



# CITY COUNCIL REGULAR MEETING CITY OF BAY CITY

Tuesday, January 26, 2021 at 6:00 PM  
COUNCIL CHAMBERS | 1901 5th Street

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## COUNCIL MEMBERS

**Mayor:** Robert K Nelson

**Mayor Pro Tem:** Jason W. Childers

**Council Members:** Brent P. Marceaux, Becca Sitz, Floyce Brown, Jim Folse

*Bay City is committed to developing and enhancing the long-term prosperity, sustainability, and health of the community.*

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## AGENDA

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**THE FOLLOWING ITEM WILL BE ADDRESSED AT THIS OR ANY OTHER MEETING OF THE CITY COUNCIL UPON THE REQUEST OF THE MAYOR, ANY MEMBER(S) OF COUNCIL AND/OR THE CITY ATTORNEY:**

*ANNOUNCEMENT BY THE MAYOR THAT COUNCIL WILL RETIRE INTO CLOSED SESSION FOR CONSULTATION WITH CITY ATTORNEY ON MATTERS IN WHICH THE DUTY OF THE ATTORNEY TO THE CITY COUNCIL UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THE OPEN MEETINGS ACT (TITLE 5, CHAPTER 551, SECTION 551.071(2) OF THE TEXAS GOVERNMENT CODE).*

### CALL TO ORDER

### INVOCATION & PLEDGE

Texas State Flag Pledge: *"Honor The Texas Flag; I Pledge Allegiance To Thee, Texas, One State Under God, One And Indivisible."*

*Councilwoman Floyce Brown*

### CERTIFICATION OF QUORUM

### MISSION STATEMENT

The City of Bay City is a community that fosters future economic growth, strives to deliver superior municipal services, invests in quality of life initiatives and is the gateway to the great outdoors. We encourage access to our unique historical and eco-cultural resources while maintaining our small-town Texas charm.

*Councilwoman Floyce Brown*

### APPROVAL OF AGENDA

### PUBLIC COMMENTS

State Law prohibits any deliberation of or decisions regarding items presented in public comments. City Council may only make a statement of specific factual information given in

response to the inquiry; recite an existing policy; or request staff places the item on an agenda for a subsequent meeting.

### **CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL**

- 1. Minutes of City Council Regular Meeting on January 12, 2021.**
- 2. Accounts Payable, Direct Payable and Utility Refunds for October, November, and December 2020**

### **REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL**

- 3. Presentation ~ Discuss, consider, and/or approve architectural design of Digital Billboard at Bay City Civic Center.** Heidi Martinez, Tourism Director
- 4. Presentation ~ Library 1st Quarter Report.** Samantha Denbow, Library Director
- 5. Ratification ~ Discuss, review and/or approve ratifying adjusted Utility Fees.** Shawna Burkhart, City Manager
- 6. Resolution ~ Discuss, consider, and/or approve a Resolution allowing the City Manager to approve contracts.**
- 7. Resolution ~ Discuss, consider, and/or approve a Resolution approving the submission of the "Project Justice" project grant application under the Criminal Justice Grant with the Office of the Governor, Criminal Justice Division.** Robert Lister, Chief of Police

### **CLOSED / EXECUTIVE SESSION**

- 8. Executive session pursuant to Texas Government Code Section 551.087, (1) to discuss or deliberate regarding commercial or financial information that BCCDC has received from a business prospect that BCCDC seeks to have locate, stay, or expand in Bay City and with which BCCDC is conducting economic development negotiations; and/or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).**
- 9. Executive Session to consult with legal counsel about legal matters pursuant to Section 551.071(2) of the Texas Government Code.**

### **OPEN SESSION**

Discuss, consider and/or take action on item(s) listed in Executive/Closed Session, (if any).

