

**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  
SEPTEMBER 25, 2023**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 25th of September, 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 Mac Vaughn  
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) Proclamation - World Teachers Day. [Mayor Bert Miller]

(b) Introduction of new employee, Joe Munoz, Street & Drainage Maintenance Laborer in the Public Works Department. [Peggy Johnson, HR Director]

(c) Recognition of service awards - Richard Green (Utility Technician in Public Works Department) for 20 years of service. [Peggy Johnson, HR Director]

(d) Update on CIP Projects. [Jennifer Reyna, Public Works Director]

(e) Board and Commission update. [City Council]

(f) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

5. Consideration and possible action on the second reading of Ordinance No.1029-23, adopting the budget for the fiscal year beginning October 1,2023 and ending September 30, 2024. [Maribel Frank, CFO]

6. Consideration and possible action on the second reading of Ordinance No. 1030-23, adopting the tax rate for the fiscal year beginning October 1,2023 and ending September 30, 2024. [Maribel Frank, CFO]

7. Consideration and possible action on the second reading of Ordinance No. 1031-23, amend the Code of Ordinances Appendix A "Fee Schedule" Article A5.000 adopting the revised water, gas, and sewer monthly rates for the City of Navasota, Texas with an effective date of October 1, 2023. [Maribel Frank, CFO]

8. Consideration and possible action on the second reading of Ordinance No. 1032-23, amend the Code of Ordinances Appendix A "Fee Schedule" Article A13.000 adopting the revised sanitation rates for the City of Navasota, Texas with an effective date of February 1, 2024. [Maribel Frank, CFO]

9. Consideration and possible action on an Interlocal Agreement between the City of Navasota and Grimes County for fire protection in the unincorporated areas of Grimes County for FY 2023-2024. [Jason Katkoski, Fire Chief]

10. Consideration and possible action on the addition of Catastrophic Leave Pool Policy for the City of Navasota employees as a new benefit. [Jason Weeks, City Manager]

11. Consideration and possible action on the addition of Certification Pay Policy for the City of Navasota employees as a new benefit. [Jason Weeks, City Manager]

12. Consideration and possible action on the addition of a Paid Parental Leave Policy for City of Navasota employees as a new benefit. [Jason Weeks, City Manager]
13. Consideration and possible action on the addition of a Tuition Reimbursement Policy for City of Navasota employees as a new benefit. [Jason Weeks, City Manager]
14. Consideration and possible action on the City of Navasota Strategic Plan for Fiscal Year 2023-2024. [Jason Weeks, City Manager]
15. Consideration and possible action on Change Order No. 1 for the Hollister Gas Regulator Station Replacement Project in the amount of \$7,635. [Jennifer Reyna, Public Works Director]
16. Consideration and possible action on Resolution 748-23, designating the persons authorized to sign checks and authorizing designated persons to access bank accounts for certain purposes. [Maribel Frank, CFO]
17. Consideration and possible action on petition received from Pecan Hill Acquisition LLC requesting to be released from the City of Navasota's Extraterritorial Jurisdiction (ETJ). [Jason Weeks, City Manager]
18. Consideration and possible action on appointments to the City of Navasota Boards and Commissions. [Michelle Savensky, Executive Administrative Assistant]
19. Adjourn.

**DATED THIS THE 19TH OF SEPTEMBER, 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 19th of September, 2023 at 01:40 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 19TH OF SEPTEMBER, 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>September 25, 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><b>Exhibits:</b> <u>Proclamation &amp; Years of Certificate</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center;">Appropriation</th></tr></thead><tbody><tr><td>Source of Funds:</td><td><u>N/A</u></td></tr><tr><td>Account Number:</td><td><u>N/A</u></td></tr><tr><td>Amount Budgeted:</td><td><u>N/A</u></td></tr><tr><td>Amount Requested:</td><td><u>N/A</u></td></tr><tr><td>Budgeted Item:</td><td><input type="radio"/> Yes    <input checked="" type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>N/A</u>	Account Number:	<u>N/A</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appropriation													
Source of Funds:	<u>N/A</u>												
Account Number:	<u>N/A</u>												
Amount Budgeted:	<u>N/A</u>												
Amount Requested:	<u>N/A</u>												
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

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### AGENDA ITEM #4

#### Staff Report:

- (a) Proclamation – World Teachers Day. [Mayor Bert Miller]
- (b) Introduction of new employee, Joe Munoz, Street & Drainage Maintenance Laborer in the Public Works Department. [Peggy Johnson, HR Director]
- (c) Recognition of service awards – Richard Green (Utility Technician in Public Works Department) for 20 years of service. [Peggy Johnson, HR Director]
- (d) Update on CIP Projects. [Jennifer Reyna, Public Works Director]
- (e) Board and Commission update. [City Council]
- (f) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

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### SUMMARY & RECOMMENDATION

- a. Mayor Bert Miller will present a proclamation for October 5, 2023, as World Teachers Day.
- b. Peggy Johnson, HR Director, will introduce a returning employee, Joe Munoz, in the Public Works Department as a Street and Drainage Laborer.
- c. Peggy Johnson, HR Director, will recognize Richard Green (Utility Technician) for his 20 years of service.
- d. Jennifer Reyna, Public Works Director, will give the City Council an update on CIP Projects.
- e. If applicable, the City Council will provide Board and Commissions updates.
- f. 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**

9/18/23

\_\_\_\_\_  
**Date**



## **PROCLAMATION RECOGNIZING WORLD TEACHERS' DAY 2023**

**WHEREAS**, Navasota's future strength depends on providing high-quality education to all students; and

**WHEREAS**, teacher quality matters more to student achievement than any other school-related factor; and

**WHEREAS**, teachers spend countless hours preparing lesson plans and supporting students; and

**WHEREAS**, our NISD teachers have demonstrated great resilience, adaptability, and creativity during Covid-19 crisis; and

**WHEREAS**, our community recognizes and supports its teachers in educating the children of this community; and

**WHEREAS**, #TeachersCan is a statewide movement supported by more than 150 partnering businesses and organizations committed to elevating the teaching profession and honoring the critical role teachers play in the success of Texas; and

**NOW, THEREFORE, BE IT PROCLAIMED**, that I, Bert Miller, Mayor of the **City of Navasota** join #TeachersCan and its partnering entities across Texas in celebrating World Teachers' Day and proclaims October 5, 2023 to be Navasota Teachers' Day; and

**BE IT FURTHER RESOLVED** that I Bert Miller, Mayor of the **City of Navasota** encourage members of our community to "Be a light for Navasota teachers" and personally express appreciation to our teachers and display a light blue ribbon outside your homes or businesses the week of October 5<sup>th</sup> as a symbol of support for our educators.

**SIGNED THIS THE 25<sup>TH</sup> DAY OF SEPTEMBER, 2023**

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**BERT MILLER, MAYOR**



CITY OF  
NAVASOTA  
2023

# CERTIFICATE of ACHIEVEMENT

This certificate is presented to

*Richard Green*

in appreciation of 20 years of dedicated service  
to the City of Navasota.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
JASON WEEKS, CITY MANAGER



## AGENDA PLANNING CALENDAR

### **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) Proclamation – World Teachers Day; (b) Introduction of new employees, Joe Munoz, Street & Drainage Laborer; (c) Recognition of service awards, Richard Green – 20 years; (d) Update of all CIP projects; (e) Board and Commission update; and (f) Reports from staff and City Council
5. 2<sup>nd</sup> reading of Ordinance No. 1029-23, Budget for FY 2023-2024
6. 2<sup>nd</sup> reading of Ordinance No. 1030-23, Tax Rate
7. 2<sup>nd</sup> reading of Ordinance No. 1032-23, Fine and fees
8. 2<sup>nd</sup> reading of Ordinance No. 1031-23, Republic Service Rates
9. Interlocal agreement with Grimes County for fire services
10. Catastrophic Plan
11. Certification Pay
12. Paid Paternal Leave
13. Tuition Reimbursement
14. Approve strategic plan
15. Change Order # 1 for Hollister Gas Regulator Station Replacement Project
16. Resolution No. 748-23, signatures for PD seizure account
17. ETJ Petition
18. Appointment of Boards/Commissions
17. Adjourn

October 9, 2023 – Pastor \_\_\_\_\_, Proclamation – Support your local Chamber Day; Proclamation – National Night Out, Charter Review Committee, Change Order – CIP Project, new employees, years of service

October 23, 2023 – Pastor T. J. Green (First Baptist Church), Proclamation – Municipal Court Week – November 6-10, 2023, New employees, Approve tax rolls for Grimes County and Brazos County, Consent Agenda: Minutes and MC Report

November 13, 2023 – Pastor Mac Vaughn

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

December 11, 2023 – Pastor \_\_\_\_\_, Appointment of TIRZ members and assign position numbers



## REQUEST FOR CITY COUNCIL AGENDA ITEM #5

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Maribel Frank, CFO</u>	Source of Funds: <u>Various</u>
Department: <u>Finance</u>	Account Number: <u>Various</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>See below</u>
	Budgeted Item: <input type="radio"/> Yes <input type="radio"/> No

**Exhibits:** Ordinance No. 1029-23

### AGENDA ITEM #5

**Consideration and possible action on the second reading of Ordinance No.1029-23, adopting the budget for the fiscal year beginning October 1,2023 and ending September 30, 2024.**

### SUMMARY & RECOMMENDATION

The Navasota City Council held a budget workshop on August 14, 2023, to discuss proposed budgets for the fiscal year beginning October 1,2023 and ending September 30, 2024. The Summary of Funds, which is shown below, represents the result of the workshops and subsequent budget reviews held with City Council. No changes have been made to the proposed FY 2023-2024 budget. The required public hearing was held on September 11<sup>th</sup> and City Council approved the first reading of Ordinance No. 1029-23 approving the budget as presented. Below are the summary expenditures (expenses) by fund for the Revised Fiscal Year 2022-2023 Budget and for Fiscal Year 2023-2024 Budget, which were reflected in the public hearing Proposed Budget presentation.

	Revised 22-23	Proposed 23-24
General Fund	\$ 14,034,955	\$ 15,005,120
Water Fund	5,074,312	10,392,091
Natural Gas Fund	6,404,665	7,633,482
Wastewater Fund	2,402,871	2,600,295
Cemetery Operating Fund	91,200	78,050
Board of Fireman Service Fund	0	0
Grant Fund	17,580	300,000
Economic Development Corp	219,976	315,930
Capital Projects Fund	8,552,976	4,872,710
Hotel/Motel Fund	204,912	322,075
Debt Service Fund	1,867,641	2,254,022

Found. of Community Projects	20,562	15,000
Total of All Funds	\$ 38,891,650	\$ 43,788,775

The Tax Rate will be decreased by \$0.0339 to \$0.5221. Staff recommends City Council approving an Ordinance adopting the FY 2023-24 Budget.

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**ACTION REQUIRED BY CITY COUNCIL**

**Approve the second reading of Ordinance No. 1029-23 for the City of Navasota's Fiscal Year 2023-24 Budget.**

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

  
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**Jason B. Weeks, City Manager**

9/14/23  
 \_\_\_\_\_  
**Date**

**ORDINANCE NO. 1029-23**

**AN ORDINANCE APPROVING AND ADOPTING THE BUDGET FOR THE CITY OF NAVASOTA, TEXAS, FOR THE PERIOD OF OCTOBER 1, 2023, THROUGH SEPTEMBER 30, 2024; FINDING THAT ALL THINGS REQUISITE AND NECESSARY HAVE BEEN DONE IN PREPARATION AND PRESENTMENT OF SAID BUDGET; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF**

**WHEREAS**, the Charter of the City of Navasota, Texas, and the Statutes of the State of Texas, require that an annual budget be prepared and presented to the City Council of the City of Navasota, Texas, prior to the beginning of the fiscal year of said City, and that a public hearing be held prior to the adoption of said Budget; and

**WHEREAS**, the Budget for the fiscal year October 1, 2023, through September 30, 2024, has heretofore been presented to the City Council and due deliberation had thereon, was filed in the office of the City Secretary on August 7, 2023, and a public hearing scheduled for September 11, 2023, was duly advertised and held.

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

**SECTION 1:** That the Budget for the City of Navasota, Texas, now before the said City Council for consideration, a complete copy of which is on file with the City Secretary and incorporated hereto by reference, is hereby adopted as the Budget for the said City of Navasota, Texas, for the period of October 1, 2023, through September 30, 2024.

**SECTION 2:** Be it FURTHER ORDAINED, that the said City Council finds that all things requisite and necessary to the adoption of said Budget have been performed as required by charter or statute.

**SECTION 3:** The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves, and confirms such written notice and the contents and posting thereof.



**SECTION 4:** This ordinance shall be in effect from and after its passage and approval.

**PASSED AND APPROVED ON FIRST READING THIS THE 11<sup>TH</sup> DAY OF SEPTEMBER, 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND APPROVED ON SECOND READING THIS THE 25<sup>TH</sup> DAY OF SEPTEMBER, 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #6

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Maribel Frank, CFO</u>	Source of Funds: <u>N/A</u>
Department: <u>Finance</u>	Account Number: <u>N/A</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" 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:** Ordinance No. 1030-23; Worksheet for Determination of Steps Required for Adoption of Tax Rate

### AGENDA ITEM #6

**Consideration and possible action on the second reading of Ordinance No. 1030-23, adopting the tax rate for the fiscal year beginning October 1, 2023 and ending September 30, 2024.**

### SUMMARY & RECOMMENDATION

The Grimes County Appraisal District calculated the No-New-Revenue Tax Rate at \$0.5085 and the Voter-Approval Tax Rate at \$0.5221. The No-New-Revenue Tax Rate will impose the same amount of taxes as last year if you compare properties taxed in both years. The Voter-Approval Tax Rate is the highest tax rate a taxing unit can adopt without holding an election.

The proposed total Tax Rate is \$0.5221; therefore, a public hearing on the tax rate was required and took place on September 11, 2023. The proposed tax rate is a reduction of \$0.0339 or 6.1% from the current tax rate. The fiscal year 2023-24 proposed budget was built around a tax rate of \$0.5221. The breakdown of the tax rate is as follows:

- Maintenance & Operations (General Fund) = \$0.4689
- Interest & Sinking (Debt Service Fund) = \$0.0532

In accordance with current legislation, staff placed a notice in the Navasota Examiner informing the public of the date and time the governing body will vote and approve the tax rate. The notice of the September 25, 2023, meeting to adopt the tax rate was published in the August 23, 2023, edition of the Navasota Examiner.

Staff recommends City Council approving the second reading of Ordinance No. 1030-23 by using the exact wording in the motion as described below and a record vote

needs to occur.

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**ACTION REQUIRED BY CITY COUNCIL**

**“I move that the property tax rate be increased by the adoption of a tax rate of \$0.5221, which is effectively a 2.67 percent increase in the tax rate and approve the second reading of Ordinance No. 1030-23 establishing the tax rate of \$0.5221 per \$100 assessed valuation for fiscal year 2023-2024.”**

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

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

9/14/23  
\_\_\_\_\_  
**Date**

## **ORDINANCE NO. 1030-23**

**AN ORDINANCE LEVYING TAXES UPON TAXABLE PROPERTY LOCATED WITHIN AND SUBJECT TO TAXATION IN THE CITY OF NAVASOTA, TEXAS; MAKING APPROPRIATIONS FOR SUPPORT, MAINTENANCE, AND IMPROVEMENT OF THE CITY GOVERNMENT OF SAID CITY OF NAVASOTA; FINDING THAT ALL REQUIRED NOTICES HAVE BEEN PUBLISHED AND ALL REQUIRED HEARINGS HELD; CONTAINING A REPEALING CLAUSE; CONTAINING A SEVERABILITY CLAUSE; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF.**

### **BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA**

Section 1. That there is hereby levied for the fiscal year beginning October 1, 2023, and ending September 30, 2024, on all real property situated and all personal property owned within the taxable limits of the said City of Navasota, on the first day of January 2023, except so much as may be exempt under the constitution and laws of the United States, this State, and the City of Navasota, the following taxes:

- (1) An Ad Valorem Tax of and at the rate of forty-six and eighty-nine tenths' cents (\$0.4689) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States for the current expenses for the support, maintenance, and improvement of the City Government of said City of Navasota; and
- (2) An Ad Valorem Tax of and at the rate of five and thirty-two tenth's cents (\$0.0532) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States, to pay current interest on and provide one year's sinking fund and to pay all of the Principal and Interest accruing on all outstanding general obligation bonds and certificates of obligation lawfully issued by the City of Navasota.

That this provides the sum of total Ad Valorem tax at the rate of fifty-two and twenty-one tenths' cents (\$0.5221) on the one hundred dollars (\$100.00) cash value thereof, estimated in lawful currency of the United States.

Section 2. All property upon which a rate of taxation is hereinabove levied shall be assessed on a ratio of one hundred percent (100%) of the estimated market value thereof.

Section 3. That the sums hereinafter accruing and collected from the hereinabove taxes so levied be and the same are hereby appropriated for the support,

maintenance, and improvement of the City Government of the City of Navasota.

Section 4. The City Council officially finds, determines, recites and declares that all notices required by law have been published, and that a public hearing as required by law was duly called and held, and that all matters prerequisite to the establishment and levy of an ad valorem tax have been accomplished, all as required by the laws of the State of Texas, and the Home Rule Charter of the City of Navasota.

**"THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.03 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-27.90."**

Section 5. If any section, sentence, phrase, clause, or any part of any section, sentence, phrase, or clause, of this Ordinance shall, for any reason, be held invalid, such invalidity shall not affect the remaining portions of this Ordinance, and it is hereby declared to be the intention of this City Council to have passed each section, sentence, phrase, or clause, or part thereof, irrespective of the fact that any other section, sentence, phrase, or clause, or part thereof, may be declared invalid.

Section 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

Section 7. The City Council officially finds, determines, recites and declares that a sufficient written notice of the date, hour, place, and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required.

Section 8. This ordinance shall be in effect from and after its passage and approval.

**PASSED AND APPROVED ON FIRST READING THIS THE 11<sup>th</sup> DAY OF SEPTEMBER 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND APPROVED ON SECOND READING THIS THE 25<sup>th</sup> DAY OF  
SEPTEMBER 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**Section 26.05(b) of Property Tax Code**  
**Worksheet for Determination of Steps Required for Adoption of Tax Rate**  
**City of Navasota**

<b>M&amp;O Tax Increase in Current Year</b>	
1. Last year's taxable value, adjusted for court-ordered reductions. Enter Line 8 of the No-New-Revenue Tax Rate Worksheet.	\$597,278,929
2. Last year's M&O tax rate. Enter Line 28 of the Voter-Approval Tax Rate Worksheet.	\$0.4968/\$100
3. M&O taxes refunded for years preceding tax year 2022. Enter Line 31A of the Voter-Approval Tax Rate Worksheet.	\$351
4. TIF Adjustment. Enter Line 31B of the Voter-Approval Tax Rate Worksheet.	\$0
5. Last year's M&O tax levy. Multiply line 1 times line 2 and divide by 100. To the result, add line 3 and subtract line 4.	\$2,967,632
6. This year's total taxable value. Enter line 21 of the No-New-Revenue Tax Rate Worksheet.	\$687,555,617
7. This year's proposed M&O tax rate. Enter the proposed M&O tax rate approved by the Governing Body.	\$0.4689/\$100
8. This year's M&O tax levy. Multiply line 6 times line 7 and divide by 100.	\$3,223,948
9. M&O Tax Increase (Decrease). Subtract line 5 from line 8.	\$256,316
<b>Comparison of Total Tax Rates</b>	
10. No-New-Revenue Total Tax Rate.	\$0.5085/\$100
11. This year's proposed total tax rate.	\$0.5221/\$100
12. This year's rate minus No-New-Revenue rate. Subtract line 10 from line 11.	\$0.0136
13. Percentage change in total tax rate. Divide Line 12 by line 10.	2.67%
<b>Comparison of M&amp;O Tax Rates</b>	
14. No-New-Revenue M&O Tax Rate. Enter line 39 of the Voter-Approval Tax Rate Worksheet.	\$0.4551/\$100
15. This year's proposed M&O tax rate.	\$0.4689/\$100
16. This year's rate minus No-New-Revenue rate. Subtract line 14 from line 15.	\$0.0138
17. Percentage change in M&O tax rate. Divide line 16 by line 14.	3.03%
<b>Raised M&amp;O Taxes on a \$100,000 Home</b>	
18. This year's taxable value on a \$100,000 home.	\$100,000
19. Last year's M&O tax rate.	\$0.4968/\$100
20. This year's proposed M&O tax rate.	\$0.4689/\$100
21. This year's raised M&O taxes. Subtract line 19 from line 20 and multiply result by line 18.	\$-27.90



## REQUEST FOR CITY COUNCIL AGENDA ITEM #7

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Maribel Frank, CFO</u>	Source of Funds: <u>200/300/400</u>
Department: <u>Financial Services</u>	Account Number: <u>Various Revenue</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance	Amount Budgeted: <u>Various</u>
	Amount Requested: <u>Rate Adjustments</u>
<b>Exhibits:</b> <u>Ordinance No. 1031-23; Utility Rate Schedule</u>	Budgeted Item: <input checked="" type="radio"/> Yes <input type="radio"/> No

### AGENDA ITEM #7

**Consideration and possible action on the second reading of Ordinance No. 1031-23, amend the Code of Ordinances Appendix A “Fee Schedule” Article A5.000 adopting the revised water, gas, and sewer monthly rates for the City of Navasota, Texas with an effective date of October 1, 2023.**

### SUMMARY & RECOMMENDATION

In May 2022, City staff received written proposals for professional services to aid the City of Navasota in our utility rate study for water, natural gas, and wastewater rates. Staff selected NewGen Strategies & Solutions due to their experience working with utility rates.

The utility rate study was designed on three major study components:

- Revenue Requirement Analysis – reviewing operating and maintenance expenses as well as capital-related & cash needs.
- Cost-of-Service Analysis – identifying unit cost of services and distributing costs by class (reviewing demand, maximum day & hour peaking, and customer costs)
- Rate Design Analysis – understanding market evaluation by customer class, price, economic development perspective, comparators, and rate equity & stability (fixed vs. variable charges, meter equivalency, and price)

Once City Staff had finalized the fiscal year 2022-23 budget, the consultant began gathering data and working on revenue requirements and a 5-year financial plan. They analyzed the cost of service and customer class cost allocations. Then began to work on utility rate design that would provide revenue to cover operations, future capital, additional personnel, and debt payments & coverage.



The results of the utility rate study were presented to City Council at the January 9, 2023, workshop. The consultant provided City Council with two (2) options: implementation immediately (March 2023 usages – billed in April 2023) or implementation in October 2023 (billed in November 2023). Additionally, the recommendation is for implementation of meter equivalency rates so that those customers with larger meters are paying a more base rate due to more strain on the system as well as adding water volumetric rate tiers that will assist with water conservation.

The City of Navasota has only raised utility rates three times in the past six years, with the last rate increase occurring in October 2021. With the cost of inflation and scarcity of materials and resources, it costs more now than 2021 to provide utility services to our customers. Therefore, an increase is needed to continue to provide the level of utility services our customers expect and need. The FY 2023-24 proposed budget was developed around the implementation of the FY 2024 utility rates as proposed by the consultant. Additionally, staff recommend City Council adopt the philosophy of increasing rates annually to prevent large increases needing to occur in one year. The attached proposed utility rates include a 5-year estimate of what the utility rates need to be to provide revenue to cover operations, and debt payments & coverage.

Using 6200 gallons of water, 4300 gallons of sewer, and 2.27 MCF's of natural gas, a resident will experience a monthly increase of \$27.13 on their utility rates.

#### Water

- Base Rate is being proposed based on meter size. Most residents have a 0.75" water meter; therefore, their base rate will increase from \$15.92 to \$18.65.
- Volumetric Rate is being proposed on a tier rate system (0-2000 gallons, 2001-5000 gallons, 5001-15000 gallons, and over 15000 gallons). The rate proposed increases from \$5.40 per 1000 gallons to a range of \$6.33 to \$8.43.
- The average monthly user of 6200 gallons of water bill will increase by \$11.14.

#### Sewer

- Base Rate is being proposed of increasing from \$26.43 to \$36.50, which includes sewer usage of 3000 gallons.
- Volumetric Rate (rate charged for sewer usage in excess of 3000 gallons) is being proposed of increasing for all usage in excess of 3000 gallons from \$2.79 to \$3.85 per 1000 gallons.
- Average monthly user of 4300 gallons of sewer, bill will increase \$11.45.

#### Natural Gas

- Base Rate is being proposed of increasing from \$11.89 to \$14.52.
- Volumetric Rate is being proposed of increasing from \$3.82 per MCF to \$4.66 per MCF.
- The average monthly user of 2.27 MCF's of natural gas, bill will increase \$4.54.

On September 11, 2023, City Council approved the first reading of Ordinance No. 1031-23 amending Appendix A "Fee Schedules" for water, natural gas, and wastewater base

and volumetric rates. Therefore, staff recommends City Council approve the second reading of Ordinance 1031-23 revising the monthly utility rates for water, gas, and sewer with an effective date of October 1, 2023.

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**ACTION REQUIRED BY CITY COUNCIL**

**Approve the second reading of Ordinance No. 1031-23, amending the Code of Ordinances Appendix A “Fee Schedule” Article A5.000 adopting the revised water, gas, and sewer monthly rates for the City of Navasota, Texas with an effective date of October 1, 2023.**

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Approved for the City Council meeting agenda.

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

9/14/23

\_\_\_\_\_  
Date

## **ORDINANCE NO. 1031-23**

**AN ORDINANCE ADOPTING REVISED WATER RATES, SEWER RATES, AND NATURAL GAS RATES FOR THE CITY OF NAVASOTA, TEXAS EFFECTIVE OCTOBER 1, 2023; PROVIDING FOR SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR NOTICE OF MEETING.**

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

**WHEREAS**, pursuant to the laws of the State of Texas, including Texas Local Government Code Section 51.001, the City Council has the authority to adopt, publish, amend, or repeal an ordinance that is for the good government, peace or order of the City; and

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

**WHEREAS**, the City Council of the City, previously adopted the water, natural gas, and sewer rates set forth in Appendix A Fee Schedule, Article A5.000 Public Works, Sections A5.003-A5.005 of the Code of Ordinances, City of Navasota, Texas; and

**WHEREAS**, after evaluating the needs of the City's utility systems, proposed budget, and current rates, the City Council desires to amend the water, natural gas, and sewer rates; and

**WHEREAS**, the City Council desires to amend Appendix A to reflect the revised water, natural gas, and sewer rates for the Fiscal Year 23-24 budget;

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

### **SECTION 1. FINDINGS INCORPORATED**

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

### **SECTION 2.**

Appendix A Fee Schedule, Article A5.000 Public Works, Sections A5.003-A5.005 of the Code of Ordinances, City of Navasota, Texas, are hereby amended to read as follows:

#### **§ A5.003. Monthly water rates.**

(a) Residential:

(1) Inside city limits:

(A) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$18.65
1"	\$24.87
1.5"	\$40.41
2"	\$59.06
3"	\$102.58
4"	\$164.74
6"	\$320.16

(B) Tiered Volumetric Charge:

0-2,000 gallons	\$6.33
2,001-5,000 gallons	\$6.96
5,001-15,000 gallons	\$7.66
15,000+ gallons	\$8.43

(2) Outside city limits:

(A) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$27.87
1"	\$37.16
1.5"	\$60.39
2"	\$88.26
3"	\$153.29
4"	\$246.19
6"	\$478.44

(B) Tiered Volumetric Charge:

0-2,000 gallons	\$9.61
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2,001-5,000 gallons	\$10.57
5,001-15,000 gallons	\$11.63
15,000+ gallons	\$12.79

(b) Commercial:

(1) Inside city limits:

(A) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$35.59
1"	\$47.45
1.5"	\$77.11
2"	\$112.70
3"	\$195.75
4"	\$314.38
6"	\$610.96

(B) Volumetric Charge:

Per 1,000 gallons	\$6.33
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(2) Outside city limits:

(A) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$53.39
1"	\$71.19
1.5"	\$115.68
2"	\$169.07
3"	\$293.65

4"	\$471.61
6"	\$916.53

(B) Volumetric Charge:

Per 1,000 gallons	\$9.61
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(c) Industrial:

(1) Inside city limits:

(A) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$50.85
1"	\$67.80
1.5"	\$110.18
2"	\$161.03
3"	\$279.68
4"	\$449.18
6"	\$872.93

(B) Volumetric Charge:

Per 1,000 gallons	\$6.33
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(2) Outside city limits:

(A) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$76.29
1"	\$101.72

1.5"	\$165.30
2"	\$241.59
3"	\$419.60
4"	\$673.90
6"	\$1,309.65

(B) Volumetric Charge:

Per 1,000 gallons	\$9.61
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(d) Navasota Independent School District:

(1) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$35.59
1"	\$47.45
1.5"	\$77.11
2"	\$112.70
3"	\$195.75
4"	\$314.38
6"	\$610.96

(2) Volumetric Charge:

Per 1,000 gallons	\$6.33
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(e) Nursing homes:

(1) Monthly base rate:

Water Meter Size	Base Rate
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0.75"	\$35.59
1"	\$47.45
1.5"	\$77.11
2"	\$112.70
3"	\$195.75
4"	\$314.38
6"	\$610.96

(2) Volumetric Charge:

Per 1,000 gallons	\$6.33
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(f) Airport hangars.

(1) Noncommercial:

(A) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$35.59
1"	\$47.45
1.5"	\$77.11
2"	\$112.70
3"	\$195.75
4"	\$314.38
6"	\$610.96

(B) Volumetric Charge:

Per 1,000 gallons	\$6.33
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(2) Commercial

(A) Monthly base rate:



Water Meter Size	Base Rate
0.75"	\$35.59
1"	\$47.45
1.5"	\$77.11
2"	\$112.70
3"	\$195.75
4"	\$314.38
6"	\$610.96

(B) Volumetric charge:

Per 1,000 gallons	\$6.33
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(3) Sprinklers/Irrigation

(A) Monthly base rate:

Water Meter Size	Base Rate
0.75"	\$33.69
1"	\$44.92
1.5"	\$73.00
2"	\$106.69
3"	\$185.30
4"	\$297.60
6"	\$578.35

(B) Volumetric charge:

Per 1,000 gallons	\$5.98
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(g) Capital improvement fee.

Fee to be charged to each customer monthly:

.75" meter	\$5.00
1" meter	\$7.50
1.5" meter	\$11.25
2" meter	\$15.00
3" meter	\$20.00
4" meter	\$25.00
6" meter	\$30.00

**§ A5.004. Monthly natural gas rates.**

(a) Residential and commercial - inside city limits:

- (1) Monthly base rate: \$14.52.
- (2) Charge per mcf: \$4.66 plus cost of gas.

(b) Residential and commercial - outside city limits:

- (1) Monthly base rate: \$21.75.
- (2) Charge per mcf: \$7.03 plus cost of gas.

(c) Small industrial - inside city limits (0 mcf–399 mcf):

- (1) Monthly base rate: \$13.45.
- (2) Charge per mcf: \$4.66 plus cost of gas.

(d) Industrial - inside city limits (400 mcf–1,000 mcf):

- (1) Monthly base rate: \$18.29.
- (2) Charge per mcf: \$4.66 plus cost of gas.

(e) Small industrial - outside city limits:

- (1) Monthly base rate: \$19.91.

- (2) Charge per mcf: \$6.43 plus cost of gas.
- (f) Industrial - outside city limits (400 mcf–1,000 mcf):
  - (1) Monthly base rate: \$27.44.
  - (2) Charge per mcf: \$5.72 plus cost of gas.
- (g) Large industrial customers (more than 1,000 mcf per month):
  - (1) Monthly base rate: \$52.47.
  - (2) Charge per mcf: \$3.37 plus cost of gas, or city manager may negotiate charges according to usage.
- (h) Navasota Independent School District:
  - (1) Monthly base rate: \$14.52.
  - (2) Charge per mcf: \$4.66 plus cost of gas.
- (i) Sales tax. Sales tax is added to all gas sales where applicable.

**§ A5.005. Monthly sewer rates.**

- (a) Residential (based upon winter averaging (December, January, and February) for the prior year, not to exceed 18,000 gallons):
  - (1) Inside city limits:
    - (A) Minimum base rate (includes 3,000 gallons): \$36.50.
    - (B) Each 1,000 gallons over 3,000 gallons: \$3.85.
    - (C) Capital improvement fee: \$7.50 monthly.
  - (2) Outside city limits:
    - (A) Minimum base rate (includes 3,000 gallons): \$54.72.
    - (B) Each 1,000 gallons over 3,000 gallons: \$5.86.
    - (C) Capital improvement fee: \$7.50.
- (b) Small business and commercial (based upon monthly metered water usage):
  - (1) Inside city limits:
    - (A) Minimum base rate (includes 3,000 gallons): \$60.81.
    - (B) Each 1,000 gallons over 3,000 gallons: \$5.86.
    - (C) Capital improvement fee: \$7.50.

