;
- (4) The dog was defending a person from assault or a person's property from damage or theft by the injured person; or
- (5) The injured person was younger than eight years of age, the attack, bite, or mauling occurred in an enclosure in which the dog was being kept, and the enclosure was constructed in such a manner and of such materials as to be reasonably certain to keep a person younger than eight years of age from entering.

Sec. 2.07.004. Requirements for owner of a dangerous dog.

- (a) Not later than the 30th calendar day after the date a registrant or owner learns that he is the owner of a dangerous dog that is not to be humanely euthanized, the registrant or owner shall:
 - (1) Comply at all times with the requirements set forth in Subchapter D, Chapter 822 of the Texas Health and Safety Code;
 - (2) Permit the animal control authority to implant a microchip in the dog, at the registrant's or owner's expense, which will identify it as a dangerous dog;
 - (3) Obtain a dangerous dog license from the animal control authority for the fee stated in the city fee schedule and affix a city-issued "dangerous dog" tag to the dog's collar that must be worn by the dog at all times. The license and the accompanying tag must be renewed annually;
 - (4) Muzzle and restrain the dangerous dog at all times on a leash that is no longer than six (6) feet in length, is of sufficient strength to control the dog, and is in the direct physical control of a person capable of controlling the dog at any time the dog is not in a secure enclosure;
 - (5) Confine the dog in a secure enclosure except as provided in item (4) of this subsection;
 - (6) Sterilize the dog; and
 - (7) Obtain liability insurance coverage in an amount of at least \$100,000.00 to cover damages resulting from an attack by the dangerous dog causing bodily injury to a person and provide proof of the required liability insurance coverage to the animal control authority. The proof of insurance must clearly indicate that the insurer is aware that the insured dog has been declared

dangerous either by the inclusion of a statement on the coverage policy itself or in an original letter on the insurer's letterhead signed by the insurance agent issuing the policy.

- (b) The owner of a dangerous dog who does not comply with any part of subsection (a) of this section shall deliver the dog to the animal control authority not later than the 30th calendar day after the owner learns that the dog is a dangerous dog.

Sec. 2.07.005. Failure to comply with requirements for ownership of a dangerous dog.

- (a) Any person may make application to a municipal court that the owner of a dangerous dog has failed to comply with the requirements for ownership of a dangerous dog as set forth in section 2.07.004 of this Code.
- (b) The court shall set a time for a hearing to determine whether the owner of the dog has complied with the requirements for ownership as set forth in section 2.07.004 of this Code. The hearing must be held within ten (10) calendar days after the date on which the dog was to be delivered to the animal control authority or within ten (10) calendar days after the date of the application, whichever is later. The court shall give written notice of the time and place of the hearing to:
 - (1) The owner of the dog or the person from whom the dog was seized; and
 - (2) The person who made the complaint.
- (c) Any interested party, including the city attorney, is entitled to present evidence at the hearing.
- (d) The court shall determine whether the owner of a dangerous dog has complied with the requirements for ownership of a dangerous dog as set forth in section 2.07.004 of this Code.
 - (1) If the court determines that the owner has met all ownership requirements, the court shall waive any impoundment fees incurred and order the dog released to the owner.
 - (2) If the court determines that the owner has not met all ownership requirements, the court shall order the owner to come into compliance with all ownership requirements within eleven (11) calendar days after the date the court issues the order and shall order the owner to pay all fees incurred for the impoundment of the dog. If all ownership requirements are met within eleven (11) calendar days after the date the court issues the order, the animal control authority shall release the dog to the owner upon payment of all fees incurred for the impoundment of the dog. Except as provided in item (4) of this subsection, if the owner has not met all ownership requirements within eleven (11) calendar days after the date the court issues the order, the court may order the animal control authority to humanely destroy the dog and the owner to pay all impoundment fees incurred and any fees for the destruction of the dog.

- (3) The court may order the humane destruction of a dog if the owner of the dog has not been located after the 15th calendar day after the date on which the dog was to be delivered to the animal control authority.
- (4) The court may not order the destruction of a dog during the pendency of an appeal under subsection (f) of this section.
- (e) The court shall determine the estimated costs to house and care for the impounded dog during the appeal process set forth in subsection (h) of this section and shall set the bond for an appeal in an amount adequate to cover those estimated costs.
- (f) The order of the municipal court issued under subsection (d) of this section may be appealed in accordance with section 822.0424 of the Texas Health and Safety Code to a county court or county court at law in the county in which the municipal court is located. The appellant is entitled to a jury trial on request. Not later than the 10th calendar day after the date the municipal court order is issued, the appellant must file a notice of appeal, and if applicable, an appeal bond in the amount determined by the court from which the appeal is taken.