### **ITEMS / COMMENTS & MAYOR AND COUNCIL MEMBERS**

### **ADJOURNMENT**

### **AGENDA NOTICES:**

**Action by Council Authorized:** The City Council may vote and/or act upon any item within this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

**Attendance By Other Elected or Appointed Officials:** It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

**Executive Sessions Authorized:** This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

### **CERTIFICATION OF POSTING**

This is to certify that the above notice of a Regular Called Council Meeting was posted on the front window of the City Hall of the City of Bay City, Texas on **Friday, January 22, 2021 before 6:00 p.m.** Any questions concerning the above items, please contact Mayor Robert K. Nelson at (979) 245-2137.

# CITY OF BAY CITY

MINUTES • JANUARY 12, 2021

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COUNCIL  
CHAMBERS | 1901  
5th Street

City Council Regular Meeting

6:00 PM

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1901 5TH STREET  
BAY CITY TX, 77414



**Mayor**

---

Robert K. Nelson

**Councilman**

---

Jim Folse

**Mayor Pro Tem**

---

Jason W. Childers

**Councilman**

---

Brent P. Marceaux

**Councilwoman**

---

Becca Slitz

**Councilwoman**

---

Floyce Brown

*Bay City is committed to developing and enhancing the long-term prosperity, sustainability, and health of the community.*

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**CALL TO ORDER**

Mayor Robert K. Nelson called the meeting to order at 6:00 pm.

**INVOCATION & PLEDGE**

Texas State Flag Pledge: *"Honor The Texas Flag; I Pledge Allegiance To Thee, Texas, One State Under God, One And Indivisible."*

Mayor Pro Tem Jason Childers led the invocation and pledge.

**CERTIFICATION OF QUORUM**

Mayor certified that there was a quorum.

**MISSION STATEMENT**

The City of Bay City is a community that fosters future economic growth, strives to deliver superior municipal services, invests in quality of life initiatives and is the gateway to the great outdoors. We encourage access to our unique historical and eco-cultural resources while maintaining our small-town Texas charm.

Mayor Pro Tem Jason Childers read the mission statement.

**APPROVAL OF AGENDA**

Motion made by Mayor Pro Tem Childers to approve the agenda, Seconded by Councilman Marceaux. Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilwoman Brown, Councilman Folse, Councilman Marceaux, Councilwoman Sitz. Motion carried.

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES****1. Minutes of City Council Regular meeting on December 15, 2020.**

Motion made by Councilwoman Brown to approve the minutes of the Regular Council meeting of December 15, 2020, Seconded by Mayor Pro Tem Childers. Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilwoman Brown, Councilman Folse, Councilman Marceaux, Councilwoman Sitz. Motion carried.

**CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL**

There were no consent items.

**REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL**

**2. Appointment ~ Discuss, consider and/or approve the appointment and swearing in of Daniel Shook as Fire Marshall for the City of Bay City.**

Shawna Burkhart provided a background on Dan Shook employment history of work as a paramedic, police officer, and Fire Marshal. Ms. Burkhart added that Mr. Shook was highly qualified and had many certifications. Mr. Shook stated that he and his wife appreciate the City and the opportunity.

Motion made by Councilwoman Sitz, Seconded by Mayor Pro Tem Childers to appoint Dan Shook as Fire Marshal.

Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilwoman Brown, Councilman Folse, Councilman Marceaux, Councilwoman Sitz. Motion Carried.

Mr. Shook was then sworn in by the City Secretary.

**3. DISCUSS, CONSIDER, AND/OR ADOPT A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION IN CONNECTION WITH THE RECEIPT OF FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD THROUGH THE CLEAN WATER STATE REVOLVING FUND; AND APPROVING OTHER MATTERS INCIDENTAL THERETO.**

Mayor Pro Tem Childers asked is this tied to the rate increase. The City financial advisor, Mr. James Gilley with U.S. Capital Advisors, answered yes. Shawna Burkhart, City Manager, noted that a notice of intent will be published in the paper before. Mayor Pro Tem Childers stated that we've done the rate/and rollout and asked if everything was done. Ms. Burkhart responded with a "no" and stated that the roll out did not go out smoothly. Ms. Burkhart added that the water conservation pricing, required by state, hit water and irrigation accounts, and we need to bring back to not hit irrigation accounts as hard and will bring back on 26th. Mayor Pro Tem Childers asked if consultants that helped on study will be at the next meeting. Ms. Burkhart stated that she will ask them to attend

Motion made by Mayor Pro Tem Childers to approve the resolution, Seconded by Councilman Marceaux. Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilwoman Brown, Councilman Folse, Councilman Marceaux, Councilwoman Sitz. Motion carried.