- (2) Outside city limits:
  - (A) Minimum base rate (includes 3,000 gallons): \$91.17.
  - (B) Each 1,000 gallons over 3,000 gallons: \$8.61.
  - (C) Capital improvement fee: \$10.50.
- (c) Large commercial and industrial rates (based upon monthly metered usage):
  - (1) Inside city limits:
    - (A) Minimum base rate (includes 3,000 gallons): \$141.85.
    - (B) Each 1,000 gallons over 3,000 gallons: \$7.73.
    - (C) Capital improvement fee: \$20.00.
  - (2) Outside city limits (except industrial customers within the industrial district, which are subject to large commercial and industrial rates inside city limits):
    - (A) Minimum base rate (includes 3,000 gallons): \$201.44.
    - (B) Each 1,000 gallons over 3,000 gallons: \$10.63.
    - (C) Capital improvement fee: \$30.00.
- (d) Multiunit:
  - (1) Minimum base rate (includes 3,000 gallons): \$36.50.
  - (2) Each 1,000 gallons over 3,000 gallons: \$3.85.
  - (3) Capital improvement fee: \$16.00.
- (e) Airport hangars.
  - (1) Noncommercial:
    - (A) Minimum base rate (includes 3,000 gallons): \$60.81.
    - (B) Each 1,000 gallons over 3,000 gallons: \$5.86.
    - (C) Capital improvement fee: \$2.00.
  - (2) Commercial:
    - (A) Minimum base rate (includes 3,000 gallons): \$60.81.
    - (B) Each 1,000 gallons over 3,000 gallons: \$5.86.
    - (C) Capital improvement fee: \$3.50 monthly.
- (f) Treated groundwater charge: Monthly service charge (per month): \$792.23.

(Provision: Fee would remain at \$792.23 per month until a discharge occurs, at which time the rate would increase to the original amount of \$1,500.00 per month.

## **SECTION 2. SEVERABILITY CLAUSE**

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

## **SECTION 3. REPEALER CLAUSE**

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

## **SECTION 4. EFFECTIVE DATE**

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law, with the water, natural gas, and sewer rates adopted by this Ordinance being effective on and after October 1, 2023.

## **SECTION 5. NOTICE OF MEETING**

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

**PASSED ON FIRST READING THIS THE 11<sup>TH</sup> DAY OF SEPTEMBER, 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED ON SECOND READING THIS THE 25<sup>TH</sup> DAY OF SEPTEMBER, 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #8

Agenda Date Requested: <u>September 11, 2023</u>	<b>Appropriation</b>
Requested By: <u>Maribel Frank, CFO</u>	Source of Funds: <u>100 – General Fund</u>
Department: <u>Financial Services</u>	Account Number: <u>Various Revenue</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance	Amount Budgeted: <u>Various</u>
	Amount Requested: <u>Rate Adjustments</u>
	Budgeted Item: <input checked="" type="radio"/> Yes <input type="radio"/> No

**Exhibits:** CPI Adjustment Letter & documents, and Ordinance No. 1032-23

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### AGENDA ITEM #8

**Consideration and possible action on the second reading of Ordinance No. 1032-23, amend the Code of Ordinances Appendix A “Fee Schedule” Article A13.000 adopting the revised sanitation rates for the City of Navasota, Texas with an effective date of February 1, 2024.**

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### SUMMARY & RECOMMENDATION

Republic Services throughout Navasota provides residential and commercial trash collection services. Residential trash collections are provided once per week depending on where you live in Navasota. While commercial trash collection services are provided based on number of pickups during the week. Additionally, Republic Services provides roll-off container services during the City’s trash events and at the City’s recycling center.

Pursuant to Section 5.03, “Modification to Rates,” of the service contract between the City of Navasota, BFI Waste Services of Texas (dba Republic Services) a written letter is required by July 31<sup>st</sup> of each year to inform the City of a “unit price adjustment” annually. On July 27, 2023, the City Manager received a letter requesting a “unit price adjustment” to be effective February 1, 2024.

Section 5.03 states the fees in Exhibit C which may be charged by the Republic Services commencing on the anniversary of the effective date each anniversary, thereafter, shall be adjusted upward according to the Consumer Price Index (CPI – All Urban Consumers, U.S. City Average, Garbage and Trash Collection). The CPI can be found on the U.S. Department of Labor, Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov) . The Consumer Price Index will be utilized as the justification for annual rate modifications.

Beginning February 1, 2024, the adjusted rate based on the CPI is 7.7%. Staff has adjusted the fee schedule within Appendix A "Fee Schedule" of the Code of Ordinances to adjust all sanitation rates related to Republic Services by 7.7%. A resident's monthly garbage fee will be increased from \$22.01 to \$23.70, which is an increase monthly of \$1.69. Staff recommends approval of the CPI rate adjustment as well as approving the attached fee Ordinance to be effective February 1, 2024.

City Council approved the second reading of Ordinance No. 1032-23 on September 11, 2023. No changes have occurred since the first reading; therefore, staff recommends City Council approve the second reading of Ordinance No. 1032-23, amending Appendix A "Fee Schedules" for sanitation rates to be effective February 1, 2024.

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**ACTION REQUIRED BY CITY COUNCIL**

**Approve the second reading of Ordinance No. 1032-23, amending the Code of Ordinances Appendix A "Fee Schedule" Article A13.000 adopting the revised Republic Services sanitation rates for the City of Navasota, Texas with an effective date of February 1, 2024.**

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Approved for the City Council meeting agenda.

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

9/14/23

\_\_\_\_\_  
Date



**ORDINANCE NO. 1032-23**

**AN ORDINANCE ADOPTING REVISED SANITATION RATES FOR THE CITY OF NAVASOTA, TEXAS EFFECTIVE FEBRUARY 1, 2024; PROVIDING FOR SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR NOTICE OF MEETING.**

**WHEREAS**, the City Council of the City of Navasota, Texas, previously adopted the sanitation rates set forth in Appendix A Fee Schedule, Article A13.000 Sanitation Rates and Charges, Section A13.001 Rates of the Code of Ordinances, City of Navasota, Texas; and

**WHEREAS**, pursuant to Section 5.03, "Modification to Rates," of the service contract between the City of Navasota, BFI Waste Services of Texas (d/b/a Republic Services) a written letter is required by July 31<sup>st</sup> of each year to inform the City of a "unit price adjustment" annually; and

**WHEREAS**, on July 27, 2023, the City Manager received a letter requesting a "unit price adjustment" to be effective February 1, 2024; and

**WHEREAS**, Section 5.03 of the service contract states the fees which may be charged by the Republic Services commencing on the anniversary of the effective date each anniversary, thereafter, shall be adjusted upward according to the Consumer Price Index (CPI – All Urban Consumers, U.S. City Average, Garbage and Trash Collection); and

**WHEREAS**, the Consumer Price Index supports a sanitation rate increase of 7.7% effective February 1, 2024; and

**WHEREAS**, accordingly, the City Council desires to revise the sanitation rates by 7.7% as set forth in this Ordinance;

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

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

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

**SECTION 1. FINDINGS INCORPORATED**

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

## **SECTION 2.**

Appendix A Fee Schedule, Article A13.000 Sanitation Rates and Charges, Section A13.001 Rates, of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

### **ARTICLE A13.000 SANITATION RATES AND CHARGES**

#### **Sec. A13.001 Rates**

- (a) Residential rate: \$23.70
- (b) Residential additional cart: \$10.39
- (c) Commercial 1 cart: \$25.47.
- (d) Commercial 2 carts: \$51.91
- (e) Commercial 3 carts: \$74.24
- (f) Commercial 4 carts: \$90.34
- (g) 2-yard dumpster:
  - (1) One time per week: \$76.26
  - (2) Two times per week: \$150.73
  - (3) Three times per week: \$228.09
  - (4) Four times per week: \$287.94
  - (5) Five times per week: \$357.47
- (h) 3-yard dumpster:
  - (1) One time per week: \$120.05
  - (2) Two times per week: \$203.27
  - (3) Three times per week: \$428.97
  - (4) Four times per week: \$476.79
  - (5) Five times per week: \$537.56

(i) 4-yard dumpster:

- (1) One time per week: \$147.80
- (2) Two times per week: \$287.94
- (3) Three times per week: \$431.24
- (4) Four times per week: \$574.05
- (5) Five times per week: \$702.52

(j) 6-yard dumpster:

- (1) One time per week: \$188.67
- (2) Two times per week: \$371.16
- (3) Three times per week: \$534.64
- (4) Four times per week: \$673.33
- (5) Five times per week: \$861.65

(k) 8-yard dumpster:

- (1) One time per week: \$257.28
- (2) Two times per week: \$483.56
- (3) Three times per week: \$651.43
- (4) Four times per week: \$814.16
- (5) Five times per week: \$1,082.06

### **SECTION 3. SEVERABILITY CLAUSE**

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

#### **SECTION 4. REPEALER CLAUSE**

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

#### **SECTION 5. EFFECTIVE DATE**

This Ordinance shall become effective from and after its passage, approval, and adoption on second reading, and its publication as may be required by law, with the sanitation rates adopted by this Ordinance being effective on and after February 1, 2024.

#### **SECTION 6. NOTICE OF MEETING**

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

**PASSED ON FIRST READING THIS THE 11<sup>TH</sup> DAY OF SEPTEMBER, 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED ON SECOND READING THIS THE 25<sup>TH</sup> DAY OF SEPTEMBER, 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #9

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Jason Katkoski, Chief</u>	Source of Funds: <u>100 – General Fund</u>
Department: <u>Fire</u>	Account Number: <u>Revenue</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>\$93,241</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input checked="" type="radio"/> Yes <input type="radio"/> No

**Exhibits:** Interlocal Agreement

### AGENDA ITEM #9

**Consideration and possible action on an Interlocal Agreement between the City of Navasota and Grimes County for fire protection in the unincorporated areas of Grimes County for FY 2023-2024.**

### SUMMARY & RECOMMENDATION

The Navasota Fire Department has placed on the agenda the annual Interlocal Agreement between the City of Navasota and Grimes County for fire protection services in the unincorporated areas of the county for FY 2023-2024. The agreement is the same as in previous years except with the deletion of the use of the Navasota Center for the County's emergency management operation center. The annual amount increased from \$ 93,241 annually to \$105,000 and to be reimbursed for services at a monthly rate of \$8,750. Grimes County Commissioners Court approved the agreement earlier this month. Therefore, staff recommends City Council approve the Interlocal Agreement between the City of Navasota and Grimes County for providing fire protection services in the unincorporated areas of Grimes County during fiscal year 2023-2024.

### ACTION REQUIRED BY CITY COUNCIL

**Approve Interlocal Agreement between the City of Navasota and Grimes County for the fire protection in the unincorporated areas of the County for FY 2023-2024.**

Approved for the City Council meeting agenda.

*Jason Weeks*  

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Jason B. Weeks, City Manager

9/14/23  

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Date

**INTERLOCAL AGREEMENT  
FOR FIRE PROTECTION SERVICES  
BETWEEN THE CITY OF NAVASOTA AND GRIMES COUNTY**

**WHEREAS**, Grimes County, a Texas political subdivision (hereafter referred to as “County”) desires to enter into an agreement with the City of Navasota, a Texas home-rule municipality (hereafter referred to as “City”) to obtain fire protection services from the City; and

**WHEREAS**, the City desires to provide fire protection services in the unincorporated portions of Grimes County in exchange for the consideration described herein; and

**WHEREAS**, the City and County are entering into this Interlocal Agreement for Fire Protection Services (“Agreement”) pursuant to the Interlocal Cooperation Act, Texas Government Code, Chapter 791; and

**NOW, THEREFORE**, in consideration of the mutual covenants expressed in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the City and the County agree as follows:

**1. Term, Renewal, Termination**

- a. This Agreement shall be effective beginning October 1, 2023, and shall remain in effect until September 30, 2024 (“Term”) unless otherwise terminated as provided elsewhere in this agreement.
- b. Notwithstanding any other provision herein, either party may terminate this Agreement at any time, without cause, by giving not less than ninety (90) days written notice to the other party.
- c. If this Agreement is terminated for any reason prior to September 30, 2024, the County shall be obligated to pay the City for services rendered through the termination date by pro-rating the amount provided in paragraph 4 below for the Term. No later than thirty (30) days following the effective date of any early termination of this Agreement, the City shall reimburse the appropriate pro-rated portion of the payment made by the County provided for in Paragraph 4. The City shall retain all monies paid for services rendered through the termination date.

**2. Purpose**

The purpose of this Agreement is to provide for fire protection services within the unincorporated areas of Grimes County, Texas.

**3. Fire Protection Services – Scope of Services**

City will provide the following services:

- a. City will make Fire Fighting Services ("Services") available through the Navasota Fire Department (NFD) within the unincorporated areas of Grimes County ("the Service Area") 24 hours a day, 7 days a week.
- b. City will dispatch appropriate equipment and personnel for fire-fighting operations, rescue operations, technical rescue operations, emergency medical first response, hazardous materials response, and other emergency responses upon notification either by the County or from the public of a need for services within the Service Area. City will dispatch fire fighter medical first response personnel to begin emergency medical care upon notification either by County or from the public of a need for services within the Service Area which includes a large industrial complex.
- c. Emergency Management, a division of the fire department, will assist Grimes County Emergency Management upon request.
- d. It is agreed that the NFD's operating procedures and tactical guidelines will be used when making responses in the Service Area. City may unilaterally amend the NFD's operating procedures and tactical guidelines at any time.
- e. NFD shall coordinate with the County's Sheriff and EMS departments in relation to fire protection services, fire-fighting, medical emergencies, and rescue calls. County departments shall adhere to the incident command protocols used by NFD at emergency incidents and locations.
- f. With the exception of hazardous materials alarms, NFD shall not use any subcontractor to provide Services without prior written approval of the County or prior verbal approval of the County Judge or designee. The NFD hazardous materials alarm response service shall provide only stabilization of a life safety threat, not hazardous materials clean-up or site restoration. NFD's on-scene commander at a hazardous materials alarm may determine that a qualified contractor is required to clean up the hazardous materials. The County, or other responsible party, shall be solely responsible for paying for any clean-up costs associated with a hazardous materials alarm in the Service Area, and City shall have no financial responsibility for any such clean-up costs.
- g. Upon request from the County, NFD may provide technical assistance to the County in developing a wild land fire protection plan, water rescue plan, water system planning for fire protection, training, and involvement in community programs.
- h. All equipment used by the City in performing its obligations and services pursuant to this Agreement will be owned by or under contract with the City. All personnel acting for the City under this Agreement will be employees or volunteers of the City.



#### **4. Consideration**

The County agrees to pay the City One Hundred and Five Thousand and No/100 Dollars (\$105,000.00) for fire protection services provided by the City beginning October 1, 2023 through September 30, 2024 in the unincorporated portions of Grimes County as provided for in this Agreement. Full payment in the amount of \$105,000 for the Term of this Agreement ending September 30, 2024 shall be made in a lump sum to the City by the County no later than November 1, 2023. In the event the County does not pay the City \$105,000.00 by November 1, 2023, notwithstanding any other provision in this Agreement, this Agreement shall immediately terminate without the necessity of written notice by either party, and the City shall immediately cease providing fire protection services in the unincorporated portions of Grimes County. In such case, the payment provisions herein shall survive the termination of this Agreement, and the amount due for October 2023 shall be 1/12<sup>th</sup> of \$105,000.00, or \$8,750.00.

#### **5. Liability and Insurance**

- a. The County and City agree that the provision of fire protection services is at the discretion of a Texas county and is not a governmental service required of a county. Texas Government Code Section 791.006 (Liability in Fire Protection Contract), relating to interlocal cooperation agreements, provides that civil liability remains with the governmental unit that would have been responsible for providing the services in the absence of the agreement. Because the County is voluntarily assuming responsibility for providing fire protection services in the unincorporated portions of Grimes County, and is seeking to provide fire protection services by contract, the City and NFD does not and will not assume any liability for Services provided to the County under this Agreement.
- b. The County and City agree that the act of any person or persons while fighting fires or providing firefighting and emergency medical services, traveling to or from the emergency scene, or in any manner furnishing Services under this Agreement in the Service Area shall be considered as the act of the County, even if the person or persons may be an employee, volunteer or agent of the City.
- c. All liability to third parties shall be the responsibility of the County, except to the limit of a claim by an employee or volunteer of the City that is covered by workers compensation.

#### **6. Immunity or Defense**

It is expressly understood that the County and the City do not waive, and shall not be deemed to waive, any immunity or defense that would otherwise be available to them against claims arising in the exercise of their governmental powers and functions. Nothing in this Agreement shall be construed to create a right or a ground of recovery for any third party.

## **7. Records and Reports**

The City shall make and keep records for each incident response made under this Agreement, and the following information for a specific incident response will be provided to an authorized representative of the County upon request: the time of (1) the receipt of the notification of the emergency, (2) the dispatch of the call, and (3) the arrival of the responding units at the emergency scene. The City shall provide, upon the request of the County, an annual incident response report to the County. With respect to responses made by NFD within the Service Area, NFD shall prepare and submit all reports required by law, including reports required by the State Fire Marshal and the Department of State and Health Services. The parties will meet upon the request of either party to discuss the services provided under this Agreement.

## **8. Breach**

The failure of either Party to comply with the terms and conditions of this Agreement shall constitute a breach of this Agreement. If either Party commits a breach in the performance of any obligation or covenant herein, the non-breaching party may enforce the performance of this Agreement in any manner provided by law. This Agreement may be terminated at the non-breaching Party's discretion if such breach continues for a period of thirty (30) days after written notification of such breach and of the intention of the non-breaching Party to declare this Agreement terminated, provided, however, if the breach is not capable of being fully cured within thirty (30) days, the breaching Party shall be allowed the needed additional time to cure the breach if (i) the breaching Party begins the cure within the thirty (30) day period, (ii) diligently pursues the cure thereafter until it is fully cured, and has been given advance written approval to proceed by the non-breaching Party. Such notice shall be sent by the non-breaching Party to the Party in breach. If the breaching Party has not substantially cured the breach within the time period referenced above, this Agreement may be terminated by the non-breaching Party, and the non-breaching Party may pursue any other remedies available in law or equity.

## **9. Waiver**

The waiver by either party of a breach of this Agreement shall not constitute a continuing waiver of such breach or of a subsequent breach of the same or a different provision, unless so stipulated by the Party not in breach of this Agreement. The payment or acceptance of fees, compensation or charges for any period after breach shall not be deemed a waiver of any right or acceptance of defective performance.

## **10. Independent Contractor**

Except as provided otherwise herein, each party shall operate under this Agreement as an independent contractor, and not as an agent, representative or employee of the other.

Subject to the terms of this Agreement, each party shall have the right to control the details of its performance hereunder.

**11. Governing Law; Venue**

This Agreement shall be construed under and in accordance with the laws of the State of Texas and all obligations of the parties created hereunder are performable in Grimes County, Texas. Where there is conflict between regulations or policies of the County and the City, the City's regulations or policies shall prevail. Venue for any dispute arising under this Agreement shall be in Grimes County, Texas.

**12. Notice**

All notices sent pursuant to this Agreement shall be in writing and may be hand delivered, or sent by registered or certified mail, postage prepaid, return receipt requested. Notices sent pursuant to this Agreement shall be delivered or sent to the City Manager at the following address:

City Manager  
City of Navasota  
P. O. Box 910/200 E. McAlpine  
Navasota, Texas 77868

Notices sent pursuant to this Agreement shall be delivered or sent to the County Judge at the following address:

County Judge  
Grimes County Courthouse  
P.O. Box 160  
Anderson, Texas 77830

When notices sent are hand-delivered, notice shall be deemed effective upon delivery. When notices are mailed by registered or certified mail, notice shall be deemed effective three (3) days after deposit in a U.S. mail box or at a U.S. post office. Either party may change its address for notice under this Agreement by providing a notice of the change in compliance with this paragraph to all other Parties.

**13. Funding**

The County shall pay for fire protection services rendered by the City, pursuant to this Agreement, from current revenue funds or any other lawfully available source.

**14. Severability; Legal Construction; Headings**

If any one or more of the provisions contained in this Agreement shall for any reason be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or

unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein. The document and paragraph headings contained in this Agreement are for convenience only and do not enlarge or limit the scope or meaning of the document, paragraphs or the terms and conditions of this Agreement.

**15. Entire Agreement**

- a. This Agreement supersedes any and all other agreements, either oral or in writing, between the Parties hereto with respects to the subject matter hereof and contains all of the covenants and agreements between the Parties with respect to said matter. Each Party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party or anyone acting on behalf of any parties which are not embodied herein and that no other agreements, statement, or promise not contained in this Agreement shall be valid or binding.
- b. No modification concerning this instrument shall be of any force or effect, excepting a subsequent amendment in writing signed by the Parties. No official, representative, agent or employee of the City, has any authority to modify this Agreement except pursuant to express written authority to do so granted by the City Council of the City of Navasota, Texas. No official, representative, agent or employee of the County, has any authority to modify this Agreement except pursuant to express written authority to do so granted by the Commissioners Court of Grimes County, Texas.

**16. Successors and Assigns; Parties Bound**

Neither party hereto shall assign, sublet or transfer its interest herein without prior written consent of the other party, and any attempted assignment, sublease or transfer of all or any part hereof without such prior written consent shall be void. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives, successors and assigns where permitted by this Agreement.

**17. Force Majeure**

It is expressly understood and agreed by the parties to this Agreement that if the performance of any obligation hereunder is delayed for any reason of war; civil commotion, acts of God; inclement weather; governmental restrictions, regulations or interferences; fires; strikes; lockouts; national disasters; riots; material or labor restrictions; transportation problems; or any other circumstances which are reasonably beyond the control of the party obligated or permitted under the terms of this Agreement to do or perform the same, regardless of whether any such circumstance is similar to any of those enumerated or not, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay, so that the time period applicable to such requirement shall be extended for a period of time equal to the period such party was delayed.

**18. Contract Construction**

The parties acknowledge that each party and, if it so chooses, its counsel, have reviewed and revised this Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party must not be employed in the interpretation of this Agreement or any amendments or exhibits hereto.

**19. Attorney's Fees**

If any action is brought to enforce, construe or determine the validity of any term or provision of this Agreement (whether at the trial court level or any appeal therefrom), the prevailing Party shall be entitled to reasonable attorney's fees and costs of the action.

**20. Right to Audit**

Each party agrees that both parties shall have the right to audit the financial and business records of the other party that relate to the Services provided ("Records") at any time during the term of this Agreement, and for three (3) years thereafter, in order to determine compliance with this Agreement. Throughout the term of this Agreement and for three (3) years thereafter, each party shall make all Records available to the other party

**IN WITNESS WHEREOF**, City and County have hereby entered into this Agreement on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CITY OF NAVASOTA**

**GRIMES COUNTY**

\_\_\_\_\_  
Hon. Bert Miller, Mayor

\_\_\_\_\_  
Hon. Joe Fauth, III, County Judge

**ATTEST:**

\_\_\_\_\_  
Susie M. Homeyer, City Secretary

\_\_\_\_\_  
Vanessa Burzynski, County Clerk



## REQUEST FOR CITY COUNCIL AGENDA ITEM #10

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Catastrophic Leave Pool Policy

### AGENDA ITEM #10

**Consideration and possible action on the addition of Catastrophic Leave Pool Policy for the City of Navasota employees as a new benefit.**

### SUMMARY & RECOMMENDATION

Staff for the City of Navasota are proposing to establish a Catastrophic Leave Pool program to benefit employees of the City of Navasota. Regular full-time employees with twelve (12) or more months of continuous employment with the City who are paid from the City's General Fund or an Enterprise Fund (Water Fund, Natural Gas Fund, or Wastewater Fund) of the City may elect to transfer earned sick leave time to the City of Navasota Catastrophic Leave Pool ("Pool"). The leave time in this Pool may then be used by eligible employees for catastrophic illness or injury, as defined and under the terms and conditions set forth by the City of Navasota and described within this Catastrophic Leave Pool Policy. Participation in the Pool is entirely voluntary, and decisions will be based on whether an employee has contributed sick leave to the Pool. The Pool benefits eligible employees who have exhausted all accrued leave, including vacation, compensatory time, and sick leave due to a catastrophic injury or illness, as defined within the Policy.

The Human Resources Director will be designated as the administrator of the Catastrophic Leave Pool program. The Policy outlines the annual creation of a review committee. The City Catastrophic Leave Pool Review Committee ("Committee") will consist of the Catastrophic Leave Pool Administrator, the Chief Financial Officer, two (2) representatives from sworn public safety (fire and police) employees, two (2) employees from Public Works Department, and one (1) employee representative from the remaining civilian employees who shall be selected by random drawing from the names of all full-time City employees. No elected officials may serve on the Committee. Selected employee representatives will serve on the Committee for a period of one (1)

year unless sooner relieved by reason of a change in their employment status or other precluding circumstances. In this event, the City Manager shall select by random drawing a replacement employee representative from the appropriate category of employees to serve out the unexpired term of the original employee representative. Employee representation on the Committee will be on a rotating basis. At the beginning of each City of Navasota fiscal year, membership on the Committee will be modified by the retirement of all Committee members, except for the Pool Administrator and the Chief Financial Officer, and a new panel will be appointed by the random selection from the names of all full-time City employees in the appropriate category of employees except those retiring from the Committee. Once an employee has served on the Committee, such an employee may be excluded from future selection, at the employee's option, until three (3) years have passed since the expiration of such employee's most recent service on the Committee. All Committee members, including the Catastrophic Leave Pool Administrator, shall be voting members of the Committee and have equal voting rights. The attendance of at least four (4) members of the Committee is necessary to establish a quorum for the Committee to hold and conduct a meeting. A Committee decision must receive at least four (4) votes for such decision to be approved by the Committee members.

The Committee shall be responsible for reviewing all requests for Pool Leave and for approving all or part of the request or denying the request. The Committee may return any request to the employee for clarification. An employee may appeal a decision of the Committee through any other grievance or appeal process available to the employee.

Regular, full-time employees with twelve (12) or more months of continuous employment with the City may contribute to the Pool. An employee is allowed to transfer a minimum of one (1) day or eight (8) hours and up to a maximum of five (5) days or forty (40) hours of accrued sick leave to the Pool each fiscal year in increments of one (1) day or eight (8) hours. For the City's fiscal year ending on September 30, 2024, employees may contribute to the Pool at any time during the current fiscal year and as often as they choose. Thereafter employees may contribute to the Pool during the open enrollment period of each fiscal year occurring thereafter ("Annual Enrollment Period"), except that employees who complete twelve (12) months of continuous employment after the Annual Enrollment Period ends may contribute to the Pool at any time during their first year of eligibility. Additional exceptions to the Pool contributions procedures may be made at the discretion of the City Manager.

To be eligible for a transfer of leave from the Pool, an employee: (i) must suffer a verifiable catastrophic illness or injury; (ii) must have twelve (12) or more months of continuous employment with the City; and (iii) must have exhausted all accrued paid leave including sick leave, compensatory time and vacation leave. An employee using Pool Leave is not required to pay back any Pool Leave used.

A catastrophic illness, injury, or physical or mental condition may include complications involving one or more of the following:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such care.
- Permanent/long-term incapacity requiring supervision due to a condition for which treatment may not be effective (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease).
- Multiple treatments by a medical care provider for non-chronic conditions (including recovery therefrom), such as cancer (e.g., chemotherapy, radiation) or organ transplant.

For the purposes of this Policy, the following are not classified as catastrophic injury or illness:

- Elective surgery (however, elective surgery resulting in complications or negative results that require inpatient care in a hospital, hospice, or residential medical care facility - including any period of incapacity or subsequent treatment - in connection with or consequent to such complications or negative results shall be considered a Catastrophic Injury or Illness).
- Injuries or illnesses which are: (i) sustained while in the course of employment with an organization other than the City of Navasota; (ii) a result of or acquired in the commission of a felony or misdemeanor while participating in a riot, or an act of war; or (iii) voluntarily self-inflicted.
- Uncomplicated delivery of a child at the conclusion of a pregnancy is not considered a Catastrophic Injury or Illness (however, delivery of a child involving complications that require inpatient care in a hospital, hospice, or residential medical care facility - including any period of incapacity or subsequent treatment – in connection with or consequent to such complications of delivery of a child shall be considered a Catastrophic Injury or Illness).

Since the City already budgets 100% of the employees' time as earnings, there would be no financial consequence to the addition of this new added benefit. These benefits are not paid out to the employee should they leave the organization. Any remaining unused Catastrophic Leave time will be returned to the Pool. However, the indirect cost would be if a department has to increase coverage and pay overtime or hire a temporary worker to assist during those missed days of work. Staff believe the benefits outweigh the cost and recommend City Council giving staff directions to place on a future agenda as an action item.

At the August 28, 2023, City Council Workshop, staff proposed the attached Catastrophic Leave Pool Policy for consideration as a new benefit to city employees. City Council asked staff and legal counsel to make changes to the exclusions identified in the policy by addressing elective surgeries that are medically required. Legal Counsel has revised this section to address those concerns. Additionally, City Council agreed



to place this item on a regular agenda for action; therefore, staff recommends City Council approve the new benefit policy for Catastrophic Leave for city employees.

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**ACTION REQUIRED BY CITY COUNCIL**

**Approve or deny the proposed Catastrophic Leave Pool Policy for City of Navasota employees as a new benefit.**

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Approved for the City Council meeting agenda.

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

9/14/23  
\_\_\_\_\_  
Date

## **City of Navasota Catastrophic Leave Pool Policy**

The City of Navasota, Texas ("City"), has hereby established a Catastrophic Leave Pool program to benefit employees of the City of Navasota. Regular full-time employees with twelve (12) or more months of continuous employment with the City who are paid from the City's General Fund or an Enterprise Fund (Water Fund, Natural Gas Fund, or Wastewater Fund) of the City may elect to transfer earned sick leave time to the City of Navasota Catastrophic Leave Pool ("Pool"). The leave time in this Pool may then be used by eligible employees for catastrophic illness or injury, as defined and under the terms and conditions set forth by the City of Navasota and described within this Catastrophic Leave Pool Policy. Participation in the Pool is entirely voluntary, and decisions will be based on whether an employee has contributed sick leave to the Pool and additional eligibility requirements set forth herein. The Pool benefits eligible employees who have exhausted all accrued leave, including vacation, compensatory time, and sick leave due to a catastrophic injury or illness, as defined herein.

### Administration of the Pool.

The City of Navasota City Manager hereby designates the Human Resources Director to administer the Catastrophic Leave Pool Policy and the Pool. The Human Resources Director's Responsibilities concerning the Catastrophic Leave Pool program include:

- Development and maintenance of the City of Navasota Catastrophic Leave Pool Policy;

- Development and maintenance of the Catastrophic Leave Pool Policy procedures, forms, and other materials;

- Interpretation of the Catastrophic Leave Pool Policy and procedures regarding employee contributions and requests for leave from the Pool;

- Maintenance of the Pool balance;

- Serve as the Catastrophic Leave Pool Administrator and chair the Catastrophic Leave Pool Review Committee.

### City of Navasota Catastrophic Leave Pool Review Committee.

The City Catastrophic Leave Pool Review Committee ("Committee") will consist of the Catastrophic Leave Pool Administrator, the Chief Financial Officer, two (2) representatives from sworn public safety (fire and police) employees, two (2) employees from Public Works Department, and one (1) employee representative from the remaining civilian employees who shall be selected by random drawing from the names of all full-time City employees. No elected officials may serve on the Committee. Selected employee representatives will serve on the Committee for a period of one (1) year unless sooner relieved by reason of a change in their employment status or other precluding circumstances. In this event, the City Manager

shall select by random drawing a replacement employee representative from the appropriate category of employees to serve out the unexpired term of the original employee representative. Employee representation on the Committee will be on a rotating basis. At the beginning of each City of Navasota fiscal year, membership on the Committee will be modified by the retirement of all Committee members, except for the Pool Administrator and the Chief Financial Officer, and a new panel will be appointed by the random selection from the names of all full-time City employees in the appropriate category of employees except those retiring from the Committee. Once an employee has served on the Committee, such an employee may be excluded from future selection, at the employee's option, until three (3) years have passed since the expiration of such employee's most recent service on the Committee. All Committee members, including the Catastrophic Leave Pool Administrator, shall be voting members of the Committee and have equal voting rights. The attendance of at least four (4) members of the Committee is necessary to establish a quorum for the Committee to hold and conduct a meeting. A Committee decision must receive at least four (4) votes for such decision to be approved by the Committee members.

The Committee shall be responsible for reviewing all requests for Pool Leave and for approving all or part of the request or denying the request. The Committee may return any request to the employee for clarification. An employee may appeal a decision of the Committee through any other grievance or appeal process available to the employee.

#### Eligibility for Participation in the Catastrophic Leave Pool.

Regular, full-time employees with twelve (12) or more months of continuous employment with the City may contribute to the Pool. An employee is allowed to transfer a minimum of one (1) day or eight (8) hours and up to a maximum of five (5) days or forty (40) hours of accrued sick leave to the Pool each fiscal year in increments of one (1) day or eight (8) hours. For the City's fiscal year ending on **September 30, 2024**, employees may contribute to the Pool at any time during the current fiscal year and as often as they choose. Thereafter employees may contribute to the Pool during the open enrollment period of each fiscal year occurring thereafter ("Annual Enrollment Period"), except that employees who complete twelve (12) months of continuous employment after the Annual Enrollment Period ends may contribute to the Pool at any time during their first year of eligibility. Additional exceptions to the Pool contributions procedures may be made at the discretion of the City Manager.

