

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE  
CITY OF NAVASOTA, TEXAS  
OCTOBER 10, 2022**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 10th of October, 2022 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCltlx7BQt0TCIYJRiZ14g5w>

1. Call to Order.
2. Invocation  
Pledge of Allegiance
3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
4. Staff Report:
  - (a) 2020 Utility CIP, AWOS, and Downtown Streetscape project updates; [Jennifer Reyna, Director of Utilities]
  - (b) CIP Street update; [Jose Coronilla, Director of Streets and Sanitation]
  - (c) Introduction of Artists in Residency; [Michelle Savensky, Executive Administrative Assistant]
  - (d) Board and Commission update; [City Council] and;
  - (e) 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 authorization for the City of Navasota to issue requests for proposals (RFP) for administrative services and requests for qualifications (RFQs) for professional services for the 2023-2024 Texas Community Development Block Grant Program administered by the Texas Department of Agriculture. [Evette Fannin, Grants Coordinator]

6. Consideration and possible action on the first reading Of Ordinance No. 1009-22, denying Entergy Texas, Inc.'s statement of intent and application for authority to change rates filed on July 1, 2022. [Jason Weeks, City Manager]
7. Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

Consent Items are:

A. Approve the minutes for the month of September 2022;

B. Approve Change Order No. 3 in the amount of \$450.00 for the new Public Works Warehouse that will be located at the wastewater treatment plant at 108 S. Peeples Street; and

C. Approve Change Order No. 3 for flowable fill bid item in the amount of a deduct of (\$950.00) on the Wastewater Treatment Plant Headworks and Rotor improvement project.

8. Adjourn.

**DATED THIS THE 4TH OF OCTOBER, 2022**

**/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 4th of October, 2022 at 04:42 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 4TH OF OCTOBER, 2022**

**/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

Agenda Date Requested: <u>October 10, 2022</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: None

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### AGENDA ITEM #4

#### Staff Report:

- (a) 2020 Utility CIP, AWOS, and Downtown Streetscape project updates [Jennifer Reyna, Director of Utilities];
- (b) CIP Street update [Jose Coronilla, Director of Streets and Sanitation];
- (c) Introduction of Artists in Residency [Michelle Savensky, Executive Administrative Assistant];
- (d) Board and Commission update [City Council]; and
- (e) 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) Utilities Director, Jennifer Reyna will provide an update on various CIP projects such as the 2020 Utility CIP, AWOS at the Navasota Airport, and Downtown Streetscape projects.
- (b) Jose Coronilla, Director of Streets & Sanitation will provide an update on the

Street CIP project and when the construction bid for the projects will begin.  
(c) Michelle Savensky, Executive Administrative Assistant will introduce to the City Council and public the new Navasota Artist in Residency members.

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**ACTION REQUIRED BY CITY COUNCIL**

**None**

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**Approved for the City Council meeting agenda**

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

10/4/2022  
\_\_\_\_\_  
**Date**

## AGENDA PLANNING CALENDAR

### **OCTOBER 10, 2022** – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 09/26/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) CIP update – Utilities; (b) CIP update – Street projects; (c) Introduction of artist in residency; (d) Board and Commission update; and (e) Reports from staff and City Council
6. Authorize the City of Navasota to issue requests for proposals for administrative services (RFP) and requests for qualifications (RFQ) for the 2023-2024 Texas Community Development Block Grant Program administered by the Texas Dept. of Agriculture
7. Consent agenda: (a) Minutes from the month of September 2022; (b) Change Order No. 3 – New public warehouse; and (c) Change Order No. 3 – WWTP Phase I
8. Adjourn

### **OCTOBER 26, 2022** – [DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 10/12/2022](#)

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) (a) Proclamation – Municipal Court Week; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Acceptance of tax roll for FY 2022-2023
6. Expenditures for the month of September 2022
7. Adjourn



*Vision Statement:*

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

*Mission Statement:*

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



## THE CITY OF NAVASOTA COUNCIL LEADERSHIP POLICY

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

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





**So much, so close.**

**Report  
and  
Strategic Plan**

**Adopted  
April 26, 2021**

**Prepared and Facilitated  
By  
Ron Cox Consulting**



## **REPORT AND STRATEGIC PLAN COUNCIL/STAFF RETREAT**

### **CITY OF NAVASOTA**

**February 12, 2021**

#### **Introduction**

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

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

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

#### **Governance**

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

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

## **Governance Model**

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

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

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

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

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

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

### **Mayor and Council have the following attributes ...**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Vision and Mission**

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

### **Vision Statement**

**Navasota 2027: What America wants to Be:**

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

## **Vision Elements**

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

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

## **Mission Statement**

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

## **Mission Elements**

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

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

## **Strategic Planning**

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

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

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

## **Strengths**

### **Group 1**

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

### **Group 2**

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

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

### **Group 3**

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

### **Weaknesses**

#### **Group 1**

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

#### **Group 2**

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



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

### **Group 3**

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

### **Areas of Emphasis**

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

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

### **Weaknesses Rearranged**

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

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

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

## **Opportunities – Strategies and Goals**

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

### **Governance**

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

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

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

### **Economic Development**

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

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

### **Image/Communication**

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

### **Infrastructure**

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

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

## Threats

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

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

## **City Staff Implementation Sessions**

### **April 5 and 14, 2021**

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

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

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

## **Reporting**

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

### **Reporting Protocols**

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

## **City Council Approval**

### **April 26, 2021**

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

## **Conclusion**

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



# **Strategic Plan 2021**

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

**Adopted  
April 26, 2021**

**Prepared and Facilitated  
By  
Ron Cox Consulting**

## **Vision Statement (Adopted 2017)**

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



## **Key Vision Elements 2021**

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

## **Mission Statement (Adopted 2017)**

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

## **Mission Elements**

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

# **City of Navasota**

## **City Council**

### **Leadership Philosophy**

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

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

# **City of Navasota**

## **City Council**

### **Communication Philosophy**

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

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

# **City of Navasota**

## **City Council and Staff**

### **Expectations**

#### **Council expects the following of each other...**

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

# **City of Navasota**

## **City Council and Staff**

### **Expectations**

#### **Council expects the following of staff...**

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

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

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

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

# City of Navasota

## Strategic

### Areas of Emphasis

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



## Area of Emphasis

### Governance

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

#### Initiatives:

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

## Area of Emphasis

### Economic Development

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

#### Initiatives

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

## **Area of Emphasis**

### **Image/Communications**

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

#### **Initiatives**

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

# Area of Emphasis

## Infrastructure

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

### Initiatives

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





## Vision Element #1

### Governance

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

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

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

Vision Element # 2



# Economic Development

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

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

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

### Vision Element # 3

## Image/Communication

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

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

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

Vision Element # 4

Infrastructure

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

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

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

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

**Vision Element # 5**

**Organizational Excellence**

**Guiding Principle:** *\*Ron will update*





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

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



## REQUEST FOR CITY COUNCIL AGENDA ITEM #5

Agenda Date Requested: <u>October 10, 2022</u>	<b>Appropriation</b>
Requested By: <u>Evette Fannin, Grant Coord.</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 type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: None

### AGENDA ITEM #5

**Consideration and possible action on authorization for The City of Navasota to issue proposals for administrative services (RFP) and requests for qualifications (RFQ) for the 2023-2024 Texas Community Development Block Grant Program administered by the Texas Department of Agriculture**

### SUMMARY & RECOMMENDATION

Though it has been several years, the City of Navasota has been fortunate to receive Community Development Block Grants (CDBG) throughout the years. The city has potential to rank high in the selection process and has an exceptionally good chance to receive CDBG funding for 2023-24.

Fiscal Year 2023-24 CDBG Funding provided by TDA:

- Grant Maximum \$500,000, Grant Minimum \$50,000
- Grant is competitive within our region
- Match amount for the City of Navasota is estimated at 10% to receive maximum points
- Eligible activities include water, wastewater, drainage, streets, roads, bridges, etc. to receive maximum points
- Project must benefit 51% Low to Moderate Income (LMI) area to receive maximum points
- A current (2021) fiscal audit is required
- Current SAM registration is required
- Application deadline is Spring of 2023

Federal Grants require an extensive amount of paperwork throughout the process. To meet all the documentation requirements on federal grants, cities find it beneficial to hire firms that have experience and knowledge to help the Grant Coordinator and to

help ensure funding. Therefore, staff is recommending City Council approve a proposal to seek grant administration assistance for the CDBG process.

