



CITY COUNCIL REGULAR MEETING CITY OF BAY CITY

Tuesday, April 25, 2023 at 6:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Mayor: Robert K Nelson

Mayor Pro Tem: Jim Folse

Council Members: Floyce Brown, Bradley Westmoreland, Becca Sitz, Blayne Finlay

Vision Statement

Through a united and collaborative effort, we seek to grow the City of Bay City with a diverse culture that is proud to call Bay City home. We envision a thriving family-centered community where citizens are involved in the future development of our city. We desire our citizens to work, play, worship and shop in the community in which we live. Visitors are welcomed and encouraged to enjoy the friendly environment and amenities the citizens and business owners have created together.

AGENDA

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 AND CERTIFICATION OF QUORUM

INVOCATION & PLEDGE

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

Councilwoman Becca Sitz

MISSION STATEMENT

The City of Bay City is committed to fostering future economic growth by collaborating with our citizens, employers, current and future businesses, as well as the Community and Economic Development Centers. We strive to deliver superior municipal services and to invest in quality-of-life initiatives such as housing, businesses, jobs and activities for all citizens. We make a concerted effort to respond to resident's concerns in a timely and professional manner in order to achieve customer satisfaction.

Councilwoman Becca Sitz

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.

ACKNOWLEDGEMENT FROM CITY MANAGER

- 1. Recognition of Samantha Denbow for earning the designation of Certified Public Library Administrator**
- 2. Award ~ Government Finance Officer's Association (GFOA) Distinguished Budget Presentation Award.**

ITEMS / COMMENTS FROM THE MAYOR, COUNCIL MEMBERS AND CITY MANAGER**CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL**

- 3. Regular Council Meeting minutes of February 28, 2023.**
- 4. Accounts Payable, Direct Payable and Utility Refunds for January, February, and March 2023**
- 5. Ratifying adjusted utility fees.**

DEPARTMENT REPORTS

- 6. Municipal Court 1st Fiscal Quarter update and 2023 Municipal Traffic Safety Award - Katy Plunkett, Court Administrator**
- 7. Library Quarterly Report and Updates. Samantha Denbow, Library Director**
- 8. Tourism Manager's Quarterly Report. P. Darve Smith, Tourism Manager**
- 9. Public Works Reports and Updates. Krystal Mason, Interim Assistant Public Works Director**

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

- 10. Presentation ~ Discuss the Bay City Texas Theater Project and provide staff direction. Jessica Russell, Executive Director of Bay City Community Development**
- 11. Agreement ~ Discuss, consider, and/or approve an Interlocal Agreement on Special Law Enforcement Services. Christella Rodriguez, Chief of Police**
- 12. Bid ~ Discuss, consider, and/or award the selection for professional engineering, design services, including construction administration to Civil PE's LLC for aviation projects listed in the RFQ funded by the City of Bay City,**

TxDot Aviation, and the Federal Aviation Administration, with funding administered by the City of Bay City, or TxDOT Aviation and/or the Federal Aviation Administration. James Mason, Airport Manager

- 13. Report ~ Discuss, consider, and/or approve the City's Quarterly Financial and Investment Report for the quarter ending March 31, 2023.** Scotty Jones, Finance Director
- 14. Property ~ Discuss, consider, and/or approve Windstorm Insurance Policy renewal and take any action deemed necessary.** Scotty Jones, Finance Director
- 15. Discussion ~ Review and discuss the proposed schedule of budget calendar.** Scotty Jones, Finance Director
- 16. Ordinance ~ An Ordinance amending Chapter 2 of the Code of Ordinances of the City of Bay City, Texas by amending Article II (City Council), Division 2 "Meetings and Rules of Order" and providing an effective date.** Jeanna Thompson, City Secretary
- 17. Report ~ Discuss TCEQ Order received regarding arsenic.** Shawna Burkhart, City Manager
- 18. Budget ~ Discuss, consider, and/or approve funding towards repairs of streets located at 4th and LeTulle, Tepeyac Avenue, and Tepeyac side roads.** Shawna Burkhart, City Manager
- 19. Discuss ordinance changes in relation to Drainage District #1.** Shawna Burkhart, City Manager

CLOSED / EXECUTIVE SESSION

- 20. Executive Session pursuant to Texas Government Code Section 551.072 (Deliberation regarding Real Property).**
- 21. Executive Session pursuant to Section 551.071 of the Texas Government code (Consultation with Counsel on legal matters).**

RECONVENE AND ACTION

ADJOURNMENT

AGENDA NOTICES:

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.

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, April 21, 2023 before 6:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager's office at (979) 245-2137.

THE AMERICAN LIBRARY ASSOCIATION ALLIED PROFESSIONAL ASSOCIATION

a service organization to the
AMERICAN LIBRARY ASSOCIATION
confers upon

Samantha Denbom

the designation of
CERTIFIED PUBLIC LIBRARY ADMINISTRATOR®

for fulfilling the prescribed standards, completing courses and demonstrating proficiency in seven managerial and administrative competencies, and committing to ongoing professional development in the practice of public library administration.

Date of Certification: April 2023

Certified Until: April 2028



Charlotte Conelli

CPLA CERTIFICATION REVIEW COMMITTEE CHAIR

ALA-APA EXECUTIVE DIRECTOR





PRESS RELEASE

April 15, 2023

For immediate release
Contact: Samantha Denbow

LIBRARY DIRECTOR EARNS CPLA CERTIFICATION

BAY CITY, Tx — April 15, 2023

The Bay City Public Library's Library Director, Samantha Denbow, has completed the Certified Public Library Administrator Program. She is one of 124 graduates of the program.