#### Procedure for Employee Contributions to Catastrophic Leave Pool.

To contribute sick leave to the Pool, an employee must complete a City Catastrophic Leave Pool Contribution Form and have the employee's supervisor verify eligibility by signing the Contribution Form. The Contribution Form is then forwarded to the Pool Administrator. Upon the Pool Administrator's approval and verification of the contribution eligibility, the employee's sick leave account will be decreased by the contribution amount, and the corresponding contribution amount will increase the Pool. The Pool Administrator will maintain the original contribution form on file. The

employee will be notified if there is a modification in the approved donation amount. Otherwise, contributions should be considered approved as donated.

Employees who elect to donate sick leave to the Pool may not stipulate who is to receive their contribution. Sick leave donated to the Pool becomes the property of the City and can only be withdrawn by eligible employees for catastrophic purposes as defined in this Policy. An employee who has contributed leave to the Pool may not withdraw donated time unless such employee becomes eligible to withdraw leave from the Pool pursuant to this Policy and is approved under the terms hereof.

#### Procedure for Employee Use of Leave from the Pool.

To be eligible for a transfer of leave from the Pool, an employee: (i) must suffer a verifiable catastrophic illness or injury; (ii) must have twelve (12) or more months of continuous employment with the City; and (iii) must have exhausted all accrued paid leave including sick leave, compensatory time and vacation leave. An employee using Pool Leave is not required to pay back any Pool Leave used.

Catastrophic illness or injury is considered to be any personal illness, injury, or physical or mental condition suffered by the employee or a member of the employee's immediate family that involves continued treatment by a medical care provider for chronic or long-term medical conditions resulting in the exhaustion of the employee's accrued vacation leave, compensatory time and sick leave.

Immediate family is defined as the employee's spouse, mother, father, brother, sister, son, daughter, or any other relative who is living with the employee and is dependent upon the employee for supervision and care, and includes step-parents and step-children as well as foster children certified by the Texas Department of Child Protective and Regulatory Services, and further includes Immediate Family as defined in the City of Navasota Employee Handbook.

A catastrophic illness, injury, or physical or mental condition may include complications involving one or more of the following:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such care;

- Permanent/long-term incapacity requiring supervision due to a condition for which treatment may not be effective (e.g. Alzheimer's disease, a severe stroke, or the terminal stages of a disease);

- Multiple treatments by a medical care provider for non-chronic conditions (including recovery therefrom), such as cancer (e.g. chemotherapy, radiation) or organ transplant.

For the purposes of this Policy, the following are not classified as catastrophic injury or illness:

Elective surgery (however, elective surgery resulting in complications or negative results that require inpatient care in a hospital, hospice, or residential medical care facility - including any period of incapacity or subsequent treatment - in connection with or consequent to such complications or negative results shall be considered a Catastrophic Injury or Illness);

Injuries or illnesses which are: (i) sustained while in the course of employment with an organization other than the City of Navasota; (ii) a result of or acquired in the commission of a felony or misdemeanor while participating in a riot, or an act of war; or (iii) voluntarily self-inflicted; or

Uncomplicated delivery of a child at the conclusion of a pregnancy is not considered a Catastrophic Injury or Illness (however, delivery of a child involving complications that require inpatient care in a hospital, hospice, or residential medical care facility - including any period of incapacity or subsequent treatment - in connection with or consequent to such complications of delivery of a child shall be considered a Catastrophic Injury or Illness).

Employees injured in the course of City of Navasota employment who are not currently receiving Workers' Compensation benefits may apply for Pool Leave. Employees who are out on leave due to a work-related injury and who are receiving worker's compensation benefits and those who are on disability leave for any reason and receiving disability benefits may not withdraw leave from the Pool if the combination of Pool Leave and benefits (worker's compensation or disability) exceeds the employee's pre-injury or pre-illness compensation.

The illness or injury must be verified by a currently licensed medical care provider, defined as a Doctor of Medicine, osteopathy, or psychology, who is licensed to practice medicine or surgery in the State of Texas.

#### Procedure for Employee Withdrawals from Catastrophic Leave Pool.

To request a transfer or leave from the Pool, an employee (or such employee's representative) must complete the Request for Pool Leave Form and obtain certification of catastrophic illness or injury from a medical care provider utilizing the Certification of Illness/Injury form. If the employee has a current medical certification which covers the period of requested Pool Leave, a copy of the current certification may be used.

#### Requests for Pool Leave.

Requests for Pool Leave Forms and Certification of Illness/Injury Forms will be forwarded to the Pool Administrator through the appropriate supervisory channel and will be considered on a first-come, first-serve basis.

#### Notification of Status of Request for Pool Leave.

The Pool Administrator shall notify and convene the Committee, which shall have five

(5) business days from the date a request is received in which to approve all or part of the request or to deny the request. The Pool Administrator will notify the employee in writing as to whether or not the use of Pool Leave has been approved. If not approved, the reasons for non-approval will be included. Reasons why Pool Leave may be denied include, without limitation, one or more of the following:

The requesting employee has not been continuously employed with the City of Navasota for at least twelve (12) months.

The requesting employee has not exhausted all of the employee's paid vacation leave, sick leave, and compensatory time balance;

The requesting employee has not suffered a catastrophic injury or illness as defined in this Policy;

The requesting employee has already used the maximum Pool Leave allowable for the current fiscal year;

The requesting employee's injury, illness, or condition was obtained in the course of employment and is currently receiving workers' compensation benefits;

The individual suffering the catastrophic event and for which the requesting employee is requesting Pool Leave, is not a member of the requesting employee's immediate family, as defined with this Policy; or

Insufficient Pool Leave time is available in the Pool.

#### Transfer of Time Following Approval of Request for Pool Leave.

Upon approval of the request, the employee's sick leave balance will be increased by the amount approved by the Committee, and the Pool Leave balance will be decreased by the corresponding amount. The Pool Administrator will maintain the original request forms on file.

#### Maximum Amount of Pool Leave.

The maximum amount of Pool Leave that can be used by any one individual employee per request shall not exceed one-third (1/3) of the balance of hours in the Pool or ninety (90) working days (i.e., seven hundred twenty [720] hours), whichever is less. The maximum amount of Pool Leave that any one individual employee can use per fiscal year shall not exceed ninety (90) working days (i.e., seven hundred twenty [720] hours). The Pool Administrator shall determine the exact amount of Pool Leave that an eligible employee may use, in accordance with the decision of the Committee.

#### Unused Approved Leave.

Any granted, unused Pool Leave will revert to the Pool in the event of:



The requesting employee's return to work in a full-duty status;

The requesting employee's return to work in a light-duty, modified-duty, or alternate-duty status;

The requesting employee's non-disability or disability retirement; or

The requesting employee's death.

#### Effect of Pool Leave on Accrual of Benefits.

An employee absent on Pool Leave is treated for all purposes as if the employee were absent on earned sick leave. Such employee will not continue to accrue vacation leave, sick leave, and longevity unless and until such Employee returns to work immediately following the Pool Leave.

The estate of a deceased employee is not entitled to payment for any unused Pool Leave transferred to the employee from the Pool. Should an employee pass away while on Pool Leave and have a remaining unused Pool Leave balance, that balance shall revert the Pool for future allocation to other eligible approved Pool Leave employees.

#### Miscellaneous.

All medical information obtained pursuant to this Policy will be maintained by the City as confidential information to the extent allowed by law.

A determination that an employee or an employee's immediate family member has a catastrophic injury or illness under the City of Navasota Catastrophic Leave Pool Policy does not mean that the employee or the employee's immediate family member has a "serious health condition" under the FMLA or a "disability" under the ADA.

Elected officials are not eligible to contribute to the Pool or withdraw Pool Leave time from the Pool.

Upon a showing of situations of extreme need, exceptions to the donation and withdrawal procedures established herein may be made at the discretion of the City Manager.

Pool Leave may not be used for postponing retirement or separation from City employment.

Pool Leave does not affect nor extend an employee's rights to insurance benefits pursuant to the City of Navasota Employee Benefits Plan.

#### Effective Date of City of Navasota Catastrophic Leave Pool Policy.

The City of Navasota Catastrophic Leave Pool Policy is effective immediately upon its adoption by the City Council of the City of Navasota, Texas. The City Council may

terminate the City of Navasota Catastrophic Leave Pool Program at any time for any reason.

Attachments.

- A. Catastrophic Leave Pool Contribution Form
- B. Request for Pool Leave Time
- C. Certification of Illness/Injury

**CITY OF NAVASOTA  
CATASTROPHICLEAVE POOL CONTRIBUTION**

**INSTRUCTIONS:**

Employees must complete this form to contribute sick leave to the Catastrophic Leave Pool.

Please submit one original and one copy to the Human Resources Director and one to your supervisor.

Records of contributions must be retained for two (2) fiscal years plus the current year.

I wish to contribute the following amount of my accrued sick leave to the City of Navasota Catastrophic Leave Pool to be used to benefit eligible employees who are unable to work due to catastrophic illness or injury. I understand that I may contribute a maximum of 40 hours of sick leave (in increments of 8 hours) per fiscal year. I also understand that my sick leave contribution will be returned to me only as an approved withdrawal from the Catastrophic Leave Pool and only after I have exhausted my regular sick leave, vacation leave and compensatory time (if applicable).

\_\_\_\_\_  
Employee Name (Print or Type)

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Department

**CONTRIBUTION AMOUNT, CHECK ONE**

\_\_\_\_\_  
8 hours  
\_\_\_\_\_  
16 hours  
\_\_\_\_\_  
24 hours  
\_\_\_\_\_  
32 hours  
\_\_\_\_\_  
40 hours

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

NOTE: DONATIONS WILL BE ACCEPTED AT ANY TIME DURING THE FISCAL YEAR ENDING ON **SEPTEMBER 30, 2024**. THEREAFTER, DONATIONS WILL ONLY BE ACCEPTED DURING THE OPEN ENROLLMENT PERIOD OF EACH YEAR. IF YOU DO NOT DONATE DURING THIS PERIOD, YOU WILL HAVE TO WAIT UNTIL NEXT FISCAL YEAR. AN EXCEPTION WILL BE GRANTED FOR INDIVIDUALS WHO HAVE JUST COMPLETED 12 MONTHS OF CONTINUOUS EMPLOYMENT AND HAVE NOT YET DONATED SICK LEAVE TO THE POOL.

### REQUEST FOR POOL LEAVE

This form is to make an application for the use of paid leave time from the City of Navasota Catastrophic Leave Pool.

Submit one (1) copy to the employee's department head and the original to the Human Resources Director.

#### SECTION 1: TO BE COMPLETED BY REQUESTING EMPLOYEE

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Department

Last day employee physically on duty: \_\_\_\_\_

Date and time employee exhausted all paid leave: \_\_\_\_\_

Catastrophic leave pool time requested: \_\_\_\_\_

Leave without pay: From \_\_\_\_\_ To \_\_\_\_\_

This request must be accompanied by a Certificate of Illness / Injury.

\_\_\_\_\_  
Signature of Requesting Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head / Supervisor

\_\_\_\_\_  
Date

#### SECTION II: TO BE COMPLETED BY THE HUMAN RESOURCES DIRECTOR

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

Amount of Time Approved \_\_\_\_\_

\_\_\_\_\_  
Signature of Human Resources

\_\_\_\_\_  
Date

### **CERTIFICATION OF ILLNESS / INJURY**

#### **TO BE COMPLETED BY THE EMPLOYEE**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Department

I authorize the named physician or other licensed practitioner to provide medical information about the Employee to the City of Navasota.

Physician / Practitioner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

#### **TO BE COMPLETED BY PHYSICIAN OR OTHER LICENSED PRACTITIONER**

Date of onset of illness or injury: \_\_\_\_\_

Date employee was first unable to work due to this injury: \_\_\_\_\_

If surgery was required, give date: \_\_\_\_\_

Describe illness or injury (describe surgical procedure, if applicable): \_\_\_\_\_

\_\_\_\_\_  
Prognosis: \_\_\_\_\_

Date employee is anticipated to return to regular duties: \_\_\_\_\_

Restrictions (if any): \_\_\_\_\_

---

Practitioner's Name: \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Telephone: \_\_\_\_\_

---

Signature, Physician / Other Licenses Practitioner

---

Date

This form must accompany an application with a request for Pool Leave and should be submitted to the City of Navasota Human Resource Director.

## **City of Navasota Catastrophic Leave Pool Policy**

The City of Navasota, Texas ("City"), has hereby established a Catastrophic Leave Pool program to benefit employees of the City of Navasota. Regular full-time employees with twelve (12) or more months of continuous employment with the City who are paid from the City's General Fund or an Enterprise Fund (Water Fund, Natural Gas Fund, or Wastewater Fund) of the City may elect to transfer earned sick leave time to the City of Navasota Catastrophic Leave Pool ("Pool"). The leave time in this Pool may then be used by eligible employees for catastrophic illness or injury, as defined and under the terms and conditions set forth by the City of Navasota and described within this Catastrophic Leave Pool Policy. Participation in the Pool is entirely voluntary, and decisions will be based on whether an employee has contributed sick leave to the Pool and additional eligibility requirements set forth herein. The Pool benefits eligible employees who have exhausted all accrued leave, including vacation, compensatory time, and sick leave due to a catastrophic injury or illness, as defined herein.

### **Administration of the Pool.**

The City of Navasota City Manager hereby designates the Human Resources Director to administer the Catastrophic Leave Pool Policy and the Pool. The Human Resources Director's Responsibilities concerning the Catastrophic Leave Pool program include:

- Development and maintenance of the City of Navasota Catastrophic Leave Pool Policy;

- Development and maintenance of the Catastrophic Leave Pool Policy procedures, forms, and other materials;

- Interpretation of the Catastrophic Leave Pool Policy and procedures regarding employee contributions and requests for leave from the Pool;

- Maintenance of the Pool balance;

- Serve as the Catastrophic Leave Pool Administrator and chair the Catastrophic Leave Pool Review Committee.

### **City of Navasota Catastrophic Leave Pool Review Committee.**

The City Catastrophic Leave Pool Review Committee ("Committee") will consist of the Catastrophic Leave Pool Administrator, the Chief Financial Officer, two (2) representatives from sworn public safety (fire and police) employees, two (2) employees from Public Works Department, and one (1) employee representative from the remaining civilian employees who shall be selected by random drawing from the names of all full-time City employees. No elected officials may serve on the Committee. Selected employee representatives will serve on the Committee for a period of one (1) year unless sooner relieved by reason of a change in their employment status or other precluding circumstances. In this event, the City Manager

shall select by random drawing a replacement employee representative from the appropriate category of employees to serve out the unexpired term of the original employee representative. Employee representation on the Committee will be on a rotating basis. At the beginning of each City of Navasota fiscal year, membership on the Committee will be modified by the retirement of all Committee members, except for the Pool Administrator and the Chief Financial Officer, and a new panel will be appointed by the random selection from the names of all full-time City employees in the appropriate category of employees except those retiring from the Committee. Once an employee has served on the Committee, such an employee may be excluded from future selection, at the employee's option, until three (3) years have passed since the expiration of such employee's most recent service on the Committee. All Committee members, including the Catastrophic Leave Pool Administrator, shall be voting members of the Committee and have equal voting rights. The attendance of at least four (4) members of the Committee is necessary to establish a quorum for the Committee to hold and conduct a meeting. A Committee decision must receive at least four (4) votes for such decision to be approved by the Committee members.

The Committee shall be responsible for reviewing all requests for Pool Leave and for approving all or part of the request or denying the request. The Committee may return any request to the employee for clarification. An employee may appeal a decision of the Committee through any other grievance or appeal process available to the employee.

#### Eligibility for Participation in the Catastrophic Leave Pool.

Regular, full-time employees with twelve (12) or more months of continuous employment with the City may contribute to the Pool. An employee is allowed to transfer a minimum of one (1) day or eight (8) hours and up to a maximum of five (5) days or forty (40) hours of accrued sick leave to the Pool each fiscal year in increments of one (1) day or eight (8) hours. For the City's fiscal year ending on **September 30, 2024**, employees may contribute to the Pool at any time during the current fiscal year and as often as they choose. Thereafter employees may contribute to the Pool during the open enrollment period of each fiscal year occurring thereafter ("Annual Enrollment Period"), except that employees who complete twelve (12) months of continuous employment after the Annual Enrollment Period ends may contribute to the Pool at any time during their first year of eligibility. Additional exceptions to the Pool contributions procedures may be made at the discretion of the City Manager.

#### Procedure for Employee Contributions to Catastrophic Leave Pool.

To contribute sick leave to the Pool, an employee must complete a City Catastrophic Leave Pool Contribution Form and have the employee's supervisor verify eligibility by signing the Contribution Form. The Contribution Form is then forwarded to the Pool Administrator. Upon the Pool Administrator's approval and verification of the contribution eligibility, the employee's sick leave account will be decreased by the contribution amount, and the corresponding contribution amount will increase the Pool. The Pool Administrator will maintain the original contribution form on file. The

employee will be notified if there is a modification in the approved donation amount. Otherwise, contributions should be considered approved as donated.

Employees who elect to donate sick leave to the Pool may not stipulate who is to receive their contribution. Sick leave donated to the Pool becomes the property of the City and can only be withdrawn by eligible employees for catastrophic purposes as defined in this Policy. An employee who has contributed leave to the Pool may not withdraw donated time unless such employee becomes eligible to withdraw leave from the Pool pursuant to this Policy and is approved under the terms hereof.

#### Procedure for Employee Use of Leave from the Pool.

To be eligible for a transfer of leave from the Pool, an employee: (i) must suffer a verifiable catastrophic illness or injury; (ii) must have twelve (12) or more months of continuous employment with the City; and (iii) must have exhausted all accrued paid leave including sick leave, compensatory time and vacation leave. An employee using Pool Leave is not required to pay back any Pool Leave used.

Catastrophic illness or injury is considered to be any personal illness, injury, or physical or mental condition suffered by the employee or a member of the employee's immediate family that involves continued treatment by a medical care provider for chronic or long-term medical conditions resulting in the exhaustion of the employee's accrued vacation leave, compensatory time and sick leave.

Immediate family is defined as the employee's spouse, mother, father, brother, sister, son, daughter, or any other relative who is living with the employee and is dependent upon the employee for supervision and care, and includes step-parents and step-children as well as foster children certified by the Texas Department of Child Protective and Regulatory Services, and further includes Immediate Family as defined in the City of Navasota Employee Handbook.

A catastrophic illness, injury, or physical or mental condition may include complications involving one or more of the following:

- Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such care;

- Permanent/long-term incapacity requiring supervision due to a condition for which treatment may not be effective (e.g. Alzheimer's disease, a severe stroke, or the terminal stages of a disease);

- Multiple treatments by a medical care provider for non-chronic conditions (including recovery therefrom), such as cancer (e.g. chemotherapy, radiation) or organ transplant.

For the purposes of this Policy, the following are not classified as catastrophic injury or illness:

Elective surgery (however, elective surgery resulting in complications or negative results that require inpatient care in a hospital, hospice, or residential medical care facility - including any period of incapacity or subsequent treatment - in connection with or consequent to such complications or negative results shall be considered a Catastrophic Injury or Illness);

Injuries or illnesses which are: (i) sustained while in the course of employment with an organization other than the City of Navasota; (ii) a result of or acquired in the commission of a felony or misdemeanor while participating in a riot, or an act of war; or (iii) voluntarily self-inflicted; or

Uncomplicated delivery of a child at the conclusion of a pregnancy is not considered a Catastrophic Injury or Illness (however, delivery of a child involving complications that require inpatient care in a hospital, hospice, or residential medical care facility - including any period of incapacity or subsequent treatment – in connection with or consequent to such complications of delivery of a child shall be considered a Catastrophic Injury or Illness).

Employees injured in the course of City of Navasota employment who are not currently receiving Workers' Compensation benefits may apply for Pool Leave. Employees who are out on leave due to a work-related injury and who are receiving worker's compensation benefits and those who are on disability leave for any reason and receiving disability benefits may not withdraw leave from the Pool if the combination of Pool Leave and benefits (worker's compensation or disability) exceeds the employee's pre-injury or pre-illness compensation.

The illness or injury must be verified by a currently licensed medical care provider, defined as a Doctor of Medicine, osteopathy, or psychology, who is licensed to practice medicine or surgery in the State of Texas.

#### Procedure for Employee Withdrawals from Catastrophic Leave Pool.

To request a transfer or leave from the Pool, an employee (or such employee's representative) must complete the Request for Pool Leave Form and obtain certification of catastrophic illness or injury from a medical care provider utilizing the Certification of Illness/Injury form. If the employee has a current medical certification which covers the period of requested Pool Leave, a copy of the current certification may be used.

#### Requests for Pool Leave.

Requests for Pool Leave Forms and Certification of Illness/Injury Forms will be forwarded to the Pool Administrator through the appropriate supervisory channel and will be considered on a first-come, first-serve basis.

#### Notification of Status of Request for Pool Leave.

The Pool Administrator shall notify and convene the Committee, which shall have five

(5) business days from the date a request is received in which to approve all or part of the request or to deny the request. The Pool Administrator will notify the employee in writing as to whether or not the use of Pool Leave has been approved. If not approved, the reasons for non-approval will be included. Reasons why Pool Leave may be denied include, without limitation, one or more of the following:

The requesting employee has not been continuously employed with the City of Navasota for at least twelve (12) months.

The requesting employee has not exhausted all of the employee's paid vacation leave, sick leave, and compensatory time balance;

The requesting employee has not suffered a catastrophic injury or illness as defined in this Policy;

The requesting employee has already used the maximum Pool Leave allowable for the current fiscal year;

The requesting employee's injury, illness, or condition was obtained in the course of employment and is currently receiving workers' compensation benefits;

The individual suffering the catastrophic event and for which the requesting employee is requesting Pool Leave, is not a member of the requesting employee's immediate family, as defined with this Policy; or

Insufficient Pool Leave time is available in the Pool.

#### Transfer of Time Following Approval of Request for Pool Leave.

Upon approval of the request, the employee's sick leave balance will be increased by the amount approved by the Committee, and the Pool Leave balance will be decreased by the corresponding amount. The Pool Administrator will maintain the original request forms on file.

#### Maximum Amount of Pool Leave.

The maximum amount of Pool Leave that can be used by any one individual employee per request shall not exceed one-third (1/3) of the balance of hours in the Pool or ninety (90) working days (i.e., seven hundred twenty [720] hours), whichever is less. The maximum amount of Pool Leave that any one individual employee can use per fiscal year shall not exceed ninety (90) working days (i.e., seven hundred twenty [720] hours). The Pool Administrator shall determine the exact amount of Pool Leave that an eligible employee may use, in accordance with the decision of the Committee.

#### Unused Approved Leave.

Any granted, unused Pool Leave will revert to the Pool in the event of:



The requesting employee's return to work in a full-duty status;

The requesting employee's return to work in a light-duty, modified-duty, or alternate-duty status;

The requesting employee's non-disability or disability retirement; or

The requesting employee's death.

#### Effect of Pool Leave on Accrual of Benefits.

An employee absent on Pool Leave is treated for all purposes as if the employee were absent on earned sick leave. Such employee will not continue to accrue vacation leave, sick leave, and longevity unless and until such Employee returns to work immediately following the Pool Leave.

The estate of a deceased employee is not entitled to payment for any unused Pool Leave transferred to the employee from the Pool. Should an employee pass away while on Pool Leave and have a remaining unused Pool Leave balance, that balance shall revert the Pool for future allocation to other eligible approved Pool Leave employees.

#### Miscellaneous.

All medical information obtained pursuant to this Policy will be maintained by the City as confidential information to the extent allowed by law.

A determination that an employee or an employee's immediate family member has a catastrophic injury or illness under the City of Navasota Catastrophic Leave Pool Policy does not mean that the employee or the employee's immediate family member has a "serious health condition" under the FMLA or a "disability" under the ADA.

Elected officials are not eligible to contribute to the Pool or withdraw Pool Leave time from the Pool.

Upon a showing of situations of extreme need, exceptions to the donation and withdrawal procedures established herein may be made at the discretion of the City Manager.

Pool Leave may not be used for postponing retirement or separation from City employment.

Pool Leave does not affect nor extend an employee's rights to insurance benefits pursuant to the City of Navasota Employee Benefits Plan.

#### Effective Date of City of Navasota Catastrophic Leave Pool Policy.

The City of Navasota Catastrophic Leave Pool Policy is effective immediately upon its adoption by the City Council of the City of Navasota, Texas. The City Council may

terminate the City of Navasota Catastrophic Leave Pool Program at any time for any reason.

Attachments.

- A. Catastrophic Leave Pool Contribution Form
- B. Request for Pool Leave Time
- C. Certification of Illness/Injury

**CITY OF NAVASOTA  
CATASTROPHICLEAVE POOL CONTRIBUTION**

**INSTRUCTIONS:**

Employees must complete this form to contribute sick leave to the Catastrophic Leave Pool.

Please submit one original and one copy to the Human Resources Director and one to your supervisor.

Records of contributions must be retained for two (2) fiscal years plus the current year.

I wish to contribute the following amount of my accrued sick leave to the City of Navasota Catastrophic Leave Pool to be used to benefit eligible employees who are unable to work due to catastrophic illness or injury. I understand that I may contribute a maximum of 40 hours of sick leave (in increments of 8 hours) per fiscal year. I also understand that my sick leave contribution will be returned to me only as an approved withdrawal from the Catastrophic Leave Pool and only after I have exhausted my regular sick leave, vacation leave and compensatory time (if applicable).

\_\_\_\_\_  
Employee Name (Print or Type)

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Department

**CONTRIBUTION AMOUNT, CHECK ONE**

\_\_\_\_\_ 8 hours  
\_\_\_\_\_ 16 hours  
\_\_\_\_\_ 24 hours  
\_\_\_\_\_ 32 hours  
\_\_\_\_\_ 40 hours

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

NOTE: DONATIONS WILL BE ACCEPTED AT ANY TIME DURING THE FISCAL YEAR ENDING ON **SEPTEMBER 30, 2024**. THEREAFTER, DONATIONS WILL ONLY BE ACCEPTED DURING THE OPEN ENROLLMENT PERIOD OF EACH YEAR. IF YOU DO NOT DONATE DURING THIS PERIOD, YOU WILL HAVE TO WAIT UNTIL NEXT FISCAL YEAR. AN EXCEPTION WILL BE GRANTED FOR INDIVIDUALS WHO HAVE JUST COMPLETED 12 MONTHS OF CONTINUOUS EMPLOYMENT AND HAVE NOT YET DONATED SICK LEAVE TO THE POOL.

## REQUEST FOR POOL LEAVE

This form is to make an application for the use of paid leave time from the City of Navasota Catastrophic Leave Pool.

Submit one (1) copy to the employee's department head and the original to the Human Resources Director.

### SECTION 1: TO BE COMPLETED BY REQUESTING EMPLOYEE

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Department

Last day employee physically on duty: \_\_\_\_\_

Date and time employee exhausted all paid leave: \_\_\_\_\_

Catastrophic leave pool time requested: \_\_\_\_\_

Leave without pay: From \_\_\_\_\_ To \_\_\_\_\_

This request must be accompanied by a Certificate of Illness / Injury.

\_\_\_\_\_  
Signature of Requesting Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head / Supervisor

\_\_\_\_\_  
Date

### SECTION II: TO BE COMPLETED BY THE HUMAN RESOURCES DIRECTOR

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

Amount of Time Approved \_\_\_\_\_

\_\_\_\_\_  
Signature of Human Resources

\_\_\_\_\_  
Date

## CERTIFICATION OF ILLNESS / INJURY

## TO BE COMPLETED BY THE EMPLOYEE

Employee Name

Social Security No.

Department

I authorize the named physician or other licensed practitioner to provide medical information about the Employee to the City of Navasota.

Physician / Practitioner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Employee's Signature

Date

TO BE COMPLETED BY PHYSICIAN OR OTHER LICENSED PRACTITIONER

Date of onset of illness or injury: \_\_\_\_\_

Date employee was first unable to work due to this injury:\_\_\_\_\_

If surgery was required, give date:\_\_\_\_\_

Describe illness or injury (describe surgical procedure, if applicable):\_\_\_\_\_

Prognosis: \_\_\_\_\_

Date employee is anticipated to return to regular duties:\_\_\_\_\_

Restrictions (if any): \_\_\_\_\_

Practitioner's Name: \_\_\_\_\_

Address (Street, City, State, Zip): \_\_\_\_\_

Telephone: \_\_\_\_\_

---

Signature, Physician / Other Licenses Practitioner

Date \_\_\_\_\_

This form must accompany an application with a request for Pool Leave and should be submitted to the City of Navasota Human Resource Director.



## REQUEST FOR CITY COUNCIL AGENDA ITEM #11

<p>Agenda Date Requested: <u>September 25, 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><b>Exhibits:</b> <u>Certification Pay Policy &amp; Amount Schedule</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>100/200/300/400</u></td></tr><tr><td>Account Number:</td><td><u>Various</u></td></tr><tr><td>Amount Budgeted:</td><td><u>\$51,626</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>100/200/300/400</u>	Account Number:	<u>Various</u>	Amount Budgeted:	<u>\$51,626</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appropriation													
Source of Funds:	<u>100/200/300/400</u>												
Account Number:	<u>Various</u>												
Amount Budgeted:	<u>\$51,626</u>												
Amount Requested:	<u>N/A</u>												
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

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### AGENDA ITEM #11

**Consideration and possible action on the addition of Certification Pay Policy for the City of Navasota employees as a new benefit.**

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### SUMMARY & RECOMMENDATION

The City of Navasota encourages its employees to pursue opportunities to earn advanced training relative to their job duties and positions. Not only does it improve employees' education, but it also benefits the operations of the City of Navasota. Currently, the Navasota Police Department is the only department in the city that pays their employees for various certifications related to NPD. As part of the Strategic Planning sessions, City Council identified "Staffing" as a goal with the concept of increasing and improving employee benefits. The addition of stipend for certifications and miscellaneous designations and/or qualifications was decided as a way to improve some of the employee benefits. Therefore, staff worked with legal counsel on the attached proposed Certification Pay Policy.

Certification Pay is only available to full-time employees. In order to receive certification pay, the employee must provide the certificate or documentation to the Human Resources Director. Additionally, the employee will only receive Certification Pay while in a department that recognizes that specific certification and which is also listed in this Policy herein below. It is the employee's responsibility to provide documentation demonstrating current status of the certification. All employee grades are eligible for Certification Pay. Department directors may implement their own departmental policies related to Certification Pay that are stricter and require additional documentation and/or processes than the City's Certification Pay Policy. However, no Department may implement a Department Certification Pay Policy that has less restrictive processes, eligibility requirements or different Certification Pay amounts than the City's Certification Pay Policy. The maximum total of all certifications pays cannot exceed

\$250.00 per month/\$3,000.00 per year (\$115.38 per pay period) for non-public safety employees and \$300.00 per month/\$3,600.00 per year (\$138.46 per pay period) for police and fire department employees.

Currently, the Navasota Fire Department (“NFD”) is not structured to include supervisory firefighters. However, when firefighters respond to emergency calls, one of the firefighters is responsible for taking on a supervisory responsibility for other paid firefighters, part-time and volunteer firefighters; therefore, this Policy includes providing special assignment “step up” pay for the firefighter that has the supervisory responsibility for their respective shift. Assignment pay will be paid to members of NFD who are assigned additional duties in a higher classification as a company officer on an apparatus. This is a member of the fire department that is normally classified as a firefighter but has been assigned as a company officer but has not been promoted and permanently assigned as a Captain, Sr. Firefighter, or Lieutenant. Assignment pay will be paid at the rate of \$270.83 per month/\$3,250.00 per year (\$125.00 per pay period) to any personnel that has been assigned to ride as the company officer for A-Shift, B-Shift, or C-Shift. In no instance will assignment pay be paid to more than two (2) persons per shift (except during emergency call back situations). Additionally, this special assignment “step up” pay will not be considered as Certification Pay, thereby not subject to be a part of the capped Certification Pay for public safety personnel. A member of the NFD can receive up to the maximum allowed for Certification Pay, \$300.00 per month (\$138.46 per pay period) and the special assignment “step up” pay of \$270.83 per month (\$125.00 per pay period).

The proposed FY 2023-24 Budget includes \$51,626 for certification pay for employees in the General Fund, Water Fund, Natural Gas Fund, and Wastewater Fund. Additionally, staff have worked on the attached Certification Pay Policy Amount Schedule. The amounts are based on the difficulty level and subsequent CPE requirements to maintain those certifications. Overall, staff has placed a cap on the amount an employee (civilian - \$3,000/year and public safety - \$3,600/year) to honor the certification as a benefit to the City of Navasota rather than a “line-item” to supplement an employee’s salary.

At the August 28, 2023, City Council Workshop, staff proposed the attached Certification Pay Policy for consideration as a new benefit to city employees. City Council agreed to place this item on a regular agenda for action; therefore, staff recommends City Council approve the new benefit policy for Certification Pay for city employees.

