

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE  
CITY OF NAVASOTA, TEXAS  
MAY 24, 2021**

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 24th of May, 2021 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCltnx7BQt0TCIYJRiZ14g5w> If you have any questions during the meeting please email them to [council@navasotatx.gov](mailto:council@navasotatx.gov) or text 936-825-5557. Please ensure to provide your full name and home address. If you prefer to call-in please dial +13462487799 and enter Meeting ID: 709 770 2250 # To Join Meeting virtually please click link below:<https://zoom.us/j/7097702250>

1. Call to Order.
2. Invocation  
Pledge of Allegiance
3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
4. Staff Report:
  - (a) Results from First Responder's event;
  - (b) Utility report (natural gas audit);
  - (c) Street Department report (update on tree trimming in right-of-way);
  - (d) Library report (Summer Reading Program, Book Fair);
  - (e) Arts Council Quarterly Report;
  - (f) Board and Commission update; and
  - (g) 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.

5. Conduct a public hearing to receive public comments and testimony regarding a sign variance request submitted by Napa Auto & Truck Parts for the property located at 1310 Spur 515, Navasota, Grimes County, TX 77868. The variance requests to install a freeway/pole sign 525' feet from highway 6 versus the allowed 400' foot distance. The property affected is legally described as Allen-Hammett, Acres 3.04, Lot 7 & (PT6).
6. Consideration and possible action regarding a sign variance request submitted by Napa Auto & Truck Parts for the property located at 1310 Spur 515, Navasota, Grimes County, TX 77868. The variance requests to install a freeway/pole sign 525' feet from highway 6 versus the allowed 400' foot distance. The property affected is legally described as Allen-Hammett, Acres 3.04, Lot 7 & (PT6).
7. Presentation by Raul Orozco on Fire Station funding mechanisms.
8. Consideration and possible action on Resolution No. 691-12, accepting the water, gas, street and storm drainage improvements of Phase three section two in Pecan Lakes Estates Subdivision, except entrance signage, sewer infrastructure, common areas and open channel storm drainage improvements, in the City of Navasota, Texas.
9. Consideration and possible action on Resolution No. 692-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Brosig Avenue and Hillside Street Pedestrian Improvements.
10. Consideration and possible action on Resolution No. 693-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Sh105 (E. Washington Avenue) Segment A Bicycle & Pedestrian Improvements.
11. Consideration and possible action on Resolution No. 694-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Sh105 (E. Washington Avenue) Segment B Bicycle & Pedestrian Improvements.
12. Consideration and possible action on approval of the Pedestrian and Bicycle Routes Map.
13. Consideration and possible action on the second reading of Ordinance No. 962-21, amending Appendix A, Article A12.000, Public Library of the Code of Ordinances, of the City of Navasota, Texas regarding fee schedules.
14. Consideration and possible action on the first reading of Ordinance No. 963-21, amending Appendix A, A18.000, Fire Department, Section A18.001 Permit Fees of the Code of Ordinances, of the City of Navasota, Texas regarding fee schedules.
15. Discussion and possible action on garbage collection contract for the City of Navasota.
16. Adjourn.

**DATED THIS THE 21ST OF MAY, 2021**

**/BS/**

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**BY: BRAD STAFFORD, 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 21st of May, 2021 at 08:25 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](http://www.navasotatx.gov).**

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

**DATED THIS THE 21ST OF MAY, 2021**

**/SMH/**

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

**THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (936) 825? 6475 OR (936) 825?6408 OR BY FAX AT (936) 825?2403.**

**City Manager's Message**  
**An Executive Summary of Agenda Items and Current Issues**

City of Navasota  
City Council Meeting  
5-24-21

**1. Call to order**

**2. Invocation and Pledges of Allegiance**

**3. Remarks of Visitors**

Staff is unaware of anyone wishing to address the City Council.

**4. Staff Report:**

*Results from First Responder's event – The Police Department will provide a report on the First Responders Day event.*

*Utility report (natural gas audit) – The Utility Department will report on the natural gas audit and other activities.*

*Street Department report (update on tree trimming in right-of-way) – The Street Department will report on activities including trimming of trees in the R-O-W.*

*Library report (Summer Reading Program, Book Fair) – The Library will report on events at the library.*

*Arts Council Quarterly Report – The Arts Council provided their quarterly report of activities for review.*

**5. Conduct a public hearing to receive public comments and testimony regarding a sign variance request submitted by Napa Auto & Truck Parts for the property located at 1310 Spur 515, Navasota, Grimes County, TX 77868. The variance requests to install a freeway/pole sign 525' feet from highway 6 versus the allowed 400' foot distance. The property affected is legally described as Allen-Hammett, Acres 3.04, Lot 7 & (PT6).**

Napa Auto Parts relocated to Spur 515, and request to place a Freeway/Pole sign on their property. City Code allows these signs within 400 feet of Highway 6, however Napa sits 525 feet from the highway. Therefore, they are requesting a variance to allow the placement of this type sign.

6. **Consideration and possible action regarding a sign variance request submitted by Napa Auto & Truck Parts for the property located at 1310 Spur 515, Navasota, Grimes County, TX 77868. The variance requests to install a freeway/pole sign 525' feet from highway 6 versus the allowed 400' foot distance. The property affected is legally described as Allen-Hammett, Acres 3.04, Lot 7 & (PT6).**

Napa Auto Parts relocated to Spur 515, and request to place a Freeway/Pole sign on their property. City Code allows these signs within 400 feet of Highway 6, however Napa sits 525 feet from the highway. Therefore, they are requesting a variance to allow the placement of this type sign.

7. **Presentation by Raul Orozco on Fire Station funding mechanisms.**  
Raul Orozco is a student at Texas A&M University and his internship with the City was to evaluate the Fire Station and funding options for the construction of a new building, along with his site plan concept. Mr. Orozco will present his findings.

8. **Consideration and possible action on Resolution No. 691-12, accepting the water, gas, street and storm drainage improvements of Phase three section two in Pecan Lakes Estates Subdivision, except entrance signage, sewer infrastructure, common areas and open channel storm drainage improvements, in the City of Navasota, Texas.**

Jim Hassell submitted a request for the city to accept the completed infrastructure in Phase 3 Section 2 of the Pecan Lakes Estates subdivision. Mr. Hassell completed installation of the water, storm drainage, gas, and streets in this section. Construction continues on the sewer, sewer lift station, electrical and streetlights.

9. **Consideration and possible action on Resolution No. 692-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Brosig Avenue and Hillside Street Pedestrian Improvements.**

Staff and engineers are working on grant applications for pedestrian improvements. A town hall meeting was held and input from citizens was incorporated into the proposed project. The projects connect two NISD campuses to sidewalks on Washington Avenue.

- 10. Consideration and possible action on Resolution No. 693-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Sh105 (E. Washington Avenue) Segment A Bicycle & Pedestrian Improvements.**

Staff and engineers are working on grant applications for pedestrian improvements. A town hall meeting was held and input from citizens was incorporated into the proposed project. The project improves pedestrian and bicycle paths along East Washington Avenue.

- 11. Consideration and possible action on Resolution No. 694-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Sh105 (E. Washington Avenue) Segment B Bicycle & Pedestrian Improvements.**

Staff and engineers are working on grant applications for pedestrian improvements. A town hall meeting was held and input from citizens was incorporated into the proposed project. The project improves pedestrian and bicycle paths on West Washington Avenue.

- 12. Consideration and possible action on approving the Pedestrian and Bicycle Routes Map.**

A town hall meeting was held to solicit comments on a long-term Pedestrian and Bicycle map for the City of Navasota, and engineers have incorporated comments and suggestions into the map.

- 13. Consideration and possible action on the second reading of Ordinance No. 962-21, amending Appendix A, Article A12.000, Public Library of the Code of Ordinances, of the City of Navasota, Texas regarding fee schedules.**

Second reading of the ordinance setting fees of \$20 for summer camps to be held at the Library.

- 14. Consideration and possible action on the first reading of Ordinance No. 963-21, amending Appendix A, A18.000, Fire Department, Section A18.001 Permit Fees of the Code of Ordinances, of the City of Navasota, Texas regarding fee schedules.**

Staff proposes to change the permit fees for Fire protection from 50% of building permit fee to the cost of the third-party inspector plus 10%.

**15. Discussion and possible action on garbage collection contract for the City of Navasota.**

The current contract for garbage collection has been extended twice and is set to expire January 31, 2022. Staff would like direction on city council desire to request proposals or negotiate another term with Republic Services.

**16. Executive Session: The City Council shall meet in Executive Session as permitted by Section 551.087, Texas Government Code, for the purpose of deliberation regarding economic development negotiations with J & H Navasota Development, LLC regarding a potential Development Agreement.**

City Council previously discussed this development agreement and asked staff to work on a couple of issues. Staff met with Mr. Hassell and will present the results of the discussion.

**17. Reconvene in open session.**

**18. Consideration and possible action on Executive Session Item, Section 551.087, Texas Government Code, regarding a Development Agreement with J & H Navasota Development LLC.**

**19. Adjourn.**

**Calendar of Events**

May 24th 6:00 p.m.	City Council Meeting Municipal Building
June 4 <sup>th</sup>	TCMA Region 6 Meeting Graham, Texas
June 9 <sup>th</sup> -13 <sup>th</sup>	TCMA Annual Conference Round Rock, Texas
June 14 <sup>th</sup> 6:00 p.m.	City Council Meeting Municipal Building
June 18 <sup>th</sup> 6:30 p.m.	Sounds of Summer Downtown Navasota
June 28 <sup>th</sup> 6:00 p.m.	City Council Meeting Municipal Building

July 2<sup>nd</sup>  
6:00 p.m.

Navasota Freedom Festival  
Downtown Navasota

July 18<sup>th</sup>  
6:30 p.m.

Sounds of Summer  
Downtown Navasota

Respectfully submitted,

Brad Stafford  
City Manager





*Vision Statement:*

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

*Mission Statement:*

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



## THE CITY OF NAVASOTA COUNCIL LEADERSHIP POLICY

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

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



## S.M.A.R.T. GOAL SETTING SYSTEM

Area	Today's Date	Target Date	Date Achieved
City Council Retreat	May 19, 2020	2020 – 2021	

**Goal Statement: A descriptive statement of the DESIRED OUTCOME.**  
(a S.M.A.R.T. Goal is Specific, Measurable, Actionable, Responsible and Time-bound)

The Management Connection, Inc. provided Professional Facilitation to the City of Navasota City Council on May 19<sup>th</sup>, 2020. This document captures the discussion outcomes and Council's direction to the staff for FY 2020 – 2021.

### Retreat Summary

Mayor Bert Miller called the meeting to order at 9:20am. The City Manager reviewed the accomplishments made based on Council's direction at the last Retreat in September 2019. A staff member from each department shared a SWOT Analysis of the department based on current circumstances and highlighted a few key areas they wanted Council think about as they move forward. The Council provided direction on multiple items from the agenda. The direction from the Council is provided below.

### City Council Direction for 2020 - 2021

Action Steps (List the specific actions you will take to achieve this goal)	Target Date	Who	Percentage Completion
1. The Council directed the City Manager not to lay off anyone from the workforce due to the current environment. The Council expressed concern that the staff was already shorthanded and operating with a heavy workload. a. The City Manager was asked to explore options on how to strengthen the workforce by adding positions. The City Manager is to conduct a Cost/Benefit Analysis for positions needed.	2020 – 2021	City Staff	
2. The Fire Chief will provide the Council with a monetary amount of what it will take to move part-time staff to full-time staff.	6/19/20	Fire Chief	
3. The City Manager and Fire Chief will consider	2020 –	City Manager,	



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PROFESSIONAL FACILITATORS

<p>options for the new Fire Station.</p> <ol style="list-style-type: none"><li>Look into possible options to finance the new station with low interest rates.</li><li>Look into building a new station with partnerships, i.e. the animal shelter.</li><li>Staffing is the priority for the Fire Department.</li></ol>	2021	Fire Chief	
<p>4. The City Staff gave a comprehensive explanation of the City's Financial Picture. The Council complimented the Staff's ability to manage the City's finances in an efficient and effective manner. The Council also acknowledged that their perspective of the finances had changed from possibly being in trouble to having a good handle on them.</p>	2020 – 2021	City Staff	
<p>5. The Council agreed on the criteria in which the City's Reserve funds may be used:</p> <ol style="list-style-type: none"><li>The funds should be left untouched unless they are absolutely needed.</li><li>The funds should be used as leverage for other things during this time.</li><li>Per the Financial Policy, the Reserve funds may be used in one or a combination of the following ways:<ol style="list-style-type: none"><li>Emergencies;</li><li>One-time expenditures that do not increase reoccurring operating costs</li><li>Major capital purchases</li><li>Start-up expenditures for new programs undertaken at mid-year, provided such action is considered in the context of multiyear projections or program revenues and expenditures</li></ol></li></ol>	2020 – 2021	City Staff	
<p>6. The City Staff will consider opportunities to capitalize on the low interest rates and use them to the City's advantage. The Staff will present these opportunities to Council.</p>	2020 – 2021	City Staff	
<p>7. The City Staff gave a detailed update on the</p>	2020 –	City Staff	



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Appraisal District. This gave the Council a clear picture of what to expect.	2021		
8. The Mayor and City Manager will create a Legislative Agenda and present it to the Council.	2020 – 2021	Mayor, City Manager	
9. The Council directed the City Manager to continue the Downtown Plan as he explained it. The City Manager is to leverage private/public partnerships in completing the project. a. The Downtown Plan addressed the streetscapes, traffic patterns, quiet zone, cross walk, building construction and financial resources.	2020 – 2021	City Staff	
10. The Council discussed the pros and cons of being part of the BCS MSA. The Council and Staff did not identify any real benefit of being part of the MSA. In fact, there was more agreement as to why the City should not be part of the MSA. The Council decided to continue to monitor the MSA.	2020 – 2021	City Staff	
11. The City Staff will continue to strengthen partnerships with other entities.	2020 – 2021	City Staff	
12. The City Manager will lead the staff in incorporating their Department SWOT Analysis into an Action Plan for 2020 – 2021.	2020 – 2021	City Staff	

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 4.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Brad Stafford, City Manager

**APPROVED BY: BS**

**ITEM:** Staff Report:

- (a) Results from First Responder's event;
- (b) Utility report (natural gas audit);
- (c) Street Department report (update on tree trimming in right-of-way);
- (d) Library report (Summer Reading Program, Book Fair);
- (e) Arts Council Quarterly Report;
- (f) Board and Commission update; and
- (g) 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.

