MINUTES
SPECIAL MEETING
JULY 17, 2015

The City Council of the City of Navasota, Grimes County, Texas met in the Navasota Center, located at 101 Stadium Drive at 8:30 a.m., Navasota, Texas on the above date with the following being present:

Bernie Gessner, Councilmember, Place # 1
Geoff Horn, Councilmember, Place # 2
Peter Canney, Mayor Pro-Tem, Place # 3
Bert Miller, Mayor, Place # 4
Grant E. Holt, Councilmember, Place # 5

Thus constituting a quorum.

STAFF PRESENT: Brad Stafford, City Manager; and Shawn Myatt, Police Chief/Assistant City Manager.

VISITORS: Joe Gonzales and Desiree Leos.

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

1. Mayor Bert Miller called the meeting to order at 8:30 a.m.

2. The City Council discussed goals and priorities for the Fiscal Year 2015-2016.

3. The City Council and staff recessed for lunch at approximately 12 noon.

4. The City Council and staff resumed discussions, at approximately 1:15 p.m., on the goals and priorities for Fiscal Year 2015-2016. It was the consensus of the City Council to move forward with the following goals and priorities as attached.

5. Mayor Bert Miller adjourned the meeting at 2:15 p.m.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

Navasota City Council Retreat Executive Summary

July 24, 2015

Brad Stafford
City Manager
City of Navasota
201 E. Washington Ave.
Navasota, TX 77868

Re: **Navasota City Council Retreat Executive Summary**

Dear Brad:

Thank you for choosing The Management Connection, Inc. (TMC) as your professional facilitation firm. This is the Executive Summary of the 2015 City Council Retreat having occurred on Friday, July 17, 2015. We appreciate the opportunity to work with you, your City Council and the City of Navasota.

Navasota City Council Retreat Executive Summary

PROCESS

The Navasota City Council convened on July 17, 2015, to discuss the status of several City projects currently underway within the City and to develop priorities for the 2015-2016 Fiscal Year. The purpose of the Retreat was to allow the Council an opportunity to provide their input and direction to City staff as they work towards achieving completion of each project.

The model for the Retreat was the presentation of priority projects, a discussion by Council, and an action (or outcome). Each project is provided below, along with an accompanying summary of the discussion and their outcome/s.

PROJECT: DOWNTOWN DEVELOPMENT

SUMMARY:

I. Council discussed efforts to revive the Downtown area. The general philosophy for attracting businesses for Downtown is that Navasota cannot be fully financially responsible for keeping businesses alive; however, it is

the City's responsibility to create the environment that attracts people to shop, dine, or gather in Downtown.

II. Council desires to recruit a serious Downtown restaurant. Staff has been in discussions with a restaurateur but acknowledge the potential need to offer incentives.

OUTCOME/S:

I. Three phases for implementation were developed to accomplish creating an environment for attracting people to shop, dine, and gather in the Downtown area (see Supplement Ref.1):
   a. **Phase One: Creating the Environment** – Staff to 1. Explore what the City can do to create an attractive Downtown environment, and 2. Develop options to be brought back to the Council.
   b. **Phase Two: Occupy all Buildings** – Staff to establish an Action Plan to strive for having all buildings in the Downtown occupied.
   c. **Phase Three: Make the City of Navasota Unique** – Utilize a Food Truck Festival Concept to assist with distinguishing Navasota apart from neighboring communities.

II. Layout working relationships with potential new businesses. Staff to explore offering incentives and discovering additional options. The City Manager is to reach out to specific restaurants presented by the Council.

PROJECT: SALARIES

SUMMARY:

The budget will not include across the board salary increases due to budgetary restraints in the next Fiscal Year. Council discussed ideas for appropriating funds to reward staff who have assumed additional job responsibilities, provide one-time bonuses, and other means to recognize staff for the work they contribute to the City of Navasota.

OUTCOME/S:

- The City Manager's Office is to educate the workforce as to why there are no salary increases, but to determine other means for recognition of their contribution to the City by looking at non-pay incentives for performance measure awards, developing concrete, formal career path criteria, continuing to create employee recognition opportunities, and looking at one-time bonuses for completion of projects and/or for tenure of employment.