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### **ACTION REQUIRED BY CITY COUNCIL**

**Approve or deny the proposed Certification Pay Policy for City of Navasota employees as a new benefit.**

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

*Jason Weeks*  

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Jason B. Weeks, City Manager

9/14/23  

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Date



## **City of Navasota**

### **Certification Pay Policy**

The City of Navasota encourages its employees to pursue opportunities to earn advanced training relative to their job duties and positions. Not only does it improve employees' education, but it also benefits the operations of the City. The City has hereby adopted a policy of acknowledging specific training certifications with additional pay, called the Certification Pay Policy ("Policy").

Certification Pay is only available to full-time employees. In order to receive certification pay, the employee must provide the certificate or documentation to the Human Resources Director. Additionally, the employee will only receive Certification Pay while in a department that recognizes that specific certification and which is also listed in this Policy herein below. It is the employee's responsibility to provide documentation demonstrating current status of the certification. All employee grades are eligible for Certification Pay. Department directors may implement their own departmental policies related to Certification Pay that are stricter and require additional documentation and/or processes than the City's Certification Pay Policy. However, no Department may implement a Department Certification Pay Policy that has less restrictive processes, eligibility requirements or different Certification Pay amounts than the City's Certification Pay Policy. The maximum total of all certifications pays cannot exceed \$250.00 per month/\$3,000.00 per year (\$115.38 per pay period) for non-public safety employees and \$300.00 per month/\$3,600.00 per year (\$138.46 per pay period) for police and fire department employees.

Currently, the Navasota Fire Department ("NFD") is not structured to include supervisory firefighters. However, when firefighters respond to emergency calls, one of the firefighters is responsible for taking on a supervisory responsibility for other paid firefighters, part-time and volunteer firefighters; therefore, this Policy includes providing special assignment "step up" pay for the firefighter that has the supervisory responsibility for their respective shift. Assignment pay will be paid to members of NFD who are assigned additional duties in a higher classification as a company officer on an apparatus. This is a member of the fire department that is normally classified as a firefighter but has been assigned as a company officer but has not been promoted and permanently assigned as a Captain, Sr. Firefighter, or Lieutenant. Assignment pay will be paid at the rate of \$270.83 per month/\$3,250.00 per year (\$125.00 per pay period) to any personnel that has been assigned to ride as the company officer for A-Shift, B-Shift, or C-Shift. In no instance will assignment pay be paid to more than two (2) persons per shift (except during emergency call back situations). Additionally, this special assignment "step up" pay will not be considered as Certification Pay, thereby not subject to be a part of the capped Certification Pay for public safety personnel. A member of the NFD can receive up to the maximum allowed for Certification Pay, \$300.00 per month (\$138.46 per pay period) and the special assignment "step up" pay of \$270.83 per month (\$125.00 per pay period).

All Certification Pay additions and/or deletions must be reviewed by the Human Resources Director and approved by the City Manager.

**City of Navasota**  
**Certification Pay Policy**  
**Effective October 1, 2023**

Description	Annual	Monthly	Bi-Weekly
<b>City-Wide</b>			
City-wide Bilingual Pay (Oral & Written)	\$600.00	\$50.00	\$23.08
Certified Public Manager (CPM)	\$600.00	\$50.00	\$23.08
<b>City Secretary</b>			
Texas Registered Municipal Clerk	\$900.00	\$75.00	\$34.62
<b>Development Services</b>			
Residential Inspector 4-Pack (Building, Electrical, Plumbing, Mechanical)	\$900.00	\$75.00	\$34.62
Commercial Inspector 4-Pack (Building, Electrical, Plumbing, Mechanical)	\$1,200.00	\$100.00	\$46.15
Residential Plans Examiner	\$300.00	\$25.00	\$11.54
Building Plans Examiner	\$300.00	\$25.00	\$11.54
Electrical Plans Examiner	\$300.00	\$25.00	\$11.54
Plumbing Plans Examiner	\$300.00	\$25.00	\$11.54
Mechanical Plan Examiner	\$300.00	\$25.00	\$11.54
Code Enforcement Officer Level I	\$300.00	\$25.00	\$11.54
Code Enforcement Officer Level II	\$600.00	\$50.00	\$23.08
Property Maintenance & Housing Inspector	\$300.00	\$25.00	\$11.54
Zoning Inspector	\$300.00	\$25.00	\$11.54
Permit Technician	\$300.00	\$25.00	\$11.54
Certified Floodplain Manager	\$600.00	\$50.00	\$23.08
Certified Planner (AICP)	\$1,200.00	\$100.00	\$46.15
Certified Building Official (CBO)	\$1,500.00	\$125.00	\$57.69
<b>Economic Development</b>			
Certified Economic Developer (CEcD)	\$1,200.00	\$100.00	\$46.15
Professional Community & Economic Developer (PCED)	\$900.00	\$75.00	\$34.62
Economic Development Finance Professional (EDFP)	\$300.00	\$25.00	\$11.54
<b>Emergency Management</b>			
Texas Emergency Manager	\$900.00	\$75.00	\$34.62
Certified Emergency Manager (International Assoc. of Emergency Managers)	\$1,500.00	\$125.00	\$57.69
<b>Financial Services</b>			
Certified Payroll Professional	\$300.00	\$25.00	\$11.54
Certified Public Accountant (CPA)	\$1,200.00	\$100.00	\$46.15
Certified Government Finance Officer (GFOAT)	\$600.00	\$50.00	\$23.08
Certified Public Finance Officer (GFOA)	\$300.00	\$25.00	\$11.54
Certified Public Purchasing Buyer	\$300.00	\$25.00	\$11.54
Certified Public Purchasing Officer	\$300.00	\$25.00	\$11.54
Certified Public Procurement Officer	\$300.00	\$25.00	\$11.54
Certified Professional Public Buyer	\$300.00	\$25.00	\$11.54
Class A Water License	\$1,500.00	\$125.00	\$57.69
Class B Water License	\$1,200.00	\$100.00	\$46.15
Class C Water License	\$900.00	\$75.00	\$34.62
Class D Water License	\$600.00	\$50.00	\$23.08

**City of Navasota**  
**Certification Pay Policy**  
**Effective October 1, 2023**

Description	Annual	Monthly	Bi-Weekly
<b>Fire</b>			
Fire Inspector Advanced	\$900.00	\$75.00	\$34.62
Fire Inspector Intermediate	\$600.00	\$50.00	\$23.08
Fire Inspector Basic	\$300.00	\$25.00	\$11.54
Arson Investigator Master	\$1,500.00	\$125.00	\$57.69
Arson Investigator Advanced	\$1,200.00	\$100.00	\$46.15
Arson Investigator Intermediate	\$900.00	\$75.00	\$34.62
Firefighter Master	\$1,500.00	\$125.00	\$57.69
Firefighter Advanced	\$1,200.00	\$100.00	\$46.15
Firefighter Intermediate	\$900.00	\$75.00	\$34.62
Fire Officer 4	\$1,500.00	\$125.00	\$57.69
Fire Officer 3	\$1,200.00	\$100.00	\$46.15
Fire Officer 2	\$900.00	\$75.00	\$34.62
Fire Officer 1	\$600.00	\$50.00	\$23.08
Fire Instructor 3	\$900.00	\$75.00	\$34.62
Fire Instructor 2	\$600.00	\$50.00	\$23.08
Fire Instructor 1	\$300.00	\$25.00	\$11.54
Hazardous Materials Technician	\$600.00	\$50.00	\$23.08
Incident Safety Officer	\$480.00	\$40.00	\$18.46
Basic Wildland Firefighter	\$300.00	\$25.00	\$11.54
Driver/Operator - Pumper	\$300.00	\$25.00	\$11.54
Swift Water Technician	\$600.00	\$50.00	\$23.08
Intermediate EMT	\$600.00	\$50.00	\$23.08
Paramedic	\$1,200.00	\$100.00	\$46.15
SPECIAL "STEP UP" PAY	\$3,250.00	\$270.83	\$125.00
<b>Human Resources</b>			
Senior Professional in Human Resources (SPHR)	\$900.00	\$75.00	\$34.62
Professional in Human Resources (PHR)	\$600.00	\$50.00	\$23.08
Employee Benefits Manager Certification	\$300.00	\$25.00	\$11.54
<b>Library</b>			
Certified Public Library Administrator (CPLA)	\$600.00	\$50.00	\$23.08
<b>Marketing &amp; Communications &amp; Tourism</b>			
Public Information Officer (PIO) NFPA	\$300.00	\$25.00	\$11.54
Certified Public Communicator	\$1,200.00	\$100.00	\$46.15
Certified Festival & Event Executive (CFEE)	\$900.00	\$75.00	\$34.62
Certified Destination Management Executive (CMDE)	\$1,200.00	\$100.00	\$46.15
<b>Municipal Court</b>			
Level III Certification	\$1,200.00	\$100.00	\$46.15
Level II Certification	\$900.00	\$75.00	\$34.62
Level I Certification	\$600.00	\$50.00	\$23.08
<b>Parks &amp; Recreation</b>			
Certified Pool Operator	\$300.00	\$25.00	\$11.54
CPR First-Aid Certification	\$300.00	\$25.00	\$11.54
Aquatics Facilities Operator	\$600.00	\$50.00	\$23.08
Lifeguard Instructor	\$600.00	\$50.00	\$23.08
Certified Parks & Recreation Professional (CPRP)	\$900.00	\$75.00	\$34.62
Certified Parks & Recreation Executive (CPRE)	\$1,200.00	\$100.00	\$46.15

**City of Navasota  
Certification Pay Policy  
Effective October 1, 2023**

Description	Annual	Monthly	Bi-Weekly
<b>Police</b>			
Administrative Certification	\$900.00	\$75.00	\$34.62
Telecommunicator - Master	\$1,500.00	\$125.00	\$57.69
Telecommunicator - Advanced	\$1,200.00	\$100.00	\$46.15
Telecommunicator - Intermediate	\$900.00	\$75.00	\$34.62
Telecommunicator - Basic	\$600.00	\$50.00	\$23.08
Officer - Master	\$1,500.00	\$125.00	\$57.69
Officer - Advanced	\$1,200.00	\$100.00	\$46.15
Officer - Intermediate	\$900.00	\$75.00	\$34.62
Officer - Basic	\$600.00	\$50.00	\$23.08
Property Custodian - Advanced	\$900.00	\$75.00	\$34.62
Property Custodian - Basic	\$600.00	\$50.00	\$23.08
Special Response Team (SRT)	\$660.00	\$55.00	\$25.38
Field Training Officer (FTO) [\$20/day when needed]			
Basic Animal Control Officer	\$600.00	\$50.00	\$23.08

<b>Public Works</b>			
Class A - Wastewater Treatment Plant Operator	\$1,500.00	\$125.00	\$57.69
Class B - Wastewater Treatment Plant Operator	\$1,200.00	\$100.00	\$46.15
Class C - Wastewater Treatment Plant Operator	\$900.00	\$75.00	\$34.62
Class D - Wastewater Treatment Plant Operator	\$600.00	\$50.00	\$23.08
Class III - Wastewater Collection Systems Operator	\$900.00	\$75.00	\$34.62
Class II - Wastewater Collection Systems Operator	\$600.00	\$50.00	\$23.08
Class I - Wastewater Collection Systems Operator	\$300.00	\$25.00	\$11.54
Grade A - Water License	\$1,500.00	\$125.00	\$57.69
Grade B - Water License	\$1,200.00	\$100.00	\$46.15
Grade C - Water License	\$900.00	\$75.00	\$34.62
Grade D - Water License	\$600.00	\$50.00	\$23.08
Backflow (BPAT)	\$600.00	\$50.00	\$23.08
Customer Service Inspector (CSI)	\$300.00	\$25.00	\$11.54
Poly Fusion Certification	\$600.00	\$50.00	\$23.08
Texas Motor Vehicle Inspection	\$600.00	\$50.00	\$23.08
Certified Master Auto Technician	\$900.00	\$75.00	\$34.62
Master Medium/Heavy Truck Technician	\$600.00	\$50.00	\$23.08
Engine Repair	\$300.00	\$25.00	\$11.54
Automatic Transmission	\$300.00	\$25.00	\$11.54
Brakes	\$300.00	\$25.00	\$11.54
Hazmat Endorsement	\$300.00	\$25.00	\$11.54
Herbicide	\$300.00	\$25.00	\$11.54
Pesticide	\$300.00	\$25.00	\$11.54
Commercial Driver's License (CDL)	\$600.00	\$50.00	\$23.08
Technician License	\$300.00	\$25.00	\$11.54
Certified Playground Inspector	\$300.00	\$25.00	\$11.54
Certified Arborist	\$300.00	\$25.00	\$11.54

**City of Navasota**  
**Certification Pay Policy**  
**Effective October 1, 2023**

Description	Annual	Monthly	Bi-Weekly
<b>Technology</b>			
A+ Certificate	\$300.00	\$25.00	\$11.54
Cisco Certified Network Associate	\$300.00	\$25.00	\$11.54
Microsoft Certified Professional	\$600.00	\$50.00	\$23.08
Cisco Certified Professional	\$600.00	\$50.00	\$23.08
Microsoft Certified Professional + Internet	\$900.00	\$75.00	\$34.62
Cisco Certified Expert	\$900.00	\$75.00	\$34.62
Dell Hardware Certification	\$300.00	\$25.00	\$11.54
IT-COMPTIA A+	\$300.00	\$25.00	\$11.54
IT-COMPTIA N+	\$300.00	\$25.00	\$11.54
IT-COMPTIA S+	\$300.00	\$25.00	\$11.54
Microsoft Certified Solutions Associate	\$300.00	\$25.00	\$11.54
Microsoft MCDST	\$300.00	\$25.00	\$11.54
Vm-ware VCP	\$300.00	\$25.00	\$11.54
IT-CCNA (Cisco)	\$300.00	\$25.00	\$11.54



## REQUEST FOR CITY COUNCIL AGENDA ITEM #12

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Paid Parental Leave Policy

### AGENDA ITEM #12

**Consideration and possible action on the addition of a Paid Parental Leave Policy for City of Navasota employees as a new benefit.**

### SUMMARY & RECOMMENDATION

Currently, if an employee for the City of Navasota has the birth of a child, adopts a child, or fosters a child, they are forced to use vacation and sick leave when these life changing events occur. The purpose of paid paternal leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. The addition of Paid Parental Leave ("PPL") is another benefit that can aid the City of Navasota in retaining and attracting a workforce. There are several benefits to both the employer and employees, such as increased employee retention, attracting & retaining new talent, increased productivity & boost employee morale, improve mental health & well-being of parents & children, and increased public & private investment. Ultimately, paid leave is essential for healthy parents and babies/children.

Staff has worked together and along with legal counsel to propose the attached Paid Parental Leave Policy to begin October 1, 2023. PPL would be available to eligible employees immediately following a birth, adoption, or foster care placement of a child under the age of 18 years. Also, employees eligible for PPL would need to be eligible for FMLA, which would run concurrent with the PPL. Eligible employees would receive three (3) continuous weeks (hours will differ depending on if employee is part of the police, fire, or civilian employee pool).

Since the City already budgets 100% of the employees' time as earnings, there would be no financial consequence to the addition of this new added benefit. However, the indirect cost would be if a department must increase coverage and pay overtime or hire

a temporary worker to assist during those three (3) weeks of PPL. Staff believe the benefits outweigh the cost.

Staff presented this item as a workshop agenda item at the August 28, 2023, City Council Workshop. City Council agreed to place this item on a regular agenda for action; therefore, staff recommends City Council approve the new benefit policy for Paid Parental Leave.


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**ACTION REQUIRED BY CITY COUNCIL**

**Approve or deny the proposed Paid Parental Leave Policy for the City of Navasota employees as a new benefit.**

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

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

9/14/23

\_\_\_\_\_  
**Date**

## **City of Navasota Paid Parental Leave Policy**

1. Paid Parental Leave (PPL) is provided to eligible employees who are birth mothers, biological fathers, or adoptive or foster mothers or fathers.
  - a. Surrogate mothers and sperm donors are not eligible for PPL.
2. PPL is available to eligible employees immediately following a birth, adoption, or foster care placement of a child under the age of 18 years (age 18+ years may be waived due to disability), in recognition of the importance of work/life balance and to offer parents the opportunity to bond with a new child.
3. Employees eligible for PPL must also be FMLA-eligible and must have been full-time employees for at least one (1) year immediately prior to using PPL.
4. Eligible employees will be provided up to three (3) contiguous weeks (120 hours maximum, 126 hours maximum for police, and 160 hours maximum for fire shift personnel) of PPL immediately following birth, adoption, or foster care placement of a new child. If both parents are eligible employees, the mother giving birth must take PPL first, and the father or second parent must take the PPL at the same time or immediately after the mother's PPL has concluded. In the case of adoption or foster care placement, employees may choose to take PPL either at the same time or beginning at week four (4), when the first parent's leave has expired.
5. Eligible employees may use PPL up to two (2) times, once per child, per 12-month period, irrespective of any breaks in service.
  - a. (For example, an employee may take paternity leave in January and use PPL after the birth of a child, and then may use PPL again later in the year after the adoption of another child).
6. PPL runs concurrently with FMLA. The concurrent use of PPL and FMLA will not increase, in whole or in part, the amount of FMLA time available to employees.
7. Pay for PPL will be at one hundred percent (100%) of the employee's base pay rate and will not reduce any leave balances.
8. Multiple births, adoptions or foster care placements occurring at the same time do not increase the length of PPL.
9. PPL may not be banked for future use or used intermittently, and any PPL balance will not be paid out at separation.
10. PPL will end if employees no longer meet eligibility, such as switching from a full-time to a part-time employee.



11. PPL will be used prior to use of other employee leave, followed by sick leave and vacation time.
12. For child bonding purposes, the three (3) weeks of PPL must be exhausted before other forms of paid and unpaid leave allowed under FMLA may be used.
13. Pregnant mothers who are released from duty by their doctors prior to birth must use sick leave or vacation until the date of birth. At the time of birth, such mothers who are eligible will be able to use PPL. The time prior to the birth will be reviewed for FMLA eligibility under current FMLA policy.



## REQUEST FOR CITY COUNCIL AGENDA ITEM #13

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Tuition Reimbursement Policy

### AGENDA ITEM #13

**Consideration and possible action on the addition of a Tuition Reimbursement Policy for City of Navasota employees as a new benefit.**

### SUMMARY & RECOMMENDATION

Last August during the budget process, City Council agreed to move forward with a Tuition Reimbursement program; however, staff did not create a policy until recently.

The City of Navasota would offer an educational assistance program to regular full-time employees under Section 127 of the Internal Revenue Code (IRC 127), which covers employer-provided education assistance programs. Under IRC 127, an employer may exclude qualified expenses from an employee's gross income, up to a maximum dollar amount per calendar year. This plan is for the exclusive benefit of employees of the City of Navasota to provide such employees with educational assistance. The purpose of the educational assistance program is to broaden the knowledge of employees in their fields and to provide an avenue for career development. The Human Resources Department will administer the program and review all reimbursement applications. This program is contingent upon annual appropriation of funds and is subject to change at any time.

Staff has worked together and along with legal counsel to propose the attached Tuition Reimbursement Policy to begin October 1, 2023. All courses reimbursed under this policy must be taken on the employee's own time. The employee must attain a course grade equivalent to a "C" or better in each course to be eligible for reimbursement. Reimbursement will be made at rates not to exceed current Texas A&M University tuition and fee scheduled rates for Texas residents. Full-time employees are eligible for reimbursement up to 60% of eligible expenses annually, not to exceed \$40,000.00 per employee over the entire duration of employment at the City, unless determined

otherwise by City Manager, including fees for tuition, mandatory fees, and parking permit fees. Supplies, books, travel, late fees, property deposits or other expenses are not eligible expenses. Employees would have the opportunity to earn an associate or bachelor's degree in most majors. They could earn a master's degree in an applicable degree for advancement in city government. Additionally, an employee would be able to attend a vocational trade school and earn a diploma or certification (equivalent to an associate degree). Staff have included "claw-back" provisions where the employee would be required to pay back some or all the tuition reimbursements if they depart the City of Navasota too early. Finally, the Tuition Reimbursement would be contingent on budgeted funds.

For FY 2023-24, no department has budgeted tuition reimbursement funds. Therefore, for an employee to participate in the reimbursement program during the FY 2023-24 their respective department director and City Manager would need to identify funding sources prior to authorizing the employee to move forward with utilizing this added benefit.

At the August 28, 2023, City Council Workshop, staff proposed the attached Tuition Reimbursement Policy for consideration as a new benefit to city employees. City Council agreed to place this item on a regular agenda for action; therefore, staff recommends City Council approve the new benefit policy for Tuition Reimbursement for city employees.


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#### **ACTION REQUIRED BY CITY COUNCIL**

**Approve or deny the proposed Tuition Reimbursement Policy for City of Navasota employees as a new benefit.**

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

  
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**Jason B. Weeks, City Manager**

9/14/23  
\_\_\_\_\_  
**Date**

## **City of Navasota Tuition Reimbursement Policy**

The City of Navasota offers an educational assistance program to regular full-time employees under Section 127 of the Internal Revenue Code (IRC 127), which covers employer-provided education assistance programs. Under IRC 127, an employer may exclude qualified expenses from an employee's gross income, up to a maximum dollar amount per calendar year. This plan is for the exclusive benefit of employees of the City of Navasota to provide such employees with educational assistance. The purpose of the educational assistance program is to broaden the knowledge of employees in their fields and to provide an avenue for career development. The Human Resources Department will administer the program and review all reimbursement applications. This program is contingent upon annual appropriation of funds and is subject to change at any time.

### **1. Eligibility Requirements**

This program is available to employees who wish to voluntarily pursue educational advancement or training. *It does not apply to courses or training that are required by the City.* Also, the program does not cover professional licensing and professional development seminars. Any course, training, licensing, or certification that is required by the City will be covered by professional development funds within each department. All regular (completed introductory period), full-time employees are eligible for the tuition reimbursement program. Employees who are on a Performance Improvement Plan (PIP) do not qualify for this program until they have successfully met the PIP requirements.

All courses reimbursed under this policy must be taken on the employee's own time. If a class is only available during an employee's normal work hours, the employee may request a flexible schedule from the employee's Department Director. A memorandum outlining the employee's flexible work schedule must be signed by the employee, approved by the Department Director, and forwarded to the Human Resources Department with the completed Tuition Reimbursement Program Application. Final approval must be obtained from the City Manager. When there is a conflict between classes and the employee's job responsibilities, the job responsibility must come first.

***Employees must attain a course grade equivalent to a "C" or better (employees must "pass" in classes graded on a pass/fail basis) in each course to be eligible for reimbursement.*** Reimbursement will not be provided for classes not completed successfully.

### **2. Reimbursement Categories**

This section defines the eligible categories for tuition reimbursement. Reimbursement will be made at rates not to exceed current Texas A&M University tuition and fee scheduled rates for Texas residents. Full-time employees are eligible for reimbursement up to 60% of eligible expenses annually, not to exceed \$40,000.00 per employee over the entire duration of employment at the City, unless determined otherwise by City Manager,

including fees for tuition, mandatory fees, and parking permit fees. Supplies, books, travel, late fees, property deposits or other expenses are not eligible expenses. Categories include:

A. College/University Tuition Degree Program:

Includes course work in pursuit of an Associate, Bachelor's, or Master's degree. A list of Texas Institutions of Higher Education that are eligible for this program is available at <http://www.collegeforalltexans.com/> CollegeForAllTexans.com is a project of the Texas Higher Education Coordinating Board.

- ✓ Associate: Most majors will be accepted.
- ✓ Bachelor's: Most majors applicable to advancement within the City will be accepted.
- ✓ Master's: Must be specifically applicable to City advancement.
- ✓ Vocational: Includes individual courses taken in pursuit of a degree or certification equivalent to an Associate Degree.

### 3. Service Requirements/Repayment Obligations

Requirements for continued service with the City after course completion are an assurance that the City will benefit from employee participation in this program. If an employee leaves City employment **for any reason** before a service requirement is completed, the employee must repay to the City all or a portion of the tuition or other eligible expenses for which the employee was reimbursed. **A two (2) year service requirement** begins on the reimbursement check date of issuance to the employee. If the service requirement is not completed, the debt will be paid in one of the following ways:

- A. If the employee has worked less than one (1) year of the service requirement, the employee will repay to the City the full amount of the reimbursement payment made to the employee.
- B. If the employee has worked at least one (1) year, but less than two (2) years, of the service requirement, the employee will repay to the City 50% of the amount of the reimbursement payment made to the employee.

A service requirement is **not** an assurance of continued employment by the City.

If a termination of employment occurs (voluntary or involuntary) and a repayment amount is owed by the employee, and the employee does not otherwise repay the amount, the employee agrees to have the repayment amount deducted from the employee's paychecks that are issued after the termination decision occurs.

#### 4. Application Procedures

- A. Obtain a tuition reimbursement packet from the Human Resources Department. Also, this packet is available at [www.navasotatx.gov](http://www.navasotatx.gov) via the Human Resources Department link.
- B. Complete the Tuition Reimbursement Pre-Approval form by May 1<sup>st</sup> of the applicable fiscal year for any courses and reimbursements that are anticipated in the upcoming fiscal year (October 1<sup>st</sup> to September 30<sup>th</sup>).
- C. Complete the Tuition Reimbursement Application form and obtain any required approvals.
- D. Attach a school-approved degree plan for degree program reimbursement categories. ***If this is the first term in a new degree plan, you must submit the degree plan with your application.*** If an individualized plan cannot be submitted, you must submit a recommended plan (i.e., course catalog recommendations) or a letter of approval from the school stating that the courses you have chosen will fulfill requirements under your plan. Applications requesting reimbursement for upper-level courses will not be considered unless you have submitted an individualized degree plan.
- E. Applications for classes during the employee's scheduled work time must be accompanied by a memo from your Department Director approving a flexible work schedule for you. Attach the memo to your application.
- F. Attach a copy of the receipt(s) demonstrating payment of expenses eligible for reimbursement, a copy of the school's current tuition schedule, and your current class schedule to the application.
- G. You must turn in the completed application form and all required attachments to the Human Resources Department within thirty (30) days after the class start date. ***Incomplete applications and applications received late will not be approved.***
- H. The request will be approved or denied by the Human Resources Director. You will receive a memo notifying you of the status of your request within thirty (30) days of receipt of your application.
- I. To be considered for reimbursement, the employee must submit an official grade report within thirty (30) days after the last day of class. Alternate methods of grade verification may be submitted along with the Grade Verification form. Confirmation by any acceptable means other than an official grade report will allow the employee to receive a reimbursement check as soon as possible, however an official grade report must be submitted to the Human Resources Director before subsequent courses will be reimbursed.

- J. The Tuition Reimbursement Agreement form must be signed when the tuition reimbursement check is received. ***Requests for reimbursement received more than thirty (30) days after the last day of class, and those without an application on file will not be approved.***

It is the employee's responsibility to complete all of the required forms and to provide all information necessary for each application. Also, it is the employee's responsibility to submit this information in a timely manner to receive consideration, both by the Department Director and the Human Resources Director.

## **5. Special Considerations**

- A. The City will **not** pay the cost of tuition and mandatory fees which are paid by other sources, such as scholarships, grants, veterans programs, U.S. Military Reserve, aid programs or other subsidies.
- B. Paying overtime to the employee, or to another employee, in order to accommodate courses is not permitted for the purposes of this program.
- C. The availability of tuition reimbursement is subject to City Council approved funding levels. The percentage of potential tuition reimbursement will be established annually as part of the City's budget process based upon anticipated participation and available funding.

Reminder: It is the employee's responsibility to complete all steps of the process within the specified deadlines. This includes, but is not limited to, Department Director approval and the time constraints placed on the initial Application and on the deadline for submission of an official grade report. The Human Resources Department will not be responsible for notifying the employee of deadline dates. Any required documentation or forms not submitted within the stipulated time frame will not be approved or eligible for reimbursement.



## REQUEST FOR CITY COUNCIL AGENDA ITEM #14

Agenda Date Requested: <u>September 25, 2023</u>
Requested By: <u>Jason Weeks, City Manager</u>
Department: <u>Administration</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

**Exhibits:** Strategic Plan, Appendix, One-sheet Strategic Plan, and One-sheet Core Values

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

## AGENDA ITEM #14

**Consideration and possible action on the City of Navasota Strategic Plan for Fiscal Year 2023-2024.**

## SUMMARY & RECOMMENDATION

In December 2022, the City of Navasota embarked on a strategic planning process to create strategic priorities for 2023 through 2024. The following is the process used to reach the conclusions for the strategic plan.

The process kicked off with a preliminary planning meeting via Zoom between City Manager Jason Weeks and professional facilitator Alysia A. Cook, PCED, IOM with Opportunity Strategies LLC. The two met to review key issues facing the community, understand the programs and projects currently underway, and to prepare the process and format for the planning session.

- On April 4, the consultant facilitated a Town Hall meeting seeking feedback from citizens and community stakeholders.
- On April 5, the consultant facilitated multiple focus group discussions with various stakeholder groups to secure feedback from them regarding their recommendations for the city council to consider.



- On April 18, the Navasota management team met at City Hall for a strategic planning workshop to begin creating recommendations for the city council to consider.
- On April 19, the Navasota city council met at City Hall to begin considering the recommendations from the Town Hall meeting, the stakeholder interviews, and the Navasota management team. The facilitator led the participants through an analysis of the SWOT (strengths, weaknesses, opportunities, and threats) they had completed online, a brainstorming exercise called Start-Stop-Accelerate, then discussions regarding desires and priorities for the next two years. Then the facilitator managed the development of and consensus on goals for 2023-2024. Following the goal development, the facilitator led the group through strategy and metrics development.

The following is the City of Navasota 2023-2024 Strategic Plan

### **Goal #1: Planning & Economic Development**

*To plan for smart growth while maintaining small town charm*

- Develop a Comprehensive Plan that includes:
  - Zoning/Subdivision – Ordinance
  - Housing Development/Recruitment Plan
- Hire a Main Street Director (become a Texas Main Street City).
- Develop a 10-year CIP/Infrastructure Plan.
- Focus on Workforce Development concerns and solutions.

### **Goal #2: Marketing/Communications**

*To facilitate effective two-way communications with the people who live, work, and play in Navasota and offer those residents and visitors quality family leisure opportunities and events.*

- Create a two-year marketing plan with priorities outlined.
- Evaluate resident communication tools (i.e., Blackboard Connect).
- Outreach to Texas Historical Commission's Brazos Trail & Navasota/Grimes County Chamber of Commerce regarding Heritage Tourism Events.
- Survey residents on how they get their information & other information collection.
- Implement a plan to host Town Hall meetings two times per year.
- Launch new NavasotaTX, EDC, and Tourism websites, and train staff on how to manage departmental pages.
- Re-evaluate community events and their budgets.

### **Goal #3: Quality of Life**

*To create, enhance, and improve program offerings and recreation facilities.*

- Explore recruiting partners like Boys & Girls Club or YMCA.
- To offer at least two new programs per year.

- To offer at least one event per quarter.
- To add or enhance a park or recreational facility once a year (i.e., playground equipment, dog park addition).
- To outreach, connect, and network with outside organizations for programming opportunities (i.e., life skill classes with Navasota ISD).
- Evaluate our outreach efforts/awareness of Parks & Recreation and **Library** programming and make appropriate changes.

#### **Goal #4: Staffing**

*To develop a staffing plan.*

- Assess current and future needs of personnel by department including internships.
- Recruitment Plan
  - Inform at Local/Regional academies.
  - Create a recruitment package (Informational).
- Improve Employee Benefits
  - Top Priorities
    - Increase TMRS pension contribution from 5% to 7%.
    - Add stipend for certifications & miscellaneous designations and/or qualifications.
  - Secondary Priorities (if budget allows)
    - Evaluate leave time and increase if warranted.
    - Consider health insurance for retirees.

#### **Goal #5: Human Resources**

*To develop a plan to attract employees and leaders, train them, and ensure retention.*

- Improve new hire on-boarding process.
  - Application process – Manage applications from candidates.
  - Provide timely feedback to candidates to improve our chances of hiring them.
- Improve Board/Commission member on-boarding process.
  - Outline duties and responsibilities.
  - Create an annual orientation.
- Revise personnel policy for PTO (paid time off) for Public Safety.

#### **Goal #6: Facilities/Buildings**

*To construct, renovate, and maintain city facilities based on current and future needs.*

- Public Safety
  - Top Priorities
    - Identify available land for public safety facility.
    - Identify funding mechanisms (bonds, loans, grants, etc.)
  - Secondary Priorities (if budget allows)
    - Design & Construction

- Develop a Maintenance Plan
- All other City Facilities
  - Develop a plan for the future layout of City Hall
  - Develop a Facilities Master Plan that includes Navasota Center, Municipal Swimming Pool, Horlock House, Library, Animal Services, Fire Station, and Vehicle Services.

### **Goal #7: Infrastructure**

*Budget for continued improvement of existing and new infrastructure, as well as smart planned growth.*

- Maintaining Infrastructure – Streets, Water, Wastewater, and Natural Gas.
- Repairing Infrastructure – Streets, Water, Wastewater, and Natural Gas.
- New Construction of Infrastructure
  - Streets – by developer
  - Water
    - Construction of water tower.
    - Construction of water well(s).
    - Construction of water plant.
  - Natural Gas
    - More natural gas regulator stations.
    - Looping natural gas system.
    - Increase natural gas main size.
  - Wastewater
    - Additional wastewater treatment plant.
    - More lift stations and lines.
  - Railroad Grade Separation
    - Construct bridge to cross over railroad tracks.
  - Equipment Acquisition
    - Top Priority
      - Mobile data terminals (MDT) in Police vehicles.
      - Updating and maintaining a vehicle and equipment replacement plan.
    - Secondary Priorities (if budget allows)
      - Public Safety – citywide cameras.
      - Fire Ladder Truck

On September 11, 2023, City Council held a workshop to discuss the proposed Strategic Plan for the Fiscal Year 2023-2024. Staff has made the changes to Section 3.1 of the Goal “Quality of Life” to include the “Library” as a part of this section. Staff request City Council approve the revised Strategic Plan for FY 2023-24.