**4. Resolution ~ Discuss, consider, and/or adopt a resolution by the City Council of the City of Bay City, Texas authorizing publication of notice of intention to issue certificates of obligation in connection with the receipt of financial assistance from the Texas Water Development Board through the Drinking Water State Revolving Fund; and approving other matters incidental thereto.**

Motion made by Mayor Pro Tem Childers to approve the resolution, Seconded by Councilwoman Sitz. Voting Yea: Mayor Nelson, Mayor Pro Tem Childers,

Councilwoman Brown, Councilman Folse, Councilman Marceaux, Councilwoman Sitz. Motion carried.

5. **Ordinance ~ Discuss, consider, and/or approve an ordinance of the City Council of the City of Bay City, Texas amending the City of Bay City Code of Ordinances Chapter 46 "Floods"; adopt Floodplain Management measures that satisfy 44 Code of Federal Regulations (CFR) Section 60.3(d) of the National Flood Insurance Program (NFIP) regulations; adopt the National Flood Insurance Program Flood Insurance Study (FIS) with accompanying flood insurance rate maps dated January 15, 2021; providing an effective date; and directing the City Secretary to publish the caption in accordance with the City Charter.**

Barry Calhoun, Public Works Director, and Alyssa Dibbern, City Engineer Tech, presented the Ordinance. Mr. Calhoun recommended changes to flood ordinance adding that parts of Bay City is in flood zone and need to manage. Ms. Dibbern gave a summary of cost of flooding to property owners. The City is in good standing with NFIP, new rate maps ready to adopt Friday. Mayor Nelson polled the council.

Motion made by Mayor Pro Tem Childers to approve the Ordinance, Seconded by Councilwoman Brown.

Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilwoman Brown, Councilman Folse, Councilman Marceaux, Councilwoman Sitz. Motion carried.

6. **Report ~ Update on the progress on the construction of the new E-row t-hangars.**

James Mason, Airport Manager, gave Council an update on the progress of construction of the new E-Row T-hanges.

## **CLOSED / EXECUTIVE SESSION**

Council adjourned into an executive session at 6:34 p.m.

7. **Executive session pursuant to Texas Government Code Section 551.087, (1) to discuss or deliberate regarding commercial or financial information that BCCDC has received from a business prospect that BCCDC seeks to have locate, stay, or expand in Bay City and with which BCCDC is conducting economic development negotiations; and/or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).**
8. **Executive Session to consult with legal counsel about legal matters pursuant to Section 551.071(2) of the Texas Government Code.**
9. **Closed meeting to discuss personnel matters in accordance with Title 5, Section 551.074 of the Texas Government Code (To discuss appointment, employment, evaluation, responsibilities and duties, reassignment, discipline or dismissal of an Officer or Employee, or to hear a complaint or charge against an Officer of Employee).**

**OPEN SESSION**

Council reconvened into the Regular session at 8:08 p.m.

Council took no action on items in the Executive session.

**ITEMS / COMMENTS & MAYOR AND COUNCIL MEMBERS**

**ADJOURNMENT**

Motion made by Mayor Pro Tem Childers to adjourn, Seconded by Councilman Marceaux. Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilwoman Brown, Councilman Folse, Councilman Marceaux, Councilwoman Sitz. Motion carried and Council adjourned at 8:10 p.m.