PROJECT: HIRING AN IN-HOUSE BUILDING OFFICIAL/FIRE INSPECTOR AND TRAINING A POLICE INVESTIGATOR FOR FIRE INVESTIGATION

SUMMARY:
The City Manager provided an update on the need to investigate utilizing a police investigator as a Fire Investigator and weigh the options of hiring an in-house Building Official/Fire Marshal versus contracting with a firm to perform these functions.

OUTCOME/S:
- Utilize PD investigators to assist with Fire building official/fire inspector role responsibilities.

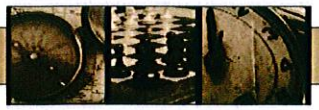
PROJECT: PERSONNEL

SUMMARY:
In October, the Assistant City Manager will give up the Police Chief title and be called Assistant City Manager/Director of Public Safety. Staff will then hire a Police Chief.

Due to the new position, the Assistant City Manager/Director of Public Safety continues to drive a police vehicle and uses both a personal and City phone. The City Manager requested consideration for an allowance to use towards a vehicle other than a City owned one, as well as a stipend for a cell phone for both him and the Assistant City Manager/Director of Public Safety.

There was additional discussion regarding promotions, title changes, and salary increases for other City personnel. These individuals have been leading small group discussions on leadership with other staff, which has had a significant impact on the organization as a whole.

OUTCOME/S:
- Give an allowance to the Assistant City Manager/Director of Public Safety with a provision to use the police vehicle for certain City business situations.
- Council agreed to allow the City to provide phones for both the City Manager and Assistant City Manager, rather than providing a stipend.
- Staff to determine whether there is a Contract/Appointed Agreement for the Assistant City Manager.



PROJECT: FIRE STATION

SUMMARY:
The City Manager informed the Council the Fire Station is in need of repairs, and proceeded to explain the known issues. He requested a full building assessment to determine repairs or replacement. The Council suggested the City Manager explore options for a new building, determine what kind of building, how many buildings, and location. The City Manager stated the City does not have full capacity to do a feasibility study in-house; however, he will bring options back to the Council on the costs of contracting a third party.

OUTCOME/S:
- The City Manager to start planning for a new fire station by coordinating the implementation of a feasibility study.
- The City Manager to create an Action Plan for long-term (15-20 years) fire protection needs.

PROJECT: BUDGET REQUESTS

SUMMARY:
The City Manager provided the Council with budget requests, status, and funding options. The City Council provided their input on each item. Those items are indicated below:

OUTCOME/S:
1. Smoke testing of the sewer – This item is proposed in the Budget and may be funded by adding a fee to the customer's bill.
    a. The Council acknowledged action by the City Manager.
2. Repairs to water ground storage tank – The City Manager informed the Council that grant funding is possible, but may need to seek a loan to pay for the repairs as an option to present to the Council.
    a. The City Manager is to provide Council multiple options for funding.
3. Service Truck for Gas Repairs – Staff is exploring financing options.
    a. The Council acknowledged action by the City Manager.
4. Sewer Jet Rig – Staff proposes the purchase of a new jet rig and replacing the motor of an old one.
    a. The Council affirmed proposal by the City Manager.
5. Grapple Truck – A Grapple truck is needed in order for the Sanitation Department to operate at full capacity (i.e., free employees to focus efforts on other critical duties); the City Manager may include an Operator position in

the Budget. The Grapple truck will allow for 3 to 4 days a week brush clean up and the pick-up of bulk items on Fridays.
   a. The Council acknowledged action by the City Manager.
6. Tandem Vibratory Wheel Roller – Staff is exploring better pricing options.
   a. The Council acknowledged action by staff.
7. Gator with Sprayer – Staff exploring cost effective options.
   a. The Council acknowledged action by staff.
8. Tractor with Boom Mower – Staff exploring cost effective options.
   a. The Council acknowledged action by the City Manager.
9. Back Hoe – Staff is working on finding a more cost effective option. Council asked if there was an alternate brand to consider like John Deere and whether it was just as effective to use a smaller back hoe.
   a. The City Manager to explore more cost efficient back hoe options.