The Certified Public Library Administrator program is a voluntary post-Master of Library Science certification program for public librarians with three years or more of supervisory experience. Candidates complete seven courses – four core and three electives of their choice. The program began accepting candidates in 2006.

CPLA certification enables public librarians to:

- Further their professional education and development.
- Move to a higher level of practical professional experience.
- Improve career opportunities through professional expertise.
- Demonstrate to colleagues, trustees and board of directors, patrons and the wider information community that the certified person has acquired a nationally and professionally recognized body of knowledge and expertise in public library administration.
- Improve the quality of library service through the provision of practical knowledge and skills essential to successful library management.

Samantha joined the Bay City Public Library in 2008 and has served as Library Director since 2014.



Certified Public Library Administrator Program (CPLA)
 American Library Association-Allied Professional Association (ALA-APA)
 225 N. Michigan Ave., Suite 1300
 Chicago, IL 60601
 312-280-4279
 cpla@ala.org • <http://ala-apa.org/certification/>

March 27, 2023

Dear Samantha:

Congratulations on completing the Certified Public Library Administrator Program (CPLA)! You are a leader in the field and to be commended for your participation in this first national certification program for librarians. The CPLA Certification Review Committee (CRC) acknowledges that you passed four core CPLA-approved courses and three electives (listed below), that the Course Completion Forms you submitted for all seven courses were approved, and that you received approval on two projects/assignments in the courses highlighted below and your Final Review Form at the ALA-APA CPLA Spring Review Meeting on March 22, 2023.

Provider	Course/competency	Course taken	Competency approved
American Library Association	Organization and Personnel Administration	8-Jan-18	19SP
American Library Association	Budget and Finance	4-Feb-19	20FA
American Library Association	Planning and Management of Buildings	13-May-19	20FA
ALA	Politics and Partnerships	9-Sep-19	21SP
ALA	Current Issues	17-Jan-21	22MW
ALA	Management of Technology	22-May-21	22MW
ALA Online Learning	Marketing	16-May-22	22FA

You may now use the CPLA® designation to the right of your name on business cards and in correspondence. There are now 124 graduates. To honor your accomplishment, the American Library Association-Allied Professional Association (ALA-APA) offers the following to graduates:

- CPLA certificate (included in this envelope)
- Resume review by committee members (Upon Request) send your resume to klredd@ala.org
- Recognition on the CPLA website and at appropriate ALA-APA meetings and events (*please send an email upon receipt to klredd@ala.org allowing us to use your name in press releases and on the graduates listing on the website -<http://ala-apa.org/certification/cpla-graduate-roster>.)*

Your certification period is for five years, from now through April 1, 2028. Please remember that to recertify, you must complete 60 contact hours of continuing education related to management or one of the competencies. The full document is here: <http://ala-apa.org/certification/for-cpla-candidates/re-certification/>.

Again, we congratulate you and thank you for your assistance in making CPLA a unique and positive professional development experience for candidates. Contact the ALA-APA office if you have any questions or suggestions.

Sincerely,



Lorelle R. Swader, ALA-Allied Professional Association, Associate Executive Director
Michelle Bradley, CPLA Certification Review Committee Chair



EXECUTIVE SUMMARY

GOVERNMENT FINANCE OFFICER'S ASSOCIATION (GFOA) DISTINGUISHED BUDGET PRESENTATION AWARD

BACKGROUND: The City was informed based on an examination by independent reviewers, that the City's FY 2023 Budget Document was awarded. This award is the highest form of recognition in governmental budgeting. The award is valid for one year. The City has received this award since 2016.

This is one of four award programs that the City applies for each year.

In addition to the Distinguished Budget Presentation award, the City has been the recipient since FY 2019 of the Triple Crown medallion, which signifies the government has received all three of the following GFOA awards:

- *The Certificate of Achievement for Excellence in Financial Reporting Award*
- *The Distinguished Budget Presentation Award*
- *The Popular Annual Financial Reporting Award*



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Bay City
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morrell

Executive Director

FOR IMMEDIATE RELEASE

February 09, 2023

For more information, contact:

Technical Services Center
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Bay City, Texas**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 22,500 members and the communities they serve.

CALL TO ORDER AND CERTIFICATION OF QUORUM

The meeting was called to order by Mayor Robert K. Nelson at 6:00 pm and a quorum was certified.

PRESENT

Mayor Robert K. Nelson
Councilwoman Floyce Brown
Mayor Pro Tem Jim Folse
Councilwoman Becca Sitz
Councilman Brad Westmoreland
Councilman Blayne Finlay

INVOCATION & PLEDGE

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

Councilman Bradley Westmoreland

MISSION STATEMENT

The City of Bay City is committed to fostering future economic growth by collaborating with our citizens, employers, current and future businesses, as well as the Community and Economic Development Centers. We strive to deliver superior municipal services and to invest in quality-of-life initiatives such as housing, businesses, jobs and activities for all citizens. We make a concerted effort to respond to resident's concerns in a timely and professional manner in order to achieve customer satisfaction.

Councilman Bradley Westmoreland

APPROVAL OF AGENDA

Motion made by Councilman Westmoreland to approve the agenda with section "Items/Comments from Mayor, Councilmember and City Manager" moved to after "Public Comments", Seconded by Councilman Finlay. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

PUBLIC COMMENTS

Dorkus Kleinhans, 1809 Willow, stated that she is working on a petition regarding Riverside Park. Ms. Kleinhans added that they expect a lot from council and want them to be the heroes and not the villains. Ms. Kleinhans believes Riverside Park could be self sufficient with help.