Secs. 2.07.006. Appeal from a determination as a dangerous dog.

If the animal control authority determines a dog is a dangerous dog under section 2.07.002 of this Code, that decision is final unless the licensee or owner files a written appeal in accordance with section 822.0421 of the Texas Health and Safety Code with a justice, county, or municipal court of competent jurisdiction not later than the 15th calendar day after the date the licensee or owner received notice that the dog is dangerous.

Sec. 2.07.007. Dangerous dog owned or harbored by minor.

If the licensee or owner of a dangerous dog is a minor, the parent or guardian of the minor shall be liable for all injuries and property damage sustained by any person or domestic animal in an unprovoked attack by the dog.

Sec. 2.07.008. Violations; defenses.

- (a) A person commits an offense if he violates, or fails to perform an act required by, a provision of this article or Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended. A person commits a separate offense each day or part of a day during which a violation is committed, permitted, or continued.
- (b) An offense under this article is a Class C misdemeanor.
- (c) Any defense to prosecution under Subchapter D, Chapter 822 of the Texas Health and Safety Code, as amended, is a defense to prosecution under this article.
- (d) Any defense to an order to euthanize under § 822.003(f) of the Texas Health and Safety Code, as amended, is a defense under this article.

Sec. 2.07.009. Dangerous, aggressive, and public nuisance dog database; animal complaints investigated by the police department.

- (a) The animal control authority shall maintain a detailed database of all dogs deemed to be dangerous, aggressive, and public nuisances and shall make this information available to the police department. The database shall include, but not be limited to, information such as the registrant's, licensee's or owner's name, address, phone number, the dangerous dog case number, the assigned microchip identification number, and all identifying information regarding the dog.
- (b) Any reports involving complaints of animals investigated by the police department shall be provided to the animal control authority and shall include all relevant information gathered as a result of the response to the incident.

Sec. 2.07.010. Aggressive dog; determination hearing.

- (a) Upon receipt of a sworn, written complaint by any person, in a form approved by the animal control authority, that any dog may be an aggressive dog, the animal control authority shall conduct an investigation. If upon investigation, the animal control authority reasonably believes that grounds exist to declare the dog an aggressive dog, he shall issue a written order containing the grounds for his determination to the registrant or owner of the dog by personal delivery, or by certified mail, return receipt requested. The order shall include all requirements for a registrant or owner of a dog determined to be aggressive as set forth in section 2.07.011 of this Code and the process for appeal of the determination.

Sec. 2.07.011. Requirements for an aggressive dog; violation.

- (a) Not later than the 30th calendar day after the date a registrant or owner learns that he is the owner of an aggressive dog, the registrant or owner shall:
 - (1) Permit the animal control authority, at the registrant's or owner's expense, to implant in the dog a microchip that will identify it as an aggressive dog;
 - (2) Obtain an aggressive dog license from the animal control authority for the fee stated in the city fee schedule and affix a city-issued "aggressive dog" tag to the dog's collar that must be worn by the dog at all times. The license and the accompanying tag must be renewed annually;
 - (3) Restrain the aggressive dog at all times on a leash of sufficient strength to control the dog, no longer than six (6) feet in length and in the immediate control of a person capable of controlling the dog at any time the dog is not in a fenced area or structure that meets the requirements set forth in the following item;
 - (4) Except as provided in the preceding item, confine the dog in a secure enclosure ; and
 - (5) Sterilize the dog.

- (b) A person commits an offense if he violates or fails to perform an act required by this section. A person commits a separate offense each day or part of a day during which a violation is committed, permitted, or continued.

Sec. 2.07.012. Appeal from a determination as an aggressive dog.

If the animal control authority determines a dog is an aggressive dog under section 2.07.010 of this Code, that decision is final unless the registrant or owner files a written appeal with the office of the animal control authority not later than five (5) calendar days after the date the registrant or owner receives an order from the animal control authority stating that the dog is an aggressive dog. The municipal court judge shall conduct the hearing within ten (10) calendar days of the animal control authority's receipt of the notice of appeal. The hearing shall be conducted informally, and the municipal court judge may consider city investigative reports, medical records, and affidavits, as well as any testimony or documentary evidence offered by the registrant or owner. At the conclusion of the hearing, the municipal court judge shall enter a written order with factual findings as to whether the dog is an aggressive dog. The written order of the shall be sent by personal delivery or certified mail, return receipt requested, to the registrant or owner as soon after the conclusion of the hearing as practicable, but in no event more than five (5) business days thereafter. The decision of the municipal court judge shall be final.

