

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



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

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE  
CITY OF NAVASOTA, TEXAS  
AUGUST 28, 2023**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 28th of August, 2023 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCItnx7BQt0TCIYJRiZ14g5w>

1. Call to Order.
2. Invocation - Pastor T. J. Green, First Baptist Church  
Pledge of Allegiance
3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
4. Staff Report:
  - (a) Introduction of Laura Capehart, Republic Services new Manager of Municipal Services for the Navasota area. [Jason Weeks, City Manager]
  - (b) Update on CIP Projects. [Jennifer Reyna, Public Works Director]
  - (c) Board and Commission update [City Council]
  - (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

5. Consideration and possible action to enter into an agreement with R. W. Harden and Associates to provide design services for the new Water Well No. 8 for the City of Navasota in the amount of \$165,300.00. [Jon Mackay, Graduate Engineer]
6. Budget workshop for the City Council and staff to discuss and review the City of Navasota Proposed Budget for fiscal year 2023-2024 ("Proposed Budget"). The City Council may discuss numerous broad topics such as public safety, infrastructure, development & community services, parks & recreation, public works, administration, utilities (water, natural gas, & wastewater), financial services, technology, strategic plan, human resources, marketing/communications/tourism, capital projects, and other matters related to the Proposed Budget. The City Council may reach broad consensus on topics related to the Proposed Budget, but no final decision or vote will occur. [Jason Weeks, City Manager]
7. Adjourn.

**DATED THIS THE 22ND OF AUGUST, 2023**

**/JW/**

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**BY: JASON WEEKS, CITY MANAGER**

**I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 22nd of August, 2023 at 01:25 PM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at [www.navasotatx.gov](http://www.navasotatx.gov).**

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

**DATED THIS THE 22ND OF AUGUST, 2023**

**/SMH/**

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

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



## REQUEST FOR CITY COUNCIL AGENDA ITEM #4

<p>Agenda Date Requested: <u>August 28, 2023</u></p> <p>Requested By: <u>Jason Weeks, City Manager</u></p> <p>Department: <u>Administration</u></p> <p><input checked="" type="radio"/> Report    <input type="radio"/> Resolution    <input type="radio"/> Ordinance</p> <p>Exhibits: <u>None.</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
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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												

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### AGENDA ITEM #4

#### Staff Report:

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

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### SUMMARY & RECOMMENDATION

- (a) Jason Weeks, City Manager, will introduce Laura Capehart as the new Manager of Municipal Services for Republic Services in the Navasota area.
- (b) Jennifer Reyna, Public Works Director, will give the City Council an update on CIP Projects.

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

(d) Staff and City Council will provide updates on other upcoming events.

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**ACTION REQUIRED BY CITY COUNCIL**

**No action required.**

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

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

8/22/23  
\_\_\_\_\_  
**Date**



## AGENDA PLANNING CALENDAR

### **AUGUST 28, 2023** – **WORKSHOP @ 4:30 P.M.**

1. Called to order
2. Employee Handbook – 4 policies being considered
3. Adjournment

### **AUGUST 28, 2023** – **DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 07/31/2023**

1. Called to order
2. Invocation/Pledge of Allegiance (Pastor T. J. Green, First Baptist Church)
3. Remarks of visitors
4. Staff Report: (a) Update of all CIP projects; (b) Introduction of new Republic Service Rep, Laura Capehart; (c) Board and Commission update; and (d) Reports from staff and City Council
5. Professional Service Agreement – R. W. Hardin – Water Well - \$165,300
6. Personnel policy revisions
7. Budget Workshop
8. Adjourn

### **September 11, 2023** – **DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 08/28/2023**

1. Called to order
2. Invocation/Pledge of Allegiance (Pastor Matthew Moore (First Presbyterian Church)
3. Remarks of visitors
4. Staff Report: (a) Update of all CIP projects; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Public hearing budget
6. 1<sup>st</sup> reading of Ordinance No. \_\_\_\_\_, Budget for FY 2023-2024
7. Public hearing on tax rate
8. 1<sup>st</sup> reading of Ordinance No. \_\_\_\_\_, Tax rate
9. Ratifying tax rate
10. 1<sup>st</sup> reading of Ordinance No. \_\_\_\_\_, Fine and fees
11. 1<sup>st</sup> reading of Ordinance No. \_\_\_\_\_, Republic Services Rates
12. Appointment of Charter Committee
13. Consent agenda: Minutes and Municipal Court Report for August 2023
14. Adjourn

### **September 25, 2023** – **DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 09/11/2023**

1. Called to order
2. Invocation/Pledge of Allegiance (Pastor Mac Vaughn)
3. Remarks of visitors
4. Staff Report: (a) Update of all CIP projects; (b) Board and Commission update; and (c) Reports from staff and City Council
5. 2<sup>nd</sup> reading of Ordinance No. \_\_\_\_\_, Budget for FY 2023-2024
6. 2<sup>nd</sup> reading of Ordinance No. \_\_\_\_\_, Tax Rate
7. 2<sup>nd</sup> reading of Ordinance No. \_\_\_\_\_, Republic Service Rates
8. 2<sup>nd</sup> reading of Ordinance No. \_\_\_\_\_, Fine and fees
9. Appointment of Boards/Commissions
10. Adjourn

October 9, 2023 – Pastor Matthew Morse - (First Presbyterian Church), Proclamation – Support your local Chamber Day, Strategic Plan Approval

October 23, 2023 – Pastor T. J. Green (First Baptist Church), Proclamation – Municipal Court Week – November 6-10, 2023

November 13, 2023 – Pastor Mac Vaughn

November 27, 2023 – Pastor T.J. Green (First Baptist Church),

December 11, 2023 – Pastor Matthew Morse - (First Presbyterian Church) - Appointment of TIRZ members and assign position numbers



## REQUEST FOR CITY COUNCIL AGENDA ITEM #5

Agenda Date Requested: <u>August 28, 2023</u>	<b>Appropriation</b>
Requested By: <u>Jon MacKay – Grad. Eng.</u>	Source of Funds: <u>Water Funds</u>
Department: <u>Public Works</u>	Account Number: <u>200-</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input checked="" type="radio"/> Yes <input type="radio"/> No

Exhibits: Agreement

### AGENDA ITEM #5

**Consideration and possible action to enter into an agreement with R. W. Harden and Associates to provide design services for the new Water Well No. 8 for the City of Navasota in the amount of \$165,300.00.**

### SUMMARY & RECOMMENDATION


In association with the east side water plant, a new water well will be drilled. Funding for this was included in the 2022 last bond issuance last November. R. W. Harden is the same company that performed the Groundwater Availability Study that was presented to City Council. State and regional regulations require a municipality to engage a hydrogeologist to perform various technical reports through the permitting process. TCEQ requires proposed well information before drilling and water quality analysis after construction. Bluebonnet Groundwater Conservation District requires two analyses and reports on the well's effect on the aquifer.

R. W. Harden specializes in municipal water wells. Also, they are able to use the information from the groundwater availability study they just completed for the City. Their proposal includes supervision of the well drilling to identify the most productive layers within the aquifer for completion. They will be assessing the feasibility of a second future well on the same plant site based on water quality found while drilling this well.

### ACTION REQUIRED BY CITY COUNCIL

**Approve or deny the City of Navasota entering into an agreement with R. W. Harden and Associates to provide design services for Water Well No. 8 in the amount of \$165,300.00**

Approved for the City Council meeting agenda.

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

8/22/23  
\_\_\_\_\_  
Date

## CONTRACT FOR SERVICES OF R. W. HARDEN & ASSOCIATES, INC.

THIS CONTRACT is effective August 2, 2023 and is made by and between R. W. Harden & Associates, Inc. (hereinafter called "RWH&A") and City of Navasota (hereinafter called "CLIENT").

WITNESSETH:

**SECTION 1. STATEMENT OF WORK.** CLIENT desires to engage RWH&A to provide certain technical and advisory services that will be governed by the terms of this contract. The services to be provided are described in Exhibit A, attached hereto and incorporated herein by this reference. Subsequent services, if any, are to be mutually agreed upon between the CLIENT and RWH&A from time to time and as the work progresses.

**SECTION 2. TERM.** This Contract shall remain in force until December 31, 2026 unless sooner terminated in accordance with SECTION 10, or unless extended by mutual written agreement of the parties.

**SECTION 3. INDEPENDENT CONSULTANT.** RWH&A's relationship to CLIENT is that of an independent consultant and not that of an agent or employee of CLIENT. RWH&A is not to be deemed an employee of CLIENT, and RWH&A shall not have or claim any right arising from employee status. RWH&A has the sole discretion to determine the manner in which the services are to be performed. However, CLIENT retains the right to exercise final judgment with respect to the ultimate development of the work product and the responsibility for such development.

**SECTION 4. COMPENSATION.** CLIENT shall compensate RWH&A for services provided under this Contract on a time and materials basis, described as follows:

- A. RWH&A agrees to undertake and to exert its best efforts to complete its work on the project per Exhibit A and within an estimated amount of \$ 165,300 (one hundred sixty-five thousand three hundred). In the event anticipated charges will exceed the total amount authorized in the Contract, RWH&A will suspend work until a revised amount has been mutually established and made a part of the Contract. If total charges for the project are less than the total amount authorized in the Contract, CLIENT will be billed for only the total charges so accrued.
- B. CLIENT agrees, as described herein, to pay RWH&A the charges to the project. Such charges shall include: fees for RWH&A's professional and technical staff for the time actually worked on the project at the rates set out in Exhibit B (incorporated herein by this reference); and direct expenses, including charges for reproduction, transportation, meals and lodging, parking and taxi fares, long distance telephone, printing, maps and photographs, field supplies, equipment rental, shipping, test drilling, well construction, and testing laboratories, and other expenses required for performance at the rates set out in Exhibit B.

**SECTION 5. INVOICING AND PAYMENT.** RWH&A shall submit a monthly invoice to CLIENT covering all sums payable to RWH&A hereunder for the preceding month. Invoices will show: (1) Contract number and P. O. Number, as applicable; and (2) a summary of charges for services and direct expenses.

- A. Within thirty (30) days after receiving an invoice, CLIENT shall pay all undisputed invoice amounts plus or minus any adjustments that are mutually agreed upon. If any amount owed by CLIENT to RWH&A remains past due after forty-five (45) days from submittal of said invoice to CLIENT, a late charge on the amount owed of one and one half percent (1 1/2%) per month, or the maximum legal rate, whichever is lower, shall be paid by CLIENT. Such interest shall accrue beginning on the forty-sixth (46th) day after submittal of said invoice to CLIENT and shall cease accruing interest upon payment of the amount owed by CLIENT to RWH&A.

- B. If CLIENT fails to make any payment due RWH&A for services and expenses within thirty (30) days after receipt of RWH&A's invoice therefor, RWH&A may, after giving seven (7) days written notice to CLIENT, suspend services under this Contract until RWH&A has been paid all undisputed amounts due for services and expenses.

**SECTION 6. INDEMNITY.** RWH&A agrees to indemnify CLIENT, its directors, employees, and officers, from and against only those direct claims, causes of action, liabilities, costs or expenses, including reasonable attorney's fees finally awarded pursuant to the final judgment of a court attributable directly to bodily injury, death or property damage, which CLIENT incurs and which arises directly and to the extent they are caused by RWH&A's negligent act, error or omission occurring during the performance of this Contract. This indemnity shall not apply in the event CLIENT fails to give RWH&A prompt written notice of such claims or fails to provide RWH&A reasonable assistance in defense or settlement of such claims.

**SECTION 7. INSURANCE.** RWH&A shall provide, at its own expense and maintain during the term of this Contract, insurance covering RWH&A's activities in connection with this Contract. Such insurance shall provide coverage of the nature and at least in the amounts below indicated:

- A. As to claims covered by Workers' Compensation, the amount of the statutory limits for any state in which operations are to be performed and Employer's Liability Insurance with limits of not less than \$100,000.
- B. Insurance upon each motor vehicle used by RWH&A in connection with the work provided hereunder, providing public liability coverage as to such vehicle or vehicles of not less than \$250,000 for one injury and \$500,000 for all injuries, in one accident, and property damage coverage of not less than \$100,000 applying to any one loss.
- C. A comprehensive general liability policy providing bodily injury coverage, including death, for not less than \$1,000,000 as to each occurrence and \$2,000,000 aggregate.
- D. Professional liability insurance for not less than \$500,000 as to each occurrence and \$1,000,000 aggregate.
- E. RWH&A's insurance coverage shall be primary insurance with respect to the CLIENT, its officials, employees and volunteers. Any insurance or self-insurance maintained by the CLIENT, its officials, employees or volunteers shall be considered in excess of the insurance required herein and shall not contribute to it. Further, RWH&A shall include the CLIENT as an additional insured under its comprehensive general liability policy.

**SECTION 8. LIMITATION OF RWH&A'S LIABILITY.** Notwithstanding the indemnity provision contained in SECTION 6 of this Contract, it is hereby specifically agreed by and between RWH&A and CLIENT, as an allocation of the risks hereunder, that in no event, shall RWH&A's liability to CLIENT exceed:

- A. The amount specified under subparagraph A of SECTION 7 INSURANCE for a worker's compensation claim.

**SECTION 9. INSPECTION AND ACCEPTANCE.** The CLIENT shall have thirty (30) days from the date of the completion of services and/or delivery of the deliverables under this Contract to inspect the services and/or deliverables to determine if they reasonably conform with this Contract. If the CLIENT rejects any portion of the services and/or deliverables, such rejection shall be made in writing within the above time period and shall set forth the reasons for rejection. Services and/or deliverables not rejected by the CLIENT, as described above, shall be deemed to be accepted by the CLIENT.

**SECTION 10. TERMINATION FOR CONVENIENCE.** Notwithstanding any other provision herein, either party may terminate this Contract for its convenience prior to the completion of the work upon thirty (30) days written notice to the other party. In full discharge of any obligations to RWH&A in respect to this Contract and such termination, CLIENT

shall pay RWH&A for all costs, fees, noncancelable commitments incurred prior to the date of termination.

**SECTION 11. OWNERSHIP OF INSTRUMENTS OF SERVICE.** All drawings, specifications, computer files, field data, notes and other documents and instruments prepared by RWH&A as instruments of service shall remain the property of RWH&A. RWH&A shall retain all common law, statutory and other reserved rights, including copyright thereto. The CLIENT shall retain joint ownership of the final report including all drawings, specifications, and open-source computer files generated solely and exclusively for the project to which this agreement pertains.

**SECTION 12. FIELD OBSERVATION.** RWH&A may provide field observations services. If applicable to the scope of work to be performed by RWH&A, RWH&A will make visits to the work site(s) to review the various stages of work as RWH&A deems necessary in order to observe the progress that has been made and to evaluate the quality of the various aspects of work performed by any contractor (Contractor) secured by the CLIENT. Based on information obtained during such visits RWH&A, for benefit of the CLIENT, will determine, in general, if the work is proceeding in accordance with the contract documents as prepared by RWH&A. RWH&A is not required to make exhaustive or continuous field observations to check the quality or quantity of the Contractor's work. RWH&A's efforts will be directed toward providing the CLIENT a greater degree of confidence that the completed work will conform generally to the contract documents. RWH&A will keep CLIENT informed of the progress of the work and will endeavor to guard CLIENT against defective work.

RWH&A will not supervise, direct, control, or have authority over or be responsible for Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs incident thereto, or for any failure of Contractor to comply with all laws and regulations applicable to the performance of the work. It is the responsibility of the Contractor to perform the work in accordance with technical specifications and other contract documents. RWH&A will not be responsible for the acts or omissions of Contractor or any their subcontractors, any of their suppliers, or of any other individual or entity performing any of the work under Contractor.

**SECTION 13. EXEMPLARY AND CONSEQUENTIAL DAMAGES.** Neither CLIENT nor RWH&A shall be liable to the other for any incidental, indirect, special, collateral, consequential, exemplary or punitive damages arising out of or related to the performance of this Contract.

**SECTION 14. GENERAL.**

- A. Headings, titles and paragraph captions are inserted in the Contract for convenience, are descriptive only, and shall not be deemed to add to or detract from or otherwise modify the meaning of the paragraphs.
- B. Should any provision of this Contract subsequently be determined to be illegal or unenforceable, said provision shall at that time be deemed omitted from this Contract, and all other provisions shall be unaffected and shall continue in full force and effect.
- C. This Contract shall be governed by and construed in accordance with the laws of the State of Texas. Venue shall lie exclusively in Grimes County.
- D. This Agreement is subject to the provisions of the Texas Prompt Payment Act, Chapter 2250 of the Texas Government Code. The approval or payment of any invoice shall not be considered to be evidence of performance by RWH&A or of the receipt of or acceptance by the City of the work covered by such invoice.
- E. RWH&A further covenants and agrees that it does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States, or (b) authorized by law to be employed in that manner in the United States.
- F. RWH&A represents and warrants that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152 of the Texas Government Code.

**SECTION 15. DISPUTE RESOLUTION.** In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the CLIENT and RWH&A agree that all disputes between them arising out of or relating to this Contract or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise. The Client and RWH&A further agree to include a similar mediation provision in

all agreements with independent contractors and consultants, and their subcontractors, retained for the Project.

**SECTION 16. ENTIRE AGREEMENT.** This Contract is the exclusive statement of the agreement of the parties with respect to its subject matter and supersedes all prior agreements, negotiations, representations, proposals, and awards, written or oral, relating to its subject matter. No addition to or modification of any provision of the Contract shall be binding upon the parties unless made in writing and signed by the parties. No course of dealing or usage of trade or course of performance shall be relevant to explain or supplement any term expressed in this Contract.

THIS CONTRACT IS EXECUTED on the date or dates indicated below and is effective on the first date written above.