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**ACTION REQUIRED BY CITY COUNCIL**

**Approve authorization to issue proposals for administrative services (RFP) and requests for qualifications (RFQ) for the 2023-2024 Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.**

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Approved for the City Council meeting agenda

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

10/4/2022  
\_\_\_\_\_  
Date

## GRANTWORKS SERVICES

- ◆ Program Management Services
- ◆ 2 CFR 200 Federal Procurement Compliance.
- ◆ Audit and monitoring support.
- ◆ Review of all infrastructure contracts for compliance.
- ◆ On-site Davis-Bacon labor standards compliance.
- ◆ Assist and Provide Guidance on Financial Reporting Compliance.
- ◆ Uniform Relocation Act (URA) acquisition compliance.
- ◆ NEPA Environmental Review and Clearance.

**GrantWorks is a HUD Technical Assistance Provider for Texas.**

## For Additional Information Contact:

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**Texas**  
**Grant Administrator Since 1979**

## AMERICAN RESCUE PLAN (ARP)

**Subtitle M**

**Coronavirus  
State and Local Fiscal  
Recovery Funds**

**Sec. 9901.**

**GrantWorks**

# GrantWorks

GrantWorks' 275+ employees have extensive knowledge and experience with the:

- ◇ U.S. Department of Treasury
- ◇ U.S. Department of Housing & Urban Development (HUD)
- ◇ Federal Emergency Management Administration (FEMA)
- ◇ U.S. Department of Agriculture
- ◇ U.S. Economic Development Administration (EDA)
- ◇ Texas Department of Agriculture (TDA)
- ◇ Texas Department of Housing and Community Affairs (TDHCA)
- ◇ Texas General Land Office (GLO)
- ◇ Texas Commission on Environmental Quality (TCEQ)
- ◇ Texas Water Development Board (TWDB)
- ◇ Texas Comptroller of Public Accounts

GrantWorks is uniquely qualified to handle every aspect of the ARP program implementation, including project development, environmental review, labor standards, procurement, project oversight, compliance with state and federal regulations, and implementation of funded projects.

## American Rescue Plan (ARP)

The American Rescue Plan (ARP) Act of 2021 provides 27.6 Billion Dollars to Texas under Subtitle M—Sec.9901. CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS. The Texas state government will receive 17.2 billion, our 254 counties will receive 5.7 Billion, and more than 1100 cities will divide 4.7 Billion.

- ◆ Counties and Entitlement Cities will receive their funds directly from the U.S. Treasury.
- ◆ Non-entitlement Cities will receive their funds from the State.
- ◆ Allotments will be made in two payments approximately one year apart.
- ◆ The amount of the allocations will be determined based on the most recent data available from the Bureau of the Census.
- ◆ Funds must be fully dispersed by December 31, 2024.

## USE OF FUNDS

A metropolitan city, non-entitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, non-entitlement unit of local government, or county for:

- ◆ To respond to the public health emergency including assistance to households; small businesses; nonprofits; or aid to impacted industries such as tourism, travel and hospitality.
- ◆ to respond to workers performing essential work during the emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- ◆ for the provision of government services to the extent of the reduction in revenue due to the public health emergency relative to revenues collected in the most recent full fiscal prior to the emergency; or
- ◆ to make necessary investments in water, sewer, or broadband infrastructure.

Our goal is to free you and your staff from paperwork while providing you with the timely and accurate decision-making information you need.





## REQUEST FOR CITY COUNCIL AGENDA ITEM #6

<p>Agenda Date Requested: <u>October 10, 2022</u></p> <p>Requested By: <u>Jason Weeks, City Manager</u></p> <p>Department: <u>Administration</u></p> <p><input type="radio"/> Report    <input type="radio"/> Resolution    <input checked="" type="radio"/> Ordinance</p> <p><b>Exhibits:</b> <u>Ordinance No. 1009-22 &amp; Letter from Lawton Law Firm</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center; padding: 5px;">Appropriation</th></tr></thead><tbody><tr><td style="padding: 5px;">Source of Funds:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Account Number:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Amount Budgeted:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Amount Requested:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Budgeted Item:</td><td style="padding: 5px;"><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 #6

**Consideration and possible action on the first reading Of Ordinance No. 1009-22, denying Entergy Texas, Inc.'s statement of intent and application for authority to change rates filed on July 1, 2022.**

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### SUMMARY & RECOMMENDATION

On or about July 1, 2022, Entergy Texas, Inc. filed a statement of intent and application for authority to change rates. The application was filed with municipal regulatory authorities that have ratemaking authority over Entergy's electric rates. Also, the application was filed with the Public Utility Commission of Texas. Entergy's rate increase had an effective date of August 5, 2022. Each of the cities within the Steering Committee took action to suspend the Company's effective date for an additional 90 days until November 3, 2022. Cities must now take final rate action prior to November 3, 2022.

During the suspension period, the Lawton Law firm hired four regulatory consultant firms to review Entergy's request. The expert regulatory consultant groups retained for the case review are the same experts used in the past – as these experts are familiar with Entergy in general, as well as the Texas regulatory process. The summary of their findings is that Entergy's application is unreasonable and should be denied. A more in-depth analysis is explained in the attached letter from Lawton Law Firm. In conclusion, the consultants' collective recommendations indicate that Entergy's rate increase request is not supported and should be denied. Therefore, staff requests City Council follow the Lawton Law Firms and the expert rate consultant's recommendation that cities pass the attached rate ordinance to deny Entergy's application.

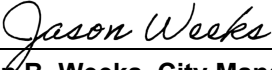
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**ACTION REQUIRED BY CITY COUNCIL**

**City Council to approve the first reading Of Ordinance No. 1009-22, denying Entergy Texas, Inc.'s statement of intent and application for authority to change rates filed on July 1, 2022.**

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**Approved for the City Council meeting agenda**

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

10/4/2022  
\_\_\_\_\_  
**Date**



**ORDINANCE NO. 1009-22**

**AN ORDINANCE BY THE CITY OF NAVASOTA, TEXAS,  
DENYING ENTERGY TEXAS, INC.'S STATEMENT OF  
INTENT AND APPLICATION FOR AUTHORITY TO  
CHANGE RATES FILED ON JULY 1, 2022; FINDING  
THAT THE MEETINGS COMPLY WITH THE OPEN  
MEETINGS ACT; MAKING OTHER FINDINGS AND  
PROVISIONS RELATED TO THE SUBJECT; AND  
DECLARING AN EFFECTIVE DATE**

**WHEREAS**, on or about July 1, 2022, Entergy Texas, Inc. ("Entergy") filed its Statement of Intent and Application for Authority to Change Rates with the City of Navasota ("City") to increase electric rates in the Entergy Service Area by approximately \$131.4 million per year; and

**WHEREAS**, Cities have exclusive original jurisdiction over the rates, operations and services of an electric utility in areas in the municipality pursuant to the Public Utility Regulatory Act §33.001(a); and

**WHEREAS**, Public Utility Regulatory Act § 33.021 requires a local regulatory authority to make a reasonable determination of rate base, expenses, investment and rate of return and retain the necessary personnel to determine reasonable rates; and

**WHEREAS**, the City of Navasota suspended the effective date of Entergy's rates within its jurisdictional limits until at least November 3, 2022, and hired the Lawton Law Firm, P.C. to review the Entergy's rate change request and proposed tariffs; and

**WHEREAS**, the expert utility rate consultants retained to review the Entergy's rate increase on behalf of the City proposed adjustments to Entergy's requested profit levels, depreciation recoveries, and other cost of service items, and concluded that Entergy has not justified the need for a rate increase; and

**WHEREAS**, Entergy has failed to justify increasing the rates previously determined to be reasonable and necessary by this City and other Texas regulatory authorities; and

**WHEREAS**, the statutory deadline to act on Entergy's rate increase request is November 3, 2022.

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

**Section 1.** That the statement and findings set out in the preamble to this Ordinance are hereby in all things approved and adopted.

**Section 2.** The City of Navasota hereby denies the rate increase and proposed tariff revisions requested in Entergy's Statement of Intent.

**Section 3.** Entergy is hereby Ordered to continue operating under its existing approved rates.

**Section 4.** The meetings at which this Ordinance were approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

**Section 5.** This Ordinance shall become effective from and after its passage.

**PASSED AND APPROVED THIS THE 10<sup>TH</sup> DAY OF OCTOBER, 2022.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED AND APPROVED THIS THE 24<sup>TH</sup> DAY OF OCTOBER, 2022.**

---

**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

# THE LAWTON LAW FIRM, P.C.

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12600 Hill Country Blvd., Suite R-275 • Austin, Texas 78738 • 512/322-0019 • 512/329-2604

September 27, 2022

*Via E-Mail*

Mr. Richard G. Baker  
City Attorney – City of Anahuac  
P.O. Box 10066  
Liberty, Texas 77575

Ms. Sharae Reed  
City Attorney – City of Beaumont  
P.O. Box 3827  
Beaumont, Texas 77704

Mr. Chris Boone  
Interim City Manager – City of Beaumont  
P.O. Box 3827  
Beaumont, Texas 77704

Mr. Paul Fukuda  
City Attorney – Bridge City  
City Attorney – Pine Forest  
260 Rachal  
Post Office Box 846  
Bridge City, Texas 77611

Mr. Robert Reynolds  
Interim City Manager – City of Cleveland  
907 E. Houston  
Cleveland, Texas 77327

Ms. Mary Ann Powell  
City Attorney – City of Cleveland  
Wortham Tower, Suite 600  
2727 Allen Parkway  
Houston, Texas 77019

Ms. Jennifer Jeude  
Interim City Secretary – City of Cleveland  
907 E. Houston  
Cleveland, Texas 77327

Mr. Gary Scott  
City Attorney – City of Conroe  
P.O. Box 3066  
Conroe, Texas 77305

Mayor Nyla Akin Dalhaus  
City of Cut and Shoot  
P.O. Box 7364  
Cut and Shoot, Texas 77306

Amy L. Wade  
City Secretary – City of Cut and Shoot  
P.O. Box 7364  
Cut and Shoot, Texas 77306

Mr. Jeff Lambright  
Mayor – City of Dayton  
117 Cook Street  
Dayton, Texas 77535

Mr. Steve Floyd  
City Manager – City of Dayton  
117 Cook Street  
Dayton, Texas 77535

Mr. Brandon Monk  
City Attorney – City of Groves  
4875 Parker Drive  
Beaumont, TX 77705

Mr. D. E. Sosa  
City Manager – City of Groves  
P.O. Box 3286  
Port Arthur, Texas 77643

Ms. Tina Paez  
City of Houston Administration & Regulatory  
Affairs Department (ARA)  
611 Walker, 13 th Floor  
Houston, Texas 77002

Ms. Yushan Chang  
City of Houston Legal Department  
P.O. Box 368, Houston, Texas 77001-0368  
City Hall Annex, 4th Floor  
900 Bagby  
Houston, Texas 77002

Mr. Leonard Schneider  
City Attorney – City of Huntsville  
City Attorney – City of Splendora  
Liles Parker PLLC  
2261 Northpark Dr., Suite 445  
Kingwood, TX 77339

Mr. Aron Kulhavy  
City Manager – City of Huntsville  
1212 Ave. M  
Huntsville, Texas 77340

Mr. Brandon Davis  
City Attorney – City of Liberty  
City Attorney – City of Dayton  
1517 Trinity  
Liberty, Texas 77575

Mr. Tom Warner  
City Manager – City of Liberty  
1829 Sam Houston  
Liberty, Texas 77575

Mr. Alan P. Petrov  
City Attorney – City of Montgomery  
Johnson Petrov LLP  
2929 Allen Parkway, Suite 3150  
Houston, Texas 77019

Mr. Richard Tramm  
City Administrator – City of Montgomery  
101 Old Plantersville Road  
Montgomery, TX 77316

Mr. Cary Bovey  
City Attorney – City of Navasota  
Bovey & Cochran, PLLC  
2251 Double Creek Dr., Suite 204  
Round Rock, Texas 78664

Mr. Jason Weeks  
City Manager – City of Navasota  
202 E. Washington  
Navasota, Texas 77868

Mr. Christopher Duque  
City Manager – City of Nederland  
P.O. Box 967  
Nederland, Texas 77627

Mr. Jesse Branick  
City Attorney – City of Nederland  
221 Hwy. 69 South, Suite 100  
Nederland, Texas 77627

Ms. Elizabeth Harrell  
City Secretary – City of Oak Ridge North  
27424 Robinson Road  
Oak Ridge North, Texas 77385

Mr. Guy Goodson  
City Attorney – City of Orange  
GERMER PLLC  
550 Fannin, Suite 400  
Beaumont, Texas 77701

Mr. Rodney Price  
City Attorney – City of Rose City  
P.O. Box 310  
Vidor, Texas 77670

Mr. Tommy Gunn  
City Attorney – City of Pinehurst  
202 S. Border  
Orange, Texas 77630

Mr. Ronald Burton  
City Manager – City of Port Arthur  
P.O. Box 1089  
Port Arthur, Texas 77641

Mr. Andre' Wimer  
City Manager – City of Port Neches  
P.O. Box 758  
Port Neches, Texas 77651

Ms. Kathie Reyer  
City Administrator – City of Shenandoah  
29955 IH-45 N.  
Shenandoah, Texas 77381

Ms. DeeAnn Zimmerman  
City Manager – City of Silsbee  
105 South 3<sup>rd</sup> Street  
Silsbee, Texas 77656

Ms. Heather Neeley  
City Manager – City of Oak Ridge North  
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Oak Ridge North, Texas 77385

Mr. Mike Kunst  
City Manager – City of Orange  
812 North 16<sup>th</sup> Street  
P.O. Box 520  
Orange, Texas 77630

Mr. Jerry Hood  
City Administrator – City of Pinehurst  
2497 Martin Luther King Jr. Drive  
Orange, Texas 77630

Ms. Val Tizen  
City Attorney – City of Port Arthur  
P.O. Box 1089  
Port Arthur, Texas 77641

Mr. Lance Bradley  
City Attorney – City of Port Neches  
P.O. Box 1148  
Port Neches, Texas 77651

Mr. Larry L. Foerster  
City Attorney – City of Roman Forest  
City Attorney – City of Panorama Village  
Darden, Fowler and Creighton, LLP  
414 West Phillips, Suite 100  
Conroe, Texas 77301

Mr. Solomon Freimuth  
City Attorney – City of Silsbee  
P.O. Box 186  
Port Neches, Texas 77651

Mr. Alex Stelly  
City Attorney – City of Sour Lake  
2615 Calder Ave., Ste. 1070  
Beaumont, Texas 77702

Mr. Jack Provost  
City Manager – City of Sour Lake  
625 Hwy 105 W  
Sour Lake, Texas 77959

Mayor Dorothy Welch  
City Attorney Leonard Schneider  
City of Splendora  
P.O. Box 1087  
Splendora, Texas 77372

Mr. Robbie Hood  
City Manager - City of Vidor  
1395 N. Main St.  
Vidor, Texas 77662-3726

Mr. Chris Leavins  
City Attorney – City of Vidor  
City Attorney – City of West Orange  
P.O. Box 4915  
Beaumont, Texas 77704-4915

Mayor Randy Branch  
Mayor – City of West Orange  
2700 Western Avenue  
West Orange, TX 77630

Mr. Michael S. Stelly  
City of West Orange, Texas  
2700 Austin Avenue  
West Orange, TX 77630

Ms. Marissa Quintanilla  
City Secretary – City of Willis  
200 N. Bell  
Willis, Texas 77378

Re: **Entergy Texas, Inc.'s 2022 Statement of Intent to Increase Base Rates:  
Cities Consultants' Initial Report**

Dear Cities:

On or about July 1, 2022, Entergy Texas, Inc. (“ETI” or “Company”) filed a Statement of Intent and Application for Authority to Change Rates (Application”). ETI’s Application was filed with the municipal regulatory authorities that have original ratemaking jurisdiction over the Company’s electric rates. The Company also concurrently filed an Application with the Public Utility Commission of Texas (“PUCT” or “Commission”) for areas outside the Cities’ original jurisdiction.

ETI’s rate increase proposal included an effective date of August 5, 2022, for the proposed rate increase to customers. Each of the Cities of the Steering Committee took action to suspend the Company’s proposed effective date for an additional 90 days until November 3, 2022. Now, the Cities must take final rate action prior to November 3, 2022. Based on the findings of the expert rate consultants retained to review ETI’s rate request, we recommend that the Cities pass the attached rate ordinance to deny ETI’s Application.

**SUMMARY OF ENTERGY TEXAS, INC.’S RATE INCREASE APPLICATION  
AND REGULATORY CONSULTING EXPERT FINDINGS:**

During the suspension period, the Lawton Law Firm hired four regulatory consultant firms, each with a different area of expertise to review a specific part of ETI’s request and to provide recommendations regarding the reasonableness of ETI’s rate request. These rate consultants

provided a summary of their findings, resulting in an overall finding and conclusion that the Company's Application is unreasonable and should be denied.

The starting point of the analysis is the Company's rate request, which is summarized in the following Table 1:

TABLE 1  
ENTERGY TEXAS INC. RATE REQUEST  
TEST YEAR 12 MONTHS ENDING DECEMBER 31, 2021

DESCRIPTION	PRESENT RATES	PROPOSED RATES	CHANGE
<b>BASE REVENUE<sup>1</sup></b>	\$890,124,234	\$1,219,024,749	\$328,900,515
<b>RIDER REVENUE<sup>2</sup></b>	\$283,259,890	\$85,756,987	-\$197,502,903
<b>TOTAL NON-FUEL REV.</b>	\$1,173,384,124	\$1,304,781,736	\$131,397,612

As discussed in footnote 2, fuel costs are not included in Table 1. This case does not impact fuel cost charges and collections – as such – fuel costs are not included in the analysis. To summarize the rate increase in Table 1:

1. The current annual base (non-fuel) costs for customers is \$890,124,234.
2. ETI proposes that the annual base (non-fuel) costs for customers be increased to \$1,219,024,749 – a \$328,900,515 increase.
3. Customers are currently paying \$197,502,903 of interim rate riders related to distribution (DCRF), transmission (TCRF), and generation (GCRR) riders that will be rolled into in the (\$1,219,024,749) of proposed rates.<sup>3</sup> This will bring the Company's annual rider revenue down to \$85,756,987.
4. The net rate change over and above what customers are currently paying is an annual rate increase of about \$131,397,612.
5. If approved, Entergy's base rate increase request would result in an average monthly increase of approximately \$13.50 for a residential customer using 1000 kWh per month.

<sup>1</sup> Base Revenues includes the rates and charges for operating the system and generating electricity such charges include O&M, depreciation, interest, taxes (including federal income tax), and authorized profits. Base revenues does not include either fuel costs (such as natural gas, coal, or nuclear fuel) to generate electricity or fuel cost associated with power purchases.

<sup>2</sup> Rider Revenues include the rates and charges associated with EECRF (conservation), Storm cost surcharges, Interim rates charges for added distribution, transmission and generation plant, and other surcharge riders.

<sup>3</sup> The \$197,502,903 of interim rate riders related to distribution (DCRF), transmission (TCRF), and generation (GCRR) riders are subject to review for reasonableness in the case review. To date, experts have not identified any evidence that these costs are unreasonable.

## CONSULTANT GROUPS

The four expert regulatory consultant groups retained for the case review are the same experts used in the past – as these experts are familiar with ETI and the Entergy companies in general, as well as the Texas regulatory process in particular. These experts and their areas of expertise are:

1. NOVA Consulting – shareholder profit, return on investment, and financial issues.
2. Garrett Group – Accounting, tax, and cost of service issues.
3. ReSolved Energy Consulting – Cost of service modeling, allocation, rate design, rate base investment issues.
4. Resolve Utility Consulting – Depreciation and amortization costs.

## CONSULTANTS' PRELIMINARY FINDINGS

Entergy filed its statement of intent on July 1, 2022. The Company requested an increase of approximately \$131.4 million, which represents an average 11.2% increase across all customer classes. Key drivers of the requested increase include:

1. **Capital Investment:** Since January 1, 2018, Entergy has closed to plant ~\$2.3 billion in capital additions, including the rebuilding of aging infrastructure and construction and recent placement in service of the Montgomery County Power Station. About \$1.7 billion of this amount is currently being collected through incremental riders such as the Distribution Cost Recovery Factor, the Transmission Cost Recovery Factor, and the Generation Cost Recovery Rider. A major part of the proceedings will be to reconcile the revenue collected under these riders and to shift the remaining capital investment into rate base.

Analyses to date indicate the Company's capital investments were prudently constructed and managed. There are several capital investment adjustments the consultants are reviewing, but they are awaiting data in the discovery process.

2. **Depreciation:** Entergy is seeking approval of new depreciation rates based on a depreciation study it conducted in 2022. Entergy asserts that its requested depreciation rates will ensure that its capital investment is recovered over the time period that each of the underlying assets will be used to serve customers.

The Resolve Utility Consulting firm has concluded that the proposed depreciation level should be reduced by \$43.5 million annually. The majority of this proposed adjustment addresses the Company's proposal to change service lives of steam production plant.

3. **Financial Integrity:** Entergy requests a 10.8% return on equity, which includes a 30-basis point adder for three areas in which the Company considers its



performance to be exemplary. First, Entergy will argue that its rates are low compared to peer utilities. Second, Entergy seeks recognition for completing the Montgomery County Power Station ahead of schedule and below budget. Finally, the Company intends to show that its storm response and restoration efforts following Hurricanes Laura and Delta were outstanding enough to merit an increased return on equity for its shareholders.

Entergy's current return on equity is 9.65%, substantially below the 10.8% requested profit level. The NOVA Consulting Group's preliminary findings on current shareholder profits show a 9.50% return on equity is appropriate rather than ETI's requested 10.8% return on equity. NOVA Consulting Group also recommends excluding ETI's proposal for a 30-basis point bonus for shareholders.

This proposed adjustment to reduce shareholder profit from 10.8% to 9.50% reduces the Company's rate increase request by about \$37.2 million per year.

4. **Other Issues:** The experts continue to review and analyze other cost, tax, and tariff issues. These analyses will be completed for final expert testimony due at the Public Utility Commission on October 26, 2022.
5. **Summary:** A review of ETI's \$131.4 million annual increase indicates the request is substantially overstated, requiring significant reductions to requested profit levels (-\$37.2 million) and depreciation recoveries (-\$43.5 million). While the accounting and other experts have not yet finalized their analyses, estimates of additional adjustments ranging from self-insurance reserve, payroll, other insurance costs, and other cost-of-service items indicate an additional \$25 million to \$40.0 million in adjustments to ETI's request.

In conclusion, the consultants' collective recommendations indicate that the Company's rate increase request is not supported and should be denied.

Attached is a proposed rate ordinance for Cities to deny ETI's Application. **This proposed ordinance must be passed by November 3, 2022. Please forward completed ordinances to us by email at [danlawtonlawfirm@gmail.com](mailto:danlawtonlawfirm@gmail.com) and [molly@mayhallvandervoort.com](mailto:molly@mayhallvandervoort.com).**

If there are any questions or concerns, please do not hesitate to call.

Sincerely,

/s/ Daniel J. Lawton



## REQUEST FOR CITY COUNCIL AGENDA ITEM # 7

Agenda Date Requested: October 10, 2022  
Requested By: Susie Homeyer, City Secretary  
Department: Administration  
☒ Report    ☐ Resolution    ☐ Ordinance

**Exhibits:** Minutes for September 2022; Change Order No. 3 – Warehouse and Change Order No. 3 – WWTP.

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 checked="" type="radio"/> Yes <input type="radio"/> No

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### AGENDA ITEM # 7

Consent agenda items are:

- A. Approve the minutes for the month of September 2022;**
- B. Approve Change Order No. 3 for the construction of the new Public Works warehouse in the amount of \$450.00 for the new Public Works Warehouse that will be located at the wastewater treatment plant at 108 S. Peeples Street.**
- C. Approve Change Order No. 3 for the Wastewater Treatment Plant CIP Phase #1 project which included a flowable fill bid item in the amount of a deduct of (\$950.00) on the Wastewater Treatment Plant Headworks and Rotor improvement project.**

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### SUMMARY & RECOMMENDATION

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

**A:** Staff has placed the minutes for the month of September on the consent agenda for approval.

**B.** Public Works has placed Change Order No. 3 for the new Public Works warehouse project under the Consent Agenda. There is a need for the contractor to furnish and install glue down Luxury Vinyl Planks (LYP) for the restroom flooring. Sealed concrete could be dangerous when wet. This is an unforeseen cost that staff is recommending

City Council approve the change order in the amount of \$450.

**C.** Public Works has placed Change Order No. 3 for the WWTP Phase 1 project under the Consent Agenda. There is a deduct of allowance for flowable fill bid item in the amount (\$950.00) on the Wastewater Treatment Plant Headworks and Rotor improvement project that was not needed for the completion of the project.

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**ACTION REQUIRED BY CITY COUNCIL**

**Approve Consent Agenda: Approve the minutes for the month of September 2022, Change Order No. Change Order No. 3 to furnish and install glue down Luxury Vinyl Planks (LYP) for the restroom flooring in the amount of \$450.00 to MBC Management in relation to the construction of the new Public Works warehouse; and Change Order No. 3 for the WWTP Phase #1 Project on the Wastewater Treatment Plant Headworks and Rotor improvement project for the deduct of allowance for flowable fill bid item in the credit amount of (\$950.00).**

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**Approved for the City Council meeting agenda**

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**Jason B. Weeks, City Manager**

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**Date**

**MINUTES  
SPECIAL MEETING  
SEPTEMBER 12, 2022**

The City Council of the City of Navasota, Grimes County, Texas met at the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street at 4:30 p.m., Navasota, Texas on the above date with the following being present:

**Bernie Gessner, Councilmember, Place # 1  
Pattie Pederson, Councilmember, Place # 2  
Josh M. Fultz, Councilmember, Place # 3  
Bert Miller, Mayor, Place # 4  
Grant E. Holt, Mayor Pro-Tem, Place # 5**

Thus constituting a quorum.

**STAFF PRESENT:** Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Lance Hall, Finance Director; Lupe Diosdado, Development Services Director; Bobbie Ullrich, Marketing and Communications Director; Rayna Teicheira, Economic Development Director; Peggy Johnson, Human Resource Director; Michael Mize, Interim Police Chief and Cary Bovey, Legal Counsel.

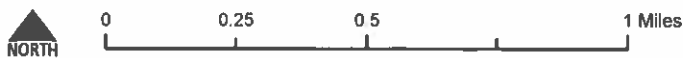
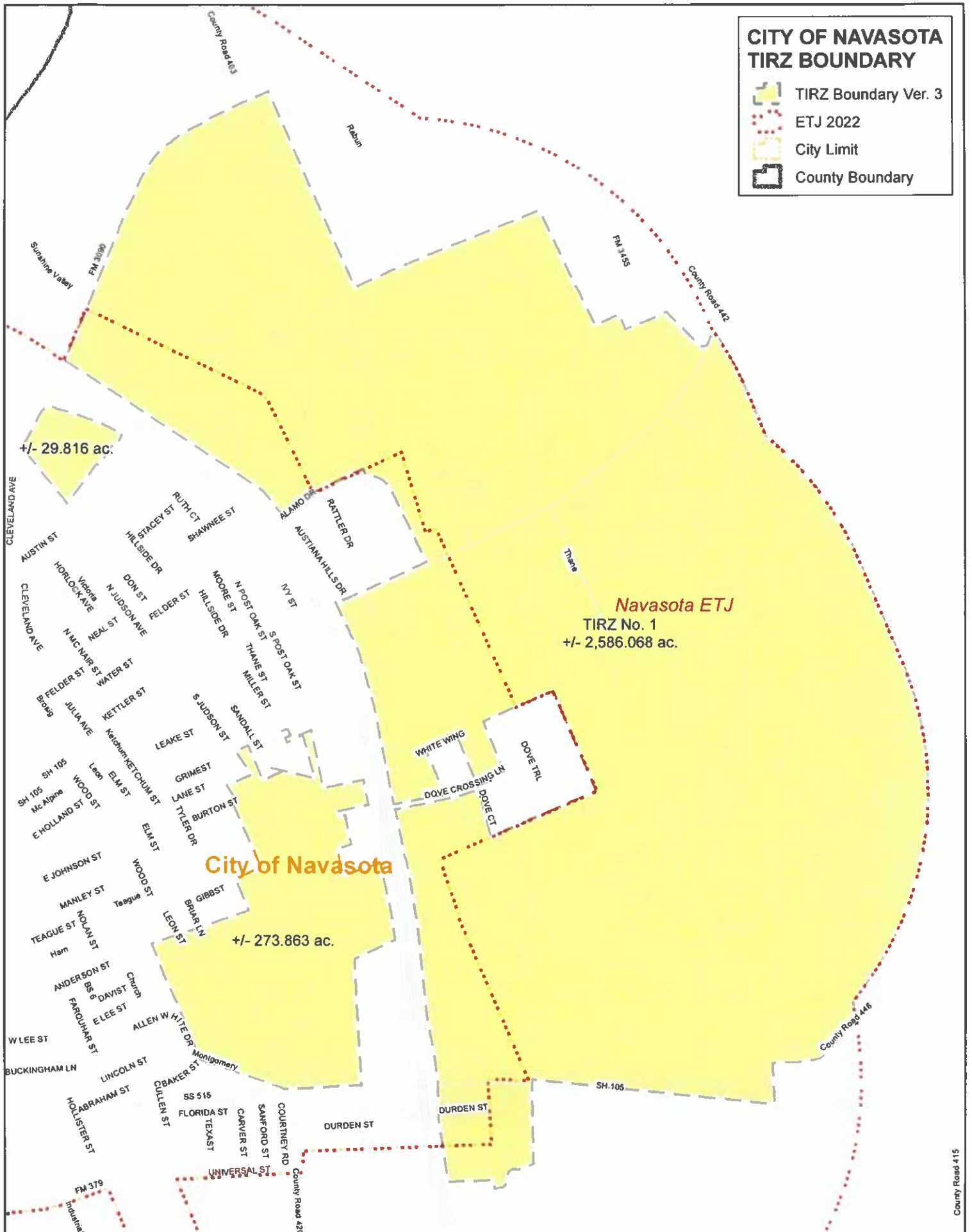
**VISITORS:** Connie Clements.

**THE ITEMS ON THE AGENDA WERE TAKEN UP IN DUE ORDER AS FOLLOWS:**

1. Mayor Bert Miller called the meeting to order at 4:30 p.m.
2. Remarks of visitors: None.
3. The City Council held a workshop on setting boundaries for the creation of the Navasota Tax Increment Reinvestment Zone (TIRZ) # 1 for the City of Navasota. A TIRZ is an economic development tool created and regulated by the City. Funds can only be used for public improvements, enhances infrastructure and promotes economic development. Once a TIRZ is created, the City would get 100% of the taxes from the creation of the TIRZ up to the base tax rate. The City Council will then need to set percentages for increments. Monies collected from the percent increments will be placed in the TIRZ program for infrastructure needs. The boundaries for the TIRZ program will need to be set by December 31, 2022. The TIRZ boundaries can not contain more than 30% of residential properties. The boundaries for the TIRZ # 1 was discussed and is shown below:

# CITY OF NAVASOTA TIRZ BOUNDARY

- TIRZ Boundary Ver. 3
- ETJ 2022
- City Limit
- County Boundary



Data Sources: City of Navasota, MapBox Streets, GCAD  
Map Date: 9/13/2022

4. A workshop was held on the proposed issuance of Combination Tax and Limited Surplus Revenue Certificates of Obligation, Series 2022 for utility capital improvement projects in Fiscal Year 2022-2023. Those projects are listed as follows:

**NOTICE OF INTENT TO ISSUE CERTIFICATES OF OBLIGATION DEBT 2022  
\$7,010,000**

Water Fund (\$4,746,250):

- Water Well - \$2,000,000
- Water Tower, Plant & Ground Storage Tank - \$4,000,000 (use grant funds too)
  - 500,000 to 750,000 gallon Water Tower
  - 250,000 gallon Ground Storage Water Tank
  - Water Plant
- Fire Hydrant Replacement Project - \$480,000
- Utilities to north end of Navasota Municipal Airport - \$280,000

Natural Gas Fund (\$1,615,000):

- High Pressure Gas Main from Industrial Park to a New Regulator Station closer to Pecan Lakes Subdivision to "Loop" Gas System - \$1,300,000
- Replace Aging & Undersized Hollister Gas Regulator Station - \$315,000

Wastewater Fund:

- Phase 2 of Wastewater Treatment Plant CIP - \$395,000
  - Design & Engineering \$45,000
  - Replacement of 2 Rotors \$170,000
  - Electrical \$20,000
  - Replace 100kW Generator \$160,000

Water Fund	\$ 4,746,250
Natural Gas Fund	\$ 1,615,000
Wastewater Fund	\$ 395,000
Issuance Cost	\$ 253,750
Total Bond	\$ 7,010,000

5. Mayor Bert Miller adjourned the meeting at 5:23 p.m.

---

**BERT MILLER, MAYOR**

**ATTEST:**

---

**SUSIE M. HOMEYER, CITY SECRETARY**

**MINUTES  
REGULAR MEETING  
SEPTEMBER 12, 2022**

The City Council of the City of Navasota, Grimes County, Texas met at the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street at 6:00 p.m., Navasota, Texas on the above date with the following being present:

**Bernie Gessner, Councilmember, Place # 1  
Pattie Pederson, Councilmember, Place # 2  
Josh M. Fultz, Councilmember, Place # 3  
Bert Miller, Mayor, Place # 4  
Grant E. Holt, Mayor Pro-Tem, Place # 5**

Thus constituting a quorum.

**STAFF PRESENT:** Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Lance Hall, Finance Director; Lupe Diosdado, Development Services Director; Cary Bovey, Legal Counsel; Bobbie Ullrich, Marketing and Communications Director; Jennifer Reyna, Director of Utilities; Rayna Teicheira, Economic Development Director; Edwin Sandoval, Heavy Equipment Operator; Jason Katkoski, Fire Chief/EMC; Fabiola Murillo, Utility Clerk; Babiana Tovar, Administrative Assistant; Mike Mize, Interim Police Chief; Ethan Tyler, Police Officer; Peggy Johnson, HR Director; Evan Pederson, Police Officer; Mark Butler, Police Officer and Karolina Krozel, Police Officer.

**VISITORS:** Connie Clements, Deborah Richardson, Mac Vaughn, Max Brand, Philip Cox, Dell Martinez, Cody Sechelski, Connie Martinez, Dora McGrath, Lynn Allen, Lucy Ybarra, Charles Tompkins, Sr., Marva Grice, Reda Pratt, Susie Knowles, Jorge Novillo, Eloise Morris, Veronica Johnson, Bettye Tompkins, Louis Green, Andrea Crawford, Colleen Sechelski, Willie Bassett, Lisa Collins, Randall Marrs, Pearline Rowland, Melody Hudspeth and others

**THE ITEMS ON THE AGENDA WERE TAKEN UP IN DUE ORDER AS FOLLOWS:**

1. Mayor Bert Miller called the meeting to order at 6:00 p.m.
2. Invocation was given by Mac Vaughn. The City Council, staff members and visitors then recited the Pledge of Allegiance to the American Flag and the Texas Flag.
3. Remarks of visitors: None.

4. Staff report:

- a) Human Resource Director Peggy Johnson introduced Evette Fannin, Grants Coordinator and Fabiola Murillo, Utility Billing Clerk;
- b) Human Resource Director Peggy Johnson presented Michael Bean with a 15 year service award;
- c) Administrative Clerk Babiana Tovar and Heavy Equipment Operator Edwin Sandoval gave an update on the CIP Street Program;
- d) Director of Utilities Jennifer Reyna gave an update on the 2020 Utility CIP Project;
- e) Mayor Bert Miller gave an update on the latest Planning and Zoning Commission meeting;
- f) Councilmembers and staff informed the audience about upcoming events.

5. A public hearing was held regarding a conditional use permit application submitted by TCL Holdings, Inc. for the property located at 7908 Highway 6 Loop, Navasota, Grimes County, Texas 77868. The conditional use permit application requests to allow the operation of a place of worship use, a conditional use under the property's current zoning, B-1: General Business District. The property affected is legally described as Vivaldi Subdivision, Block 1, Lot 2R. Mayor Bert Miller opened the public hearing at 6:20 p.m. The property is operating as a retail sales and service use (Agape Furniture), however, the property is under contract to be purchased by New Hope Community Church. Max Brand addressed the City Council and asked them to please consider approving this conditional use permit. Councilmember Josh Fultz questioned why the permit was under TCL's name and not New Hope, the definition of a place of worship and was alcohol sales allowed within so many feet of a church. With no other comments from the public, Mayor Bert Miller closed the public hearing at 6:29 p.m.

6. Mayor Pro-Tem Grant Holt moved to approve the first reading of Ordinance No. 1002-22, with revised wording as mentioned, approving a conditional use permit application submitted to the City of Navasota by TCL Holdings, Inc., seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.

7. A public hearing was held regarding a zoning change application submitted to the City of Navasota by Masterbuilt Ministries, Inc. & Salem House of Blessings Ministries, Inc. for the property located at 1100 Manley Street, Navasota, Grimes County, Texas 77868. The zoning change application requests to change the



zoning from the current PU: Public Use District to R-1C: low density, single dwelling unit, 2-acre lot or larger, residential district. The property affected is legally described as A0055-5 D. Tyler, Tract 5, par 32-1, Acres 2.55. Mayor Bert Miller opened the public hearing at 6:31 p.m. Mr. Thompson addressed the City Council and stated that the church needed more space. They plan to make it a place of worship and recreation center. Max Brand addressed the City Council and stated that if this zoning change was approved it would be something positive in the area and would make a difference with the youth. With no other comments from the public, Mayor Bert Miller closed the public hearing at 6:38 p.m.

8. Mayor Pro-Tem Grant Holt moved to approve the first reading of Ordinance No. 1003-22, approving a zoning change application submitted by Masterbuilt Ministries, Inc. & Salem House of Blessings, Inc., seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.

9. A public hearing was held regarding a conditional use permit submitted to the City of Navasota by Masterbuilt Ministries, Inc. & Salem House of Blessings, Inc. for the property located at 1100 Manley Street, Navasota, Grimes County, Texas 77868. The conditional use permit application requests to allow the operation of a place of worship use, a conditional use under the proposed R-1C zoning district. The property affected is legally described as A0055-5 D. Tyler, Tract 5, Part 32-1, Acres 2.55. Mayor Bert Miller opened the public hearing at 6:40 p.m. With no comments from the public, Mayor Bert Miller closed the public hearing at 6:41 p.m.

10. Councilmember Bernie Gessner moved to approve the first reading of Ordinance No. 1004-22, approving a conditional use permit submitted by Masterbuilt Ministries, Inc. & Salem House of Blessings Ministries, Inc., seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

11. A public hearing was held on the proposed budget for FY 2022-2023. Mayor Bert Miller opened the public hearing at 6:43 p.m. City Manager Jason Weeks went over the budget and had a detailed slide presentation. With no comments from the public, Mayor Bert Miller closed the public hearing at 7:16 p.m.

12. Councilmember Bernie Gessner moved to approve the first reading of Ordinance No. 1005-22, adopting the budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE by a show of hands, the motion carried.

13. A public hearing was held for the purpose of receiving public comments on the proposal to adopt the tax rate for FY 2022-2023. Mayor Bert Miller opened

the public hearing at 7:17 p.m. With no comments from the public, Mayor Bert Miller closed the public hearing at 7:24 p.m.

14. Mayor Pro-Tem Grant Holt made a motion that the property tax be increased by the adoption of a tax rate of \$0.5560, which is effectively a 12.14 percent increase in the tax rate and approve the first reading of Ordinance No. 1006-22 establishing the tax rate of \$0.5560 per \$100 assessed valuation for FY 2022-2023, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, by a show of hands, the motion carried.

15. Councilmember Bernie Gessner moved to ratify the property tax revenue increase of \$670,806 for FY 2022-2023, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

16. Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1007-22, 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, 2023; amending Appendix A with addition of Sec. A4.011 Soccer Registration League Fees and revising Article A9.600 Building & Construction to cover cost of third-party plans examiner/inspection services with an effective date of October 1, 2022, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, the motion carried.