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### **ACTION REQUIRED BY CITY COUNCIL**

**Approve or deny the proposed City of Navasota Strategic Plan for Fiscal Year 2023-2024.**

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

*Jason Weeks*

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**Jason B. Weeks, City Manager**

9/18/23

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**Date**



**So much, so close.**

# Core Values

**T**

## **Teamwork & Collaboration**

- We believe in the power of collective effort and cooperation.
- Foster a culture of collaboration among residents, businesses, and government.
- Together, we can achieve greater outcomes and overcome challenges.

**H**

## **Honor & Integrity**

- Uphold honesty, transparency, and ethical conduct in all endeavors.
- Demonstrate integrity in decision-making and actions for the greater good.
- Earn and maintain the trust of our community through principled leadership.

**R**

## **Resilience & Adaptability**

- Embrace change and remain agile in a constantly evolving world.
- Build resilience to face adversity and bounce back stronger.
- Learn from experiences to continuously improve and innovate.

**I**

## **Inclusivity & Diversity**

- Celebrate and embrace the richness of our diverse community.
- Promote inclusivity, ensuring that all voices are heard and valued.
- Create an environment where everyone feels welcome and respected.

**V**

## **Vision & Progress**

- Pursue a forward-thinking vision for the city's growth and development.
- Encourage innovation and progressive ideas that benefit our residents.
- Strive to be a model city that sets new standards and inspires others.

**E**

## **Empowerment & Engagement**

- Empower individuals to participate in shaping the city's future.
- Encourage active citizenship and engagement in local decision-making.
- Support initiatives that enhance community involvement and civic pride.



# 2023-2024 Strategic Plan

## Mission Statement

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

## Vision Statement

Navasota 2027: What America wants to be — A beautiful, progressive, vibrant, service-oriented, close-knit community filled with historical charm and promise for people and business.

## Core Values: THRIVE

Teamwork &  
Collaboration

Honor &  
Integrity

Resilience &  
Adaptability

Inclusivity &  
Diversity

Vision &  
Progress

Empowerment &  
Engagement

## Goals

Planning &  
Economic  
Development

Marketing/  
Communications

Quality of Life

Staffing

Human  
Resources

Facilities/  
Buildings

Infrastructure



**NAVIA SOTA!**<sup>TM</sup>  
So much, so close.

## 2023-2024 Strategic Plan





## **The City of Navasota Strategic Planning Processes**

In December 2022, the City of Navasota embarked on a strategic planning process to create strategic priorities for 2023 through 2024. The following is the process used to reach the conclusions for the strategic plan.

The process kicked off with a preliminary planning meeting via Zoom between City Manager Jason Weeks and professional facilitator Alysia A. Cook, PCED, IOM with Opportunity Strategies LLC. The two met to review key issues facing the community, understand the programs and projects currently underway, and to prepare the process and format for the planning session.

On April 4, the consultant facilitated a Town Hall meeting seeking feedback from citizens and community stakeholders. That feedback is included in the Appendix.

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The facilitator led the participants through an analysis of the SWOT (strengths, weaknesses, opportunities, and threats) they had completed online, a brainstorming exercise called Start-Stop-Accelerate, then discussions regarding desires and priorities for the next two years. Then the facilitator managed the development of and consensus on goals for 2023-2024.



Following the goal development, the facilitator led the group through strategy and metrics development.

The following is the City of Navasota 2023–2024 Strategic Plan.

## **Expectations**

The facilitator asked the participants to share any expectations for the day. Responses were as follows:

- Growth
- Voice for the Future
- Staff burnout
- Fund old infrastructure repair/replacement & new
- Streets, other infrastructure repairs plan for future
- Personal floating holidays
- Supervisor training
- How to appeal to top talent candidates
- Employee recognition program
- Work-from-home policy
- Increase TMRS pension matching
- Establish a standard for addressing small stuff
- Improve our departments
- Updating equipment/training/technology
- Culture/political attacks
- Fee structures for events



# 2023-2024 Strategic Plan

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Inclusivity &  
Diversity

Vision &  
Progress

Empowerment &  
Engagement

## Goals

Planning &  
Economic  
Development

Marketing/  
Communications

Quality of Life

Staffing

Human  
Resources

Facilities/  
Buildings

Infrastructure

## Mission Statement

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## Vision Statement

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## Core Values - THRIVE

- **Teamwork and Collaboration**
  - We believe in the power of collective effort and cooperation.
  - Foster a culture of collaboration among residents, businesses, and government.
  - Together, we can achieve greater outcomes and overcome challenges.
- **Honor and Integrity**
  - Uphold honesty, transparency, and ethical conduct in all endeavors.
  - Demonstrate integrity in decision-making and actions for the greater good.
  - Earn and maintain the trust of our community through principled leadership.
- **Resilience and Adaptability**
  - Embrace change and remain agile in a constantly evolving world.
  - Build resilience to face adversity and bounce back stronger.
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- Celebrate and embrace the richness of our diverse community.
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- Pursue a forward-thinking vision for the city's growth and development.
- Encourage innovation and progressive ideas that benefit our residents.
- Strive to be a model city that sets new standards and inspires others.

- **Empowerment and Engagement**

- Empower individuals to participate in shaping the city's future.
- Encourage active citizenship and engagement in local decision-making.
- Support initiatives that enhance community involvement and civic pride.

## Staff To-Do List:

- ☐ Create new resident packets.
  - In-person / paper
  - Online / digital
- ☐ Equip Boards / Commissions.
  - Digital notebooks
  - 3-ring binders
- ☐ Update Cemetery Plot/Deeds.
  - Paper vs. Digital
  - Map / Color-coded



## Goal #1: Planning & Economic Development

*To plan for smart growth while maintaining small town charm.*

☐ 1.1 Develop a Comprehensive Plan for the City of Navasota that includes:

☐ Zoning / Subdivision – Ordinances

☐ Housing Development/Recruitment Plan

☐ 1.2 Hire a Main Street Director

☐ 1.3 Develop a 10-year CIP / Infrastructure Plan

☐ 1.4 Focus on Workforce Development concerns and solutions.

# of stakeholder meetings hosted or participated in each year: \_\_\_\_\_

% of unemployment at year-end 2023: \_\_\_\_\_

% of unemployment at year-end 2024: \_\_\_\_\_

% or # of students / graduates who stay in Navasota & work locally after graduation  
(collect data from ISD) in 2023: \_\_\_\_\_

% or # of students / graduates who stay in Navasota & work locally after graduation  
(collect data from ISD) in 2024: \_\_\_\_\_



☐ 1.5 Increase sales tax by 10% annually.

% increase FY 2023 to FY 2024: \_\_\_\_\_%

% increase FY 2024 to FY 2025: \_\_\_\_\_%

☐ 1.6 Increase HOT funds by 5% annually.

% increase FY 2023 to FY 2024: \_\_\_\_\_%

% increase FY 2024 to FY 2025: \_\_\_\_\_%

Secondary Priorities (if budget allows):

☐ Parks & Recreation Master Plan

☐ Update Thoroughfare Plan



## **Goal #2: Marketing/Communications**

*To facilitate effective two-way Communications with the people who live, work, and play in Navasota and offer those residents and visitors quality family leisure opportunities and events.*

- ❑ 2.1 Create a two-year marketing plan with priorities outlined.
- ❑ 2.2 Evaluate resident communication tools (i.e., blackboard).
- ❑ 2.3 Outreach to Texas Historical Commission's Brazos Trail & Navasota/Grimes County Chamber of Commerce regarding Heritage Tourism Events.
- ❑ 2.4 Survey residents on how they get their information & other information collection.
- ❑ 2.5 Implement a plan to host Town Hall meetings two times per year.
- ❑ 2.6 Launch new Navasota TX, EDC & Tourism websites, and train staff on how to manage departmental pages.
- ❑ 2.7 Re-evaluate community events and their budgets.



## Goal #3: Quality of Life

*To create, enhance, and improve program offerings and recreational facilities.*

☐ 3.1 Explore recruiting partners like Boys & Girls Club or YMCA

☐ 3.2 To offer at least two new programs per year.

# offered in FY 2024: \_\_\_\_\_

# offered in FY 2025: \_\_\_\_\_

☐ 3.3 To offer at least one event per quarter.

# offered in FY 2024: \_\_\_\_\_

# offered in FY 2025: \_\_\_\_\_

☐ 3.4 To add or enhance a park or recreational facility once a year (i.e., playground equipment, dog park addition)

# added/enhanced in FY 2024: \_\_\_\_\_

# added/enhanced in FY 2025: \_\_\_\_\_

☐ 3.5 To outreach, connect and network with outside organizations for programming opportunities (i.e., life skill classes with Navasota ISD)

☐ 3.6 Evaluate our outreach efforts/awareness of Parks & Recreation and Library programming and make appropriate changes.

## Goal #4: Staffing

*To develop a staffing plan.*

☐ 4.1 Assess current and future needs of personnel by department including internships.

☐ Public Works

☐ Public Safety – including traffic enforcement unit.

☐ Administration

☐ All Departments

☐ 4.2 Recruitment Plan

☐ Inform at Local / Regional academies.

☐ Create a recruitment package (Informational).

☐ 4.3 Improve Employee Benefits

### Top Priorities

☐ Increase TMRS pension contribution from 5% to 7% with 20-year retirement.

☐ Add stipend for certifications & miscellaneous designations and/or qualifications.

### Secondary Priorities (if budget allows)

- ☐ Evaluate leave time and increase if warranted.
- ☐ Consider health insurance for retirees.

## **Goal #5: Human Resources**

*To develop a plan to attract employees and leaders, train them, and ensure retention.*

- ☐ 5.1 Improve new hire on-boarding process.
  - ☐ Application process – Manage applications from candidates.
  - ☐ Provide timely feedback to candidates to improve our chances of hiring.
- ☐ 5.2 Improve Board/Commission member on-boarding process.
  - ☐ Outline duties & responsibilities.
  - ☐ Create an annual orientation.
- ☐ 5.3 Revise personnel policy for PTO (paid time off) for Public Safety.

## **Goal #6: Facilities/Buildings**

*To construct, renovate, and maintain city facilities based on current and future needs.*

### 6.1 Public Safety

#### 6.1.1 Top Priorities

- ☐ Identify available land for public safety facility.
- ☐ Identify funding mechanisms (bonds, loans, etc.).

#### 6.1.2 Secondary Priorities (if budget allows)

- ☐ Design & Construction
- ☐ Develop a Maintenance Plan

### 6.2 All other City Facilities

- ☐ Develop a plan for the future layout of City Hall.
- ☐ Develop a Facilities Master Plan that includes:
  - ☐ Navasota Center
  - ☐ Municipal Swimming Pool

- ☐ Horlock House
- ☐ Library
- ☐ Animal Services
- ☐ Fire Station
- ☐ Vehicle Services



## Goal #7: Infrastructure

*Budget for continued improvement of existing and new infrastructure, as well as smart planned growth.*

### 7.1 Maintaining Infrastructure

7.1.1 Streets – Each one based on condition and usage.

☐ # of streets maintained in 2023: \_\_\_\_\_

☐ # of streets maintained in 2024: \_\_\_\_\_

7.1.2 Water – Based on type and number of repairs previously completed as well as planning and isolating of valves.

☐ \$ spent on water infrastructure maintenance in 2023: \$\_\_\_\_\_

☐ \$ spent on water infrastructure maintenance in 2024: \$\_\_\_\_\_

7.1.3 Wastewater – Based on age and construction type (Clay vs. PVC).

☐ # of feet of wastewater maintained in 2023: \_\_\_\_\_

☐ # of feet of wastewater maintained in 2024: \_\_\_\_\_

7.1.4 Natural gas – Based on as needed; preventative maintenance based on atmospheric conversion, distribution, structural integrity & maintenance plan.

☐ \$ spent on natural gas infrastructure maintenance in 2023: \$ \_\_\_\_\_

☐ \$ spent on natural gas infrastructure maintenance in 2024: \$ \_\_\_\_\_

## 7.2 Repairing Infrastructure

7.2.1 Streets – Repair as needed.

☐ \$ spent on street infrastructure repairs in 2023: \$ \_\_\_\_\_

☐ \$ spent on street infrastructure repairs in 2024: \$ \_\_\_\_\_

7.2.2 Water – Repair as needed (i.e., leaks, severity).

☐ \$ spent on water infrastructure repairs in 2023: \$ \_\_\_\_\_

☐ \$ spent on water infrastructure repairs in 2024: \$ \_\_\_\_\_

7.2.3 Wastewater – Repair as needed.

☐ \$ spent on wastewater infrastructure repairs in 2023: \$ \_\_\_\_\_

☐ \$ spent on wastewater infrastructure repairs in 2024: \$ \_\_\_\_\_

### 7.2.3 Natural gas – Repair as needed.

- ☐ \$ spent on natural gas infrastructure repairs in 2023: \$ \_\_\_\_\_
- ☐ \$ spent on natural gas infrastructure repairs in 2024: \$ \_\_\_\_\_

## 7.3 New Construction of Infrastructure

### 7.3.1 Streets – by developer

- ☐ \$ spent on new street construction in 2023: \$ \_\_\_\_\_
- ☐ \$ spent on new street construction in 2024: \$ \_\_\_\_\_

### 7.3.2 Water

- ☐ Construction of water tower.
- ☐ Construction of water well(s).
- ☐ Construction of water plant.

### 7.3.3 Natural Gas

- ☐ More natural gas regulator stations.
- ☐ Looping natural gas system.
- ☐ Increase natural gas main size.



### 7.3.4 Wastewater

- ☐ Additional wastewater treatment plant.
- ☐ More lift stations and lines.

### 7.3.5 Railroad Grade Separation

- ☐ Construct bridge to cross over railroad tracks.

## 7.4 Equipment Acquisition

### Top Priority

- ☐ 7.4.1 Mobile data terminals (MDT) in Police vehicles.
- ☐ 7.4.2 Updating & maintaining a vehicle & equipment replacement plan.

### Secondary Priorities (if budget allows)

- ☐ 7.4.2 Public Safety – citywide cameras.
- ☐ 7.4.3 Fire Ladder Truck.



# NAVASOTA!™

So much, so close.

## 2023-2024 Strategic Plan Appendix





## City of Navasota Town Hall Meeting – April 2023

Alysia Cook of Opportunity Strategies LLC facilitated a public Town Hall Meeting with residents and business owners throughout Navasota on April 4, 2023.

She asked the public eight questions. The questions and respective answers that the participants provided are listed below. These comments are in their own words and not edited.

### 1. What do you think are the most pressing issues facing Navasota?

- Infrastructure, road, streets
- Traffic
- Identity: newcomers & longtime residents
- Growth
- Pedestrian infrastructure
- Safety
- Loose dogs/ unleashed
- Public transportation:
  - N<->S
  - E<->W
  - Victoria St -> South
- Traffic safety - speeding in neighborhoods
- Animal control PSAs
- Heritage Meadows
  - Traffic calming needed
- Crime/gun violence
- Zoning needs/future:
  - (Where /not commercial)
  - Dual zone
  - Tri zone

- Noise – explore ordinance enforcement
  - Mufflers
  - Music
- Best place for information: [navasotatx.gov](http://navasotatx.gov)
- Dedicated green space
- Junky yards /cars/RVs
  - More frequent checks by staff needed
- Signage to parks
- Trains in downtown:
  - Traffic backups
  - Stoppage
- Additional in /outs in downtown
- Red light needed at LaSalle & Blackshear
- Fire station/firetrucks can be blocked by train
- Emergency vehicles sounds /light
- Greenspace requirement in new developments
- Code enforcement
- Establish growth targets /parameters

## 2. **What improvements would you like to see in our city's infrastructure?**

- Street maintenance plan
- Sidewalk allocation space
- Real sidewalk network beyond downtown
- Smoother road surfaces vs. patchwork
- Different materials on road to lessen wear & tear: explore options
- Drainage – explore recommendations from Drainage Study
- Get big trucks to adhere to truck route
- Water quality/taste – too hard
- Sidewalk design – triangles unsafe

- Accessibility: city and storefronts
- Widen access roads – TxDot

### **3. What types of events or programming would you like to see in Navasota?**

- Keep existing events
- Church Open House
- Keep free concerts – make longer
- Summer concerts – start later
- Display US flag & Texas flag more often
- More Town Hall meetings
- Movies in the Park
- More historical events (Washington on the Brazos)
- More advertising (Bring them here)
- Art Walk and/or other art events
- Flag design contest for kids
- Homemade ornaments at Christmas – kids
- Event after tree lighting – Shopping?
- Dated ornaments sold by merchants

### **4. Are there any zoning or land use policies you think are outdated or need to be revised?**

- Junky vehicles
- Code enforcement
- Update Comprehensive Plan – underway
- Set-back requirements / character
- Multifamily / density
- What can property owners do with 75x75 or 50x75? –explore options/ lot size lots
- Downtown residential – designated parking needed
- Revisit tiny home options

- Workforce / attainable housing
- Proactive thoughtful housing strategies
- Revisit modular vs. manufactured homes
- Check standards on portable buildings/sheds as housing shelters
  - Dwellings: what's allowed?

## **5. How can the city better support small business & entrepreneurs?**

- Chamber has mixers
- Great job!
- Host a business roundtable series
- Downtown business roundtables
- Encourage more business to be open on Sundays
- Job Fair – Host one

## **6. Are there any specific neighborhoods or areas of the city that you feel are underserved by city resources?**

- Any area with bad streets
- Loose dogs in shopping center/gas station area rail/road tracks (animal control)
- Curbs & gutters
- Older historic areas
- Outskirts of town, E, W, S (lower income areas)
- Dirt streets areas: pave these for quality of life
- Have developers put in roads in new developments
- Sidewalks for parts of town where many people do not drive/have vehicles (for safety)
- More frequent updates on how city is serving them
- Run the street sweeper more often

## **7. What amenities would you like to see in the future that aren't currently here?**

- Curbside Recycle
- Emergency plan for train disaster needed
- Household hazardous waste
- Technology recycles
- Battery recycling events
- Mosquito control (city or county?)
- Automated mail service (Federal)
- Fenced park
- Train derailment exercise /training
- Parks on west & south
- Pickleball courts
- Tornado working siren

## **8. What types of retail/ commercial business would you like to see here next?**

- Eye doctor
- Hearing /audiology doctor
- Quick Care/ Urgent Care
- Something for kids:
  - Boys & Girls Club
  - YMCA
  - Day Camp
  - Summer Camp
- Continue to support downtown
- Whataburger
- Business near apartments
- Gas stations
- CVS or Walgreens

## Stakeholder Focus Groups – April 2023

Alysia Cook of Opportunity Strategies LLC facilitated a variety of focus group meetings with stakeholders throughout Navasota on April 5, 2023. Each group is identified below, as well as the questions that were asked and the answers that the participants provided. These comments are in their own words and not edited.

### Realtors & Developers

#### 1. What type(s) of housing is needed in Navasota and at what price point or range?

- Patio homes for elderly
  - Low maintenance
  - Maintenance included
- Middle class new rentals at \$1500/month
- Low-income housing for former mobile homeowners who were flooded
- 105 towards airport – sides of road need to be upgraded
- Townhomes
- Incentivize housing developments
- Senior subsidized housing
- Resort style tiny homes and /or RV park

#### 2. What can the city do to encourage the development of new housing and the renovation of existing housing?

- Upgrade city roads
- City should participate in road improvements for projects
- Review specs – Do the ones we adopted from College Station suit Navasota?
- Not all parts of town need to be regulated the same way



- Unrealistic to have full plans paid for / presented in advanced
- Why does city require green space then not build parks on it in development?
- Is green space still needed here?
- City should warn potential land buyers about scam sellers
- Consider land buyouts
- No need for natural gas requirements in every neighborhood

**3. How can the city work with housing developers and landlords to increase the availability of affordable rental units?**

- Not require so many criteria that increases costs
- Lighter regulations
- Fire hydrants vs. 85 ft. firetruck turnarounds
- Reimbursement programs to help development recoup money
- Require higher maintenance on existing apartments – increase rules & enforcement to weed out trouble tenants
- Parkland fees are too high – Over \$1K

**4. Are there any existing regulations, policies, or zoning laws that the city could change to encourage more housing or retail/commercial development?**

- Not require so many stiff requirements
  - Back out parking
  - Alley parking
  - Signage
- Overly difficult to work with / too much friction
- Help us look for ways to make my deal work here
- \$550 variance fee is unrealistic for every single thing
- More open discussion with developers & REALTORS – have regular meetings

- Need better consistency with Code Enforcement & Building Inspections
  - Streamline
  - Operate off of one checklist, please
- Unrealistic to require asbestos plans on a building that is only 3 years old
- Need someone in the job with local knowledge

**5. What are the main challenges that developers currently face when trying to build or develop properties in Navasota, in comparison to other cities?**

- Streamline inspection process
- Streamline plans examination
- Help us deal with TXDOT
- Get more feedback from professional developers who also invest elsewhere
- More commercial /retail developments - maintain our appeal

**6. How can the city streamline the permitting and zoning process for developers and engineers to make it more efficient?**

- Host developer discussions/workshops
- Continue to search for a quality experienced inspector to add to staff
- Fine tune ordinances to identify which ones can be loosened /which shouldn't
- Preliminary draft of plans could be helpful - not require, but please give us the opportunity
- Park set asides: encourage greater use rather than require more

## Education

### **1. What are the main challenges and priorities currently facing the school district/ community college and how can the city help to address them?**

- Blinn Applied Tech Summer Camp
- Affordable housing for single teachers & families:
  - One-income households
  - Starter homes
  - 2nd level homes
- Expand housing options /variety
- Class A apartments / duplexes
- Continue the positive information regarding our school district to attract people
- Salary range \$43,600 -> 50,000 teacher pay for 5 years & fewer, which is 68%
- 80% of students are in poverty
- After-school care would be ideal
- Boys & Girls Club
- Splash pad/pools
- Transportation challenges: public transit for students
- Shared information between educators & employees
- Youth retention & employee retention
- Share with us the workforce demands you hear from employers

### **2. How can the city and school district collaborate to ensure that we are producing skill sets that meet the needs of local employers so that Navasota can retain larger percentages of its youth as its future workforce?**

- Connections between employers & educators – need regular discussions
- Industrial Boot Camp at Blinn College
  - Summer 2023 (2nd year)

- Help serve as a conduit between school district & Blinn
- Fall Expo (Career & Job Fair)
  - Bizzell Academy -> nontraditional students
  - Help us promote this event
  - Provide resources for contacts / employers
- High School Principal is encouraging teachers to explore careers for their students for internships and for externships for themselves (teachers)
- Open House idea at night for parents

**3. Are there any specific programs or initiatives that the city could support to benefit students and the school district/community college?**

- CTE programs/opportunities
- Help us spread the word
- Help us promote our Industrial Boot Camp (Summer Camp)
- Help promote the school district to families choosing new city to move
- Coordinate with Rayna to help us produce the Career Showcase
- Chamber Business Expo – way to work together

**4. How can the city better support students and families facing socioeconomic challenges or homelessness?**

- Help those kids' parents connect with jobs
- Transportation
- Reskill and upskill for parents too

**5. Are there any infrastructure or transportation needs that the city could help the school district address?**

- Students need transportation to the disciplinary facility and to Blinn College

**6. How can the city and school district work better together to promote safety and security in the schools?**

- City/Police work well together with school district
- More money budgeted for more Police

## **Industry & Business**

**1. What are your main workforce challenges?**

- Finding suitable workers: skilled trade workers
- Keep sharing our information
- People trained in mechanics and machining
- Explore how to attract experienced workers to Navasota (especially engineers)
- Life skills needs
- Enhanced direction on City's social media to showcase employers and their available jobs more regularly
- Get us (industry leaders) an invitation to speak at Career Day in high school – connect us
  - Expose us to more students
  - Onsite showcase of facility
  - Internships
  - Passing drug tests: education

## **2. What is your best tool/method for finding new employees?**

- Social media (posting ads)
- Employment agency
- Plan to use future City website listing
- Finder's fees (to employees)
- Recruiters
- NOV National /corporate recruiter

## **3. Is there any workforce skill set that your business needs that isn't being produced by a local or area educational facility (high school, CTE, Technical College, Community College, etc.)**

- PLC control programmers /troubleshooting
- Mechatronics
- Math conversions/measuring tape usage
- Life skills
- What happened to the old Industrial Foundation?

## **4. Are there any quality-of-life amenities that Navasota needs to have that would make more of your employees move/remain here?**

- Apartments and other rental housing options
- Help fix the Doctor shortage
- Family-oriented events
- More sports opportunities for kids

## **5. What can the city do to help make Navasota an even better place to do business?**

- Litter pickup – it's embarrassing when we host our clients from out of town
- Connect us with educators: close the gap
- Host a Workforce Roundtable on a regular basis
  - Start with Quarterly
- City could recruit visitors to move here (we love living here!)
- Promote Shop Local

**6. What other types of businesses (industrial, commercial, or retail) would you welcome/like to see here?**

- Bigger grocery store
- Tool/supply
- Retail in optical
- Chick-fil-A
- Sit down restaurant
- Cafe/coffee shop
- TKD
- Stuff for my spouse to do
- Hobby/crafts

## **Boards & Commissions**

**1. What are the main challenges facing your board/commission?**

- Never received direction from council (no onboarding, no goals)
- No job description or performance expectations
- No juvenile facilities here
- Lack of awareness by citizens of roles of commissions

- Website awareness is needed to advertise to citizens – lots of good info on city website
- Finding interested volunteers with flexible schedules
- Knowing where residents get their info

## **2. What can the city do/provide/offer to help your board/commission succeed?**

- Help us get greater feedback from a variety of stakeholders
- Do what we say: consistency is key
- Educate residents on processes especially before they begin work
- Give Board of Adjustment tools to help make decisions / punishments
- Identify problems before they begin
- Need to create a guidebook for P&Z and Board of Adjustment & Code Enforcement to describe rules/laws

## **3. Do you feel like you (individually) received the proper amount of onboarding for your service (job description, performance expectations, board notebook, bylaws, governing documents, etc.?) If not, what would have made your onboarding process more productive?**

- 100% No
- Educate potential board members on role and expectation – job description
- Manual to reference /board notebook
- In-person onboarding
- Criteria for selection
- Board / Commission Development Training
- Conflicts of Interest form
- Conflicts of Interest decision trees
- Attendance expectations
- Promote or require guest attendance for potential applicants prior to nominations



**4. Is there any red-tape or bureaucracy at the city that hinders or hampers your board/ commission's success?**

- No
- Require the other HUD-regulated organization in the city to report out like the main HUD office (Allen White)

**5. Does your board/commission operate regularly from a strategic plan? If so, what is the timeframe of your strategic plans (1, 2, 3, 5-year?)**

- Yes, for most, but not all
- Annual goals

**6. Are there goals in your strategic plan that the city can help you achieve?**

- No, already easy to work with

## **Health & Public Safety**

**1. What are the challenges you are facing in healthcare or public safety?**

- Meeting the demand for services
- Revenue not matching need
- Traffic
- Crime
- Salaries:
  - Recruit/ retain
  - Sign up bonus

- Fewer people going into the Academies
- Staff shortages all over
- Prices of equipment and ammunition
- Installation time/delays

## **2. How can the city better support your goals/efforts?**

- Council is responsive
- Legislative persuasion
- Help promote existing messaging shift from “Animal Control” to Animal Services”
- Support volunteerism
- Marketing – need greater support for Animal Services

## **3. What needs does your organization/team have regarding workforce skills in healthcare and public safety?**

- None
- Very limited pool of potential applicants: law enforcement officers, jailers, dispatch, etc.
- Awareness about Animal Services with our law enforcement organizations and officers

## **4. What strategies can our city employ to enhance public safety, and how can healthcare professionals contribute to these efforts?**

- Need a public health department to help guide public safety professionals
- Mental Health concerns:
  - Breakdowns
  - Not everyone needs to be jailed
  - “Jail diversion”
  - Mental health advisors

- Ensure teamwork collaboration
- Veterinarian Health Advisor
  - Reduce disease spread
  - Safety

## **5. How can Navasota become a healthier community?**

- Healthy choice awareness
- Wellness Programs /fitness programs
- Walking trails
- Healthy food awareness with PSAs
- Continuing education for public safety

## **6. How can Navasota become a safer community?**

- Promote “if you see something, say something”
- Public awareness
- CrimeStoppers Hotline
- Community policing presence
- Community risk reduction:
  - Used to be called “ fire prevention ”
  - Budget prohibits now
  - Weather related
  - Building pre-planning
  - Public education
  - Fire Marshal
- Accredited Fire Team & Police Team
- Kudos to working together
  - Proactive law & fire protection
- Hospital capabilities : help them grow

## Downtown

### **1. What are the challenges in opening and operating business in downtown?**

- Parking: elderly needs
- Encourage Downtown workers to park elsewhere
- Curb level step ups are dangerous: customers fall
- Need more store traffic
- Discourage property owners from raising rent too much
- City could highlight business
- Educate residents to shop local
- Directional signage / wayfinding
- Finding staff
- Construction hazards in parking lots along the creek
- Construction materials sometimes in inappropriate spaces

### **2. Are there any infrastructure improvements or beautification projects that the city can undertake to make downtown more attractive and inviting?**

- Great job so far!
- None
- Why is RR street that direction & not opposite?

### **3. How can the city support and promote local businesses in the downtown area?**

- Highlight our businesses on social media
- Good job on this

**4. Are there any specific initiatives or programs that the city can implement to support the growth and success of downtown businesses?**

- Farmers Market – keep on radar
- Provide us with a Main Street Director
- First Friday events

**5. What types of workshops/seminars do you need that you're not getting elsewhere?**

- Customer Service workshops
- Permitting workshops
- Business Finances
- Tax workshops
- SBA /loans/banking
- Bring our SBDC/SCORE rep to speak to us
- Technology workshops
  - Digital training, printer
  - Cloud services
  - Software

**6. What types of businesses are missing/still needed to come into downtown Navasota?**

- Shopping
- Arcade/pool hall
- Craft shop
- Yarn / sewing store/ quilting

## Nonprofit & Governmental

### 1. What are the main challenges currently facing nonprofits in Navasota?

- Money
- Staff
- Place/location for meetings, projects & archives
- Participation /volunteers
- Local business donations
- All donations
- Dealing with government
  - IRS
  - Reporting /990

County:

- Awareness
- Communications/multiple platforms
- Educate public of who does what
- Identifying nonprofits to support
- Ensure fairness

### 2. Is there a need for a certain nonprofit here that doesn't exist yet?

- Yes, we need a YMCA or similar like a Boys & Girls club
- Tutor facility
- Senior Citizen Center with:
  - Activities
  - Workshops/awareness
  - Navigating existing programs
  - Protections

- Daytime Elder care
- Technology training
- Meals
- Entertainment
- Especially if we market ourselves as “retirement community ”

**3. How can our city work more effectively with your nonprofit to address community needs/ achieve your goals?**

- Provide transportation to many things in town for:
  - Students
  - Seniors
  - Community Events
  - Workforce training
- Town Hall meetings: hold in various neighborhoods, model homes, parks, etc.
- Students interns/work opportunities for students
  - Awareness /participation
- Workforce Investment Opportunity Act
  - Intern reimbursement

**4. What impact has your nonprofit had on our city so far, and how do you measure and evaluate that impact?**

- City has been helpful
- Two Rivers:
  - Increased Heritage Tourism
  - Bring in tourists
- Garden Club:
  - Making things beautiful
  - Bring tourists in

- Youth engagement
- Senior engagement
- Community engagement
- Number of lives we touch
- Number of meals served
- Number of senior care packages
- City helps us leverage our impact
- Number of kids in MudCats
  - Economic impact
  - Tournaments
- Nonprofits that give back to community

**5. How can the city and nonprofit sector work together to leverage resources and maximize impact on important issues facing our community?**

- Grimescountytexas.gov
- Existing county /city stakeholder meetings
- Communications
- Just continue – proving successful
- Continuously share existing programs, e.g. county transportation
- Health Resource Center
  - Help promote this
  - Resource guide
- We need a list of area nonprofits:
  - 211.org
  - Guidestar.org
  - United Way
- Hospital has a Senior meeting space
- Activities
- Offer a “Did you know...” series



## **6. How can the city support and empower nonprofit organizations to build sustainable solutions to pressing community needs?**

- Again, help us communicate our offerings
- Leverage relationship to grow exposure
- Telling our success stories

### **Random comments**

- Consistency of low-income housing city requirement – safety
- Park & Fire Fund:
  - Share with public what it is
  - What is being done with the money
- Need Emergency Services out towards airport: closer Fire/EMS
- More events for families
- Tear down abandoned properties
- More focus on neighborhoods now that downtown is thriving
- Be sure to notify residents in annexed areas that they can now vote (Elections Admin)



## REQUEST FOR CITY COUNCIL AGENDA ITEM #15

Agenda Date Requested: <u>September 25, 2023</u>
Requested By: <u>Jennifer Reyna, Director</u>
Department: <u>Public Works</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

**Exhibits:** Change Order No. 1

Appropriation	
Source of Funds:	<u>300 - Gas Fund</u>
Account Number:	<u>300-513-910.00</u>
Amount Budgeted:	<u>315,000</u>
Amount Requested:	<u>7,635</u>
Budgeted Item:	<input checked="" type="radio"/> Yes <input type="radio"/> No

## AGENDA ITEM #15

**Consideration and possible action on Change Order No. 1 for the Hollister Gas Regulator Station Replacement Project in the amount of \$7,635.**

## SUMMARY & RECOMMENDATION

Staff are requesting a material change in the scope of the Hollister Gas Regulator Station Replacement Project to insert a new 3-inch emergency slam-shut-off valve for the bypass on the regulator station. On August 17, 2023, staff were not able to fully locate the pipeline for LDC, LLC to proceed with the installation of the natural gas regulator station. Due to the City not being able to locate the pipeline in time for the installation of the natural gas regulator station, LDC was not able to work on the project and had to reschedule the installation after the pipeline was fully located. The existing service tap and line found by the City on the section of pipe to be abandoned. The City requested customer service to be maintained and a new tap and service line to be installed. The original contract value was \$173,815. The new contract value will be \$181,450, which is an increase of \$7,635. The City Staff recommends the City Council approve Change Order No. 1 to this contract. There were no other bidders on this project and the project is still under the proposed budgeted amount for this project.