PROJECT: KEEP NAVASOTA BEAUTIFUL

SUMMARY:
The City Manager informed the Council that the City currently budgets funds to send staff to the annual Keep Navasota Beautiful Conference. Council acknowledges that this program generates volunteers and engagement in the community and agrees that it is money well spent.

OUTCOME/S:
- Continue funding efforts contributing to the Keep Navasota Beautiful program in the Budget.

PROJECT: BUSINESS FRIENDLY DISCUSSION

SUMMARY:
Council understands the City's role of creating an environment that attracts people to shop, dine and gather; however, the zoning and signage ordinances have reflected differently. Council agrees that some codes are not user-friendly. The current code is prescriptive, but the City is moving closer to a uniformed development code.

OUTCOME/S:
- Staff to meet with Mundo & Associates and Bureau Veritas and ask what content is technical and what content is advisory. They are then to request that the technical contents be separated from the internal document content.
- Staff is to pursue a marketing effort informing the public that the City is business friendly.

PROJECT: UTILITY RATES

SUMMARY:
The Council was informed that the best approach to address utility rates is to tie them to their respective projects.

OUTCOME/S:
- The City Manager is to pursue tying utility rates to their respective projects and to adjust rates for funding these projects.

PROJECT: WAYFINDING SIGNAGE

SUMMARY:
The City Manager presented staff's Wayfinding Signage Proposal/Scope of Work. Staff is looking into funding the project with EDC funding and HOT funds. The plan does not affect the tax rate.

OUTCOME/S:
- The City Manager is to pursue the Wayfinding Signage Proposal/Scope of Work.

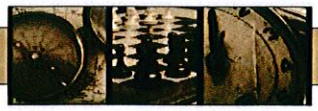
PROJECT: CITY BRANDING AND IDENTITY

SUMMARY:
The Council discussed replanting/reforestation and developing a floral centerpiece in the City. They requested information on the pursuance of a Tree City USA designation. These efforts, they agreed, would provide the City of Navasota an identity they envision for the City.

OUTCOME/S:
- Staff to develop a strategy of what the tree/flower identity will look like in the City of Navasota. The City Manager is to do research on reinforcing efforts the City has already taken on replanting/reforestation.

PROJECT: BOND ISSUE

SUMMARY:
The City Manager and Council discussed a number of items that can be placed on the next Bond Election. They agreed that the Citizens deserved multiple options to consider at the next Election.



OUTCOME/S:

- The City Manager to explore and put together a list of needs/options for citizens to consider at the next Bond Election. This list is to include items such as a new Fire Station, streets, drainage/storm water design, sidewalks, jogging trails, a street connecting Highway 90 – 105, and railroad crossings (Grade Separation).

PROJECT: GRANTS

SUMMARY:

Council commented on the need for City staff to consider grants of all kinds when exploring funding sources for projects.

OUTCOME/S:

- The City Manager to communicate to staff the need to be more aggressive with pursuing available grants when determining other revenue sources for projects, particularly for the Animal Shelter and Library.

PROJECT: AFFORDABLE HOUSING

SUMMARY:

Council agreed that "Affordable Housing" is defined as medium income in Navasota. They desire more condos, patio housing, starter homes, retirement homes, and nice apartments within City limits to contribute to the positive quality of life.

OUTCOME/S:

- Staff to begin discussions with developers gaining an idea of what they need from the City.
- Staff is to have candid conversations with potential developers to determine the barriers with contracting them.
- Staff to compile a list of incentive options to Council.
- Staff to continue with developing a market study utilizing demographic data and price point information.

PROJECT: ANNEXATION

SUMMARY:

The Council discussed whether or not they envision the City staying ahead of growth by pushing the City limits or maintaining boundaries as they are. They stated the Land Use Planning in ETJ offers direction.

OUTCOME/S:

- Evaluate potential revenue from annexation.
- Decide on expanding the Certificate of Public Convenience and Necessity (CCN) to reach all city boundaries.
- Staff to employ an attorney and engineer to assist in efforts.