**PASSED AND APPROVED**, this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
ROBERT K. NELSON, MAYOR

CITY OF BAY CITY, TEXAS

\_\_\_\_\_  
JEANNA THOMPSON

CITY SECRETARY



**AGENDA ITEM REQUEST  
FOR  
CITY COUNCIL APPROVAL**

PER CHARTER SECTION 4.09 (C) - AT LEAST ONCE A QUARTER, COUNCIL SHALL VOTE TO APPROVE THE CITY EXPENDITURES MADE SINCE THE LAST QUARTER. EXPENDITURE DETAIL CAN BE FOUND ON THE CITY'S WEB. <https://cityofbaycity.mygovcenter.com>

<b>ACCOUNTS PAYABLE</b>	<b>10/02/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>10/09/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>10/16/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>10/22/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>10/29/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>11/06/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>11/16/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>11/19/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>12/04/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>12/11/20</b>
<b>ACCOUNTS PAYABLE</b>	<b>12/18/20</b>

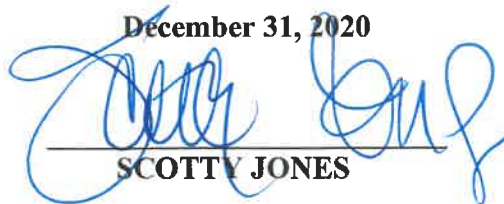
<b>DIRECT PAYABLES</b>	<b>10/16/20</b>
<b>DIRECT PAYABLES</b>	<b>11/16/20</b>
<b>DIRECT PAYABLES</b>	<b>12/07/20</b>