City of Navasota

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS FOR GIVING NOTICES:

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

R. W. Harden & Associates, Inc.

BY:  \_\_\_\_\_

NAME: Elizabeth Ferry

TITLE: Principal

DATE: August 2, 2023

ADDRESS FOR GIVING NOTICES:

ADDRESS: 9009 Mountain Ridge Drive

Suite 100

Austin, Texas 78759



## EXHIBIT A

### R.W. HARDEN & ASSOCIATES, INC.

#### SCOPE OF WORK ASSOCIATED WITH WELL DESIGN, PERMITTING, AND CONSTRUCTION OF A NEW PUBLIC SUPPLY WELL, CITY OF NAVASOTA, TEXAS

R.W. Harden & Associates, Inc. (RWH&A) provides herein a description of the anticipated tasks, schedule, and budget (collectively, the Scope of Work) associated with development of a new public supply well for the City of Navasota (City). Specifically, this Scope of Work pertains to design of one (1) new public supply well including temporary well testing, hydrogeologic reporting to the Bluebonnet Groundwater Conservation District, submittals for construction and interim use with the Texas Commission on Environmental Quality (TCEQ), well construction observation, and contract management. For this work, RWH&A will work directly with the City and the City's engineer, Bleyl Engineering (Bleyl) during the design, permitting, and construction of the new public supply well. Within this document, the term "Client" refers to the City of Navasota. The following sections provide detailed descriptions of the work to be conducted.

#### TASK 1 – PROJECT MANAGEMENT

RWH&A will perform various services associated with general management of the project including: 1) preparation of monthly progress reports and invoices, 2) preparation and routine updating of project completion schedules, 3) coordination and communication with the Client, 4) review of well contractor pay request applications and submittal to the Client with recommendations, and 5) attend project kickoff meeting, pre-bid and pre-construction meetings, and virtual progress meetings. For budgeting purposes, it is assumed that RWH&A will attend four (4) virtual progress meetings associated with well construction with the Client.

#### TASK 2 – GROUNDWATER CONSERVATION DISTRICT

The Bluebonnet Groundwater Conservation District (BGCD or District) regulates well spacing and groundwater production in the project area. The BGCD requires Phase I and Phase II hydrogeologic reporting where Phase I is based on regional information and submitted prior to well construction and Phase II is based on site-specific data and completed after aquifer testing.

##### 2.1 - Phase I Hydrogeologic Report

Using information obtained during our previous work and as required by the BGCD rules, RWH&A will prepare a Phase I hydrogeologic report, which will be included with the permit application submittal packet submitted by the Client. It is anticipated that the hydrogeologic report will include information previously compiled and presented to the City and include discussions of: 1) the general hydrogeologic conditions in the study area, 2) the estimated site-specific characteristics of the aquifer and confining units, and 3) analytical and finite-difference groundwater modeling results. It is understood that the Client will complete all necessary notice requirements and application fees. In addition, the Client will be responsible for providing various supporting documents and information including: lease agreements, property deeds, drought contingency and water

conservation plans, and other documents that may be required by the BGCD as part of the permit application process.

## **2.2 - Phase II Hydrogeologic Report**

After completion of the public supply well, as required by the BGCD rules, the permit approval process includes results of an aquifer testing program and generation of a Phase II hydrogeologic report. The aquifer testing program will be incorporated into the well completion work performed by the contractor and managed by RWH&A. RWH&A will work with the BGCD to confirm the methods for aquifer testing are acceptable to the BGCD for permitting. In general, an aquifer testing program consists of a pre-pumping (recovery) period prior of a minimum of 12 hours prior to the pumping test, then pumping the well at a constant rate for a minimum of 24 hours while measuring and recording water levels from within the pumping well and surrounding monitoring sites, if available. After pumping ceases, measurements continue to be recorded as water levels recover. The resultant data will then be analyzed to determine site-specific hydraulic characteristics of the aquifer (such as, transmissivity and storage coefficient values) and incorporated into analytical and numerical groundwater flow models used to estimate the aquifer response to proposed pumpage on neighboring users.

RWH&A will compile and analyze information obtained during the testing program and generate the Phase II hydrogeologic report that is intended to satisfy BGCD requirements. RWH&A will perform analytical and finite-difference flow modeling to estimate the aquifer response to proposed, future groundwater use. The hydrogeologic report will include discussions of applicable topics included in BGCD guidance documents and/or communicated by BGCD staff. At a minimum, it is anticipated that the report will include discussions of 1) aquifer testing procedures and results, 2) discussion of the conduct of the test including details of significant events that may have occurred including equipment failure and contingency measures, 3) analytical and finite-difference groundwater modeling methods and results, 4) the estimated aquifer response to the proposed permitted pumpage and potential impacts on neighboring groundwater users and surface water resources, and 5) the proposed production and aquifer response in relation to currently adopted desired future conditions (DFC) and modeled available groundwater (MAG) values. The report will be sealed by a licensed Professional Geoscientist and will be provided to the Client in digital (PDF) format for delivery to the BGCD.

For budgeting purposes, it is assumed that the applications will not be contested, but that technical support will be provided to BGCD personnel during their review of the application submittal. If there is a contested hearing or there are additional work efforts required by the BGCD or the Client, then RWH&A can provide those services for an additional fee.

## **TASK 3 – TCEQ SUBMITTALS**

Where all system infrastructure and water quality comply with TCEQ standards, obtaining approval for a new public water supply well is a two-step process:

1. Before construction begins, TCEQ approval is obtained to establish a new public water system and construct a well. The typical TCEQ review period for this submittal is approximately 60 days.

2. Following construction, approval to use the well as a public supply source must be obtained from TCEQ. The typical TCEQ review period for this submittal is approximately 60 days.

Please note that the costs and schedule provided herein assume that no unforeseen exceptions to the TCEQ rules will be required. Any exception submittals required by TCEQ can be provided for an additional fee. Typical TCEQ review period for submittals with exception requests is approximately 100 days.

### 3.1 - Well Construction Approval

RWH&A will prepare TCEQ submittals applicable to obtaining approval for construction of one (1) new public supply well. Included will be documents required for well construction approval including: an engineer's well-sizing report, well construction technical specifications, site maps, and performing and submitting a required pollution source survey of the well site. It is understood that the Client will supply copies of the sanitary control easements and property deeds, and Bleyl will supply copies of the well site plans (describing fencing, piping, and road access) as required for TCEQ approval to construct the well. For budgeting purposes, it is estimated that a survey of the pollution sources at the site will take one (1) day including travel.

### 3.2 - Public Supply Use Approval

Upon completion of well construction, acceptance testing, and selection of permanent pumping equipment, RWH&A will prepare a document package required to obtain approval for use of the well by TCEQ as a public water supply. These documents will include geophysical and driller's logs, final material settings, casing and screen mill certificates, casing cementing certificate, aquifer test results, chemical analysis of the water, and pumping equipment specifications. It is understood that for water quality parameters not meeting TCEQ standards for public supply use, Bleyl will provide the necessary plans and information specific to treatment and/or blending for the proposed system.

## **TASK 4 – WELL SPECIFICATIONS AND CONTRACT DOCUMENTS**

It is anticipated that one (1) well will be constructed at a site authorized by the Client and/or Bleyl. Well technical specifications and contract documents will be prepared with applicable sections including competitive sealed proposal respondent instructions and scoring criteria (if allowable), schedule of prices, special conditions, general conditions, agreement form, bond forms, and technical specifications. The technical specifications will include descriptions of pilot hole reaming, geophysical logging, aquifer testing and sampling methods, production well construction material settings and sizes, acceptance testing methods, settleable solids and well efficiency guarantees, surface slab/pump foundation, and permanent pumping equipment specifications, as applicable.

The following are assumed for budgeting purposes:

- A. The contract document sections and content generated by RWH&A will be used as provided by RWH&A; no significant effort associated with adding or merging of Client-supplied document content will be required. If significant merging of Client-supplied documents is required, RWH&A can provide those services for an additional fee.

- B. A draft technical specification/contract document package will be submitted to the Client for review, and RWH&A will make modifications to the document package based on the comments received.
- C. The Client will provide any additional content that may be necessary for compliance with non-standard contract provisions including documents that may be required for participation in public funding mechanisms and/or regulatory oversight.

#### 4.1 - Temporary Well Testing

It is anticipated that aquifer testing and sampling will be conducted using temporary wells constructed in the production well pilot hole prior to committing to completion of the permanent production well. The objective of temporary well testing is to document the hydraulic parameters and water quality of target zones and provide data needed for estimation of well yields and quality of water from the tested zones. RWH&A will generate technical specification sections for temporary well construction and aquifer testing that will be included in the production well contract document package. The technical specifications will include descriptions of pilot hole logging, temporary well material settings and sizes, aquifer testing methods, and groundwater sampling criteria. The depths of the zones and the number of zones to be tested using temporary wells will be confirmed upon completion of sand sampling and geophysical logging operations of the pilot hole. For budgeting purposes, it is assumed that one pilot hole will be drilled at the proposed production well site and three (3) temporary wells (zones) will be tested and sampled from within the pilot hole site.

#### 4.2 - Production Well

The production well technical specifications will include descriptions of pilot hole reaming, geophysical logging, aquifer testing, and sampling methods, production well construction material settings and sizes, acceptance testing methods, settleable solids and well efficiency guarantees, surface slab/pump foundation, and permanent pumping equipment specifications, as applicable.

It is understood that specifications for the electrical equipment (i.e., starters, circuits, transformers, etc.), water transmission lines, roads, fencing, above-ground piping, valves, meters, walkways, or other equipment downstream of the wellhead discharge flange shall be provided by others. RWH&A will coordinate with the Client and Bleyl during the design of the wellhead and surface slab/pump foundation such that the final design is consistent with above-ground piping, electrical, and SCADA infrastructure to be provided by others.

### **TASK 5 – WELL CONTRACTOR BIDDING AND SELECTION**

RWH&A will provide assistance during the public bidding and contractor selection process. RWH&A will deliver a complete public bidding package to the Client and will distribute it to contractors who, in our experience, have the capability and equipment necessary to conduct the work in a skillful and cost-effective manner. RWH&A will provide public notices of the bid and will coordinate and oversee a pre-bid meeting with potential well contractors. RWH&A will respond to well contractor queries and will generate and distribute appropriate addenda. RWH&A will review all bid proposals submitted, prepare a bid tabulation, and provide recommendations for the contractor award. Following contractor selection, RWH&A will assist the Client with the compilation of final contract documents and will generate appropriate notifications of award/proceed.

## TASK 6 – FIELD OBSERVATION AND CONTRACT MANAGEMENT

RWH&A will assist the Client in administering the testing and well construction contract for the project. Work will include planning, contractor communications, drilling contractor observation, preparation of work progress and budget reports, and generation of appropriate change orders. As part of this task, RWH&A will provide experienced on-site personnel at key points during the drilling, construction, and testing processes to endeavor to ascertain the methods and materials used by the drilling contractor are in accordance with the technical specifications and the needs of the project.

### 6.1 - Temporary Well Testing

It is anticipated that aquifer testing and sampling will be conducted in the production well pilot hole to verify aquifer characteristics prior to authorization of production well construction. RWH&A will oversee the testing process and will coordinate all field work with the drilling contractor and observe field operations to ascertain the methods and materials used by the contractor conform to the technical specifications. RWH&A will provide experienced field personnel to evaluate whether the information obtained during testing and sampling is useful and appropriate for this project. Specifically, RWH&A will be onsite during key phases of field operations including collection of drill cuttings samples, geophysical logging, temporary well construction, aquifer testing, and groundwater sampling. For budgeting purposes, it is currently assumed that one (1) test hole will be drilled, and three (3) temporary test wells (at various vertical levels) will be constructed, tested, and sampled within the single pilot hole site.

Upon completion of the pilot hole and subsequent temporary well testing, water quality and aquifer test data will be analyzed to evaluate the potential for the tested zones to yield the quantity and quality of water for the project requirements. These analyses will include estimation of the aquifer transmissivity, analytical groundwater modeling, an estimate of the produced water quality, and production well material settings. This cost estimate assumes that a written report will not be required but that the information will be summarized and presented within a virtual meeting with the Client and the City to present our findings. It should be noted that, while the data collected during temporary well testing facilitate proper selection and sizing of permanent well construction materials, significant modifications made by the Client and/or the City to the production well specifications based on testing results may require re-permitting and/or re-approval from the TCEQ or the BGCD prior to the initiation of construction activities.

### 6.2 - Production Well and Aquifer Testing

After the City approves the final material settings for the permanent well construction, RWH&A will provide experienced on-site personnel at key points during the permanent well construction process to endeavor to ascertain whether the methods and materials used by the drilling contractor are in accordance with the technical specifications and the needs of the project. During production well construction, RWH&A will provide on-site personnel to observe: 1) a post-reaming alignment survey, 2) measurement, setting, and cementing of surface casing, 3) performance of a caliper survey of the reamed hole, 4) measurement, setting, and graveling of screen and liner, 5) aquifer testing conforming the BGCD-approved aquifer testing plan, 6) acceptance testing to verify that well performance guarantees included in the specifications are met, 7) pump performance testing to verify the pump/motor meets specifications, and 8) assistance and guidance during well start-up.

As part of the BGCD permitting, RWH&A will manage the aquifer testing program, coordinate field work with the well contractor, and observe field operations to help ensure that the methods and equipment used by the contractor conform to the technical specifications. RWH&A personnel will be on-site during the setup of the testing equipment and perform a 2- to 4-hour check test to confirm equipment and pumping rate is established prior to testing. RWH&A will be on-site during the initial drawdown phase at the beginning of the pumping portion of the test and during the initial recovery phase of the test. It is understood that the well contractor will provide personnel throughout the duration of the tests to monitor and adjust/maintain the pumpage rate and to record water level measurements and pumping rate at specified time intervals.

## BUDGET

The estimated costs to perform the work described above are:

Task 1: Project Management – \$6,000

Task 2: BGCD Phase I and Phase II Permitting – \$22,500

Task 3: TCEQ Step 1 and Step 2 Submittals – \$10,000

Task 4: Technical Specifications for Well Testing and Construction – \$22,000

Task 5: Well Contractor Bidding and Selection – \$6,000

Task 6: Well Construction Observation – \$98,800

---

Total Estimated Budget: \$165,300

For budgeting purposes, it is assumed that three zones will be tested/sampled via temporary test well under Task 6 and RWH&A's fee per temporary test zone is \$8,000. If fewer than three zones are tested, then there will be a deduct of \$8,000 per test zone not performed from RWH&A's total estimated budget price.

The costs include only RWH&A professional services and expenses. Costs associated with surveying, laboratory services, and well contractor costs are not included. We work on projects of this nature in accordance with the actual person-hours involved plus direct out-of-pocket expenses in accordance with the contract and fee schedule (Exhibit B). These budgets assume that the drilling contractor performs the work in an efficient and skillful manner. If significant delays result from inclement weather, contractor performance or contractor equipment failure, RWH&A requests the opportunity to discuss how these may affect project costs.

## SCHEDULE

The estimated scheduling of the work efforts described above is shown in Figure 1. The schedule provides the expected time to complete the work by task. Please note that the schedule is based on typical drilling contractor completion times. In addition, the schedule assumes that a suitable drilling contractor and rig is readily available, and that no significant delays result from BGCD or TCEQ review or contractual or performance problems with the contractor conducting the work.



Figure 1. Estimated Project Schedule

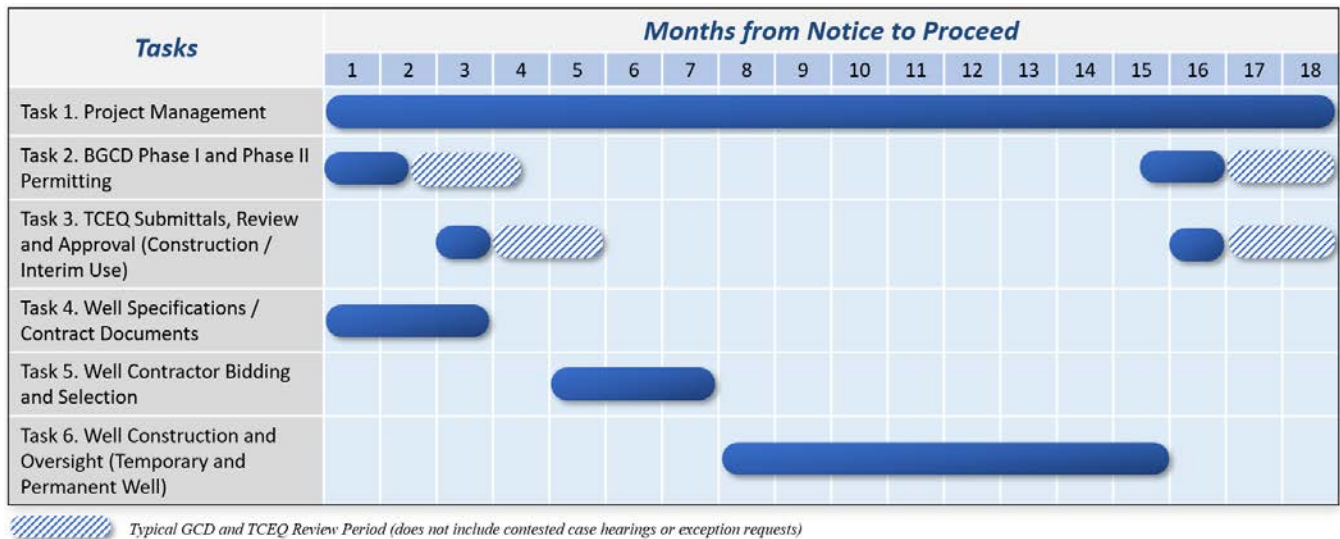


EXHIBIT B  
STANDARD FEES FOR TECHNICAL SERVICES  
BY R.W. HARDEN & ASSOCIATES, INC.