Sec. 2.07.013. Public nuisance dog.

- (a) Upon receipt of a sworn, written complaint by any person, in a form approved by the animal control authority, that any dog may constitute a public nuisance, the animal control authority shall conduct an investigation. If upon investigation, the animal control authority reasonably believes that grounds exist to declare the dog a public nuisance dog, he shall issue a written order containing the grounds for his determination to the registrant or owner of the dog by personal delivery, or by certified mail, return receipt requested. The order shall include all requirements for a registrant or owner of a dog determined to be a public nuisance as set forth in section 2.07.014 of this Code and the process for the appeal of the determination.
- (b) For purposes of this section, if a dog is documented to be at-large three (3) or more times in a 12-month period by a member of the public, such documentation must consist of photographic evidence with a date and time stamp and in which the dog can be clearly identified.
- (c) In order to open a public nuisance dog case, an original, signed notarized affidavit is required from the person making the complaint. Emailed, or other electronic statements are not accepted for this procedure. The affidavit must contain a description of the events, with the dates and beginning to end times of the incidents that caused the person making the complaint to believe the dog in question to be a public nuisance dog as defined in section 2.01.001 of this Code. Because barking and other noise related issues may be subjective, a barking dog packet with affidavits from two or more individuals from different households must

be submitted. All required documents must be submitted to the animal control authority at the Navasota Police Department located at 200 East McAlpine, Navasota, TX 77868

Sec. 2.07.014. Requirements for a public nuisance dog; violation.

- (a) Not later than the 30th calendar day after the date a registrant or owner learns that he is the owner of a public nuisance dog, the registrant or owner shall take all measures necessary to abate the nuisance that served as the basis for the determination of the dog as a public nuisance dog.
- (b) A person commits an offense if he violates or fails to perform an act required by this section. A person commits a separate offense each day or part of a day during which a violation is committed, permitted, or continued.

Sec. 2.07.015. Appeal from a determination as a public nuisance dog.

If the animal control authority determines a dog is a public nuisance dog under section 2.07.013 of this Code, that decision is final unless the registrant or owner files a written appeal with the office of the animal control authority not later than five (5) calendar days after the date the registrant or owner receives an order from the animal control authority stating that the dog is a public nuisance dog. The hearing shall be conducted and the written order from the municipal court judge shall be issued in the same manner as set forth in section 2.07.012 of this Code. The decision of the municipal court judge shall be final.

Sec. 2.07.016. Penalties; appeal.

- (a) If a licensee, registrant or owner of a dog receives the specified number of convictions for the following offenses within a 12-month period, the animal control authority may order the dog at issue removed from the city:
 - (1) One or more convictions for allowing an aggressive dog to be at large;
 - (2) One or more convictions for allowing a public nuisance dog to be at large of this Code; or
 - (3) Two or more convictions for violations of section 2.07.011 or section 2.07.014 of this Code.

The removal order shall be issued in writing to the licensee, registrant or owner of the dog at issue by personal delivery or by certified mail, return receipt requested. The notice shall include the reason for the order and shall inform the licensee, registrant or owner of his right to appeal the order.

- (b) If the animal control authority orders a dog removed from the city, that decision is final unless the licensee, registrant or owner files a written appeal with municipal court not later than five (5) calendar days after the date the licensee, registrant or owner received notice that the dog has been ordered removed from the city. A municipal court judge shall hold the hearing within ten (10) calendar days of the animal control authority's receipt of the notice of appeal. The judge may consider

city investigative reports, medical records, and affidavits, as well as any testimony or documentary evidence offered by the licensee, registrant or owner. At the conclusion of the hearing, the municipal court judge shall enter a written order upholding or overruling the animal control authority's order to remove the dog at issue from the city. The written order shall be sent by personal delivery or certified mail, return receipt requested, to the licensee or owner as soon after the conclusion of the hearing as practicable, but in no event more than five (5) business days thereafter. The decision of the municipal court judge shall be final.