Ben Flores stated that he is campaigning regarding streets.

Andrea Love, 2911 Avenue D, asked Council to offer an incentive for homestead tax exemption credit.

David Torres, 1616 Cottonwood, stated that he was concerned about the sidewalk doesn't go towards Mary St and concerned about kids walking to school.

ACKNOWLEDGEMENT FROM CITY MANAGER

Shawna Burkhart, City Manager, acknowledge the Police Departments work on solving a recent shooting. Ms. Burkhart also acknowledged Public Works staff and appreciated the assistance given during this transition.

CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL

1. **City Council Regular Meeting minutes of March 28, 2023.**
2. **City Council Workshop Meeting minutes of March 28, 2023.**

Motion made by Mayor Pro Tem Folse to approve with correction on page 10 Chick-fil-e to Chick-fil-A of the Regular Council Meeting minutes of March 28th, Seconded by Councilman Westmoreland. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

PROCLAMATIONS

3. **Proclamation ~ Month of April 2023 as "Sexual Assault and Child Abuse Awareness Month.** Brittany Matthews, Crisis Center Deputy Director

Mayor Nelson read the proclamation and presented it to members of the Crisis Center.

4. **Proclamation ~ Proclamation recognizing April 23 - 29, 2023 as National Library Week.**

Mayor read the proclamation and presented it to Samantha Denbow on behalf of the Bay City Library.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

5. **Agreement ~ Discuss, consider, and/or approve an Interlocal Agreement between the City of Bay City and Van Vleck I.S.D. the Library Cards for Students Program.** Samantha Denbow, Library Director

Motion made by Councilwoman Brown to approve the Interlocal Agreement, Seconded by Mayor Pro Tem Folse. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

6. **Agreement ~ Discuss, consider, and/or approve an Interlocal Agreement between the City of Bay City and Bay City I.S.D. the Library Cards for Students Program.** Samantha Denbow, Library Director

Motion made by Councilwoman Brown to approve the Interlocal Agreement, Seconded by Mayor Pro Tem Folse. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

7. **Agreement ~ Discuss, consider, and/or approve an Interlocal Agreement between the City of Bay City and Palacios I.S.D. the Library Cards for Students Program.** Samantha Denbow, Library Director

Motion made by Councilwoman Brown to approve the Interlocal Agreement, Seconded by Mayor Pro Tem Folse. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

8. **Bid ~ Discuss, consider, and/or award the construction bid for Project CE2023-001 JETA: Jet A Fuel System Improvements and authorize the Mayor and/or City Manager to execute a contract approved to form by the City Attorney between the City of Bay City and Bassco Services Inc.**

James Mason, Airport Manager, presented the bid to improve the 20 year old jet fuel system. Mayor Pro Tem Folse and Scotty Jones, Finance Director, discussed the available ARPA funds for the project.

Motion made by Mayor Pro Tem Folse to award Bassco Services, Seconded by Councilwoman Sitz. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

9. **Contract ~ Discuss, consider, and/or approve Contract Amendment No. 1 adding professional services for Work Order No. 9 WWTP Construction Management and Inspection, amending the original contract between City of Bay City and Garver, LLC dated October 27th, 2020.**

Shawna Burkhart, City Manager, stated that the contract was to add professional engineering services to start construction. Tyson Hann with Garver stated that this amends the original contract and gets LEM construction going. Councilman Westmoreland asked how many Garver employees are on this project and Mr. Hann answered around 75. Councilman Finlay stated that he was not expecting additional costs and Ms. Burkhart explained that this is applied in the five year plan as expected not additional.

Motion made by Mayor Nelson to approve the contract, Seconded by Mayor Pro Tem Folse. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

10. Resolution ~ Discuss, consider, and/or approve resolution granting execution of an advance funding agreement with the state to replace or rehabilitate 8th St bridge over Cottonwood Creek.

Gabriel Lopez, Engineering Tech, introduced the resolutions for agenda items 10, 11, and 12. Each resolution to receive funding to repair bridges over Cottonwood Creek. Mr. Lopez added that this was 100% grant funding. Councilman Westmoreland asked about adding additional bridges and Mr. Lopez answered that they were waiting on a report.

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

11. Resolution ~ Discuss, consider, and/or approve resolution granting execution of an advance funding agreement with the state to replace or rehabilitate Ave H bridge over Cottonwood Creek. Gabriel Lopez, Engineering Tech

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

12. Resolution ~ Discuss, consider, and/or approve resolution granting execution of an advance funding agreement with the state to replace or rehabilitate Hamman Rd bridge over Cottonwood Creek. Gabriel Lopez, Engineering Tech

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

13. Ratify ~ Discuss, review and/or approve ratifying adjusted utility fees.

Scotty Jones, Finance Director, discussed base rate for 1.5" and 2" and how it impacted residential customers. Ms. Jones requested to ratify the adjusted fees.

Motion made by Councilman Westmoreland to approve the adjusted fees, Seconded by Councilwoman Brown. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

CLOSED / EXECUTIVE SESSION

Council adjourned into an executive session at 7:16 pm.

14. **Executive Session pursuant to Texas Government Code Section 551.072 (Deliberation regarding Real Property).**
15. **Legal ~ Executive Session pursuant to Section 551.071 of the Texas Government code (Consultation with Counsel on legal matters).**
16. **Personnel ~ 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 or employee: City Manager**

RECONVENE AND ACTION

Council reconvened into a regular session at 10:20 pm and took no action on item #14, 15, and 16.