**ITEM BACKGROUND:**

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

**ATTACHMENTS:**

1. Gas Survey Audit
2. Arts Council Profit and Loss
3. Arts Council Balance Sheet
4. Arts Council Affiliate Reports
5. Arts Council Quarterly Report

# APR CONSULTANTS

*FAILURE INVESTIGATIONS, PIPELINE SAFETY CONSULTING AND TRAINING SINCE 1983*

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41111 Addie Gee Road  
Hempstead, Texas 77445

Phone: 979-826-3900  
Fax: 979-826-3904  
aprcompany@aol.com

TMLIRP

on site

Survey Report

of

CITY OF NAVASOTA

200 EAST MCALPINE STREET

COUNTY OF GRIMES

APRIL 14, 2021

Conducted and submitted by:

APR CONSULTANTS  
41111 ADDIE GEE ROAD  
HEMPSTEAD, TEXAS 77445



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**APR CONSULTANTS  
ON SITE SURVEY REPORT**

**SURVEY CONDUCTED FOR  
TMLIRP**

**Demographic Information Provided by Operator**

Name of Municipality or Company	City of Navasota Phone: 936.825.6450 Fax: 936.825.4018
24-Hour Emergency Number	936.825.6410
County	Grimes
Business Address	200 East McAlpine Street P.O. Box 910 Navasota, Texas 77868
E-Mail Address	jreyna@navasotatx.gov
City Representative	Jennifer Reyna, Utility Admin Assist
Survey Representative	Sammy Russo, APR Consultants
Date of Inspection	April 14, 2021
Area Served	
City	Navasota
Population of City	7,042
Utility ID Number	511010
Key Personnel:	
Mayor	Bert Miller
City Manager	Brad Stafford
City Secretary	Susie Homeyer
Utility Director	Jeff Greer
Senior Gas Foreman	Michael Bean
Number of gas utility personnel	22

**System Information Provided by Operator**

Gas purchased from	Atmos Energy
Gas odorized by	Atmos Energy
Date gas system originally installed	Unknown
Total number of meters in service	1,832
Residential	1,670
Commercial	134
Industrial	28
Total miles of system	60.587
Coated Steel	4.1 (distribution)
Polyethylene (PE)	56.487 (distribution)
Number of key valves in the system	35
Number of supply points to the city	1
Gas supplier #1	Atmos Energy
Gas supplier #2	Not applicable
Number of city-owned wells	0
Maximum Allowable Operating Pressure (MAOP)	60 psig (distribution)
Frequency of system patrols	Quarterly (distribution)
Dates of last leak survey:	
Downtown	September 15, 2020
Number of Leaks by Grade I	(A) 0
II	(B) 0
III	(C) 0
Residential (outside of business district)	September 15, 2020
Number of Leaks by Grade I	(A) 3
II	(B) 1
III	(C) 16
Unaccounted for gas for three previous years was reported as follows:	2020 – 2.9 % Loss 2019 – 2.0 % Gain 2018 – 5.0 % Loss

- |     |   |   |  |
|-----|---|---|--|
| 1.  | Have there been any natural gas fires or explosions during the past year?   | Yes [ <input type="checkbox"/> ]            | No [ <input checked="" type="checkbox"/> ] |
| 2.  | Have there been any reportable incidents concerning natural gas during the past year?   | Yes [ <input type="checkbox"/> ]            | No [ <input checked="" type="checkbox"/> ] |
| 3.  | Has the municipality adopted a municipal building code?   | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |
|     | If yes, which building code has been adopted?   | IBC 2012                                    |  |
| 4.  | Have there been any system upgrades over the past year?   | Yes [ <input type="checkbox"/> ]            | No [ <input checked="" type="checkbox"/> ] |
| 5.  | Is a regular meter replacement program in place?  | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |
| 6.  | Has an annual schedule of general maintenance been developed?   | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |
| 7.  | Are maintenance tasks conducted in accordance with the annual maintenance schedule?   | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |
| 8.  | Are any outside consultants/contractors used to work on the gas system?   | Yes [ <input type="checkbox"/> ]            | No [ <input checked="" type="checkbox"/> ] |
|     | If yes, name and/or company:  |   |  |
| 9.  | Have consultants/contractors been operator qualified on this system or do they work under the direct observation of a qualified individual? | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |
| 10. | Has the operator verified the drug and alcohol plans of contractors?  | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |
| 11. | Has the O & M Manual been reviewed at least once each calendar year but no more than 15 months apart?                                       | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |
| 12. | Is the O & M Manual current?  | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |
|     | Date of last review:  | December 7-11, 2020                         |  |
| 13. | Are all current covered task procedures in the O & M Manual?  | Yes [ <input checked="" type="checkbox"/> ] | No [ <input type="checkbox"/> ]            |

14. Are the operator's drug and alcohol plans current? Yes [ x ] No [ ]
- Who implements the drug and alcohol program? City HR Director
15. Are safety meetings held on a regularly scheduled basis and documented? Yes [ x ] No [ ]
- How often are documented meetings held? Quarterly
16. Has the operator conducted documented annual training/review of the procedures necessary to implement the emergency plan? Yes [ x ] No [ ]
17. Has the Railroad Commission inspected this facility within the past twelve months? Yes [ x ] No [ ]
- Date of last Railroad Commission inspection: December 15-18, 2020
18. Has an operator qualification program been implemented? Yes [ x ] No [ ]
19. Has the operator qualification program been reviewed annually and/or updated and documented as necessary? Yes [ x ] No [ ]
20. Has the operator qualified (or re-qualified as necessary) all individuals performing covered tasks? Yes [ x ] No [ ]
21. Does documentation of the continuing surveillance program include the verification of adequate leak repairs and remedial measures to address high unaccounted for gas? Yes [ x ] No [ ]
22. Has the operator implemented a distribution integrity management plan (DIMP) in accordance with PHMSA Form-22 and Form-24? Yes [ ] No [ x ]
23. Has the operator filed an annual report to the Texas Railroad Commission for the Texas DIMP (16 TAC 8.209(i))? Yes [ ] No [ x ]
24. Has the operator identified and prioritized any potential DIMP risk(s) to the system? Yes [ x ] No [ ]

25. Is the DIMP program proactive to provide for replacement of older piping and upgrading of aging infrastructure? Yes [ x ] No [ ]
26. Is the utility installing excess flow valves on new or replaced service lines operated at or above 10 psig that provide up to 1,000 standard cubic feet of gas per hour? Yes [ x ] No [ ]
27. Does the operator install curb valves on services that provide over 1,000 standard cubic feet of gas per hour? Yes [ x ] No [ ]
28. Does the operator provide notice to customers for retrofitting excess flow valves to existing services? Yes [ x ] No [ ]
29. Is the utility a member of a one call program? Yes [ x ] No [ ]
30. Does the operator mark pipelines in the vicinity of excavation when requested by the one call system? Yes [ x ] No [ ]
- Are the line locates documented? Yes [ x ] No [ ]
- Are the line locate records retained for at least 4 years? Yes [ x ] No [ ]
31. Does the operator have a program to meet the requirements of the Texas Damage Prevention Program and the PIPES Act? Yes [ x ] No [ ]
32. Has the operator notified all customers and new customers within 90 days of their responsibility for those sections of service line not maintained by the operator? Yes [ x ] No [ ]
33. Has a documented liaison been conducted with public officials during the past year? Yes [ x ] No [ ]
- Date of last documented meeting: February 26, 2021
34. Does the operator have a trenching procedure for excavation and the necessary equipment for rescue? Yes [ x ] No [ ]

- |     |  |           |          |
|-----|--|-----------|----------|
| 35. | Has the operator implemented a public awareness program in accordance with the requirements of API RP 1162 and 192.616?                      | Yes [ x ] | No [ ]   |
|     | Who implements the public awareness program?   | Paradigm  |          |
| 36. | Has the operator enhanced the public awareness program within the past four (4) years?   | Yes [ x ] | No [ ]   |
| 37. | Has the operator evaluated the effectiveness of the public awareness program through stakeholder surveys?                                    | Yes [ x ] | No [ ]   |
| 38. | Has the operator provided bilingual public education material to customers twice annually?   | Yes [ x ] | No [ ]   |
| 39. | Has the operator filed Forms PS-95 Semi-Annual Leak Report, PS-81 Plastic Pipe Inventory, (file in-house only), and P-5 Organization Report? | Yes [ x ] | No [ ]   |
| 40. | Does this gas system contain compression couplings?  | Yes [ ]   | No [ x ] |

**Preface to Survey Report**

Please note that due to health concerns posed by the Covid-19 Virus, this year’s inspection was conducted by Zoom (virtual meeting) instead of our standard on-site meeting.

On April 14, 2021, Ms. Jennifer Reyna, Utility Administrative Assistant for the City of Navasota, met with Mr. Sammy Russo of APR Consultants by Zoom (virtual meeting) to review information provided on a questionnaire completed in preparation for this survey. In addition, source documents were reviewed regarding previous operations, maintenance, unaccounted for gas, gas leaks and surveys, Texas Railroad Commission correspondence, and gas utility safety in general.

This report is based on documents reviewed, personnel interviews, and observations by the Survey Representative.

**Distribution - Pipeline Safety Inspection**

**REGULATORY REPORTING PERFORMANCE AND RECORDS (FEDERAL)**

- 191.5            Telephonic Reports to National Response Center (NRC)
- 191.15        Written Incident Reports; Supplemental Incident Reports (Form F 7100.2)
- 191            Annual Reports (Forms 7100.1-1, 7100.2-1)
- 191.23        Safety Related Condition Reports

REGULATORY REPORTING PERFORMANCE AND RECORDS (STATE)

- TAC 8.51/ 8.210 Organization Report (Form P-5)
- TAC 8.225 Semi-Annual Leak Report/Plastic Pipe Inventory (Forms PS-95/PS-81)
- TAC 8.115 New Construction Report (Form PS-48)

**Comments/Recommendations: Meets survey criteria for applicable regulations.**

CONSTRUCTION PERFORMANCE AND RECORDS

- 192.225 Test Results to Qualify Welding Procedures
- 192.227 Welder Qualification
- 192.241(a) Visual Weld Inspector Trainer/Experience
- 192.243(b)(2) Nondestructive Technician Qualification
- 192.273/.283 Qualified Joining Procedures Including Test Results
- 192.285 Personnel Joining Qualifications
- 192.287 Joining Inspection Qualifications
- 192.303 Construction Specifications
- 192.325 Underground Clearance
- 192.327 Amount, Location, Cover of Each Size of Pipe Installed
- 192.381/.383 EFV Customer Installation and Performance
- 192.455 Cathodic Protection
- 192.627 Tapping Pipelines Under Pressure
- 192.629 Purging of Pipelines

**Comments/Recommendations: Meets survey criteria for applicable regulations. Verify that utility procedures for excess flow valves have been updated to include new federal requirements (see Report Summary) and that customer notifications have been provided.**

OPERATIONS AND MAINTENANCE PERFORMANCE AND RECORDS

- 192.517(a) Pressure Testing (Operates At or Above 100 psig) - Useful Life of Pipe
- 192.517(b) Pressure Testing (Operates Below 100 psig, Service Lines, Plastic Lines) - 10 Years
- 192.603(b) Operations and Maintenance Records
- 192.605(a) Procedural Manual Review (O & M Manual) - 1 per year/15 months
- 192.605(b)(3) Availability of Construction Records, Maps, Operating History to Operating Personnel
- 192.605(b)(8) Periodic Review of Personnel Work - Effectiveness of Normal O & M Procedures
- 192.605(c)(4) Periodic Review of Personnel Work - Effectiveness of Abnormal Operations Procedures
- 192.609 Class Location Study (if applicable)
- 192.614 Damage Prevention – One Call; Compliance with 16 TAC 18.1-18.12 (Texas Damage Prevention)
- 192.615(b)(1) Location Specific Emergency Plan
- 192.615(b)(2) Emergency Procedure Training, Verify Effectiveness of Training
- 192.615(b)(3) Employee Emergency Activity Review, Determine if Procedures were Followed
- 192.615(c) Liaison Program with Public Officials
- 192.616 Public Awareness Program



