

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



James Harris
Councilmember
Pattie Pederson
Councilmember

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
DECEMBER 11, 2023**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 11th of December, 2023 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

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

1. Call to Order.
2. Invocation - Pastor Mac Vaughn
Pledge of Allegiance
3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
4. Staff Report:
 - (a) Introduction of new employees: Demontrey Walters & Audrice Polk (Streets & Sanitation Maintenance Laborers) and Nick Koski (Building Official/Plans Reviewer). [Peggy Johnson, HR Director]
 - (b) Update on CIP Projects. [Jon MacKay, Graduate Engineer]
 - (c) Board and Commission update. [City Council]
 - (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

5. Discussion and guidance on a new proposed Parks & Recreation Department Facility Use Policy. [Jason Weeks, City Manager]
6. Consideration and possible action to award a contract for the Pecan Lakes Gas Line Extension Project to LDC, LLC in the amount of \$778,700.00. [Jon MacKay, Graduate Engineer]
7. Consideration and possible action to award a contract for the Wastewater Treatment Plant CIP Phase II - Rotor Replacement Project to Teal Services, LLC in the amount of \$225,000.00. [Jon MacKay, Graduate Engineer]
8. Consideration and possible action to approve the first reading of Ordinance No. 1037-23, to amend the Fiscal Year 2023-2024 Budget to use \$112,500.00 from excess unassigned fund balance for expenses related to emergency repairs at the Wastewater Treatment Plant. [Maribel Frank, CFO]
9. Consideration and possible action on Resolution No. 754-23, designating the persons authorized to sign checks and authorizing designated persons to access the Firearm Replacement Fund bank account for certain purposes. [Maribel Frank, CFO]
10. 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. [City Council]

Consent Items are:

- A. Approve the minutes for the month of November 2023; and
- B. Approve the Municipal Court Report for the month of November 2023.

11. The City Council shall meet in Executive Session, as authorized by Section 551.087, Texas Government Code, for the purpose of discussion and deliberation regarding certain Industrial District Agreements providing for the possible offer of a financial or other incentive(s) to business prospects that the City seeks to have locate, stay, or expand in the City's designated Industrial District, and with which the City is conducting economic development negotiations, and associated matters. [Jason Weeks, City Manager]

The City Council shall meet in Executive Session in accordance with the Texas Government Code, Section 551.072, deliberation regarding real property for the purpose of discussion and deliberation regarding the City of Navasota's potential acquisition of real property for City projects/purposes. [Jason Weeks, City Manager]

The City Council shall meet in Executive Session, as authorized by Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas. [Jason Weeks, City Manager]

The City Council shall meet in Executive Session, as authorized by Section 551.087, Texas Government Code, for the purpose of deliberation regarding: 1) commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations; and/or 2) the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations. [Jason Weeks, City Manager]

12. Reconvene into open session.
13. Consideration and possible action regarding real property for the purpose of discussion and deliberation regarding the City of Navasota's potential acquisition of real property for City projects/purposes. [Jason Weeks, City Manager]
14. Consideration and possible action to authorize the City Manager to execute the Industrial District Agreements for the period beginning November 1, 2023, through October 31, 2038. [Jason Weeks, City Manager]
15. Consideration and possible action to authorize the Mayor to execute a revision to the variance granted to M&P Adventures, LLC for an erected off-premise outdoor advertising sign located at 9530 Highway 6, Navasota, Texas. [Jason Weeks, City Manager]
16. Consideration and possible action regarding: 1) commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations; and/or 2) the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations. [Jason Weeks, City Manager]

17. Adjourn.

DATED THIS THE 7TH OF DECEMBER, 2023

/JW/

BY: JASON WEEKS, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 7th of December, 2023 at 11:07 AM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at www.navasotatx.gov.

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

DATED THIS THE 7TH OF DECEMBER, 2023

/SMH/

BY: SUSIE M. HOMEYER, CITY SECRETARY

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



REQUEST FOR CITY COUNCIL AGENDA ITEM #4

| | | |
|--|----------------------|---|
| Agenda Date Requested: <u>December 11, 2023</u> | Appropriation | |
| 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.

AGENDA ITEM #4

Staff Report:

- (a) Introduction of new employees: Demontrey Walters & Audrice Polk (Streets & Sanitation Maintenance Laborers) and Nick Koski (Building Official/Plans Reviewer). [Peggy Johnson, HR Director]
- (b) Update on CIP Projects. [Jon MacKay, Graduate Engineer]
- (c) Board and Commission update. [City Council]
- (d) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutory 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]

SUMMARY & RECOMMENDATION

- a. Peggy Johnson, HR Director, will introduce new employees Demontrey Walters & Audrice Polk as Streets & Sanitation Maintenance Laborers in the Public Works Department and Nick Koski as Building Official/Plans Reviewer in the Development Services Department.

- b. Jon MacKay, Graduate Engineer, will give the City Council an update on our CIP Projects.
- c. If applicable, the City Council will provide Board and Commissions updates.
- d. Staff and the City Council will provide updates on other upcoming events.

ACTION REQUIRED BY CITY COUNCIL

No action required.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/5/23

Date

AGENDA PLANNING CALENDAR

December 11, 2023 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 11/27/2023

1. Called to order
2. Invocation/Pledge of Allegiance (Pastor Mac Vaughn)
3. Remarks of visitors
4. Staff Report: (a) Introduction of new employees: Demontrey Walters and Audrice Polk (Street & Sanitation Maintenance Laborer), Nick Koski, (Building Official/Plans Reviewer)
(b) Update of all CIP projects; (c) Board and Commission update; and (d) Reports from staff and City Council
5. Discussion on new parks facility use policy
6. Award contract for Pecan Lakes – Gas line extension project
7. Award contract for Wastewater Treatment Plant – Rotor replacement project
8. 1st reading of Ordinance No. 1037-23, Budget amendment for wastewater fund
9. Resolution No. 754-23, Gun Buy Back Policy
10. Consent agenda: (a) Minutes from November 2023; and (b) Municipal Court Report for November 2023
11. Executive Session: Industrial District Agreements; Discussion of real property; variance for outdoor advertising sign and Economic Development negotiations – business prospect
12. Reconvene
13. Action on Industrial agreements
14. Action on real property
15. Action on variance for advertising sign
16. Action on business prospect
17. Adjourn

January 8, 2024 – DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 12/25/2023

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Update of all CIP projects; (b) Board and Commission update; and (c) Reports from staff and City Council
5. Election contract for May 2024
6. Consent agenda: (a) Minutes for the month of December 2023; (b) Municipal Court report for December 2023; (c) 2nd reading of Ordinance No. 1037-23, Budget amendment for wastewater fund
7. Adjourn

January 22, 2023 – Air B & B discussion

February 26, 2024 – Workshop on manufactured homes

March 18, 2024 – Budget workshop



So much, so close.

Core Values



Teamwork & Collaboration

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



Honor & Integrity

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



Resilience & Adaptability

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



Inclusivity & Diversity

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



Vision & Progress

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



Empowerment & Engagement

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



2023-2024 Strategic Plan

Mission Statement

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

Vision Statement

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

Core Values: THRIVE

Teamwork &
Collaboration

Honor &
Integrity

Resilience &
Adaptability

Inclusivity &
Diversity

Vision &
Progress

Empowerment &
Engagement

Goals

Planning &
Economic
Development

Marketing/
Communications

Quality of Life

Staffing

Human
Resources

Facilities/
Buildings

Infrastructure

NAVIA SOTA!TM
So much, so close.

2023-2024 Strategic Plan



The City of Navasota Strategic Planning Processes

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

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

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

On April 5, the consultant facilitated multiple focus group discussions with various stakeholder groups to secure feedback from them regarding their recommendations for the city council to consider. That feedback is included in the Appendix.

On April 18, the Navasota management team met at City Hall for a strategic planning workshop to begin creating recommendations for the city council to consider.

On April 19, the Navasota city council met at City Hall to begin considering the recommendations from the Town Hall meeting, the stakeholder interviews, and the Navasota management team.

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

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

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

Expectations

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

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



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Progress

Empowerment &
Engagement

Goals

Planning &
Economic
Development

Marketing/
Communications

Quality of Life

Staffing

Human
Resources

Facilities/
Buildings

Infrastructure

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 - Embrace change and remain agile in a constantly evolving world.
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 - Celebrate and embrace the richness of our diverse community.
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- **Empowerment and Engagement**
 - Empower individuals to participate in shaping the city's future.
 - Encourage active citizenship and engagement in local decision-making.
 - Support initiatives that enhance community involvement and civic pride.

Staff To-Do List:

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



Goal #1: Planning & Economic Development

To plan for smart growth while maintaining small town charm.

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

☐ Zoning / Subdivision – Ordinances

☐ Housing Development/Recruitment Plan

☐ 1.2 Hire a Main Street Director

☐ 1.3 Develop a 10-year CIP / Infrastructure Plan

☐ 1.4 Focus on Workforce Development concerns and solutions.

of stakeholder meetings hosted or participated in each year: _____

% of unemployment at year-end 2023: _____

% of unemployment at year-end 2024: _____

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

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

☐ 1.5 Increase sales tax by 10% annually.

% increase FY 2023 to FY 2024: _____%

% increase FY 2024 to FY 2025: _____%

☐ 1.6 Increase HOT funds by 5% annually.

% increase FY 2023 to FY 2024: _____%

% increase FY 2024 to FY 2025: _____%

Secondary Priorities (if budget allows):

☐ Parks & Recreation Master Plan

☐ Update Thoroughfare Plan



Goal #2: Marketing/Communications

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

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

Goal #3: Quality of Life

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

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

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

offered in FY 2024: _____

offered in FY 2025: _____

☐ 3.3 To offer at least one event per quarter.

offered in FY 2024: _____

offered in FY 2025: _____

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

added/enhanced in FY 2024: _____

added/enhanced in FY 2025: _____

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

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

Goal #4: Staffing

To develop a staffing plan.

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

- ☐ Public Works
- ☐ Public Safety – including traffic enforcement unit.
- ☐ Administration
- ☐ All Departments

☐ 4.2 Recruitment Plan

- ☐ Inform at Local / Regional academies.
- ☐ Create a recruitment package (Informational).

☐ 4.3 Improve Employee Benefits

Top Priorities

- ☐ Increase TMRS pension contribution from 5% to 7% with 20-year retirement.
- ☐ Add stipend for certifications & miscellaneous designations and/or qualifications.

Secondary Priorities (if budget allows)

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

Goal #5: Human Resources

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

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

Goal #6: Facilities/Buildings

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

6.1 Public Safety

6.1.1 Top Priorities

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

6.1.2 Secondary Priorities (if budget allows)

- ☐ Design & Construction
- ☐ Develop a Maintenance Plan

6.2 All other City Facilities

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

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



Goal #7: Infrastructure

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

7.1 Maintaining Infrastructure

7.1.1 Streets – Each one based on condition and usage.

☐ # of streets maintained in 2023: _____

☐ # of streets maintained in 2024: _____

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

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

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

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

☐ # of feet of wastewater maintained in 2023: _____

☐ # of feet of wastewater maintained in 2024: _____

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

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

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

7.2 Repairing Infrastructure

7.2.1 Streets – Repair as needed.

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

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

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

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

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

7.2.3 Wastewater – Repair as needed.

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

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

7.2.3 Natural gas – Repair as needed.

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

7.3 New Construction of Infrastructure

7.3.1 Streets – by developer

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

7.3.2 Water

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

7.3.3 Natural Gas

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

7.3.4 Wastewater

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

7.3.5 Railroad Grade Separation

- ☐ Construct bridge to cross over railroad tracks.

7.4 Equipment Acquisition

Top Priority

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

Secondary Priorities (if budget allows)

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

NAVASOTA!™

So much, so close.

2023-2024 Strategic Plan Appendix



City of Navasota Town Hall Meeting – April 2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Stakeholder Focus Groups – April 2023

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

Realtors & Developers

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Education

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

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

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

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

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

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

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

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

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

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

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

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

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

Industry & Business

1. What are your main workforce challenges?

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

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

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

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

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

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

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

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

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

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

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

Boards & Commissions

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

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

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

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

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

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

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

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

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

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

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

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

- No, already easy to work with

Health & Public Safety

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

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

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

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

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

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

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

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

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

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

5. How can Navasota become a healthier community?

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

6. How can Navasota become a safer community?

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

Downtown

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

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

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

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

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

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

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

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

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

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

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

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

Nonprofit & Governmental

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

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

County:

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

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

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

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

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

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

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

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

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

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

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

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

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

Random comments

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



REQUEST FOR CITY COUNCIL AGENDA ITEM #5

| <p>Agenda Date Requested: <u>December 11, 2023</u></p> <p>Requested By: <u>Jason Weeks, City Manager</u></p> <p>Department: <u>Administration</u></p> <p><input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance</p> | <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center; 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 |
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| Appropriation | | | | | | | | | | | | | |
| Source of Funds: | <u>N/A</u> | | | | | | | | | | | | |
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| Amount Budgeted: | <u>N/A</u> | | | | | | | | | | | | |
| Amount Requested: | <u>N/A</u> | | | | | | | | | | | | |
| Budgeted Item: | <input type="radio"/> Yes <input checked="" type="radio"/> No | | | | | | | | | | | | |

Exhibits: Draft Facility Use Policy, Current Rental Policy, Navasota Rental Form & Presentation

AGENDA ITEM #5

Discussion and guidance on a new proposed Parks & Recreation Department Facility Use Policy.

SUMMARY & RECOMMENDATION

During the fiscal year 2022-23 budget process, the City Council moved forward with the funding of an additional position as the Parks & Recreation Manager. This position has oversight of all parks, programming, athletic programs, and facility rentals. Additionally, as outlined in the approved Strategic Plan - Goal #3 identifies quality of life measures, with the overall goal of creating, enhancing, and improving program offerings and recreational facilities.

With the addition of a Parks & Recreation Manager in combination with the adoption of the FY 2023-2024 City of Navasota Strategic Plan, the Parks & Recreation Department has identified an area of improvement in the department to enhance programming efforts and lessen financial risk by updating the city's Facility Use Policy.

While the City already has a rental policy in place, the current rental policy and procedures in place do not fully protect the city and its assets from risk if or when an incident occurs. Today, the legal best business practice is to have the responsible party have liability coverage policy on hand. The idea of liability insurance coverage is not to just protect the city, but primarily the responsible party if/when an incident occurs from risk. The insurance policy is needed to protect the responsible party from the financial devastation a legal proceeding could have as well as protecting the city's assets from damage cost. Thus, the goal of this discussion is to identify how much liability risk the City of Navasota is willing to assume, guidance on the contents of the new proposed facility use policy, and the establishment of the new policy with new procedures that is consistent for all city facility users.

The new proposed facility use policy clarifies what an acceptable use of a city facility is, general rules and regulations for the facilities, defines qualifications for certain rate/fee schedules, identifies groups (residents, non-residents, non-profits, etc.), and highlights a standard insurance requirement for all users of city facilities. Additionally, the new facility use policy introduces a "Special Event Permit" that will encourage large gatherings to be well planned, organized, and reviewed closely by staff. This process will not only make these events safer and more enjoyable for the attendees, but help prevent these events from having unsafe practices, getting out of control, and causing chaos as well as possible criminal activity inside/outside the city limits.

On November 27, 2023, the Parks & Recreation Manager made a presentation to City Council discussing the goal, purpose, scope; interpretation & implementation; general facility usage; prohibited uses; and rates, fees, & deposits. This presentation covered only six of the 24 slide PowerPoint presentation; therefore, City Council asked to postpone the remainder of this discussion workshop until the December 11, 2023, City Council meeting. Based on feedback received from City Council during the November 27th City Council meeting, staff is recommending the mayor appoint two council members to a special committee to meet with staff to bring back a policy that meets the needs and desires of City Council.

ACTION REQUIRED BY CITY COUNCIL

Appoint a special City Council committee comprised of two Council Members to assist staff in finalizing a draft policy for an action item early in the calendar year 2024.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/5/23

Date

THERE'S SO MUCH TO LOVE ABOUT

NAVASOTA!