ITEMS / COMMENTS FROM THE MAYOR, COUNCIL MEMBERS AND CITY MANAGER

Councilman Blayne Finlay thanked Chief Rodriguez and Sargent Hadash for the ride-along. Councilman Finlay stated that he attended the Riverside Smoke Out and it was an excellent event and well attended.

Mayor Pro Tem Jim Folse thanked the game warden and deputies who came out and rescued teens lost on the river.

Councilman Bradley Westmoreland thanked Dorcus Kleinhans for recognizing the Library and added that Samantha Denbow does a wonderful job at the library. Councilman Westmoreland thanked Shawna Burkhart and staff for efforts for being stewards of the city and having its best interest.

ADJOURNMENT

Motion made by Councilwoman Brown to adjourn, Seconded by Councilman Westmoreland. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried and council adjourned at 10:21 pm.

PASSED AND APPROVED, this 25th day of April 2023.

ROBERT K. NELSON, MAYOR
CITY OF BAY CITY, TEXAS

JEANNA THOMPSON
CITY SECRETARY

**AGENDA ITEM REQUEST
FOR
CITY COUNCIL APPROVAL**

PER CHARTER SECTION 4.10 (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>

ACCOUNTS PAYABLE	01/02/23
ACCOUNTS PAYABLE	01/06/23
ACCOUNTS PAYABLE	01/13/23
ACCOUNTS PAYABLE	01/23/23
ACCOUNTS PAYABLE	01/27/23
ACCOUNTS PAYABLE	02/03/23
ACCOUNTS PAYABLE	02/09/23
ACCOUNTS PAYABLE	02/16/23
ACCOUNTS PAYABLE	02/23/23
ACCOUNTS PAYABLE	03/03/23
ACCOUNTS PAYABLE	03/13/23
ACCOUNTS PAYABLE	03/17/23
ACCOUNTS PAYABLE	03/30/23

DIRECT PAYABLES	01/04/23
DIRECT PAYABLES	01/09/23
DIRECT PAYABLES	01/18/23
DIRECT PAYABLES	01/30/23
DIRECT PAYABLES	01/31/23
DIRECT PAYABLES	02/01/23
DIRECT PAYABLES	02/10/23
DIRECT PAYABLES	02/15/23
DIRECT PAYABLES	03/02/23
DIRECT PAYABLES	03/29/23

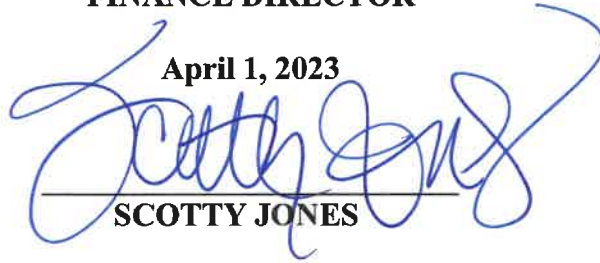
UTILITY REFUNDS	01/12/23
UTILITY REFUNDS	01/20/23
UTILITY REFUNDS	01/27/23
UTILITY REFUNDS	02/03/23
UTILITY REFUNDS	02/04/23
UTILITY REFUNDS	02/04/23

UTILITY REFUNDS	02/09/23
UTILITY REFUNDS	03/06/23
UTILITY REFUNDS	03/23/23

RESPECTFULLY SUBMITTED

FINANCE DIRECTOR

April 1, 2023



SCOTTY JONES

Ratification ~ Discuss, review and/or approve ratifying adjusted utility fees.



EXECUTIVE SUMMARY

RATIFY UTILITY RATE

On April 11, 2023 (Last Meeting) Council approved the adjusted rates for residential utility services by keeping the 1” to the 2” residential base charge the same. The rates on the attachment are updated. The previous rates were pulled from the online Municode, however they were not updated because the City is under recodification. It was discovered after the meeting. Attached are the corrected utility rates.

BACKGROUND:

- Rate Study was performed prior to recommending rate changes needed to support debt payments related to water and wastewater capital costs.
- Current meter charge rates are based on meter size and are the same across classes (Residential, Commercial, Multi-Family, Industrial)
- A few residential customers with 2” meter expressed hardship to management. After research—there are only 8 residents with a 2” meter and 1 resident with a 1.5” irrigation meter. Most 1” meters relate to irrigation.

RECOMMENDATION:

- Change the Meter Charge (Base Rate) for the 1.5” and 2.0” (Residential Only Class)
- Staff recommends City Council ratify the adjusted rates until such time the ordinance is amended. Staff will review the rates among classes and bring back a recommendation to consider during the budget process (Rate Ordinance).
- **ATTACHMENT:** Chapter 114 Ordinance Reference

114-88 Residential Water (including Irrigation)

114-88	Base Charge 0—2,000 gallons 5/8-inch meter	\$27.31
	Base Charge 0—2,000 gallons 3/4-inch meter	\$27.31
	Base Charge 0—2,000 gallons 1-inch meter	\$34.22
	Base Charge 0—2,000 gallons 1½-inch meter	\$68.33 \$34.22
	Base Charge 0—2,000 gallons 2-inch meter	\$109.35 \$34.22

114-134 Residential Sewer

114-134	Base Charge 0—2,000 gallons 5/8-inch meter	\$26.22
	Base Charge 0—2,000 gallons 3/4-inch meter	\$26.22
	Base Charge 0—2,000 gallons 1-inch meter	\$39.22
	Base Charge 0—2,000 gallons 1½-inch meter	\$74.29 \$39.22
	Base Charge 0—2,000 gallons 2-inch meter	\$116.15 \$39.22



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:** 04/18/2023
Last, First *MM/DD/YYYY*

Requestor Type : City Staff **Meeting Date:** 04/25/2023
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:

Report: Library Quarterly Report and Updates

Executive Summary of Item:

Enter Text Here.