- 192.616(e)(f) Documentation Properly and Adequately Reflects Implementation of the Operator's Public Awareness Program Requirements - Stakeholder Audience Identification, Message Type and Content, Delivery Method and Frequency, Supplemental Enhancements, Program Evaluations, etc.
- 192.616(g) The Public Awareness Program (Must be Conducted in English and Any Other Languages Commonly Understood by a Significant Number of the Population in the Operator's Area)
- 192.616(h) Effectiveness Review of Operator's Public Awareness Program; LDC Frequency
- 192.617 Failure Investigation Reports (Also Include Third Party Damage and Leak Response Records)
- 192.517 Pressure Testing
- 192.619-.623 Maximum Allowable Operating Pressure (MAOP)
- 192.625 Odorization of Gas – Readily Detectable at 20% LEL and Uniform Odorant All Year
- 192.705 Patrolling
- 192.721(b)(1) Patrolling Business District (4 per year/4½ months)
- 192.721(b)(2) Patrolling Outside Business District (2 per year/7½ months)
- 192.723 Leakage Survey (Federal) - Outside Business District (5 years); Cathodically Unprotected Distribution Lines (3 years)  
Leakage Survey (State) - Business District (1 per year); Outside Business District (Polyethylene 5 years, Cathodically Protected Steel 3 years; Cathodically Unprotected Steel and All Others 2 years)
- 192.725 Tests for Reinstating Service Lines
- 192.727(g) Abandoned Pipelines
- 192.739 Pressure Limiting and Regulating Stations (1 per year/15 months)
- 192.743 Pressure Limiting and Regulating Stations - Capacity (1 per year/15 months)
- 192.745 Valve Maintenance Transmission Lines (1 per year/15 months)
- 192.747 Valve Maintenance Distribution Lines (1 per year/15 months)
- 192.749 Vault Maintenance (1 per year/15 months)
- 192.751 Prevention of Accidental Ignition (Hot Work Permits)
- 192.755 Caulked Bell and Spigot Joint Repair
- 192.225(b) Welding - Procedure
- 192.227/.229 Welding - Welder Qualification
- 192.243(b)(2) Non-Destructive Testing (NDT) - NDT Personnel Qualification
- 192.283 Joining - Procedures
- 192.285 Joining - Personnel Qualifications
- 192.287 Joining - Inspector Qualifications

**Comments/Recommendations: Meets survey criteria for applicable regulations. The O & M Manual should be reviewed annually and updated as necessary to ensure compliance with PHMSA Form-02, and should include detailed procedures for each covered task and abnormal operating conditions for each covered task. The damage prevention and public awareness programs should be reviewed and updated as necessary to ensure compliance with federal and state requirements (see Report Summary).**

## CORROSION CONTROL PERFORMANCE AND RECORDS

- 192.491(a) Maps or Records
- 192.459 Examination of Buried Pipe When Exposed
- 192.465(a) Annual Pipe-to-Soil Monitoring (1 per year/15 months) for Short Sections (10% per year; all in 10 years)
- 192.465(b) Rectifier Monitoring (6 per year/2½ months)
- 192.465(c) Interference Bond Monitoring - Critical (6 per year/2½ months)  
Interference Bond Monitoring - Non-Critical (1 per year/15 months)
- 192.465(d) Prompt Remedial Actions
- 192.465(e) Unprotected Pipeline Surveys, CP Active Corrosion Areas (1 per 3 calendar years/39 months)
- 192.467 Electrical Isolation (Including Casings)
- 192.469 Test Stations - Sufficient Number
- 192.471 Test Lead Maintenance
- 192.473 Interference Currents
- 192.475(a) Internal Corrosion; Corrosive Gas Investigation
- 192.475(b) Internal Corrosion; Internal Surface Inspection; Pipe Replacement
- 192.476(d) Internal Corrosion; New System Design; Evaluation of Impact of Configuration Changes to Existing Systems
- 192.477 Internal Corrosion Control Coupon Monitoring (2 per year/7½ months)
- 192.481 Atmospheric Corrosion Control Monitoring (1 per 3 calendar years/39 months onshore; 1 per year/15 months offshore)
- 192.483/.485 Remedial: Replaced or Repaired Pipe; Coated and Protected; Corrosion Evaluation and Actions

**Comments/Recommendations: Meets survey criteria for applicable regulations.**

## PIPELINE FIELD INSPECTION

- 192.179 Valve Protection from Tampering or Damage
- 192.463 Cathodic Protection
- 192.465 Rectifiers
- 192.476 Systems Designed to Reduce Internal Corrosion
- 192.479 Pipeline Components Exposed to the Atmosphere
- 192.605 Knowledge of Operating Personnel
- 192.707 Right-of-Way Markers, Road and Railroad Crossings
- 192.719 Pre-pressure Tested Pipe (Markings and Inventory)
- 192.741 Telemetry, Recording Gauges
- 192.739/.743 Pressure Limiting and Regulating Devices
- 192.745 Valve Maintenance
- 192.751 Warning Signs

**Comments/Recommendations: A pipeline field inspection could not be conducted this year—based upon previous field inspections, and current utility records and personnel interviews, there have been no significant changes from the prior year.**

QUALIFICATION OF PIPELINE PERSONNEL PROCEDURES (SUBPART N)

192.801-.809 Operator Qualification

**Comments/Recommendations: Meets survey criteria for applicable regulations. Personnel qualifications should include training on covered task procedures, recognizing and responding to abnormal operating conditions, and testing and field evaluations on covered task performance. The operator must provide training to ensure that individuals performing covered tasks have the necessary knowledge and skills to perform the tasks in a manner that ensures the safe operation of pipeline facilities. Individuals performing covered tasks on pipeline facilities must be operator qualified or must work under the direct observation of an individual that is operator qualified.**

GAS DISTRIBUTION PIPELINE INTEGRITY MANAGEMENT (SUBPART P)

- 192.1005 Written Plan Proposed and Implemented by August 2, 2011
- 192.1007 Written Plan Identifies Adequate Sources For: Design/Construction; Operating Conditions/Procedures; Operating Environmental Factors; Knowledge of System; One Call/Excavation Damage; O & M Procedures; Field Surveys; Historical Data
- 192.1007(b) Identification of Threats: Corrosion; Natural Forces; Excavation Damage; Other Outside Force Damage; Materials, Welds or Joints; Equipment Failure; Incorrect Operations; Other Concerns
- 192.1007(c) Evaluation and Ranking of Risk
- 192.1007(d) Evaluation of Measures Beyond Minimum Code Compliance
- 192.1007(e) Measure, Monitor and Evaluate
- 192.1007(f) Periodic Review
- 192.1007(g) Reporting
- 192.1009 Mechanical Fittings
- 192.1011 Records Retained for 10 Years

**Comments/Recommendations: Meets survey criteria for applicable regulations. The distribution integrity management program (DIMP) should be reviewed and updated as necessary to ensure compliance with federal (PHMSA Form-22 and Form-24) and state (16 TAC 8.209) requirements (see Report Summary).**

DRUG AND ALCOHOL TESTING REGULATIONS AND PROCEDURES (PART 199)

SUBPARTS Drug and Alcohol Testing and Alcohol Misuse Prevention Program A–C

**Comments/Recommendations: Meets survey criteria for applicable regulations. Drug and alcohol testing procedures should be updated to ensure compliance with Part 199, Subparts A–C. Verify that current drug and alcohol employee assistance information is posted and made available to employees.**

### UNACCOUNTED FOR GAS

The recommended survey criteria for unaccounted for gas is less than 5 % loss or gain; the Texas Railroad Commission requirement is less than 10 % loss or gain. The operator's unaccounted for gas for 2020 was reported as 2.9 %. Unaccounted for gas data must be reported to federal (DOT Annual Report) and state (Texas Railroad Commission) regulatory agencies annually by March 15<sup>th</sup>.

### SAFETY AND TRAINING

The operator has maintained the quarterly, documented safety and training program. It should be documented that personnel are trained on current O & M Manual procedures and on recognizing and responding to abnormal operating conditions. The operator must provide training to ensure that individuals performing covered tasks have the necessary knowledge and skills to perform the tasks in a manner that ensures the safe operation of pipeline facilities. The operator should conduct annual, documented emergency response training and evaluations to verify the effectiveness of emergency response training.

### REPORT SUMMARY

Please note that due to health concerns posed by the Covid-19 Virus, this year's inspection was conducted by Zoom (virtual meeting) instead of our standard on-site meeting.

The Navasota gas utility has improved over the past year, most notably with pipeline safety compliance. The most recent audit conducted by the Texas Railroad Commission in December 2020 found no violations of applicable pipeline safety regulations. Inspection of records found that the O & M Manual has been reviewed and documented annually as required. The manual should be reviewed and updated as necessary to ensure compliance with PHMSA Form-02 "Standard Inspection Report of a Gas Distribution Operator" found at [phmsa.dot.gov/pipeline/library/forms](https://phmsa.dot.gov/pipeline/library/forms), and for compliance with Texas Administrative Code regulations found in 16 TAC Chapters 8 and 18. The operator should verify that all current covered task procedures and abnormal operating conditions are in the O & M Manual and the operator qualification program. At the time of survey, general maintenance tasks appear to have been performed timely and in accordance with the annual maintenance schedule. The maintenance schedule should be reviewed to ensure compliance with regulatory requirements for covered task performance. PHMSA Form-02 provides a listing of current federal regulatory requirements; state requirements are found in the Texas Administrative Code (16 TAC Chapters 8 and 18). At the time of survey, maintenance records were reportedly well organized and complete.

The public awareness program should be reviewed to ensure compliance with PHMSA Form-21, 49 CFR 192.616, and the American Petroleum Institute's Recommended Practice (API RP 1162). Each operator should evaluate their public awareness program, add enhancements to improve the program, and tailor the program to meet the needs of the operator and the community served by the operator. The program must specifically include provisions to educate the public, appropriate government organizations, and persons engaged in excavation related activities. Documentation must adequately reflect the implementation of public awareness requirements: stakeholder audience identification, message type and content, delivery method and frequency, supplemental enhancements, and program evaluations. Even if

implementation of the public awareness program is being outsourced to an independent contractor, such as Paradigm, the utility must have a written program in-house that the operator is familiar with and that has been enhanced (such as with “scratch & sniff” cards) within the past four years. Public awareness records must be retained for at least five years.

The damage prevention program should be reviewed to ensure compliance with federal (49 CFR Part 192.614) and state (16 TAC Chapter 18.1–18.12) regulations. The program should provide for inspection of pipelines that the operator has reason to believe could be damaged by excavation activities. The inspections must be done as frequently as necessary during and after the excavation activities to verify the integrity of the pipeline. In Texas, third party excavation damage must be reported to the Texas Railroad Commission by both the operator and the excavator. Anyone digging to a depth of sixteen (16) inches or more must call for line locates prior to excavation. Line locate records must be retained for at least four years.

The distribution integrity management program (DIMP) should be reviewed annually to ensure compliance with PHMSA Form-22 and Form-24 (federal) and 16 TAC 8.209 (state) regulations, including Texas Utilities Code 121.213. An approved DIMP program must be on file with PHMSA and the Texas DIMP Report (Distribution Facilities Replacement) must be filed with the Texas Railroad Commission annually by March 15<sup>th</sup>. In accordance with 16 TAC 8.209, a distribution gas pipeline facility operator shall not install as part of the operator’s underground system a cast iron, wrought iron, or bare steel pipeline. In addition, the operator shall replace any known cast iron pipelines installed as part of the operator’s underground system not later than December 31, 2021. All operators must develop and implement a risk-based program for the removal or replacement of distribution facilities, including steel service lines, in such gas distribution systems. Operators must establish the risk-based program (model) to determine the relative risks and their associated consequences within each pipeline system or segment. The risk model will identify those lines that pose the highest risk ranking or consequence of failure, and should include the following factors: 1) pipe location, including proximity to buildings or other structures and proximity to areas of concentrations of people; 2) composition and nature of the piping systems, including the age of the pipe, materials, type of facilities, operating pressures, leak history records, prior leak grade repairs, and other data based upon operator knowledge; 3) corrosion history of the pipeline, including known areas of significant corrosion or areas where corrosive environments are known to exist; 4) environmental factors that affect gas migration, including conditions that could increase the potential for leakage or cause leaking gas to migrate to an area where it could create a hazard; and 5) any other condition known to the operator that has significant potential to initiate a leak or permit leaking gas to migrate to an area where it could result in a hazard, including construction activity near the pipeline, wall-to-wall pavement, trenchless excavation activities, blasting, large earth-moving equipment, heavy traffic, increase in operating pressure, and other similar activities or conditions. Distribution integrity management records must be retained for at least ten years.

The operator qualification program should be reviewed annually to ensure compliance with federal regulatory requirements (PHMSA Form-14 & Form-15). Personnel qualifications should include training on covered task procedures, recognizing and responding to abnormal operating conditions, and testing and field evaluations on covered task performance. The operator must

provide training to ensure that individuals performing covered tasks have the necessary knowledge and skills to perform the tasks in a manner that ensures the safe operation of pipeline facilities. Individuals performing covered tasks on pipeline facilities must be operator qualified or must work under the direct observation of an individual that is qualified.

Federal excess flow valve (EFV) regulations require the installation of EFVs in new or replaced service lines for multi-family residences (including apartment buildings and other multi-residential dwellings) and small commercial buildings with meter capacities not exceeding 1,000 standard cubic feet per hour. The regulations also require gas distribution companies to install curb valves (manually-operated shutoff valves located near the service main) for all new or replaced service lines with meter capacities exceeding 1,000 standard cubic feet per hour to protect against uncontrolled gas releases from larger commercial and industrial users. Customers may request installation of an EFV on existing service lines. Pipeline operators are required to notify all existing multi-family and small commercial customers of their right to request an EFV. The operator should verify that utility EFV procedures have been updated accordingly and that customer notifications have been provided as required.