So much, so close.

CITY OF NAVASOTA, TEXAS
Facility Use Policy

GOAL, PURPOSE, AND SCOPE

- **Policy Goal:**

- To protect the city and its assets from risk if or when an incident occurs at a city-owned facility.

- **Purpose and Scope:**

- The City of Navasota has limited facilities that may offer opportunities for public use.
- This Facility Use Policy is designed to govern the use of City-owned facilities by the community, community based and other non-profit groups and/or organizations, and state/county offices that are not directly associated with the City of Navasota ("City").
- This policy describes the terms, conditions, allowable uses, and user qualifications required for the utilization of Available Facilities.
- These standards are intended to facilitate orderly processing of reservation requests and to preserve the non-public forum status of the facilities.

INTERPRETATION AND IMPLEMENTATION

- The City Manager and/or the City Manager's designee shall have the responsibility to administer and enforce the Facility Use Policy, and shall have the authority to deny or terminate the use of a facility if a determination is made that the use does not conform to the requirements of the Facility Use Policy.
- The City Manager has the discretion to make changes to the Facility Use Policy and may restrict public access to any meeting rooms, city facilities, or city owned property that the City Manager determines not suitable for holding public events.
- At the discretion of the City Manager, the City may waive any requirement of this policy if the result of said waiver would be in the best interest of the City.
- The City Manager shall have the final authority to interpret the Facility Use Policy.

GENERAL FACILITY USAGE

- Facilities of the City of Navasota are primarily designed to accommodate the programs, activities, and meetings of various City departments, the City Council, and City boards and commissions.
- It is intended that these facilities be used to the fullest extent for these primary purposes.
- Accordingly, City government functions shall in all cases take precedence over all other activities at any City facility.
- Specified meeting rooms, banquet halls, pavilions, parks, etc. in certain City facilities, when not being used by the City, shall be made available to Community Residents, Non-Residents, Community Based and other Non-Profits, and State/County offices.
- Each individual, group, or association is subjected to the fee schedule based on qualifications.
- The City reserves the right to close the meeting rooms, banquet halls, pavilions, parks, etc. for public use and terminate the limited public forum at any time.

PROHIBITED USES

- City facilities shall NOT be used for the following:
 - Any commercial business, fee-based or promotional activity;
 - Any programs involving the sale, advertising, or promotion of products or services;
 - Any business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose;
 - Any meeting or activity that solicits funds or donations or accepts such from attendees;
 - Any political fundraisers, political advocacy, or other partisan political meetings, rallies, or campaign activities/events;

PROHIBITED USES [CONTINUED]

- City facilities shall NOT be used for the following:
 - Any meeting whose noise levels will interfere with other reserved activities in adjacent rooms/properties;
 - Any groups that will have participants in excess of the occupancy limit;
 - Any illegal activity;
 - Any purposes contrary to federal, state, or local law;
 - Any activity not consistent with the general business purpose of the building;
 - Any other use that deviates from the City of Navasota's mission statement, vision statement, and/or core values.

RATES, FEES, AND DEPOSITS

- Deposits are required to be paid in full for ALL reservations at the time of request.
- Deposits will be used to reserve time slot and will be applied to the cost of any damage occurring during the Reservation, the cost for staff to remove trash from the facilities and grounds, and the cost for staff to clean up in any capacity should the Renting Party fail to do so.
- Any damage to the Renting Facility in excess of the paid Deposit is the personal responsibility of the Renting Party and will be charged directly to the Renting Party.
- All fees for a Reservation must be paid 14 days prior to the event. Failure to pay the remaining balance by that time cancels the Reservation and forfeits the deposit.
- Rental rates differ based off residency, non-profit status, event type, etc. *Refer to rate qualifications below.*

RATES, FEES, AND DEPOSITS [CONTINUED]

- Rental rates, fees, and deposits are subject to change without notice.
- Cancellations must be made in writing (e.g. e-mail) no less than 14 days in advance of the Reservation in order to receive a full refund of all paid fees and deposits. Less than two weeks' notice will result in a loss of rental fees and deposit.
- The Deposit will be refunded to the Renting Party – as long as all policies are upheld and no fees accrued – by mail 10 – 12 business days after the event.
- Forfeiture of deposit will result for any parties that include alcohol on the premises without stating it on the Special Events Permit or for parties where alcohol is consumed outside of the time frame stated on the form.
- In the event the violating party violates any provision of this policy, the renting party will also lose privileges to renting any city facility in the future.

RESIDENT RATE VS. NON-RESIDENT RENTAL RATE

Resident Rental Rate

- A Resident is defined as a person or family that resides within the corporate limits of the City of Navasota.
- To receive the Navasota resident rental rate, proof of Navasota residency is required (e.g. a current government-issued ID or utility bill with a Navasota address).
- Renter is the responsible party and MUST be in attendance at the event.
- A person must be 21 years of age or older to rent a city facility.

Non-Resident Rental Rate

- A Non-resident is a person or family that does not reside within the corporate limits of the City of Navasota.
- A Non-Resident could have a Navasota address and still be considered a non-resident.
- Non-residents are subject to the non-resident rate.
- Renter is the responsible party and MUST be in attendance at the event.
- Non-residents must have a current government-issued ID on file with rental request.
- A person must be 21 years of age or older to rent a city facility.

NON-PROFIT RENTAL RATE

- Navasota based non-profits are defined as any Navasota based group that has obtained and provided proof of status as a charitable organization pursuant to Section 501(c)3 of the Internal Revenue Code.
- During regular building operating hours (8am-5pm Monday – Friday), Navasota non-profit groups are charged 50% of the rental fee and are required to pay the room deposit for each time the facility is used.
- ALL Navasota non-profit groups are subject to pay the full rental fee and deposit after operating hours (5pm – 10pm Monday – Friday and Weekends/Holidays).
- Navasota non-profits must provide a membership roster showing at least 51% of its members being Navasota residents.
- ALL other non-profits will pay rental fees and deposits based on Non-Resident fee.
- A person must be 21 years of age or older to rent a city facility.

SPECIAL EVENT PERMIT REQUIREMENTS

- A Special Event Permit request is **REQUIRED** when:
 - Any event or reservation containing 65 people or more;
 - Use of Bluebonnet Hall, August Horst Pavilion, or Municipal Pool;
 - Use of ANY city park or city owned property;
 - Event will be used as a fundraiser or advertised to the public;
 - Interferes with the normal flow or regulation of pedestrian or vehicular traffic (e.g. Parades, Runs, Walks, Block Parties, etc.);
 - Public safety may be at risk (Alcohol present, Security required, etc.)
- A Special Event Permit request is **NOT** required for:
 - Any event, street closing events, Parades, Runs, Walks, etc. organized by the City of Navasota;
 - A private event on a residential property that has no more than 100 guests, is contained on property lines of host, adequate parking is provided, not advertised to the public, and follows the noise ordinance;
 - Funeral Processions.

SPECIAL EVENT PERMIT REVIEW AND APPROVAL PROCESS

- Special Event Permit request **MUST** be submitted at least 90 days prior to the event date request with an attached \$100 non-refundable application fee. Application fee will be in addition to any facility security deposits and associated fees with any City facility or property usage.
- Special Event Permits will be approved/disapproved pending compliance and noted concerns within 14 days of request submission. Applicants may appeal denial ONE time with submission of required additional documentation within 14 days of denial notice.
- A person must be 21 years of age or older to rent a city facility.
- **SPECIAL EVENT PERMITS MAY BE DECLINED AT ANYTIME IF IT DEVIATES FROM THE CITY OF NAVASOTA'S MISSION STATEMENT, VISION STATEMENT, AND/OR CORE VALUES.**

PROGRAMS AND EVENTS SPONSORED BY THE CITY OF NAVASOTA

- Programs and events sponsored by the City of Navasota are generally exempt from the hourly rate and deposit requirements during regular building operating hours (8am-5pm Monday – Friday.)
- Programs and Events sponsored by the City of Navasota are subject to the after operating hours (5pm – 10pm Monday – Friday and Weekends/Holidays) fee and do NOT take priority over City Programming, Events, and/or Rentals.
- Programs and Events sponsored by the city are exempt of application and fees associated with Special Event Permits.
- Programs and Events sponsored by the City are required to obtain the necessary insurance requirements prior to facility use.
- Programs recurring at a city facility or property will need to have a signed agreement on file with City of Navasota Parks and Recreation Department explaining further facility usage rules, requirements, key rental, and/or fees.

ATHLETIC FIELDS AND FACILITIES

- Athletics fields and facilities (Navasota Municipal Pool, Manley Ball Fields, Logan Sechelski Fields, August Horst Baseball Fields, August Horst Football Field) are available for use by the general public during normal business and/or operating hours.
- Athletics fields and facilities may be reserved for exclusive seasonal use by Navasota based Youth or Adult Non-Profit sports organizations.
- Navasota based Youth/Adult Sports Non-Profit Organizations are REQUIRED to provide the city:
 - Proof of status as a charitable organization pursuant to Section 501(c)3 of the Internal Revenue Code;
 - The necessary insurance coverage for risk;
 - Detailed season schedule with dates of all games and practices; roster that has at least 51% Navasota members that includes participants name, age, address, and school attended;
 - A signed agreement explaining further field usage rules, requirements, and league fees, is on file with City of Navasota Parks and Recreation Department.

ATHLETIC FIELDS AND FACILITIES [CONTINUED]

- ALL required documents and agreements must be submitted prior to the first practice on city owned athletic fields and facilities.
- Athletic fields and league fees are different based by sport and facility/field used.
- Leagues with a roster of 50% or less Navasota based residents are subject to increased league fees.
- Athletic fields and facilities league fees are subject to change at any time.
- ALL field and facility fees are due NO LATER THAN the first game/meet of the scheduled season provided.
- Any unpaid fees will result in immediate termination of agreement and future use of field and facility indefinitely.
- Any scheduled tournament or game exceeding 100 or more visitors is subject to a Special Event Permit Request and associated cost.
- City of Navasota reserves the right to cancel/terminate any league practice, game, tournament, or season at any time.

SECURITY REQUIREMENTS

- At least one Security Officer is REQUIRED at ALL events that need a Special Events Permit.
- A Security Officer is defined as a person who holds an active Peace Officer or TCOLE Certification.
- Hired security officer(s) that are NOT a current Navasota Police Department Officer are required to notify and be approved by dispatch withing 14 days to event being worked within city limits.
- Rates for security start at \$50 an hour and are subject to price increases with total amount of people present, alcohol present, assumed risk level, etc.
- Renter is responsible for ALL cost of security and any increased rates depending on the nature of their reservation as determined by Navasota Chief of Police.
- Security Ratio is 1 officer: 100 people (e.g event with 101 people will require at least 2 officers minimum)
- **RENTER WILL BE CHARGED A MINIMUM 2 HOURS IF SECURITY IS NEEDED.**
- FOR ADDITIONAL INFORMATION, CONTACT THE NAVASOTA P.D. EMAIL - NPDINFO@NAVASOTATX.GOV
- Security is optional for any reservation at a city owned facility or property that does NOT require a Special Event Permit.

INSURANCE REQUIREMENT

- ALL renters or users of City owned facilities or property MUST submit proof of Certificate of Liability Insurance within 14 days of event date. A Certificate of Liability Insurance must be obtained as a separate policy.
- ALL events that do not have proper insurance policy documentation prior to event are subject to cancellation of event and forfeiture of any payments made.
- The City of Navasota MUST be listed as an "Additional Insured" on the Certificate of Liability Insurance and a copy of the Additional Insured endorsement/policy language must be attached/uploaded to reservation file.
 - The minimum limits of liability REQUIRED are: \$1,000,000 per occurrence and
 - \$2,000,000 in aggregate.
- The City of Navasota is NOT responsible for injuries to participants and/or spectators and is not responsible for damage to and/or loss of a Renter's property. To the fullest extent permitted by law, the Renter agrees to indemnify and hold the City of Navasota harmless from any and all claims for monetary damages or other relief resulting from the Renter's invitees and/or use of the facility as contemplated by this Agreement. Such indemnity shall include defense costs against any such claim incurred by the City of Navasota and its counsel of record.

GENERAL RULES AND REGULATIONS

For the facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all City facilities:

- Attendance at meetings will be limited to the capacity of the individual meeting rooms as determined by the City of Navasota Fire Chief.
- Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
- No Center fixtures, furniture, equipment or any other property may be moved or relocated.
- Groups may only enter and exit the building from the public doors. Doors may not be propped open, and emergency exits cannot be blocked.
- City staff will control all heating, air conditioning, lighting, and any other electrical or mechanical system(s) in the building. Applicant only shall make requests to the City staff for any adjustments.
- No group or participant may affix, tack, staple, tape, or fix with an adhesive any item to any part of a meeting room, including walls, doors, door frames, window treatments, or woodwork.
- Meeting room doors must be closed while conducting meetings during business hours. The conduct of the meeting will be respectable and well governed.
- The noise level in the lobby area shall be kept to a minimum.

GENERAL RULES AND REGULATIONS [CONTINUED]

- All arrangements for the Reservation, including but not limited to DJ's, bands, sound systems, tents, caterers, inflatables, and deliveries by agents must be approved through Special Events Permit. Failure to do so may result in immediate loss of the Reservation, deposit, and associated fees.
- Use of the facility must not interfere with the conduct of official City business or be unduly disruptive to others present in the City facility or to adjacent properties.
- Non-alcoholic beverages and light refreshments are allowed.
- All trash, including food and beverage, created by the user or participants, shall be placed in proper receptacles and disposed of in outside dumpsters at conclusion of event.
- No pets shall be permitted inside the facilities, only service animals are allowed.
- Smoking, including e-cigarettes and vaping, is not allowed in City facilities.
- No alcoholic beverages or illegal substances shall be served upon, consumed upon, or brought into the City facility unless approved through Special Event Permit.

GENERAL RULES AND REGULATIONS [CONTINUED]

- No sparklers, open flames, or burning candles are permitted unless approved through Special Event Permit.
- No pyrotechnic devices or fog machines are allowed inside the City facility or on City property.
- Use of any glitter, confetti, silly string, or streamers is prohibited.
- All City facilities shall be left in good, clean condition. All tables and chairs must be returned to the original arrangement when the use of the facility is complete.
- The Applicant will be responsible for the provision of any specific non-facility Americans with Disabilities Act (ADA) required accommodations.
- No Group may consider a City facility its permanent meeting place, use for storage, or use the City facility or Municipal Office Building as its mailing address unless approved by City Manager with an agreement is in place.
- All minors, individuals younger than 18 years of age, must be accompanied by an adult, with no more than ten (10) minors per one (1) adult.
- Failure to abide by above rules and regulations will be terms for immediate reservation cancelation and forfeiture of ALL paid deposits and associated fees.

RESERVATION REGULATIONS

- Reservations must be made online or at City Hall during business hours (8A-5P, Monday through Friday) NO LESS 14 DAYS in advance of the event date, and will be taken on a first come, first serve basis. Phone call reservations are prohibited.
- Reservation requests made LESS THAN 14 DAYS will be automatically denied.
- No reservation is confirmed unless the Renting Party provides insurance documentation for event, signs the Rental Agreement Form, Rental Policies, and Waivers, and ALL fees are paid in full.
- Reservations may be made up to 12 months in advance.
- Special Event Permit request must be made at least 90 days prior to a scheduled event for Bluebonnet Hall, August Horst Pavilion, or any Park.
- The rental time block stated on the form includes arriving, setting up, decorating, hosting the event, and cleaning up afterwards. The end time reflects when the doors/gates to the facility will be locked.
- The City reserves the right to cancel any Reservation in the event of unforeseen circumstances and in the public interest. In such an event, notice of cancellation will be given as early as practicable and the deposit and fees will be promptly refunded.
- The Navasota Center is used as a shelter in the event of an emergency (ex: flooding). In such an event, the need for shelter takes priority over a Reservation. The Renting Party will be notified as early as practicable and may either be refunded all fees paid or work with staff to reschedule for a later date.
- Requests for date or time change must be made 14 days in advance in writing for regular reservations and 30 days in advance for Special Events Permits. Staff will notify the Renting Party if the request is approved as quickly as possible.