BAY CITY THEATRE PROJECT

Jessica Russell
BCCDC

AGENDA

Introduction

Primary goals

Timeline

Summary

INTRODUCTION

Once a thriving city attraction, the Bay City Theatre and office building have fallen into disrepair. The BCCDC proposal for both buildings will be outlined in the following presentation for Council consideration.

Project aligns with 22-23 Image goal set forth by the BCCDC

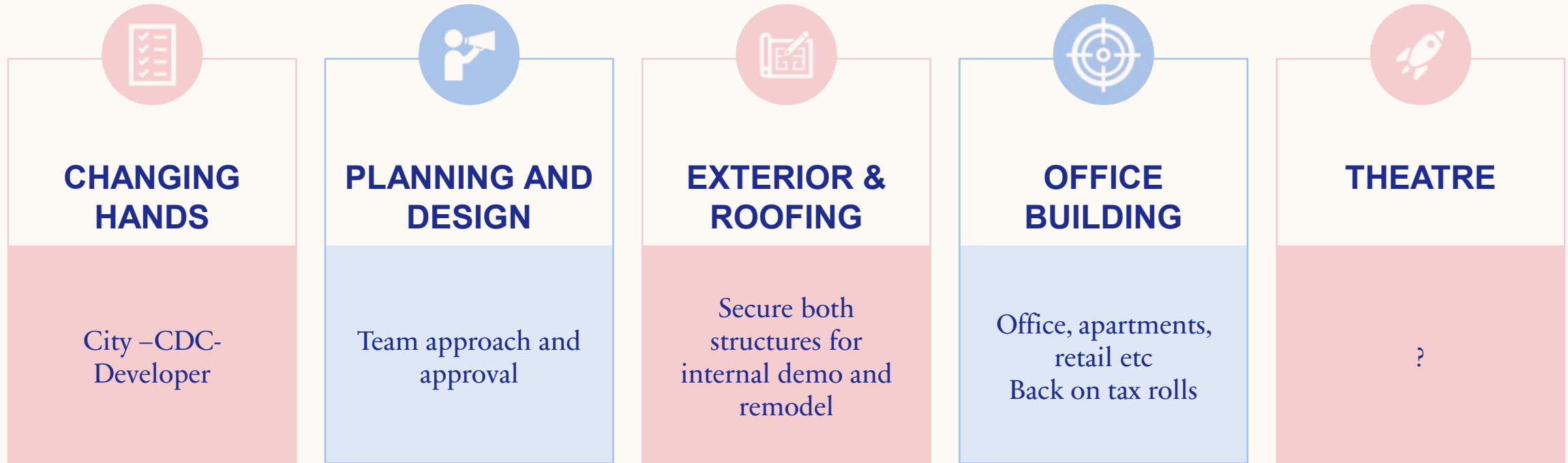
IMAGE

- Continue to invest in the beautification of Bay City through new and existing programs; focusing on the public image and attitude of Bay City residents and visitors in an effort to relocate existing county industrial workers to Bay City.
- Emphasize ordinance created to target vacant buildings and dilapidated structures that are not in line with the beautification of Bay City.

PRIMARY GOAL

Revitalizing two Main Street historic buildings while putting it back on the tax rolls to further benefit the City of Bay City and its residents.

PHASES OF DEVELOPMENT



TIMELINE



SUMMARY

By working together and with our local developers we can:

- Bring a dilapidated set of buildings back to life
- Generate revenue for the City
- Increase our businesses downtown
- Improve the downtown aesthetics
- Increase value to our buildings nearby

CITY OF BAY CITY {}

COUNTY OF MATAGORDA {}

INTERLOCAL AGREEMENT ON SPECIAL LAW ENFORCEMENT SERVICES

This contract is entered into on this _____ day of _____, 20____ by the Bay City Police Department, a Municipal Law Enforcement Agency acting through its Chief of Police and the Matagorda county Sheriff's office, upon the authority of the City Council and Mayor of the City of Bay City, Texas and the Commissioners' Court of Matagorda County, Texas.

Whereas Article 4413 (32C), revised Civil Statutes of Texas, also known as the Interlocal Cooperation Act, authorizes any local government to contract or agree with another local government to perform or cooperate in the performance of certain governmental functions and services, including law enforcement, and

Whereas the City and the County desire to enter into a cooperative arrangement for the provision of some of those criminal investigations and law enforcement services which they are authorized by law to perform.

Therefore, the parties to the contract agree to mutually combine forces to aid each other in a cooperative effort, to conduct criminal investigations, and other law enforcement services the City and County are authorized by law to perform.

For, and in consideration of the above agreement, the City agrees to provide and pay the salary of its law enforcement officers for the said cooperative activities. It is expressly understood that its said officers shall remain the employees of the City at all times and for all purposes, and shall not be considered an employee or borrowed servant of any other party to this agreement. Likewise, any vehicle or equipment furnished by the City shall remain the property of the City and shall not be subject to control of any other party to this agreement.

For and in consideration of the above statement, the County agrees to provide and pay the salary of its law enforcement officers for the said cooperative activities. It is expressly understood that its said officers shall remain the employees of the County at all times and for all purposes, and shall not be considered and employee or borrowed servant of any other party to this agreement. Likewise, any vehicle or equipment furnished by the County shall remain the property of the County and shall not be subject to control of any other party to this agreement.