<b>UTILITY REFUNDS</b>	<b>10/20/20</b>
<b>UTILITY REFUNDS</b>	<b>12/09/20</b>

**RESPECTFULLY SUBMITTED**

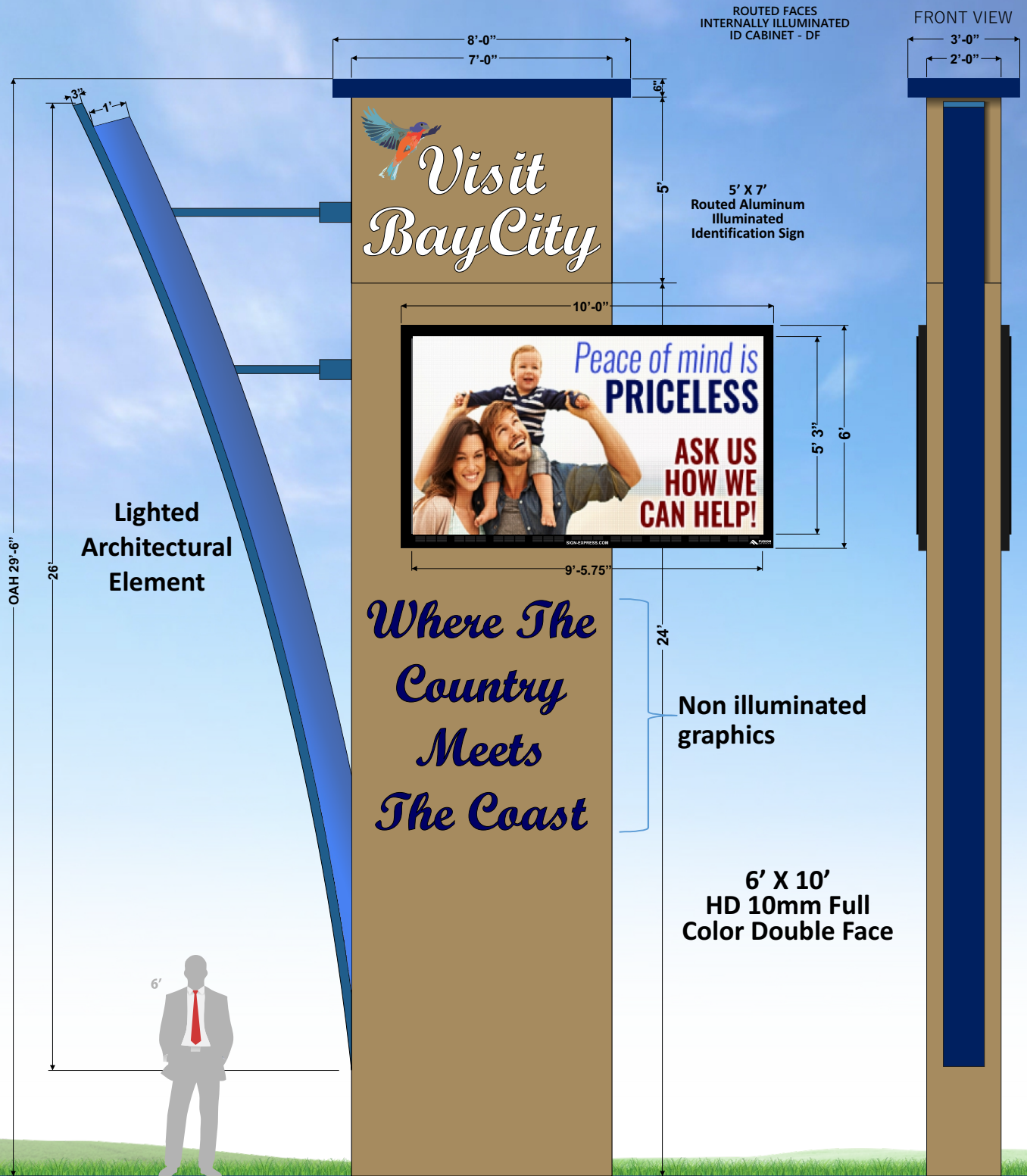
**FINANCE DIRECTOR**

**December 31, 2020**



\_\_\_\_\_

**SCOTTY JONES**



CITY OF BAY CITY - HEIDI MARTINEZ	201102-1035-A	QUO-07804-P6F7S4-0	MARK BULLOCK	12/10/2020	
CLIENT NAME	DRAWING NUMBER	PROPOSAL ID	SALES CONSULTANT	DRAWING DATE	REVISION DATE
1901 5TH ST, BAY CITY, TX, 77414					
INSTALL ADDRESS					
6' X 10' FULL COLOR 10MM 160X288 MATRIX DOUBLE FACE OUTDOOR LED DISPLAY SIGN					
DESCRIPTION			APPROVED BY	DATE	

ARTIST: L. CAMPO  
PG 1 OF 1

1924 RANKIN RD. USTON, TX 77073  
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**CITY OF BAY CITY**  
 1901 FIFTH STREET  
 BAY CITY, TEXAS 77414  
 (979) 245-2137  
 FAX: (979) 323-1626

## AGENDA ITEM SUBMISSION FORM

Any item(s) to be considered for action by the City Council, must be included on this form, and be submitted along with any supporting documentation. Completed Agenda Item Submission forms must be submitted to the City Secretary's Office no later than 4:00 p.m. on the Monday of the week prior to the Regular Council meeting.

**Requestor Name:** Denbow, Samantha **Date Submitted:** 01/19/2021  
*Last, First* *MM/DD/YYYY*

**Requestor Type :** City Staff **Meeting Date:** 01/26/2021  
*Citizen/City Staff/Council Member* *MM/DD/YYYY*

**Position Title** Library Director  
*For City Staff Only*

**Agenda Location:** Presentation  
*(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)*

### Agenda Content:

RECEIVE AND DISCUSS THE BAY CITY PUBLIC LIBRARY STATUS REPORT

### Executive Summary of Item:

Enter Text Here.

# Bay City Public Library

## FY2021 First Quarter Report

### January 2021

ITEM #4.

Statistics – See 1<sup>st</sup> Quarter Statistics

#### Completed

- Front Door was completed in December, Side door is scheduled for early January.
- Paypal project is complete – now accepting online payments
- TMLDA award application was submitted – announcement should be made soon
- Great success with Drive Thru Blue Santa – gave away almost 100 bags for kids.

#### In Progress/Upcoming

- Working on automatic doors and ramp project with Public Works
- Technology Academy Grant – Technology Project Proposals and Technology Plan
- Working on our “big” events – National Library Week and Summer Program
- Continue to adapt services to meet customer need while responding to COVID
- Picture Book Contest with Parks and Recreation – open to K-12<sup>th</sup> grade students. Book is bound and displayed on the Trail of Tails.

#### Upcoming Programs/Events

- Storytime – Wednesdays @ 10:30am Continue to offer virtual option. Limited in-person will begin in February. Adapted to provide space between families for social distancing, held outdoor contingent on weather, to-go activities.
- Library at Home bags – continue to offer each week as a passive program
- Book Club – Continue to offer virtual option. Limited in-person will begin in February. Less than 10 participants, masks, and maintain social distancing.
- Drive Thru Cat in the Hat – Take Your Child to the Library Day on Saturday, February 20, 2021 from 10am-11am
- Virtual Screening of “Black Men in White Coats” documentary in honor of Black History Month -300 links available, February 26 – 28, register by email

#### COVID measures

- masks required
- staff and patron temperature checks
- quarantine of returned materials
- limited in-person programs
- no meeting spaces for non-library affiliated groups
- limited seating for those studying, using own devices, reading
- curbside still encouraged

Bay City Public Library  
 FY2021 First Quarter Report  
 January 2021

FY 2021 Business Plan Objectives

OBJECTIVE	STATUS
<ul style="list-style-type: none"> <li>• Improve access to technology and internet for citizens by offering internet enabled devices for checkout and adding a dedicated internet service in Sargent.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and ongoing – Sargent now has an improved internet connection with 24/7 wifi for patrons</li> <li>• Tablet station for in-house use</li> <li>• In line for hotspots that customers will be able to check out</li> </ul>
<ul style="list-style-type: none"> <li>• Add online services to further personal, professional, and educational growth.</li> </ul>	<ul style="list-style-type: none"> <li>• Newsbank, Tutor.com, Flipster all added in response to COVID</li> <li>• LinkedIn Learning is still a potential resource we are working on.</li> </ul>
<ul style="list-style-type: none"> <li>• Add online guides/resource lists for topics of interest, such as business, education, book lists, health, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff developed an Education and Workforce Development list with resource such as websites and apps that would benefit all ages.</li> </ul>
<ul style="list-style-type: none"> <li>• Improve operational efficiency by improving staffing quantity and quality.</li> </ul>	<ul style="list-style-type: none"> <li>• This was approved as part of the budget process.</li> <li>• Completed in-house analysis of staff and required responsibilities to ensure staff have fair workloads and assigned roles.</li> </ul>
<ul style="list-style-type: none"> <li>• Create Marketing Plan and utilize branding in library promotions.</li> </ul>	<ul style="list-style-type: none"> <li>• Not yet started</li> </ul>
<ul style="list-style-type: none"> <li>• Complete biennial review of Policy Manual.</li> </ul>	<ul style="list-style-type: none"> <li>• Not yet started</li> </ul>
<ul style="list-style-type: none"> <li>• Improve the usability of Genealogy collection by cataloging available items and digitizing microfilm.</li> </ul>	<ul style="list-style-type: none"> <li>• Not yet started</li> </ul>
<ul style="list-style-type: none"> <li>• Improve the usability of the physical library by continuing to complete categorization of collections, developing and implementing a collection development plan to focus on high use materials, and upgrading furnishings and layout as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• ongoing</li> </ul>
<ul style="list-style-type: none"> <li>• Further develop current programs to maximize success of programming.</li> </ul>	<ul style="list-style-type: none"> <li>• COVID has required us to adapt our programming</li> <li>• More staff are being trained in programming</li> </ul>



# Bay City Public Library

## First Quarter Statistics

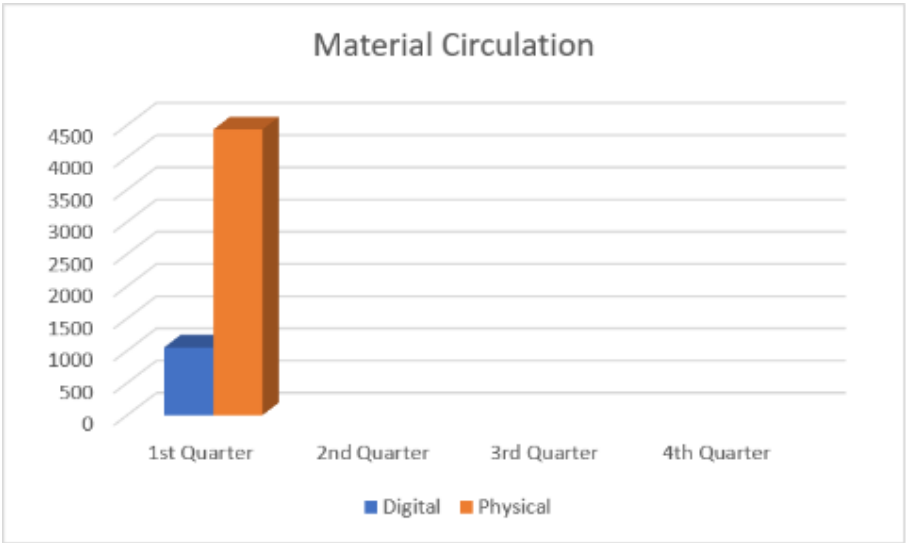
### January 2021



**29 Programs**  
**439 Attendees**



**695 Computer Uses**  
**498 Minutes of Use**



**RATIFICATION ~ DISCUSS, REVIEW AND/OR APPROVE  
RATIFYING ADJUSTED UTILITY FEES**



**EXECUTIVE SUMMARY**

**RATIFY UTILITY RATE**

**BACKGROUND:**

- Rate Study was performed prior to recommending rate changes needed to support debt payments related to water and wastewater capital costs.
- These recommendations were provided by Garver Engineering. Their approach is based on cost recovery by class of customers (i.e residential, commercial, etc)
- Utility revenue needs to increase 6% per year for at least 4 years according to rate study.
- Customers true increase will vary among class (residential, multi-family, commercial, or industrial) & how much water is used.
- High consumption residential customers (over 10K gallons per month) showed the largest increases and in some cases doubling. Most of the impact had to do with irrigation systems. These systems are either tied into existing house meter or with the separate irrigation meter.

**RECOMMENDATION:**

- Change the Volumetric Water Rate over 10K from **\$6.30 to \$3.15** per 1,000 gallons; this is the same rate as the 5-10K user
- Staff recommends City Council ratify the adjusted rates until such time the ordinance is amended. Garver engineering will review the volumetric charges among classes and bring back a recommendation to consider at a February meeting.

**ATTACHMENT:** Appendix B Fees, Chapter 114

(Residential) Volumetric Rate		
114-88	2,001—5,000 Gallons	<del>\$2.06</del> 1.80 per 1,000 gallons
114-88	5,001—10,000 Gallons	<del>\$2.59</del> 3.15 per 1,000 gallons
114-88	Over 10,000 Gallons	<del>\$3.11</del> <del>6.30</del> 3.15 per 1,000 gallons



**RESOLUTION ~ DISCUSS, CONSIDER, AND/OR APPROVE A RESOLUTION  
ALLOWING THE CITY MANAGER TO APPROVE CONTRACTS.**



**EXECUTIVE SUMMARY**

**CITY MANAGER SIGNING AUTHORITY**

**BACKGROUND:** Section 4.02 states the following:

*The Mayor shall sign all ordinances and resolutions, contracts and conveyances approved and adopted by Council, etc.*

The resolution attached provides Council the option to delegate certain contracts \$50,000 or less to be signed by the City Manager. These usually pertain to contracts administrative in nature that do not require approval by City Council.