FACILITY CLEAN UP AND PARKING

- Facility Clean Up
 - The Renting Party is responsible for cleaning the rented facility prior to the end of the rental time block. Staff on site will provide a cleaning checklist. Cleaning supplies are NOT provided.
 - Failure to clean up room or facility after reservation in accordance to the checklist will result in a forfeiture of the entire room or facility deposit.
- Parking
 - ALL facility visitors are required to park in designated marked parking spots when available.
 - Vehicles may only be parked on the Center's east building ramp for a maximum of 20 minutes for the purpose of loading and unloading.
 - Parking vehicles on grass areas is strictly prohibited.
 - Any vehicle parked inappropriately is subject to towing, tickets, etc. at owner's expense.

NOISE AND EQUIPMENT AND FURNITURE

- Noise

- Use of amplified sound equipment is not permitted if above levels established in the noise ordinance.
- Use of amplified sound equipment is permitted as long as a Special Event Permit Request has been approved from the Parks and Recreation Department prior to the event reservation date.

- Equipment and Furniture

- The use, alteration, removal, damage, or destruction of any City equipment and/or furniture is strictly prohibited.
- The Rental Applicant will be held responsible for any damages to any City-owned property or equipment.
- The Rental Applicant will be charged to the fullest extent for damages, machinery rental, and/or labor charges used to return facility back to operational use.



QUESTIONS?

Ryan Hendricks
Parks and Recreation Manager
rhendricks@navasotatx.gov



FACILITY USE POLICY *ROUGH DRAFT*

PURPOSE AND SCOPE

- The City of Navasota has limited facilities that may offer opportunities for public use.
- This Facility Use Policy is designed to govern the use of City-owned facilities by the community, community based and other non-profit groups and/or organizations, and state/county offices that are not directly associated with the City of Navasota ("City").
- This policy describes the terms, conditions, allowable uses, and user qualifications required for the utilization of Available Facilities.
- These standards are intended to facilitate orderly processing of reservation requests and to preserve the non-public forum status of the facilities.

INTERPRETATION AND IMPLEMENTATION

- The City Manager and/or the City Manager's designee shall have the responsibility to administer and enforce the Facility Use Policy, and shall have the authority to deny or terminate the use of a facility if a determination is made that the use does not conform to the requirements of the Facility Use Policy.
- The City Manager has the discretion to make changes to the Facility Use Policy and may restrict public access to any meeting rooms, city facilities, or city owned property that the City Manager determines not suitable for holding public events.
- At the discretion of the City Manager, the City may waive any requirement of this policy if the result of said waiver would be in the best interest of the City.
- The City Manager shall have the final authority to interpret the Facility Use Policy.

DEFINITIONS

- Deposit – money given as a pledge or down payment
- Event – a large social occasion or activity
- Facility – something that is built, installed, or established to serve a particular purpose
- Fee – a sum paid or charge for a service
- Meeting – an act or process of coming together
- Non-Profit – any Navasota based group that has obtained and provided proof of status as a charitable organization pursuant to Section 501(c)3 of the Internal Revenue Code.
- Non-Resident – a person or family that does not reside within the corporate limits of the City of Navasota
- Park – an area designed for a specific type of use or recreation
- Party – a moderately sized social gathering
- Property – something owned or possessed
- Rate – a charge or price fixed to a ratio, scale, or standard
- Renter – one who rents something from another
- Reservation – an arrangement to have something held for ones use
- Resident – a person or family that resides within the corporate limits of the City of Navasota
- Security Officer – a person who holds an active Peace Officer or TCOLE Certification.

GENERAL FACILITY USAGE

- Facilities of the City of Navasota are primarily designed to accommodate the programs, activities, and meetings of various City departments, the City Council, and City boards and commissions.
- It is intended that these facilities be used to the fullest extent for these primary purposes.
- Accordingly, City government functions shall in all cases take precedence over all other activities at any City facility.
- Specified meeting rooms, banquet halls, pavilions, parks, etc. in certain City facilities, when not being used by the City, shall be made available to Community Residents, Non-Residents, Community Based and other Non-Profits, and State/County offices.
- Each individual, group, or association is subjected to the fee schedule based on qualifications.
- The City reserves the right to close the meeting rooms, banquet halls, pavilions, parks, etc. for public use and terminate the limited public forum at any time.

PROHIBITED USES

- City facilities shall NOT be used for the following:
 - Any commercial business, fee-based or promotional activity;
 - Any programs involving the sale, advertising, or promotion of products or services;
 - Any business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose;
 - Any meeting or activity that solicits funds or donations or accepts such from attendees;
 - Any political fundraisers, political advocacy, or other partisan political meetings, rallies, or campaign activities/events;
 - Any meeting whose noise levels will interfere with other reserved activities in adjacent rooms/properties;
 - Any groups that will have participants in excess of the occupancy limit;
 - Any illegal activity;
 - Any purposes contrary to federal, state, or local law;
 - Any activity not consistent with the general business purpose of the building;
 - Any other use that deviates from the City of Navasota's mission statement, vision statement, and/or core values.

RATES, FEES, AND DEPOSITS

- Deposits are required to be paid in full for ALL reservations at the time of request.
- Deposits will be used to reserve time slot and will be applied to the cost of any damage occurring during the Reservation, the cost for staff to remove trash from the facilities and grounds, and the cost for staff to clean up in any capacity should the Renting Party fail to do so.
- Any damage to the Renting Facility in excess of the paid Deposit is the personal responsibility of the Renting Party and will be charged directly to the Renting Party.
- All fees for a Reservation must be paid 14 days prior to the event. Failure to pay the remaining balance by that time cancels the Reservation and forfeits the deposit.
- Rental rates differ based off residency, non-profit status, event type, etc. *Refer to rate qualifications below.*
- Rental rates, fees, and deposits are subject to change without notice.

- Cancellations must be made in writing (e.g. e-mail) no less than 14 days in advance of the Reservation in order to receive a full refund of all paid fees and deposits. Less than two weeks' notice will result in a loss of rental fees and deposit.
- The Deposit will be refunded to the Renting Party – as long as all policies are upheld and no fees accrued – by mail 10 – 12 business days after the event.
- Forfeiture of deposit will result for any parties that include alcohol on the premises without stating it on the Special Events Permit or for parties where alcohol is consumed outside of the time frame stated on the form.
- In the event the violating party violates any provision of this policy, the renting party will also lose privileges to renting any city facility in the future.

RESIDENT RENTAL RATE

- A Resident is defined as a person or family that resides within the corporate limits of the City of Navasota.
- To receive the Navasota resident rental rate, proof of Navasota residency is required (e.g. a current government-issued ID or utility bill with a Navasota address).
- Renter is the responsible party and **MUST** be in attendance at the event.
- A person must be 21 years of age or older to rent a city facility.

NAVASOTA NON-RESIDENT RENTAL RATE

- A Non-resident is a person or family that does not reside within the corporate limits of the City of Navasota.
- A Non-Resident could have a Navasota address and still be considered a non-resident.
- Non-residents are subject to the non-resident rate.
- Renter is the responsible party and **MUST** be in attendance at the event.
- Non-residents must have a current government-issued ID on file with rental request.
- A person must be 21 years of age or older to rent a city facility.

NON-PROFIT RENTAL RATE

- Navasota based non-profits are defined as any Navasota based group that has obtained and provided proof of status as a charitable organization pursuant to Section 501(c)3 of the Internal Revenue Code.
- During regular building operating hours (8am-5pm Monday – Friday), Navasota non-profit groups are charged 50% of the rental fee and are required to pay the room deposit for each time the facility is used.
- ALL Navasota non-profit groups are subject to pay the full rental fee and deposit after operating hours (5pm – 10pm Monday – Friday and Weekends/Holidays).
- Navasota non-profits must provide a membership roster showing at least 51% of its members being Navasota residents.
- ALL other non-profits will pay rental fees and deposits based on Non-Resident fee.
- A person must be 21 years of age or older to rent a city facility.

SPECIAL EVENT PERMIT REQUIREMENTS

- A Special Event Permit request is **REQUIRED** when:
 - Any event or reservation containing 65 people or more;
 - Use of Bluebonnet Hall, August Horst Pavilion, or Municipal Pool;

- Use of ANY city park or city owned property;
- Event will be used as a fundraiser or advertised to the public;
- Interferes with the normal flow or regulation of pedestrian or vehicular traffic (e.g. Parades, Runs, Walks, Block Parties, etc.);
- Public safety may be at risk (Alcohol present, Security required, etc.)
- A Special Event Permit request is **NOT** required for:
 - Any event, street closing events, Parades, Runs, Walks, etc. organized by the City of Navasota;
 - A private event on a residential property that has no more than 100 guests, is contained on property lines of host, adequate parking is provided, not advertised to the public, and follows the noise ordinance;
 - Funeral Processions.
- Special Event Permit request **MUST** be submitted at least 90 days prior to the event date request with an attached \$100 non-refundable application fee. Application fee will be in addition to any facility security deposits and associated fees with any City facility or property usage.
- Special Event Permits will be approved/disapproved pending compliance and noted concerns within 14 days of request submission. Applicants may appeal denial ONE time with submission of required additional documentation within 14 days of denial notice.
- A person must be 21 years of age or older to rent a city facility.
- **SPECIAL EVENT PERMITS MAY BE DECLINED AT ANYTIME IF IT DEVIATES FROM THE CITY OF NAVASOTA'S MISSION STATEMENT, VISION STATEMENT, AND/OR CORE VALUES.**

PROGRAMS AND EVENTS SPONSORED BY THE CITY OF NAVASOTA

- Programs and events sponsored by the City of Navasota are generally exempt from the hourly rate and deposit requirements during regular building operating hours (8am-5pm Monday – Friday.)
- Programs and Events sponsored by the City of Navasota are subject to the after operating hours (5pm – 10pm Monday – Friday and Weekends/Holidays) fee and do NOT take priority over City Programming, Events, and/or Rentals.
- Programs and Events sponsored by the city are exempt of application and fees associated with Special Event Permits.
- Programs and Events sponsored by the City are required to obtain the necessary insurance requirements prior to facility use.
- Programs recurring at a city facility or property will need to have a signed agreement on file with City of Navasota Parks and Recreation Department explaining further facility usage rules, requirements, key rental, and/or fees.

ATHLETIC FIELDS AND FACILITIES

- Athletics fields and facilities (Navasota Municipal Pool, Manley Ball Fields, Logan Sechelski Fields, August Horst Baseball Fields, August Horst Football Field) are available for use by the general public during normal business and/or operating hours.
- Athletics fields and facilities may be reserved for exclusive seasonal use by Navasota based Youth or Adult Non-Profit sports organizations.
- Navasota based Youth/Adult Sports Non-Profit Organizations are REQUIRED to provide the city:
 - Proof of status as a charitable organization pursuant to Section 501(c)3 of the Internal Revenue Code;
 - The necessary insurance coverage for risk;
 - Detailed season schedule with dates of all games and practices, has provided a roster that has at least

- 51% Navasota members that includes participants name, age, address, and school attended;
 - A signed agreement explaining further field usage rules, requirements, and league fees, is on file with City of Navasota Parks and Recreation Department.
- ALL required documents and agreements must be submitted prior to the first practice on city owned athletic fields and facilities.
- Athletic fields and league fees are different based by sport and facility/field used.
- Leagues with a roster of 50% or less Navasota based residents are subject to increased league fees.
- Athletic fields and facilities league fees are subject to change at any time.
- ALL field and facility fees are due NO LATER THAN the first game/meet of the scheduled season provided.
- Any unpaid fees will result in immediate termination of agreement and future use of field and facility indefinitely.
- Any scheduled tournament or game exceeding 100 or more visitors is subject to a Special Event Permit Request and associated cost.
- City of Navasota reserves the right to cancel/terminate any league practice, game, tournament, or season at any time.

SECURITY REQUIREMENTS

- At least one Security Officer is REQUIRED at ALL events that need a Special Events Permit.
- A Security Officer is defined as a person who holds an active Peace Officer or TCOLE Certification.
- Hired security officer(s) that are NOT a current Navasota Police Department Officer are required to notify and be approved by dispatch withing 14 days to event being worked within city limits.
- Rates for security start at \$50 an hour and are subject to price increases with total amount of people present, alcohol present, assumed risk level, etc.
- Renter is responsible for ALL cost of security and any increased rates depending on the nature of their reservation as determined by Navasota Chief of Police.
- Security Ratio is 1 officer: 100 people (e.g event with 101 people will require at least 2 officers minimum)
- **RENTER WILL BE CHARGED A MINIMUM 2 HOURS IF SECURITY IS NEEDED.**
- **FOR ADDITIONAL INFORMATION, CONTACT THE NAVASOTA P.D. EMAIL - NPDINFO@NAVASOTATX.GOV**
- Security is optional for any reservation at a city owned facility or property that does NOT require a Special Event Permit.

INSURANCE REQUIRMENT

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- ALL events that do not have proper insurance policy documentation prior to event are subject to cancellation of event and forfeiture of any payments made.
- The City of Navasota MUST be listed as an "Additional Insured" on the Certificate of Liability Insurance and a copy of the Additional Insured endorsement/policy language must be attached/uploaded to reservation file.
- The minimum limits of liability REQUIRED are:
 - \$1,000,000 per occurrence and
 - \$2,000,000 in aggregate.
- The City of Navasota is NOT responsible for injuries to participants and/or spectators and is not responsible for damage to and/or loss of a Renter's property. To the fullest extent permitted by law, the Renter agrees to indemnify and hold the City of Navasota harmless from any and all claims for monetary damages or other relief resulting from the Renter's invitees and/or use of the facility as contemplated by this Agreement. Such indemnity shall include defense costs against any such claim incurred by the City of Navasota and its counsel of record.

PETS AND SERVICE ANIMALS

- Texas law states that service animals (Canine) or assistance animals (Canine) may not be denied entry to a public facility.
- If a person's disability is not readily apparent, a staff member or manager of the facility may inquire about if the service animal is required and/or what type of service the animal provides.
- Assistance animals must be harnessed at ALL times.
- The person with a disability who uses an assistance animal on city property is liable for any and all damages done to city facilities and/or its visitors by the animal.

GENERAL RULES AND REGULATIONS

For the facilities to be enjoyed by everyone, the following basic rules of good conduct must be observed at all City facilities:

- Attendance at meetings will be limited to the capacity of the individual meeting rooms as determined by the City of Navasota Fire Chief.
- Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
- No Center fixtures, furniture, equipment or any other property may be moved or relocated.
- Groups may only enter and exit the building from the public doors. Doors may not be propped open, and emergency exits cannot be blocked.
- City staff will control all heating, air conditioning, lighting, and any other electrical or mechanical system(s) in the building. Applicant only shall make requests to the City staff for any adjustments.
- No group or participant may affix, tack, staple, tape, or fix with an adhesive any item to any part of a meeting room, including walls, doors, door frames, window treatments, or woodwork.
- Meeting room doors must be closed while conducting meetings during business hours. The conduct of the meeting will be respectable and well governed.
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- Use of the facility must not interfere with the conduct of official City business or be unduly disruptive to others present in the City facility or to adjacent properties.
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- No sparklers, open flames, or burning candles are permitted unless approved through Special Event Permit.
- No pyrotechnic devices or fog machines are allowed inside the City facility or on City property.
- Use of any glitter, confetti, silly string, or streamers is prohibited.
- All City facilities shall be left in good, clean condition. All tables and chairs must be returned to the original arrangement when the use of the facility is complete.
- The Applicant will be responsible for the provision of any specific non-facility Americans with Disabilities Act (ADA) required accommodations.

- No Group may consider a City facility its permanent meeting place, use for storage, or use the City facility or Municipal Office Building as its mailing address unless approved by City Manager with an agreement in place.
- All minors, individuals younger than 18 years of age, must be accompanied by an adult, with no more than ten (10) minors per one (1) adult.
- Failure to abide by above rules and regulations will be terms for immediate reservation cancelation and forfeiture of ALL paid deposits and associated fees.