Any and all payments made by a governmental entity for services under this contract shall be paid from current revenues.

CONFIDENTIALITY

The parties recognize that the subject of this contract involves the investigation of criminal activity, and, they therefore agree that this contract shall remain confidential to the extent necessary to prevent the compromise of any lawful investigative activities.

POLICIES

The parties agree that the goals and policies of the individual departments shall not be compromised, and shall be adhered to without fail.

LIABILITIES

It is expressly agreed and understood between the parties that nothing in this agreement shall establish any new or different liability against any party hereto. Each participating agency or unit of local government shall remain solely liable for the acts and omissions of its employees, agents, and servants, and nothing in this contract shall operate for the benefit of any third party.

FORFEITURES

Any and all forfeited monies obtained from a joint investigation of the parties shall be divided after the payment of incurred expenses, informant fees, and the District Attorney's share as follows: 50/50 when level of support is equal or near equal; 75/25 when level of support is of substantial difference.

Any and all forfeited property, including vehicles, shall be sold if neither party has any use for same. Proceeds from the sale shall be divided after the payment of incurred expenses, information fees, and the District Attorney's share as follows: 50/50 when level of support is equal or near equal; 75/25 when level of support is of substantial difference.

Any and all forfeited property, including vehicles, shall be available for use by either party unless both parties agree to other arrangements.

EQUIPMENT

A special storage and maintenance location for acquired, obtained, or provided equipment shall be provided by the agencies entering into this agreement.

By mutual agreement of the administrators to this agreement, a designee shall be appointed for the maintenance and distribution of said equipment.

At the termination of this agreement, any and all property, equipment, or financial assets mutually obtained during the effective period of this agreement shall be divided equally between the parties.

TERMINATION

This agreement shall be subject to termination at any time upon (30) day written notice by any party.

The term of this agreement shall be one (1) year beginning on the _____ day of _____, 20__.

Upon its expiration, this agreement shall be subject to annual automatic renewal for one (1) year term provided that it is not expressly terminated as set forth above.

Signed and executed this _____ day of _____, 20__.

ATTEST:

CITY OF BAY CITY

Jeanna Thompson
Deputy City Secretary

By: Robert Nelson
Mayor

Christella Rodriguez
Chief of Police

ATTEST:

MATAGORDA COUNTY

County Clerk
Stephanie Wurtz

By: Bobby Siefertman
County Judge

Frank D. Osborne
Sheriff



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: Mason, James **Date Submitted:** 4/18/2023
Last, First *MM/DD/YYYY*

Requestor Type : City Staff **Meeting Date:** 4/25/2023
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Airport Manager
For City Staff Only

Agenda Location: Bid Award – Professional Engineering Services
(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)

Agenda Content:

Discuss, consider, and/or approve the selection for professional engineering, design services, including construction administration to Civil PE's LLC for aviation projects listed in the RFQ funded by the City of Bay City, TxDot Aviation, and the Federal Aviation Administration, with funding administered by the City of Bay City, or TxDOT Aviation and/or the Federal Aviation Administration.

Executive Summary of Item:

Enter Text Here.



www.FlyBayCity.com

3598 FM 2540 N Bay City, Texas 77414

(979) 244-5037

City of Bay City Aviation Division Request for Qualifications (RFQ) for Professional Engineering Services

The City of Bay City intends to engage a professional engineering firm for services pursuant to Chapter 2254, Subchapter A, of the Government Code, for the City of Bay City's Aviation Division. City of Bay City Aviation Division will solicit and receive qualification statements for the current aviation project as described below.

Scope: Provide engineering and design services, including construction administration, to:

1. OVERLAY / REHABILITATE / RECONSTRUCTION OF AIRPORT RUNWAY 13/31, (5107' X 75' ASPHALT), AND RE-STRIPING.
2. Providers will help the City fulfill State and Federal statutory responsibilities related to the specific grant or funding sources.
3. Providers will assist the City in completion of Program Engineering services for one or more programs or services (environmental, acquisition, general administration, etc.)
4. Program engineering services must be performed in compliance with the guidance provided by the grant or funding sources (US Treasury, FAA, State of Texas, TxDOT Aviation and/or Local Government Code, City of Bay City, etc.).

Utilizing multiple engineering/design and construction grants over the course of the next five years, future scope of work items at the Bay City Regional Airport may include the following:

Additional Projects:

Engineering, Design & Construction – Main Hangar APRON Strengthening.

Engineering & Construction – West Side & T-Hanger Game Fence.

Engineering, Design & Construction – Surface Treat & Re-Stripe Taxiway & Connectors.

Engineering, Design & Construction – Overlay / Rehabilitate / Reconstruction APRONS, Taxilanes, & Other Pavements & Re-Stripe.

Design & Construction – New AWOS in New Location.

Design & Construction – PAPI-2 for Runway 31.

The City of Bay City reserves the right to determine which of the services listed above may or may not be awarded to the successful firm and to initiate additional procurement action for any of the services listed above.

The City of Bay City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement,

disadvantaged business enterprises will be afforded full and fair opportunity to submit in response to this solicitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The proposed contract is subject to 49 CFR Part 26 concerning the participation of Disadvantaged Business Enterprises (DBE).

The DBE goal for the design phase of the current project is 5%. The goal will be re-set for the construction phase.

To assist in your qualification statement preparation the criteria, project diagram, and most recent Airport Layout Plan are available online at <http://www.cityofbaycity.org> under the Public Notices tab. The qualification statement should address a technical approach for the current scope only. Firms shall use page 4, Recent Airport Experience, to list relevant past projects.