SECTION 8. 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 9. 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 10. 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 11. 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 22nd DAY OF AUGUST, 2022.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED ON SECOND READING THIS THE 12th DAY OF SEPTEMBER, 2022.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY



REQUEST FOR CITY COUNCIL AGENDA ITEM #9

Agenda Date Requested: August 22, 2022

Requested By: Susie M. Homeyer, Secretary

Department: Administration

☒ Report ☐ Resolution ☐ Ordinance

Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item: ☐ Yes ☒ No

Exhibits:

AGENDA ITEM #9

The City Council shall meet in Executive Session in accordance with Section 551.072, Texas Government Code, deliberation regarding real property and discussion regarding the potential lease/license of City-owned property.

SUMMARY & RECOMMENDATION

Staff has determined there is a need for City Council to meet in Executive Session in accordance with Section 551.072, Texas Government Code, deliberation regarding real property and discussion regarding the potential lease/license of City-owned property.

ACTION REQUIRED BY CITY COUNCIL

Conduct an Executive Session per Section 551.072

Approved for the City Council meeting agenda

Jason Weeks
Jason B. Weeks, City Manager

8/18/2022
Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #10

Agenda Date Requested: August 22, 2022
Requested By: Susie M. Homeyer, Secretary
Department: Administration
☒ Report ☐ Resolution ☐ Ordinance

Exhibits:

Appropriation	
Source of Funds:	<u>N/A</u>
Account Number:	<u>N/A</u>
Amount Budgeted:	<u>N/A</u>
Amount Requested:	<u>N/A</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

AGENDA ITEM #10

Reconvene in open session.

SUMMARY & RECOMMENDATION

The time is _____ p.m.

ACTION REQUIRED BY CITY COUNCIL

Reconvene in open session.

Approved for the City Council meeting agenda

Jason B. Weeks, City Manager

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #11

Agenda Date Requested: <u>August 22, 2022</u>	Appropriation
Requested By: <u>Lupe Diosdado, Director</u>	Source of Funds: <u>N/A</u>
Department: <u>Development Services</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: Adopted Water Tower Policy

AGENDA ITEM #11

Consideration and possible action, on awarding a request for proposals (RFP) for lease/license space of City Miller Street/Davis Street Water Tower, for providing internet service/VOIP.

SUMMARY & RECOMMENDATION

On June 13, 2022, City Council adopted the attached 2022 Water Tower Policy. On June 28, 2022, City staff received a "Water Tower Space Request Form" from an Internet Service/VOIP provider to offer Internet Service/VOIP services from the Miller & Davis Street water towers.

On July 6, 2022, city staff issued a Request for Proposals (RFP) in accordance with the adopted policy with a submittal deadline of August 5, 2022. Two sealed proposals were submitted for City Council review and consideration. Below is the link to the RFP listing on the City's Website: <https://www.navasotatx.gov/home/news/request-proposals-rfp-license-water-tower-space>

Staff is requesting City Council to move into Executive Session according to Section 551.072, to allow for deliberation regarding real property and discussion regarding the potential lease/license of City-owned property and then act concerning the RFP.

ACTION REQUIRED BY CITY COUNCIL

Award a non-exclusive proposal to the proposer(s) for lease/license space of City of Navasota Miller Street and Davis Street water tower, for providing internet service/VOIP and authorize the City Manager to negotiate terms and conditions with both parties.

Approved for the City Council meeting agenda

Jason Weeks

Jason B. Weeks, City Manager

8/18/2022

Date



2022

CITY OF NAVASOTA
WATER TOWER SPACE
LICENSING POLICY

SECTION 1. PURPOSE:

The City of Navasota's water tower facilities are important and necessary infrastructure. When properly regulated, licensed water tower space can serve as a great economic asset and serve the community in multiple capacities. In enacting this policy, it is the intent of the city to promote the sound usage of the existing and future water tower space. The regulation of water tower space in the City is intended to promote an aesthetically pleasing and best use scenario with the following concerns in mind; any and all equipment that is placed on the water towers shall be well maintained and, in addition, shall not create safety hazards, interference or other negative impacts to the water tower's structural integrity and or the City of Navasota's wireless/radio equipment.

SECTION 2. RFP ELIGIBILITY:

The City of Navasota hereby exempts the following categories from the outlined RFP Procedure:

- Governmental Entities
- Non-Profit Organizations
- City of Navasota Initiated Installation Requests

Governmental Entities and Non-profit organizations must complete the following application for licensing water tower space to include the following:

- a) Basic Information:
 - i) Proposed Equipment/Facilities to include dimensions including but not limited to height, weight and width.
 - ii) Description of Proposed Use of Equipment
 - iii) Description/Address of affected Water Tower
- b) Entity Name
- c) Entity Mailing Address
- d) Entity certificate of formation and IRS determination letter, if applicable.
- e) Name, Address, Phone Number, and Email of Primary Contact Person
- f) Non-refundable \$150.00 Application Filing Fee.
- g) Other information as requested by the City Manager or his/her designee.