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- Reservation requests made LESS THAN 14 DAYS will be automatically denied.
- No reservation is confirmed unless the Renting Party provides insurance documentation for event, signs the Rental Agreement Form, Rental Policies, and Waivers, and ALL fees are paid in full.
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- The City reserves the right to cancel any Reservation in the event of unforeseen circumstances and in the public interest. In such an event, notice of cancellation will be given as early as practicable and the deposit and fees will be promptly refunded.
- The Navasota Center is used as a shelter in the event of an emergency (ex: flooding). In such an event, the need for shelter takes priority over a Reservation. The Renting Party will be notified as early as practicable and may either be refunded all fees paid or work with staff to reschedule for a later date.
- Requests for date or time change must be made 14 days in advance in writing for regular reservations and 30 days in advance for Special Events Permits. Staff will notify the Renting Party if the request is approved as quickly as possible.

FACILITY CLEAN UP

- The Renting Party is responsible for cleaning the rented facility prior to the end of the rental time block. Staff on site will provide a cleaning checklist. Cleaning supplies are NOT provided.
- Failure to clean up room or facility after reservation in accordance to the checklist will result in a forfeiture of the entire room or facility deposit.

PARKING

- ALL facility visitors are required to park in designated marked parking spots when available.
- Vehicles may only be parked on the Center's east building ramp for a maximum of 20 minutes for the purpose of loading and unloading.
- Parking vehicles on grass areas is strictly prohibited.
- Any vehicle parked inappropriately is subject to towing, tickets, etc. at owner's expense.

NOISE

- Use of amplified sound equipment is not permitted if above levels established in the noise ordinance.
- Use of amplified sound equipment is permitted as long as a Special Event Permit Request has been approved from the Parks and Recreation Department prior to the event reservation date.

EQUIPMENT AND FURNITURE

- The use, alteration, removal, damage, or destruction of any City equipment and/or furniture is strictly prohibited.
- The Rental Applicant will be held responsible for any damages to any City-owned property or equipment.
- The Rental Applicant will be charged to the fullest extent for damages, machinery rental, and/or labor charges used to return facility back to operational use.

DISCLAIMER

- Use of City facilities does not constitute City endorsement of the viewpoints, beliefs, ideas, or policies expressed by organizations or individuals using the space, and may not be advertised or implied as having such approval or endorsement.

USE OF CITY NAME OR LOGO

- The use of the City of Navasota name is strictly prohibited by any organization or person for any purpose in connection with the use of the meeting rooms for publicity or otherwise, except to identify the location of the event.
- Unapproved use of the City of Navasota name or logo may be grounds for termination of the use agreement and may be subject to other legal actions.

NON-DISCRIMINATION

- The City will not discriminate against any person or persons because of their age, sex, race, disability, religion, color, or natural origin, nor will the City permit individuals or Groups making the reservation to engage in such discrimination.

RELEASES OF LIABILITY

- **THE CITY ASSUMES NO RESPONSIBILITY FOR PERSONAL INJURY OR INJURY TO OR LOSS OF PROPERTY BROUGHT OR PLACED IN THE FACILITY IN CONNECTION WITH THE USE OF THE FACILITY. BY SUBMITTING THE FACILITY USE APPLICATION, THE APPLICANT AGREES IN WRITING (I) TO COMPLY WITH THE FACILITY USE POLICY AND (II) TO INDEMNIFY AND HOLD HARMLESS THE CITY OF NAVASOTA, ITS OFFICERS, AGENTS, SERVANTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL CLAIMS OR SUITS FOR BODILY INJURY, ILLNESS, DEATH, PERSONAL INJURY, OR PROPERTY DAMAGE (INCLUDING, WITHOUT LIMITATION, REASONABLE FEES AND EXPENSES OF ATTORNEY, EXPERT WITNESSES AND OTHER CONSULTANTS) ARISING OUT OF APPLICANT'S USE OF THE FACILITY, OR ARISING OUT OF ANY ACT OR OMISSION COMMITTED BY THE APPLICANT, ITS OFFICERS, EMPLOYEES, AGENTS, GUEST, AND INVITEES, IN CONNECTION WITH THE ACTIVITIES**

CONDUCTED UNDER THIS AGREEMENT. THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT SHALL SPECIFICALLY INCLUDE ANY CLAIMS ARISING FROM THE NEGLIGENCE OF THE CITY, ITS AGENTS, OFFICIALS, AND EMPLOYEES.

RENTAL POLICIES

RESERVATION REGULATIONS

1. **Reservations must be made online or at City Hall during business hours (8A-5P, Monday through Friday) NO LESS than two (2) weeks in advance of the event date, and will be taken on a first come, first serve basis.**
2. Reservation requests made less than two (2) weeks in advance are subject to staff availability and must be approved by the Program Coordinator. If approved, the rental must be paid by cash or card.
3. No reservation is confirmed unless the Renting Party signs both the Rental Agreement Form and Rental Policies, and all fees are paid.
4. Reservations may be made up to 12 months in advance.
5. **The rental time block stated on the form includes arriving, setting up, decorating, hosting the event, and cleaning up afterward. The end time reflects when the doors/gates to the facility will be locked.**
6. The City reserves the right to cancel any Reservation in the event of unforeseen circumstances and in the public interest. In such an event, notice of cancellation will be given as early as practicable and the deposit and fees will be promptly refunded.
7. The Navasota Center is used as a shelter in the event of an emergency (ex: flooding). In such an event, the need for shelter takes priority over a Reservation. The Renting Party will be notified as early as practicable and may either be refunded all fees paid or work with staff to reschedule for a later date.
8. **Requests for date or time change must be made two (2) weeks in advance in writing.** Staff will notify the Renting Party if the request is approved as quickly as possible.

FEES AND DEPOSITS

1. **All fees and deposits for a Reservation must be paid by noon the business day prior to the event. Failure to pay the remaining balance by that time cancels the Reservation and forfeits the deposit.**
2. Deposits will be applied to the cost of any damage occurring during the Reservation, the cost for staff to remove trash from the facilities and grounds, and the cost for staff to clean up in any capacity should the Renting Party fail to do so.
3. The Renting Party will be charged \$50.00 per day in storage fees for any materials and equipment brought in by the Renting Party, its licensees or its guests that are left after the Reservation time.
4. Any damage to the Renting Facility in excess of the paid Deposit is the personal responsibility of the Renting Party and will be charged directly to the Renting Party.
5. Rental Fees are subject to change without notice.
6. **Cancellations must be made in writing no less than two (2) weeks in advance of the Reservation in order to receive a full refund of all paid fees and deposits. Less than two weeks' notice may result in loss of deposit.**
7. The Deposit will be refunded to the Renting Party – as long as all policies are upheld and no fees accrued – by mail 10 – 12 business days after the event.
8. **A Holdover Fee will be charged to the Renting Party for any amount of time the Renting Party stays beyond the stated rental time block.** This fee will be taken from the Deposit, and a letter will be sent to the Renting Party notifying him or her of the amount withheld.
9. **A separate fee is charged for the presence of a Security Officer and is \$25.00/hour, minimum of four (4) hours required. Rental Party will pay the Security Officer in cash upon arrival.**
10. Forfeiture of deposit will result for any parties that include alcohol without stating it on the Rental

Agreement Form, or for parties where alcohol is consumed outside of the time frame stated on the form. The Renting Party may also lose privileges to renting the facility in the future.

USAGE POLICY – GENERAL

1. The name, logo, and seal of the City of Navasota, or any portion thereof, may not be used by any organization or individual (ex: invitations, notices, etc.) without written permission from the City.
2. **The Renting Party may not use glitter, confetti, silly string, or birdseed at an event, whether inside or outside of a facility or its grounds. Only soap bubbles and flower petals are allowed.**
3. Fire codes, as imposed by the City of Navasota, must be met at all times. Failure to comply will result in the event being shut down by staff on site, and forfeiture of the Deposit.
4. **Decorations may not be tacked, pinned, taped, stapled, or otherwise placed on facility walls, ceilings, windows, furniture or other City property.**
5. Flyers/banners/promotional materials may not be taped to the outside doors or windows.
6. No animals are allowed inside the facility, except those to assist individuals with disabilities.
7. The person stated on the Rental Agreement Form must be present for the entire duration of the rental time block. This individual is responsible for ensuring all guests remain in the rented portion of the facility throughout the event.
8. Functions that include the serving of alcoholic beverages shall be conducted under the laws of the State of Texas and regulations of the Texas Alcoholic Beverage Commission. If alcohol is provided or consumed, whether by purchase or distribution at an event, staff requires the presence of a Security Officer. The Security Officer will be scheduled by PARD staff. **The selling of alcohol is prohibited at all City rental facilities.** Softball tournaments shall be specially permitted and if alcohol is to be consumed, the Renting Party shall secure and pay for the cost of a Security Officer, who must be in attendance at all time during the tournament play. The Renting Party will be held liable and is responsible for the actions of an intoxicated guest, and the Renting Party shall indemnify and hold the City of Navasota harmless from any and all claims or causes of action resulting from the use of intoxicating beverages at any function. NO GLASS CONTAINERS ARE ALLOWED.
9. **A Security Officer must be present at functions that meet any of the following requirements:**
 - a. **Any event where alcohol is present** (Bluebonnet Hall and A.H. Pavilion only)
 - b. **Any event beginning after 5PM on Friday or Saturday evening**
 - c. **Any event ending after 9PM**
 - d. **Any dance or party for children or teens**
10. Any violation of the Rental Policies will result in forfeiture of deposit and loss of privileges to use the facility.
11. All arrangements for the Reservation, including but not limited to DJ's, bands, sound systems, tents, and deliveries by agents must be approved by the PARD staff in advance of the event date. Failure to do so may result in loss of the Reservation and Deposit.

USAGE POLICY – NAVASOTA CENTER

1. Smoking is prohibited in the Navasota Center and on the adjacent grounds.
2. A Center Attendant is required to be on site during all rentals, and will unlock the facility at the event start time.
3. Use of Center equipment or furniture must be arranged in advance with the Program Coordinator as part of the Rental Agreement. The City does not provide furniture for outside rentals.
4. No Center fixtures, furniture, equipment or any other property may be moved or relocated.
5. Vehicle and building entrances and exits must remain clear and accessible at all times. Vehicles may only be parked on the Center's east building ramp for a maximum of 20 minutes for the purpose of loading and unloading.
6. Guests are not allowed to loiter in outdoor spaces of the Center or in common areas shared by other

guests.

7. Alcohol use is limited to the Bluebonnet Hall and kitchen, and must be stated on the signed Rental Agreement Form. Alcohol includes wine, beer, champagne, liquor, spirits, etc. NO GLASS CONTAINERS ALLOWED.
8. Use of sound amplification equipment is permitted, however, volume must not disturb other rentals, and cannot be heard outside of the facility.
9. The Renting Party is responsible for cleaning the rented facility prior to the end of the rental time block. Staff on site will provide a checklist and cleaning supplies.

USAGE POLICY – AUGUST HORST PAVILION

1. The Renting Party must pick up a key to the facility before 5P the last business day prior to the event date.
2. The Deposit will not be considered for a refund until the Renting Party returns the key to City Hall.
3. The Rental Party is responsible for taking trash from the pavilion and restrooms to the dumpster located in the parking lot.
4. The City does not provide cleaning supplies at the facility to assist in required cleaning.
5. Any use of bounce houses or other equipment rented by a third party must be approved by PARD staff prior to the event date, and must be removed by the end of the rental time block.
6. Alcohol is permitted when stated on the Rental Agreement Form, and requires the presence of a Security Officer.
7. The City does not provide water or electric at the facility.
8. Use of amplified sound equipment is permitted, and requires a Sound Amplification Permit to be obtained from the Permits Department at City Hall prior to the event date.

USAGE POLICY – KETCHUM PARK AND BRULE PARK

1. Parks do not include water, electric or restrooms.
2. The rental time block reserves exclusive use of the park for the Renting Party.
3. The Renting Party is responsible for ensuring all trash from the event is cleaned. Trash cans are

provided on site. USAGE POLICY – NAVASOTA MUNICIPAL POOL

1. The Renting Party is responsible for ensuring all guests adhere to the posted facility rules and respect the lifeguards on duty.
2. The Renting Party is responsible for removing trash at the end of the rental time block, whether private party or cabana rental, and taking it to the dumpster located by the Navasota Center.
3. Food is permitted within the pool facility, but must stay at the tables. NO GLASS CONTAINERS.
4. All Fees and Deposits and General Usage Policies contained herein apply to pool rentals.
5. Alcohol is not permitted.
6. Private parties are limited to Friday and Saturday evening 8P to 10P or Saturday and Sunday mornings 10A to 12P or 11A to 1P.
7. Cabana rentals take place during Open Swim hours. The pool remains open to the public, and swimmers must pay \$3 entry fee. Cabana rentals only include reserving the tables and chair under the specified cabana.



REQUEST FOR CITY COUNCIL AGENDA ITEM #6

| |
|--|
| Agenda Date Requested: <u>December 11, 2023</u> |
| Requested By: <u>Jon MacKay, Grad. Engineer</u> |
| Department: <u>Public Works</u> |
| <input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance |

Exhibits: Recommendation of Award Letter

| Appropriation | |
|-------------------|---|
| Source of Funds: | <u>300 – Gas Fund</u> |
| Account Number: | <u>300-513-910.00</u> |
| Amount Budgeted: | <u>\$1,300,000</u> |
| Amount Requested: | <u>\$778,700.00</u> |
| Budgeted Item: | <input checked="" type="radio"/> Yes <input type="radio"/> No |

AGENDA ITEM #6

Consideration and possible action to award a contract for the Pecan Lakes Gas Line Extension Project to LDC, LLC in the amount of \$778,700.00.

SUMMARY & RECOMMENDATION

In 2021, City staff contracted with Strand Associates to perform a study of our existing natural gas system. One area in need of improvement was supplying additional gas to the west side of the city. A project was developed that provided a high-pressure gas line from the industrial park to a regulator station by the VFW building. From this location, a second line of residential pressure ran to Fairway Dr, with an alternate option to continue the line and connect at County Road 424.

The City issued debt in December 2022 in the amount of \$1.3 million for the Natural Gas Line Extension Project. This amount covered engineering and construction costs. A total of \$210,000 was estimated to be spent as of September 30, 2023, with the remaining \$1,090,000 to be spent in the current fiscal year for construction costs. The City requested sealed bids last month. A total of three bids were received for this project, which all were under budget. The lowest bid was made by LDC, LLC. This is the same contractor that just successfully completed the Hollister Regulator Station upgrade capital project. Since the bids received were under budget, city staff recommend awarding both the base items and project alternate bid to the lowest bidder, LDC, LLC in the amount of \$778,700.00.

ACTION REQUIRED BY CITY COUNCIL

Award the contract to LDC, LLC for the Pecan Lakes Gas Line Extension Project in the amount of \$778,700.00.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/5/23

Date



Strand Associates, Inc.®
1906 Niebuhr Street
Brenham, TX 77833
(P) 979.836.7937
www.strand.com

November 29, 2023

Mayor William A. "Bert" Miller, III
City of Navasota
200 East McAlpine Street
Navasota, TX 77868

Re: Pecan Lakes Gas Line Extension
Contract 1-2023
City of Navasota, Texas

Dear Mayor Bert Miller:

Bids for the above-referenced Project were opened on November 21, 2023. Three Bids were received with the resulting Bid tabulation enclosed. The Base Bid of \$698,640 and Bid Alternative No. 1 of \$80,060, for a computed total of \$778,700, was less than ENGINEER's opinion of probable construction cost.

LDC, LLC of Montgomery, Texas was the apparent low Bidder at \$778,700. The Bid included a Bid Bond for 5 percent and Addenda Nos. 1 through 3 were acknowledged. The Bid is deemed to be responsive.

Strand Associates, Inc.® has previously worked with LDC, LLC on projects for the Cities of Navasota, Splendora, and Hempstead, Texas. For those projects, the owners determined LDC, LLC to be responsible.