- 1) Fees for professional services are based on the actual time of personnel directly involved with the project at the following hourly rates:

Principal	\$250
Technical Staff 8	\$200
Technical Staff 7	\$180
Technical Staff 6	\$160
Technical Staff 5	\$150
Technical Staff 4	\$140
Technical Staff 3	\$135
Technical Staff 2	\$130
Technical Staff 1	\$120
Graphics Staff	\$120
Administrative Staff	\$90

- 2) External expenses, including but not limited to: reproduction, transportation, meals and lodging, parking and taxi fares, geophysical logs, printing, maps and photographs, field supplies, equipment rental, shipping, test drilling, well construction, and test laboratories, are charged at actual invoice cost plus 10 percent service fee.
- 3) R.W. Harden and Associates, Inc. equipment and services, including but not limited to: company vehicles, generators, reproduction, computer time, GPS equipment, pressure transducers/data logger, field equipment, calipers, pumps, cameras, pH meters, conductivity meter, turbidity meters, water level meters are charged at rates competitive with commercial rates.
- 4) The above fees for professional services are applicable to work conducted through December 31, 2023. RWH&A may revise their standard rates yearly any time after December 31, 2023.





## REQUEST FOR CITY COUNCIL AGENDA ITEM #6

<p>Agenda Date Requested: <u>August 28, 2023</u></p> <p>Requested By: <u>Jason Weeks, City Manager</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;">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 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 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 type="radio"/> No												

**Exhibits:** FY2023-24 Budget Workshop Presentation

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### AGENDA ITEM #6

**Budget workshop for the City Council and staff to discuss and review the City of Navasota Proposed Budget for fiscal year 2023-2024 (“Proposed Budget”). The City Council may discuss numerous broad topics such as public safety, infrastructure, development & community services, parks & recreation, public works, administration, utilities (water, natural gas, & wastewater), financial services, technology, strategic plan, human resources, marketing/communications/tourism, capital projects, and other matters related to the Proposed Budget. The City Council may reach broad consensus on topics related to the Proposed Budget, but no final decision or vote will occur.**

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### SUMMARY & RECOMMENDATION

The City Manager filed the required proposed annual budget with the City Secretary’s Office at the City of Navasota for fiscal year 2023-24 on Monday, August 7, 2023. Staff presented the proposed fiscal year 2023-24 budget at the August 14, 2023, City Council meeting. This agenda item is a follow-up to the Proposed FY 2023-24 Budget to allow City Council to publicly discuss the budget prior to the September 11, 2023, public hearing on the budget and tax rate. Staff have included the FY 2023-24 Budget Workshop presentation. Since our last meeting, only two items have changed.

- Due to the recent resignation announcement of the Marketing & Communications Director, staff has placed a hold on beginning the hiring process for the discussed Marketing & Multi-Media Specialist. Staff did begin advertising for all other positions as well as the Marketing & Communications Director’s position.

- The Navasota Fire Chief has requested that a \$1.00 per hour increase be extended to our part-time firefighters to assist with retention efforts. Many of our surrounding volunteer and part-time paid fire departments have increased their hourly rate and it was recommended by the Chief that we add this to the budget. However, the continuation part-time budget for salary costs was developed based on NFD not gaining the other two firefighting positions. The total cost associated with the \$1/hour increase is nearly \$11,000 and can be covered by already budgeted salary costs. Therefore, no adjustment to the numbers in the budget is needed for this change.

Again, the FY 2023-24 has been prepared with keeping the City Council priorities in mind and focusing on those things discussed earlier this year during the Strategic Planning sessions:

- As mentioned during the strategic planning sessions, city employees are experiencing burnout due to increased workloads. In keeping with Strategic Plan Goal #4 "Staffing," the proposed budget includes the addition of 9 new positions:
  - Street Maintenance Laborer
  - NPD Patrol Sergeant
  - NPD School Resource Officer
  - Two (2) Firefighters
  - Assistant City Manager
  - Building Official/Plans Examiner
  - Marketing & Multi-Media Specialist
  - Water/Wastewater Operator II
- Development of a Comprehensive Plan that includes revisions to the City's Zoning/Subdivision Ordinances.
- Move to become a Main Street City and begin preparing to implement the requirements of this program, which includes hiring a full-time Main Street Manager.
- Create a two-year marketing plan.
- Survey residents on how they get their information and other information.
- Implement Town Hall meetings.
- Finalize updates to the NavasotaTX.gov, Visit Navasota, and EDC websites.
- Continue to explore partnership with Boys & Girls Club of Brazos Valley.
- Enhance parks and recreational facilities with the addition of the Mance Lipscomb/Cedar Creek Park Phase 1 expansion; Park Improvements with a pavilion, restroom, and parking lot at Hillside Park; construction of a pier at Patout Pond; and Municipal Swimming Pool improvements such as pool plaster, fencing, decking, and updates to the Bath House and Locker Rooms.

- Offer new parks programming such as Daddy Daughter Dance, Mommy & Me, movies, art classes, yoga classes, mini-golf event, E-sports, and much more.
- Added stipend for employee certifications as a benefit for employees increasing their skills and foster continued employee development.
- Consider other employment benefit policies such as leave time for catastrophic illness, maternity/paternity leave, and finalize tuition reimbursement benefit policy, which will be brought to City Council in a future workshop.
- Continued update to the new NavasotaTX and Visit Navasota websites.
- Improve new employee onboarding process.
- Improve Boards & Commissions member onboarding process.
- As an effort for employee retention, a \$1 per hour has been added to all employees in Grade 7 and below as well as our special compensation rate plans for police, fire, dispatchers, and utility employees.
- 
- Implementation of recommended utility rate structure for water, natural gas, and wastewater.
- Wayfinding and Downtown Signage Phase 2 project.
- Maintain current tax rate; however, there will be property tax decrease of \$3.39 cents from \$55.60 cents per \$100 valuation to \$52.21 cents.
- Continue supporting employee development & training.
- Public Safety by maintaining equipment to provide police and fire protection as well as promote an NPD Patrol Officer to Narcotics Investigator to address illegal drugs in our community and transfer an NPD Patrol Officer to a Traffic Unit to enforce laws related to the Traffic Code and keep 18-wheelers out of our neighborhoods and downtown.
- Continue street maintenance program and begin developing plan for Utility CIP Phase 2
- Continue CIP Projects (Utility CIP, Water Tower, Water Well, & Water Plant)
- Purchase property and begin design of new Fire Station
- Continue to increase marketing of Navasota.
- Migrate the City's ERP system from Tyler Technology INCODE 9 to the latest version, INCODE 10.

Staff recommends City Council provide feedback on the proposed FY 2023-24 budget in preparation for the public hearings on the tax rate and budget.

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**ACTION REQUIRED BY CITY COUNCIL**

**Discuss and review the City of Navasota Proposed Budget for fiscal year 2023-2024 and provide further direction to staff in preparation for the scheduled public hearing on the budget and tax rate on September 11, 2023 in the City Council Chambers.**

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Approved for the City Council meeting agenda.

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

8/22/23  
\_\_\_\_\_  
Date



# **CITY OF NAVASOTA, TEXAS**

## **PROPOSED ANNUAL BUDGET**

### **FISCAL YEAR 2023-2024**

### **AUG 14, 2023**



# NAVASOTA 2027: WHAT AMERICA WANTS TO BE:

A BEAUTIFUL, PROGRESSIVE,  
VIBRANT, SERVICE ORIENTED,  
CLOSE-KNIT COMMUNITY FILLED  
WITH HISTORIC CHARM AND  
PROMISE FOR PEOPLE &  
BUSINESS.



NAVASOTA!

So much, so close.



# CITY COUNCIL STRATEGIC PLAN – AREAS OF EMPHASIS

## **Planning & Economic Development**

The City of Navasota will plan for smart growth while maintaining small town charm.

## **Marketing/Communications**

The City of Navasota will facilitate effective two-way communications with the people who live, work, & play in Navasota and offer those residents and visitors quality family leisure opportunities & events.

## **Quality of Life**

The City of Navasota will create, enhance, & improve program offerings & recreational facilities.

## **Staffing**

The City of Navasota will develop a staffing plan.

## **Human Resources**

The City of Navasota will develop a plan to attract employees & leaders, train them, and ensure retention.

## **Facilities/Buildings**

The City of Navasota will construct, renovate, and maintain city facilities based on current and future needs.

## **Infrastructure**

The City of Navasota will budget for continued improvement of existing and new infrastructure, as well as smart planned growth.





# ECONOMIC & DEVELOPMENT PICTURE

- Active Major Developments:

- Residential – Pecan Lakes Estates Phase 4, Hidden Hills Phase 1 & 2, & Pecan Grove.
- Commercial - North Side Market (C-store\Fuel), Jack in the Box, Team Elliott Ford, Young Life Building Remodel, Navasota Welding Supply, quick serve breakfast retail.

- Historical Residential Building Permits:

Residential	Y-T-D	2022	2021	2020	2019	2018
New Homes	56	114	93	88	102	106

- Historical New Improvements & Personal Property

2022	2021	2020	2019	2018
\$33,949,450	\$19,179,086	\$18,503,344	\$23,400,486	\$16,583,827





# BUDGET HIGHLIGHTS

Decrease Tax Rate from  
\$0.5560 to \$0.5221 per  
\$100 assessed valuation

Utility rate increase as  
recommended by  
consultant.

Pass-through Trash Rate  
increase of 7.7%

## Added New Staff in Key Areas

- Proposed New Staff (FTE) – 9.0
  - Street Maintenance Laborer
  - Police Patrol Sgt.
  - School Resource Officer (SRO)
  - 2 Firefighters
  - Assistant City Manager
  - Building Official / Plans Reviewer
  - Marketing & Multi-media Specialist
  - Water/Wastewater Operator II

# BUDGET HIGHLIGHTS

TMRS rates  
decreased from  
6.31% to 6.24%

No Significant  
changes in  
employee health  
benefits

Fund Balance in  
General Fund is  
at 28.6%

Fund Balance in  
Water Fund is at  
68.3%

Fund Balance in  
Natural Gas Fund  
is at 27.4%

Fund Balance in  
Wastewater Fund  
is at 55.1%

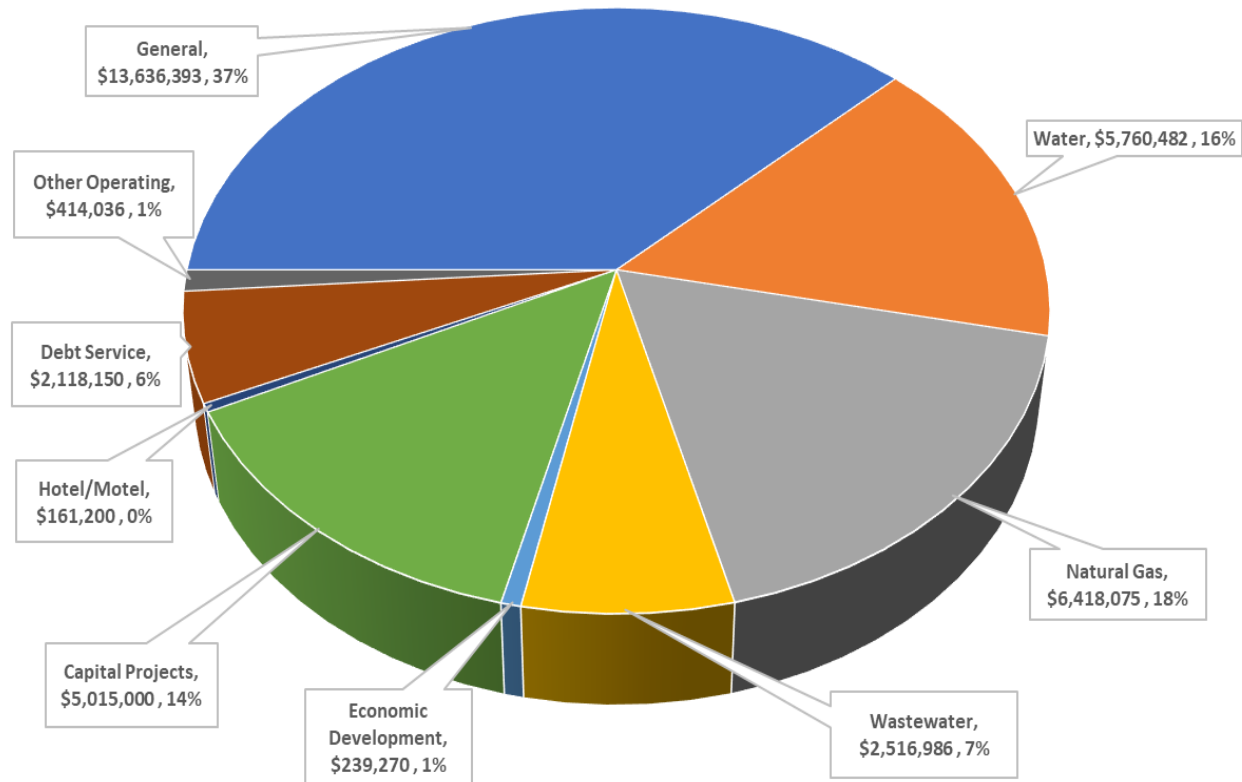
Supplemental  
Summary:

Fund	Requested	Funded	Unfunded
General	\$4,275,107	\$1,448,014	\$2,827,093
Water	55,981	26,395	29,586
Natural Gas	55,047	40,291	14,756
Wastewater	349,859	108,931	240,928
Economic Development Corp.	22,430	22,430	0
Total	\$4,758,424	\$1,646,061	\$3,112,363

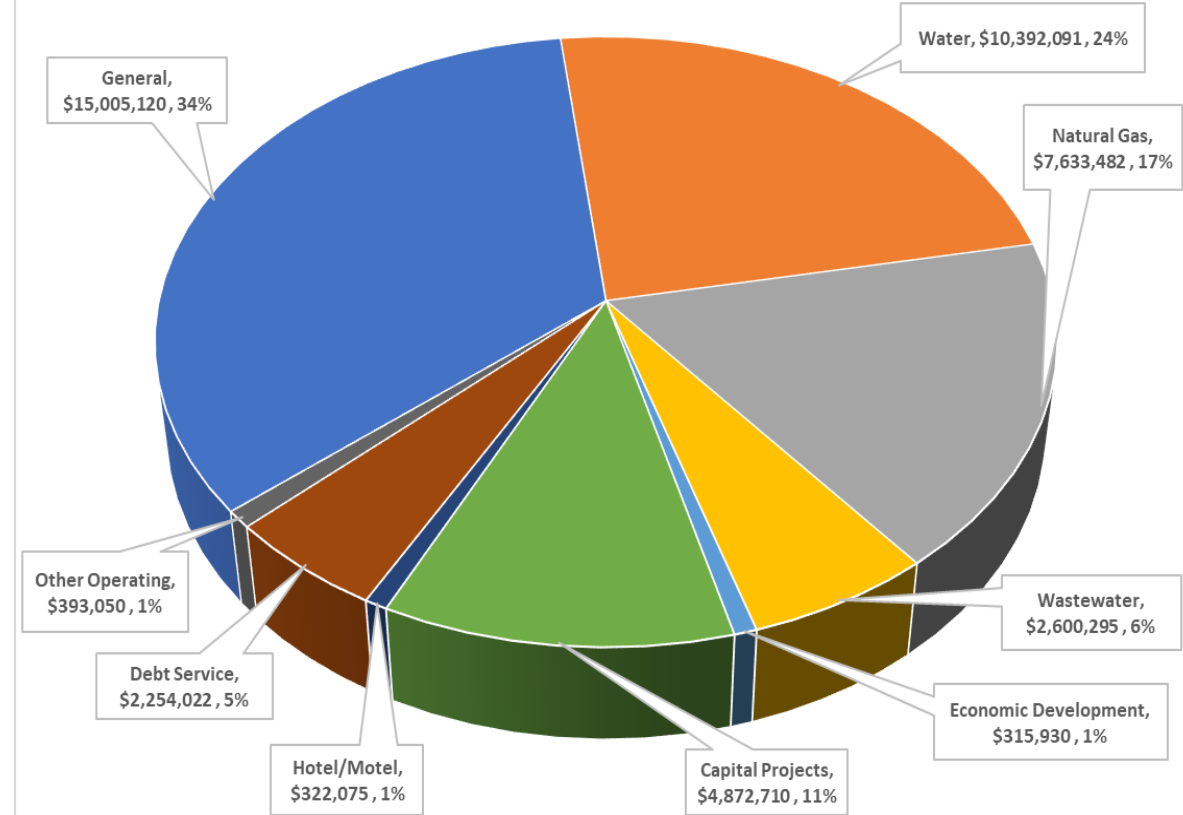
## TOTAL REVENUES & EXPENDITURES (EXPENSES) – ALL FUNDS

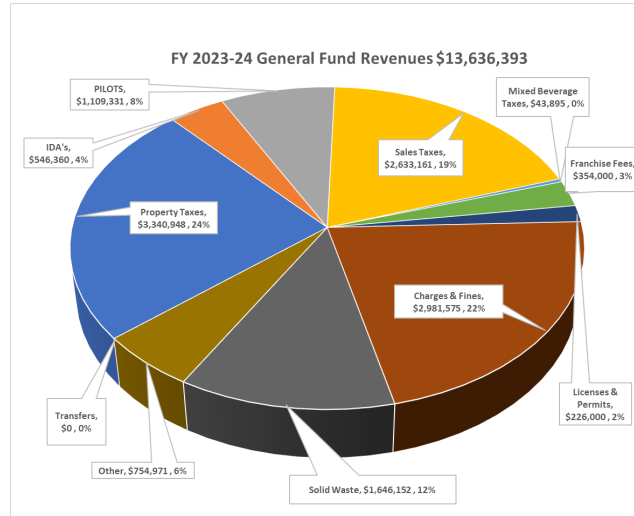
Fund Title	Revenues	Expenses
General	\$13,636,393	\$15,005,120
Water	\$5,760,482	\$10,392,091
Natural Gas	\$6,418,075	\$7,633,482
Wastewater	\$2,516,986	\$2,600,295
Economic Development	\$239,270	\$315,930
Capital Projects	\$5,015,000	\$4,872,710
Hotel/Motel	\$161,200	\$322,075
Debt Service	\$2,118,150	\$2,254,022
Other Operating	\$414,036	\$393,050
Subtotal	\$36,279,592	\$43,788,775
Internal Transfers	(5,041,378)	(5,041,378)
Total	\$31,238,214	\$38,747,397

FY 2023-24 Total Revenues \$36,279,592



FY 2023-24 Total Expenditures \$43,788,775





General Fund Revenues	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24	Change - End of Year Estimate to Proposed	
					Amount	Percent
Property Taxes	\$2,711,623	\$3,088,567	\$3,077,282	\$3,340,948	\$263,666	8.6%
IDA's	\$439,792	\$485,000	\$513,464	\$546,360	\$32,896	6.4%
PILOTS	\$831,210	\$826,093	\$927,007	\$1,109,331	\$182,324	19.7%
Sales Taxes	\$2,184,978	\$2,235,832	\$2,463,188	\$2,633,161	\$169,973	6.9%
Mixed Beverage Taxes	\$37,577	\$40,000	\$40,135	\$43,895	\$3,760	9.4%
Franchise Fees	\$334,515	\$357,000	\$339,498	\$354,000	\$14,502	4.3%
Licenses & Permits	\$263,824	\$229,150	\$236,609	\$226,000	(\$10,609)	-4.5%
Charges & Fines	\$2,405,442	\$2,503,913	\$2,749,630	\$2,981,575	\$231,945	8.4%
Solid Waste	\$1,472,061	\$1,504,777	\$1,539,205	\$1,646,152	\$106,947	6.9%
Other	\$2,461,703	\$1,006,391	\$904,012	\$754,971	(\$149,041)	-16.5%
Transfers	\$0	\$0	\$0	\$0	\$0	N/A
<b>Total Revenues</b>	<b>\$13,142,727</b>	<b>\$12,276,723</b>	<b>\$12,790,030</b>	<b>\$13,636,393</b>	<b>\$846,363</b>	<b>6.6%</b>

# GENERAL FUND REVENUES

# TAX RATE

FY 24 Proposed Tax Rate - \$0.5221

- Maintenance & Operation Rate - \$0.4689
- Interest & Sinking Rate - \$0.0532
- Average Home Value - \$181,802

No-New-Revenue Tax Rate - \$0.5085

Voter-Approval Tax Rate - \$0.5221

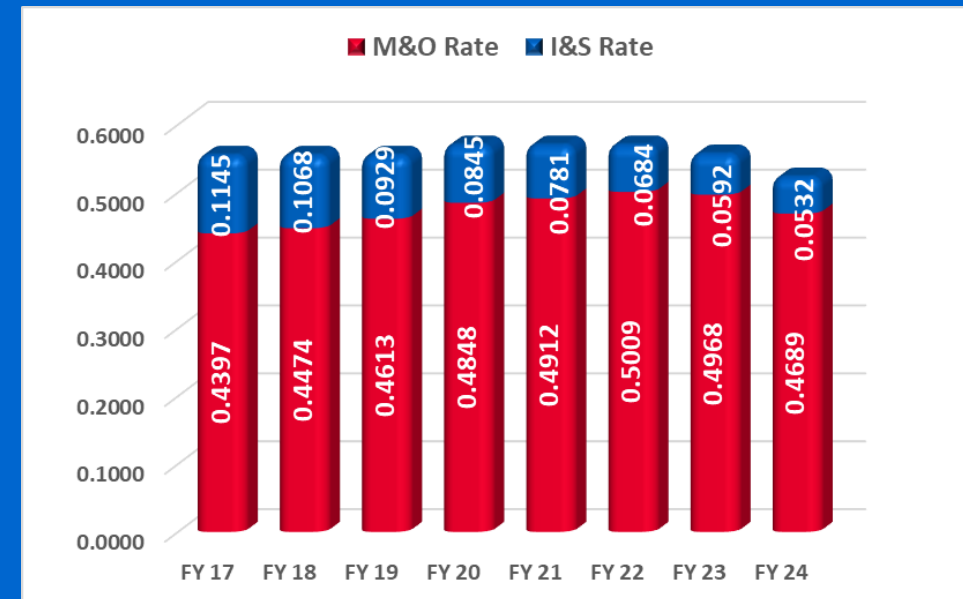
Current Tax Rate - \$0.5560

- Maintenance & Operations 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

Average  
Homeowner  
Tax will  
increase  
\$12.51 in  
2024



# SALES TAX

Total Sales Tax Rate 8.25%

State 6.25%

City 1.50%

- EDC (4B) 0.125%
- Property Tax Reduction 0.375%
- General Fund 1.00%

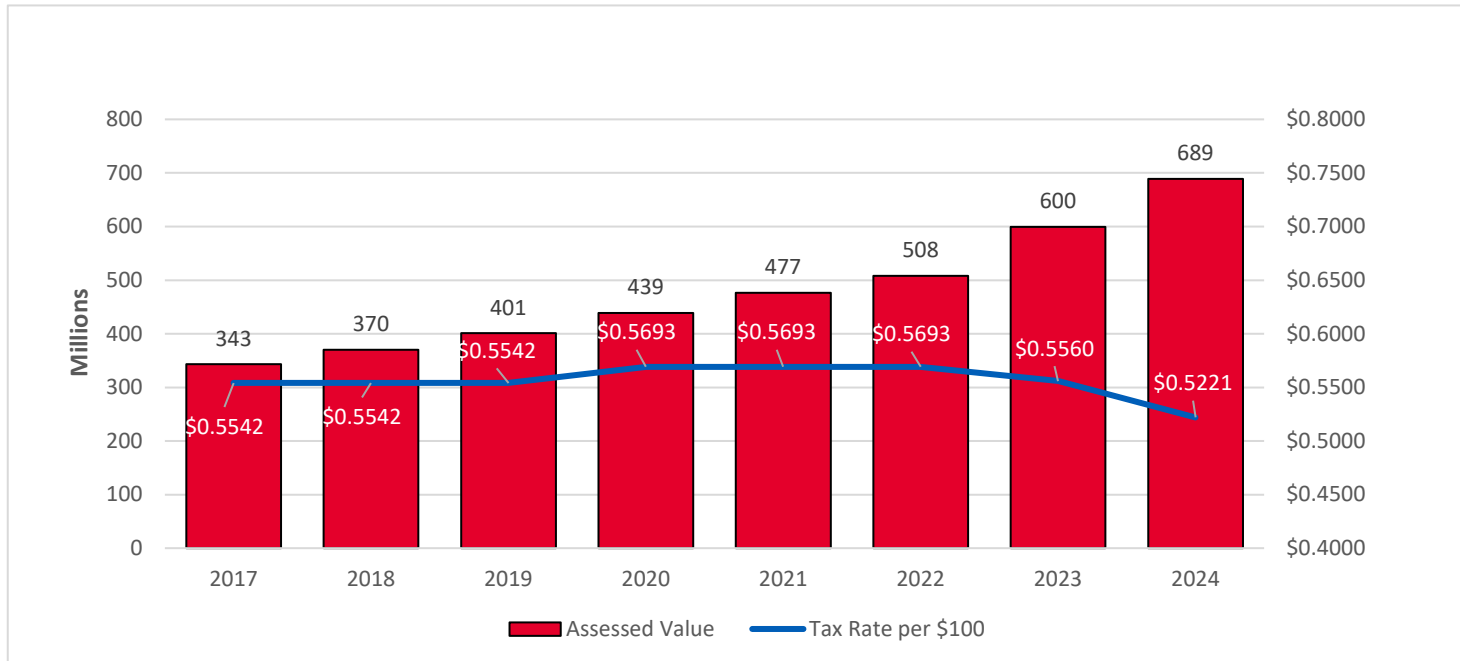
Grimes County 0.50%

FY 2023-24 Projected Total Sales Tax Revenue for City of Navasota is \$2,834,356

FY 2022-23 Sales Tax used for Property Tax Reduction is \$580,168

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
2023-24	689,039,706	14.93%	181,802	0.4689	0.0532	0.5221	949.19

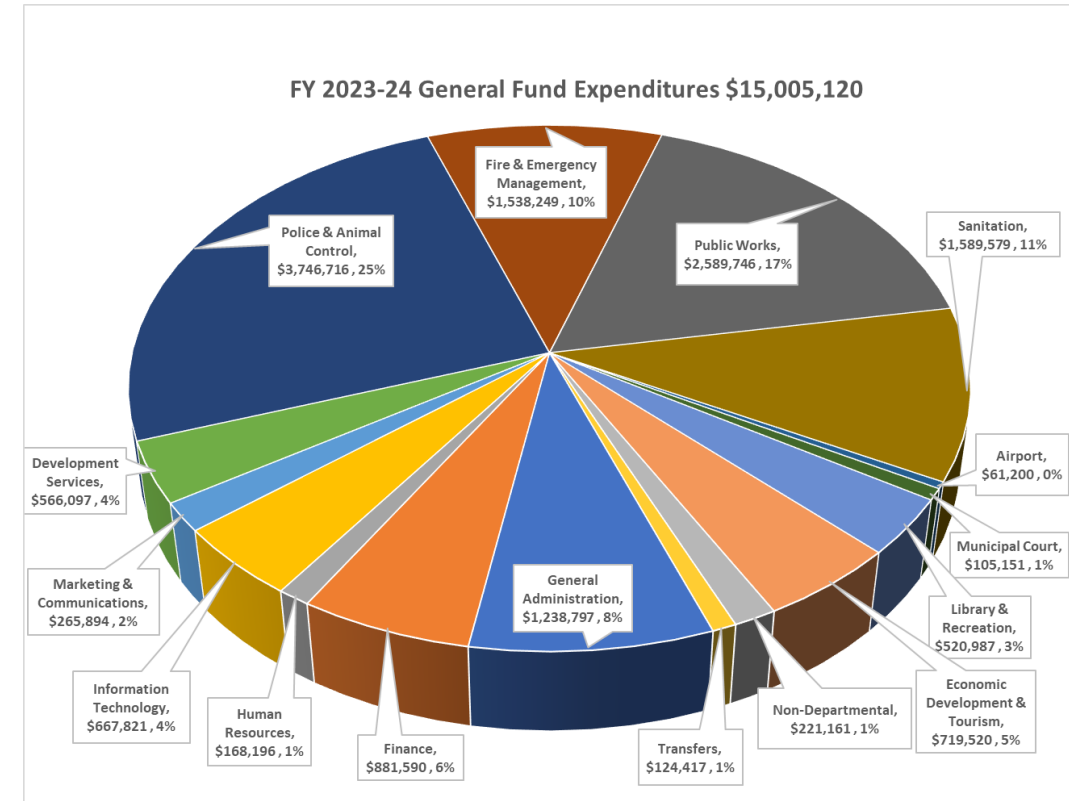
# PROPERTY VALUES AND TAX RATES





# GENERAL FUND EXPENDITURES

General Fund Expenditures	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24	Change - End of Year Estimate to Proposed	
					Amount	Percent
General Administration	\$761,212	\$700,935	\$860,183	\$1,238,797	\$378,613	44.0%
Finance	\$637,455	\$649,666	\$790,327	\$881,590	\$91,262	11.5%
Human Resources	\$189,125	\$216,249	\$171,381	\$168,196	(\$3,185)	-1.9%
Information Technology	\$460,756	\$472,802	\$536,417	\$667,821	\$131,404	24.5%
Marketing & Communications	\$55,449	\$148,824	\$169,376	\$265,894	\$96,518	57.0%
Development Services	\$417,840	\$672,539	\$517,696	\$566,097	\$48,401	9.3%
Police & Animal Control	\$2,358,926	\$3,179,392	\$3,242,144	\$3,746,716	\$504,571	15.6%
Fire & Emergency Management	\$842,394	\$1,112,454	\$2,102,122	\$1,538,249	(\$563,873)	-26.8%
Public Works	\$2,666,532	\$2,488,642	\$3,045,355	\$2,589,746	(\$455,609)	-15.0%
Sanitation	\$1,211,266	\$1,379,700	\$1,357,904	\$1,589,579	\$231,675	17.1%
Airport	\$111,667	\$61,300	\$116,465	\$61,200	(\$55,265)	-47.5%
Municipal Court	\$82,658	\$81,894	\$101,836	\$105,151	\$3,315	3.3%
Library & Recreation	\$203,682	\$357,789	\$440,519	\$520,987	\$80,468	18.3%
Economic Development & Tourism	\$544,229	\$548,309	\$583,229	\$719,520	\$136,291	23.4%
Non-Departmental	\$400,024	\$1,144,600	\$0	\$221,161	\$221,161	N/A
Transfers	\$0	\$0	\$0	\$124,417	\$124,417	N/A
<b>Total Expenditures</b>	<b>\$10,943,213</b>	<b>\$13,215,095</b>	<b>\$14,034,955</b>	<b>\$15,005,120</b>	<b>\$970,165</b>	<b>6.9%</b>



# GENERAL FUND SUMMARY & FUND BALANCE

General Fund Summary & Fund Balance	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24
Beginning Fund Balance	\$4,709,134	\$6,904,941	\$6,904,941	\$5,660,016
Total Revenues	13,142,727	12,276,723	12,790,030	13,636,393
Total Expenditures	10,943,213	13,215,095	14,034,955	15,005,120
Surplus (Deficit)	2,199,513	(938,372)	(1,244,925)	(1,368,727)
Audit Adjustments	(3,706)	0	0	0
Unassigned Ending Fund Balance	\$6,904,941	\$5,966,569	\$5,660,016	\$4,291,289
90-Day Expenditure Requirement	\$2,735,803	\$3,303,774	\$3,508,739	\$3,751,280
Percentage of Fund Balance	63%	45%	40%	29%

# GENERAL FUND – MAJOR BUDGET ITEMS

## Personnel - \$7,559,805

- Existing salaries & benefits - \$6,640,745
- Salary adjustments (including benefits) - \$180,004
- Certification Pay (including benefits) - \$31,923
- Promotions (including benefits) - \$35,977
- Addition of 8 new employees - \$671,156

Non-payroll Supplementals (new) - \$528,955

Republic Services garbage contract - \$1,261,600

Annual street maintenance program - \$460,000

Capital lease/purchase payments - \$613,246

Texas Birthday Bash - \$419,385

Annual mowing contract – \$300,000

Purchase 3 parcels of land owned by Union Pacific Railroad - \$263,814

Motor vehicle gasoline - \$156,500

2020 Certification of Obligation debt payment - \$124,417

Electricity - \$124,100

Major Budget  
Items equate to  
**\$11,811,822**,  
which is  
**78.7%** of the  
total General Fund  
(\$15,005,120)  
expenditures

# WATER FUND REVENUES

Water Fund Revenues	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24	Change - End of Year Estimate to Proposed	
					Amount	Percent
Water Sales	\$ 2,346,270	\$2,059,963	\$ 2,280,517	\$ 3,079,330	\$ 798,813	35.0%
Utility Improvement Fee	458,842	506,652	526,872	546,402	19,530	3.7%
Penalties & Service Charges	97,494	95,000	98,000	95,000	(3,000)	-3.1%
Meter & Water Taps	37,702	33,500	43,165	38,500	(4,665)	-10.8%
Capital Contribution	0	0	0	0	0	N/A
Grant Funds	0	1,983,750	0	1,983,750	1,983,750	N/A
Bond Proceeds	0	4,746,250	4,746,250	0	(4,746,250)	-100.00%
Miscellaneous Income	13,124	6,000	9,000	6,000	(3,000)	-33.3%
Interest Income	11,622	10,000	12,000	11,500	(500)	-4.17%
<b>Total Revenues</b>	<b>\$2,965,054</b>	<b>\$9,441,115</b>	<b>\$7,715,804</b>	<b>\$5,760,482</b>	<b>(\$1,955,322)</b>	<b>-25.3%</b>

# WATER FUND EXPENSES

Water Fund Expenses	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24	Change - End of Year Estimate to Proposed	
					Amount	Percent
Non-Departmental	\$0	\$142,451	\$0	\$20,395	\$20,395	N/A
Water Production	343,589	2,409,870	730,376	2,620,561	1,890,185	258.8%
Water Distribution	1,270,899	6,488,397	2,976,216	6,067,807	3,091,592	103.9%
Utility Improvement	624,345	400,000	400,000	400,000	0	0.0%
Transfers	196,432	418,101	517,720	808,327	290,607	56.1%
Subtotal Expenses	\$2,435,266	\$9,858,819	\$4,624,312	\$9,917,091	\$5,292,779	114.46%
Plus:						
Depreciation	\$398,388	\$200,000	\$450,000	\$475,000	\$275,000	61.11%
Total Expenses	\$2,833,654	\$10,058,819	\$5,074,312	\$10,392,091	\$5,567,779	114.5%



# WATER FUND – MAJOR BUDGET ITEMS

## Personnel - \$508,925

- Existing salaries & benefits - \$488,530
- Salary adjustments (including benefits) - \$11,846
- Certification pay (including benefits) - \$4,100
- Promotions (including benefits) - \$4,449

## Capital Items – \$5,978,005

- Water Well No. 9 - \$1,978,005
- Water Tower, Water Plant, & Ground Storage - \$4,000,000

## Debt service payment - \$1,208,327

## Reimbursement to GF for Costs - \$1,011,161

## PILOT - \$289,155

## Electricity - \$130,025

## Fire hydrant maintenance program - \$100,000

## Capital lease/purchase payments - \$21,060

## Motor vehicle gasoline - \$27,000

Major Budget Items  
equate to **\$9,273,658**,  
which is **89.2%** of the  
total Water Fund  
(\$10,392,091) expenses

# WATER FUND SUMMARY & FUND BALANCE

Water Fund Cash & Investments Balance	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24
Beginning Cash & Investments	\$ 3,513,669	\$3,752,224	\$3,752,224	\$6,843,716
Total Revenues	2,965,054	9,441,115	7,715,804	5,760,482
Total Expenses	2,833,654	10,058,819	5,074,312	10,392,091
Net Income (Loss)	\$131,400	(\$617,704)	\$2,641,492	(\$4,631,609)
Non-Cash Adjustments	107,155	200,000	450,000	475,000
Ending Cash & Investments	\$3,752,224	\$3,334,520	\$6,843,716	\$2,687,107
90 Days Cash Operating Expenses	\$681,505	\$782,205	\$908,908	\$983,271
Excess	\$3,070,719	\$2,552,315	\$5,934,808	\$1,703,836
Number Days Excess	405	93	462	156