AVN-550 Preparation Instructions:

Interested firms shall utilize the latest version of Form AVN-550, titled “Qualifications for Aviation Architectural/Engineering Services”. The form is available for download from the TxDOT website at <http://www.txdot.gov/inside-txdot/division/aviation/projects.html>.

The form may not be altered in any way. Firms must carefully follow the instructions provided on each page of the form. Qualifications shall not exceed the number of pages in the AVN-550 template. The AVN-550 consists of eight pages of data plus one optional illustration page. A prime provider may only submit one AVN-550. If a prime provider submits more than one AVN-550, or submits a cover letter with the AVN-550, that provider will be disqualified. Responses to this solicitation WILL NOT BE ACCEPTED IN ANY OTHER FORMAT.

ATTENTION: To ensure utilization of the latest version of Form AVN-550, firms are encouraged to download Form AVN-550 from the TxDOT website as addressed above. Utilization of Form AVN-550 from a previous download may not be the exact same format. Form AVN-550 is a PDF Template.

The completed Form AVN-550 must be received in a sealed envelope and labeled ***Qualifications (RFQ) for Engineering/Architectural/Surveying Services for Bay City Regional Airport***, followed by the firm’s legal name. The Form AVN-550 must be enclosed and sealed inside another envelope addressed for mailing. The mailing envelope shall be addressed as follows:

Bay City Regional Airport
ATTN: City Secretary
1901 5th Street
Bay City Texas 77414

The completed Form AVN-550 will be accepted until **February 15, 2023**, at 2:00pm (CDST). Electronic facsimiles or forms sent by email will not be accepted.

The consultant selection committee will be composed of the Airport Manager and two (2) other local government representatives. The final selection by the committee will generally be made following the completion of review of AVN-550s. The committee will review all AVN-550s and

rate and rank each. The Evaluation Criteria for Engineering Qualifications can be found at <http://www.txdot.gov/inside-tdot/division/aviation/projects.html> under Information for Consultants. All firms will be notified, and the top-rated firm will be contacted to begin fee negotiations for the design and bidding phases. The selection committee does, however, reserve the right to conduct interviews for the top-rated firms if the committee deems it necessary. If interviews are conducted, selection will be made following interviews.

Please contact Airport Manager for any technical or procedural questions at 1-979-429-0890.

~ **DISCUSS, CONSIDER, AND/OR APPROVE THE CITY'S QUARTERLY FINANCIAL AND INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 31, 2023**



EXECUTIVE SUMMARY

QUARTERLY FINANCIAL & INVESTMENT REPORT

BACKGROUND: Quarterly financial reports provide the most accurate reflection of the quarter activity for each major fund. Reports are provided to City Council via email with a formal presentation at the next available Council meeting. In addition, the Finance Committee meets quarterly to review the Investment Report in detail. This time also serves as an opportunity to discuss the City's finances. In the event that financial decisions or budgetary amendments need attention prior to this date-the Finance Director shall request a Special Called Meeting. All reports are posted to the City's website along with other financial information.

FINANCIAL IMPLICATIONS: Timely financial data provides City Council time to make informed decisions to prevent any negative financial implications.

IMPACT ON COMMUNITY SUSTAINABILITY: The report provides financial information to the public. (i.e., costs of services, revenue sources)

RECOMMENDATION: Staff recommends City Council approve the Quarterly Financial & Investment Report.

ATTACHMENTS: Quarterly Financial Report for Quarter Ending March 31, 2023 (Supporting documentation will be emailed out prior to meeting)

DISCUSS, CONSIDER, AND/OR APPROVE WINSTORM INSURANCE POLICY RENEWAL AND TAKE ANY ACTION DEEMED NECESSARY



EXECUTIVE SUMMARY

WINSTORM INSURANCE

BACKGROUND:

The City carries windstorm coverage on most properties, however during Hurricane Harvey and Hurricane Nicholas—very little has been paid out on claims due to the exclusion of “wind driven rain”. The City experienced a 42% increase in 2020, a 9% increase in 2021, and a 20% increase in 2022. In 2022, the Staff requested this to be bid in two ways:

- 1) All properties
- 2) Essential Properties (only critical service buildings)

On April 26, 2022, City Council action was to cover all properties one more year until further discussion on windstorm options could be made.

In October 2022, a windstorm committee was formed. It was concluded at the October 25 meeting to only bid out a select set of essential buildings to the market and obtain a quote from TWIA for the 2023 renewal.

FINANCIAL IMPLICATIONS:

Options will be provided.

RECOMMENDATION: Windstorm Committee will make a recommendation at the City Council meeting.

ATTACHMENTS: Historical Payments to Amrisc & Renewal Options; Property Schedule Listing (Will be emailed out prior to meeting)