17. Councilmember Josh Fultz moved to appoint the following candidates for Place 6, 7, 8 and 9 on the Board of Trustees of Texas Municipal League Intergovernmental Risk Pool, seconded by Mayor Pro-Tem Grant Holt and with each Councilmember voting AYE, the motion carried:

Place 6: Councilmember Allison Heyward, City of Schertz  
Place 7: Mayor Mary Dennis (incumbent) City of Live Oak  
Place 8: City Manager Chris Coffman, City of Granbury  
Place 9: City Manager Opal Mauldin-Jones, City of Lancaster

18. Councilmember Bernie Gessner moved to approve the consent agenda items which include the minutes and expenditures for the month of August 2022; the second reading of Ordinance No. 1001-22, amending Chapter 2 of the animal control ordinance; Change Order No. 2 in the amount of \$1,800.00 for four steel bollards to be installed at the new Public Works Warehouse that will be located at the Wastewater Treatment Plant at 108 Peoples Street; Change Order No. 1 in the amount of \$18,665.00 for the Street and Utilities CIP – 2022 Downtown Watermain Replacement on LaSalle and Washington Avenue; Interlocal Agreement between the City of Navasota and Grimes County for fire protection in the unincorporated areas of the County for FY 2022-2023; Resolution No. 718-22, supporting the City of Navasota Public Safety Office (PSO) grant application for the purchase of bullet proof shields; and Resolution No. 717-22,

establishing September 30, 2022 as National Voter Registration Day, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

19. Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1008-22, declining to approve the change in rates requested in Entergy Texas, Inc.'s statement of intent filed with the City on July 1, 2022, seconded by Mayor Pro-Tem Grant Holt and with each Councilmember voting AYE, the motion carried.

20. Mayor Bert Miller adjourned the meeting at 7:43 p.m.

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**MINUTES  
REGULAR MEETING  
SEPTEMBER 26, 2022**

The City Council of the City of Navasota, Grimes County, Texas met at the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street at 6:00 p.m., Navasota, Texas on the above date with the following being present:

**Bernie Gessner, Councilmember, Place # 1  
Pattie Pederson, Councilmember, Place # 2  
Josh M. Fultz, Councilmember, Place # 3  
Bert Miller, Mayor, Place # 4  
Grant E. Holt, Mayor Pro-Tem, Place # 5**

Thus constituting a quorum.

**STAFF PRESENT:** Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Lance Hall, Finance Director; Lupe Diosdado, Development Services Director; Cary Bovey, Legal Counsel; Bobbie Ullrich, Marketing and Communications Director; Jennifer Reyna, Director of Utilities; Rayna Teicheira, Economic Development Director; Jason Katkoski, Fire Chief/EMC; Mike Mize, Interim Police Chief; Ethan Tyler, Police Officer; Evan Pederson, Police Officer; Mark Butler, Police Officer, Karolina Krozel, Police Officer, Pat Gruner, Municipal Judge; Chris Watson, Police Officer; Michael Garcia, Police Officer; Jose Coronilla, Director of Streets and Sanitation; Jacob Tielke, Investigator; Sementra Cosino, Records Clerk; Sarah Moon, Communication Supervisor; Michael Stover, Police Officer, Marla Gurka, Executive Assistant and John Shoemaker, Investigator.

**VISITORS:** Connie Clements, Deborah Richardson, Mac Vaughn, Ana Cosino, Max Brand, B. J. Gruner, Philip Cox, Jonathan Vacante, James Gilley, Lauri Glameyer, Bill Glameyer, Jim Hassell, Dorothy Hassell, Travis Higginbotham, Sierra Higginbotham, Jennifer Ramirez, Paul Hofmann, James Harris, Martha Smith, Michael Schott, Makenna Schott, Annie Williams, Charles Tompkins, Marva Grice, Shon Mangum, Veronica Johnson, Eloise Morris, David Porter, Jose Cosino, Angela Scurlock, Ruby Nolan, Chris Miller, Martha and Jorge Navillo, Susie Knowles, Pearlie Rowland and Melody Hudspeth.

**THE ITEMS ON THE AGENDA WERE TAKEN UP IN DUE ORDER AS FOLLOWS:**

1. Mayor Bert Miller called the meeting to order at 6:00 p.m.
2. Invocation was given by Mac Vaughn. The City Council, staff members and visitors then recited the Pledge of Allegiance to the American Flag and the Texas Flag.

3. Remarks of visitors: None.

4. Staff report:

- a) Mayor Bert Miller proclaimed October 5, 2022 as Navasota Teachers' Day in Navasota and encouraged members of our community to "Be a light for Navasota teachers' and personal express appreciation to our teachers and display a blue ribbon outside your homes or businesses the week of October 5<sup>th</sup> as a symbol of support for our educators; and Mayor Bert Miller recognized Ellwood Texas Forge Navasota on its 50<sup>th</sup> anniversary and was proud to have them as part of the community;
  - b) Economic Development Director Rayna Teicheria and Mayor Bert Miller accepted a bronze award from the International Economic Development Council for the Navasota Works Program;
  - c) Mayor Bert Miller gave an update on the latest Planning and Zoning Commission meeting; and
  - d) Councilmembers and staff informed the audience about upcoming events. City Manager Jason Weeks announced that Mike Mize will be the new Police Chief for the City of Navasota.
5. Councilmember Josh Fultz moved to nominate Grant Holt to serve on the Board of Trustees for TML Health Benefits Pool for Regin 14 and submit his resume for consideration, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.
6. Mayor Pro-Tem Grant Holt moved to approve the second reading of Ordinance No. 1005-22, adopting the budget for the fiscal year beginning October 1, 2023 and ending September 30, 2023, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, by a show of hands, the motion carried.
7. Mayor Pro-Tem Grant Holt moved that the property tax rate be increased by the adoption of \$0.5560, which is effectively a 12.14 percent increase in the tax rate and approve the second reading of Ordinance No. 1006-22 establishing the tax rate of \$0.5560 per \$100 assessed valuation for fiscal year 2022-2023, seconded by Councilmember Bernie Gessner and with each Councilmember voting AYE, by a show of hands, the motion carried.
8. Mayor Pro-Tem Grant Holt moved to approve the second reading of Ordinance No. 1007-22, 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, 2023;

amending Appendix A with addition of Section A4.011 Soccer Registration League Fees and revising Article A9.600 Building & Construction to cover the cost of third-party plans examiner/inspection services with an effective date of October 1, 2022, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.

9. Councilmember Bernie Gessner moved to approve Resolution No. 720-22, directing publication of notice of intention to issue certificate of obligation, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

10. Councilmember Josh Fultz moved to approve Resolution No. 719-22, accepting street, water, natural gas, sewer and underground storm infrastructure for Hidden Hills Phase 1 Subdivision, seconded by Mayor Pro-Tem Grant Holt and with each Councilmember voting AYE, the motion carried.

11. Councilmember Bernie Gessner moved to approve the variance request submitted by J & H Development, LLC from Chapter 3 Building Regulations, Article 3.07 Streets and Sidewalks, Division 2. Street Development for the construction of Pecan Lakes Drive, a minor collector located in Navasota, Grimes County, Texas 77868, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

15. Councilmember Bernie Gessner moved to approve the consent agenda items which include the second reading of Ordinance No. 1002-22, approving a conditional use permit application submitted by TCL Holdings, Inc. for the property located at 7908 Highway 6 Loop, Navasota, Grimes County, Texas 77868. The conditional use permit application request to allow the operation of a place of worship use, a conditional use under the property's current zoning, B-1: General Business District. The property affected is legally described as Valvaldi Subdivision, Block 1, Lot 2R; the second reading of Ordinance No. 1003-22, approving a zoning change application submitted by Masterbuilt Ministries, Inc. and Salem House of Blessings Ministries, Inc. for the property located at 1100 Manley Street, Navasota, Grimes County, Texas 77868. The zoning change application requests to change the zoning from the current PU: Public Use District to R-1C: low density, single dwelling unit, 2-acre lot or larger, residential district. The property affected is legally described as A0055-5 D.Tyler, Tract 5, Pa 32-1, Acres 2.55; the second reading of Ordinance No. 1004-22, approving a conditional use permit application submitted by Masterbuilt, Inc. and Salem House of Blessings Ministries, Inc., for the property located at 1100 Manley Street, Navasota, Grimes County, Texas 77868; and the second reading of Ordinance No. 1008-22, declining to approve the change in rates requested in Entergy Texas, Inc.'s statement of intent filed with the City on July 1, 2022, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

12. The City Council held an Executive Session in accordance with Section 551.072, Texas Government Code, deliberation regarding real property and discussion regarding the potential sale and/or value of City-owned property. The time was 6:51 p.m.

13. The City Council reconvened in open session at 7:12 p.m.

14. Councilmember Josh Fultz moved to award the bid for RFP # 202202 City of Navasota Wastewater Treatment Plant to Panni DaBaby LLC and authorize the Mayor to execute contracts and any documentation, seconded by Councilmember Bernie Gessner and with each Councilmembers voting AYE, the motion carried.