Inspection of random portions of the gas system was not possible this year, however, the operator reported the system to be in very good condition. The operator should review the practice of lighting customer pilots to avoid the utility assuming a duty to inspect and/or maintain customer-owned piping. Natural gas is supplied to the system by Atmos Energy and the natural gas is odorized by the gas supplier. If the natural gas is odorized by the gas supplier, odorant levels must be verified (tested and documented) by the utility operator quarterly. If the natural gas is odorized by the utility operator, odorant levels must be verified (tested and documented) by the utility operator annually. Odorant test points should include test points that are the farthest distance from the odorizer. The operator has odorant back-up procedures and equipment available for emergency odorization. The unaccounted for gas for 2020 was reported as 2.9 % and gas measurement and calculation practices appear to be good. The operator has a new smart meter system for gas measurement. The most recent leak surveys conducted in September 2020 (downtown and residential) found 3 Grade I leaks, 1 Grade II leak, and 16 Grade III (minor) leaks system-wide. All Grade I and II leaks have been repaired. Operators electing to use a prescriptive leak survey program must conduct leak surveys no less frequently than: 1) annually for all systems within a business district; 2) every five years for non-business district polyethylene systems or segments within a system; 3) every three years for all other non-business district cathodically protected steel systems or segments within a system; and 4) every two years for all other non-business district systems or segments within a system. In the State of Texas, all leaks must be graded, timely monitored, and repaired in accordance with 16 TAC 8.207. Overall, the Navasota utility operates an excellent municipal gas system.

## PERFORMANCE RATING

The rating system used by the Survey Representative is based on a percentage scale, with 100% representing the highest level of prudent and safe operation practices.

95 - 100 %	=	EXCELLENT
90 - 94 %	=	VERY GOOD
85 - 89 %	=	GOOD
80 - 84 %	=	ABOVE AVERAGE
75 - 79 %	=	AVERAGE
70 - 74 %	=	BELOW AVERAGE
65 - 69 %	=	POOR
60 - 64 %	=	VERY POOR
BELOW 60 %	=	DOES NOT MEET SURVEY CRITERIA

### PERCENTAGE OF TOTAL SCORE

DOCUMENTS AND RECORDS	14 OF 15 %
PIPELINE SAFETY COMPLIANCE	20 OF 20 %
UNACCOUNTED FOR GAS	20 OF 20 %
SAFETY AND TRAINING	15 OF 15 %
QUALIFICATION OF PERSONNEL	15 OF 15 %
GAS SYSTEM CONDITION AND INTEGRITY	15 OF 15 %

**2021 PERFORMANCE RATING: 99 %**

**The Arts Council of Brazos Valley**  
**Budget vs. Actuals: FY2021 - FY21 P&L**  
 October 2020 - September 2021

	Actual	Total Budget
<b>Revenue</b>		
430 Contributed Income	59,794.66	75,000.00
431 Membership Dues		
431.1 Individual Membership	1,025.00	10,000.00
431.2 Affiliates Membership	4,400.00	3,500.00
431.3 Business Membership	700.00	4,500.00
<b>Total 431 Membership Dues</b>	<b>\$ 6,125.00</b>	<b>\$ 18,000.00</b>
432 Fundraising Events		
4324 Celebrate the Arts		120,000.00
4325 Boots & BBQ	440.00	20,000.00
4326 Empty Bowls, Jr.	10,550.07	12,500.00
4327 Celebrate the Arts Scholarship	14,400.00	15,000.00
<b>Total 432 Fundraising Events</b>	<b>\$ 25,390.07</b>	<b>\$ 167,500.00</b>
433 Government Grants		
4331 College Station	19,045.81	31,500.00
4332 College Station HOT	302,668.50	416,678.00
4332-1 COCS HOT Reimbursements		3,000.00
4333 Bryan HOT	83,835.00	111,780.00
4333-1 COB HOT Reimbursements		600.00
4334 Brazos County	8,000.00	8,000.00
4335 TCA		10,000.00
4336 Navasota HOT	21,600.00	21,600.00
<b>Total 433 Government Grants</b>	<b>\$ 435,149.31</b>	<b>\$ 603,158.00</b>
434 Foundation & Trust Grants	1,547.98	11,700.00
<b>Total 430 Contributed Income</b>	<b>\$ 528,007.02</b>	<b>\$ 875,358.00</b>
440 Program Service Revenue		
440.1 Red Wasp		2,000.00
440.2 Classes		1,600.00
440.3 Camps	900.00	8,500.00
440.4 Community Festival	890.00	4,000.00
440.6 Artist Call for Entry	-133.34	1,700.00
<b>Total 440 Program Service Revenue</b>	<b>\$ 1,656.66</b>	<b>\$ 17,800.00</b>
450 Other Revenue		
450.1 Miscellaneous Revenue	31,963.99	50.00
450.2 Investments	4,013.31	2,000.00
450.3 Rentals	2,154.60	17,500.00
453 Fundraising events (non-contrib)	680.00	
<b>Total 450 Other Revenue</b>	<b>\$ 38,811.90</b>	<b>\$ 19,550.00</b>
46000 Merchandise Sales	1,885.14	8,000.00
QuickBooks Payments Sales	3,609.06	



<b>Total Revenue</b>	<b>\$</b>	<b>573,969.78</b>	<b>\$</b>	<b>920,708.00</b>
<b>Gross Profit</b>	<b>\$</b>	<b>573,969.78</b>	<b>\$</b>	<b>920,708.00</b>
<b>Expenditures</b>				
600 Awards and Grants		8,000.00		
601 Awards & Grants-Organizations		236,199.75		416,483.00
601-1 Returned Grants				3,600.00
<b>Total 601 Awards &amp; Grants-Organizations</b>	<b>\$</b>	<b>236,199.75</b>	<b>\$</b>	<b>420,083.00</b>
602 Awards & Grants-Individuals		-6,700.00		15,000.00
<b>Total 600 Awards and Grants</b>	<b>\$</b>	<b>237,499.75</b>	<b>\$</b>	<b>435,083.00</b>
<b>610 Salaries and Related Expenses</b>				
611 Salaries & Wages		65,799.99		190,000.00
612 Employer IRA Contributions		1,400.00		5,700.00
613 Employee Benefits-Other		3,420.00		720.00
614 Payroll taxes & fees		6,976.56		16,000.00
616 Employer Health Ins. Contribution		4,538.96		7,500.00
<b>Total 610 Salaries and Related Expenses</b>	<b>\$</b>	<b>82,135.51</b>	<b>\$</b>	<b>219,920.00</b>
<b>620 Fees for Services</b>				
621 Accounting Fees		21,495.00		15,000.00
622 Legal Fees				5,000.00
624 Marketing Intern Fees		9,814.49		10,500.00
<b>Total 620 Fees for Services</b>	<b>\$</b>	<b>31,309.49</b>	<b>\$</b>	<b>30,500.00</b>
630 Advertising, Printing, Promo.		29,137.93		53,450.00
<b>631 Programs</b>				
6312 ART for Life				13,500.00
6313 Gallery		2,834.39		6,000.00
6314 Camps		34.18		5,100.00
6315 Community Festivals		47.93		400.00
6316 Public Art		1,130.00		
6317 Classes		93.98		1,400.00
6319 Red Wasp		327.30		2,000.00
6320 Artist Connect				8,000.00
6325 Programs-Other				1,500.00
6327 Empty Bowls, Jr.		5,561.43		7,500.00
6328 Artist in Residence		87.76		7,125.00
<b>Total 631 Programs</b>	<b>\$</b>	<b>10,116.97</b>	<b>\$</b>	<b>52,525.00</b>
<b>632 Fundraising</b>				
6324 Celebrate the Arts		60.00		50,000.00
6329 Boots & BBQ				3,000.00
6330 Fundraising - Other		135.88		5,500.00
<b>Total 632 Fundraising</b>	<b>\$</b>	<b>195.88</b>	<b>\$</b>	<b>58,500.00</b>
<b>640 Office Expenses</b>				
641 Postage, Mailing Service		401.93		700.00
643 Telephone, Telecommunications		4,786.20		
<b>Total 640 Office Expenses</b>	<b>\$</b>	<b>7,214.96</b>	<b>\$</b>	<b>3,200.00</b>
650 Information Technology		1,950.00		5,000.00
<b>660 Occupancy</b>				
662 Security		780.00		1,000.00

663 Janitorial	4,800.00	10,800.00
6635 Repairs & Maintenance	620.12	7,500.00
664 Pest Control	170.00	500.00
665 Utilities	11,002.30	20,000.00
667 Mortgage Interest	31,625.79	30,000.00
<b>Total 660 Occupancy</b>	<b>\$ 48,998.21</b>	<b>\$ 69,800.00</b>
661 Facilities & Equipment Rental	1,684.09	1,980.00
670 Mileage	53.66	
671 Travel & In-Region Mileage	313.03	2,000.00
<b>Total 670 Mileage</b>	<b>\$ 366.69</b>	<b>\$ 2,000.00</b>
680 Insurance	13,946.00	13,200.00
690 Other expenses	149.55	
691 Bank Charges	779.96	1,500.00
6911 Investment Losses		600.00
693 Donated Goods and Services	322.90	
694 Memberships and Dues	350.00	1,575.00
695 Training & Development	473.12	3,375.00
697 Artist Commission	818.63	6,000.00
699 Other Costs		1,000.00
<b>Total 690 Other expenses</b>	<b>\$ 2,894.16</b>	<b>\$ 14,050.00</b>
<b>Total Expenditures</b>	<b>\$ 467,449.64</b>	<b>\$ 959,208.00</b>
<b>Net Operating Revenue</b>	<b>\$ 106,520.14</b>	<b>-\$ 38,500.00</b>
<b>Other Expenditures</b>		
80000 Ask My Accountant	250.00	
<b>Total Other Expenditures</b>	<b>\$ 250.00</b>	<b>\$ 0.00</b>
<b>Net Other Revenue</b>	<b>-\$ 250.00</b>	<b>\$ 0.00</b>
<b>Net Revenue</b>	<b>\$ 106,270.14</b>	<b>-\$ 38,500.00</b>

Friday, Apr 30, 2021 03:17:14 PM GMT-7 - Accrual Basis

**% of Budget**

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79.73%

10.25%

125.71%

15.56%

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**34.03%**

0.00%

2.20%

84.40%

96.00%

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**15.16%**

60.46%

72.64%

0.00%

75.00%

0.00%

100.00%

0.00%

100.00%

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**72.15%**

13.23%

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**60.32%**

0.00%

0.00%

10.59%

22.25%

-7.84%

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**9.31%**

63927.98%

200.67%

12.31%

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**198.53%**

23.56%

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62.34%

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62.34%

56.71%

0.00%

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56.23%

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-44.67%

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54.59%

34.63%

24.56%

475.00%

43.60%

60.52%

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37.35%

143.30%

0.00%

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93.47%

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102.65%

54.51%

0.00%

47.24%

0.67%

11.98%

6.71%

16.37%

0.00%

0.00%

74.15%

1.23%

---

19.26%

0.12%

0.00%

---

2.47%

---

0.33%

81.07%

57.42%

---

225.47%

39.00%

78.00%

44.44%

8.27%

34.00%

55.01%

105.42%

---

**70.20%**

85.06%

15.65%

---

**18.33%**

105.65%

52.00%

0.00%

22.22%

14.02%

13.64%

0.00%

---

**20.60%**

---

**48.73%**

---

**-276.68%**

---

---

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**-276.03%**

**The Arts Council of Brazos Valley**  
**Statement of Financial Position**  
As of March 31, 2021

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 Well's Fargo Business Checking	566,831.47
10125 PayPal	1,035.87
10200 Prosperity - ABC	399,730.65
10400 American Momentum Money Market	134,420.15
10450 American Funds	46,327.50
10950 Cash in Drawer	634.77
12300 Community Foundation of BV	8,736.98
<b>Total Bank Accounts</b>	<b>\$ 1,157,717.39</b>
<b>Accounts Receivable</b>	
11001 Accounts Receivable	21,487.24
11006 Discount on Pledge Receivable	-30,845.45
11200 Pledges Receivable	355,640.00
<b>Total 11001 Accounts Receivable</b>	<b>\$ 346,281.79</b>
<b>Total Accounts Receivable</b>	<b>\$ 346,281.79</b>
<b>Other Current Assets</b>	
12000 Undeposited Funds	149.00
1692 Prepaid Insurance	4,171.76
1693 Prepaid Advertising	1,200.00
Payroll Refunds	88.24
<b>Total Other Current Assets</b>	<b>\$ 5,609.00</b>
<b>Total Current Assets</b>	<b>\$ 1,509,608.18</b>
<b>Fixed Assets</b>	
<b>14000 Fixed Assets</b>	
14100 Furniture and Equipment	125,104.81
14200 Buildings - Operating	7,503.00
14300 Permanent Collection	677,023.02
14999 Accum Depreciation	-105,831.98
<b>Total 14000 Fixed Assets</b>	<b>\$ 703,798.85</b>
14101 New Building	1,021,146.45
14101.1 Building Improvements	652,626.26
14102 Credit to Building Cost	-30,296.00
15000 Land	392,430.00
16000 Construction in Progress	8,415.05
<b>Total Fixed Assets</b>	<b>\$ 2,748,120.61</b>
<b>Other Assets</b>	
18800 Inventory	15,105.00
<b>Total Other Assets</b>	<b>\$ 15,105.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 4,272,833.79</b>

**LIABILITIES AND EQUITY****Liabilities****Current Liabilities****Accounts Payable**

20000 Accounts Payable 225,815.26

**Total Accounts Payable \$ 225,815.26****Credit Cards**

21600 Wells Fargo Business Card - Boegner 3,380.94

**Total Credit Cards \$ 3,380.94****Other Current Liabilities**

21000 PPP Loan 32,260.00

22000 Payroll Liabilities 0.00

22100 Federal Tax Payable 1,893.04

22200 Texas Unemployment Payable 1,171.90

22300 Simple IRA Payable 2,200.00

22400 Blue Cross Blue Shield Payable 868.27

22500 Guardian Insurance Payable 78.84

**Total 22000 Payroll Liabilities \$ 6,212.05**

23000 Deferred Membership Dues 100.00

23100 Deferred Income 4,998.75

24300 Accrued Compensated Absences 4,029.94

25500 Sales Tax Payable 3,880.79

Texas Comptroller Payable (do not use) 526.27

**Total 25500 Sales Tax Payable \$ 4,407.06**

25800 Unearned or Deferred Revenue 8,000.00

27201 Due to COCS- Reimbursements 16.00

**Total Other Current Liabilities \$ 60,023.80****Total Current Liabilities \$ 289,220.00****Long-Term Liabilities**

27101 Notes Payable 735,297.91

**Total Long-Term Liabilities \$ 735,297.91****Total Liabilities \$ 1,024,517.91****Equity**

31300 Perm. Restricted Net Assets 5,050.00

32000 Unrestricted Net Assets 3,094,021.55

Net Revenue 149,244.33

**Total Equity \$ 3,248,315.88****TOTAL LIABILITIES AND EQUITY \$ 4,272,833.79**

## Programming for 36th Season

---

*2021 Navasota Program & Marketing Grant*

### ***Navasota Theatre Alliance***

---

Dawn Jourdan  
104 W. Washington Avenue  
Navasota, TX 77868

navasotatheatrealliance@gmail.com  
O: 936-825-3195

### ***Dawn Jourdan***

---

dawnjourdan@arch.tamu.edu  
O: 816-739-4416



# FollowUp Form

---

## *Quarter 2*

Please fill out and electronically submit this report by April 20th, 2021. **Only include information (tourism impact and expenses) from the second quarter (January 1st - March 31st, 2021).**

## *Program Information*

---

### **Project name**

Programming for 36th Season

### **Organization name\***

Navasota Theatre Alliance

### **Name of program(s) or event(s)\***

Only list grant-funded events occurring this quarter. If no programs or events funded, list "Marketing Only" or "None" as appropriate.