## ACTION REQUIRED BY CITY COUNCIL

**Approve Change Order No. 1 to the contract between the City of Navasota and LDC, LLC in the amount of \$7,635.**

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Approved for the City Council meeting agenda.

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

9/18/23  
\_\_\_\_\_  
Date

September 18, 2023

**CHANGE ORDER NO. 1**

**PROJECT:** Hollister Drive Gas Regulator Station Replacement  
**OWNER:** City of Navasota, Texas  
**CONTRACT:** 1-2022  
**CONTRACTOR:** LDC LLC

**Description of Change**

1a	Insert new 3-inch ANSI 600 full opening ball valve downstream of 3-inch emergency slam-shut valve.	ADD	\$3,875.00
1b	Thursday, August 17, 2023, full crew on-site with excavator and second truck and trailer with station fabrication, regulators, valves, etc. No work on Project because Owner was unable to locate the pipeline.	ADD	\$2,000.00
1c	Existing service tap and line found by Owner on the section of pipe to be abandoned. Owner required customer service to be maintained and a new tap and service line be installed after the new regulators are installed.	ADD	\$1,760.00
1d	Addition of 51 days to Final Completion date.	ADD	\$0.00
<b>TOTAL VALUE OF THIS CHANGE ORDER:</b>		<b>ADD</b>	<b>\$7,635.00</b>

**Contract Price Adjustment**

Original Contract Price	\$173,815.00
Previous Change Order Adjustments	\$0.00
Adjustment in Contract Price this Change Order	\$7,635.00
Current Contract Price including this Change Order	\$181,450.00

City of Navasota–LDC LLC  
Contract 1-2022, Change Order No. 1  
Page 2  
September 18, 2023

**Contract Final Completion Date Adjustment**

Original Contract Final Completion Date	July 18, 2023
Contract Final Completion Date Adjustments due to previous Change Orders	0 Days
Contract Final Completion Date Adjustments due to this Change Order	51 Days
Current Final Contract Completion Dates including all Change Orders	September 7, 2023

This document shall become a supplement to the Contract and all provisions will apply hereto.

**RECOMMENDED**



ENGINEER–Strand Associates, Inc.®

September 18, 2023

Date

**APPROVED**

CONTRACTOR–LDC LLC

Date

**APPROVED**

OWNER–City of Navasota, Texas

Date



## REQUEST FOR CITY COUNCIL AGENDA ITEM #16

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Maribel Frank, CFO</u>	Source of Funds: <u>N/A</u>
Department: <u>Financial Services</u>	Account Number: <u>N/A</u>
<input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Resolution No. 78-23

### AGENDA ITEM #16

**Consideration and possible action on Resolution 748-23, designating the persons authorized to sign checks and authorizing designated persons to access bank accounts for certain purposes.**

### SUMMARY & RECOMMENDATION

Federal and state funds disbursed to the City's Police Department are each required to be in a separate account from the City's pooled cash account. In the past, the City had such accounts. However, due to lack of activity, Citizens State Bank closed these accounts. The City of Navasota needs to update their signatory list with Citizens State Bank, which is the depository bank for the City, in order to re-open the accounts.

Staff is recommending the following be the authorized signers for the Navasota Police Department Federal and State bank accounts.

- Mayor Bert Miller
- City Manager Jason B. Weeks
- CFO Maribel Frank

### ACTION REQUIRED BY CITY COUNCIL

**Approve Resolution 748-23, designating the persons authorized to sign checks and authorizing designated persons to access bank accounts for certain purposes.**

Approved for the City Council meeting agenda.

*Jason Weeks*  

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Jason B. Weeks, City Manager

9/18/23  

---

Date

**RESOLUTION NO. 748-23**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS  
AUTHORIZING DESIGNATED STAFF AS REPRESENTATIVES AUTHORIZED TO SIGN  
CHECKS AND ACCESS TO CERTAIN BANK ACCOUNTS**

**WHEREAS**, the City Council of the City of Navasota, Texas desires to adopt a resolution authorizing designated staff as representatives authorized to sign City of Navasota checks drawn upon the account(s) at the City's depository bank and access to certain bank accounts; and

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

1. The following persons are the only ones authorized to sign checks (checks require two signatures) drawn on the account(s) at the City's depository bank for items approved in the City's budget or as specifically authorized by the City Council:

Mayor Bert Miller  
City Manager Jason Weeks  
Chief Financial Officer Maribel Frank

2. The following persons are the only ones authorized to approve (two signatures are required) electronic funds transfers, for bill pay and other related items as well as payroll taxes and ACH customer transfers from the City of Navasota bank accounts to the extent necessary to timely initiate:

Mayor Bert Miller  
City Manager Jason Weeks  
Chief Financial Officer Maribel Frank

3. The persons designated hereinabove are further authorized to execute signature cards and other documents required by the City's depository bank to implement this Resolution.

**PASSED AND APPROVED THIS THE 25<sup>TH</sup> DAY OF SEPTEMBER, 2023.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**





## REQUEST FOR CITY COUNCIL AGENDA ITEM #17

Agenda Date Requested: <u>September 25, 2023</u>	<b>Appropriation</b>
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds: <u>N/A</u>
Department: <u>Administration</u>	Account Number: <u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted: <u>N/A</u>
	Amount Requested: <u>N/A</u>
	Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No

**Exhibits:** Petition and City Secretary Certification

### AGENDA ITEM #17

**Consideration and possible action on petition received from Pecan Hill Acquisition LLC requesting to be released from the City of Navasota's Extraterritorial Jurisdiction (ETJ).**

### SUMMARY & RECOMMENDATION

On August 28, 2023, the City Secretary received a "Petition for Release of an Area from a Municipality's Extraterritorial Jurisdiction" submitted to the City by Pecan Hill Acquisition, LLC. This is the landowner of the 1200-acre tract of land that is the City's most east ETJ area where the developer desires to create a Municipal Utility District (MUD). Senate Bill 2038 was passed this past legislative session and became effective September 1, 2023. SB 2038 allows residents and "property owners" in the ETJ to use petition and election procedures, depending on the population of the area, to remove themselves from the ETJ. Staff have been in contact with legal counsel for review and reached out to the Texas Municipal League attorneys to review. All throughout the legislation session, this new law was centered around residents and qualified voters. Nothing was ever discussed or even approached about developers such as those wanting to create MUDs as a venue to remove themselves from the ETJ so that municipalities cannot limit the creation of MUD's, which is what they are trying to do now. The new law was not intended for these purposes.

Unfortunately, while the bill may have been moved through the House and Senate under pretext of helping residents in communities like Forney, the final version of the bill gives developers like Pecan Hill Acquisition the authority to petition for release of an area in the ETJ. Texas Local Government Code Sec. 42.102 (b) now states: "The owner or owners

of the majority in value of an area consisting of one or more parcels of land in a municipality's extraterritorial jurisdiction may file a petition with the municipality in accordance with this subchapter for the area to be released from the extraterritorial jurisdiction." Unlike subsection (a) of Sec. 42.102 which uses "resident of an area" language, all subsection (b) requires is the owner or owners of a majority in value of an area, it does not even have to be a majority of actual owners. For example, if a developer owns a prime piece of highway frontage that is the majority in value of a larger area, then the developer can petition for the entire area, even if they do not own it all, to be released from the ETJ.

According to our legal counsel, the specific petition received from Pecan Hill Acquisition appears to meet the requirements of Sec. 42.104 in that it is: 1) signed in writing by a majority in value of the holders of title of land in the area described by the petition; 2) includes a map of the land to be released; and 3) describes the boundaries of the land to be released by metes and bounds.

While legal counsel has reviewed all of the information, Sec. 42.105 states that the petition shall be verified by the municipal secretary or other person responsible for verifying signatures. Unfortunately, the City Secretary has found that the petition meets the requirements of Sec. 42.104 then the City does not have discretion, it "shall immediately release the area" from its ETJ. If the City does not take action within the timeframe set out in 42.105 then the area is released by operation of law.

This legislation is harmful to the City and to its potential future plans; however, at this time staff, legal counsel, and TML do not see a winning argument for challenging S.B. 2038. Therefore, staff recommends City Council releasing Pecan Hill Acquisition, LLC, from the City of Navasota's Extraterritorial Jurisdiction.

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### **ACTION REQUIRED BY CITY COUNCIL**

**Accept the petition received from Pecan Hill Acquisition LLC requesting to be released from the City of Navasota's Extraterritorial Jurisdiction (ETJ) and releasing them from the City's ETJ.**

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Approved for the City Council meeting agenda.

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

9/18/23  
\_\_\_\_\_  
Date

# ALLEN BOONE HUMPHRIES ROBINSON LLP

ATTORNEYS AT LAW

PHOENIX TOWER  
3200 SOUTHWEST FREEWAY  
SUITE 2600  
HOUSTON, TEXAS 77027  
TEL (713) 860-6400  
FAX (713) 860-6401  
abhr.com

Direct Line: (713) 860-6424

Direct Fax: (713) 860-6624

lsotirake@abhr.com

Linda F. Sotirake

Legal Assistant

August 28, 2023

## VIA MESSENGER

Ms. Susie Homeyer  
City Secretary  
City of Navasota  
200 E. McAlpine Street  
Navasota, TX 77868

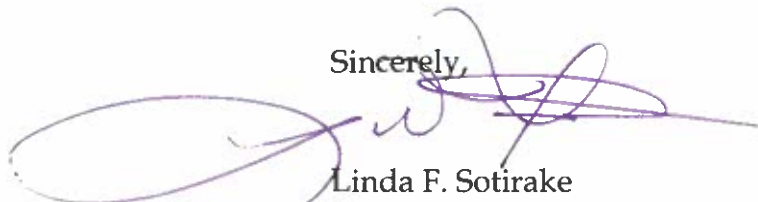
Re: Petition for Release of an Area from a Municipality's Extraterritorial Jurisdiction

Dear Ms. Homeyer:

Please find enclosed, for consideration by the Mayor and City Council of the City of Navasota, Texas (the "City"), one original of a Petition for Release of an Area from a Municipality's Extraterritorial Jurisdiction relating to 1,151.66 acres of land located in the City's extraterritorial jurisdiction (the "Land").

In accordance with Section 42.105(c) of the Local Government Code, we respectfully request that the City take official action to release the Land from the City's extraterritorial jurisdiction. Should you have any questions, or need additional information, regarding this matter or the enclosed document, please feel free to call me at (713) 860-6424. Thank you for your attention to this matter.

Sincerely,



Linda F. Sotirake  
Legal Assistant

Enclosure

PETITION FOR RELEASE OF AN AREA FROM A MUNICIPALITY'S  
EXTRATERRITORIAL JURISDICTION

THE STATE OF TEXAS                   §  
   §  
COUNTY OF GRIMES                 §

TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF NAVASOTA,  
TEXAS:

**PECAN HILL ACQUISITION, LLC**, a Nevada limited liability company (the "Petitioner"), acting pursuant to the provisions of Subchapter D, Chapter 42, Texas Local Government Code, together with all amendments and additions thereto, respectfully petitions this Honorable City Council to release the 1,151.66 acres of land described by metes and bounds in **Exhibit A** and shown on the map attached as **Exhibit B** (the "Land"), attached hereto and incorporated herein for all purposes, from the extraterritorial jurisdiction of the City of Navasota, Texas (the "City"), and in support of this petition the Petitioner represents, covenants, and agrees as follows:

I.

The Petitioner holds fee simple title to the Land, and hereby represents that it owns a majority in value of the Land to be released from the extraterritorial jurisdiction of the City as indicated by the certificate of ownership provided by the Grimes Central Appraisal District, attached hereto as **Exhibit C**.

II.

The Petitioner represents that the Land is not located within five (5) miles of the boundary of a military base, as defined by Section 43.0117 of the Texas Local Government Code, at which an active training program is conducted.

III.

The Petitioner represents that the Land has not been voluntarily annexed into the extraterritorial jurisdiction that is located in a county (a) in which the population grew by more than fifty percent (50%) from the previous federal decennial census in the federal decennial census conducted in 2020; and (b) that has a population of greater than 240,000.

IV.

The Petitioner represents that the Land is not within the portion of the extraterritorial jurisdiction of a municipality with a population of more than 1.4 million that is (a) within 15 miles of the boundary of a military base, as defined by Section 43.0117

of the Texas Local Government Code, at which an active training program is conducted; and (b) in a county with a population of more than two million.

V.

The Petitioner represents that the Land is not in an area designated as an industrial district under Section 42.044 of the Texas Local Government Code.

VI.

The Petitioner represents that the Land is not in an area subject to a strategic partnership agreement entered into under Section 43.0751 of the Texas Local Government Code.

WHEREFORE, the undersigned respectfully prays that this petition be heard and granted in all respects and that the City immediately release the Land from its extraterritorial jurisdiction, as required by Section 42.105(c) of the Texas Local Government Code, as it exists today and from any future expansions of the City's extraterritorial jurisdiction whether by annexation or pursuant to Section 42.021 of the Texas Local Government Code. If the City fails to release the Land from its extraterritorial jurisdiction by the later of forty-five (45) days from the date it receives this petition or the next meeting of City's governing body that occurs after the 30<sup>th</sup> day after the date the City receives this petition, the Land shall be released from the City's extraterritorial jurisdiction by operation of law.

Petitioner EIN: 87-3426514  
Petitioner Address: 3605 S Town Center Drive Suite A  
Las Vegas, NV 89135

[EXECUTION PAGE FOLLOWS]

EXECUTED as of the date acknowledged below, but to be EFFECTIVE as of the 1st  
day of September 2023.

**PECAN HILL ACQUISITION, LLC,**  
a Nevada limited liability company

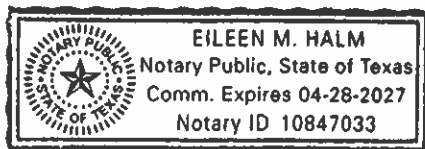
By: BFO Management, LLC,  
a Nevada limited liability company,  
its Manager

By: Pilot Grove Management, LLC,  
a Nevada limited liability company,  
its Manager

By:   
Dominic F. Polizzotto, Manager

STATE OF TEXAS                   §  
   §  
COUNTY OF HARRIS           §

This instrument was acknowledged before me this 1st day of September 2023,  
by Dominic F. Polizzotto, Manager of PILOT GROVE MANAGEMENT, LLC, a Nevada limited  
liability company, Manager of BFO MANAGEMENT, LLC, a Nevada limited liability company,  
Manager of Pecan Hill Acquisition, LLC, a Nevada limited liability company, on behalf of said  
limited liability company.



  
NOTARY PUBLIC, STATE OF TEXAS

## **Exhibit A**

### **Description of the Land**

DESCRIPTION OF  
NAVASOTA ETJ OPT OUT AREA  
1,151.66 ACRES

Being a 1,151.66 acre tract located in the Jesse B. McNealy Survey, Abstract No. 44, Grimes County, Texas, and being a portion of that certain called 1,239.1 acre tract conveyed to Pecan Hill Acquisition, LLC, by an instrument of record in Document Number 2021-320767, of the Official Records of Grimes County, Texas (G.C.O.R.), said 1,151.66 acre tract being more fully described as follows (bearings are based on the 1,239.1 acre tract described in Document Number 2021-320767):

BEGINNING at a 1/2-inch iron rod found for the westerly northwest corner of said 1,239.1 acre tract, same being the northerly corner of that certain called 28.63 acre tract conveyed to Fredrick Buchanan Sullivan by an instrument of record under Volume 1445, Page 478 of the Grimes County Real Property Records (G.C.R.P.R.), said point lying on the southeast right-of-way of State Highway 90 (120 feet wide);

Thence, North 16° 20' 23" East, along a northwest line of said 1,239.1 acre tract, common to the southeast right-of-way of State Highway 90, 2,567.59 feet to a 1/2-inch iron rod found for the northerly northwest corner of said 1,239.1 acre tract and the most westerly southwest corner of that certain called 371.75 acre tract conveyed to JPY Ranch, LLC by an instrument of record under Volume 1557, Page 143, G.C.R.P.R.;

Thence, along the common lines of said 1,239.1 acre tract and said 371.75 acre tract, the following five (5) courses:

- 1) South 25° 39' 06" East, 382.05 feet to a 1/2-inch iron rod found for an angle point;
- 2) South 58° 25' 43" East, 322.81 feet to a point for corner;
- 3) South 86° 41' 45" East, 539.83 feet to a point for corner;
- 4) South 61° 48' 29" East, 215.13 feet to a point for corner;
- 5) North 66° 32' 42" East, 1,817.21 feet to a point for corner lying on the City of Navasota ETJ line, the beginning of a curve;



Thence, departing said common line and along the City of Navasota ETJ line, the following three (3) courses:

1. 2,606.50 feet along the arc of a non-tangent curve to the right, having a radius of 5,280.00 feet, a central angle of  $28^{\circ} 17' 04''$ , and a chord which bears South  $37^{\circ} 27' 32''$  East, 2,580.11 feet to a point for corner;
2. South  $23^{\circ} 19' 07''$  East, 1,953.50 feet to a point for corner;
3. 373.48 feet along the arc of a non-tangent curve to the right, having a radius of 5,280.00 feet, a central angle of  $04^{\circ} 03' 10''$ , and a chord which bears South  $21^{\circ} 16' 04''$  East, 373.40 feet to a point for corner lying on an easterly southeastern line of said 1,239.1 acre tract, same being a northwestern line of that certain called 260.020 acre tract conveyed to Danny Kurten, et ux by an instrument of record under Volume 832, Page 790, G.C.R.P.R.;

Thence, along the common line of said 1,239.1 acre tract and said 260.020 acre tract, the following two (2) courses:

1. South  $66^{\circ} 22' 09''$  West, 479.95 feet to a point for corner;
2. South  $23^{\circ} 14' 46''$  East, 1,855.46 feet to a point for corner, said point lying on the City of Navasota ETJ Line, the beginning of a curve;

Thence, departing said common line, 4,269.64 feet along the City of Navasota ETJ Line and the arc of a non-tangent curve to the right, having a radius of 5,280.00 feet, a central angle of  $46^{\circ} 19' 55''$ , and a chord which bears South  $24^{\circ} 52' 19''$  West, 4,154.25 feet to a point for corner, said point lying on the east line of Foster Estates Section One, a subdivision of record under Volume 806, Page 221, G.C.R.P.R.;

Thence, departing the City of Navasota ETJ Line and along the east, north, and west lines of said Foster Estates Section One, same being a southerly line of said 1,239.1 acre tract the following three (3) courses:

1. North 23° 34' 10" West, 2,388.18 feet to a point for corner;
2. South 66° 25' 48" West, 1,826.49 feet to a point for corner;
3. South 23° 33' 22" East, 2,385.81 feet to the north corner of that certain called 30.00 acre tract conveyed to Kevin Bowlin, et ux by an instrument of record under Volume 1602, Page 585, G.C.R.P.R.;

Thence, along the common lines of said 30.00 acre tract and said 1,239.1 acre tract the following two (2) courses:

1. South 66° 26' 38" West, 903.44 feet to a point for corner;
2. South 23° 33' 22" East, 1,627.73 feet to a point for corner on the City of Navasota ETJ Line, the beginning of a curve;

Thence, departing said common line, and 93.06 feet along the City of Navasota ETJ Line and the arc of a non-tangent curve to the right, having a radius of 5,280.00 feet, a central angle of 01° 00' 35", and a chord which bears South 35° 43' 27" West, 93.06 feet to a southeasterly corner of that certain called 40.48 acre tract conveyed to Edward and Caroline Mann by an instrument of record under Volume 1708, Page 231, G.C.R.P.R., said point lying on a southwesterly line of said 1,239.1 acre tract;

Thence, along the common lines of said 40.48 acre tract and said 1,239.1 acre tract the following three (3) courses:

1. North 23° 33' 22" West, 1,704.81 feet to a point for corner;
2. North 51° 47' 46" West, 481.93 feet to a point for corner;
3. South 46° 42' 36" West, 657.57 feet to the northwest corner of said 40.48 acre tract, same being the north corner of that certain called 40.39 acre tract conveyed to Stanley and Carolyn Kettler by an instrument of record under Volume 1649, Page 760, G.C.R.P.R., same being a southerly corner of said 1,239.1 acre tract;

Thence, South 67° 38' 06" West, along a southerly line of said 1,239.1 acre tract, common to the north line of said 40.39 acre tract, 549.56 feet to the southeast corner of that certain called 189.48 acre tract conveyed to Stanley and Carolyn Kettler by an instrument of record under Volume 1649, Page 760, G.C.R.P.R.;

Thence, North 23° 52' 47" West, departing the north line of said 40.39 acre tract and along a southwest line of said 1,239.1 acre tract, common to the northeast line of said 189.48 acre tract, 3,810.91 feet to the north corner of said 189.48 acre tract, said point lying on the southerly line of that certain called 761.725 acre tract conveyed to Patricia Ann Wier by an instrument of record under Volume 786, Page 162, G.C.R.P.R.;

Thence, North 64° 47' 10" East, departing the northeast line of said 189.48 acre tract and along the common line of said 1,239.1 acre tract and said 761.725 acre tract, 252.04 feet to a point for corner;

Thence, North 23° 39' 27" West, continuing along said common line, 458.55 feet to the south corner of that certain called 96.618 acre tract conveyed to Grimes Altamira, LLC by an instrument of record under Document Number 2022-322555, G.C.O.R.;

Thence, departing said common line and continuing along a northerly line of said 1,239.1 acre tract, same being the south line of said 96.618 acre tract, the following four (4) courses:

1,151.66 Acres

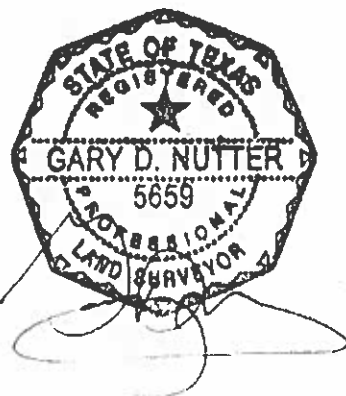
August 23, 2023  
Job No. 1968-30001

1. North 50° 06' 33" East, 1,199.37 feet to a point for corner;
2. North 19° 43' 46" West, 10.26 feet to a point for corner;
3. North 37° 38' 43" East, 292.50 feet to a point for corner;
4. North 66° 37' 57" East, 911.42 feet to the southeast corner of said 96.618 acre tract, common to the southwest corner of the aforementioned 28.63 acre tract;

Thence, departing said common line and continuing along a northerly and westerly line of said 1,239.1 acre tract, common to the southerly and easterly line of said 28.63 acre tract, the following three (3) courses:

1. North 66° 42' 37" East, 390.53 feet to a point for corner;
2. North 24° 10' 09" West, 1,157.89 feet to a point for corner;
3. North 23° 28' 26" West, 2,372.96 feet to the POINT OF BEGINNING and containing 1,151.66 acres of land.

This document was prepared under 22 Texas Administrative Code § 138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.

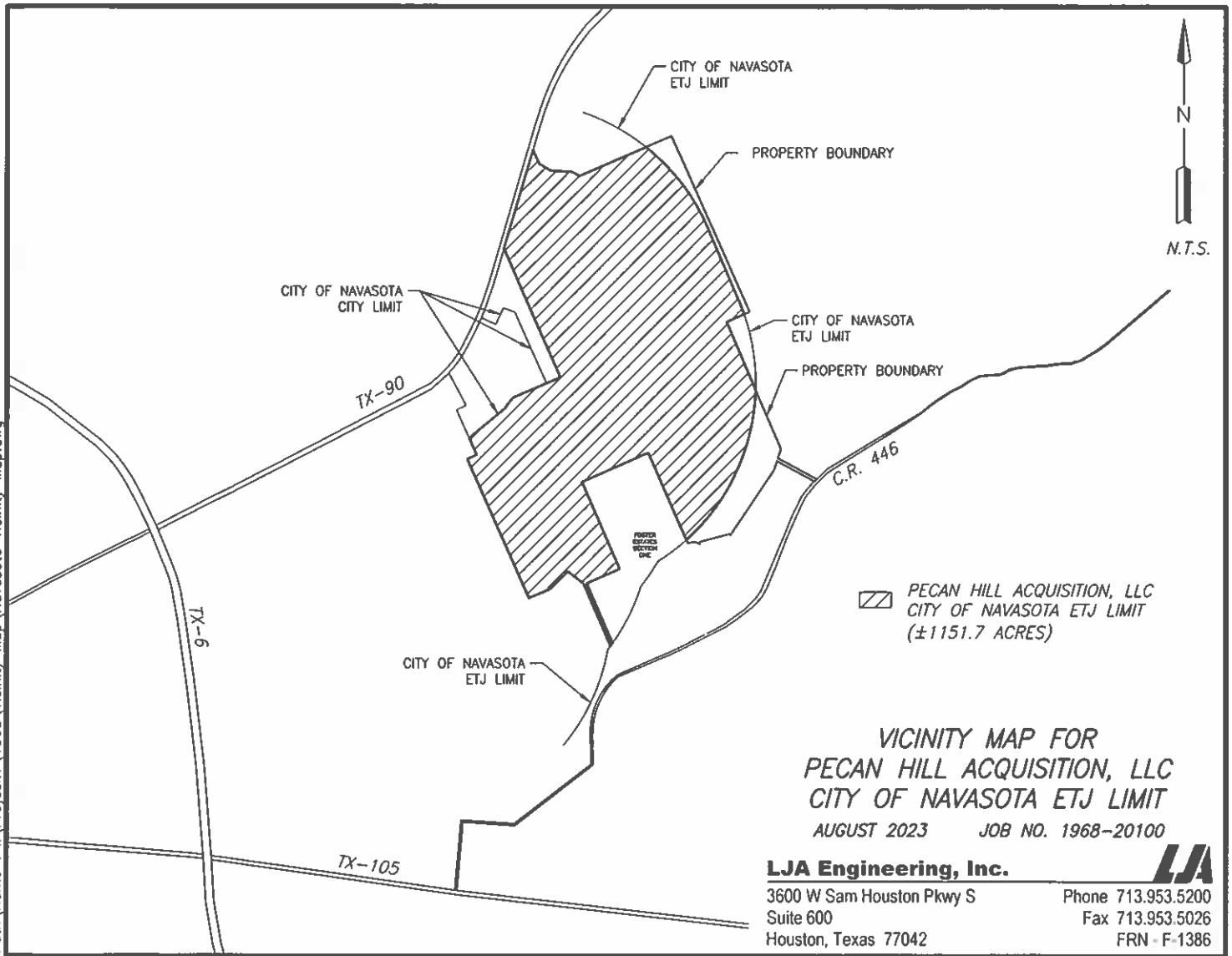


LJA Surveying, Inc.

## Exhibit B

### Vicinity Map

Date\Time : Fri, 25 Aug 2023 - 2:22pm  
Path\Name : I:\Projdsk1\1968\Vicinity Map\Navasota Vicinity Map.dwg  
User Name : shwallace



**Exhibit C**

**Certificate of Ownership**

CERTIFICATE OF OWNERSHIP

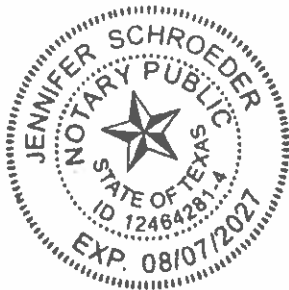
THE STATE OF TEXAS       §  
   §  
COUNTY OF GRIMES       §


I, the undersigned, hereby certify that I have examined the tax rolls of Grimes County, Texas and find that the property described in the attached Exhibit "A" is assessed on the rolls of Grimes County, Texas, for the tax year 2023 in the name(s) of:

PECAN HILL ACQUISITION, LLC  
A0044 JESSE B MC NEALY, TRACT 27, ACRES 1239.1  
PROPERTY ID # R13629  
ACCOUNT #44-000-0270  
SITUS ADDRESS 7439 HWY90 S, NAVASOTA, TX 77868

CERTIFIED by this office on this the 31 day of AUGUST, 2023.

GRIMES CENTRAL APPRAISAL DISTRICT



By:   
Name: JENNIFER SCHROEDER  
Title: OFFICE MGR / TX NOTARY PUBLIC



August 23, 2023  
Job No. 1968-30001

DESCRIPTION OF  
NAVASOTA ETJ OPT OUT AREA  
1,151.66 ACRES

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Thence, North 16° 20' 23" East, along a northwest line of said 1,239.1 acre tract, common to the southeast right-of-way of State Highway 90, 2,567.59 feet to a 1/2-inch iron rod found for the northerly northwest corner of said 1,239.1 acre tract and the most westerly southwest corner of that certain called 371.75 acre tract conveyed to JPY Ranch, LLC by an instrument of record under Volume 1557, Page 143, G.C.R.P.R.;

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- 4) South 61° 48' 29" East, 215.13 feet to a point for corner;
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2. South  $23^{\circ} 19' 07''$  East, 1,953.50 feet to a point for corner;
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Thence, along the common line of said 1,239.1 acre tract and said 260.020 acre tract, the following two (2) courses:

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Thence, departing said common line, 4,269.64 feet along the City of Navasota ETJ Line and the arc of a non-tangent curve to the right, having a radius of 5,280.00 feet, a central angle of  $46^{\circ} 19' 55''$ , and a chord which bears South  $24^{\circ} 52' 19''$  West, 4,154.25 feet to a point for corner, said point lying on the east line of Foster Estates Section One, a subdivision of record under Volume 806, Page 221, G.C.R.P.R.;

1,151.66 Acres

August 23, 2023  
Job No. 1968-30001

Thence, departing the City of Navasota ETJ Line and along the east, north, and west lines of said Foster Estates Section One, same being a southerly line of said 1,239.1 acre tract the following three (3) courses:

1. North 23° 34' 10" West, 2,388.18 feet to a point for corner;
2. South 66° 25' 48" West, 1,826.49 feet to a point for corner;
3. South 23° 33' 22" East, 2,385.81 feet to the north corner of that certain called 30.00 acre tract conveyed to Kevin Bowlin, et ux by an instrument of record under Volume 1602, Page 585, G.C.R.P.R.;

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Thence, along the common lines of said 40.48 acre tract and said 1,239.1 acre tract the following three (3) courses:

1,151.66 Acres

August 23, 2023  
Job No. 1968-30001

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2. North 51° 47' 46" West, 481.93 feet to a point for corner;
3. South 46° 42' 36" West, 657.57 feet to the northwest corner of said 40.48 acre tract, same being the north corner of that certain called 40.39 acre tract conveyed to Stanley and Carolyn Kettler by an instrument of record under Volume 1649, Page 760, G.C.R.P.R., same being a southerly corner of said 1,239.1 acre tract,

Thence, South 67° 38' 06" West, along a southerly line of said 1,239.1 acre tract, common to the north line of said 40.39 acre tract, 549.56 feet to the southeast corner of that certain called 189.48 acre tract conveyed to Stanley and Carolyn Kettler by an instrument of record under Volume 1649, Page 760, G.C.R.P.R.;

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Thence, North 64° 47' 10" East, departing the northeast line of said 189.48 acre tract and along the common line of said 1,239.1 acre tract and said 761.725 acre tract, 252.04 feet to a point for corner;

Thence, North 23° 39' 27" West, continuing along said common line, 458.55 feet to the south corner of that certain called 96.618 acre tract conveyed to Grimes Altamira, LLC by an instrument of record under Document Number 2022-322555, G.C.O.R.;

Thence, departing said common line and continuing along a northerly line of said 1,239.1 acre tract, same being the south line of said 96.618 acre tract, the following four (4) courses:

1,151.66 Acres

August 23, 2023  
Job No. 1968-30001

1. North 50° 06' 33" East, 1,199.37 feet to a point for corner;
2. North 19° 43' 46" West, 10.26 feet to a point for corner;
3. North 37° 38' 43" East, 292.50 feet to a point for corner;
4. North 66° 37' 57" East, 911.42 feet to the southeast corner of said 96.618 acre tract, common to the southwest corner of the aforementioned 28.63 acre tract;

Thence, departing said common line and continuing along a northerly and westerly line of said 1,239.1 acre tract, common to the southerly and easterly line of said 28.63 acre tract, the following three (3) courses:

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This document was prepared under 22 Texas Administrative Code § 138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.