# NATURAL GAS FUND REVENUES

Natural Gas Fund Revenues	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24	Change - End of Year Estimate to Proposed	
					Amount	Percent
Gas Metered Sales	\$ 3,928,088	\$4,473,062	\$ 5,782,520	\$ 6,361,075	\$ 578,555	10.0%
Penalties & Service Charges	19,412	17,800	22,500	19,500	(3,000)	-13.3%
Meters, Regulators & Meter Taps	38,235	37,500	26,750	24,500	(2,250)	-8.4%
Bond Proceeds	0	1,615,000	1,615,000	0	(1,615,000)	-100.00%
Miscellaneous Income	4,266	0	0	0	0	0.0%
Interest Income	(23,107)	6,000	13,068	13,000	(68)	-0.5%
Transfers	0	0	0	0	0	N/A
<b>Total Revenues</b>	<b>\$3,966,893</b>	<b>\$6,149,362</b>	<b>\$7,459,838</b>	<b>\$6,418,075</b>	<b>(\$1,041,763)</b>	<b>-14.0%</b>

# NATURAL GAS FUND EXPENSES

Natural Gas Fund Expenses	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24	Change - End of Year Estimate to Proposed	
					Amount	Percent
Non-Departmental	\$1,310	\$79,772	\$0	\$25,221	\$25,221	N/A
Gas Distribution	5,265,728	6,533,610	6,254,665	7,433,261	1,178,596	18.8%
Transfers	0	0	0	0	0	N/A
Subtotal Expenses	\$5,267,038	\$6,613,382	\$6,254,665	\$7,458,482	\$1,203,817	19.2%
Plus:						
Depreciation	120,011	66,000	150,000	175,000	109,000	72.67%
Total Expenses	\$5,387,049	\$6,679,382	\$6,404,665	\$7,633,482	\$1,312,817	91.9%

# NATURAL GAS FUND – MAJOR BUDGET ITEMS

## Personnel - \$291,855

- Existing salaries & benefits - \$266,634
- Salary adjustments (including benefits) - \$9,477
- Certification pay (including benefits) - \$4,328
- Promotions (including benefits) - \$11,416

## Gas purchases - \$4,330,013

## Reimbursement to GF for Costs - \$769,362

## PILOT - \$576,457

## Gas meters & regulators - \$174,441

## Depreciation - \$175,000

## 1/3 cost of Traffic Sign Board w/Trailer - \$6,000

## Motor vehicle gasoline - \$12,000

## Capital lease/purchase payments - \$12,318

## Capital: Pecan Lakes subdivision Gas Loop & Extension project - \$1,090,000

Major Budget Items  
equate to **\$7,437,446**,  
which is **97.4%** of the  
total Natural Gas Fund  
(\$7,633,482) expenses



# NATURAL GAS FUND SUMMARY & FUND BALANCE

Natural Gas Fund Cash & Investments Balance	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24
Beginning Cash & Investments	\$ 3,846,189	\$1,579,813	\$1,579,813	\$2,784,986
Total Revenues	3,966,893	6,149,362	7,459,838	6,418,075
Total Expenses	5,387,049	6,679,382	6,404,665	7,633,482
Net Income (Loss)	(\$1,420,156)	(\$530,020)	\$1,055,173	(\$1,215,407)
Non-Cash Adjustments	(846,220)	66,000	150,000	175,000
Ending Cash & Investments	\$1,579,813	\$1,115,793	\$2,784,986	\$1,744,579
90 Days Cash Operating Expenses	\$1,557,194	\$1,249,596	\$1,425,520	\$1,590,621
Excess	\$22,619	(\$133,802)	\$1,359,466	\$153,958
Number Days Excess	1	(7)	78	7

# WASTEWATER FUND REVENUES

Wastewater Fund Revenues	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24	Change - End of Year Estimate to Proposed	
					Amount	Percent
Wastewater Sales	\$ 1,687,050	\$1,768,002	\$ 1,818,633	\$ 2,482,986	\$ 664,353	36.5%
Penalties & Service Charges	26,353	25,000	28,000	25,000	(3,000)	-10.7%
Bond Proceeds	0	395,000	395,000	0	(395,000)	-100.00%
Miscellaneous Income	13,525	0	10,875	0	(10,875)	-100.0%
Interest Income	9,002	7,000	9,000	9,000	0	0.0%
Transfers	0	0	0	0	0	N/A
<b>Total Revenues</b>	<b>\$1,735,931</b>	<b>\$2,195,002</b>	<b>\$2,261,508</b>	<b>\$2,516,986</b>	<b>\$255,478</b>	<b>11.3%</b>

# WASTEWATER FUND EXPENSES

Wastewater Fund Expenses	Actual FY 2021-22	Budget FY 2022-23	EOY Estimate FY 2022-23	Proposed FY 2023-24	Change - End of Year Estimate to Proposed	
					Amount	Percent
Non-Departmental	\$0	(\$147,402)	\$0	\$25,717	\$25,717	N/A
Wastewater Treatment Plant	497,836	926,959	828,001	813,653	(14,348)	-1.7%
Sewer Collection	910,123	1,067,069	1,006,186	1,066,799	60,613	6.0%
Transfers	294,162	543,650	293,684	419,126	125,442	42.7%
Subtotal Expenses	\$1,702,121	\$2,390,276	\$2,127,871	\$2,325,295	\$197,424	9.3%
Plus:						
Depreciation	248,681	320,000	275,000	275,000	(45,000)	-16.36%
Total Expenses	\$1,950,802	\$2,710,276	\$2,402,871	\$2,600,295	\$152,424	-7.1%

# WASTEWATER FUND – MAJOR BUDGET ITEMS

## Personnel - \$388,532

- Existing salaries & benefits - \$294,061
- Salary adjustments (including benefits) - \$9,477
- Certification pay (including benefits) - \$11,275
- Promotions (including benefits) - \$4,965
- Addition of Water/Wastewater Operator II (including benefits) - \$68,754

## Reimbursement to GF for Costs - \$417,654

## Depreciation - \$275,000

## Debt service payment - \$419,126

## PILOT - \$225,719

## Maintenance of WWTP - \$110,000

## Capital lease/purchase payments - \$92,001

## Electricity - \$99,120

## Motor vehicle gasoline - \$19,250

## Capital: WWTP Phase 2 - \$224,681

Major Budget Items  
equate to **\$2,271,083**,  
which is **87.3%** of the  
total Wastewater Fund  
(\$2,600,295) expenses

# WASTEWATER GAS FUND SUMMARY & FUND BALANCE

<b>Cash &amp; Investments Balance</b>	<b>Actual FY 2021-22</b>	<b>Budget FY 2022-23</b>	<b>EOY Estimate FY 2022-23</b>	<b>Proposed FY 2023-24</b>
<b>Beginning Cash &amp; Investments</b>	<b>\$ 1,512,846</b>	<b>\$828,438</b>	<b>\$828,438</b>	<b>\$962,075</b>
<b>Total Revenues</b>	<b>1,735,931</b>	<b>2,195,002</b>	<b>2,261,508</b>	<b>2,516,986</b>
<b>Total Expenses</b>	<b>1,950,802</b>	<b>2,710,276</b>	<b>2,402,871</b>	<b>2,600,295</b>
<b>Net Income (Loss)</b>	<b>(\$214,871)</b>	<b>(\$515,274)</b>	<b>(\$141,363)</b>	<b>(\$83,309)</b>
<b>Non-Cash Adjustments</b>	<b>(469,537)</b>	<b>320,000</b>	<b>275,000</b>	<b>275,000</b>
<b>Ending Cash &amp; Investments</b>	<b>\$828,438</b>	<b>\$633,164</b>	<b>\$962,075</b>	<b>\$1,153,766</b>
<b>90 Days Cash Operating Expenses</b>	<b>\$605,085</b>	<b>\$510,069</b>	<b>\$458,446</b>	<b>\$523,653</b>
<b>Excess</b>	<b>\$223,353</b>	<b>\$123,095</b>	<b>\$503,629</b>	<b>\$630,113</b>
<b>Number Days Excess</b>	<b>33</b>	<b>19</b>	<b>85</b>	<b>108</b>

## OTHER FUNDS SUMMARY

Other Operating Funds	Fund Balance 10/1/2023	FY 2023-24 Revenues	FY 2023-24 Expenditures	Fund Balance 9/30/2024
Tax Increment Reinvestment Zone	\$0	\$14,036	\$0	\$14,036
Cemetery Operating	614,312	82,850	78,050	619,112
Board of Fireman Service	26,902	50	0	26,952
Grant	0	300,000	300,000	0
Economic Development	365,696	239,270	315,930	289,036
Capital Projects	825,730	5,015,000	4,872,710	968,020
Hotel / Motel	674,755	161,200	322,075	513,880
Debt Service	585,248	2,118,150	2,254,022	449,376
Foundation of Community Projects	65,865	17,100	15,000	67,965



# GENERAL GOVERNMENT



# NON-DEPARTMENTAL

EXPENDITURES	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Personnel Services	\$ -	\$ 1,144,600	\$ -	\$ 221,161
Bond & Loan Debt	400,024	-	-	-
Transfer Out	-	-	-	124,417
<b>Total</b>	<b>\$ 400,024</b>	<b>\$ 1,144,600</b>	<b>\$ -</b>	<b>\$ 345,578</b>

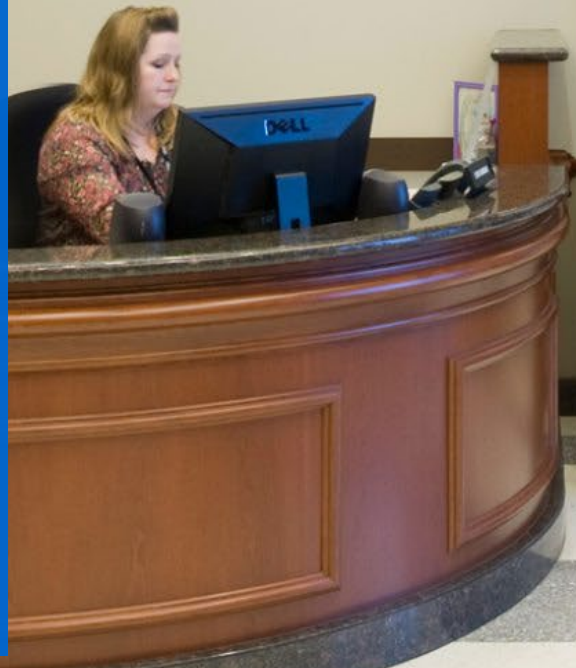
NO STAFFING



## FY24 – MAJOR BUDGET ITEMS

- 2020 Certificates of  
Obligation debt payment -  
\$124,417

MINNESOTA!



# SUPPLEMENTAL REQUEST

## ■ Supplemental Request:

- General Fund salary adjustments including benefits (FICA & TMRS) - \$180,004
- Public Works Promotions in General Fund - \$9,234
- Certification Pay - \$31,923
- TMRS to 7% and 20-year Retirement - \$374,073

## ■ Supplemental Funded:

- General Fund salary adjustments including benefits (FICA & TMRS) - \$180,004
- Public Works Promotions in General Fund - \$9,234
- Certification Pay - \$31,923

# ADMINISTRATION

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 402,389	\$ 351,293	\$ 375,959	\$ 530,569
Materials & Supplies	1,577	3,500	4,399	11,500
Professional Fees	18,560	-	64,500	11,800
Miscellaneous	8,753	11,107	12,054	23,701
Capital Outlay	-	-	105,000	263,814
<b>Total</b>	<b>\$ 431,279</b>	<b>\$ 365,900</b>	<b>\$ 561,912</b>	<b>\$ 841,384</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	0.50	0.00	0.00	1.00
City Secretary	1.00	1.00	1.00	1.00
Executive Administrative Assistant	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.50</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>

# FY24 – MAJOR BUDGET ITEMS



- Staff development - \$12,516
- Memberships - \$3,846
- Purchase 3 parcels of land owned by Union Pacific Railroad - \$263,814



# SUPPLEMENTAL REQUEST

- Supplemental Request:
  - Assistant City Manager - \$161,307
  - Flash Vote Survey - \$11,800
- Supplemental Funded:
  - Supplemental request funded

# CITY COUNCIL

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Materials & Supplies	\$ 8,905	\$ 10,500	\$ 12,302	\$ 12,615
Professional Fees	153,341	277,300	255,297	356,867
Miscellaneous	167,687	47,235	30,672	27,931
<b>Total</b>	<b>\$ 329,933</b>	<b>\$ 335,035</b>	<b>\$ 298,271</b>	<b>\$ 397,413</b>

**NO STAFFING**



## FY24 – MAJOR BUDGET ITEMS

- Grimes County Health - \$7,000
- Year #3 for scanning of minute books - \$24,000
- Legal Counsel (Cary Bovey's firm) - \$133,300
- Ordinance codification - \$9,800
- Elections - \$7,500
- 380 Agreement for Jack-in-the-Box - \$48,667
- 380 Agreement for PA Smith sidewalk improvements - \$100,000
- Charter Election - \$26,500

# MUNICIPAL COURT

EXPENDITURES	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Personnel Services	\$ 79,222	\$ 78,994	\$ 96,836	\$ 96,651
Materials & Supplies	1,243	1,000	3,000	3,000
Maintenance & Services	1,407	-	-	-
Miscellaneous	785	1,900	2,000	5,500
<b>Total</b>	<b>\$ 82,658</b>	<b>\$ 81,894</b>	<b>\$ 101,836</b>	<b>\$ 105,151</b>

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Municipal Court Judge (part-time)	0.20	0.20	0.20	0.20
Municipal Court Administrator *	0.00	0.00	1.00	1.00
Municipal Court Clerk	1.00	1.00	0.00	0.00
<i>* In FY 23 retitled Municipal Court Clerk to Court Administrator</i>				
<b>Total</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>



# FY24 – MAJOR BUDGET ITEMS

- Predicting 10 or more jury cases - \$3,500



# HUMAN RESOURCES

EXPENDITURES	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Personnel Services	\$ 127,626	\$ 134,363	\$ 85,582	\$ 86,525
Materials & Supplies	3,700	3,165	3,186	3,120
Professional Fees	54,136	70,232	68,057	55,808
Miscellaneous	3,663	8,489	14,556	22,743
<b>Total</b>	<b>\$ 189,125</b>	<b>\$ 216,249</b>	<b>\$ 171,381</b>	<b>\$ 168,196</b>

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources Specialist *	1.00	1.00	0.00	0.00
<i>* In FY 23, repurposed HR Specialist as Accounting Technician in Financial Services Department</i>				
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>1.00</b>	<b>1.00</b>



# FY24 – MAJOR BUDGET ITEMS

- TimeClock Plus software - \$5,300
- Third-party benefits consultant (HUB International) - \$30,500
- Employee service awards - \$1,690
- Employee appreciation events - \$15,000
- New employee jackets - \$2,000
- Drug testing - \$2,500
- “Help Wanted” advertising - \$6,307
- Christmas dinner & employee awards ceremony - \$8,100



# FINANCIAL SERVICES

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 387,476	\$ 422,295	\$ 530,270	\$ 578,218
Materials & Supplies	2,434	4,500	5,597	3,300
Maintenance & Services	82,955	71,500	92,201	95,956
Utilities	2,029	-	-	-
Professional Fees	154,304	136,466	149,016	187,338
Bond & Loan Debt	500	1,000	500	500
Miscellaneous	7,758	13,905	12,743	16,278
<b>Total</b>	<b>\$ 637,455</b>	<b>\$ 649,666</b>	<b>\$ 790,327</b>	<b>\$ 881,590</b>

# FINANCIAL SERVICES

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Chief Financial Officer *	0.00	0.00	1.00	1.00
Finance Director	1.00	1.00	0.00	0.00
Budget Analyst *	1.00	1.00	2.00	2.00
Utility Billing Manager	1.00	1.00	1.00	1.00
Utility Billing Clerk	2.00	2.00	2.00	2.00
Grants Coordinator **	0.00	1.00	1.00	1.00
Meter Technician	1.00	1.00	1.00	1.00
Receptionist (full-time & part-time)	1.50	1.50	1.50	1.50
<i>* In FY 23, reclassified Finance Director position to CFO; repurposed HR Specialist as Financial Analyst</i> <i>** Repurposed vacant position in Parks &amp; Facilities Maintenance to utilize as a Grant Coordinator</i>				
<b>Total</b>	<b>7.50</b>	<b>8.50</b>	<b>9.50</b>	<b>9.50</b>

## FY24 – MAJOR BUDGET ITEMS

- Payment kiosk system - \$7,954
- Credit Card fees for customers to pay by credit card - \$88,002
- Audit - \$60,000
- DebtBook software - \$9,750
- Independent contractors - \$18,750
- Grimes County Appraisal District annual appraisals - \$76,712
- Grimes County Tax Collection - \$17,126
- Staff development - \$8,558
- Advertising for grants - \$5,600



**POLICE**

# POLICE

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 1,844,761	\$ 2,388,800	\$ 2,445,096	\$ 2,838,556
Materials & Supplies	222,454	208,767	209,216	281,085
Maintenance & Services	81,083	90,471	90,081	140,114
Professional Fees	3,000	3,500	3,500	4,700
Miscellaneous	11,415	13,007	13,007	18,277
Capital Outlay	118,955	353,662	355,917	337,562
<b>Total</b>	<b>\$ 2,281,667</b>	<b>\$ 3,058,207</b>	<b>\$ 3,116,817</b>	<b>\$ 3,620,294</b>



# POLICE

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Chief of Police	0.00	1.00	1.00	1.00
Assistant City Manager / Police Chief	0.50	0.00	0.00	0.00
Assistant Chief of Police *	0.00	0.00	1.00	1.00
Lieutenant	1.00	1.00	0.00	0.00
Patrol Sergeant	2.00	2.00	1.00	2.00
Investigator Sergeant *	0.00	0.00	1.00	1.00
Narcotics Investigator	0.00	0.00	0.00	1.00
Investigator	3.00	3.00	4.00	4.00
Corporal	2.00	2.00	2.00	2.00
Student Resource Officer	2.00	2.00	2.00	3.00
Police Officer	10.00	13.00	13.00	12.00
Office Supervisor	1.00	1.00	1.00	1.00
Communication Supervisor	1.00	1.00	1.00	1.00
Communication Operator	4.00	5.00	5.00	5.00
Property Room Manager	1.00	1.00	1.00	1.00
Records Clerk	2.00	2.00	2.00	2.00
* In FY 23, retitled Lieutenant to Assist Chief of Police; repurposed a Patrol Sgt. to a Investigator Sgt.				
<b>Total</b>	<b>29.50</b>	<b>33.00</b>	<b>34.00</b>	<b>36.00</b>



# FY24 – MAJOR BUDGET ITEMS

- Treats on the Streets & National Night Out events - \$1,900
- Blue Santa - \$14,000
- Police technology server - \$25,000
- Purchase Police UTV after sale of State seizure vehicles - \$25,000
- 6 Bulletproof Vests - \$6,000
- Basic PPE (maintenance) on Police vehicles - \$35,000
- Clothing uniforms - \$19,500
- Radio tower lease - \$27,192
- Second year payment on new Motorola radios - \$32,450
- BVCOG for 9-1-1 Services - \$14,000
- Remaining rifle racks for Patrol units - \$5,000





# SUPPLEMENTAL REQUEST

## ■ Supplemental Requests:

- Lease vehicle for CID - \$20,675
- Narcotics Investigator - \$129,957
- K9 Officer - \$170,850
- Patrol Sergeant - \$119,120
- 2 Dispatch Consoles (5-year payment) - \$34,845
- Dispatcher - \$68,046
- Replacement of 3 Patrol vehicles w/Tahoe's - \$130,500
- School Resource Officer - \$149,025
- 2 Patrol Officers - \$254,196

## ■ Supplementals Funded:

- Lease vehicle for CID - \$20,675
- Promote Patrol Officer to Narcotics Investigator - \$26,743
- Patrol Sergeant - \$119,120
- Replaced one Patrol vehicle w/Tahoe for Traffic Unit - \$43,500
- School Resource Officer - \$149,025

# ANIMAL CONTROL

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 52,035	\$ 91,235	\$ 95,517	\$ 97,196
Materials & Supplies	3,796	7,650	8,000	8,000
Maintenance & Services	7,266	10,150	10,150	10,150
Utilities	3,925	3,000	4,056	4,000
Miscellaneous	-	1,000	1,000	1,000
Capital Outlay	10,238	8,150	6,604	6,076
<b>Total</b>	<b>\$ 77,259</b>	<b>\$ 121,185</b>	<b>\$ 125,327</b>	<b>\$ 126,422</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Animal Control Officer	2.00	2.00	2.00	2.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Vaccinations (spay, neuter, rabies, microchip, etc.) – \$3,600
- Veterinarian services - \$2,500



# SUPPLEMENTAL REQUEST

- Supplemental Requests:

- Repair siding & add insulation to Animal Services office - \$5,000

- Supplementals Funded:

- Requests not funded





**FIRE**

# FIRE

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 624,617	\$ 762,703	\$ 828,733	\$ 1,063,415
Materials & Supplies	38,392	68,284	73,000	58,300
Maintenance & Services	95,372	93,640	140,700	190,182
Utilities	7,061	6,000	6,000	6,000
Miscellaneous	15,534	18,592	17,837	22,242
Capital Outlay	58,896	160,010	1,033,052	195,010
<b>Total</b>	<b>\$ 839,872</b>	<b>\$ 1,109,229</b>	<b>\$ 2,099,322</b>	<b>\$ 1,535,149</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Fire Chief/Emergency Management Coordinator	1.00	1.00	1.00	1.00
Firefighter/Driver	6.00	7.00	7.00	9.00
Firefighter/Driver (part-time)	6.00	6.00	6.00	6.00
<b>Total</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>16.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Second year payment on new Motorola radios - \$17,000
- Maintenance & rehabilitation on Engine 85 and other units - \$100,000
- Quarter/Annual apparatus & equipment testing - \$14,710
- 5 sets of gear, uniforms, & clothing - \$32,750
- Radios & communications (batteries, signal fees, Active 9-1-1) - \$11,200
- Annual medical evaluation NFPA 1582 - \$6,600
- Volunteer accident policy - \$1,537
- Replace all SCBA Cylinders - \$70,000

# SUPPLEMENTAL REQUEST

## ■ Supplemental Requests:

- Addition of 2 Firefighters - \$162,209
- Engine 85 Rehabilitation - \$100,000
- Cancer Screenings for Firefighters - \$2,250
- Fire Attack Line Nozzles - \$2,894
- Part-time Administrative Assistant - \$17,348
- Fire Marshal - \$107,730

## ■ Supplementals Funded:

- Two Firefighters - \$162,209
- Cancer Screenings for Firefighters - \$2,250
- Engine 85 Rehabilitation - \$60,000 (off-set by expected proceeds from sale of old Engine)

# EMERGENCY MANAGEMENT

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Materials & Supplies	\$ 147	\$ 650	\$ 300	\$ 500
Maintenance & Services	2,375	2,575	2,500	2,600
<b>Total</b>	<b>\$ 2,522</b>	<b>\$ 3,225</b>	<b>\$ 2,800</b>	<b>\$ 3,100</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Intern (part-time)	0.20	0.00	0.00	0.00
<b>Total</b>	<b>0.20</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Annual WeatherBug fee - \$1,575



# ECONOMIC & COMMUNITY DEVELOPMENT



# ECONOMIC DEVELOPMENT

EXPENDITURES	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Personnel Services	\$ -	\$ 78,816	\$ 97,333	\$ 100,787
Materials & Supplies	9	855	855	890
Professional Fees	-	-	3,029	154
Miscellaneous	550	9,138	11,184	15,484
<b>Total</b>	<b>\$ 559</b>	<b>\$ 88,809</b>	<b>\$ 112,401</b>	<b>\$ 117,315</b>

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Economic Development Director	0.00	1.00	1.00	1.00
<b>Total</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Staff development - \$14,227
- Memberships - \$532
- IEDC & TDA Award fees - \$725

# SUPPLEMENTAL REQUEST

- Supplemental Request:

- Downtown Parking Analysis - \$60,000
- Leadership Training (Texas Women's Leadership Institute - \$3,230
- TAMIO Conference - \$1,480

- Supplemental Funded:

- Request not funded

# PARKS & RECREATION

EXPENDITURES	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Personnel Services	\$ -	\$ 59,284	\$ 70,648	\$ 117,359
Materials & Supplies	-	24,444	20,406	30,475
Maintenance & Services	-	9,985	9,490	5,250
Professional Fees	-	10,000	-	-
Bond & Loan Debt	5,491	-	4,779	5,625
Miscellaneous	-	-	1,019	4,765
Capital Outlay	-	-	6,175	12,275
<b>Total</b>	<b>\$ 5,491</b>	<b>\$ 103,713</b>	<b>\$ 112,517</b>	<b>\$ 175,749</b>

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Parks & Recreation Manager	0.00	0.00	1.00	1.00
Navasota Center Building Attendant (part-time)	0.75	0.75	0.75	0.75
<i>Moved from Parks &amp; Facilities Maintenance to create new Dept.</i>				
<b>Total</b>	<b>0.75</b>	<b>0.75</b>	<b>1.75</b>	<b>1.75</b>





## FY24 – MAJOR BUDGET ITEMS

- Movies in the Park - \$3,500
- Fishing Frenzy Program - \$8,975
- Special programming (examples such as Daddy Daughter Dance, Mommy & me, Movie, Yoga classes, Art classes, cooking, cook-offs, tournaments, youth leagues, inflatable events, min-golf event, ski run, and E-sports) - \$16,500
- Pretty City Committee - \$5,000

# SUPPLEMENTAL REQUEST

- Supplemental Requests:

- Parks & Recreation Manager Training (3 Conferences) - \$4,500
- Park Improvements (Pavilion, Bathroom & Parking Lot at Hillside Park and Pier at Patout Pond) - \$415,000

- Supplementals Funded:

- Parks & Recreation Manager Training (3 Conferences) - \$4,500
- Park Improvements moved to Capital Projects Fund for further consideration due to cost of projects

# SWIMMING POOL

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 523	\$ 32,664	\$ 53,091	\$ 62,132
Materials & Supplies	12,277	16,000	18,000	17,000
Maintenance & Services	41,467	22,300	50,570	31,232
Utilities	5,240	10,000	10,000	10,000
Miscellaneous	-	2,000	2,100	3,300
Capital Outlay	-	-	-	-
<b>Total</b>	<b>\$ 59,507</b>	<b>\$ 82,964</b>	<b>\$ 133,761</b>	<b>\$ 123,664</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Pool Manager (Seasonal)	1.00	1.00	0.00	0.00
Head Lifegaurds (Seasonal)	0.00	0.00	2.00	2.00
Lifeguards (Seasonal)	15.00	15.00	8.00	8.00
<b>Total</b>	<b>15.00</b>	<b>15.00</b>	<b>8.00</b>	<b>8.00</b>

## FY24 – MAJOR BUDGET ITEMS

- Pool chemicals - \$15,000
- Pool vacuum - \$25,632



# SUPPLEMENTAL REQUEST

- Supplemental Request:

- Locker Room Stalls & Paint - \$13,000
- Pool Improvements (Plaster, Fencing, Decking, & Wall Repairs) - \$250,000

- Supplemental Funded:

- Locker Room Stalls & Paint, along with the Pool Improvements moved to Capital Projects Fund for further consideration due to cost of projects



# MARKETING & COMMUNICATIONS

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 23,131	\$ 69,118	\$ 92,774	\$ 165,814
Materials & Supplies	2,873	15,000	15,000	23,719
Maintenance & Services	16,046	43,728	42,527	41,278
Miscellaneous	13,399	20,978	19,075	35,083
<b>Total</b>	<b>\$ 55,449</b>	<b>\$ 148,824</b>	<b>\$ 169,376</b>	<b>\$ 265,894</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Marketing & Communications Director	0.50	1.00	1.00	1.00
Marketing & Multi-Media Specialist	0.00	0.00	0.00	1.00
<b>Total</b>	<b>0.50</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Promotional materials & swag - \$20,000
- Revize website - \$24,278
- Publications in Examiner, social media & magazines - \$17,000
- Staff development & events - \$10,135
- Advertising and brochure stand at visitor centers & hotels throughout Texas - \$8,000



# SUPPLEMENTAL REQUEST

- Supplemental Requests:

- Marketing & Multi-Media Specialist - \$81,792

- Supplementals Funded:

- Requests funded

# TOURISM

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 21,539	\$ -	\$ -	\$ -
Materials & Supplies	511,541	384,650	404,291	536,105
Maintenance & Services	150	26,850	25,629	26,300
Miscellaneous	10,441	48,000	40,908	39,800
<b>Total</b>	<b>\$ 543,670</b>	<b>\$ 459,500</b>	<b>\$ 470,828</b>	<b>\$ 602,205</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Marketing & Communications Director	0.50	0.00	0.00	0.00
<b>Total</b>	<b>0.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>





## FY24 – MAJOR BUDGET ITEMS

- Texas Birthday Bash (includes \$220,000 for entertainment) - \$419,385
- Treats on the Streets - \$1,170
- National Night Out merchandise & advertising - \$800
- MLK Parade - \$1,850
- Easter Egg Hunt - \$1,350
- Sounds of Summer - \$21,800
- Freedom Festival (includes fireworks & entertainment) - \$31,950
- Home for the Holidays - \$37,800
- Publications - \$26,300
- Advertising - \$35,800





## FY24 – MAJOR BUDGET ITEMS

- Proposed increase to Texas Birthday Bash ticketing rates. Please see below proposed changes for 2024.

TBB Admission Fee	2022 Rates	Proposed 2023 Rates
1 Day Admissions - Advance	\$15	\$25
1 Day Admissions – Day of	\$20	\$30
2 Day Admissions - Advance	\$25	\$50
2 Day Admissions – Day of	\$30	\$55
VIP Friday Only	\$75	\$100
VIP Saturday Only	\$100	\$130
VIP 2 Day Admission	\$150	\$175

# SUPPLEMENTAL REQUEST

- Supplemental Requests:

- Veterans Parade, Talent Event, & Texas Birthday Bash Announcement Party - \$24,800
- KBTX Tourism Awareness Campaign - \$25,500
- Main Street Manager - \$133,392

- Supplementals Funded:

- International Country Music Association (ICMA) “The Sound” Talent Event - \$15,000

# LIBRARY

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 98,063	\$ 103,217	\$ 129,976	\$ 150,121
Materials & Supplies	5,210	4,000	4,200	5,400
Maintenance & Services	16,474	45,000	41,300	45,000
Utilities	6,691	5,800	5,800	6,400
Bond & Loan Debt	1,439	-	1,253	1,474
Miscellaneous	609	2,595	2,212	2,679
Capital Outlay	10,196	10,500	9,500	10,500
<b>Total</b>	<b>\$ 138,683</b>	<b>\$ 171,112</b>	<b>\$ 194,241</b>	<b>\$ 221,574</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Library Director	1.00	1.00	1.00	1.00
Librarian	0.00	0.00	0.00	1.00
Library Clerk	1.00	1.00	1.00	0.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Summer reading program - \$1,000
- Update bathroom & other building repairs - \$45,000
- Books & magazines - \$10,500

# SUPPLEMENTAL REQUEST

- Supplemental Request:
  - Masters of Library Science Courses at UNT (Year 1 Of 2) for Library Director - \$9,000
  - Computer Upgrades - \$6,400
  - Furniture (Conference Table & 6 Chairs) - \$1,300
- Supplemental Funded:
  - Request not funded



An aerial photograph of a large residential development. The foreground and middle ground are filled with rows of single-story houses, many of which are still under construction, showing wooden roof frames and some with white roofs. The houses are arranged in a grid-like pattern with paved streets and sidewalks. In the background, there is a green golf course and a small pond. A blue banner with white text is overlaid at the bottom of the image.

# DEVELOPMENT SERVICES



# DEVELOPMENT SERVICES

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 284,707	\$ 250,087	\$ 279,435	\$ 375,644
Materials & Supplies	7,498	4,000	2,150	5,100
Maintenance & Services	16,786	57,450	49,519	58,450
Professional Fees	82,896	334,500	166,598	92,000
Miscellaneous	6,001	9,652	7,700	16,974
Capital Outlay	19,951	16,850	12,294	17,929
<b>Total</b>	<b>\$ 417,840</b>	<b>\$ 672,539</b>	<b>\$ 517,696</b>	<b>\$ 566,097</b>

# DEVELOPMENT SERVICES

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Development Services Director	1.00	1.00	1.00	1.00
Building Official / Plans Examiner	0.00	0.00	0.00	1.00
Economic Development Specialist *	1.00	0.00	0.00	0.00
Building Inspector	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Permit Clerk	1.00	1.00	1.00	1.00
<i>* Position moved to separate department</i>				
<b>Total</b>	<b>5.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>



# FY24 – MAJOR BUDGET ITEMS

- Funds to demolish substandard buildings - \$42,000
- Funds to mow vacant lots & clean unsightly properties - \$14,450
- Third-party inspection services - \$75,000
- Third-party plan review (Kimley Horn Engineering) - \$16,500
- Staff development - \$12,204





# SUPPLEMENTAL REQUEST

- Supplemental Requests:

- Building Official / Plans Examiner - \$111,912
- Code Enforcement Officer - \$68,551
- Zoning Ordinance review & Comprehensive Plan - \$300,000 **Request is in Grants Fund**

- Supplementals Funded:

- Building Official / Plans Examiner - \$111,912
- Zoning Ordinance review & Comprehensive Plan - \$300,000 **Funded in Grants Fund**



# KEEP NAVASOTA BEAUTIFUL

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 178	\$ -	\$ 200	\$ 200
Materials & Supplies	3,738	1,000	1,070	4,000
<b>Total</b>	<b>\$ 3,916</b>	<b>\$ 1,000</b>	<b>\$ 1,270</b>	<b>\$ 4,200</b>

**NO STAFFING**



# FY24 – MAJOR BUDGET ITEMS

TRASH-OFF EVENT - \$4,000

# TECHNOLOGY

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 54,455	\$ 63,109	\$ 76,127	\$ 76,083
Materials & Supplies	3,462	3,000	3,000	3,000
Maintenance & Services	266,692	200,998	285,439	303,797
Utilities	131,340	165,960	133,116	137,617
Miscellaneous	-	6,275	5,275	8,085
Capital Outlay	4,807	33,460	33,460	139,239
<b>Total</b>	<b>\$ 460,756</b>	<b>\$ 472,802</b>	<b>\$ 536,417</b>	<b>\$ 667,821</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Information Technology Specialist	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Citizen Serve (Development Services software) - \$14,400
- Copier rentals - \$39,200
- INCODE software fee - \$137,033
- Utility Bill printing & postage - \$45,000
- Connect CTY - \$6,500
- Office 365 - \$10,232
- Telephone services - \$66,616
- City cell phones - \$40,500
- Internet with CenturyLink & BVCOG as backup - \$34,979
- New computers for employees - \$28,560

# SUPPLEMENTAL REQUEST

## ■ Supplemental Request:

- Upgrade ERP System to Tyler Technology INCODE 10 - \$94,320
- Upgrade Audio Visual System in Council Chambers - \$125,000
- Update WiFi Access Points at all City Facilities & Buildings - \$9,940
- Migrate City Phones to Datavox – Cloud VOIP Phones - \$36,800
- TeamViewer License, BlueBeam & AutoCAD LT Licenses - \$2,382

## ■ Supplemental Funded:

- Upgrade ERP System to Tyler Technology INCODE 10 - \$94,320
- Update WiFi Access Points at all City Facilities & Buildings - \$9,940
- TeamViewer License, BlueBeam & AutoCAD LT Licenses - \$2,382
- Upgrade AV System in Council Chambers moved to Capital Projects Fund for further consideration due to cost of projects