Complete Works of Shakespeare

### **Beginning date of program(s)\***

If no programs, enter the beginning date of the quarter.

01/01/2021

### **Ending date of program(s)\***

If no programs, enter the ending date of the quarter.

03/14/2021

### **Amount received from Navasota this quarter\***

The amount of your quarterly grant check.

\$2,500.00

### Amount of grant funds spent this quarter\*

Please enter the total amount of grant funds that were spent **IN THIS QUARTER ONLY**.

\$2,500.00

### Expense chart

Please download and use this form to itemize your quarterly expenses. Then re-upload the completed form here. If you need assistance, please email Amy at deputy@acbv.org.

NTA spring 2021.pdf

## *Tourism Impact*

---

**Only include tourism impact numbers from all your events/activities occurring THIS QUARTER (NOT pre-sales of tickets, website traffic, etc.). Please only include raw numbers collected, not projections or extrapolations.**

### Total program attendance\*

Please list each program/event this quarter and the number of attendees. If just reporting on marketing funds, please still list the total attendance for each event/program this quarter, if any.

35

### Hotel impact\*

Please enter the total number of room nights at local hotels that your visitors reported in their surveys. Please enter a whole number.

0

### Restaurant patronage\*

Please enter the total number of restaurant meals reported in your visitor surveys. Please enter a whole number.

0

### What methods did you use to collect your tourism impact numbers?\*

Did you do intercept surveys, ticket-purchase surveys, block rooms at a hotel, etc.? If you have a report, please upload that here. PLEASE DO NOT INCLUDE PERSONAL INFORMATION OF YOUR ATTENDEES.

If you would like to break down the tourism impact by programs, or show extrapolated numbers, you may do so here.

This information is collected as a part of our ticket sales.

## Examples of funded advertising/promotional campaigns

Please attach samples of grant-funded marketing showing how the City and The Arts Council were recognized in your advertising/promotional campaigns.

shakes.pdf

## Additional advertising/promotional samples

Please attach any other marketing or promotional samples here.

## Signature

---

### Signature\*

Please type the name of the person completing this form. By typing your name, you certify that the information presented in this report is complete and accurate to the best of your knowledge.

Dawn Jourdan

### Title\*

Please list your title at the organization.

President

### Contact Email\*

navasotatheatrealliance@gmail.com

### Contact Phone\*

8167394416

### Date\*

04/19/2021

## File Attachment Summary

---

### *Applicant File Uploads*

- NTA spring 2021.pdf
- shakes.pdf





# The Complete Works of William Shakespeare (Abridged) [revised]

Written By Adam Long, Daniel Singer, and Jess Winfield

Virtual Performances February 26, 27, 28 and March 5, and 6

Directed By Jennifer Hargis

Made possible through the Hotel Tax Revenue funded through the City of Navasota through The Arts Council of the Brazos Valley



Tickets available at [navasotatheatre.org](http://navasotatheatre.org)



## Fun with Multiplication Tables!

The numbers that get multiplied in a multiplication table don't have to be in counting order.

Can you figure out what order to put the numbers from 1 to 10 so this puzzle functions like a multiplication table?

X									
								36	
									9
					4				
						100			
							49		
	25								
		64							
			1						
				81					

Puzzle by Iva Sallay. Visit her website: [www.findthefactors.com](http://www.findthefactors.com) or scan the QR code for more challenging puzzles.



Ad designed by Lauren Siegel at MathHappens Foundation.

For more information, visit [www.mathhappens.org](http://www.mathhappens.org) or email us at [info@mathhappens.org](mailto:info@mathhappens.org)



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[MYVINYASAPRACTICE.COM](http://MYVINYASAPRACTICE.COM)

# Year round marketing support

---

## *2021 Navasota Program & Marketing Grant*

### ***Washington on the Brazos State Park Association***

---

Mrs. Ginger Yvonne Moreland  
P.O. Box 1  
23400 Park Rd. 12  
Washington, TX 77880

office@wheretexasbecametexas.org  
O: 979-830-1824  
M: 979-830-1824

### ***Mrs. Ginger Yvonne Moreland***

---

P.O. Box 1  
23400 Park Rd. 12  
Washington, TX 77880

office@wheretexasbecametexas.org  
O: 979-830-1824  
M: 979-830-1824

# FollowUp Form

---

## *Quarter 2*

Please fill out and electronically submit this report by April 20th, 2021. **Only include information (tourism impact and expenses) from the second quarter (January 1st - March 31st, 2021).**

## *Program Information*

---

### **Project name**

Year round marketing support

### **Organization name\***

Washington on the Brazos Historical Foundation

### **Name of program(s) or event(s)\***

Only list grant-funded events occurring this quarter. If no programs or events funded, list "Marketing Only" or "None" as appropriate.

Ginger Moreland

### **Beginning date of program(s)\***

If no programs, enter the beginning date of the quarter.

01/01/2021

### **Ending date of program(s)\***

If no programs, enter the ending date of the quarter.

03/31/2021

### **Amount received from Navasota this quarter\***

The amount of your quarterly grant check.

\$0.00



## Amount of grant funds spent this quarter\*

Please enter the total amount of grant funds that were spent **IN THIS QUARTER ONLY**.

\$4,661.23

## Expense chart

Please download and use this form to itemize your quarterly expenses. Then re-upload the completed form here. If you need assistance, please email Amy at [deputy@acbv.org](mailto:deputy@acbv.org).

NAVASOTA HOT FUND EXPENSE CHART.pdf

## *Tourism Impact*

---

**Only include tourism impact numbers from all your events/activities occurring THIS QUARTER (NOT pre-sales of tickets, website traffic, etc.). Please only include raw numbers collected, not projections or extrapolations.**

## Total program attendance\*

Please list each program/event this quarter and the number of attendees. If just reporting on marketing funds, please still list the total attendance for each event/program this quarter, if any.

The Farmers Market was held in March, along with the Beasts of Burden special focus weekend. Butchering and Curing focus was held in January and there were Living History weekends in January, February and March.

Total number of visitors for the quarter: 26,598

January-5581

February-9707

March-11,310

## Hotel impact\*

Please enter the total number of room nights at local hotels that your visitors reported in their surveys. Please enter a whole number.

55

## Restaurant patronage\*

Please enter the total number of restaurant meals reported in your visitor surveys. Please enter a whole number.

103

## What methods did you use to collect your tourism impact numbers?\*

Did you do intercept surveys, ticket-purchase surveys, block rooms at a hotel, etc.? If you have a report, please upload that here. PLEASE DO NOT INCLUDE PERSONAL INFORMATION OF YOUR ATTENDEES.

If you would like to break down the tourism impact by programs, or show extrapolated numbers, you may do so here.

We surveyed 274 visitors representing 1163 members of their party. Twenty percent spent the night in a hotel, and 37% ate at a local restaurant. Hotel nights could range from 55-233, and 102-430 ate at nearby eateries.

### Examples of funded advertising/promotional campaigns

Please attach samples of grant-funded marketing **showing how the City and The Arts Council were recognized in your advertising/promotional campaigns.**

### Additional advertising/promotional samples

Please attach any other marketing or promotional samples here.

## Signature

---

### Signature\*

Please type the name of the person completing this form. By typing your name, you certify that the information presented in this report is complete and accurate to the best of your knowledge.

Ginger Moreland

### Title\*

Please list your title at the organization.

Administrator

### Contact Email\*

office@wheretexasbecametexas.org

### Contact Phone\*

9792512861

### Date\*

04/07/2021



## File Attachment Summary

---

### *Applicant File Uploads*

- NAVASOTA HOT FUND EXPENSE CHART.pdf





Annual Marketing & Program Grant  
Quarterly Report Expense Chart FY  
2020-2021

Date	Payment Method (Include Check #)	Payee (must match approved items on contract for grant-funded items)	Total Payment Amount	Amount Attributed to Grant	Funded by which city?	Amount Attributed to Matching
Q2 2021 4-7-21	NONE	None	0	0	N/A	N/A



## **JAN - MAR 2021 QUARTERLY REPORT NARRATIVE CITY OF NAVASOTA FUNDING**

### **THE ARTS COUNCIL PROGRAMS**

#### **Arts Council & Visitor Center Operations**

The Arts Council & Visitor Center is the hub of the arts, culture and heritage community in our region. It is home to a unique two-tier mezzanine gallery and three working studios, providing exhibit and retail space for works of art created by local artists and artists throughout Texas. On average, The Arts Council's building and galleries hosts meetings for more than 5 affiliate groups per month and averages roughly 450 visitors and program participants each month. Due to the dangers presented by novel coronavirus, The Arts Council's closed our public meeting spaces on March 20<sup>th</sup>, 2020, and reopened for staff, studio artists, and public gallery visits on May 20<sup>th</sup> with a limit of 10 people in the building. Since July of 2020, we have opened our facility to small affiliate meetings of groups of 15 or smaller. For larger events, we have either developed new virtual meeting methods and program opportunities, or postponed events until large group gatherings are safer for our community. Social Distancing and sanitation measures continued to be updated and enforced for all staff and facility visitors. Visitation since our reopening has been significantly less, but given our holding of our Empty Bowls, Jr. program, the Arts Council served around 1275 visitors and program participants this quarter. We expect visitation and meeting levels to return to normal (around 26 meeting per month) as the public health situation improves.

During the second quarter, the galleries completed our hosting of *Pursuit of Light* by artist Kathyna Hatla. Kathyna's exhibit features artworks completed as she worked to overcome the depression and sorrow of her life after becoming paraplegic. Through the therapeutic endeavor of staying productive and while persevering through the physical and mental hardships associated with her condition, Kathyna completed this exhibition as a labor of love. The exhibition mostly comprises of landscape and abstract scenes. A trailer for Stephen O'Shea's documentary on Kathyna's experience was displayed in our lobby outside of the exhibit.

On February 27<sup>th</sup>, our galleries welcomed a joint exhibit from our three College Station Artists-In-Residence, Colleen Bradfield, Amanda Dominguez, and Chris Wilson, titled *Art from the Soul*. This exhibit featured the work of these talented artists who specialize in three different mediums, acrylic, pastel, and watercolor, respectively. The exhibit features a variety of subjects from landscapes to wildlife to abstract works, all tied together by the three artists' collective love for the process of creating and sharing their gifts. Each with academic

backgrounds in fine arts, this former teacher, nurse, and former commercial artist provide a glimpse into their love of the arts and the depths of their creative skills.

From November 17<sup>th</sup> to January 16<sup>th</sup>, the Arts Council Gallery held an exhibit entitled *Art from the Streets*. This exhibit displayed art completed through the Art from the Streets program. The program's mission is to provide a safe and encouraging environment in which the positive spirit and creativity of those experiencing homelessness are nurtured through their own artistic expression. This art and our exhibit helped provide homeless individuals with a means to improve their circumstances- literally and figuratively- with a venue to show their art. Our exhibit acted as one of the five community art shows the program holds throughout the year.

From January 17<sup>th</sup> to March 25<sup>th</sup>, the Arts Council also held a pet-themed art and photo contest, with winner's pieces being displayed in the large foyer space of our gallery. Alongside the presentation of local pets and short descriptions detailing their stories, the Arts Council also held an Adoption Day event with Bryan Animal Center as a compliment to the exhibit. During this adoption day, the community had the opportunity to spend time with and adopt animals in need of homes.

From October 1<sup>st</sup> to the 31<sup>st</sup>, the Arts Council held a Texas-themed tumbler design contest, the winning piece of which became the design for our limited edition tumbler sale fundraiser and was to be featured in our Boots & BBQ fundraiser. Participants for this contest included Texas artists from around the region. This year, Tony Upton was selected as our winner, and his piece *Dia del Armadillo*. As the fundraiser had to be postponed due to health concerns over COVID-19, we organized a new gallery showing for contest participants to ensure that they received recognition for their work in a timely manner. This showing is currently up in our foyer gallery space.

We were able to record virtual tours of our current gallery shows and three artists' studios to provide remote options for visitors to view and enjoy art given increased safety measures due to the COVID-19 public health crisis. The virtual tours are hosted on our YouTube channel and shared on our website and social media pages.

## **Funding Opportunities**

Perhaps the longest-standing means of support to the regional artistic community, The Arts Council funds programs, projects and education through its funding programs below.