Sincerely,

STRAND ASSOCIATES, INC.®

Mark A. Rudolph, P.E.

Enclosure

TBPE No. F-8405
TBPLS No. 10030000

3913.021\BEF:mds\R\BRE\Documents\Specifications\Archive\2023\Navasota, City of\3913.021.1-2023.MAR\16) Specification Letters(a) Resulting Bid Tabulation\112923.docx

Bids Received: 2:00 PM
November 21, 2023

STRAND ASSOCIATES, INC.®
TBPE No. F-8405
TBPLS No. 10030000
1906 Niebuhr Street
Brenham, TX 77833

CITY OF NAVASOTA
NAVASOTA, TEXAS
PECAN LAKES GAS LINE EXTENSION
CONTRACT 1-2023

BID TABULATION SUMMARY

| Bidder and Address | Bid Bond or Guarantee | Addenda Acknowledged | Computed Total Base Bid | Bid Alternative No. 1 |
|---|-----------------------------|-------------------------|-------------------------------|--------------------------|
| H & B Construction, LTD 3319 Cr 117 Bedias, TX 77831 | 5% | Yes | \$673,951.00 *\$659,840.00 | \$110,160.00 |
| LDC, LLC 19926 Keenan Cut Off Road Montgomery, TX 77316 | 5% | Yes | \$698,640.00 | \$80,060.00 |
| Wampole-Miller, Inc., dba Miller Bros. 301 Alan Wood Road Conshohocken, PA 19728 | 5% | Yes | \$864,530.00 | \$121,210.00 |

*CONTRACTOR'S COMPUTED TOTAL

Reviewed by: Blake Faldyn



Mark Rudolph
11/29/23

Bids Received: 2 P.M., November 21, 2023

STRAND ASSOCIATES, INC.*
TBPE No. F-8405
TBPLS No. 10030000
1906 Niebuhr Street
Brenham, TX 77833

CITY OF NAVASOTA
NAVASOTA, TEXAS
PECAN LAKES GAS LINE EXTENSION
CONTRACT 1-2023

BID TABULATION BREAKDOWN

| | | | | H & B Construction, LTD 3319 Cr 117 Bedias, TX 77831 | | LDC, LLC 19926 Keenan Cut Off Road Montgomery, TX 77316 | | Wampole-Miller, Inc., dba Miller Bros. 301 Alan Wood Road Conshohocken, PA 19728 | |
|-----|--|----------|------|--|---------------|---|---------------|---|---------------|
| No. | Description | Quantity | Unit | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price |
| 1. | 4-IN ASTM D-2513 SDR 11 Polyethylene Gas Line W/Trace Wire, by Open Cut, All Depths, CIP | 6,300 | LF | \$ 24.00 | \$ 151,200.00 | \$ 32.00 | \$ 201,600.00 | \$ 43.00 | \$ 270,900.00 |
| 2. | 4-IN ASTM D-2513 SDR 11 Polyethylene Gas Line W/Trace Wire, by Bore, No Casing, CIP | 275 | LF | \$ 40.00 | \$ 11,000.00 | \$ 46.00 | \$ 12,650.00 | \$ 180.00 | \$ 49,500.00 |
| | | | | | *\$8,250.00 | | | | |
| 3. | 4-IN PE4710 SDR 11 Black HDPE Gas Line W/Trace Wire, by Open Cut, All Depths, CIP | 7,530 | LF | \$ 24.00 | \$ 180,720.00 | \$ 32.00 | \$ 240,960.00 | \$ 49.00 | \$ 368,970.00 |
| 4. | 4-IN PE4710 SDR 11 Black HDPE Gas Line W/Trace Wire, by Bore, No Casing, CIP | 115 | LF | \$ 40.00 | \$ 4,600.00 | \$ 46.00 | \$ 5,290.00 | \$ 180.00 | \$ 20,700.00 |
| | | | | | *\$3,450.00 | | | | |
| 5. | Furnish and Install 4-IN Polyethylene Gas Gate Valve and Box | 26 | EA | \$ 1,500.00 | \$ 39,000.00 | \$ 1,715.00 | \$ 44,590.00 | \$ 600.00 | \$ 15,600.00 |

| | | | | H & B Construction, LTD 3319 Cr 117 Bedias, TX 77831 | | LDC, LLC 19926 Keenan Cut Off Road Montgomery, TX 77316 | | Wampole-Miller, Inc., dba Miller Bros. 301 Alan Wood Road Conshohocken, PA 19728 | |
|---|---|----------|------|--|---------------|---|---------------|---|---------------|
| No. | Description | Quantity | Unit | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price |
| 6. | Connection to Existing 2-IN Gas Main | 2 | EA | \$ 2,000.00 | \$ 4,000.00 | \$ 2,000.00 | \$ 4,000.00 | \$ 2,500.00 | \$ 5,000.00 |
| 7. | Connection to Existing 4-IN Gas Main | 4 | EA | \$ 3,000.00 | \$ 12,000.00 | \$ 2,500.00 | \$ 10,000.00 | \$ 3,000.00 | \$ 12,000.00 |
| 8. | Flexible Base Material Type A, Grade 1 Limestone W/5% Cement Binder Driveway (6-IN Thick) | 2,320 | SF | \$ 25.00 | \$ 58,000.00 | \$ 7.95 | \$ 18,444.00 | \$ 10.50 | \$ 24,360.00 |
| | | | | | *\$52,789.00 | | | | |
| 9. | Furnish Materials, Labor, and Equipment and Construct New Regulator Station Improvements INCL All Piping, Fittings, Valves, Regulators, Meters, Concrete, Fencing, Base Material, and All Other Incidentals Required for a Complete And Operational System. | 1 | LS | \$ 158,431.00 | \$ 158,431.00 | \$ 147,606.00 | \$ 147,606.00 | \$ 75,000.00 | \$ 75,000.00 |
| 10. | Trench Safety | 1 | LS | \$ 30,000.00 | \$ 30,000.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 10,000.00 | \$ 10,000.00 |
| 11. | Seeding and Restoration | 1 | LS | \$ 25,000.00 | \$ 25,000.00 | \$ 11,000.00 | \$ 11,000.00 | \$ 12,500.00 | \$ 12,500.00 |
| ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 11 | | | | | \$ 673,951.00 | | \$ 698,640.00 | | \$ 864,530.00 |
| CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 11 | | | | | *\$659,840.00 | | \$ 698,640.00 | | \$ 864,530.00 |

* CONTRACTOR'S COMPUTED TOTAL

Reviewed by Blake Faldy

Bids Received: 2 P.M., November 21, 2023

STRAND ASSOCIATES, INC.®
TBPE No. F-8405
TBPLS No. 10030000
1906 Niebuhr Street
Brenham, TX 77833

CITY OF NAVASOTA
NAVASOTA, TEXAS
PECAN LAKES GAS LINE EXTENSION
CONTRACT 1-2023

ALTERNATIVE BID NO. 1 BID TABULATION BREAKDOWN

| | | | | H & B Construction, LTD 3319 Cr 117 Bedias, TX 77831 | | LDC, LLC 19926 Keenan Cut Off Road Montgomery, TX 77316 | | Wampole-Miller, Inc., dba Miller Bros. 301 Alan Wood Road Conshohocken, PA 19728 | |
|-----|--|----------|------|--|--------------|---|--------------|---|--------------|
| No. | Description | Quantity | Unit | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price |
| 1. | 4-IN ASTM D-2513 SDR 11 Polyethylene Gas Line W/Trace Wire, by Open Cut, All Depths, CIP | 2,070 | LF | \$ 28.00 | \$ 57,960.00 | \$ 30.50 | \$ 63,135.00 | \$ 43.00 | \$ 89,010.00 |
| 2. | 4-IN ASTM D-2513 SDR 11 Polyethylene Gas Line W/Trace Wire, by Bore, No Casing, CIP | 30 | LF | \$ 40.00 | \$ 1,200.00 | \$ 56.00 | \$ 1,680.00 | \$ 180.00 | \$ 5,400.00 |
| 3. | Furnish and Install 4-IN Polyethylene Gas Gate Valve and Box | 3 | EA | \$ 1,500.00 | \$ 4,500.00 | \$ 1,715.00 | \$ 5,145.00 | \$ 600.00 | \$ 1,800.00 |
| 4. | Connection to Existing 2-IN Gas Main | 1 | EA | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,500.00 | \$ 2,500.00 |
| 5. | Purge and Abandon Existing 2-IN Gas Main and Valves | 5 | EA | \$ 3,500.00 | \$ 17,500.00 | \$ 1,100.00 | \$ 5,500.00 | \$ 2,500.00 | \$ 12,500.00 |

| | | | | H & B Construction, LTD 3319 Cr 117 Bedias, TX 77831 | | LDC, LLC 19926 Keenan Cut Off Road Montgomery, TX 77316 | | Wampole-Miller, Inc., dba Miller Bros. 301 Alan Wood Road Conshohocken, PA 19728 | |
|--|-------------------------|----------|------|--|---------------|---|--------------|---|---------------|
| No. | Description | Quantity | Unit | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price |
| 6. | Trench Safety | 1 | LS | \$ 15,000.00 | \$ 15,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,500.00 | \$ 2,500.00 |
| 7. | Seeding and Restoration | 1 | LS | \$ 12,000.00 | \$ 12,000.00 | \$ 1,600.00 | \$ 1,600.00 | \$ 7,500.00 | \$ 7,500.00 |
| ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 7 | | | | | \$ 110,160.00 | | \$ 80,060.00 | | \$ 121,210.00 |
| CONTRACTOR'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 7 | | | | | \$ 110,160.00 | | \$ 80,060.00 | | \$ 121,210.00 |

* CONTRACTOR'S COMPUTED TOTAL

Reviewed by Blake Faldyn



REQUEST FOR CITY COUNCIL AGENDA ITEM #7

| |
|--|
| Agenda Date Requested: <u>December 11, 2023</u> |
| Requested By: <u>Jon MacKay, Grad. Engineer</u> |
| Department: <u>Public Works</u> |
| <input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance |

Exhibits: Recommendation of Award Letter

| Appropriation | |
|-------------------|---|
| Source of Funds: | <u>400 – Sewer Fund</u> |
| Account Number: | <u>400-515-910.00</u> |
| Amount Budgeted: | <u>\$224,681</u> |
| Amount Requested: | <u>\$225,000</u> |
| Budgeted Item: | <input checked="" type="radio"/> Yes <input type="radio"/> No |

AGENDA ITEM #7

Consideration and possible action to award a contract for the Wastewater Treatment Plant CIP Phase II - Rotor Replacement Project to Teal Services, LLC in the amount of \$225,000.00.

SUMMARY & RECOMMENDATION

The Wastewater Treatment Plant uses large rotating stainless-steel paddles called “rotors” to keep the process water stirred up and provide air into the water that is needed in treating wastewater. The track added in 1995 uses three 26’ long rotors, of which two have not functioned for over a year. The motors and gear boxes had worn out, and the paddles were at the end of their life as well. This project is to replace the two rotors. This is a state code requirement that the City have the three (3) rotors working and will make managing the treatment process easier for the operators.

This Wastewater Treatment Plant CIP Phase II project was identified as needed and budgeted for in the 2023 budget. The City of Navasota went out for sealed competitive bids last month. A total of one bid was received; however, the city has a very successful history of work in our wastewater treatment plant, and it is both the design engineer and the city’s graduate engineer’s opinion that the price given is fair. City staff recommend awarding the construction contract to Teal Services, LLC in the amount of \$225,000. Though the budget is short by \$319, staff will identify budget within the Wastewater Fund to cover the \$319 shortfall.

ACTION REQUIRED BY CITY COUNCIL

Award the contract to Teal Services, LLC for the Wastewater Treatment Plant Rotor Replacement Project in the amount of \$225,000.00.

Approved for the City Council meeting agenda.

Jason Weeks

Jason B. Weeks, City Manager

12/5/23

Date



BLEYL ENGINEERING
PLANNING • DESIGN • MANAGEMENT

1722 Broadmoor Drive, Suite 210
Bryan, TX 77802
(979) 268-1125

November 17, 2023

City of Navasota
200 E. McAlpine St.
Navasota, TX 77868
Attn: Jennifer Reyna

Re: Recommendation of Award
Navasota WWTP Rotors
Bleyl Project No. 13224

Dear Mrs. Reyna:

Bleyl Engineering received public bids on behalf of the City of Navasota for the above referenced project on November 16, 2023, at 2:00pm. Subsequently, the bids were publicly opened and read. A total of one (1) bid was submitted for this project. A summary of the bids is shown below:

| Bidder | Base Bid |
|--------------------|--------------|
| Teal Services, LLC | \$225,000.00 |

The bids were opened and evaluated. Teal Services, LLC are the lowest bidder. A copy of the detailed bid tabulation for this project is enclosed for your review and consideration. Bleyl Engineering is familiar with Teal Services, LLC and is satisfied with their work quality and scheduling. Bleyl recommends awarding the contract to **Teal Services, LLC**, the lowest qualified bidder, for the Total Base Bid in the amount of **\$225,000.00**. If you have any questions or require additional information, please contact me by email at zvotaw@bleylengineering.com or by phone at (832) 374-5212.

Best regards,

Zachary Votaw, EIT
Project Manager



REQUEST FOR CITY COUNCIL AGENDA ITEM #8

| |
|--|
| Agenda Date Requested: <u>December 11, 2023</u> |
| Requested By: <u>Maribel Frank, CFO</u> |
| Department: <u>Financial Services</u> |
| <input type="radio"/> Report <input type="radio"/> Resolution <input checked="" type="radio"/> Ordinance |

Exhibits: Ordinance 1037-23

| Appropriation | |
|-------------------|---|
| Source of Funds: | <u>400 – Sewer Fund</u> |
| Account Number: | <u>Various</u> |
| Amount Budgeted: | <u>Various</u> |
| Amount Requested: | <u>\$112,500.00</u> |
| Budgeted Item: | <input type="radio"/> Yes <input checked="" type="radio"/> No |

AGENDA ITEM #8

Consideration and possible action to approve the first reading of Ordinance No. 1037-23, to amend the Fiscal Year 2023-2024 Budget to use \$112,500.00 from excess unassigned fund balance for expenses related to emergency repairs at the Wastewater Treatment Plant.

SUMMARY & RECOMMENDATION

Earlier this year, the Wastewater Treatment Plant unexpectedly lost both air blowers that feed oxygen into the sludge digestion basins. These basins are used to reduce the amount of landfill waste produced by the plant and to create a safer end product. Operation of these is a requirement of our state permit. While the blowers are not in service, a rental unit was required to keep operating.

This request for funds will allow the city to continue to fund other compliance projects at the Wastewater Treatment Plant, such as the WWTP Phase II CIP project, while dealing with the emergency repairs. An increase of \$22,500 is proposed for the rental of an air compressor for ten (10) months to be added to account number 400-516-902.00 (Lease Equipment), an increase of \$140,000 is proposed to be used for emergency repairs for the Wastewater Plant to be added to account number 400-516-910.00 (Capital Outlay), and a decrease of \$50,000 is proposed to be allocated from account number 400-516-600.00 (Professional Fees). In error, a total of \$50,000 was originally budgeted to be spent from account number 400-516.600.00 to perform an impact study. During the preparation of the fiscal year 2023-24 budget, staff mistakenly

failed to remove this amount due to the city not planning to move forward at this time with an impact fee study.

The rented air compressor will be used until the expected installation date of the new air blower. Staff have estimated that to be September 2024. The replacement of the second blower will be requested separately as a budgeted item next year.