# PUBLIC WORKS

# SANITATION

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 48,570	\$ 55,412	\$ 55,942	\$ 60,340
Materials & Supplies	8,253	9,000	7,570	9,000
Maintenance & Services	1,127,699	1,240,499	1,230,603	1,319,450
Utilities	255	200	200	200
Bond & Loan Debt	12,551	-	-	-
Miscellaneous	13,937	1,000	-	-
Capital Outlay	-	73,589	63,589	200,589
<b>Total</b>	<b>\$ 1,211,266</b>	<b>\$ 1,379,700</b>	<b>\$ 1,357,904</b>	<b>\$ 1,589,579</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Recycling Laborer	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Bi-annual clean-up event (Spring & Fall) - \$15,000
- Republic Services Contract (includes 7.7% CPI rate adjustment & volume increase) - \$1,261,600
- Brush removal at brush collection site - \$32,500





# SUPPLEMENTAL REQUEST

- Supplemental Request:
  - Dump Truck to replace 1999 model - \$137,000
- Supplemental Funded:
  - Request funded

# STREET

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 460,720	\$ 485,484	\$ 522,082	\$ 578,143
Materials & Supplies	54,766	48,000	42,173	45,000
Maintenance & Services	26,908	67,700	60,418	69,300
Utilities	99,115	95,000	95,000	97,000
Professional Fees	71,699	75,000	37,027	60,000
Bond & Loan Debt	17,772	-	-	-
Miscellaneous	3,346	2,130	1,333	1,211
Capital Outlay	639,879	594,831	1,169,165	532,286
<b>Total</b>	<b>\$ 1,374,204</b>	<b>\$ 1,368,145</b>	<b>\$ 1,927,198</b>	<b>\$ 1,382,940</b>



# STREET

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Assistant Public Works Director	0.00	0.00	1.00	1.00
Director of Streets & Sanitation *	1.00	1.00	0.00	0.00
Crew Leader	1.00	1.00	0.00	1.00
Heavy Equipment Operator *	2.00	2.00	3.00	2.00
Truck Driver	2.00	2.00	2.00	2.00
Laborer	2.00	2.00	2.00	3.00
<i>* Re-organization in FY 23: Promoted Director of Streets &amp; Sanitation to Asst. Public Works Director; moved Crew Leader to Heavy Equipment Operator</i>				
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>



## FY24 – MAJOR BUDGET ITEMS

- Replace 416 LF of concrete (approximately 30 cubic yards) sidewalks - \$35,000
- Street lights - \$97,000
- Annual street maintenance project (includes engineering) - \$460,000

# SUPPLEMENTAL REQUEST

- Supplemental Request:

- Street Maintenance Laborer - \$50,759
- Traffic Signs and Trailer - \$13,445

- Supplemental Funded:

- Street Maintenance Laborer - \$50,759

# PARKS & FACILITIES MAINTENANCE

EXPENDITURES	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Personnel Services	\$ 186,117	\$ 227,068	\$ 174,629	\$ 159,383
Materials & Supplies	32,171	19,600	15,600	21,300
Maintenance & Services	429,505	276,600	278,300	356,319
Utilities	52,578	43,000	42,300	50,000
Professional Fees	2,480	3,000	-	5,000
Miscellaneous	2,002	2,700	833	-
Capital Outlay	57,005	32,000	30,848	18,624
<b>Total</b>	<b>\$ 761,858</b>	<b>\$ 603,968</b>	<b>\$ 542,510</b>	<b>\$ 610,626</b>

# PARKS & FACILITIES MAINTENANCE

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Parks & Facilities Maintenance Manager *	1.00	1.00	0.00	0.00
Parks & Facilities Foreman	1.00	1.00	1.00	1.00
Parks & Recreation Specialist **	1.00	0.00	0.00	0.00
Laborer	1.00	1.00	2.00	2.00
Administrative Assistant	0.00	0.00	0.00	0.00
<i>* In FY 23, repurposed Maintenance Manager to add Engineer in in Public Works</i>				
<i>** In FY 23, repurposed Specialist to Parks &amp; Rec Manager</i>				
<b>Total</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>





## FY24 – MAJOR BUDGET ITEMS

- Annual mowing contract (all parks & facilities) - \$300,000
- Maintenance at Horlock House - \$6,000
- Maintenance at Navasota Center - \$10,000
- Facilities maintenance in general - \$10,000

# SUPPLEMENTAL REQUEST

- Supplemental Request:

- Replacement Chairs & Tables for Navasota Center - \$14,484
- Roller Shades at Navasota Center - \$6,035
- Ceiling Fans at Navasota Center - \$2,100

- Supplemental Funded:

- Request funded

# CITY HALL

<b>EXPENDITURES</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Personnel Services	\$ 77,528	\$ 81,834	\$ 93,475	\$ 91,896
Materials & Supplies	46,314	44,500	44,350	45,500
Maintenance & Services	131,609	77,000	112,500	102,000
Utilities	43,358	40,000	33,000	40,000
Professional Fees	600	600	600	600
Bond & Loan Debt	15,949	-	13,883	16,339
Miscellaneous	117,332	124,000	128,068	140,875
Capital Outlay	-	-	8,767	10,481
<b>Total</b>	<b>\$ 432,690</b>	<b>\$ 367,934</b>	<b>\$ 434,643</b>	<b>\$ 447,691</b>

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Building Custodian Senior	0.00	0.00	0.00	1.00
Building Custodian Laborer	2.00	2.00	2.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



## FY24 – MAJOR BUDGET ITEMS

- City Hall general supplies (used by all departments) - \$30,000
- Janitorial supplies - \$13,000
- Maintenance of buildings - \$100,000
- Property & vehicle insurance policy - \$140,875

# VEHICLE & EQUIPMENT SERVICES

EXPENDITURES	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Personnel Services	\$ 71,316	\$ 107,995	\$ 109,168	\$ 109,612
Materials & Supplies	12,957	13,000	11,000	11,500
Maintenance & Services	5,310	7,000	6,900	7,900
Utilities	4,282	3,600	4,500	4,500
Capital Outlay	-	16,000	8,166	10,776
<b>Total</b>	<b>\$ 93,864</b>	<b>\$ 147,595</b>	<b>\$ 139,734</b>	<b>\$ 144,288</b>

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Vehicle Maintenance Supervisor	1.00	1.00	1.00	1.00
Vehicle Maintenance Technician	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>



# SUPPLEMENTAL REQUEST

- Supplemental Request:

- Renovations to Vehicle Services Facility, which includes a new drive-on lift with front axle lifting - \$20,000

- Supplemental Funded:

- Request not funded

# AIRPORT

EXPENDITURES	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Materials & Supplies	\$ 116	\$ 200	\$ 200	\$ 200
Maintenance & Services	2,173	58,000	55,000	58,000
Utilities	1,927	2,600	2,600	3,000
Miscellaneous	-	500	-	-
Capital Outlay	107,451	-	58,665	-
<b>Total</b>	<b>\$ 111,667</b>	<b>\$ 61,300</b>	<b>\$ 116,465</b>	<b>\$ 61,200</b>

**NO STAFFING**

## FY24 – MAJOR BUDGET ITEMS

- RAMP Grant - \$50,000



# SUPPLEMENTAL REQUEST

- Supplemental Request:

- Additional Ramp to North end of Airport - \$310,000

- Supplemental Funded:

- Ramp to North end of Airport moved to Capital Projects Fund for further consideration due to cost of projects



# WATER FUND



**INCOME STATEMENT**

	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
<b>REVENUES</b>				
Water Sales	\$ 2,346,270	\$ 2,059,963	\$ 2,280,517	\$ 3,079,330
Utility Improvement Fee	458,842	506,652	526,872	546,402
Penalties & Service Charges	97,494	95,000	98,000	95,000
Meters & Water Taps	37,702	33,500	43,165	38,500
Grant Funds	-	1,983,750	-	1,983,750
Bond Proceeds	-	4,746,250	4,746,250	-
Miscellaneous Income	13,124	6,000	9,000	6,000
Interest Income	11,622	10,000	12,000	11,500
<b>Total Revenues</b>	<b>\$ 2,965,054</b>	<b>\$ 9,441,115</b>	<b>\$ 7,715,804</b>	<b>\$ 5,760,482</b>
<b>EXPENSES</b>				
Personnel Services	\$ 271,597	\$ 504,370	\$ 436,256	\$ 508,925
Materials & Supplies	48,833	47,500	44,500	55,800
Maintenance & Services	1,013,175	1,141,153	1,593,201	1,824,328
Utilities	136,600	115,000	123,833	130,025
Depreciation	398,388	200,000	450,000	475,000
Professional Fees	42,656	466,500	370,702	33,500
Bond & Loan Debt	27,347	-	117,781	138,616
Miscellaneous	868,179	822,806	923,300	1,220,832
Capital Outlay	26,879	6,761,490	1,014,739	6,005,065
<b>Total Expenses</b>	<b>\$ 2,833,654</b>	<b>\$ 10,058,819</b>	<b>\$ 5,074,312</b>	<b>\$ 10,392,091</b>
<b>NET INCOME</b>	<b>\$ 131,400</b>	<b>\$ (617,704)</b>	<b>\$ 2,641,492</b>	<b>\$ (4,631,609)</b>
<b>BEGINNING CASH &amp; INVESTMENTS</b>	<b>\$ 3,513,669</b>	<b>\$ 3,752,224</b>	<b>\$ 3,752,224</b>	<b>\$ 6,843,716</b>
Depreciation	398,388	200,000	450,000	475,000
<b>CASH ADJUSTMENTS</b>	<b>(291,233)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING CASH &amp; INVESTMENTS</b>	<b>\$ 3,752,224</b>	<b>\$ 3,334,520</b>	<b>\$ 6,843,716</b>	<b>\$ 2,687,107</b>

# WATER FUND

STAFFING	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
Public Works Director *	0.00	0.00	1.00	1.00
Director of Utilities	1.00	1.00	0.00	0.00
Engineer *	0.00	0.00	1.00	1.00
Utilities Crew Leader	0.00	0.00	0.00	1.00
Administrative Clerk	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Utility Technician	3.00	3.00	3.00	2.00
<i>* In FY 23, promoted Director of Utilities to Public Works Director; and repurposed Parks &amp; Facilities Maint. Manager to Engineer</i>				
<b>Total</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>

# FY24 – MAJOR BUDGET ITEMS

- Non-Departmental

- Transfer to Debt Service Fund for debt payments - \$1,208,327

- Water Production

- Chemicals (Chlorine) to treat water - \$20,000
- Water Plant maintenance - \$30,000
- SCADA maintenance - \$20,000
- Water Well maintenance - \$93,500
- Monthly well production fees & TCEQ permits - \$30,000
- Capital: Water Well No. 8 - \$1,978,005

- Water Distribution

- Meters, MXU, meter boxes, meter lids, meter fittings - \$200,000
- Water Main maintenance - \$60,000
- Fire hydrant repairs & maintenance - \$100,000
- PILOT (gross revenue \$3.2 million x 9%) - \$289,155
- Reimbursement to General Fund for department expenditures - \$1,011,161
- Depreciation - \$475,000
- Capital: Water Tower, Water Plant, & Ground Storage - \$4 million

# SUPPLEMENTAL REQUEST

## ■ Supplemental Requests:

- Water Fund salary adjustments including benefits (FICA & TMRS) - \$11,846
- Certification Pay - \$4,100
- Public Works Promotions - \$4,449
- TMRS to 7% and 20-year Retirement - \$29,586
- Traffic Message Sign Board w/Trailer (1/3 cost) - \$6,000

## ■ Supplementals Funded:

- Water Fund salary adjustments including benefits (FICA & TMRS) - \$11,846
- Certification Pay - \$4,100
- Public Works Promotions - \$4,449
- Traffic Message Board w/Trailer - \$6,000

# NATURAL GAS FUND





**INCOME STATEMENT**

	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
<b>REVENUES</b>				
Gas Metered Sales	\$ 3,928,088	\$ 4,473,062	\$ 5,782,520	\$ 6,361,075
Penalties & Service Charges	19,412	17,800	22,500	19,500
Meters, Regulators & Meter Taps	38,235	37,500	26,750	24,500
Bond Proceeds	-	1,615,000	1,615,000	-
Miscellaneous Income	4,266	-	-	-
Interest Income	(23,107)	6,000	13,068	13,000
<b>Total Revenues</b>	<b>\$ 3,966,893</b>	<b>\$ 6,149,362</b>	<b>\$ 7,459,838</b>	<b>\$ 6,418,075</b>
<b>EXPENSES</b>				
Personnel Services	\$ 134,914	\$ 302,863	\$ 235,578	\$ 291,855
Materials & Supplies	4,095,313	3,433,360	3,950,545	4,349,013
Maintenance & Services	977,588	1,111,346	1,351,051	1,561,342
Depreciation	120,011	66,000	150,000	175,000
Professional Fees	25,025	135,500	85,500	66,500
Bond & Loan Debt	16,453	-	61,100	71,908
Miscellaneous	17,745	3,000	5,961	9,546
Capital Outlay	-	1,627,313	564,930	1,108,318
<b>Total Expenses</b>	<b>\$ 5,387,049</b>	<b>\$ 6,679,382</b>	<b>\$ 6,404,665</b>	<b>\$ 7,633,482</b>
<b>NET INCOME</b>	<b>\$ (1,420,156)</b>	<b>\$ (530,020)</b>	<b>\$ 1,055,173</b>	<b>\$ (1,215,407)</b>
<b>BEGINNING CASH &amp; INVESTMENTS</b>	<b>\$ 3,846,189</b>	<b>\$ 1,579,813</b>	<b>\$ 1,579,813</b>	<b>\$ 2,784,986</b>
Depreciation	\$ 120,011	\$ 66,000	\$ 150,000	\$ 175,000
<b>CASH ADJUSTMENTS</b>	<b>(966,231)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING CASH &amp; INVESTMENTS</b>	<b>\$ 1,579,813</b>	<b>\$ 1,115,793</b>	<b>\$ 2,784,986</b>	<b>\$ 1,744,579</b>

# NATURAL GAS FUND

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>STAFFING</b>				
Utilities Superintendent	0.00	0.00	0.00	1.00
Gas Foreman	1.00	1.00	1.00	0.00
Gas Operator	0.00	0.00	0.00	1.00
Utility Technician	1.00	1.00	1.00	0.00
Gas Technician	1.00	2.00	2.00	2.00
<b>Total</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

## FY24 – MAJOR BUDGET ITEMS

- Gas purchases - \$4,330,013
- Gas meters & regulators - \$174,441
- PILOT (gross revenue \$6.4 million x 9%) - \$576,457
- Reimbursement to General Fund for department expenditures - \$769,362
- Depreciation - \$175,000
- GRS (Strand Engineers) - \$50,000
- Public Awareness & Damage Prevention for Natural Gas - \$6,500
- Capital: Pecan Lakes subdivision Gas Loop & Extension project - \$1,090,000

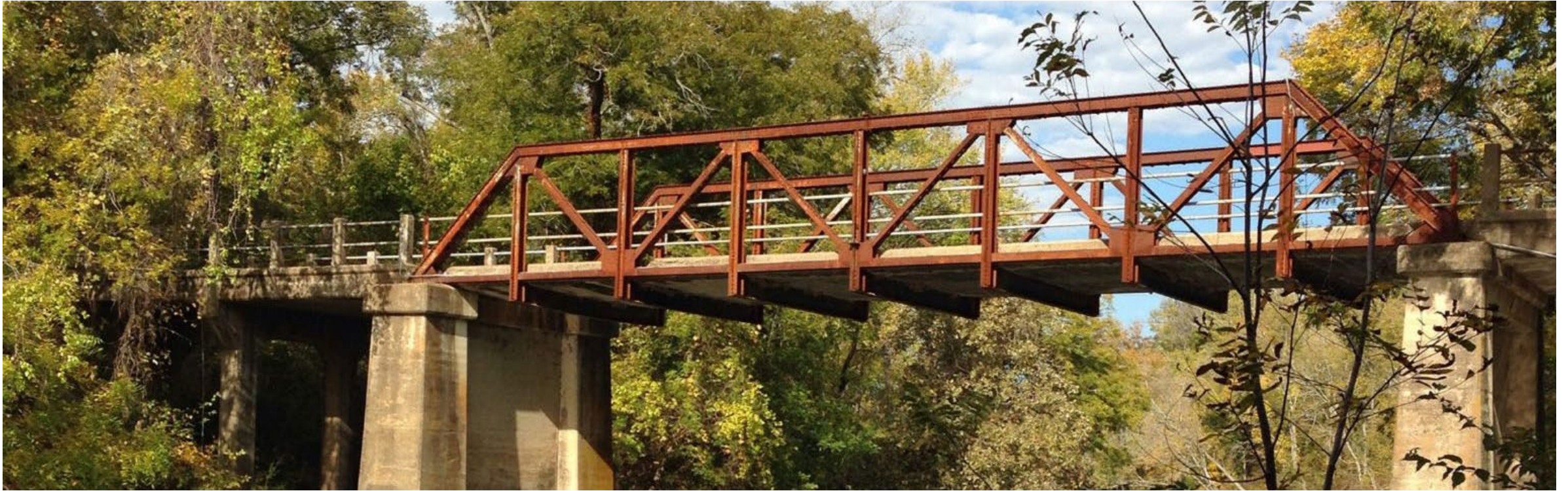
# SUPPLEMENTAL REQUEST

## ■ Supplemental Requests:

- Natural Gas Fund salary adjustments including benefits (FICA & TMRS) - \$9,477
- Certification Pay - \$4,328
- Public Works Promotions - \$11,416
- TMRS to 7% and 20-year Retirement - \$14,756
- Two Gas Line Locators - \$9,070
- Traffic Message Sign Board w/Trailer (1/3 cost) - \$6,000

## ■ Supplementals Funded:

- Natural Gas Fund salary adjustments including benefits (FICA & TMRS) - \$9,477
- Certification Pay - \$4,328
- Public Works Promotions - \$11,416
- Two Gas Line Locators - \$9,070
- Traffic Message Sign Board w/Trailer (1/3 cost) - \$6,000