The applicant shall be responsible for the design, construction and installation of any equipment including obtaining all permits, fees, and approvals necessary. Following application submittal

and city staff review the application will be forwarded to the City Council for consideration. The City Council will make all final determinations on licensing space.

SECTION 3. WATER TOWER SPACE REQUEST FORM

When a private entity would like to enter into a licensing agreement with the City of Navasota for utilization of water tower space said entity must submit a Water Tower Space Request Form that includes the following information:

- Business Type Classification
- Proposed services to be offered
- Location of Water Tower

SECTION 4. REQUEST FOR PROPOSAL PROCEDURE

Once a request for water tower space form has been submitted, the City of Navasota will prepare an RFP utilizing basic information supplied within the water tower space request form. The RFP will be published in the local newspaper and advertised where the City commonly advertises RFP's. A minimum of thirty (30) days shall be allowed for proposers to deliver sealed proposals following the initial publication. All proposals must be clearly marked "RFP License Water Tower Space" and addressed to the City of Navasota. The City reserves the right to reject any or all proposals. Sealed proposals will be opened and made subject to open records requests on the date outlined in the RFP publication. Further, the City reserves the right to limit the occurrence of the RFP process regarding use of space on the City's water tower facilities to no more than once every six (6) months.

Sealed Proposals must include the following:

1. Overview/Summary of Proposal - Provide a summary of the proposal including a brief summary of the proposer's company/organization, contact information.
2. Business Plan - Business plan must include, but is not limited to: proposed modifications to existing water tower, schematic designs, maintenance plan, estimated cost of improvements, access requests, describe how the project will benefit the Navasota community.
3. License/Lease Term - Provide a proposed initial and or monthly/yearly license payment and or compensation to the City of Navasota and the term/duration as well as a renewal clause.
4. Relevant Experience - Provide examples of other relevant business enterprises similar in industry.
5. Visual impact analysis - Presented by one of two methods, photographs or drawings. In either case, four views or elevations shall be submitted looking toward the water tower site (typically: north, south, east, and west) to include any existing equipment.


6. Impact if any on existing water tower structural integrity or interference with existing wireless/radio equipment.
7. Licensee Indemnification – Licensee/Applicant shall at all times comply with all laws and ordinances and all rules and regulations of municipal, state and federal government authorities relating to the installation, maintenance, height, location, use, operation, and removal of the facilities authorized herein. Licensee shall fully indemnify, protect and hold harmless the city, its employees, agents, and servants, of and from all claims, demands, and causes of actions of every kind and character, including the cost of defense thereof, for any injury to, including death of, persons and any losses for damages to property caused by or alleged to be caused, arising out of, or alleged to arise out of, either directly or indirectly or in connection with the license agreement or the activities to be performed hereunder, whether or not said claims, demands, causes of actions are caused by the sole negligence of the city, its employees, agents, or servants, or whether it was caused by concurrent negligence of the city and a party to this agreement, or whether it was caused by concurrent negligence of the city and some other third party.
8. Other – Other value and or assets provided to the City of Navasota\Community.

SECTION 5. EVALUATION & SELECTION PROCEDURES FOR SEALED PROPOSALS:

The City Council of the City of Navasota will consider and evaluate proposals and/or applications based on the long-term value of the license agreement as well as the benefits to the City of Navasota and community as a whole. Priority will be given to proposals that incorporate and promote local economic development.

The City and the successful proposer will enter a License Agreement (using the City's form) within thirty (30) days of award notification from the City. If said Agreement is not entered into by the successful proposer within said thirty (30) day time period, the award of the proposal will expire and be of no effect. Failure of the successful proposer to timely enter into said license agreement will result in the proposal being awarded to the next proposer that submits the proposal deemed by the City Council to provide the next best overall value to the City. In the event there is no "next proposer," then the award will be deemed to have expired automatically and be of no effect.

DATED THIS THE 13TH DAY OF JUNE, 2022.


BERT MILLER, MAYOR

ATTEST:


SUSIE M. HOMEYER, CITY SECRETARY