16. Appointments to Boards and Commissions will be considered at the October 24, 2022 City Council meeting.

17. Mayor Bert Miller adjourned the meeting at 7:14 p.m.

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



## REQUEST FOR CITY COUNCIL AGENDA ITEM #7B

Agenda Date Requested: October 10, 2022

Requested By: Jennifer Reyna, Utilities Director

Department: Public Works

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: Change Order No. 3

### Appropriation

Source of Funds: Water, Sewer, Gas

Account Number: xxx-511-910.00

Amount Budgeted: \$484,183

Amount Requested: \$450.00

Budgeted Item: ☒ Yes ☐ No

## AGENDA ITEM #7B

**Approve Change Order No. 3 in the amount of \$450.00 for the new Public Works warehouse that will be located at the Wastewater Treatment Plant, 108 S. Peeples Street.**

## SUMMARY & RECOMMENDATION

City Council approved MBCM Management to build the new Public Works warehouse at the Wastewater Treatment Plant. There is a need for the contractor to furnish and install glue down Luxury Vinyl Planks (LYP) for the restroom flooring. Sealed concrete could be dangerous when wet. This is an unforeseen cost that staff is recommending City Council approve the change order in the amount of \$450.00 for the purchase and installation of glue down LYP.

## ACTION REQUIRED BY CITY COUNCIL

**Approve Change Order No. 3 on the new Public Works warehouse located at 108 Peeples Street in the amount of \$450 to MBCM Management, Inc.**

Approved for the City Council meeting agenda

Jason Weeks  
Jason B. Weeks, City Manager

10/4/2022

Date





7984 HWY 6 Navasota, TX 77868 | [www.mbcmusa.com](http://www.mbcmusa.com)  
Office: (936) 825-1603 | [info@mbcmusa.com](mailto:info@mbcmusa.com) | TBPE Firm: F-789

Monday, September 26, 2022

**PROJECT:** City of Navasota – New Public Warehouse

**CHANGE ORDER No.:**

**003**

**MBC Proposal No.:**

P-22-CON-005

**TO OWNER:** City of Navasota  
PO Box 910 Navasota, TX 77868

**Original Contract Date:**

April 19, 2022

**CHANGE ORDER # 003 :**

**THE CONTRACT IS CHANGED AS FOLLOWS:**

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

The Original Contract Sum was:	\$ 408,660.00
The net change by previously authorized Change Orders:	\$ 75,073.00
The Contract Sum prior to this Change Order was:	\$ 483,733.00
The Contract Sum will be increased by this Change Order in the amount of:	\$ 450.00
The new Contract Sum including this Change order will be:	\$ 484,183.00

The Contract Time will be increased by: N/A

The date of Substantial Completion as of the date of this Change Order therefore is: N/A

NOTE: This Change order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and the Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE OWNER , ARCHITECT AND CONTRACTOR**

**BUILDER**

MBC Management  
7964 HWY 6  
Navasota, TX 77868

**BY:** Rylie McKinney, PM

**DATE:** 09.26.2022

**X:** Rylie McKinney

**OWNER**

City of Navasota

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

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

**X:** \_\_\_\_\_

**“SCOPE OF WORK”**

**1. LVP Flooring @ Restroom:**

- a. Furnish & Install glue down LVP product @ Restroom. Selection by Owner.

**ADDITION AMOUNT: \$ 450.00**

**SPECIFIC INCLUSIONS:**

1. Payment & Performance Bonds

<b>ORIGINAL CONTRACT SUM:</b>	<b>\$ 483,733.00</b>
<b>NET DEDUCTIONS CO 003:</b>	<b>\$ 0.00</b>
<b>NET ADDITIONS CO 003:</b>	<b>\$ 450.00</b>
<b>NET DELTA CO 003:</b>	<b>\$ 450.00</b>
<b>PROPOSED CONTRACT SUM:</b>	<b>\$ 484,183.00</b>

**\* END OF DOCUMENT \***



## REQUEST FOR CITY COUNCIL AGENDA ITEM # 7C

Agenda Date Requested: October 10, 2022

Requested By: Jennifer Reyna, Utilities Director

Department: Public Works

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: Change Order No. 3

### Appropriation

Source of Funds: 400 – Sewer Fund

Account Number: 400-515-310.00

Amount Budgeted: \$443,821

Amount Requested: (\$950.00)

Budgeted Item: ☒ Yes ☐ No

## AGENDA ITEM # 7C

**Approve Change Order No. 3 for a credit of (\$950.00) for the Wastewater Treatment Plant (WWTP) Phase 1 Headworks and Rotor Improvements.**

### SUMMARY & RECOMMENDATION

The City of Navasota has completed the Wastewater Treatment Plant Phase 1 CIP project. Initially, City staff and the contractor, Teal Services determined there was a need for flowable fill at a cost of \$950.00. This item was not needed in the project; therefore, City staff is recommending City Council approve Change Order No. 3 on this project for the deduct of allowance for flowable fill bid in the amount of \$950.00.

### ACTION REQUIRED BY CITY COUNCIL

**Approve Change Order No. 3 on the Wastewater Treatment Plant (WWTP) Headworks and Rotor Improvement project for the deduct of allowance for flowable fill bid item in the credit amount of (\$950.00).**

Approved for the City Council meeting agenda

Jason Weeks  
Jason B. Weeks, City Manager

10/4/2022

Date

SECTION 00 63 36

CHANGE ORDER No. 3

**PROJECT:** WWTP Headworks and Rotor Improvements  
**BLEYL PROJECT NO.:** 12658

**TO:** Teal Services LLC  
PO Box 817  
Anderson, Texas 77836

REFERENCE RFIs/RFPs: N/A

**1.01 DESCRIPTION OF CHANGES**

CONTRACT CHANGE		
	AMOUNT	TIME
Deduct of allowance for flowable fill bid item	\$ (950.00)	0 Days

**ITEM 1 SCOPE:**

**Justification:** Not used in the completion of the project

**TOTALS:** \$ (950.00) 0 Days

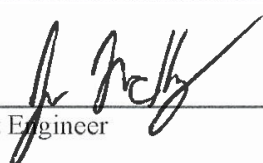
**1.02 ACCEPTANCE BY CONTRACTOR**

CONTRACTOR agrees to perform change(s) included in this Change Order for the price and time indicated. The prices for the changes include all costs associated with this Change Order.

  
\_\_\_\_\_  
CONTRACTOR Signature and Title

9/22/22  
\_\_\_\_\_  
Date

**1.03 ACCEPTANCE BY THE OWNER**

\_\_\_\_\_  
Owner  
  
\_\_\_\_\_  
Project Engineer

\_\_\_\_\_  
Date  
9/26/2022  
\_\_\_\_\_  
Date

## EXECUTIVE SUMMARY

C.O. # 3

**BLEYL PROJECT NO.:** 12658

**TO:** Teal Services LLC  
PO Box 817  
Anderson, Texas 77836

**1.01 CONTRACT PRICE SUMMARY**

	<b>DOLLAR AMOUNT</b>	<b>PERCENT</b>
A. Original Contract Price	\$ 375,639.00	100%
B. Previous Change Orders	\$ 68,182.00	18%
C. This Change Order	\$ (950.00)	0%
D. Contract Price	\$ 442,871.00	118%

**1.02 CONTRACT TIME SUMMARY**

<b>Notice to Proceed:</b>	February 22, 2021
<b>DURATION</b>	<b>COMPLETION DATE</b>
A. Original Contract Time	358 Days February 15, 2022
B. Previous Change Orders	0 Days February 15, 2022
C. This Change Order	0 Days
D. Contract Time	358 Days February 15, 2022

**1.03 TOTAL VALUE OF INCREASES OUTSIDE OF GENERAL SCOPE OF WORK**

A. Including this Change Order, the following table is provided to track conditions related to Document 00 72 43 - General Conditions.

<b>No.</b>	<b>Change Description</b>	<b>Amount Added</b>	<b>Percentage Added</b>
1	Add Twin Clarifier Repairs	\$ 63,613.00	16.93%
2	Add coating of clarifier column	\$ 4,569.00	1.22%
3	Deduct Flowable Fill	\$ (950.00)	-0.25%
4			0.00%
<b>TOTALS</b>		<b>\$ 67,232.00</b>	<b>17.90%</b>

**END OF SUMMARY**