**FINANCIAL IMPLICATIONS:** All contracts will be within budget parameters.

**RECOMMENDATION:** Staff recommends City Council approve the resolution as presented.

**ATTACHMENTS:** Resolution

**RESOLUTION R-2021-0003**

**RESOLUTION OF THE CITY OF BAY CITY, TEXAS  
AUTHORIZING THE CITY MANAGER TO EXECUTE  
CONTRACTS**

**WHEREAS**, the City Council approves, by budget or direct action, items which may include funding for services of a needed project or budgeted item; and

**WHEREAS**, the City Council desires to authorize the City Manager to approve certain contracts and agreements for goods and services without further specific action by the City Council; **NOW THEREFORE**,

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

That the City Manager is hereby authorized to execute, on behalf of the City, contracts and agreements for goods and services of those projects or items which have been approved by the City Council, either through the budget or by direct action, and which do not exceed \$50,000 in value.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Robert K. Nelson, Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Anne Marie Odefey, City Attorney



**CITY OF BAY CITY**

1901 FIFTH STREET  
BAY CITY, TEXAS 77414  
(979) 245-2137  
FAX: (979) 323-1626

**AGENDA ITEM SUBMISSION FORM**

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Citizen

City Staff

Council Member

Requestor Name: Robert Lister

Date

Submitted: 1/19/21

Position Title (If City Staff): Chief

Council Meeting Date: 1/26/21

Type of Agenda Item:

Consent Agenda

Presentation

Regular Item for Discussion

Public Hearing

Executive Session

Agenda Wording:

Resolution to apply for "Project Justice Grant"

Executive Summary of Item:



**Chief of Police**  
Robert Lister

**BAY CITY POLICE DEPARTMENT**  
2201 AVENUE H  
BAY CITY, TX 77414  
Office: (979) 245-8500 Fax: Fax (979) 245-5758



**Captain**  
Christella Rodriguez

ITEM #7.

## **Project Justice Grant**

The following equipment will be fully covered by the grant in year 1:

Unmarked CID Truck - \$28,315

Misc. equipment (laptop, binoculars etc.) - \$2,500 (approximate)

The following personnel will be covered by the grant on a decreasing scale over three years:

Detective Salary - \$51,064 (minimum pay)

Employee benefits package - \$7095.12

Total - \$58,159.12

The grant will cover 100% year 1 @ \$58,159.12

80% year 2 @ \$46,527.30

60% year 3 @ \$34,895.47

At the end of year 3 the Police Department will assume full responsibility for salary and benefits.



**RESOLUTION NO. R-2021-0004**

**Whereas**, the City of Bay City finds it in the best interest of the citizens of Bay City, that the Criminal Justice Program Grant application “Project Justice” be submitted for the FY 2021-2022 year; and

**Whereas**, the City of Bay City has seen a significant increase in violent crime over the past two years, specifically murder and finds this grant project necessary to add an additional Detective to keep up with the increased workload and address the lack of attention and time Detectives are able to devote to each and every case due to heavy workload and increased major cases; and

**Whereas**, the City of Bay City agrees this project will promote public safety, improve the quality of investigations conducted, reduce crime, and improve the communities confidence in the criminal justice system in the rural area served by providing thorough, coordinated, evidence-based investigations in response to violent crime; and

**Whereas**, the City of Bay City agrees that in the event of loss or misuse of the Criminal Justice Division, the City of Bay City assures that the funds will be returned to the Criminal Justice Division in full; and

**Whereas**, the City of Bay City designates the Chief of Police as the grantee’s authorized official. The authorized official is given the power to apply for, accept, reject, adjust or terminate the grant on behalf of the applicant agency; and

**Whereas**, the City of Bay City designates Chief Robert Lister of the City of Bay City Police Department to act as the authorized official and Sgt. Chris Hadash as the designated Project Director/Grant Writer of the project.

**Now Therefore, Be it Resolved** that The City of Bay City approves the submission of the “Project Justice” project grant application under the Criminal Justice Grant with the Office of the Governor, Criminal Justice Division.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Robert K. Nelson, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Anne Marie Odefey, City Attorney

Grant Application: \_\_\_\_\_

ITEM #7.