**WASTEWATER FUND**



## INCOME STATEMENT

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Wastewater Sales	\$ 1,687,050	\$ 1,768,002	\$ 1,818,633	\$ 2,482,986
Penalties & Service Charges	26,353	25,000	28,000	25,000
Bond Proceeds	-	395,000	395,000	-
Miscellaneous	13,525	-	10,875	-
Interest Income	9,002	7,000	9,000	9,000
<b>Total Revenues</b>	<b>\$ 1,735,931</b>	<b>\$ 2,195,002</b>	<b>\$ 2,261,508</b>	<b>\$ 2,516,986</b>
<b>EXPENSES</b>				
Personnel Services	\$ 215,065	\$ 375,370	\$ 285,848	\$ 388,532
Materials & Supplies	58,222	61,500	85,618	86,750
Maintenance & Services	954,589	970,653	772,747	888,591
Utilities	87,286	94,000	96,000	99,120
Depreciation	248,681	320,000	275,000	275,000
Professional Fees	66,163	140,551	197,233	110,840
Bond & Loan Debt	4,646	-	360	423
Miscellaneous	306,891	297,659	296,393	422,498
Capital Outlay	9,259	450,543	393,672	328,541
<b>Total Expenses</b>	<b>\$ 1,950,802</b>	<b>\$ 2,710,276</b>	<b>\$ 2,402,871</b>	<b>\$ 2,600,295</b>
<b>NET INCOME</b>	<b>\$ (214,871)</b>	<b>\$ (515,274)</b>	<b>\$ (141,363)</b>	<b>\$ (83,309)</b>
<b>BEGINNING CASH &amp; INVESTMENTS</b>	<b>\$ 1,512,846</b>	<b>\$ 828,438</b>	<b>\$ 828,438</b>	<b>\$ 962,075</b>
Depreciation	\$ 248,681	\$ 320,000	\$ 275,000	275,000
<b>CASH ADJUSTMENTS</b>	<b>(718,218)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING CASH &amp; INVESTMENTS</b>	<b>\$ 828,438</b>	<b>\$ 633,164</b>	<b>\$ 962,075</b>	<b>\$ 1,153,766</b>

# WASTEWATER FUND

<b>STAFFING</b>	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
Project Manager	1.00	1.00	1.00	1.00
Senior Water/Wastewater Plant Operator	1.00	1.00	1.00	1.00
Wastewater Operator	1.00	1.00	1.00	2.00
Utility Technician	1.00	1.00	1.00	1.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>

# FY24 – MAJOR BUDGET ITEMS

- Non-Departmental

- Transfer to Debt Service Fund for debt payments - \$419,12

- Wastewater Treatment Plant

- Chemicals (Chlorine, Sulfur Dioxide, & Polymer) - \$56,000
- Maintenance of WWTP (belt press, CO2 Scales repair, & Blower motor) - \$110,000
- Sludge removal - \$20,000
- WWTP permit, sludge registration, & sludge transportation fee - \$13,491
- Lab fees (Chaparral Labs & Bio-Aquatic) - \$36,549
- Capital: Wastewater Treatment Plant Phase 2 CIP - \$224,681

- Sewer Collection

- Sewer Main maintenance - \$25,000
- Sewer Lift Station maintenance - \$75,000
- PILOT (gross revenue \$2.5 million x 9%) - \$225,719
- Reimbursement to General Fund for department expenditures - \$417,654
- Depreciation - \$275,000

# SUPPLEMENTAL REQUEST

## ■ Supplemental Requests:

- Wastewater Fund market adjustments including benefits (FICA & TMRS) - \$9,477
- Certification Pay - \$11,275
- Public Works Promotions - \$4,965
- TMRS to 7% and 20-year Retirement - \$16,928
- WWTP Generator - \$224,000
- Water/Wastewater Operator II - \$77,214
- Traffic Message Sign Board w/Trailer (1/3 cost) - \$6,000

## ■ Supplementals Funded:

- Wastewater Fund market adjustments including benefits (FICA & TMRS) - \$9,477
- Certification Pay - \$11,275
- Public Works Promotions - \$4,965
- WWTP Generator moved to Capital Projects Fund for further consideration due to cost of projects; also, could be funded via grant too
- Water/Wastewater Operator II - \$77,214
- Traffic Message Sign Board w/Trailer (1/3 cost) - \$6,000

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**STATEMENT OF REVENUES AND EXPENDITURES**

	<b>Actual FY 21-22</b>	<b>Budget FY 22-23</b>	<b>End-of-Year Estimate FY 22-23</b>	<b>Proposed FY 23-24</b>
<b>REVENUES</b>				
Sales Tax	\$ 198,635	\$ 203,258	\$ 220,743	\$ 236,195
Interest Income	534	1,000	500	500
Miscellaneous Income	11,288	2,575	2,575	2,575
<b>Total Revenues</b>	<b>\$ 210,456</b>	<b>\$ 206,833</b>	<b>\$ 223,818</b>	<b>\$ 239,270</b>
<b>EXPENSES</b>				
Personnel Services				
Materials & Supplies	\$ 10,256	\$ 110,000	\$ 19,885	\$ 110,000
Professional Fees	17,650	17,650	21,242	37,150
Bond & Loan Debt	144,658	145,423	145,423	146,210
Miscellaneous	17,182	34,842	33,426	22,570
<b>Total Expenses</b>	<b>\$ 189,746</b>	<b>\$ 307,915</b>	<b>\$ 219,976</b>	<b>\$ 315,930</b>
<b>NET INCOME</b>	<b>\$ 20,711</b>	<b>\$ (101,082)</b>	<b>\$ 3,842</b>	<b>\$ (76,660)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 341,144</b>	<b>\$ 361,854</b>	<b>\$ 361,854</b>	<b>\$ 365,696</b>
<b>ADJUSTMENTS</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ 361,854</b>	<b>\$ 260,772</b>	<b>\$ 365,696</b>	<b>\$ 289,036</b>

**NO STAFFING IN THIS FUND**

## FY24 – MAJOR BUDGET ITEMS

- Series 2018 Tax Notes debt payment for parking lot - \$146,210
- Special projects that come up during the year - \$100,000
- Small grants (i.e., façade, sign) - \$10,000
- Retail Coach - \$13,000
- GIS Planning – Zoom Prospector (split with Chamber) - \$5,150
- TEDC & Retail Live conferences - \$3,907
- Billboard advertising - \$9,734
- Refreshment sponsor for B/CS Chamber Economic Update - \$1,250

# SUPPLEMENTAL REQUEST

- Supplemental Request:
  - Placer.ai Data Analysis - \$16,000
  - EDC Education - \$6,430
- Supplemental Funded:
  - Request funded



# OTHER FUNDS

# HOTEL/MOTEL FUND

## STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Hotel Occupancy Tax	\$ 138,295	\$ 141,000	\$ 160,000	\$ 160,000
Interest Income	1,365	1,500	1,300	1,200
<b>Total Revenues</b>	<b>\$ 139,660</b>	<b>\$ 142,500</b>	<b>\$ 161,300</b>	<b>\$ 161,200</b>
<b>EXPENSES</b>				
Miscellaneous	\$ -	\$ 335,293	\$ 204,912	\$ 322,075
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 335,293</b>	<b>\$ 204,912</b>	<b>\$ 322,075</b>
<b>NET INCOME</b>	<b>\$ 139,660</b>	<b>\$ (192,793)</b>	<b>\$ (43,612)</b>	<b>\$ (160,875)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 578,708</b>	<b>\$ 718,367</b>	<b>\$ 718,367</b>	<b>\$ 674,755</b>
<b>ADJUSTMENTS</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ 718,367</b>	<b>\$ 525,574</b>	<b>\$ 674,755</b>	<b>\$ 513,880</b>

NO STAFFING IN THIS FUND



## FY24 – MAJOR BUDGET ITEMS

- Arts Council of Brazos Valley
  - Administers HOT Funds for grants & Navasota Artist in Residence (NAIR) program
  - 15% for Arts - \$20,744
  - 1/7 of HOT Funds for Advertising - \$19,756
- Historic Preservation – Horlock House
  - HVAC - \$10,000
  - Other upkeep projects - \$5,000
- Wayfinding Signage Phase 2 - \$266,575

# CAPITAL PROJECTS FUND

## STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Bond Proceeds	\$ -	\$ 750,000	\$ 12,803	\$ 5,000,000
Interest Income	19,665	15,000	20,000	15,000
<b>Total Revenues</b>	<b>\$ 19,665</b>	<b>\$ 765,000</b>	<b>\$ 32,803</b>	<b>\$ 5,015,000</b>
<b>EXPENSES</b>				
Professional Fees	\$ 276,189	\$ -	\$ 916,500	\$ -
Capital Outlay	376,188	750,000	7,636,476	4,872,710
<b>Total Expenditures</b>	<b>\$ 652,376</b>	<b>\$ 750,000</b>	<b>\$ 8,552,976</b>	<b>\$ 4,872,710</b>
<b>NET INCOME</b>	<b>\$ (632,712)</b>	<b>\$ 15,000</b>	<b>\$ (8,520,173)</b>	<b>\$ 142,290</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 9,978,615</b>	<b>\$ 9,345,903</b>	<b>\$ 9,345,903</b>	<b>\$ 825,730</b>
<b>ADJUSTMENTS</b>			-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 9,345,903</b>	<b>\$ 9,360,903</b>	<b>\$ 825,730</b>	<b>\$ 968,020</b>

NO STAFFING IN THIS FUND

# FY24 – CAPITAL PROJECTS

- Land & Improvements (\$368,814)
  - Navasota Theater Alliance property - \$55,000
  - Development of parking lot on NTA property - \$50,000
  - Union Pacific Railroad property (3 parcels) - \$263,814
- Additional Ramp for Northern end of Airport - \$310,000
- Police Department Dispatch Consoles (2) - \$136,537
- Upgrade Audio Visual System in Council Chambers - \$125,000
- Park Improvements (\$415,000)
  - Pavilion at Hillside Park - \$300,000
  - Restroom at Hillside Park - \$100,000
  - Pier at Patout Pond - \$15,000
- Municipal Swimming Pool Improvements (\$263,000)
  - Pool Plaster - \$125,000
  - Pool Fence - \$35,000
  - Pool Decking - \$65,000
  - Wall Repairs for Bath House - \$25,000
  - Locker Room Stalls & Repaint - \$13,000

## FY24 – CAPITAL PROJECTS

- Mance Lipscomb / Cedar Creek Park Expansion Phase 1 (\$3,254,359)
  - Accessible Playground & Splashpad - \$1,134,508
  - Restroom - \$150,000
  - Parking Lot (48 spaces & 9 handicap/van spaces), 2 Pedestrian Bridges, Trails/Sidewalks, 9 Benches, 4 Trashcans, & “NAVASOTA” sign - \$1,620,000
  - Land for Trails/Sidewalks - \$54,000
  - Engineering - \$295,851
- The proposal is to issue Certificates of Obligation bond debt in Spring 2024 in the amount of \$5,000,000.
- Additionally, staff will aggressively seek any grant funding for these projects.
- With an annual debt service payment of \$450,000 there would need to be a tax increase on the Interest & Sinking portion of the property tax rate in 2025 in the amount of \$6.5 Cents for a total projected tax rate of \$58.75 Cents per \$100 valuation.

# DEBT SERVICE FUND

## STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Property Taxes	\$ 338,146	\$ 354,934	\$ 366,681	\$ 365,780
Transfer In	1,110,334	1,111,785	1,211,404	1,751,870
Interest Income	756	1,500	500	500
<b>Total Revenues</b>	<b>\$ 1,449,236</b>	<b>\$ 1,468,219</b>	<b>\$ 1,578,585</b>	<b>\$ 2,118,150</b>
<b>EXPENSES</b>				
Bond & Loan Debt	\$ 1,730,454	\$ 1,737,522	\$ 1,867,641	\$ 2,254,022
<b>Total Expenses</b>	<b>\$ 1,730,454</b>	<b>\$ 1,737,522</b>	<b>\$ 1,867,641</b>	<b>\$ 2,254,022</b>
<b>NET INCOME</b>	<b>\$ (281,218)</b>	<b>\$ (269,303)</b>	<b>\$ (289,056)</b>	<b>\$ (135,872)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 1,155,522</b>	<b>\$ 874,304</b>	<b>\$ 874,304</b>	<b>\$ 585,248</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 874,304</b>	<b>\$ 605,001</b>	<b>\$ 585,248</b>	<b>\$ 449,376</b>

NO STAFFING IN THIS FUND



# GRANT FUND

## STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Grant Revenue	\$ 141,575	\$ 423,500	\$ 17,580	\$ 300,000
<b>Total Revenues</b>	<b>\$ 141,575</b>	<b>\$ 423,500</b>	<b>\$ 17,580</b>	<b>\$ 300,000</b>
<b>EXPENDITURES</b>				
Transfers Out	\$ 3,300	\$ 422,000	\$ 17,580	\$ 300,000
<b>Total Expenses</b>	<b>\$ 3,300</b>	<b>\$ 422,000</b>	<b>\$ 17,580</b>	<b>\$ 300,000</b>
<b>NET INCOME</b>	<b>\$ 138,275</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ (138,275)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ADJUSTMENTS</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>

NO STAFFING IN THIS FUND

FY24 – Zoning /Subdivision Ordinance Review & Comprehensive Plan Update (Grant Funded)

# CEMETERY OPERATING FUND

## STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Miscellaneous Income	\$ 70,177	\$ 55,000	\$ 69,664	\$ 81,625
Interest Income	1,755	2,000	1,000	1,000
Transfer In	30,386	225	1,575	225
<b>Total Revenues</b>	<b>\$ 102,318</b>	<b>\$ 57,225</b>	<b>\$ 72,239</b>	<b>\$ 82,850</b>
<b>EXPENSES</b>				
Materials & Supplies	\$ -	\$ -	\$ -	\$ 750
Maintenance & Services	2,261	3,000	90,900	77,000
Utilities	220	300	300	300
<b>Total Expenses</b>	<b>\$ 2,482</b>	<b>\$ 3,300</b>	<b>\$ 91,200</b>	<b>\$ 78,050</b>
<b>NET INCOME</b>	<b>\$ 99,836</b>	<b>\$ 53,925</b>	<b>\$ (18,961)</b>	<b>\$ 4,800</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 533,437</b>	<b>\$ 633,273</b>	<b>\$ 633,273</b>	<b>\$ 614,312</b>
<b>ADJUSTMENTS</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ 633,273</b>	<b>\$ 687,198</b>	<b>\$ 614,312</b>	<b>\$ 619,112</b>

NO STAFFING IN THIS FUND

# BOARD OF FIREMAN SERVICE FUND

## STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Miscellaneous	\$ 18	\$ -	\$ -	\$ -
Interest Income	54	100	50	50
<b>Total Revenues</b>	<b>\$ 71</b>	<b>\$ 100</b>	<b>\$ 50</b>	<b>\$ 50</b>
<b>EXPENDITURES</b>				
Miscellaneous	\$ -	\$ 300	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 300</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET INCOME</b>	<b>\$ 71</b>	<b>\$ (200)</b>	<b>\$ 50</b>	<b>\$ 50</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 26,781</b>	<b>\$ 26,852</b>	<b>\$ 26,852</b>	<b>\$ 26,902</b>
<b>ADJUSTMENTS</b>				
<b>ENDING FUND BALANCE</b>	<b>\$ 26,852</b>	<b>\$ 26,652</b>	<b>\$ 26,902</b>	<b>\$ 26,952</b>

NO STAFFING IN THIS FUND

# TAX INCREMENT REINVESTMENT ZONE NO. 1

## STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Property Taxes	\$ -	\$ -	\$ -	\$ 14,036
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,036</b>
<b>EXPENSES</b>				
Bond & Loan Debt	\$ -	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET INCOME</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,036</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,036</b>

NO STAFFING IN THIS FUND

# FOUNDATION FOR COMMUNITY PROJECTS FUND

## STATEMENT OF REVENUES AND EXPENDITURES

	Actual FY 21-22	Budget FY 22-23	End-of-Year Estimate FY 22-23	Proposed FY 23-24
<b>REVENUES</b>				
Donations	\$ 25,913	\$ 7,000	\$ 20,475	\$ 17,100
<b>Total Revenues</b>	<b>\$ 25,913</b>	<b>\$ 7,000</b>	<b>\$ 20,475</b>	<b>\$ 17,100</b>
<b>EXPENSES</b>				
Materials & Supplies	\$ 10,945	\$ 2,000	\$ 20,562	\$ 15,000
<b>Total Expenses</b>	<b>\$ 10,945</b>	<b>\$ 2,000</b>	<b>\$ 20,562</b>	<b>\$ 15,000</b>
<b>NET INCOME</b>	<b>\$ 14,968</b>	<b>\$ 5,000</b>	<b>\$ (87)</b>	<b>\$ 2,100</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 50,984</b>	<b>\$ 65,952</b>	<b>\$ 65,952</b>	<b>\$ 65,865</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 65,952</b>	<b>\$ 70,952</b>	<b>\$ 65,865</b>	<b>\$ 67,965</b>

NO STAFFING IN THIS FUND



# BUDGET CALENDAR

## ■ August 28

- Workshop to further discuss budget (4:30 pm)
- Continue budget discussion during regular meeting (6 pm)

## ■ September 11

- Ratify tax increase reflected in the proposed budget
- Public hearing on budget & tax rate
- Vote on first reading of budget & tax rate
- Utility rate increases (first reading)
- Republic Services rate increase (first reading)

## ■ September 25

- Final vote (second reading) on budget
- Final vote (second reading) on tax rate
- Utility rate increases (second reading)
- Republic Services rate increase (second reading)







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## QUESTIONS?

■ Jason Weeks, City Manager

[jweeks@navasotatx.gov](mailto:jweeks@navasotatx.gov)

■ Maribel Frank, CFO

[mfrank@navasotatx.gov](mailto:mfrank@navasotatx.gov)