LJA Surveying, Inc.



**State of Texas**

§  
§  
§

**Certificate to Copy of Public Record**

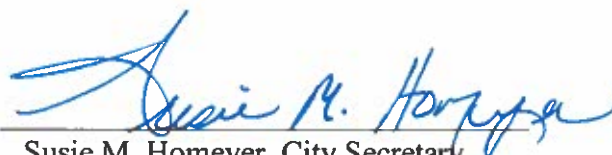
**County of Grimes**

I hereby certify, in the performance of the functions of my office, that the attached Petition for Release of an Area from a Municipality's Extraterritorial Jurisdiction, from the law office of Allen Boone Humphries Robison LLP, relating to 1,151.66 acres owned by Pecan Hill Acquisition, LLC, was delivered to the City of Navasota, City Secretary's Office, on September 1, 2023 at 11:00 a.m. Accounting Technician Christina Griffin signed for the packet as I was out of the office on that date. I received and reviewed the document on September 5, 2023 when I returned to the office.

I further certify that I am the City Secretary and Records Management Officer of the City of Navasota, Texas, that I am a lawful possessor and keeper of said record and have legal custody of the record. I also certify that, to the best of my knowledge, that the attached petition meets the requirements of Section 42.104 of the Local Government Code and that this petition will be placed on the City Council Agenda for consideration on September 25, 2023.

In witness whereof I have hereunto set my hand and affixed the official seal of said office this 14<sup>th</sup> day of September, 2023.



  
Susie M. Homeyer, City Secretary  
City of Navasota, Texas



## REQUEST FOR CITY COUNCIL AGENDA ITEM #18

Agenda Date Requested: September 25, 2023

Requested By: Michelle Savensky, Exe. Asst.

Department: Administration

☒ Report    ☐ Resolution    ☐ Ordinance

**Exhibits:** Board & Commission application and Attendance chart

### Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item:    ☐ Yes    ☒ No

## AGENDA ITEM #18

**Consideration and possible action on appointments to the City of Navasota Boards and Commissions.**


## SUMMARY & RECOMMENDATION

Annual appointments to the City of Navasota Boards and Commissions need to be made due to their terms expire on September 30, 2023. The terms are staggered for each Board. Staff have attached a chart listing each Board and the members whose terms are expiring. Also, the chart includes current members that have requested to be reappointed, new applications that staff has received, members that do not want to be reappointed, and the number of members that need to be appointed. Additionally, staff has included an attendance list chart for City Council to understand member attendance history.

## ACTION REQUIRED BY CITY COUNCIL

**Appoint members to the City of Navasota Boards and Commissions.**

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

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

9/18/23

\_\_\_\_\_  
Date

## BOARDS AND COMMISSIONS BALLOT 2023-2024

	DECLINE
	YES
	NO RESPONSE

<b>AIRPORT ADVISORY COMMITTEE</b>					
<b>4 POSITIONS OPEN</b>					
CURRENT MEMBERS	MEETING ATTENDANCE	TERM EXPIRES	POSITION #	UP FOR REAPPOINTMENT	NEW APPLICATIONS
Scott Benningfield	3 out of 3	2023		Scott Benningfield	Bobbie Gentry
Steve Discher	2 out of 3	2023		Steve Discher	Doug McGregor- non resident
Mac Vaughn	3 out of 3	2023		Mac Vaughn	
Roger Lawrence	1 out of 3	2023		Roger Lawrence- verbal yes	
Todd Matthews	0 out of 3	2023		Todd Matthews	
Michael Dearing	3 out of 3	2024			
Mark Frnka	2 out of 3	2024			
Martha Newsome	3 out of 3	2024			

**AIRPORT** be residents of the city or owners of real property situated within the city limits or individuals who own or operate businesses located within the city.

<b>BOARD OF ADJUSTMENT</b>					
<b>5 POSITIONS OPEN</b>					
CURRENT MEMBERS	MEETING ATTENDANCE	TERM EXPIRES	POSITION #	UP FOR REAPPOINTMENT	NEW APPLICATIONS
James Hammie	3 out of 5	2023	1	James Hammie- verbal yes	
Jill Conlin	1 out of 2(appointed in July)	2024	2		
Connie Clements	5 out of 5	2023	3	Connie Clements	
Paul Stankiewicz	4 out of 5	2024	4		
Taylor Perry	2 out of 5	2023	5	Taylor Perry	
Judy Duncan	Alt- as needed	2023	Alt #1	Judy Duncan	
Nancy Vidotto	Alt- as needed	2024	Alt # 2		
Megan Barcak	Alt- as needed	2023	Alt # 3	Megan Barcak	
Mac Vaughn	Alt- as needed	2024	Alt # 4		

**BOA** RESIDENT OF CITY OR ETJ

<b>ECONOMIC DEVELOPMENT</b>					
<b>4 POSITIONS OPEN</b>					
CURRENT MEMBERS	MEETING ATTENDANCE	TERM EXPIRES	POSITION #	UP FOR REAPPOINTMENT	NEW APPLICATIONS
Bert Miller	5 out of 5	2023	1	Bert Miller	Stephen Conway
Kathy Prescott	3 out of 5	2023	2	Kathy Prescott	Lee Taylor
Dillon Hughes	3 out of 5	2023	3	Dillon Hughes	Doug McGregor
Mike Harris	5 out of 5	2024	4		Chris Peres
Lucy Ybarra	3 out of 5	2024	5		Tauwonna Curtis-Whitfield
Kevin Clark	4 out of 5	2023	6	Kevin Clark	
Roger Lawrence	3 out of 5	2024	7		

**EDC** director must reside within the City; or reside within Grimes County; or reside within 10 miles of the City's boundaries and in a county bordering Grimes County.



## BOARDS AND COMMISSIONS BALLOT 2023-2024

### KEEP NAVASOTA BEAUTIFUL COMMISSION

9 POSITIONS OPEN

CURRENT MEMBERS	MEETING ATTENDANCE	TERM EXPIRES	POSITION #	UP FOR REAPPOINTMENT	NEW APPLICATIONS
Vaniken Leggett	1 of 1	2023	1	Vaniken Leggett- verbal yes	Tauwonna Curtis-Whitfield
Brittany Bay	0 of 1	2023	2	Brittany Bay- verbal yes	
Naomi Wallace	1 of 1	2023	3	Naomi Wallace- verbal yes	
Kritina Palmer	1 of 1	2023	4	Kritina Palmer- verbal yes	
Clarence Lewis, Jr.	0 of 1	2023	5	Clarence Lewis, Jr.- verbal yes	
Megan Barcak	1 of 1	2024	6		
Elizabeth Corpus	0 of 1	2023	7	Elizabeth Corpus-verbal yes	
<b>OPEN</b>			8		
Rebecca Cole	1 of 1	2024	9		
Michael Medeiros	just recently added	2024	10		
<b>OPEN</b>			11		
<b>OPEN</b>			12		

KNB

Resident of City

### LIBRARY ADVISORY BOARD

3 POSITIONS OPEN

CURRENT MEMBERS	MEETING ATTENDANCE	TERM EXPIRES	POSITION #	UP FOR REAPPOINTMENT	NEW APPLICATIONS
Margaret Eppler	3 of 3	2024	1		Deborah Richardson
David Tullos	3 of 3	2024	2		
Martha Green	0 of 3	2023	3	Martha Green	
<b>OPEN</b>			4		
Brent Cahill	2 of 3	2023	5	Brent Cahill	
Jessica Matthews	0 of 3	2024	6		
Deborah Grimes	1 of 3	2024	7		

LIBRARY

City or County Resident

### NAVASOTA HOUSING AUTHORITY

2 POSITIONS OPEN

CURRENT MEMBERS	MEETING ATTENDANCE	TERM EXPIRES	POSITION #	UP FOR REAPPOINTMENT	NEW APPLICATIONS
Deborah McGregor		2024	1		Chris Peres
Carol Garnett		2023	2	Carol Garnett	
Mac Vaughn		2024	3		
Robert Goldstein		2024	4		
Diana Westmoreland		2023	5	Diana Westmoreland	

### PARKS AND RECREATION BOARD

3 POSITIONS OPEN

CURRENT MEMBERS	MEETING ATTENDANCE	TERM EXPIRES	POSITION #	UP FOR REAPPOINTMENT	NEW APPLICATIONS
Jessica Matthews		2024	1		Michael Medeiros
Barry Wade Clobert		2024	2		Sierra Rush McGinty
Michele Steinhauser		2024	3		Bobby Gentry
Rebecca Cole		2024	4		John Matthew Fabian
B.J. Moody		2023	5	B.J. Moody	
Brandi Tejeda		2023	6	Brandi Tejeda- verbal yes	
Ethan Barcak		2023	7	Ethan Barcak	

Parks & Rec

Must be resident of City

# BOARDS AND COMMISSIONS BALLOT 2023-2024

PLANNING AND ZONING COMMISSION					
4 POSITIONS OPEN					
CURRENT MEMBERS	MEETING ATTENDANCE	TERM EXPIRES	POSITION #	UP FOR REAPPOINTMENT	NEW APPLICATIONS
Ethan Barcak	3 out of 3 (appointed in May)	2023	1	Ethan Barcak	Doug McGregor- non resident
Todd Wisner	10 out of 12	2023	2	Todd Wisner	Kevin Clark
Dr. John Walla	10 out of 12	2024	3		Dillon Hughes
Randy Peters	10 out of 12	2023	4	Randy Peters	Mac Vaughn
Carolyn Katkoski	11 out of 12	2024	5		John Matthew Fabian
Debbie Hancock	8 out of 12	2023	6	Debbie Hancock	
Dia Copeland	11 out of 12	2024	7		

P & Z

Resident of City/Qualified Voter

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : Scott Beddingfield  
ADDRESS: 817 Holland - Navasota, TX 77868  
PHONE: 713-410-3061 EMAIL: Scottbeddingfield7@gmail.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE Airport Committee  
☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Navasota Economic Development Corporation
<input checked="" type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: been on Committee for 9 yrs

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: \_\_\_\_\_

SIGNATURE OF APPLICANT: Scott Beddingfield Date: 8-1-2023

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

## Michelle Savensky

---

**From:** Steve Discher <sdischer@me.com>  
**Sent:** Thursday, August 31, 2023 4:52 PM  
**To:** Michelle Savensky  
**Subject:** Re: Airport Advisory Committee

I think I would like to allow someone else to take my place. Thank you.

On Aug 31, 2023, at 9:28 AM, Michelle Savensky <msavensky@navasotatx.gov> wrote:

---

**From:** Michelle Savensky  
**Sent:** Thursday, July 27, 2023 1:51 PM  
**Subject:** Airport Advisory Committee

GOOD MORNING

JUST A REMINDER.....

PLEASE LET ME KNOW EITHER A **YES** OR **NO** BY SEPTEMBER 15TH, SO I  
KNOW WHETHER TO INCLUDE YOU ON THE UPCOMING BALLOT.

THANKS!

I just wanted to reach out to you regarding your position on the Airport Advisory Committee. Your term is coming to an end in September of this year, and we need to know if you want to be considered for reappointment. We ask that you please fill out and return the attached volunteer application to our office by September 15, 2023 to let us know of your intentions. You can also go to our website to fill out the form as well. If you have any questions, please contact myself or Susie Homeyer by phone or email at City Hall. Thank you so much for your service and dedication to the Airport Advisory Committee, and we look forward to hopefully working with you again.

Best Regards,  
Michelle Savensky  
936-825-6475  
[msavensky@navasotatx.gov](mailto:msavensky@navasotatx.gov)

shomeyer@navasotatx.gov

**Michelle Savensky**  
Executive Administrative Assistant  
**City of Navasota**

<image001.png>

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<image002.png> 936- 825- 6475 <image003.png> 936- 825- 4916 <image004.png> [NavasotaTX.gov](http://NavasotaTX.gov)

<image005.png> [MSavensky@NavasotaTX.gov](mailto:MSavensky@NavasotaTX.gov) <image006.png> 200 E. McAlpine St Navasota TX 77868

<image007.png> <image008.png> <image009.png> <image010.png>

<BOARDS AND COMMISSION APPLICATION.pdf>

CAUTION: This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

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Sincerely,

Bert Miller, Mayor of Navasota

NAME : MAC VAUGHN

ADDRESS: 402 TEAGUE ST. NAVASOT, TX 77868

PHONE: 713.834.2474

EMAIL: macvaughn@yahoo.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE housing, airport, BOA alt

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

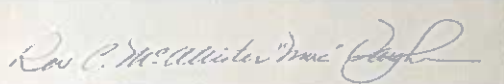
<u>4</u> Planning & Zoning Commission	<u>      </u> Parks & Recreation Committee
<u>3</u> Board of Adjustment - <i>currently serving</i>	<u>      </u> Navasota Economic Development Corporation
<u>2</u> Airport Advisory Committee	<u>1</u> Navasota Housing Authority Board - <i>currently serving</i>
<u>      </u> Keep Navasota Beautiful Commission	<u>      </u> Library Advisory Committee
<u>      </u> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: I will serve wherever I am needed

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: administration, finance, counseling, ordained minister

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Seminary, BS Economics, High School

SIGNATURE OF APPLICANT:



Date: 8.5.23

## Michelle Savensky

---

**From:** Todd Matthews <tmatthews13@me.com>  
**Sent:** Sunday, September 10, 2023 5:16 PM  
**To:** Michelle Savensky  
**Cc:** Jennifer Reyna  
**Subject:** Re: Airport Advisory Committee  
**Attachments:** BOARDS AND COMMISSION APPLICATION.pdf

Dear Michelle and Jennifer,

I have enjoyed my time serving on the Airport and I'm proud to have been a part of our airport's growth. I had a goal of remaining on the committee until the AWOS was complete. We now have the AWOS complete so I will resign.

Thanks to all for their dedication to our wonderful Airport.

Respectfully,  
Todd Matthews

On Aug 31, 2023, at 9:28 AM, Michelle Savensky <msavensky@navasotatx.gov> wrote:

---

**From:** Michelle Savensky  
**Sent:** Thursday, July 27, 2023 1:51 PM  
**Subject:** Airport Advisory Committee

GOOD MORNING  
JUST A REMINDER.....  
PLEASE LET ME KNOW EITHER A **YES** OR **NO** BY SEPTEMBER 15TH, SO I  
KNOW WHETHER TO INCLUDE YOU ON THE UPCOMING BALLOT.  
THANKS!

I just wanted to reach out to you regarding your position on the Airport Advisory Committee. Your term is coming to an end in September of this year, and we need to know if you want to be considered for reappointment. We ask that you please fill out and return the attached volunteer application to our office by September 15, 2023 to let us know of your intentions. You can also go to our website to fill out the form as well. If you have any questions, please contact myself or Susie



200 E. McAlpine St Navasota TX 77868





# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : Bobby W. GENTAY  
ADDRESS: 1800 COTTONWOODS ST.  
PHONE: 281-744-8205 EMAIL: bobby.gentay@ATT.NET

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident within the city limits of Navasota  
☒ I do ☐ I do not own property located within the city limits of Navasota

I CURRENTLY SERVE ON THE \_\_\_\_\_

☐ I DO ☒ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input type="checkbox"/> Planning & Zoning Commission	<input checked="" type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Navasota Economic Development Corporation
<input checked="" type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: CHAMBER OF COMMERCE, PELAN LAKES MARSH

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: RETIRED TEACHER/COACH

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: MSE MID MANAGEMENT

SIGNATURE OF APPLICANT: Bobby W. Gently Date: 8-29-23  
SUB TEACHER AT HIGH SCHOOL + JR HIGH

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

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Sincerely,

Bert Miller, Mayor of Navasota

NAME : Doug McGregor  
ADDRESS: 9699 CR416B, Navasota, TX 77868  
PHONE: 281-782-5399 EMAIL: mcgregormd@me.com

PLEASE CHECK APPROPRIATE BOX: ☐ I am ☒ I am not a resident within the city limits of Navasota  
☐ I do ☒ I do not own property located within the city limits of Navasota

I CURRENTLY SERVE ON THE None

☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

non  
resident

1 Planning & Zoning Commission  
3 Board of Adjustment  
3 Airport Advisory Committee  
Keep Navasota Beautiful Commission  
Historic Preservation Committee

Parks & Recreation Committee  
2 Navasota Economic Development Corporation  
Navasota Housing Authority Board  
Library Advisory Committee

Domestic and International business exp.

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Oilfield operations and management, owner of olive farm and real estate investor.

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: BS-Pet. Eng. TAMU; BA U-TX Austin, extensive domestic and international business experience, SVP-SDI, retired.

SIGNATURE OF APPLICANT: Doug McGregor Date: 8/15/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

**CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
BOARD OF ADJUSTMENT**

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,  
Bert Miller, Mayor of Navasota

---

**BOARD OF ADJUSTMENT:** Addresses appeals filed with the City regarding application, interpretation, or reasonableness of certain ordinances of administrative decisions pertaining to zoning, variances for non-conforming uses of real property, appeals and variances regarding administration and provisions of flood damage control ordinances, etc. The Board of Adjustment has five regular members and 4 alternates appointed for staggered two year terms. Meetings are held on an "as required" basis. Members and alternates must be residents of and own real property in Navasota.

NAME : Connie Clements

ADDRESS: 300 Hillside Street Navasota, TX 77868

PHONE: (936) 825-8687 (979) 777-3631 cell            EMAIL: connieclem@suddenlink.net

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE Zoning Board of Adjustments

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST: GC Crime Stoppers president; DAR secy; Pct. 6 chair/GC Republican Party; member Two Rivers Heritage Foundation

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Knowledge of ordinances, design standards, approval processes and the Comprehensive Plan from covering Navasota city government for 9 years

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Some college/Freelance reporter/writer

SIGNATURE OF APPLICANT: Connie Clements Date: 7-27-23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

## Michelle Savensky

---

**From:** Judy Duncan <jmd5031@gmail.com>  
**Sent:** Thursday, July 27, 2023 2:34 PM  
**To:** Michelle Savensky  
**Subject:** Re: Board of Adjustment

Hi Michelle,

I do not want to continue my position on the Board of Adjustment. I have been unable to attend several meetings because we spend a lot of time away from home. It would be in the best interest of the Board to have someone that is more readily available for the meetings. I appreciate the opportunity to have served the City. Thank you.

Sincerely,

Judy Duncan

On Thu, Jul 27, 2023 at 1:42 PM Michelle Savensky <[msavensky@navasotatx.gov](mailto:msavensky@navasotatx.gov)> wrote:

Good Afternoon.

I just wanted to reach out to you regarding your position on the Board of Adjustment. Your term is coming to an end in September of this year, and we need to know if you want to be considered for reappointment. We ask that you please fill out and return the attached volunteer application to our office by September 15, 2023 to let us know of your intentions. You can also go to our website to fill out the form as well. If you have any questions, please contact myself or Susie Homeyer by phone or email at City Hall. Thank you so much for your service and dedication to the Board of Adjustment, and we look forward to hopefully working with you again.

Best Regards,

Michelle Savensky

936-825-6475

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

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

## Michelle Savensky

---

**From:** Megan Barcak <meganbarcak11@gmail.com>  
**Sent:** Thursday, August 31, 2023 9:17 AM  
**To:** Michelle Savensky  
**Subject:** Re: Board of Adjustment

Good morning Michelle,

I will not be seeking reappointment.

Thank you.

Megan Moody Barcak  
(936) 870-7248

On Aug 31, 2023, at 9:00 AM, Michelle Savensky <msavensky@navasotatx.gov> wrote:

GOOD MORNING  
JUST A REMINDER.....  
PLEASE LET ME KNOW EITHER A **YES** OR **NO** BY SEPTEMBER 15TH, SO I  
KNOW WHETHER TO INCLUDE YOU ON THE UPCOMING BALLOT.  
THANKS!

---

**From:** Michelle Savensky  
**Sent:** Thursday, July 27, 2023 1:42 PM  
**Subject:** Board of Adjustment

I just wanted to reach out to you regarding your position on the Board of Adjustment. Your term is coming to an end in September of this year, and we need to know if you want to be considered for reappointment. We ask that you please fill out and return the attached volunteer application to our office by September 15, 2023 to let us know of your intentions. You can also go to our website to fill out the form as well. If you have any questions, please contact myself or Susie Homeyer by phone or email at City Hall. Thank you so much for your service and dedication to the Board of Adjustment, and we look forward to hopefully working with you again.

# CITY OF NAVASOTA VOLUNTEER APPLICATION

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Sincerely,

Bert Miller, Mayor of Navasota

NAME : Bert Miller  
ADDRESS: PO Box 31 Navasota  
PHONE: 936 825 6789 EMAIL: bert@milleragencyinc.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE NEDC

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Navasota Economic Development Corporation
<input type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: work + city

SIGNATURE OF APPLICANT: [Signature] Date: 8/31/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

## Michelle Savensky

---

**From:** Katharyn Prescott <kathy@prescottpropertytx.com>  
**Sent:** Tuesday, September 12, 2023 3:10 PM  
**To:** Michelle Savensky  
**Subject:** Re: Economic Development Corporation  
**Attachments:** image001.png; Scan20230912\_13393149.pdf

Michelle,

Yes, I am still interested in the position on the EDC Board.

Thank you,  
Kathy

On Tue, Sep 12, 2023 at 10:55 AM Michelle Savensky <[msavensky@navasotatx.gov](mailto:msavensky@navasotatx.gov)> wrote:

Good Afternoon.

I just wanted to reach out to you regarding your position on the Economic Development Corporation. Your term is coming to an end in September of this year, and we need to know if you want to be considered for reappointment. We ask that you please fill out and return the attached volunteer application to our office by September 15, 2023 to let us know of your intentions. You can also go to our website to fill out the form as well. If you have any questions, please contact myself or Susie Homeyer by phone or email at City Hall. Thank you so much for your service and dedication to the Economic Development Corporation, and we look forward to hopefully working with you again.

Best Regards,

Michelle Savensky

936-825-6475

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

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



# CITY OF NAVASOTA VOLUNTEER APPLICATION

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Sincerely,

Bert Miller, Mayor of Navasota

NAME : Dillon Hughes  
ADDRESS: 10864 S Business 6 Navasota, TX 77868  
PHONE: 936-672-5175 EMAIL: dillon@only1rentals.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE Economic Development Committee

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input checked="" type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> Navasota Economic Development Corporation
<input type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: NHS, SHSU, Owner of multiple businesses in Navasota

SIGNATURE OF APPLICANT:  Date: 07/28/2023

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868



# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : Kevin Clark

ADDRESS: 1904 Alamo Dr Navasota, Tx 77868

PHONE: 936 672-4013 EMAIL: kevin.clark@gritexelectric.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE Economic Development Corporation

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

2 Planning & Zoning Commission  
Board of Adjustment  
Airport Advisory Committee  
Keep Navasota Beautiful Commission  
Historic Preservation Committee

Parks & Recreation Committee  
1 Navasota Economic Development Corporation  
Navasota Housing Authority Board  
Library Advisory Committee

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Electrical Contractor

SIGNATURE OF APPLICANT: [Signature] Date: 7/28/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

**CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
NAVASOTA ECONOMIC DEVELOPMENT CORPORATION**

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,  
Bert Miller, Mayor of Navasota

---

**NAVASOTA ECONOMIC DEVELOPMENT CORPORATION:** The EDC advises the City Council with respect to promoting economic development in the city through promotion or expansion of existing businesses, as well as recruiting new businesses into the Navasota area. The Commission consists of seven members who serve two year terms. This board meets on as "as required" basis. Members must be residents of Navasota.

NAME : Stephen Conway

ADDRESS: 5170 County Road 328, Navasota, TX 77868

PHONE: 832-526-8376 EMAIL: conwaysteve@outlook.com

PLEASE CHECK APPROPRIATE BOX: I am ☐ ~~I am not~~ a resident of Navasota.  
I do ☐ ~~I do not~~ own property located in Navasota

I CURRENTLY SERVE ON THE ☐ Do not currently serve on a Navasota Advisory Board ☐

I DO ☐ ~~I DO NOT~~ WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST: Planning

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: US Citizen. Born in Belfast Northern Ireland, moved to Scotland in September 1998. Served on the Tain Community Council for 6 years (2 years as Vice Chairperson) only leaving due to my transfer to the US for employment with Halliburton KBR in September 1999. 49 years of industry experience in senior roles, key roles in construction, project management, commercial and project controls. Most recently SVP Process and Chemicals for Wood PLC with Business line Executive Leadership responsibility for the Americas I pride myself in innovation, building diverse impactful teams and solution provider for complex issues.

**EDUCATION / EXPERIENCE / CURRENT OCCUPATION:** \_\_. Associate degree in Naval Architecture with 49 years in shipbuilding, Oil & Gas Industry with proven track record of growth and development including energy transition in the past 7 years. Currently retired from full-time employment (from Wood PLC) since the end of last year but I have recently established my own Consulting LLC business for part-time leadership consulting. I am married and been living in the Navasota area for 10 glorious years after building our forever home. I am in a position and would love to give back to the local community where we live through my years of experience in industry. I see no conflict with my consulting role which is very targeted and specific and currently limited to only a couple of days a week.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_



**Date:** \_\_\_\_\_

5/2/2023

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

**CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
NAVASOTA ECONOMIC DEVELOPMENT CORPORATION**

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,  
Bert Miller, Mayor of Navasota

---

**NAVASOTA ECONOMIC DEVELOPMENT CORPORATION:** The EDC advises the City Council with respect to promoting economic development in the city through promotion or expansion of existing businesses, as well as recruiting new businesses into the Navasota area. The Commission consists of seven members who serve two year terms. This board meets on as "as required" basis. Members must be residents of Navasota.

NAME : Lee Taylor  
ADDRESS: 1709 Stone Ridge Dr  
PHONE: (903) 742-1157 EMAIL: ltaylor8269@yahoo.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE \_\_\_\_\_

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST: 20+ YEARS LITTLE LEAGUE BASEBALL

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: 40 YRS RETAIL/HEALTHCARE EXP.

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: EUS REGIONAL DIRECTOR @BSW

SIGNATURE OF APPLICANT: [Signature] Date: 8/7/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868



**Lee Taylor**

Director- College Station Region | EVS

M 903.742.1157    O 979.207.0031

E taylor-william2@aramark.com

700 Scott & White Drive  
College Station, TX 77845

[aramarkhealthcareplus.com](http://aramarkhealthcareplus.com)

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : Doug McGregor  
ADDRESS: 9699 CR416B, Navasota, TX 77868  
PHONE: 281-782-5399 EMAIL: mcgregormd@me.com

PLEASE CHECK APPROPRIATE BOX: ☐ I am ☒ I am not a resident within the city limits of Navasota  
☐ I do ☒ I do not own property located within the city limits of Navasota

I CURRENTLY SERVE ON THE None

☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

non resident

1 Planning & Zoning Commission  
3 Board of Adjustment  
3 Airport Advisory Committee  
Keep Navasota Beautiful Commission  
Historic Preservation Committee

Parks & Recreation Committee  
2 Navasota Economic Development Corporation  
Navasota Housing Authority Board  
Library Advisory Committee

Domestic and International business exp.

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Oilfield operations and management, owner of olive farm and real estate investor.

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: BS-Pet. Eng. TAMU; BA U-TX Austin, extensive domestic and international business experience, SVP-SDI, retired.

SIGNATURE OF APPLICANT: Doug McGregor Date: 8/15/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

## Michelle Savensky

---

**From:** Susie Homeyer  
**Sent:** Friday, August 18, 2023 12:46 PM  
**To:** Michelle Savensky  
**Subject:** FW: Contact

Michelle - Looks to be interested in Boards and Commissions.

Susie

---

**From:** noreply@revize.com <noreply@revize.com>  
**Sent:** Friday, August 18, 2023 12:35 PM  
**To:** Susie Homeyer <shomeyer@navasotatx.gov>  
**Subject:** Contact

radio-group-1674023662041 = Economic Development Corporation  
radio-group-1674024132052 = Housing Authority Board  
text-1674024235038 = Chris Peres  
text-1674024237447 = N/A  
text-1674024243474 = [chrisperes@hotmail.com](mailto:chrisperes@hotmail.com)  
text-1674024242710 = 1713213069  
radio-group-1674024353642 = Male  
text-1674024441913 = 217 Julia St  
text-1674024448107 = Navasota  
text-1674024447476 = TX  
text-1674024445524 = 77868  
text-1674024541651 = Management Consultant and Real Estate Development  
radio-group-1674024653060 = Yes  
radio-group-1674024655381 = Yes  
text-1674025019665 = La Porte High School  
text-1674025025285 = University of Houston  
text-1674025024705 =  
text-1674025024042 = Travel, Cooking, Family and Friends  
radio-group-1674025092144 = No  
text-1674025145837 = N/A  
radio-group-1674025099172 = No  
text-1674025231341 = N/A  
textarea-1674025254661 = Big Brothers and Big Sisters Mentor  
textarea-1674025275170 = Financial management, contracts, organization structure and execution, HR  
text-1674025307985 = Chris Peres  
date-1674025332718 = 2023-08-18  
Client IP = 72.47.146.209

CAUTION: This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

**CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
NAVASOTA ECONOMIC DEVELOPMENT CORPORATION**

Dear Navasota Citizen:

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Sincerely,  
Bert Miller, Mayor of Navasota

**NAVASOTA ECONOMIC DEVELOPMENT CORPORATION:** The EDC advises the City Council with respect to promoting economic development in the city through promotion or expansion of existing businesses, as well as recruiting new businesses into the Navasota area. The Commission consists of seven members who serve two year terms. This board meets on as "as required" basis. Members must be residents of Navasota.

**NAME :** Tauwonna Curtis-Whitfield

**ADDRESS:** 524 Allen White Village Apt. 524 Navasota, TX 77868

**PHONE:** (979)599-8928 **EMAIL:** mzdivadiamond1981@gmail.com

**PLEASE CHECK APPROPRIATE BOX:** ☒ I am ☐ I am not a resident of Navasota  
☐ I do ☒ I do not own property located in Navasota

**I CURRENTLY SERVE ON THE:** Grimes County Youth Football Association as League Secretary

☒ I DO ☐ I DO NOT **WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD**

**OTHER COMMUNITY PROJECT INTEREST:** None at this time.

**SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL:** Marketing Skills, Active Communication Skills, Problem Solving Skills and Motivational Skills

**EDUCATION / EXPERIENCE / CURRENT OCCUPATION:** 18 years of Food Service & Business Experience. CEO, Lead Designer & Promoter for Diamond Elite Promotions & Diva Diamond Designs for the past six years, and I am currently employed as a Receptionist /Business Office Clerk at Navasota ISD Central Office & worked for NISD for 10 years.

I graduated from American InterContinental University with an Associate of Arts Degree in Business Administration, and I'm currently attending at A.I.U. to finish both Bachelor & Master's Degrees in Business Administration with a Specialization in Operations Management.