- Annual Program and Marketing Grants support affiliate organization projects that significantly promote arts, culture and heritage in the Brazos Valley through hotel/motel taxes from the City of College Station and the City of Bryan. The Arts Council distributed \$78,889.00 in Annual Program and Marketing grant funding to its affiliates in the second quarter of FY 2021 in March for the College Station and Bryan grants, respectively. Our accounting system shows that the process for payment started on March 10<sup>th</sup>, but the funds did not send until the beginning of April. The following affiliates are recipients of funding of Annual Program and Marketing grants



for FY 2021: , Brazos Educational Radio, Brazos Valley African American Museum, Brazos Valley Art League dba Visual Arts Society BCS, Brazos Valley Chorale, Brazos Valley Museum of Natural History, Brazos Valley Symphony Society, Children's Museum of the Brazos Valley, Fiestas Patrias Mexicanas of Bryan/College Station, Friends of Chamber Music, George Bush Presidential Library and Museum, Museum of the American G.I., and The Theatre Company of Bryan/College Station.

- The Arts Council distributed \$4,983.75 in Navasota Annual Program and Marketing funding in March. Our accounting system shows that the process for payment started on March 10<sup>th</sup>, but the funds did not send until the beginning of April. Grimes County Chamber of Commerce, Navasota Theatre Alliance, and Washington on the Brazos State Park Association are the recipients of Navasota Annual Program and Marketing funds in FY 2021.
- Rural Grants assist Arts Council affiliates operating in the rural portions of the Brazos Valley with program needs up to \$2,500. Funding is provided by The Arts Council for this program. The Arts Council opens applications for local nonprofits for this funding opportunity in January 2021.
- The Arts Council offers an annual scholarship program from seniors graduating from high school in the seven-county Brazos Valley region. These seniors must plan to attend an accredited 2- or 4-year university to student a degree plan in arts, culture, or heritage. In the second quarter, applications for the program were received, and the selection process for recipients began. As the selection process is still underway, the Arts Council did not distribute any scholarships this quarter. The next cycle of scholarship awards will be in the third quarter of FY 2020/21.

**Following is a detailed chart of the impact of this funding in the community as provided by individual affiliates in their quarterly reports.**

AFFILIATE GRANT RECIPIENT	FY 2021 Q2 Grant Distributions	Persons Impacted by Programs	Projected Restaurant Impact (meals)	Hotel Impact (room nights)	PROGRAMS FUNDED
Navasota Grimes Co. Chamber of Commerce	\$0.00	0	0	0	No funded programs/marketing during this quarter
Navasota Theatre Alliance	\$1,706.25	35	0	0	One show entitled <i>The Complete Works of Shakespeare</i> was shown during Q2 in person.
Washington on the Brazos Historical Foundation	\$3,277.50	26,598	103	55	Marketing for Farmer’s Market program and the Beasts of Burden special focus weekend, as well as the Butchuring and Curing focus weekend and Living History Weekends in January
<b>TOTALS</b>	<b>\$4,983.75</b>	<b>16,683</b>	<b>103</b>	<b>55</b>	

## Artistic Learning Opportunities

- Due to coronavirus regulations, we were still unable to resume our Art after School program in local schools during the second quarter. In order to provide accessible learning opportunities, we plan to continue to provide free art lessons with our teachers through Facebook live programs.
- Our three studio artists, including our new studio artist, Amanda Dominguez, were allowed to continue their studio operations under continued heightened sanitation, social distancing, and contact tracing guidelines. Their studio spaces are open to the public when the artists are present, and the artists are encouraged to safely engage with the visiting public and discuss their art.
- Studio artists Amanda Dominguez and Chris Wilson have begun conducting art classes for youth and adults again at our facilities, focusing on mediums such as pastels and acrylics.
- Artists in Residence Ashley Anderson and Shannon Ferguson finished up their time in our Navasota program in Q2, and have moved out of the Horlock House. Before ending their time in the NAIR program, the artists worked toward developing a body of work for future shows in FY21, including one upcoming two-woman show titled *What Remains*. In addition, we opened up our application for our next round of Navasota artists in Q1 and will be making our decisions in the next quarter.
- Last quarter, The Arts Council opened our application for our summer College Station Artist in Residence. The summer residency is open to current or recently-graduated students and provides them an opportunity to create their first solo exhibit.
- Bryan Artist in Residence, Krislyn Koehn, continued her residency into Q2. Housed in the Kasparov Lofts in Downtown Bryan, she has participated in several of our online programs and radio interviews. Her current installation at the POV coffee shop and Stella Hotel is titled *REVERENCE*.
- All of our artists in residence have participated in digital art opportunities including online Facebook art classes, Facebook live interviews, and radio station interviews.

## Community Outreach

The Arts Council operates community outreach efforts designed to create access to artistic opportunity. Efforts include marketing, support of affiliate organizations, placement of art in public venues, and involvement in community events, such as online competition offerings and teaching.

### *Marketing*

- Innumerable residents and visitors are served through regular marketing and outreach programs from mailings, advertisements, brochures, newspaper articles, television and radio spots/interviews, and our website, [www.acbv.org](http://www.acbv.org).
- The Arts Council regularly and extensively promotes affiliate events, Arts Council programs, and local art events through social media and paid online and print advertising. Marketing efforts target a statewide audience as well as providing up to date information to residents and visitors. Bryan Broadcasting, WTAW, KBTX and

KAGS donate significant amounts of air time to run Arts Council Art Spots and interviews. Marketing efforts in the second quarter focused on supporting our affiliates and arts community, promotion for our virtual tours and talks, advertising our tumbler contest, and conducting promotional work for our Empty Bowls Jr. program and art classes and camps.

- The ACBVoice e-newsletter was sent to over 3,000 subscribers weekly during the fourth quarter. The newsletter promotes upcoming arts events in the Brazos Valley and provides updates on Arts Council programs and projects.
- Arts Council staff recorded regular interviews at WTAW studios during the second quarter. They were joined by Arts Council affiliates and city representatives, who were able use the opportunity to speak about their own organizations, programs, and holiday activities. The Arts Council also introduced incoming Artists in Residence through interviews concerning their background and art focus.
- The Arts Council temporarily suspended our Art Spots, which are distributed directly to every hotel in Bryan/College Station and read as public service announcements on media outlets in the region. We have focused on updating our arts calendar and sharing affiliate Art Spots on our website, newsletter, and social media. We hope to resume our physical distribution and PSA recordings later in 2021.
- The Arts Council presented content virtually through our YouTube channel, Facebook page and website. Executive Director Sheree Boegner recorded interviews via Zoom that were live streamed and recorded on Facebook and then shared on our website. Interviews included live tours with gallery and studio artists, and live critiques with our artists in residence. These events will continue into the rest of 2021.

#### *Support of Affiliate Organizations*

- We support over 55 affiliated arts, culture and heritage organizations across the Brazos Valley through funding, promotion, advocacy and partnership-building programs. The Arts Council's facilities are typically available for use free of charge to all affiliates during regular business hours (Monday-Friday, 9am-5pm, Saturday, 1pm-4pm) and are typically used by many of these groups monthly. We were able to resume these meetings in the second quarter.
- The Arts Council continued to assist with the organization of the Brazos Valley Museum Collective and the Brazos Valley Theatre Collective. The Museum Collective, made up of galleries and museums throughout the Brazos Valley, met virtually during the second quarter. The Brazos Valley Theatre Collective was able to continue their group meetings in the second quarter and discussed best practices for conducting their shows given the pandemic situation. Issues included delaying or paying royalties for shows that had to be cancelled, and different rehearsal protocols. Other outside organizations were able to use our conference room to safely host virtual meetings with the rest of their members as well.
- As a result of our in-house public relations efforts, The Arts Council and our affiliates are regularly covered in *The Eagle* and on local news stations.

#### *Art in Public Places*

- The Arts Council curates several Community Galleries at Large.

- One of these Community Galleries at Large, the Brazos Valley Council of Governments' building, hosted a show of artwork by studio artist Coleen Bradfield.
- The Community Gallery-at-Large space at College Station City Hall continued to host an exhibit of artwork by students at the School for Little People.
- The City of Bryan gallery space continued to host a new exhibit of fluid art by local artist Emily Laughlin.
- The Navasota City Hall space continues to feature a group show by Navasota High School students.
- The Brazos Valley Plastic Surgery space continues to host a show by Allen Academy student artists.
- Featuring twenty outdoor sculptures and over thirty art benches, the Public Art program is supported by local business partners and the cities of Bryan and College Station. This program aesthetically improves and fosters appreciation of the role of the arts in our community.
- *Hand of God* by local artist John Magee continues to attract crowds to the ArtFill installation site in Downtown Bryan.

#### *Community Events*

- Due to the restrictions on activities and the dangers of coronavirus, The Arts Council was unable to host many direct, in-person events.
- On March 6<sup>th</sup>, 2021, The Arts Council partnered with Allen Honda, Bryan Broadcasting, local arts educators, and many local restaurants to bring Empty Bowls, Jr. to Allen Honda. This ninth annual Empty Bowls, Jr. was very successful. Over 900 visitors from throughout the Brazos Valley attended the event and purchased over 500 handmade bowls created by over 15 participating classrooms in generous support of local student food pantries and the at-risk youth programs of The Arts Council. Individuals making donations for bowls were served a delicious meal of soup and bread, donated by 10 restaurants as a reminder of all the empty bowls in our community. Money raised went to support MC Harris School - Bryan ISD, College Station High School Food Pantry, Pecan Trail Intermediate, Bryan ISD - Project Hope, Bryan ISD - Rudder High School, Bobcat Pantry, A&M Consolidated High School, and Robertson County Care, Inc, as well as Arts Council youth art programs.
- In order to continue to offer artistic opportunities to our community given the pandemic, we worked hard to create online events to provide the Brazos valley with creative outlets. In the second quarter, we held an online art contest in which artists submitted Texas-themed designs for a limited edition tumbler that will go on sale as an Arts Council fundraiser. The winning pieces are currently displayed in the foyer gallery space of our Arts Council building.
- Our Art for Life programming, in which youth in juvenile detention services get opportunities to express themselves creatively and decrease their recidivism rates, continued into the second quarter, with youth participating at separate time slots on the Art for Life mural to follow safety precautions.

**FINANCIAL REPORT CITY OF NAVASOTA**  
**JAN – MARCH 2021**

- In Q1 of FY 2021 the Arts Council received a total of \$28,800.00 from City of Navasota Hotel Occupancy Tax Revenue funds via check #015518, dated 19 November, 2020. These funds were utilized for the following:
  - \$4,983.75 was utilized to fund quarterly affiliate grants on March 10<sup>th</sup>. Our accounting system shows that the process for payment started on March 10<sup>th</sup>, but the funds did not send until the beginning of April. See chart on page 4 for detailed grant allocations.
  - Other funding allocated in Q4 was utilized as follows:
    - \$412.61 for Navasota Artist in Residence Exhibit promotional supplies,
  - The remainder of funds will be carried over for expenses in Q3 2021.

Attachments

- Profit & Loss and Current Balance Sheet as of end of Q2 FY2021
- Affiliate FY 2021 Q2 Reports and Supplemental Documentation

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 5.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Lupe Diosdado, Development Services  
Director

**APPROVED BY: BS**

**ITEM:** Conduct a public hearing to receive public comments and testimony regarding a sign variance request submitted by Napa Auto & Truck Parts for the property located at 1310 Spur 515, Navasota, Grimes County, TX 77868. The variance requests to install a freeway/pole sign 525' feet from highway 6 versus the allowed 400' foot distance. The property affected is legally described as Allen-Hammett, Acres 3.04, Lot 7 & (PT6).

**ITEM BACKGROUND:**

Napa Auto Parts has relocated to Spur 515 from their location on N LaSalle. In an effort to improve visibility they have submitted a variance request to install a freeway/pole sign 525' feet from highway 6 versus the allowed distance of 400' feet.

**Public hearing opened at \_\_\_\_\_ p.m.**

**Public hearing closed at \_\_\_\_\_ p.m.**

**BUDGETARY AND FINANCIAL SUMMARY:**

none

**STAFF RECOMMENDATION:**

Staff recommends holding a public hearing to receive public comments and testimony regarding a sign variance request submitted by Napa Auto & Truck Parts for the property located at 1310 Spur 515, Navasota, Grimes County, TX 77868. The variance requests to install a freeway/pole sign 525' feet from highway 6 versus the allowed 400' foot distance. The property affected is legally described as Allen-Hammett, Acres 3.04, Lot 7 & (PT6).

**ATTACHMENTS:**

1. Variance Request





W&G Auto & Industrial

1310 Spur 515  
Navasota TX 77868

Phone (936) 825-6595  
Fax (936) 825-2164

Navasota City Council  
200 E. McAlpine Street  
Navasota, TX 77868

Members of the City Council,

I am writing to request an exemption to the City of Navasota Code of Ordinances. Article 3, Section 3.06.010(5)(B)(ii) limits the placement of a Freeway Sign to a maximum distance of 400 feet from Highway 6.

This distance would place our new sign in dangerous proximity to a utility pole and numerous power lines. In the interest of safety, we request a variance of approximately 125 feet to the West, bringing the total distance from Highway 6 to approximately 525 feet, (Attachment A).

The proposed sign is a single pole design of which the dimensions would comply with all other components of Section 3.06.010(5)(B). Please refer to Attachment B for dimension specifics.