In the adopted budget, the Wastewater Fund was projected to have an excess of \$630,113 over the 90-day requirement in fund balance at the end of this fiscal year. City Staff recommends City Council approving Ordinance No. 1037-23 to amend the Fiscal Year 2023-2024 Budget to use \$112,500.00 from excess unassigned fund balance for expenses related to emergency repairs at the Wastewater Treatment Plant.

| Account Number | Account Name | Amount Budgeted | Amount Requested | Budgeted Amount (Updated) |
|-----------------------|---------------------|------------------------|-------------------------|----------------------------------|
| 400-516-902.00 | Lease Equipment | \$ 97,680 | \$ 22,500 | \$ 120,180 |
| 400-516-910.00 | Capital Outlay | \$ - | \$ 140,000 | \$ 140,000 |
| 400-516-600.00 | Professional Fees | \$ 57,800 | \$ (50,000) | \$ 7,800 |

Requested Budget Amendment

\$ 112,500

| | Amount | Period |
|---------------------------------------|---------------|---------------|
| Estimated Fund Balance | 962,075 | 9/30/2023 |
| Total Revenues | 2,516,986 | |
| Total Expenditures | (2,600,295) | FY 2024 |
| Budgeted Adjustments | 275,000 | |
| Estimated Fund Balance | 1,153,766 | 9/30/2024 |
| 90-Day Fund Balance Requirement | 523,653 | |
| Excess Fund Balance | 630,113 | 9/30/2024 |
| Proposed Budget Amendment | (112,500) | |
| Excess Fund Balance (after amendment) | 517,613 | 9/30/2024 |

ACTION REQUIRED BY CITY COUNCIL

Approve or deny the first reading of Ordinance No. 1037-23, to amend the Fiscal Year 2023-2024 Budget to use \$112,500.00 from excess unassigned fund balance for expenses related to emergency repairs at the Wastewater Treatment Plant.

Approved for the City Council meeting agenda.

Jason Weeks

Jason B. Weeks, City Manager

12/5/23

Date

ORDINANCE NO. 1037-23

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS, AMENDING THE WASTEWATER FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024 IN THE AMOUNT NOT TO EXCEED \$112,500; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, subsequent to the adoption of the annual budget for the City of Navasota for the fiscal year beginning October 1, 2023, and ending September 30, 2024, the City has expenditure changes; and

WHEREAS, the City Manager has recommended that such budget be amended to reflect such revenues and expenditures in accordance with Section 1 hereto and made a part hereof; and

WHEREAS, the City Council finds and determines that the budget should be amended as recommended by the City Manager;

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

SECTION 1: That the budget for Fiscal Year beginning October 1, 2023 and ending September 30, 2024 be amended by the amounts listed below:

- Line Item 400-516-902.00 (Lease Equipment) – increase in the amount of \$22,500.
- Line Item 400-516-910.00 (Capital Outlay) – increase in the amount of \$140,000.
- Line Item 400-516-600.00 (Professional Fees) – decrease in the amount of \$50,000.

These adjustments are being made to address the rental of a compressor for ten (10) months at \$2,250 per month before a new blower is installed and to address emergency repairs at the Wastewater Plant.

SECTION 2: The recitals contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted.

SECTION 3: The annual budget of the City of Navasota, Texas for the fiscal year beginning October 1, 2023, and ending September 30, 2024, is hereby amended by increasing and decreasing the appropriations to the necessary accounts contained therein as provided in the attached:

SECTION 4: In the event any section, paragraph, subdivision, clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any

person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Navasota, Texas declares that it would have passed each and every part of the same notwithstanding the omission of any such part of this declared to be invalid or unconstitutional, or whether there be one or more parts.

PASSED AND APPROVED ON THIS THE 11TH DAY OF DECEMBER, 2023.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED ON THIS THE 8TH DAY OF JANUARY, 2024.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY



REQUEST FOR CITY COUNCIL AGENDA ITEM #9

| | |
|--|--|
| Agenda Date Requested: <u>December 11, 2023</u> | Appropriation |
| Requested By: <u>Maribel Frank, CFO</u> | Source of Funds: <u>N/A</u> |
| Department: <u>Financial Services</u> | Account Number: <u>N/A</u> |
| <input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance | Amount Budgeted: <u>N/A</u> |
| | Amount Requested: <u>N/A</u> |
| | Budgeted Item: <input type="radio"/> Yes <input checked="" type="radio"/> No |

Exhibits: Resolution No.754-23

AGENDA ITEM #9

Consideration and possible action on Resolution No. 754-23, designating the persons authorized to sign checks and authorizing designated persons to access the Firearm Replacement Fund bank account for certain purposes.

SUMMARY & RECOMMENDATION

Navasota Police Department Gun Buy Back Program:

Once an officer is hired by the Navasota Police Department, they are required to purchase all their gear including firearms, magazine pouches, flashlight, bulletproof vest and so forth. This can be very costly to a younger officer just starting out in the real world.

In 2019, the Navasota Police Department used narcotic seizure funds to purchase Glock pistols, magazines, magazine pouch, holster, and pistol light. Several law enforcement agencies provide firearms so that everyone has the exact same model, interchangeable parts, same ammo for qualifications, re-use of holsters, matching holsters, and gear. Those agencies that issue guns upgrade firearms every five (5) years to newer updated pistols to keep up with the times. This can be costly to a smaller agency which they have implemented a buyback program, while other agencies sell the guns back to a dealer who will auction them off at a cheap price.

The Navasota Police Department would like to implement a voluntary gun buyback program. Each officer will sign a contract allowing the City of Navasota to pull a set dollar amount from each paycheck and place it in a city account. When the time comes for the NPD to purchase new firearms, the old firearms will be available for purchase by officers which will include all accessories that are not interchangeable to the new firearm. The NPD officer can use the money in this account to put towards the purchase of the firearm, which will be transferred to their name. The officer would want to be part of this program to purchase a sentimental piece of equipment they used at the NPD.

Additionally, the officers will have knowledge of the firearm from beginning until the retirement of the weapon. The proceeds from the sale of the firearms to officers will be put towards the purchase of the new firearms by NPD, which will offset the budget tremendously. If an officer resigns or is terminated, the city will give that officer a check for the amount put into the account. The program will continue due to the cycle of department pistols and rifle being on separate cycles of updating.

At a recent NPD meeting, every officer voted to back this program and agreed to allow \$20 from each paycheck to be taken from their account to put into this program account. In one year, each officer will have put \$520 into the account. If NPD were to offer the firearms for sale to the officers without this program, several officers would not have the ability to spend that amount of money at once to purchase back their firearm. If the department were to sell the firearms to a dealer, the dealer would offer a small percentage of the actual value of the firearm, which would not help the department budget into the upgraded firearm purchase. Any firearms not purchased by officers will be offered to other city employees and/or local law enforcement officers for the same price as the buyback price to Navasota Police Officers.

This program not only benefits the officers and NPD, but it is a morale booster and another incentive to join the Navasota Police Department. NPD officers will have the opportunity to purchase their own weapon they carry daily with funds taken from their paycheck that will marginally affect their take home dollar amount. The City Manager and NPD Chief of Police recommend moving forward with this program; however, there needs to be a separate depository account setup at Citizens State Bank to allow for these deposits to be placed and expenditures to occur.

As stated above, the officers within the Navasota Police Department have expressed a strong interest in having an after-tax payroll deduction made from their bi-weekly payroll to be held in an account (to be named the "Firearm Replacement Fund") at the City's depository bank. The City will act as a custodian of the funds but have no claim to the funds. The funds withheld from an employee payroll will be transferred at least once a month. These accumulated monies will be used by participating NPD officers in the replacement of their firearms once they individually have a sufficient balance to make a purchase. The City of Navasota will not advance any participant any amounts exceeding what they have contributed. If an employee is terminated voluntarily or involuntarily, the respective individual balance they have remaining will be returned to them through the City's payables process.

Staff is recommending the following be the authorized signers for the Navasota Police Department Firearm Replacement Fund bank accounts.

- Mayor Bert Miller
 - City Manager Jason B. Weeks
 - CFO Maribel Frank
 - Police Chief, Michael Mize
-

ACTION REQUIRED BY CITY COUNCIL

Approve Resolution 754-23, designating the persons authorized to sign checks and authorizing designated persons to access the Firearm Replacement Fund bank account for certain purposes.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/6/23

Date

RESOLUTION NO. 754-23

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS
AUTHORIZING DESIGNATED STAFF AS REPRESENTATIVES AUTHORIZED TO SIGN
CHECKS AND ACCESS TO THE FIREARM REPLACEMENT FUND BANK ACCOUNT**

WHEREAS, the City Council of the City of Navasota, Texas desires to adopt a resolution authorizing designated staff as representatives authorized to sign City of Navasota checks drawn upon the account(s) at the City's depository bank and access to the Firearm Replacement Fund bank account; and

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

1. The following persons are the only ones authorized to sign checks (checks require two signatures) drawn on the account(s) at the City's depository bank for items approved in the City's budget or as specifically authorized by the City Council:

Mayor Bert Miller
City Manager Jason Weeks
Chief Financial Officer Maribel Frank
Police Chief Michael Mize

2. The following persons are the only ones authorized to approve (two signatures are required) electronic funds transfers, for bill pay and other related items as well as payroll taxes and ACH customer transfers from the City of Navasota bank accounts to the extent necessary to timely initiate:

Mayor Bert Miller
City Manager Jason Weeks
Chief Financial Officer Maribel Frank
Police Chief Michael Mize

3. The persons designated hereinabove are further authorized to execute signature cards and other documents required by the City's depository bank to implement this Resolution.

PASSED AND APPROVED THIS THE 11TH DAY OF DECEMBER, 2023.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY



REQUEST FOR CITY COUNCIL AGENDA ITEM #10

| | | |
|--|----------------------|---|
| Agenda Date Requested: <u>December 11, 2023</u> | Appropriation | |
| Requested By: <u>Susie Homeyer, City Secretary</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: Minutes for November 2023 & Municipal Court Report for November 2023

AGENDA ITEM #10

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 agenda are:

- A. Approve the minutes for the month of November 2023; and
- B. Approve the Municipal Court Report for the month of November 2023.

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.

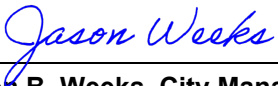
A. Staff have placed the City Council meeting minutes for November 2023 on the consent agenda for approval.

B. Staff have placed the Municipal Court Report for November 2023 on the consent agenda for approval.

ACTION REQUIRED BY CITY COUNCIL

Approve the consent agenda: Minutes for the month of November 2023 and the Municipal Court Report for November 2023.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/5/23

Date

**MINUTES
REGULAR MEETING
NOVEMBER 13, 2023**

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, Mayor Pro-Tem, Place # 1
Pattie Pederson, Councilmember, Place # 2
Josh M. Fultz, Councilmember, Place # 3
Bert Miller, Mayor, Place # 4
James Harris, Councilmember, Place # 5**

Thus constituting a quorum.

STAFF PRESENT: Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Jason Katkoski, Fire Chief/EMC; Michael Mize, Police Chief; Peggy Johnson, HR Director; Jennifer Reyna, Public Works Director; Cary Bovey, Legal Counsel; Lupe Diosdado, Development Services Director; Kristin Gauthier, Assistant City Manager; Jose Coronilla, Public Works Superintendent; Maribel Frank, Chief Financial Officer; Jon MacKay, Graduate Engineer; Lloyd Lively, Marketing and Communications Director and Victoria Guterrez, Fire Cadet.

VISITORS: Brenda Storey, Eric Tennyson, Dr. Archie Sauls, Dr. Audrey Sauls, Neil Martensen, Mac Vaughn, Kathy Wells, Deborah Richardson, Phillip Cox, Eduardo Cimadome and J. C. Gonzles.

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 Pastor 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: The following residents addressed the City Council.

Brenda Storey, 8587 CR 410, Navasota, Texas asked the City Council if the Garden Club could be included in on any future planning of the Horlock House.

Dr. Audrey Sauls, 1408 Sauls Street, Navasota, Texas asked the City Council to consider granting a variance to Inez Quarrels so that she may place a manufactured home on her property on Sauls Street.

Dr. Archie Sauls asked the City Council to consider a variance for his twin sister, Inez Quarrels, so that she could place a manufactured home on a lot that she owns and where she grew up at.

4. Staff report:

- a) Mayor Bert Miller proclaimed the week of November 13-19, 2023 as "National Apprentice Week"
- b) Peggy Johnson, H. R. Director, introduced the following new employee: Victoria Gutierrez, Fire Cadet.
- c) Peggy Johnson, H. R. Director, recognized Lupe Diosdado, for ten years of dedicated service to the City of Navasota.
- d) Michelle Savensky, Executive Administrative Assistant, went over the FY 2022-2023 cemetery report which contained the number of burials, placement of monuments, grave digger permits issued, cemetery cleanups and tours.
- e) Jon MacKay, Graduate Engineer, gave an update on the CIP projects.
- f) Mayor Bert Miller gave a report on the latest Planning and Zoning meeting.
- g) Councilmember and staff informed the audience about upcoming events.

5. Councilmember Josh Fultz moved to cancel the December 25, 2023 regular City Council meeting, seconded by Councilmember James Harris and with each Councilmember voting AYE, the motion carried.

6. Councilmember Pattie Pederson moved to approve Resolution No. 752-23, approving a water leak policy (with noted changes); and if deemed necessary, authorize staff to retro the policy back to June 2023 to be used only for the George Washington Carver School water leak, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember voting AYE, the motion carried.

7. A public hearing was held to approve or deny an order to repair or demolish the structures located at 202 Holland Street, Navasota, Texas 77868. Mayor Bert Miller opened the hearing at 7:11 p.m. Legal Counsel, Cary Bovey informed the City Council that Councilmember Pattie Pederson will be abstaining from this item because she has a conflict of interest with this item and has filed the appropriate paperwork with the City Secretary. Eric Tennyson and Neil Martinson both addressed the City Council about the future of the building. Mr.

Tennyson said that the building was under contract with Mr. Martenson and the closing date was set for November 24, 2023. Mr. Martenson informed the City Council that he planned to put his office in the building and have office space upstairs to rent out. He will determine, after inspections are done, if the building is salvageable or will need to be torn down. He asked the City Council for sixty days in order to receive all this information. Deborah Richardson addressed the City Council and asked if they had talked to business owners around town about the building. With no other comments from the public, Mayor Bert Miller closed the public hearing at 7:40 p.m. Mayor Pro-Tem Bernie Gessner announced that he will be rescusing himself from this item after hearing some of the comments and stated he may have a conflict and will file the appropriate paperwork in the morning with the City Secretary.

Councilmember James Harris moved to defer action on this order regarding 202 Holland Street for a period of sixty days, conditioned on the property owner securing the property on the East, North and West sides within seven days with a six foot chain link fence, and to direct City staff to notify any new property owners of the substandard condition of the building at the appropriate time, seconded by Councilmember Josh Fultz. The following votes were recorded:

AYES: Mayor Bert Miller, Councilmember Josh Fultz and Councilmember James Harris

NAYS: None

ABSTAIN: Councilmember Pattie Pederson and Councilmember Bernie Gessner

Mayor Miller announced that the motion carried.

8. A public hearing was held for the purpose of receiving public comment and testimony for an amendment to the project plan, finance plan, and expansion of the zone boundaries of the City of Navasota Tax Increment Reinvestment Zone Number One. Mayor Bert Miller opened the public hearing at 7:52 p.m. With no comments from the public, Mayor Bert Miller closed the public hearing at 7:55 p.m. Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1034-23, amending the project plan and finance plan and expansion of the zone boundaries of the City of Navasota Tax Increment Reinvestment Zone Number One, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.

9. Councilmember Josh Fultz moved to award a contract to JC Sand Dirt and Construction Services LLC for the Annual Lawn Care Services for Public Grounds in the amount of \$ 216,781.50 with the addition that their employees must wear uniforms and their vehicles must have their business identification on them, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember voting AYE, the motion carried.

10. Councilmember Josh Fultz moved to approve Resolution No. 751-23, authorizing the Mayor to sign the engagement letter with Belt Harris Pechacek, LLP for audit services for the City of Navasota fiscal year ending September 30, 2023, seconded by Councilmember Pattie Pederson and with each Councilmember voting AYE, the motion carried.

11. Mayor Pro-Tem Bernie Gessner moved to approve the financials for Fiscal Year to date as of September 2023, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

12. Mayor Pro-Tem Bernie Gessner moved to pull Item D from the consent agenda which was the first reading of Ordinance No. 1035-23.

Mayor Pro-Tem Bernie Gessner moved to approve the consent agenda items which include the minutes for the month of October 2023, the Municipal Court report for October 2023, the first reading of Ordinance No. 1036-23, approving tax year 2023 tax roll for the Brazos County portion and Resolution No. 753-23, casting votes from Grimes Central Appraisal District, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

Councilmember Josh Fultz moved to approve the first reading of Ordinance No. 1035-23, approving tax year 2023 tax roll for the Grimes County portion with noted changes to the dollar amount, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember voting AYE, the motion carried.

13. An Executive Session was held in accordance with the Texas Government Code, Section 551.072, deliberation regarding real property for the purpose of discussion and deliberation regarding the City of Navasota's potential acquisition of real property for City projects/purposes. The time was 8:26 p.m.

14. The City Council reconvened in open session at 8:50 p.m.

15. No action was taken on the Executive Session item listed above.

10. Mayor Bert Miller adjourned the meeting at 8:51 p.m.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

**MINUTES
REGULAR MEETING
NOVEMBER 27, 2023**

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, Mayor Pro-Tem, Place # 1
Pattie Pederson, Councilmember, Place # 2
Josh M. Fultz, Councilmember, Place # 3
Bert Miller, Mayor, Place # 4
James Harris, Councilmember, Place # 5**

Thus constituting a quorum.

STAFF PRESENT: Jason Weeks, City Manager; Susie M. Homeyer, City Secretary; Jason Katkoski, Fire Chief/EMC; Michael Mize, Police Chief; Peggy Johnson, HR Director; Jennifer Reyna, Public Works Director; Cary Bovey, Legal Counsel; Lupe Diosdado, Development Services Director; Kristin Gauthier, Assistant City Manager; Jose Coronilla, Public Works Superintendent; Maribel Frank, Chief Financial Officer; Jon MacKay, Graduate Engineer; Lloyd Lively, Marketing and Communications Director; Rayna Willenbrink, Economic Development Director; Geralyn Backhus, Records Clerk; Ryan Hendricks, Park & Recreation Manager; and Karin Thomas, Dispatcher.

VISITORS: Connie Clements, Brenda Storey, Debbie Hancock, Betsy Lehnert, Deborah Richardson, Dia Copeland, Phillip Cox, Michele Steinhauser, Sharon Hudson, Marilyn Bettes, Johnny Sexton, Baker Goodwin, Dannielle Randall, Sherry Gillespie, Gilverta Diaz, Debbie Grimes, Helen Quinn, T. J. Green, Norma Mason and Deborah Setzer.

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 Rev. T. J. Green. 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 the month of December 2023 as "Tree of Angels".
 - b) Peggy Johnson, H. R. Director, introduced the following new employee: Karin Thomas, Communications Operator.
 - c) Jon MacKay, Graduate Engineer, gave an update on the CIP projects.

d) There were no Board and Commission updates.

e) Councilmember and staff informed the audience about upcoming events.

5. Mayor Pro-Tem Bernie Gessner moved to allow city staff to proceed with the sale of city owned properties via the sealed bid method, setting the minimum bids as presented in the staff report, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

6. A discussion was held on the future of the Horlock House Art Gallery and History Museum. The following individuals addressed the City Council.

Brenda Storey and Betsy Lehnert both spoke in favor of the City keeping the Horlock House and not selling it due to history it brings Navasota.

7. Councilmember Josh Fultz moved to table the discussion to finalize the parks Facility Use Policy and move it to the next scheduled Council meeting, seconded by Councilmember James Harris and with each Councilmember voting AYE, the motion carried.

8. Mayor Pro-Tem Bernie Gessner moved to approve the consent agenda items which include the second reading of Ordinance No. 1034-23, amending the project plan, finance plan, and expansion of the zone boundaries of the City of Navasota Tax Increment Reinvestment Zone Number One, the second reading of Ordinance No. 1035-23, approving tax year 2023 tax roll for the Grimes County portion and the second reading of Ordinance No. 1036-23, approving tax year 2023 tax roll for the Brazos County portion, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

9. The City Council shall meet in Executive Session in accordance with the Texas Government Code, Section 551.071 - Consultation with Attorney - Consultation with Legal Counsel regarding petition received from Pecan Hill Acquisition LLC requesting to be released from the City of Navasota's Extraterritorial Jurisdiction (ETJ).

The City Council shall meet in Executive Session in accordance with the Texas Government Code, Section 551.071 - Consultation with Attorney - Consultation with Legal Counsel regarding City of Grand Prairie v. The State of Texas; Cause No. D-1-GN-23-007785; 261st Judicial District Court, Travis County, Texas.

The City Council shall meet in Executive Session in accordance with the Texas Government Code, Section 551.072, deliberation regarding real property for the purpose of discussion and deliberation regarding the City of Navasota's potential acquisition of real property for City projects/purposes. The time was 8:52 p.m.

10. The City Council reconvened in open session at 9:40 p.m.

11. Councilmember Pattie Pederson moved that Pecan Hill Acquisition LLC's petition to remove property from the City's extraterritorial jurisdiction be denied because Senate Bill 2038 is an unconstitutional delegation of legislative authority and it conflicts with the city's grant of discretionary legislative authority in Local Government Code Section 42.023. The City does not consent to the reduction of its ETJ, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

12. Councilmember Pattie Pederson moved that the City of Navasota join the lawsuit as a party challenging the legality of SB 2038, said lawsuit being entitled City of Grand Prairie v. The State of Texas, Cause No. D-1-GN-23-007785, 26th Judicial District Court, Travis County, Texas, seconded by Mayor Pro-Tem Bernie Gessner and with each Councilmember voting AYE, the motion carried.

13. Councilmember Pattie Pederson moved that the City Manager be authorized to negotiate, approve and execute all necessary documentation for the acquisition of real property as discussed in Executive Session, seconded by Councilmember Josh Fultz and with each Councilmember voting AYE, the motion carried.

14. Mayor Bert Miller adjourned the meeting at 9:44 p.m.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Official Municipal Court Monthly Report

Month November Year 2023

Municipal Court for the City of NAVASOTA

Presiding Judge PATRICIA GRUNER

If new, date assumed office _____

Court Mailing Address 200 E. MCALPINE

City NAVASOTA, TX Zip 77868

Phone Number 936-825-6268

Fax Number 936-825-7280

Court's Public Email COURT@NAVASOTATX.GOV

Court's Website <http://WWW.NAVASOTATX.GOV>

THE ATTACHED IS A TRUE AND ACCURATE REFLECTION OF THE RECORDS OF THIS COURT.

Prepared by _____

Date _____ Phone: (936) 825-6268

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

OFFICE OF COURT ADMINISTRATION
P.O. BOX 12066
AUSTIN, TX
78711-2066

PHONE: (512) 463-1625
Fax: (512) 936-2423

CRIMINAL SECTION

| COURT NAVASOTA MUNICIPAL COURT | | | | TRAFFIC | | NON-TRAFFIC | | | |
|---|----------|------|------|-------------|------------|-------------|------------|------------|------------|
| MONTH | November | YEAR | 2023 | NON-PARKING | PARKING | CITY ORD | PENAL CODE | STATE LAW | CITY ORD |
| 1. Total Cases Pending First of Month: | | | | 811 | 1 | 25 | 325 | 75 | 63 |
| a. Active Cases | | | | 258 | 1 | 6 | 17 | 44 | 19 |
| b. Inactive Cases | | | | 553 | 0 | 19 | 308 | 31 | 44 |
| 2. New Cases Filed | | | | 110 | 0 | 1 | 23 | 3 | 7 |
| 3. Cases Reactivated | | | | 9 | 0 | 1 | 6 | 1 | 0 |
| 4. All Other Cases Added | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. Total Cases on Docket | | | | 377 | 1 | 8 | 46 | 48 | 26 |
| 6. Dispositions Prior to Court Appearance or Trial: | | | | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX |
| a. Uncontested Dispositions | | | | 43 | 0 | 4 | 2 | 1 | 1 |
| b. Dismissed by Prosecution | | | | 1 | 0 | 0 | 0 | 0 | 0 |
| 7. Dispositions at Trial: | | | | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX |
| a. Convictions: | | | | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX |
| 1) Guilty Plea or Nolo Contendere | | | | 20 | 0 | 0 | 5 | 3 | 0 |
| 2) By the Court | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 3) By the Jury | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| b. Acquittals: | | | | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX |
| 1) By the Court | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 2) By the Jury | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| c. Dismissed by Prosecution | | | | 0 | 0 | 0 | 0 | 0 | 0 |

CRIMINAL SECTION

| COURT NAVASOTA MUNICIPAL COURT | | | | TRAFFIC | | | NON-TRAFFIC | | |
|---|------------|------------|------------|-------------|------------|------------|-------------|------------|------------|
| MONTH | November | YEAR | 2023 | NON-PARKING | PARKING | CITY ORD | PENAL CODE | STATE LAW | CITY ORD |
| 8. Compliance Dismissals: | | | | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX |
| a. After Driver Safety Course | 15 | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX |
| b. After Deferred Disposition | 6 | | 0 | | 0 | | 0 | | 0 |
| c. After Teen Court | 0 | | 0 | | 0 | | 0 | | 0 |
| d. After Tobacco Awareness Course | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | | | 0 | XXXXXXXXXX | |
| e. After Treatment for Chemical Dependency | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | | | 0 | 0 | XXXXXXXXXX | |
| f. After Proof of Financial Responsibility | 0 | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX |
| g. All Other Transportation Code Dismissals | 0 | | 0 | | 0 | | 0 | | 0 |
| 9. All Other Dispositions | | | | 0 | | 0 | | 0 | |
| 10. Total Cases Disposed | | | | 85 | | 0 | | 4 | |
| 11. Cases Placed on Inactive Status | | | | 46 | | 0 | | 21 | |
| 12. Total Cases Pending End of Month: | | | | 836 | | 1 | | 22 | |
| a. Active Cases | 246 | | 1 | | 2 | | 18 | | 42 |
| b. Inactive Cases | 590 | | 0 | | 20 | | 323 | | 32 |
| 13. Show Cause Hearings Held | | | | 19 | | 0 | | 1 | |
| 14. Cases Appealed: | | | | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX | XXXXXXXXXX |
| a. After Trial | 0 | | 0 | | 0 | | 0 | | 0 |
| b. Without Trial | 0 | | 0 | | 0 | | 0 | | 0 |

CIVIL SECTION

| | | | | | |
|---|----------|------|-------------------|-------------|--|
| COURT NAVASOTA MUNICIPAL COURT | | | | | |
| MONTH | November | YEAR | 2023 | TOTAL CASES | |
| 1. Total Cases Pending First of Month: | | | | 0 | |
| a. Active Cases | | | | 0 | |
| b. Inactive Cases | | | | 0 | |
| 2. New Cases Filed | | | | 0 | |
| 3. Cases Reactivated | | | | 0 | |
| 4. All Other Cases Added | | | | 0 | |
| 5. Total Cases on Docket | | | | 0 | |
| 6. Uncontested Civil Fines or Penalties | | | | 0 | |
| 7. Default Judgments | | | | 0 | |
| 8. Agreed Judgments | | | | 0 | |
| 9. Trial/Hearing by Judge/Hearing Officer | | | | 0 | |
| 10. Trial by Jury | | | | 0 | |
| 11. Dismissed for Want of Prosecution | | | | 0 | |
| 12. All Other Dispositions | | | | 0 | |
| 13. Total Cases Disposed | | | | 0 | |
| 14. Cases Placed on Inactive Status | | | | 0 | |
| 15. Total Cases Pending End of Month: | | | | 0 | |
| a. Active Cases | | | | 0 | |
| b. Inactive Cases | | | | 0 | |
| 16. Cases Appealed: | | | XXXXXXXXXXXXXXXXX | | |
| a. After Trial | | | | 0 | |
| b. Without Trial | | | | 0 | |

JUVENILE/MINOR ACTIVITY

| | | | |
|---|--------------------------|-------|------|
| COURT | NAVASOTA MUNICIPAL COURT | | |
| MONTH | November | YEAR | 2023 |
| | | TOTAL | |
| 1. Transportation Code Cases Filed | | 0 | |
| 2. Non-driving Alcoholic Beverage Code Cases Filed | | 0 | |
| 3. Driving Under the Influence of Alcohol Cases Filed | | 0 | |
| 4. Drug Paraphernalia Cases Filed | | 0 | |
| 5. Tobacco Cases Filed | | 0 | |
| 6. Truancy Cases Filed | | 0 | |
| 7. Education Code (Except Failure to Attend) Cases Filed | | 0 | |
| 8. Violation of Local Daytime Curfew Ordinance Cases Filed | | 0 | |
| 9. All Other Non-traffic Fine-only Cases Filed | | 0 | |
| 10. Transfer to Juvenile Court: | XXXXXXXXXXXXXXXXXX | | |
| a. Mandatory Transfer | | 0 | |
| b. Discretionary Transfer | | 0 | |
| 11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct) | | 0 | |
| 12. Held in Contempt by Criminal Court (Fined and/or Denied Driving Privileges) | | 0 | |
| 13. Juvenile Statement Magistrate Warning: | XXXXXXXXXXXXXXXXXX | | |
| a. Warnings Administered | | 1 | |
| b. Statements Certified | | 1 | |
| 14. Detention Hearings Held | | 0 | |
| 15. Orders for Non-secure Custody Issued | | 0 | |
| 16. Parent Contributing to Nonattendance Cases Filed | | 0 | |

ADDITIONAL ACTIVITY

| | |
|--|--------------------------|
| COURT | NAVASOTA MUNICIPAL COURT |
| MONTH | November YEAR 2023 |
| | |
| 1. Magistrate Warnings: | |
| a. Class C Misdemeanors | |
| b. Class A and B Misdemeanors | |
| c. Felonies | |
| XXX TOTAL | |
| 2. Arrest Warrants Issued: | |
| a. Class C Misdemeanors | |
| b. Class A and B Misdemeanors | |
| c. Felonies | |
| 3. Capiases Pro Fine Issued | |
| 4. Search Warrants Issued | |
| 5. Warrants for Fire, Health and Code Inspections Filed | |
| 6. Examining Trials Conducted | |
| 7. Emergency Mental Health Hearings Held | |
| 8. Magistrate's Order for Emergency Protection Issued | |
| 9. Magistrate's Orders for Ignition Interlock Device Issued | |
| 10. All Other Magistrates's Orders Issued Requiring Conditions for Release on Bond | |
| 11. Drivers's License Denial, Revocation or Suspension Hearings Held | |
| 12. Disposition of Stolen Property Hearings Held | |
| 13. Peace Bond Hearings Held | |

| | | TOTAL |
|---|--|--------------------|
| 14. Cases in Which Fine and Court Costs Satisfied by Community Service: | | XXXXXXXXXXXXXXXXXX |
| a. Partial Satisfaction | | 0 |
| b. Full Satisfaction | | 0 |
| 15. Cases in Which Fine and Court Costs Satisfied by Jail Credit | | 11 |
| 16. Cases in Which Fine and Court Costs Waived for Indigency | | 0 |
| 17. Amount of Fines and Court Costs Waived for Indigency | | \$0.00 |
| 18. Fines, Court Costs and Other Amounts Collected: | | XXXXXXXXXXXXXXXXXX |
| a. Kept by City | | \$14,493.98 |
| b. Remitted to State | | \$7,464.12 |
| c. Total | | \$21,958.10 |

Run By: rjessie
Report Type: Summary
Date Range: 11/01/2023 - 11/30/2023
Finalize Report: Yes
Correction: No

*** END OF REPORT ***



REQUEST FOR CITY COUNCIL AGENDA ITEM #11

| | |
|--|--|
| Agenda Date Requested: <u>December 11, 2023</u> | Appropriation |
| 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

AGENDA ITEM #11

The City Council shall meet in Executive Session, as authorized by Section 551.087, Texas Government Code, for the purpose of discussion and deliberation regarding certain Industrial District Agreements providing for the possible offer of a financial or other incentive(s) to business prospects that the City seeks to have locate, stay, or expand in the City's designated Industrial District, and with which the City is conducting economic development negotiations, and associated matters.

The City Council shall meet in Executive Session in accordance with the Texas Government Code, Section 551.072, deliberation regarding real property for the purpose of discussion and deliberation regarding the City of Navasota's potential acquisition of real property for City projects/purposes.

The City Council shall meet in Executive Session, as authorized by Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

The City Council shall meet in Executive Session, as authorized by Section 551.087, Texas Government Code, for the purpose of deliberation regarding: 1) commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations; and/or 2) the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations.

SUMMARY & RECOMMENDATION

City staff has determined there is a need for City Council to meet in Executive Session in accordance with the Texas Government Code, Section 551.087, for the purpose of discussion and deliberation regarding certain Industrial District Agreements providing for the possible offer of a financial or other incentive(s) to business prospects that the City seeks to have locate, stay, or expand in the City's designated Industrial District, and with which the City is conducting economic development negotiations, and associated matters. Additionally, City staff has determined there is a need for City Council to meet in Executive Session in accordance with the Texas Government Code, Section 551.072, to discuss the acquisition of real property for City projects/purposes. Also, city staff has determined there is a need for City Council to meet in Executive Session as authorized by Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas. Lastly, City staff has determined there is a need for City Council to meet in Executive Session as authorized by Section 551.087, Texas Government Code, for the purpose of deliberation regarding: 1) commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations; and/or 2) the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations.

The time is _____p.m.

ACTION REQUIRED BY CITY COUNCIL

Conduct an Executive Session in accordance with Texas Government Code, Section 551.087, Texas Government Code, for the purpose of discussion and deliberation regarding certain Industrial District Agreements providing for the possible offer of a financial or other incentive(s) to business prospects that the City seeks to have locate, stay, or expand in the City's designated Industrial District, and with which the City is conducting economic development negotiations, and associated matters.

Conduct an Executive Session in accordance with Texas Government Code, Section 551.072, deliberation regarding real property for the purpose of discussion and deliberation regarding the City of Navasota's potential acquisition of real property for City projects/purposes.

Conduct an Executive Session, as authorized by Section 551.071, Texas Government Code, for the purpose of consultation with legal counsel concerning possible revision of the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

Conduct an Executive Session, as authorized by Section 551.087, Texas Government Code, for the purpose of deliberation regarding: 1) commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations; and/or 2) the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/6/23

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #12

Agenda Date Requested: December 11, 2023
Requested By: Jason Weeks, City Manager
Department: Administration
☒ Report ☐ Resolution ☐ Ordinance

Exhibits: None

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

AGENDA ITEM #12

Reconvene into open session.

SUMMARY & RECOMMENDATION

The time is _____ p.m.

ACTION REQUIRED BY CITY COUNCIL

Reconvene in open session.

Approved for the City Council meeting agenda.

Jason Weeks
Jason B. Weeks, City Manager

12/5/23
Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #13

Agenda Date Requested: December 11, 2023

Requested By: Jason Weeks, City Manager

Department: Administration

☒ Report ☐ Resolution ☐ Ordinance

Exhibits: None

Appropriation

Source of Funds: N/A

Account Number: N/A

Amount Budgeted: N/A

Amount Requested: N/A

Budgeted Item: ☐ Yes ☒ No

AGENDA ITEM #13

Consideration and possible action regarding real property for the purpose of discussion and deliberation regarding the City of Navasota's potential acquisition of real property for City projects/purposes.

SUMMARY & RECOMMENDATION

Take action on item discussed in Executive Session (if applicable).

ACTION REQUIRED BY CITY COUNCIL

City Council to take action, if necessary, on Executive Session Item.

Approved for the City Council meeting agenda.

Jason B. Weeks, City Manager

12/6/23

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #14

| |
|--|
| Agenda Date Requested: <u>December 11, 2023</u> |
| Requested By: <u>Jason Weeks, City Manager</u> |
| Department: <u>Administration</u> |
| <input type="radio"/> Report <input checked="" type="radio"/> Resolution <input type="radio"/> Ordinance |

Exhibits: None

| 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 |

AGENDA ITEM #14

Consideration and possible action to authorize the City Manager to execute the Industrial District Agreements for the period beginning November 1, 2023, through October 31, 2038.

SUMMARY & RECOMMENDATION

In 1979, the City of Navasota City Council established a policy to enhance the economic stability and growth of Navasota by attracting the location of new and the expansion of existing industries to and in our industrial park area ("District"). Navasota desires to continue to encourage the expansion and growth of industrial plants within the District. To implement and actively support this policy, the City entered into Industrial District Agreements ("IDA's") with each company located in the District, which is allowed by Texas Local Government Code Section 42.044. These IDA's expired on October 31, 2023; therefore, staff has been working with our industrial partners and legal counsel to provide a draft version of the next 15-year IDA that will begin November 1, 2023, and expire October 31, 2038.

The 2010 Census listed Navasota's population at 7049 and estimated the City's population in 2022 to be 8417, which indicates a 19% increase in population. Over the past couple of years, growth has primarily occurred on the west side of Navasota in the Heritage Meadows and Pecan Lakes subdivisions. Currently, the City has nearly 1200 single-family homes somewhere in the planning or construction phases. Additionally, the City of Navasota workforce suffered "reduction in force" ("RIF") layoffs in 2016, and our Public Safety Department (police & fire) is just now getting back to full staffing from

the RIF with added staff necessary to address the significant growth that has occurred over the last few years. The fiscal year 2023-24 budget will now allow Navasota Fire Department to be able to finally operate with three full-time paid firefighters on each of the three shifts, and the use of part-time staff will allow NFD to begin operating at the minimal standard of four firefighters per shift. The condition of the fire station that currently houses NFD is well beyond the point where renovations can be made in a cost-effective manner; therefore, the City Council began moving forward with plans to build a new fire station. Understanding the important needs of our industrial partners, the new station will not be very far from the current location, so that the fire station will continually aid the District.

Since the last signing of the IDA's in 2008, the Texas Legislature has imposed revenue caps on municipalities, which causes cities to reduce their tax rates due to cities not being able to earn more than 3.5% in more revenue than the previous year. Therefore, in the past four years the tax rate has been reduced 4.75 cents, or 8.3%; however, the cost of providing and maintaining the services expected by our residents, businesses, and industrial partners have significantly increased. To compensate for these actions that will continue to negatively impact the City financially, Section II of the draft IDA has been updated to go from a 50% reimbursement to 60% reimbursement of the City's ad valorem tax rate and assessment ratio as applied to the assessed valuation of the industrial partners' property situated in the District. The City of Navasota will continue to provide fire protection to the District by making available existing fire hydrants, City water and City fire trucks and equipment overseen and operated by the NFD to fight fires that may occur in the District.

For several years, our utility rates have been significantly lower than required to adequately pay for operating costs, needed infrastructure capital improvements, and provide the necessary reserve to cover one year's debt payments. Therefore, a utility rate study was completed in January 2023, and the recommendations of the rate study included raising the rates for utility services. The City Council deferred implementation of the proposed rate increase until October 1, 2023. This updated IDA continues to allow industries located in the District access to the City's water, wastewater (sewer), and natural gas utilities; however, staff has made the industrial partners aware, that beginning October 1, 2023, there will be increases in the rates for those services. Annually, Navasota will compare the utility rate structures as proposed by the utility rate study with the projected revenue and expense budgets to determine any needed annual rate adjustments. The City of Navasota will continue to maintain a municipal airport, public recreational facilities, and provide police protection in the nature of security checks to the District. Some of our industrial partners have stated that there are limited to no security checks occurring. NPD Chief Mize has met with his patrol staff and informed the NPD that security checks will be occurring on a regular basis.

As noted herein above, the City's costs to operate have significantly increased since the last IDA was signed nearly 15 years ago. However, in setting the PILOT amount in the IDA the City is attempting to minimize as much as possible the impact on our industrial partners. The City values our partnership with our industrial partners through the mutually beneficial relationship reflected in the IDA. Staff have met with several

industrial partners in-person and by email to discuss the percentage increase. To date, there have been no industrial partners speaking negatively to staff about the proposed percentage increase.

Therefore, city staff recommends taking action on item discussed in Executive Session by City Council authorizing the City Manager to execute the renewed provisions of the Industrial District Agreement for a fifteen (15) year period. The current agreements expired on October 31, 2023, and the new agreements will begin on November 1, 2023, and expire on October 31, 2038.

ACTION REQUIRED BY CITY COUNCIL

Take action on Executive Session item to authorize the City Manager to execute the Industrial District Agreements for the period beginning November 1, 2023, through October 31, 2038.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/6/23

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #15

| |
|--|
| Agenda Date Requested: <u>December 11, 2023</u> |
| Requested By: <u>Jason Weeks, City Manager</u> |
| Department: <u>Administration</u> |
| <input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance |

Exhibits: Original Variance

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

AGENDA ITEM #15

Consideration and possible action to authorize the Mayor to execute a revision to the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

SUMMARY & RECOMMENDATION

On May 10, 2010, City Council approved a variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign (billboard) located at 9530 Highway 6, Navasota, Texas, which is next to the Western Steakhouse and Dancehall. M&P Adventures, LLC submitted a building permit on January 25, 2010, for the construction of an advertising billboard at this location. However, that request did not comply with the City's sign regulations with regard to the sign height and sign face. Ultimately, City Council approved the variance for the sign because the request is reasonable and in harmony with the spirit and purpose of Article 3.06 of the Code of Ordinances and alleviates an unnecessary hardship. The terms of the agreement allowed M&P Adventures, LLC to maintain the billboard at this location for a term of 15 years and allowed for the variance in the height and sign size limitations. Furthermore, all digital, LED, flashing lights, intermittent lights or any other electronic changeable copy technologies are prohibited from being installed on or utilized in conjunction with the sign.

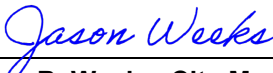
The variance agreement is set to expire on May 10, 2025; therefore, staff has been approached by M&P Adventures, LLC to revise the original agreement to remove the 15-year time period. The sign has been erected at this location for over 13 years and

has not been an issue during this time period. Additionally, M&P Adventures, LLC has agreed to allow the City of Navasota to utilize the billboard two months a year on one side of the sign face for three years, with the condition that the City would pay for removal and replacement of the skin and replace if damaged. Staff recommends City Council authorizing the Mayor to execute a revised variance agreement which will allow the billboard to remain in place and be grandfathered in for the current and all future revisions to the sign Ordinance. However, the City's ordinance provides that nonconforming signs that are abandoned, deteriorated, or damaged beyond economical repair shall be removed. M&P Adventures, LLC or responsible parties shall be given written notice to have the sign removed within thirty (30) days. If the responsible party fails to remove or alter the structure as required within the specified time frame, the city may undertake the removal and confiscation of such sign at owner's expense.

ACTION REQUIRED BY CITY COUNCIL

Authorize the Mayor to execute a revision to the variance granted to M&P Adventures, LLC for an erected off-premises outdoor advertising sign located at 9530 Highway 6, Navasota, Texas.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

12/6/23

Date

CITY OF NAVASOTA, TEXAS

VARIANCE

Date: May 10, 2010

Issued to: M&P Adventures, LLC

Approved by: City Council, City of Navasota, Texas

WHEREAS, the City of Navasota, Texas ("City") regulates signs within its jurisdiction as provided for in Article 3.06 of the Code of Ordinances of the City of Navasota, Texas; and

WHEREAS, M&P Adventures, LLC has erected an off-premises outdoor advertising sign ("Sign") at 9530 Highway 6, Navasota, Texas, said property being more fully described in the building permit application dated January 25, 2010 and submitted to the City by M&P Adventures, LLC ("Premises"), that does not comply with the City's sign regulations with regard to the sign height and sign face area size; and

WHEREAS, M&P Adventures, LLC has requested a variance for the Sign to allow the Sign on the Premises at its existing height and existing sign face size; and

WHEREAS, the provisions Article 3.06 of the Code of Ordinances do not address the issuance of variances to the City's sign regulations; and

WHEREAS, the City Council of the City of Navasota, Texas retains the inherent authority, as the governing body of the City of Navasota, Texas to legislatively act to issue a variance to the sign regulations; and

WHEREAS, the City Council hereby finds that the issuance of a variance for the sign located on the Premises, subject to the following terms and conditions, is reasonable, in harmony with the spirit and purpose of Article 3.06, and alleviates an unnecessary hardship; therefore, the variance requested by M&P Adventures, LLC is hereby approved, subject to the following terms and conditions:

1. The Sign shall be allowed to remain on the Premises for a period of no longer than fifteen (15) years, with no extensions. The 15 year time period shall begin on the earlier of either: 1) the date that both sign faces of the Sign have advertising copy installed on the sign faces; or 2) the sixtieth (60th) day after the date of the City Council's approval of this Variance.
2. A variance is granted to the height and sign size limitations contained in Section 3.06.197(c) of the City's current sign regulations. The height of the Sign shall not be increased beyond its current height of 50 feet (42.5 feet above the centerline grade of the adjacent frontage road), and neither sign face area shall be increased beyond the current size of 672 square feet.

3. All digital, light-emitting diode (LED), flashing lights, intermittent lights or any other electronic changeable copy technologies are prohibited from being installed on or utilized in conjunction with the Sign.
4. M&P Adventures, LLC acknowledges and agrees that the 15 year time period provided for herein is a reasonable time for M&P Adventures, LLC to recoup its investment in the Sign, and this Variance shall terminate and be of no further effect upon the expiration of the 15 year period provided for herein. Upon the expiration of said 15 year time period, M&P Adventures, LLC shall dismantle and remove the Sign from the Premises within thirty (30) days from the date of expiration.
5. This Variance shall bind and inure to the benefit of the City of Navasota and M&P Adventures, LLC, its successors and assigns, and every purchaser, assignee or transferee of an interest in the Premises, or the portion thereof on which the Sign is located, shall be obligated and bound by the terms and conditions of this Variance, but only with respect to the Premises, or such portion thereof, sold, assigned or transferred to it on which the Sign is located. Any such purchaser, assignee or transferee shall be subject to all terms and conditions of this Variance, and shall observe and fully perform all of the duties and obligations of M&P Adventures, LLC contained in this Variance.

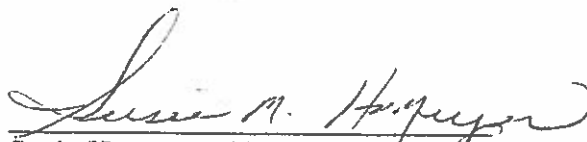
APPROVED on this 10th day of May, 2010 by the City Council of the City of Navasota, Texas.

CITY OF NAVASOTA:

ATTEST:



Hon. Bert Miller, Mayor

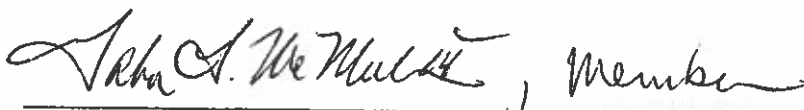


Susie Homeyer, City Secretary

AGREED:

M&P ADVENTURES, LLC:

ATTEST:



Printed Name: Faber F. McMullen
Title: Member

Printed Name:
Title:

Date: May 10, 2010

Date: _____



REQUEST FOR CITY COUNCIL AGENDA ITEM #16

| | |
|--|--|
| Agenda Date Requested: <u>December 11, 2023</u> | Appropriation |
| 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

AGENDA ITEM #16

Consideration and possible action regarding: 1) commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations; and/or 2) the offer of a financial or other incentive to a business prospect the City seeks to have locate, stay, or expand in or near the territory of the City, and with which the City is conducting economic development negotiations.

SUMMARY & RECOMMENDATION

Take action on item discussed in Executive Session (if applicable).

ACTION REQUIRED BY CITY COUNCIL

City Council to take action, if necessary, on Executive Session Item.

Approved for the City Council meeting agenda.

Jason Weeks
Jason B. Weeks, City Manager

12/6/23
Date