Summary Budget Calendar

Date	Activity	Responsible Party
Jan-May	Goal Visioning Workshops Develop/Adopt Strategic Priorities	City Council, City Manager Department Heads
March-April	Capital Planning	City Manager, Department Heads
April-May	Mailing of notices of appraised value	Matagorda County Appraisal District
May 9	Workshop – City Property- 4:30 PM Regular Council Meeting	City Council, City Manager Department Heads
May 16 or 18	Budget Workshop – Goal Visioning- 5:00 PM	City Council, City Manager Department Heads
May 19	Turn in budget package to Finance Director	Department Heads
May 23	Budget Workshop – Goal Visioning- 4:30 PM Regular Council Meeting	City Council, City Manager Department Heads
June 13	Budget Workshop- Open- 5:00 PM Regular Council Meeting -Approve Strategic Plan (City Council Goals)	City Council, City Manager Department Heads
June 8-16	Budget review with Department Heads	City Manager, Finance Director Department Heads
June 15	Budget Workshop- Capital Planning – 5:00 PM (Replaces June 13 & June 27)	
June 27	Regular City Council Meeting	City Council
July 11	Budget Workshop–Hotel/Motel, BCCDC, Outside Organizations- 4:30 PM Regular Council Meeting	City Council, City Manager Department Heads
July 18 or 20	Budget Workshop- 5-year Capital Plan- 5:00 PM	City Council, City Manager Department Heads
July 25	Certification of appraisal roll	Chief Appraiser
July 25	Budget Workshop- Benefits- 4:30 PM Regular Meeting	City Council
August 5	Publishes no-new revenue tax rate, etc.	Matagorda County Tax Office
August 8	Budget Workshop- Rate Review- 4:30 PM Regular Meeting	City Council, City Manager Department Heads
August 10	Budget Workshop- All Funds- 5:00 PM	City Council, City Manager Department Heads
August 13	Last day to file Proposed Budget with City Secretary	Finance Director
August 15	Budget Workshop- 5:00 PM (Tentative)	City Council, City Manager Department Heads
August 22	Budget Workshop- 5:00 (Tentative) Regular Meeting -Discuss tax rate- Propose desired rate -Set Public Hearings on tax rate (if required) -Set Public Hearings on budget & Capital Plan	City Council, City Manager Finance Director
September 7	Special Called Meeting- 6:00 -Public Hearings on budget -Public Hearing on Capital Plan (Charter 10.16) -Public Hearing on tax rate (if required)	City Council
September 12	Regular Council Meeting -Approve Capital Plan -Approval of budget and tax rate ordinance -First and final reading of fee	City Council
October 1	Budget becomes effective	N/A



CITY OF BAY CITY
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AGENDA ITEM SUBMISSION FORM

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Requestor Name: Jeanna Thompson **Date Submitted:** 4/17/2023
Last, First *MM/DD/YYYY*

Requestor Type : City Staff **Meeting Date:** 4/25/2023
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title City Secretary
For City Staff Only

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

Agenda Content:

Ordinance ~ An Ordinance amending Chapter 2 of the Code of Ordinances of the City of Bay City, Texas by amending Article II (City Council), Division 2 "Meetings and Rules of Order" and providing an effective date.

Executive Summary of Item:

Per Council's request, we have moved "Item/comments: Mayor, City Council, and City Manager" to after "Public comments". In addition, we update agenda item submissions from the public to read as the charter states – reflective of Charter amendments voted on in 2019.

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 2 OF THE CODE OF ORDINANCES OF THE CITY OF BAY CITY, TEXAS BY AMENDING ARTICLE II (CITY COUNCIL), DIVISION 2 “MEETINGS AND RULES OF ORDER” AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS:

Section 1. That Chapter 2, Article II, of the Code of Ordinance shall be amended as follows:

Sec. 2-47. Agenda.

(a) *Generally.* An agenda shall be prepared prior to each meeting of the city council. The city secretary shall prepare the agenda unless the city council directs another officer or employee to prepare the agenda. The mayor or councilmembers individually or by motion may place items on the agenda prior to the next agenda being posted. Any interested party may request in writing for an item that falls within the city's legal jurisdiction to be placed on the agenda, with a Councilmember's or the City Manager's sponsorship. The agenda item shall be scheduled as soon as possible, but no later than thirty days from the date of written request. ~~The agenda item shall be scheduled as soon as possible by the mayor, but no later than 30 days from the date of the written request.~~ The city secretary shall cause copies of the agenda to be prepared in advance, and posted and filed in accordance with all state laws and city ordinances relating to open meetings.

(b) *Format.* The agenda format for city council meetings shall generally be as follows:

CITY OF BAY CITY
1901 Fifth Street
Bay City, Texas 77414
AGENDA
Regular Council Meeting
CITY HALL—(date and time)

- (1) Call to order and certification of quorum.
- (2) Invocation and pledge of allegiance.
- (3) ~~Certification of quorum.~~
- (3) Approval of agenda.
- (5) ~~Approval of minutes.~~
- (4) Public comments.
- (5) Items/comment: Mayor, Council Members, and City Manager.
- (6) Consent agenda (~~resolutions, proclamations,~~ minutes, accounts payable, etc.).
- (7) Regular items for consideration and/or approval.

~~(9) Items/comment: Mayor and council members.~~

(8) Adjournment.

Section 2. Repealing Clause.

That all Ordinances, Resolutions, or parts thereof, in conflict herewith are repealed to the extent of such conflict.

Section 3. Severability Clause.

If for any reason any section, subsection, sentence, clause or phrase of this Ordinance, shall be held invalid, it shall not effect any valid provisions of this or any other ordinance of the City of Bay City, Texas.

Section 4. Effective Date.

This Ordinance shall become effective on the 25th day of April, 2023.

PASSED AND APPROVED this 25th day of April 2023.

Council Member:	Voted Aye	Voted No	Absent
Robert K. Nelson, Mayor	_____	_____	_____
Floyce Brown	_____	_____	_____
James Folse Mayor Pro Tem	_____	_____	_____
Brad Westmoreland	_____	_____	_____
Becca Sitz	_____	_____	_____
Blayne Finlay	_____	_____	_____

Robert K. Nelson, Mayor of the City of Bay City, Texas

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney