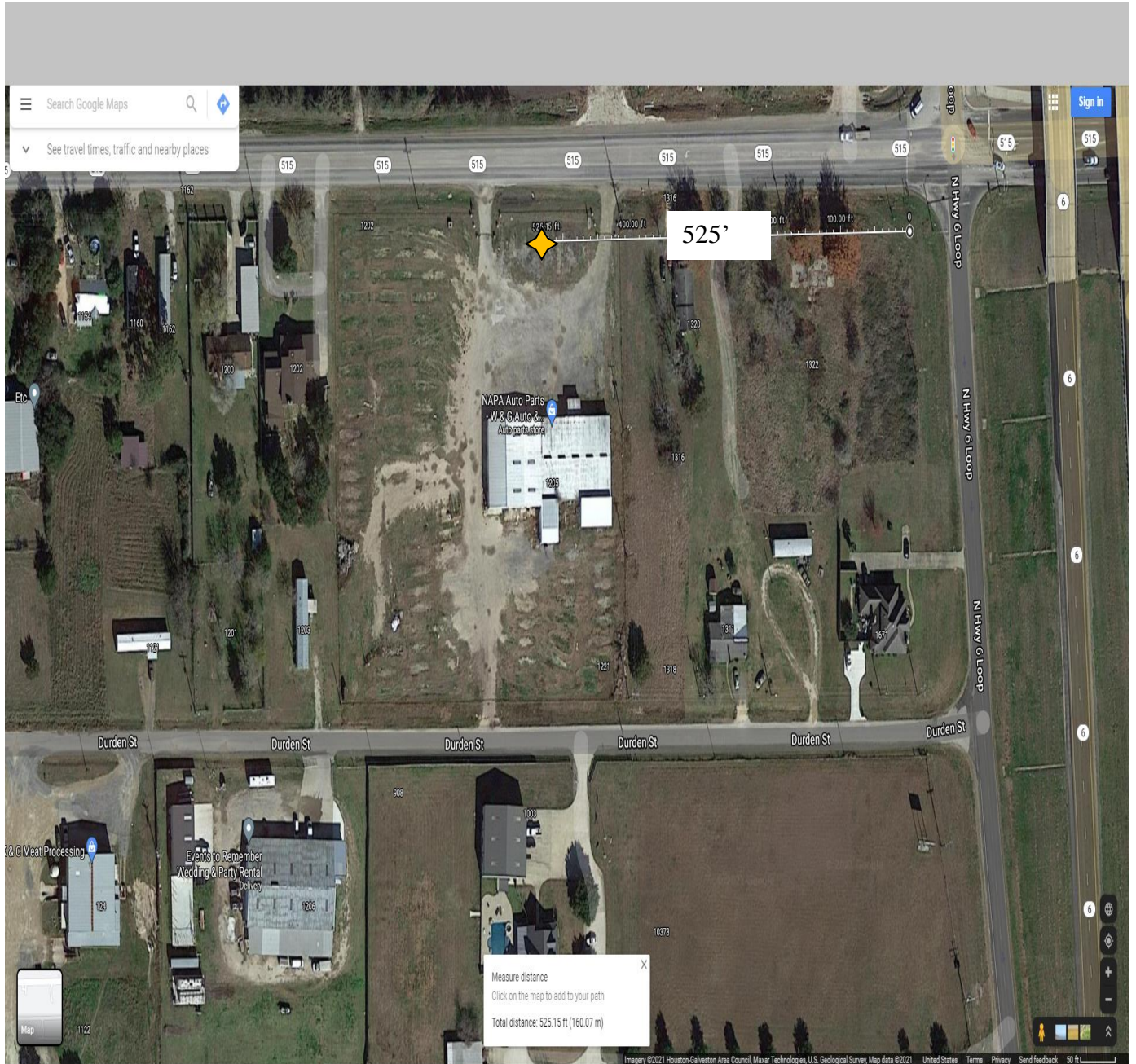
Thank you for your consideration of this request.

Respectfully,

Jack Kamer  
Operations Manager  
NAPA Auto & Truck Parts

Cell: 346-666-2155  
Office: 936-372-9188  
Fax: 936-372-2506  
[Jack@yournapa.net](mailto:Jack@yournapa.net)

Attachment A.



Attachment B.



**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 6.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Lupe Diosdado, Development Services  
Director

**APPROVED BY: BS**

**ITEM:** Consideration and possible action regarding a sign variance request submitted by Napa Auto & Truck Parts for the property located at 1310 Spur 515, Navasota, Grimes County, TX 77868. The variance requests to install a freeway/pole sign 525' feet from highway 6 versus the allowed 400' foot distance. The property affected is legally described as Allen-Hammett, Acres 3.04, Lot 7 & (PT6).

**ITEM BACKGROUND:**

Napa Auto Parts has relocated to Spur 515 from their location on N LaSalle. In an effort to improve visibility they submitted a variance request to install a freeway/pole sign 525' feet from highway 6 versus the allowed distance of 400' feet.

**BUDGETARY AND FINANCIAL SUMMARY:**

none

**STAFF RECOMMENDATION:**

Staff recommends approval of a sign variance request submitted by Napa Auto & Truck Parts for the property located at 1310 Spur 515, Navasota, Grimes County, TX 77868. The variance requests to install a freeway/pole sign 525' feet from highway 6 versus the allowed 400' foot distance. The property affected is legally described as Allen-Hammett, Acres 3.04, Lot 7 & (PT6).

**ATTACHMENTS:**

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 7.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Lupe Diosdado, Development Services  
Director

**APPROVED BY: BS**

**ITEM:** Presentation by Raul Orozco on Fire Station funding mechanisms.

**ITEM BACKGROUND:**

City staff met with Raul Orozco, a grad student with Texas A&M in late 2019 to discuss potential projects with the City for his final thesis. The project agreed upon was completing a concept site plan of a new fire station. As the project progressed funding of the proposed station became an important part of the project. Raul will present multiple funding mechanisms for fire station construction as well as his designed concept site plan.

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

Staff recommends listening to the presentation.

**ATTACHMENTS:**

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 8.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Lupe Diosdado, Development Services  
Director

**APPROVED BY: BS**

**ITEM:** Consideration and possible action on Resolution No. 691-12, accepting the water, gas, street and storm drainage improvements of Phase three section two in Pecan Lakes Estates Subdivision, except entrance signage, sewer infrastructure, common areas and open channel storm drainage improvements, in the City of Navasota, Texas.

**ITEM BACKGROUND:**

City staff received a letter from James C. Hassell dedicating public improvements and requesting acceptance of public improvements. Hassell Construction has completed the water, gas, street and storm drainage public improvements in Pecan Lakes Estates Phase 3, Section 2 subdivision. Installation of lighting will be coordinated between the developer and Entergy Texas per approved construction plans. Sewer lift station, electric infrastructure and street lights will be installed at a later date in accordance with approved plans per Subdivision Agreement.

**BUDGETARY AND FINANCIAL SUMMARY:**

None

**STAFF RECOMMENDATION:**

Staff recommends approval on Resolution No. 691-12, accepting the water, gas, street and storm drainage improvements of Phase three section two in Pecan Lakes Estates Subdivision, except entrance signage, sewer infrastructure, common areas and open channel storm drainage improvements, in the City of Navasota, Texas.

**ATTACHMENTS:**

1. Resolution No. 691-21

**RESOLUTION NO. 691-21**

**A RESOLUTION ACCEPTING THE WATER, GAS, STREET AND STORM WATER DRAINAGE IMPROVEMENTS IN PECAN LAKES ESTATES PHASE THREE SECTION 2, DESCRIBED AS BLOCK 4 LOTS 11-18, BLOCK 6 LOTS 16-30, BLOCK 7 LOTS 1-30, BLOCK 8 LOTS 5-19, EXCEPT SEWER INFRASTRUCTURE, ENTRANCE SIGNAGE, COMMON AREAS AND OPEN CHANNEL STORM DRAINAGE IMPROVEMENTS, IN THE CITY OF NAVASOTA, TEXAS**

**WHEREAS**, Pecan Lakes Estates Phase Three Section Two is a sixty-eight (68) lot subdivision developed by Hassell Construction, James C. Hassell, President; and

**WHEREAS**, water, gas, street, and storm drainage improvements were constructed by the developer; and

**WHEREAS**, said water, gas, street, and storm drainage improvements have been offered for dedication to public use forever; and

**WHEREAS**, the water, gas, street, and storm drainage improvements have been inspected by the City and found to be constructed in accordance with the City's Standards and Specifications; and

**WHEREAS**, the City of Navasota desires to formally accept the water, gas, street and storm drainage improvements of Pecan Lakes Estates Phase Three Section Two, described as BLOCK 4 LOTS 11-18, BLOCK 6 LOTS 16-30, BLOCK 7 LOTS 1-30, BLOCK 8 LOTS 5-19 except sewer infrastructure, entrance signage, common areas and open channel storm drainage improvements;

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

The City of Navasota hereby accepts the water, gas, street, and storm drainage improvements of Phase Three Section Two in Pecan Lakes Estates Subdivision, and specifically excepts from acceptance the sewer infrastructure, entrance signage, all common areas and open channel storm drainage improvements in the City of Navasota, Texas described as BLOCK 4 LOTS 11-18, BLOCK 6 LOTS 16-30, BLOCK 7 LOTS 1-30, BLOCK 8 LOTS 5-19 and authorizes the Mayor to execute any necessary documentation.

**PASSED AND APPROVED ON THIS THE 24<sup>th</sup> DAY OF MAY, 2020.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**



**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 9.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Rayna Willenbrink, Economic Development  
Specialist

**APPROVED BY: BS**

**ITEM:** Consideration and possible action on Resolution No. 692-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Brosig Avenue and Hillside Street Pedestrian Improvements.

**ITEM BACKGROUND:**

The City proposes to apply for Transportation Alternative Grant funding for pedestrian and bicycle improvements. A town hall meeting was held to solicit feedback from the community regarding the grant application. Changes requested and response to comments have been taken into consideration. The project proposes to add/improve sidewalks from Washington Avenue down Brosig Avenue and Hillside Street. Both routes will improve pedestrian traffic to schools. **The supporting documents for this item will be emailed to each of you on Monday once we receive the revised documents.**

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution No. 692-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Brosig Avenue and Hillside Street Pedestrian Improvements.

**ATTACHMENTS:**

1. Resolution No. 692-21

**RESOLUTION NO. 692-21**

**A RESOLUTION SUPPORTING THE CITY OF NAVASOTA APPLICATION  
TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2021  
TRANSPORTATION ALTERNATIVES CALL FOR PROJECTS**

**WHEREAS**, the Texas Department of Transportation (TxDOT) issued a call for projects in February 2021 for communities to apply for funding assistance through the Transportation Alternatives Programs; and

**WHEREAS**, the TA funds may be used for construction of pedestrian and/or bicycle infrastructure. The TA funds require a local match comprised of cash. As the Project Sponsor, the Local Government would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TA funds; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE LOCAL GOVERNMENT:** The City Council supports funding the project Brosig Avenue & Hillside Street Pedestrian Improvements, as described in the Local Government's 2021 TA Detailed Application (including the construction budget, TxDOT's administrative cost, and the required local match, if any). The City Council is willing and able to authorize, by resolution or ordinance, the Local Government to enter into an agreement with TxDOT should the project be selected for funding.

**PASSED AND APPROVED** by majority vote of all present members of the City Council on the 24<sup>th</sup> day of May, 2021.

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 10.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Rayna Willenbrink, Economic Development  
Specialist

**APPROVED BY: BS**

**ITEM:** Consideration and possible action on Resolution No. 693-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Sh105 (E. Washington Avenue) Segment A Bicycle & Pedestrian Improvements.

**ITEM BACKGROUND:**

A town hall meeting was held to receive comments and suggestions for the project. Engineers have incorporated this information into the application. **The supporting documents for this item will be emailed to each of you on Monday once we receive the revised documents.**

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution No. 693-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Sh105 (E. Washington Avenue) Segment A Bicycle & Pedestrian Improvements.

**ATTACHMENTS:**

1. Resolution No. 693-21

**RESOLUTION NO. 693-21**

**A RESOLUTION SUPPORTING THE CITY OF NAVASOTA APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2021 TRANSPORTATION ALTERNATIVES CALL FOR PROJECTS**

**WHEREAS**, the Texas Department of Transportation (TxDOT) issued a call for projects in February 2021 for communities to apply for funding assistance through the Transportation Alternatives Programs; and

**WHEREAS**, the TA funds may be used for construction of pedestrian and/or bicycle infrastructure. The TA funds require a local match comprised of cash. As the Project Sponsor, the Local Government would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TA funds; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE LOCAL GOVERNMENT:** The City Council supports funding the project. State Highway 105 (E. Washington Avenue) Segment A Bicycle & Pedestrian Improvements, as described in the Local Government's 2021 TA Detailed Application (including the construction budget, TxDOT's administrative cost, and the required local match, if any). The City Council is willing and able to authorize, by resolution or ordinance, the Local Government to enter into an agreement with TxDOT should the project be selected for funding.

**PASSED AND APPROVED** by majority vote of all present members of the City Council on the 24<sup>th</sup> day of May, 2021.

---

**BERT MILLER, MAYOR**

**ATTEST:**

---

**SUSIE M. HOMEYER, CITY SECRETARY**

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 11.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Rayna Willenbrink, Economic Development  
Specialist

**APPROVED BY: BS**

**ITEM:** Consideration and possible action on Resolution No. 694-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Sh105 (E. Washington Avenue) Segment B Bicycle & Pedestrian Improvements.

**ITEM BACKGROUND:**

The City is proposing to apply for Transportation Alternative grant funding for bike and pedestrian improvements. A town hall meeting was held to solicit feedback and suggestions for the proposed project. Engineers incorporated the suggestions into the proposal. **The supporting documents for this item will be emailed to each of you on Monday once we receive the revised documents.**

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution No. 694-21, supporting the City of Navasota's application to the Texas Department of Transportation's 2021 Transportation Alternatives Call for Projects for Sh105 (E. Washington Avenue) Segment B Bicycle & Pedestrian Improvements.

**ATTACHMENTS:**

1. Resolution No. 694-21

**RESOLUTION NO. 694-21**

**A RESOLUTION SUPPORTING THE CITY OF NAVASOTA APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2021 TRANSPORTATION ALTERNATIVES CALL FOR PROJECTS**

**WHEREAS**, the Texas Department of Transportation (TxDOT) issued a call for projects in February 2021 for communities to apply for funding assistance through the Transportation Alternatives Programs; and

**WHEREAS**, the TA funds may be used for construction of pedestrian and/or bicycle infrastructure. The TA funds require a local match comprised of cash. As the Project Sponsor, the Local Government would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TA funds; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE LOCAL GOVERNMENT:** The City Council supports funding the project. State Highway 105 (W. Washington Avenue) Segment A Bicycle & Pedestrian Improvements, as described in the Local Government's 2021 TA Detailed Application (including the construction budget, TxDOT's administrative cost, and the required local match, if any). The City Council is willing and able to authorize, by resolution or ordinance, the Local Government to enter into an agreement with TxDOT should the project be selected for funding.

**PASSED AND APPROVED** by majority vote of all present members of the City Council on the 24<sup>th</sup> day of May, 2021.

---

**BERT MILLER, MAYOR**

**ATTEST:**

---

**SUSIE M. HOMEYER, CITY SECRETARY**



**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 12.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Rayna Willenbrink, Economic Development  
Specialist

**APPROVED BY: BS**

**ITEM:** Consideration and possible action on approval of the Pedestrian and Bicycle Routes Map.

**ITEM BACKGROUND:**

A town hall meeting was held on Tuesday, May 18th to receive comments and suggestions for a long-term Pedestrian and Bicycle Map for the City of Navasota. During the meeting the public was able to provide feedback and suggestions for future projects, and an online worksheet was circulated for those who could not attend on the City's Facebook page, on the Navasota Public Meeting Facebook event page, and on the City of Navasota's website. **The supporting documents for this item will be emailed to each of you on Monday once we receive the revised documents.**

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

Staff recommends approval of the Pedestrian and Bicycle Routes Map.

**ATTACHMENTS:**

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 13.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Lance Hall, Finance Director

**APPROVED BY: BS**

**ITEM:** Consideration and possible action on the second reading of Ordinance No. 962-21, amending Appendix A, Article A12.000, Public Library of the Code of Ordinances, of the City of Navasota, Texas regarding fee schedules.

**ITEM BACKGROUND:**

The Library staff would like to host summer camps and would like to charge a \$20.00 fee to cover costs.

June 21-25 Art Camp

July 12-16 Nature Camp

July 26-30 Art Camp

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

Staff recommends approval of the second reading of Ordinance No. 962-21, amending Appendix A, Article A12.000, Public Library of the Code of Ordinances, of the City of Navasota, Texas regarding fee schedules.

**ATTACHMENTS:**

1. Ordinance No. 962-21

**ORDINANCE NO. 962-21**

**AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS AMENDING APPENDIX A, ARTICLE A5.000, PUBLIC WORKS; OF THE CODE OF ORDINANCES, OF THE CITY OF NAVASOTA, TEXAS REGARDING FEE SCHEDULES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; FINDING PROPER NOTICE OF MEETING; AND PROVIDING FOR CERTIFICATION OF ADOPTION.**

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

**WHEREAS,** the City Council desires to amend certain regulations applicable to the fee schedules; and

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

**NOW THEREFORE, be it ordained by the City Council of the City of Navasota, Texas:**

**SECTION 1. FINDINGS INCORPORATED**

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

**SECTION 2. PUBLIC LIBRARY**

**Sec. A12.000 Public Library**

Appendix A, A12.000 Public Library and of the City of Navasota Code of Ordinances is hereby amended to read as follows:

(h) Summer Camp Registration: \$20.00

**SECTION 3. CUMULATIVE EFFECT**

This Ordinance shall be cumulative of all laws of the State of Texas and the United States governing the subject matter of this Ordinance, now existing or as hereafter amended.

**SECTION 4. SEVERABILITY CLAUSE**

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

**SECTION 5. REPEALER CLAUSE**

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

**SECTION 6. EFFECTIVE DATE**

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law.

**SECTION 7. NOTICE OF MEETING**

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

**PASSED ON FIRST READING THIS THE 10<sup>TH</sup> DAY OF MAY, 2021.**

\_\_\_\_\_  
**BERT MILLER, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED ON SECOND READING THIS THE 24<sup>TH</sup> DAY OF MAY, 2021.**

\_\_\_\_\_  
**BERT MILLER, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**SUSIE M. HOMEYER, CITY SECRETARY**

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 14.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Lance Hall, Finance Director

**APPROVED BY: BS**

**ITEM:** Consideration and possible action on the first reading of Ordinance No. 963-21, amending Appendix A, A18.000, Fire Department, Section A18.001 Permit Fees of the Code of Ordinances, of the City of Navasota, Texas regarding fee schedules.

**ITEM BACKGROUND:**

Staff reviewed permitting fees, and the Fire alarm and sprinklers fees are currently set at 50% of building permit fee. Staff proposes to change the fee to the cost of the 3rd Party fee + 10%, to cover the costs incurred by the city.

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

Staff recommends approval of the first reading of Ordinance No. 963-21, amending Appendix A, A18.000, Fire Department, Section A18.001 Permit Fees of the Code of Ordinances, of the City of Navasota, Texas regarding fee schedules.

**ATTACHMENTS:**

1. Ordinance No. 963-21

**ORDINANCE NO. 963-21**

**AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS AMENDING APPENDIX A, ARTICLE A18.000, FIRE DEPARTMENT, SECTION A18.001 PERMIT FEES; OF THE CODE OF ORDINANCES, OF THE CITY OF NAVASOTA, TEXAS REGARDING FEE SCHEDULES; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; FINDING PROPER NOTICE OF MEETING; AND PROVIDING FOR CERTIFICATION OF ADOPTION.**

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

**WHEREAS,** the City Council desires to amend certain regulations applicable to the fee schedules; and

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

**NOW THEREFORE, be it ordained by the City Council of the City of Navasota, Texas:**

**SECTION 1. FINDINGS INCORPORATED**

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

**SECTION 2. ARTICLE A18.000 FIRE DEPARTMENT**

**Sec. A18.001 Permit fees**

(b) Fire sprinkler/standpipe systems: Review of submitted plans for fire sprinkler and standpipe systems at a rate of 3<sup>RD</sup> Party Fee + 10%.

(c) Fire alarm and detection systems: Review of submitted plans for fire alarm and detection systems at a rate of 3<sup>RD</sup> Party Fee + 10%

(d) Automatic fire extinguishing systems: at a rate of 3<sup>RD</sup> Party Fee + 10%

**SECTION 3. CUMULATIVE EFFECT**

This Ordinance shall be cumulative of all laws of the State of Texas and the United States governing the subject matter of this Ordinance, now existing or as hereafter amended.

**SECTION 4. SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or invalid by

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

**SECTION 5. REPEALER CLAUSE**

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

**SECTION 6. EFFECTIVE DATE**

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law.

**SECTION 7. NOTICE OF MEETING**

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

**PASSED ON FIRST READING THIS THE 24<sup>TH</sup> DAY OF MAY, 2021.**

---

**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**PASSED ON SECOND READING THIS THE 14<sup>TH</sup> DAY OF JUNE, 2021.**

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**BERT MILLER, MAYOR**

**ATTEST:**

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**SUSIE M. HOMEYER, CITY SECRETARY**

**CITY OF NAVASOTA  
CITY COUNCIL AGENDA**

**AGENDA ITEM NO.:** 15.      **AGENDA DATE:** May 24, 2021

**PREPARED BY:** Brad Stafford, City Manager

**APPROVED BY:** **BS**

**ITEM:** Discussion and possible action on garbage collection contract for the City of Navasota.

**ITEM BACKGROUND:**

The current contract for solid waste services will expire on January 31, 2022. Staff would like to discuss options and ask for direction from City Council.

**BUDGETARY AND FINANCIAL SUMMARY:**

**STAFF RECOMMENDATION:**

Staff recommends discussing options for solid waste contract and approval of the next course of action.

**ATTACHMENTS:**



**CITY OF NAVASOTA  
MISCELLANEOUS ITEMS**

1. PLANNING CALENDAR
2. MUNICIPAL COURT REPORT FOR 04/30/2021

## AGENDA PLANNING CALENDAR

### **MAY 24, 2021** - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 05/10/2021

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Results from 1<sup>st</sup> Responder's event; (b) Utility Report - Gas Audit; (c) Street Report Update - tree trimming; (d) Library Update - Summer Reading Program and Book Fair; (e) Arts Council Quarterly report; (f) Board and Commission update; and (g) Reports from staff and City Council
5. Public hearing on sign variance for Napa Auto and Truck Repairs
6. Approval on sign variance for Napa Auto and Truck Repairs
7. Presentation by Raul Orozco on Fire Station funding mechanisms
8. Resolution No. 691-21- Accepting infrastructure on Pecan Lakes Phase 3, Section 2
9. Resolution No. 692-21, Brosig Avenue and Hillside Pedestrian Improvements
10. Resolution No. 693-21, SH 105-Segment A-Bicycle and Pedestrian Improvements
11. Resolution No. 694-21, SH 105-Segment B-Bicycle and Pedestrian Improvements
12. Approval of Pedestrian and bicycle routes map
13. 2<sup>nd</sup> reading of Ordinance No. 962-21, amending library fees
14. 1<sup>st</sup> reading of Ordinance No. 963-21, amending fees for the fire dept
15. RFP for trash service
16. Executive Session: Section 551.087, TGC, regarding Development Agreement with J & H Navasota Development, LLC
17. Reconvene in open session
18. Action on Executive Session
19. Adjourn

### **JUNE 14, 2021** - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 05/31/2021

1. Called to order
2. Invocation/Pledge of Allegiance
3. Remarks of visitors
4. Staff Report: (a) Board and Commission update; and (b) Reports from staff and City Council
5. Public hearing on conditional use permit for the parking at the PA Smith Hotel
6. 1<sup>st</sup> reading of Ordinance No. \_\_\_\_\_, parking at the PA Smith Hotel
7. Approval of the American Rescue Plan Grant submission
8. Approval of the \_\_\_\_\_ grant submission (Emily)
9. Approval of Strategic Plan for FY 2021-2022
10. Resolution No. 695-21, Investment Policy and Strategy
11. Consent agenda items: (a) Minutes for the month of May 2021; (b) Expenditures for the month of May 2021; and (c) 2<sup>nd</sup> reading of Ordinance No. 963-21, amending fees for Fire Dept.
12. Adjourn

Official Municipal Court Monthly Report

Month April Year 2021

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 RJESSIE@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	YEAR	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
	April	2021						
1. Total Cases Pending First of Month:			425	0	17	251	35	87
a. Active Cases			67	0	0	13	18	7
b. Inactive Cases			358	0	17	238	17	80
2. New Cases Filed			34	0	0	7	9	4
3. Cases Reactivated			11	0	0	9	0	0
4. All Other Cases Added			0	0	0	0	0	0
5. Total Cases on Docket			112	0	0	29	27	11
6. Dispositions Prior to Court Appearance or Trial:			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
a. Uncontested Dispositions			21	0	0	8	2	0
b. Dismissed by Prosecution			0	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			2	0	0	4	1	1
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	1	0	0

CRIMINAL SECTION

COURT	NAVASOTA MUNICIPAL COURT		TRAFFIC			NON-TRAFFIC		
	MONTH	YEAR	NON-PARKING	PARKING	CITY ORD	PENAL CODE	STATE LAW	CITY ORD
	April	2021						
8. Compliance Dismissals:								
a. After Driver Safety Course								
			0					
b. After Deferred Disposition								
			1	0	0	0	0	1
c. After Teen Court								
			0	0	0	0	0	0
d. After Tobacco Awareness Course								
							0	
e. After Treatment for Chemical Dependency								
						0	0	
f. After Proof of Financial Responsibility								
			0					
g. All Other Transportation Code Dismissals								
			0	0	0	0	0	0
9. All Other Dispositions								
			0	0	0	0	0	0
10. Total Cases Disposed								
			24	0	0	13	3	2
11. Cases Placed on Inactive Status								
			12	0	0	5	1	0
12. Total Cases Pending End of Month:								
a. Active Cases								
			76	0	0	11	23	9
b. Inactive Cases								
			359	0	17	234	18	80
13. Show Cause Hearings Held								
			1	0	0	0	1	0
14. Cases Appealed:								
a. After Trial								
			0	0	0	0	0	0
b. Without Trial								
			0	0	0	0	0	0

## CIVIL SECTION

COURT NAVASOTA MUNICIPAL COURT		
MONTH	April	YEAR 2021
		TOTAL CASES
1.	Total Cases Pending First of Month:	1
	a. Active Cases	1
	b. Inactive Cases	0
2.	New Cases Filed	0
3.	Cases Reactivated	0
4.	All Other Cases Added	0
5.	Total Cases on Docket	1
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:	1
	a. Active Cases	1
	b. Inactive Cases	0
16.	Cases Appealed:	XXXXXXXXXXXXXXXXXX
	a. After Trial	0
	b. Without Trial	0

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JUVENILE/MINOR ACTIVITY  
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COURT	NAVASOTA MUNICIPAL COURT		
MONTH	April	YEAR	2021
		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	0	
b.	Statements Certified	0	
14.	Detention Hearings Held	0	
15.	Orders for Non-secure Custody Issued	0	
16.	Parent Contributing to Nonattendance Cases Filed	0	







Run By: rjessie  
Report Type: Summary  
Date Range: 4/01/2021 - 4/30/2021  
Finalize Report: Yes  
Correction: No

\*\*\* END OF REPORT \*\*\*