**SIGNATURE OF APPLICANT:** Tauwonna Curtis-Whitfield **Date:** 8/30/2023

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868



## Susie Homeyer

---

**From:** noreply@revize.com  
**Sent:** Wednesday, August 30, 2023 3:24 PM  
**To:** Susie Homeyer  
**Subject:** Contact

radio-group-1674023662041 = Economic Development Corporation  
radio-group-1674024132052 = Keep Navasota Beautiful Commission  
text-1674024235038 = Tauwonna Whitfield  
text-1674024237447 = Tauwonna Curtis  
text-1674024243474 = mzdivadiamond1981@gmail.com  
text-1674024242710 = (979)599-8928  
radio-group-1674024353642 = Female  
text-1674024441913 = 524 Allen White Village  
text-1674024448107 = Navasota  
text-1674024447476 = Texas  
text-1674024445524 = 77868  
text-1674024541651 = Receptionist/Business Office Clerk for Navasota ISD  
radio-group-1674024655381 = Yes  
radio-group-1693425580901 = Yes  
text-1674025019665 = Navasota High School Class of 1999  
text-1674025025285 = American InterContinental University Class of 2022 Associate of Arts Business Administration  
text-1674025024705 =  
text-1674025024042 = Entertainment Promoter  
radio-group-1674025092144 = Yes  
text-1674025145837 = Grimes County Youth Football Association  
radio-group-1674025099172 = Yes  
text-1674025231341 = Grimes County Youth Football Association  
textarea-1674025254661 = Grimes County Youth Football Association From June 2021 to Present Held Team Mom & League Secretary Position.  
textarea-1674025275170 = I have 18 years in restaurant, food service & clerical experience, I have excellent customer service and networking skills. Very efficient in marketing promoting and advertising. I also have active interpersonal verbal and nonverbal communication skills, problem solving and conflict resolution skills, and public relations.  
text-1674025307985 = Tauwonna Curtis-Whitfield  
date-1674025332718 = 2023-08-30  
Client IP = 208.180.185.66

**CAUTION:** This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

## Susie Homeyer

---

**From:** noreply@revize.com  
**Sent:** Wednesday, August 30, 2023 3:24 PM  
**To:** Susie Homeyer  
**Subject:** Contact

radio-group-1674023662041 = Economic Development Corporation  
radio-group-1674024132052 = Keep Navasota Beautiful Commission  
text-1674024235038 = Tauwonna Whitfield  
text-1674024237447 = Tauwonna Curtis  
text-1674024243474 = mzdivadiamond1981@gmail.com  
text-1674024242710 = (979)599-8928  
radio-group-1674024353642 = Female  
text-1674024441913 = 524 Allen White Village  
text-1674024448107 = Navasota  
text-1674024447476 = Texas  
text-1674024445524 = 77868  
text-1674024541651 = Receptionist/Business Office Clerk for Navasota ISD  
radio-group-1674024655381 = Yes  
radio-group-1693425580901 = Yes  
text-1674025019665 = Navasota High School Class of 1999  
text-1674025025285 = American InterContinental University Class of 2022 Associate of Arts Business Administration  
text-1674025024705 =  
text-1674025024042 = Entertainment Promoter  
radio-group-1674025092144 = Yes  
text-1674025145837 = Grimes County Youth Football Association  
radio-group-1674025099172 = Yes  
text-1674025231341 = Grimes County Youth Football Association  
textarea-1674025254661 = Grimes County Youth Football Association From June 2021 to Present Held Team Mom & League Secretary Position.  
textarea-1674025275170 = I have 18 years in restaurant, food service & clerical experience, I have excellent customer service and networking skills. Very efficient in marketing promoting and advertising. I also have active interpersonal verbal and nonverbal communication skills, problem solving and conflict resolution skills, and public relations.  
text-1674025307985 = Tauwonna Curtis-Whitfield  
date-1674025332718 = 2023-08-30  
Client IP = 208.180.185.66

**CAUTION:** This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

## Michelle Savensky

---

**From:** Martha Green <marthagreen03@gmail.com>  
**Sent:** Thursday, July 27, 2023 2:30 PM  
**To:** Michelle Savensky  
**Subject:** Re: Library Advisory Board

Michelle,

Please take my name off of the library board list.

Health problems make attending the meetings difficult for me.

Thanks,

Martha Green

Sent from my iPhone

On Jul 27, 2023, at 2:02 PM, Michelle Savensky <msavensky@navasotatx.gov> wrote:

Good Afternoon.

I just wanted to reach out to you regarding your position on the Library Advisory Board. Your term is coming to an end in September of this year, and we need to know if you want to be considered for reappointment. We ask that you please fill out and return the attached volunteer application to our office by September 15, 2023 to let us know of your intentions. You can also go to our website to fill out the form as well. If you have any questions, please contact myself or Susie Homeyer by phone or email at City Hall. Thank you so much for your service and dedication to the Library Advisory Board, and we look forward to hopefully working with you again.

Best Regards,  
Michelle Savensky  
936-825-6475  
[msavensky@navasotatx.gov](mailto:msavensky@navasotatx.gov)  
[shomeyer@navasotatx.gov](mailto:shomeyer@navasotatx.gov)

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : BRENT CAHELL  
ADDRESS: P.O. Box 270, NAVASOTA, TEX. 77868  
PHONE: 936 825 0239 EMAIL: BRENTCAHELL@MSCC.NET

PLEASE CHECK APPROPRIATE BOX: ☐ I am ☒ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE LIBRARY ADVISORY BOARD  
☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Navasota Economic Development Corporation
<input type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Teacher

SIGNATURE OF APPLICANT: Brent Cahell Date: 8/1/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

**CITY OF NAVASOTA  
VOLUNTEER APPLICATION  
LIBRARY ADVISORY BOARD**

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,  
Bert Miller, Mayor of Navasota

**LIBRARY ADVISORY BOARD:** This is an advisory body to the City Council and City Manager in matters pertaining to the maintenance and operation of the library. The Library Advisory Committee consists of five appointed members. Terms of appointment are for two years. Meetings are held quarterly.

NAME : Deborah Richardson  
ADDRESS: 1202 Lane St, Navasota TX 77868  
PHONE: 832-715-6138 EMAIL: dgaill@sbcglobal.net

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE \_\_\_\_\_

☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Retired from Univ of Houston Information Technology

SIGNATURE OF APPLICANT: D. Richardson Date: 8-21-2023

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

## Michelle Savensky

---

**From:** Tiffany Byers  
**Sent:** Wednesday, September 13, 2023 2:56 PM  
**To:** Michelle Savensky  
**Subject:** RE: BOARD/ OMISSION MEETING ATTENDANCE  
**Attachments:** DOC\_20230913144406.pdf

I have attached the sign in sheets from our meetings just in case you need those. My attendance for the Library Board is as follows:

November-Brent Cahill, David Tullos, and Margaret Eppler

April-Brent Cahill, David Tullos, and Margaret Eppler

July-David Tullos, Debbie Grimes, and Margaret Eppler

Jessica Matthews has never attended a meeting and I have not been able to make contact with her by phone or e-mail. Many times we do not have enough people to form a quorum.

Thank you,

**Tiffany Byers**  
Library Director  
City of Navasota

---

📞 936-825-6744  
✉ [tbyers@navasotatx.gov](mailto:tbyers@navasotatx.gov)

🌐 [NavasotaTX.gov](http://NavasotaTX.gov)  
📍 1411 E Washington Avenue Navasota, TX  
77868

---

**From:** Michelle Savensky <[msavensky@navasotatx.gov](mailto:msavensky@navasotatx.gov)>  
**Sent:** Wednesday, September 13, 2023 1:35 PM  
**To:** Jennifer Reyna <[jreyna@navasotatx.gov](mailto:jreyna@navasotatx.gov)>; Erik Covarrubias <[ecovarrubias@navasotatx.gov](mailto:ecovarrubias@navasotatx.gov)>; Rayna Teicheira <[rteicheira@navasotatx.gov](mailto:rteicheira@navasotatx.gov)>; Lupe Diosdado <[gdiosdado@navasotatx.gov](mailto:gdiosdado@navasotatx.gov)>; Tiffany Byers <[tbyers@navasotatx.gov](mailto:tbyers@navasotatx.gov)>  
**Subject:** BOARD/ OMISSION MEETING ATTENDANCE

Hi everyone. We will be presenting Boards and Commissions for reappointments at the council meeting on September 25<sup>th</sup>. I am needing to get meeting attendance data for each member of your Board/ Commission since appointments were made last October. If you could send me this information as soon as you can, I would appreciate it very much. Please let me know if you have any questions.

Thanks,

Library Board Meeting Sign-in

April 13, 2023

1. Margaret Epples
2. David Tullos
3. BRENT CAHILL
- (4. JESSICA MATTHEWS ABSENT -  
NO CONTACT)
- (5. MARTHA GREEN - ABSENT - ILLNESS?)
- (6. DEBRA GRIMES - ABSENT.)
- 7.
- 8.
- 9.
- 10.

# Library Board Meeting Sign-in

July 13, 2023

1. *Delicia Brennas*

2. *David Tullos*

3. *Margaret Eppler*

4.

5.

6.

7.

8.

9.

10.



Library Board Meeting Sign-in

November 17, 2022

1. David Tullos
2. BRENT CAHILL
3. Margaret Eppler
4. DEBBIE GRIMES - ABSENT (UNEXCUSED)  
(NEW MEMBER)
5. JESSICA MATTHEWS ABSENT (UNEXCUSED)  
(NEW MEMBER)
6. MARTHA GREEN - ABSENT - EXCUSED
7. Tanya Walters
- 8.
- 9.
- 10.

CITY OF NAVASOTA  
VOLUNTEER APPLICATION

Dear Navasota Citizen:

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Sincerely,

Bert Miller, Mayor of Navasota

NAME : Carol Garnett  
ADDRESS: 6860 FM 2445 Navasota, Tx 77868  
PHONE: 936 894-2431 hm EMAIL: carolindar@aol.com  
713 899-2782 cell

PLEASE CHECK APPROPRIATE BOX: ☐ I am ☒ I am not a resident of Navasota  
☐ I do ☒ I do not own property located in Navasota

I CURRENTLY SERVE ON THE Navasota Housing Authority Board  
☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Navasota Economic Development Corporation
<input type="checkbox"/> Airport Advisory Committee	<input checked="" type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Retired educator, Currently - rancher

SIGNATURE OF APPLICANT: Carol Garnett Date: 7-27-23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : DIANNA Westmoreland  
ADDRESS: 10114 CR 314 Navasota 77868  
PHONE: 713-254-5470 EMAIL: dwestmoreland314@gmail.com

PLEASE CHECK APPROPRIATE BOX: ☐ I am ☒ I am not a resident within the city limits of Navasota  
☐ I do ☒ I do not own property located within the city limits of Navasota

I CURRENTLY SERVE ON THE Navasota Housing Authority Allen White  
☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

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<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Navasota Economic Development Corporation
<input type="checkbox"/> Airport Advisory Committee	<input checked="" type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: \_\_\_\_\_

SIGNATURE OF APPLICANT: [Signature] Date: 8-25-23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

## Michelle Savensky

---

**From:** Susie Homeyer  
**Sent:** Friday, August 18, 2023 12:46 PM  
**To:** Michelle Savensky  
**Subject:** FW: Contact

Michelle - Looks to be interested in Boards and Commissions.

Susie

---

**From:** noreply@revize.com <noreply@revize.com>  
**Sent:** Friday, August 18, 2023 12:35 PM  
**To:** Susie Homeyer <shomeyer@navasotatx.gov>  
**Subject:** Contact

radio-group-1674023662041 = Economic Development Corporation  
radio-group-1674024132052 = Housing Authority Board  
text-1674024235038 = Chris Peres  
text-1674024237447 = N/A  
text-1674024243474 = [chrisperes@hotmail.com](mailto:chrisperes@hotmail.com)  
text-1674024242710 = 1713213069  
radio-group-1674024353642 = Male  
text-1674024441913 = 217 Julia St  
text-1674024448107 = Navasota  
text-1674024447476 = TX  
text-1674024445524 = 77868  
text-1674024541651 = Management Consultant and Real Estate Development  
radio-group-1674024653060 = Yes  
radio-group-1674024655381 = Yes  
text-1674025019665 = La Porte High School  
text-1674025025285 = University of Houston  
text-1674025024705 =  
text-1674025024042 = Travel, Cooking, Family and Friends  
radio-group-1674025092144 = No  
text-1674025145837 = N/A  
radio-group-1674025099172 = No  
text-1674025231341 = N/A  
textarea-1674025254661 = Big Brothers and Big Sisters Mentor  
textarea-1674025275170 = Financial management, contracts, organization structure and execution, HR  
text-1674025307985 = Chris Peres  
date-1674025332718 = 2023-08-18  
Client IP = 72.47.146.209

CAUTION: This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

## Michelle Savensky

---

**From:** William Moody <billybadglass@gmail.com>  
**Sent:** Friday, September 1, 2023 12:47 PM  
**To:** Michelle Savensky  
**Subject:** Re: Parks and Recreation Board

No thanks.

Sent from my iPhone

On Aug 31, 2023, at 8:44 AM, Michelle Savensky <msavensky@navasotatx.gov> wrote:

---

**From:** Michelle Savensky  
**Sent:** Thursday, July 27, 2023 1:46 PM  
**Subject:** Parks and Recreation Board

GOOD MORNING  
JUST A REMINDER.....  
PLEASE LET ME KNOW EITHER A **YES** OR **NO** BY SEPTEMBER 15TH, SO I  
KNOW WHETHER TO INCLUDE YOU ON THE UPCOMING BALLOT.  
THANKS!

I just wanted to reach out to you regarding your position on the Parks and Recreation Board. Your term is coming to an end in September of this year, and we need to know if you want to be considered for reappointment. We ask that you please fill out and return the attached volunteer application to our office by September 15, 2023 to let us know of your intentions. You can also go to our website to fill out the form as well. If you have any questions, please contact myself or Susie Homeyer by phone or email at City Hall. Thank you so much for your service and dedication to the Parks and Recreation Board, and we look forward to hopefully working with you again.

Best Regards,  
Michelle Savensky

936-825-6475

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

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

**Michelle Savensky**

Executive Administrative Assistant

City of Navasota

<image001.png>

---

<image002.png> 936- 825- 6475 <image003.png> 936- 825- 4916 <image004.png> NavasotaTX.gov

<image005.png> [MSavensky@NavasotaTX.gov](mailto:MSavensky@NavasotaTX.gov) <image006.png> 200 E. McAlpine St Navasota TX 77868

<image007.png> <image008.png> <image009.png> <image010.png>

<BOARDS AND COMMISSION APPLICATION.pdf>

CAUTION: This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

## Michelle Savensky

---

**From:** Ethan Barcak <ethan@barcak.com>  
**Sent:** Tuesday, September 12, 2023 11:11 AM  
**To:** Michelle Savensky  
**Cc:** Megan Barcak  
**Subject:** Re: Boards and Commissions Reappointment

Hi Michelle,

Yes mam. I would like to be reappointed to both.

Thanks!  
Ethan

---

**From:** Michelle Savensky <msavensky@navasotatx.gov>  
**Sent:** Tuesday, September 12, 2023 11:02:31 AM  
**To:** ethan@barcak.com <ethan@barcak.com>  
**Cc:** Megan Barcak <meganbarcak11@gmail.com>  
**Subject:** Boards and Commissions Reappointment

Hi Ethan. I am just following up to see if you plan to go up for reappointment for the **Parks/Recreation Board** and the **Planning/Zoning Commission?** Both positions are up for reappointment this year. Please let me know prior to September 15<sup>th</sup> of your intentions.

Thanks,

**Michelle Savensky**

Executive Administrative Assistant  
City of Navasota



---

☎ 936-825-6475    📞 936-825-4916    ➕ NavasotaTX.gov

✉ [MSavensky@NavasotaTX.gov](mailto:MSavensky@NavasotaTX.gov)    📍 200 E. McAlpine St Navasota TX 77868



**CAUTION:** This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

which position  
needs training  
open Rec.  
Act?

CITY OF NAVASOTA  
VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : MICHAEL MEDEIROS  
ADDRESS: 7903 PUTTER PLACE CT., NAVASOTA, TX 77868  
PHONE: 714/815-6972 EMAIL: mm.cm@outlook.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE NO ADVISORY BOARD  
☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input type="checkbox"/> Planning & Zoning Commission	<input checked="" type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Navasota Economic Development Corporation
<input type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input checked="" type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: HISTORIC SITES - HISTORY SHARING  
SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: 35 YEARS IN LANDSCAPE INK.  
EDUCATION / EXPERIENCE / CURRENT OCCUPATION: RETIRED  
SIGNATURE OF APPLICANT: [Signature] Date: 5/07/2023

Please return Application to: City Secretary, P.O. Box 910, Navasota, Texas 77868



# BOARDS AND COMMISSIONS APPLICATION FORM

Print

**Submitted by:**

**Submitted On:** 2023-09-03 12:08:09

**Submission IP:** (47.219.199.88)  
proxy-IP (raw-IP)

**Status:** Acknowledged

**Priority:** Normal

**Assigned To:** Michelle Savensky

**Due Date:** 2023-09-05



## BOARDS AND COMMISSIONS APPLICATION FORM

**Board of Adjustment.** Addresses appeals filed with the City regarding application, interpretation, or reasonableness of certain ordinances of administrative decisions pertaining to zoning, variances for non-conforming uses of real property, appeals and variances regarding administration and provisions of flood damage control ordinances, etc. The Board of Adjustment has five regular members and 4 alternates appointed for staggered two year terms. Meetings are held on an "as required" basis. Members and alternates must be residents of and own real property in Navasota.

**Parks and Recreation Committee.** The Parks and Recreation Committee is an advisory body to the City Council on all matters relating to recreational facilities in Navasota. The Parks & Recreation Committee consists of seven appointed members. Terms of appointments are for two years. Meetings are normally held on the second Tuesday of every other month at 5:30pm, with occasional special meetings and projects held throughout the year. Members must be residents of Navasota.

**Planning and Zoning Commission.** P&Z acts on a wide variety of issues including zoning, platting of subdivisions, special use permits, long range planning and development, etc., and holds public hearings for citizen input. The Commission also develops and recommends planning and zoning ordinances to the City Council when appropriate. Appointments are normally for two years. Meetings are held on an "as required" basis. The members must be residents of Navasota and the must own real property within the city.

**Navasota Economic Development Commission.** The EDC advises the City Council with respect to promoting economic development in the city through promotion or expansion of existing businesses, as well as bringing new businesses into the Navasota area. The Commission consists of seven members who serve two year terms. This board meets on as "as required" basis. Members must be residents of Navasota.

**Navasota Housing Authority Board.** This board is an advisory body to the City Manager on all matters relating to the policies and procedure concerning the Housing Authority. The Housing Authority Board consists of five appointed members. Terms of appointments are for two years. Meetings are held quarterly.

**Library Advisory Committee.** This is an advisory body to the City Manager on all matters relating to the policies and procedures concerning the library. The Library Advisory Committee consists of five appointed members. Terms of appointment are for two years. Meetings are held quarterly.

**Keep Navasota Beautiful Commission.** KNB is an advisory body to the City Council in establishing a city-wide policy for decreasing the amount of loose refuse in the city, enhancing and preserving the city's natural beauty and encouraging the use of landscaping and the improvement of deteriorating features. The Commission shall consist of seven or more members. Terms of appointment are for two years. Meetings are held monthly.

**Airport Advisory Board.** The Airport Advisory Board is an advisory body to the City Manager on all matters relating to the Navasota Municipal Airport. The Board shall consist of seven members. Terms of appointment are for two years. Meetings are held quarterly.

\* \* \*

**\* SELECT THE BOARD, COMMISSION, OR COMMITTEE THAT YOU ARE APPLYING FOR:**

- ☐ AIRPORT ADVISORY BOARD
- ☐ BOARD OF ADJUSTMENT
- ☐ ECONOMIC DEVELOPMENT CORPORATION
- ☐ HOUSING AUTHORITY BOARD
- ☐ KEEP NAVASOTA BEAUTIFUL COMMISSION
- ☐ LIBRARY ADVISORY BOARD
- ☒ PARKS & RECREATION BOARD
- ☐ PLANNING & ZONING COMMISSION

**SELECT THE ALTERNATE BOARD, COMMISSION, OR COMMITTEE THAT YOU ARE APPLYING FOR:**

- ☐ AIRPORT ADVISORY COMMITTEE
- ☐ BOARD OF ADJUSTMENT
- ☐ ECONOMIC DEVELOPMENT CORPORATION
- ☐ HOUSING AUTHORITY BOARD
- ☐ KEEP NAVASOTA BEAUTIFUL COMMISSION
- ☐ LIBRARY ADVISORY BOARD
- ☐ PARKS & RECREATION BOARD
- ☐ PLANNING & ZONING COMMISSION

**\* FULL NAME:**

Sierra Rush

**MAIDEN NAME:**

McGinty

**\* EMAIL ADDRESS:**

sierrasimone2@gmail.com

**\* PHONE NUMBER**

9364192008

**GENDER:**

- ☒ FEMALE
- ☐ MALE

**\* MAILING ADDRESS:**

126 sunset trl Navasota,Tx 77868

**PHYSICAL ADDRESS:**

**OCCUPATION:**

Childcare director, business owner

ARE YOU A RESIDENT WITHIN THE CITY LIMITS OF THE CITY OF NAVASOTA?

☒ YES

☐ NO

DO YOU OWN PROPERTY WITHIN THE CITY LIMITS OF THE CITY OF NAVASOTA?

☐ YES

☒ NO

HIGH SCHOOL:

Navasota High School

COLLEGE:

TRADE OR BUSINESS SCHOOL:

HOBBIES

Reading, crafts and volunteering

ARE YOU CURRENTLY SERVING ON OTHER BOARDS, COMMISSIONS, OR COMMITTEES? IF YES, WHICH ONE?

☐ YES

☒ NO

PLEASE LIST ORGANIZATION MEMBERSHIPS AND POSITIONS HELD:

Cheer Coordinator & Event Coordinator for Grimes County Youth Football Association

PLEASE LIST AREAS OF SPECIAL INTEREST OR SKILLS WHICH YOU FEEL MAY BE HELPFUL:

\* SIGNATURE:

sierra Rush

By typing your name electronically, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this Form. You will receive a copy of this application after it has been sent to the City of Navasota.

Date

09/03/2023

Format: MM/DD/YYYY

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : Bobby W. GENTY  
ADDRESS: 1800 COTTONWOODS ST.  
PHONE: 281-744-8205 EMAIL: bobby.genty@ATT.NET

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident within the city limits of Navasota  
☒ I do ☐ I do not own property located within the city limits of Navasota

I CURRENTLY SERVE ON THE \_\_\_\_\_

☐ I DO ☒ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input type="checkbox"/> Planning & Zoning Commission	<input checked="" type="checkbox"/> Parks & Recreation Committee
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<input checked="" type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: CHAMBER OF COMMERCE, PELCAN LAKES MARSH

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: RETIRED TEACHER/COACH

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: MSE MGMT MANAGEMENT

SIGNATURE OF APPLICANT: Bobby W. Genty Date: 8-29-23  
SUB TEACHER AT HIGH SCHOOL + JR HIGH

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868



**City of Navasota**  
**Boards, Commissions, & Committees**  
**Volunteer Application**

\*- REQUIRED

\*Select the Board, Commission or Committee applying for:

- ☐ Airport Advisory Committee
- ☐ Board of Adjustment
- ☐ Economic Development Corporation
- ☐ Housing Authority Board
- ☐ Keep Navasota Beautiful Commission
- ☐ Library Advisory Board
- ☒ Parks & Recreation Board
- ☐ Planning & Zoning Commission

\*Select the alternate Board, Commission or Committee applying for:

- ☐ Airport Advisory Committee
- ☐ Board of Adjustment
- ☐ Economic Development Corporation
- ☐ Housing Authority Board
- ☐ Keep Navasota Beautiful Commission
- ☐ Library Advisory Board
- ☐ Parks & Recreation Board
- ☒ Planning & Zoning Commission

Personal Information:

\*Full Name: John Matthew Fabian

\*Maiden Name: \_\_\_\_\_

\*E-mail Address: matthaggie@hotmail.com

\*Phone Number: 936 825 5347

\*Gender:

☐ Female

☒ Male

\*Address: 207 Pebble Ct.

\*City: Navasota

\*State: TX

\*Zip code: 77868

\*Occupation: Retail

Residency Information:

- \*1. Are you a resident within the city limits of the City of Navasota?

☒ Yes  
☐ No

- \*2. Do you own property within the city limits of the City of Navasota?

☒ Yes  
☐ No

Education & Hobbies:

\*High School: Navasota

College: Texas A&M

Trade or Business School: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Organization Membership Information:

- \*1. Are you currently serving on other Boards, Commissions or Committees?

☐ Yes  
☒ No

\*If yes, which one? \_\_\_\_\_

- \*2. Have you served on a Board, Commissions or Committee before?

☐ Yes  
☒ No

\*If yes, which one? \_\_\_\_\_

3. Please list organization memberships and positions held:

Stone ridge HOA President

4. Please list areas of special interest or skills which you feel may be helpful:

Purchasing, lawn care, property maintenance

Signature:

\*Signature: Matt Fabra

\*Today's Date: 9-13-2023

**THANK YOU FOR VOLUNTEERING!**

## Michelle Savensky

---

**From:** Ethan Barcak <ethan@barcak.com>  
**Sent:** Tuesday, September 12, 2023 11:11 AM  
**To:** Michelle Savensky  
**Cc:** Megan Barcak  
**Subject:** Re: Boards and Commissions Reappointment

Hi Michelle,

Yes mam. I would like to be reappointed to both.

Thanks!  
Ethan

---

**From:** Michelle Savensky <msavensky@navasotatx.gov>  
**Sent:** Tuesday, September 12, 2023 11:02:31 AM  
**To:** ethan@barcak.com <ethan@barcak.com>  
**Cc:** Megan Barcak <meganbarcak11@gmail.com>  
**Subject:** Boards and Commissions Reappointment

Hi Ethan. I am just following up to see if you plan to go up for reappointment for the **Parks/Recreation Board** and the **Planning/Zoning Commission?** Both positions are up for reappointment this year. Please let me know prior to September 15<sup>th</sup> of your intentions.

Thanks,

**Michelle Savensky**

Executive Administrative Assistant  
City of Navasota



---

☎ 936-825-6475    📞 936-825-4916    🌐 NavasotaTX.gov

✉ [MSavensky@NavasotaTX.gov](mailto:MSavensky@NavasotaTX.gov)    📍 200 E. McAlpine St Navasota TX 77868



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# CITY OF NAVASOTA VOLUNTEER APPLICATION

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Sincerely,

Bert Miller, Mayor of Navasota

NAME : Todd Wisner  
ADDRESS: 416 Holland St. Navasota TX 77868  
PHONE: 503-830-1558 EMAIL: wisnert@tamu.edu

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE Planning & Zoning Commission  
☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

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<input type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: STORM WATER MANAGEMENT

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: SCIENCE BACKGROUND

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: BACHELORS DEGREE / RESEARCH COMPLIAN

SIGNATURE OF APPLICANT: [Signature] Date: 8/2/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868



# CITY OF NAVASOTA VOLUNTEER APPLICATION

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Sincerely,

Bert Miller, Mayor of Navasota

NAME : RANDY PETERS  
ADDRESS: 2410 MULYGAN LANE NAVASOTA  
PHONE: (832)247-4972 EMAIL: embalmerinkaty@yahoo.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☐ I do ☒ I do not own property located in Navasota

I CURRENTLY SERVE ON THE PLANNING & ZONING

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

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<input type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: FUNERAL DIRECTOR

SIGNATURE OF APPLICANT: [Signature] Date: 7/27/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

## Michelle Savensky

---

**From:** Debbie Hancock <deb.hancock@gmail.com>  
**Sent:** Thursday, September 14, 2023 11:27 AM  
**To:** Michelle Savensky  
**Subject:** Re: Planning and Zoning Term Ending

Yes

Debbie

Sent from my iPhone

On Sep 14, 2023, at 8:59 AM, Michelle Savensky <msavensky@navasotatx.gov> wrote:

Hi Ms. Debbie. I have checked and for some reason we never received your application for reappointment of the Planning and Zoning Commission. Since you will be up for reappointment, I do not have to have an official application. A response to this email with a yes or no will be sufficient. So, would you like to be considered for reappointment to the Planning and Zoning Commission for another term?

Thanks,

**Michelle Savensky**  
Executive Administrative Assistant  
City of Navasota

<image001.png>

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<image002.png> 936- 936-  
825- <image003.png> 825- <image004.png> NavasotaTX.gov  
6475 4916

<image005.png> [MSavensky@NavasotaTX.gov](mailto:MSavensky@NavasotaTX.gov) <image006.png> 200 E. McAlpine St  
Navasota TX 77868

<image007.png> <image008.png> <image009.png> <image010.png>

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**From:** Debbie Hancock <deb.hancock@gmail.com>  
**Sent:** Thursday, July 27, 2023 2:08 PM  
**To:** Michelle Savensky <msavensky@navasotatx.gov>  
**Subject:** Re: Planning and Zoning Term Ending

I submitted my application online. Thanks,

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : Doug McGregor  
ADDRESS: 9699 CR416B, Navasota, TX 77868  
PHONE: 281-782-5399 EMAIL: mcgregormd@me.com

PLEASE CHECK APPROPRIATE BOX: ☐ I am ☒ I am not a resident within the city limits of Navasota  
☐ I do ☒ I do not own property located within the city limits of Navasota

I CURRENTLY SERVE ON THE None

☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

non resident

1 Planning & Zoning Commission  
3 Board of Adjustment  
3 Airport Advisory Committee  
Keep Navasota Beautiful Commission  
Historic Preservation Committee

2 Parks & Recreation Committee  
2 Navasota Economic Development Corporation  
Navasota Housing Authority Board  
Library Advisory Committee

Domestic and International business exp.

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Oilfield operations and management, owner of olive farm and real estate investor.

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: BS-Pet. Eng. TAMU, BA U-TX Austin, extensive domestic and international business experience, SVP-SOI, retired.

SIGNATURE OF APPLICANT: Doug McGregor Date: 8/15/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : Kevin Clark  
ADDRESS: 1904 Alamo Dr Navasota, Tx 77868  
PHONE: 936 672-4013 EMAIL: kevin.clark@gritexelectrical.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE Economic Development Corporation

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input checked="" type="checkbox"/> 2 Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> 1 Navasota Economic Development Corporation
<input type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Electrical Contractor

SIGNATURE OF APPLICANT: [Signature] Date: 7/20/23

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : Dillon Hughes  
ADDRESS: 10864 S Business 6 Navasota, TX 77868  
PHONE: 936-672-5175 EMAIL: dillon@only1rentals.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE Economic Development Committee

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<input checked="" type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Parks & Recreation Committee
<input type="checkbox"/> Board of Adjustment	<input checked="" type="checkbox"/> Navasota Economic Development Corporation
<input type="checkbox"/> Airport Advisory Committee	<input type="checkbox"/> Navasota Housing Authority Board
<input type="checkbox"/> Keep Navasota Beautiful Commission	<input type="checkbox"/> Library Advisory Committee
<input type="checkbox"/> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: \_\_\_\_\_

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: \_\_\_\_\_

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: NHS, SHSU, Owner of multiple businesses in Navasota

SIGNATURE OF APPLICANT:  Date: 07/28/2023

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868



# CITY OF NAVASOTA VOLUNTEER APPLICATION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,

Bert Miller, Mayor of Navasota

NAME : MAC VAUGHN

ADDRESS: 402 TEAGUE ST. NAVASOT, TX 77868

PHONE: 713.834.2474

EMAIL: macvaughn@yahoo.com

PLEASE CHECK APPROPRIATE BOX: ☒ I am ☐ I am not a resident of Navasota  
☒ I do ☐ I do not own property located in Navasota

I CURRENTLY SERVE ON THE housing, airport, BOA alt

☒ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

PLEASE INDICATE AREA(S) OF PREFERENCE. SEE ATTACHED FOR DESCRIPTIVE. (IF MORE THAN ONE AREA IS INDICATED, PLEASE NUMBER YOUR PREFERENCES WITH "1" BEING YOUR FIRST CHOICE, "2" BEING YOUR SECOND CHOICE, ETC.)

<u>4</u> Planning & Zoning Commission	<u>      </u> Parks & Recreation Committee
<u>3</u> Board of Adjustment - <i>currently serving</i>	<u>      </u> Navasota Economic Development Corporation
<u>2</u> Airport Advisory Committee	<u>1</u> Navasota Housing Authority Board - <i>currently serving</i>
<u>      </u> Keep Navasota Beautiful Commission	<u>      </u> Library Advisory Committee
<u>      </u> Historic Preservation Committee	

OTHER COMMUNITY PROJECT INTEREST: I will serve wherever I am needed

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: administration, finance, counseling, ordained minister

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: Seminary, BS Economics, High School

SIGNATURE OF APPLICANT: 

Date: 8.5.23



**City of Navasota**  
**Boards, Commissions, & Committees**  
**Volunteer Application**

\*- REQUIRED

\*Select the Board, Commission or Committee applying for:

- ☐ Airport Advisory Committee
- ☐ Board of Adjustment
- ☐ Economic Development Corporation
- ☐ Housing Authority Board
- ☐ Keep Navasota Beautiful Commission
- ☐ Library Advisory Board
- ☒ Parks & Recreation Board
- ☐ Planning & Zoning Commission

\*Select the alternate Board, Commission or Committee applying for:

- ☐ Airport Advisory Committee
- ☐ Board of Adjustment
- ☐ Economic Development Corporation
- ☐ Housing Authority Board
- ☐ Keep Navasota Beautiful Commission
- ☐ Library Advisory Board
- ☐ Parks & Recreation Board
- ☒ Planning & Zoning Commission

Personal Information:

\*Full Name: John Matthew Fabian

\*Maiden Name: \_\_\_\_\_

\*E-mail Address: Matt Aggie @ hotmail.com

\*Phone Number: 936 825 5347

\*Gender:

☐ Female

☒ Male

\*Address: 207 Pebble Ct.

\*City: Navasota

\*State: TX

\*Zip code: 77868

\*Occupation: Retail

Residency Information:

- \*1. Are you a resident within the city limits of the City of Navasota?

☒ Yes  
☐ No

- \*2. Do you own property within the city limits of the City of Navasota?

☒ Yes  
☐ No

Education & Hobbies:

\*High School: Navasota

College: Texas A&M

Trade or Business School: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Organization Membership Information:

- \*1. Are you currently serving on other Boards, Commissions or Committees?

☐ Yes  
☒ No

\*If yes, which one? \_\_\_\_\_

- \*2. Have you served on a Board, Commissions or Committee before?

☐ Yes  
☒ No

\*If yes, which one? \_\_\_\_\_

3. Please list organization memberships and positions held:

Stoneridge HOA President

4. Please list areas of special interest or skills which you feel may be helpful:

Purchasing, lawn care, property maintenance

Signature:

\*Signature: Matt Fabran

\*Today's Date: 9-13-2023

**THANK YOU FOR VOLUNTEERING!**