PROJECT: REVIEW COUNCIL PRIORITIES UPDATE

SUMMARY:

The City Manager reviewed the priorities presented to Council on July 13. Priorities, summaries and directives from Council are included below.

OUTCOME/S:

1. Library Improvements – Library Improvements have been completed with Tocker Grant Funds. Additional improvements are underway. The Library Director is exploring additional grant funding options. Additionally, the e-books subscription has been finalized and cleared.
    a. Staff is to inform applicable parties about e-book subscriptions.
2. GIS – Utilize GIS maps to contribute to overlay discussions with business owners.
    a. Create/develop a 2D or 3D flood model map to show business owners, which can be used on overlay.
3. Flooding –The City employs CEC engineers who are conducting studies of downtown and three other locations. FEMA is also assisting and has been helpful in providing information to alleviate flooding issues.
    a. Any questions regarding flooding will be directed to the City Manager.
4. Partnership with ISD – Efforts to deepen the relationships between the City and the ISD have been occurring. Council discussed focusing efforts to individually involve selves with the campus to further support the students.
    a. Staff and Council are to gather volunteers to support the Navasota ISD students.

PROJECT: SIDEWALKS

SUMMARY:

Council and the City Manager discussed current status of sidewalks. The City Manager expressed that staff has the technical capacity to make necessary improvements to sidewalks.

OUTCOME/S:

- Include sidewalks as a Bond option for the public to consider funding.

PROJECT: CUSTOMER SERVICE

SUMMARY:
The Council commented on the need for a new round of customer service training. Some time has passed since their last revolution of training with employees, both in the public sector and private sector.

OUTCOME/S:

- The City Manager to coordinate implementing a new round of customer service training for the work force.

PROJECT: RAILROAD CROSSINGS

SUMMARY:
The City Council discussed the need for noise reduction at/around railroad crossings. Council has heard from citizens that a grade separation is more important than quiet zones. They revisited the Grade Separation Concept and deliberated on the necessity for funding that would push the project forward.

OUTCOME/S:

- The City Manager and Council, at any posed opportunity, will communicate with those interested in assisting in the raising of funds for this project.

We appreciate our relationship with you and the City of Navasota and look forward to each opportunity to serve as your professional facilitators.

Committed to your leadership,

Joe M. Gonzalez
Chief Executive Officer

SUPPLEMENT Ref.1

The tables included in this supplement consist of frameworks for three action plans. The action plans include goal statements for the phases developed by the Navasota City Council on July 17, 2015, to assist in the accomplishment of creating an environment for attracting people to shop, dine, and gather in the Navasota Downtown area.

Each table contains the goal for each phase, corresponding action steps, target dates, and responsible parties. Fill in each table and use it to track and measure the progress for each action plan.

The Management Connection, Inc.
PROFESSIONAL FACILITATORS

AREA	TODAY'S DATE	TARGET DATE	DATE ACHIEVED
Downtown Development – Phase One	July 2015		

The City of Navasota is responsible for creating an environment for attracting people to shop, dine, and gather in the Downtown area by {fill in target date}

Action Steps (Specific actions you will take to achieve this goal)	Target Date	Who	Percentage of Completion
Staff is to explore what the City can do to create an attractive Downtown environment			
Develop options to take back to Council			

The Management Connection, Inc.
PROFESSIONAL FACILITATORS

AREA	TODAY'S DATE	TARGET DATE	DATE ACHIEVED
Downtown Development – Phase Two	July 2015		

The City of Navasota will occupy all buildings in Downtown.

Action Steps (Specific actions you will take to achieve this goal)	Target Date	Who	Percentage of Completion

The Management Connection, Inc.
PROFESSIONAL FACILITATORS

AREA	TODAY'S DATE	TARGET DATE	DATE ACHIEVED
Downtown Development – Phase Three	July 2015		

Make the City of Navasota Unique by pursuing a Food Truck Festival Concept to assist in distinguishing Navasota apart from neighboring communities.

Action Steps (Specific actions you will take to achieve this goal)	Target Date	Who	Percentage of Completion