



CITY COUNCIL REGULAR MEETING CITY OF BAY CITY

Tuesday, October 11, 2022 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**CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL**

- 1. Meeting minutes of Council Special Called Meeting minutes of September 13, 2022.**
- 2. Meeting minutes of Council Special Called Meeting minutes of October 3, 2022.**
- 3. City Council Regular Meeting minutes of September 13, 2022**

DEPARTMENT REPORTS

- 4. LCRA Grant awarded to Parks & Recreation. Shawn Blackburn**
- 5. Municipal Court Award Presentation. Katy Plunkett**

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

- 6. Appointment ~ Discuss, consider, and/or approve the appointment of Kristi Lee to the Main Street Board. Robert Nelson, Mayor**
- 7. Policy ~ Discuss, consider and/or approved the 2023 City Holiday Schedule. Rhonda Clegg, Director of Human Resources**
- 8. 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. Christella Rodriguez, Captain**
- 9. Bid Award ~ Discuss, consider, and/or award the construction bid for the Cottonwood Creek Flood and Drainage Improvements Project, CDBG-DR GLO Grant #20-065-048-C142 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 AR Turnkey Construction Company, Inc. Barry Calhoun, Public Works Director**
- 10. Ordinance ~ Discuss, consider, and/or approve an Ordinance of the City of Bay City, Texas adopting a "Budget Amendment #4" to the "Annual Budget of the City of Bay City, Texas, for the Fiscal Year 2022"; providing for supplemental appropriation and/or transfer of certain funds; providing for severability; and providing other matters related to the subject. Scotty Jones, Finance Director**

- 11. Resolution ~ Discuss, consider, and/or adopt a resolution acknowledging the potential conflict of interest regarding the Home Program.** Scotty Jones, Finance Director
- 12. Resolution ~ Discuss, consider, and/or adopt a resolution acknowledging the potential conflict of interest regarding the Home Program.** Scotty Jones, Finance Director
- 13. Committee ~ Discuss, consider and/or approve the creation and appointments of an ADHOC Windstorm Committee.** Shawna Burkhart, City Manager
- 14. Committee ~ Discuss, consider, and/or approve the creation and appointments of a Real Property Advisory Committee.** Shawna Burkhart, City Manager
- 15. Ordinance ~ Discuss, consider and approve the temporary rescheduling of Council meetings from the 2nd and 4th Tuesday to the 1st and 3rd Tuesday, for the months of November and December 2022.-** Shawna Burkhart

CLOSED / EXECUTIVE SESSION

- 16. Legal ~ Executive Session pursuant to Section 551.071 of the Texas Government code (Consultation with Counsel on legal matters).**
- 17. 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: Chief of Police**

RECONVENE AND ACTION

ITEMS / COMMENTS FROM MAYOR, COUNCIL MEMBERS AND CITY MANAGER

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, October 7, 2022 before 6:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager's office at (979) 245-2137.

CITY OF BAY CITY
MINUTES • SEPTEMBER 13, 2022

**COUNCIL
CHAMBERS | 1901
5th Street**

City Council Special Called Meeting

4:00 PM

**1901 5TH STREET
BAY CITY TX,77414**



Mayor

Robert K. Nelson

Councilman

Blayne Finlay

Mayor Pro Tem

Jim Folse

Councilman

Bradley Westmoreland

Councilwoman

Becca Sitz

Councilwoman

Floyce Brown

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.

CALL TO ORDER

The meeting was called to order by Mayor Robert K. Nelson at 4:12 pm.

CERTIFICATION OF QUORUM

Quorum certified.

PRESENT

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

ABSENT

Councilman Brad Westmoreland

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

There were no public comments.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL**1. Discussions and updates on Arsenic. Garver, LLC**

Jerry Gaskin, Garver LLC, provided a presentation of updates on the arsenic remedy. Mr. Gaskin recommend that council sign the TCEQ Enforcement agreement that Garver LLC has provided. The city has three years to come into compliance. Barry Calhoun, Public Works Director, stated that they have been in contact with others to find remedies to the arsenic removal.

2. Discussions and update on Waste Water Treatment Plant Improvements Project. Garver, LLC

Barry Calhoun, Public Works Director, stated that he expects the project to be over budget due to inflation. Mr. Calhoun added that they are looking at different alternatives to the scope and funding. Dan Olsin, Garver, stated that they are in the bid phase and looking at different options in scope to reduce costs, such as some structures.

3. Discuss, consider, and/or approve WIFIA Funding Program for WWTP Improvement Project. Garver, LLC

Dan Olsin, Garver LLC. stated that TWDB reduced funding and our extension was denied. Mr. Olsin stated that he has had positive experience working with WIFIA - a flexible repayment system would be in addition to current funding repayments. A letter of intent will need to be sent as soon as possible.

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

4. Discuss updates and take action regarding the Hamman Road Drainage Project. Quiddity Engineering

Brian Geier, Quidditty Engineering, presented updates to the Hamman Road Drainage Project, stating the first phase is completed. The ditch will remain until review of the system works. Mayor Pro Tem Folse requested that staff Wesley be out there monitoring.

ADJOURNMENT

Motion made by Councilwoman Brown to adjourn, Seconded by Councilwoman Sitz. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Finlay. Motion carried and council adjourned at 5:12 pm.

PASSED AND APPROVED, this 11th day of October 2022.

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

JEANNA THOMPSON
CITY SECRETARY

CITY OF BAY CITY

MINUTES • OCTOBER 03, 2022

COUNCIL
CHAMBERS | 1901
5th Street

City Council Special Called Meeting

5:30 PM

1901 5TH STREET
BAY CITY TX,77414



Mayor

Robert K. Nelson

Councilman

Blayne Finlay

Mayor Pro Tem

Jim Folse

Councilman

Bradley Westmoreland

Councilwoman

Becca Sitz

Councilwoman

Floyce Brown

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CALL TO ORDER

The Special Called meeting was called to order by Mayor Robert K. Nelson at 5:35 pm.

CERTIFICATION OF QUORUM

A quorum was certified.

PRESENT

Mayor Robert K. Nelson
Councilwoman Becca Sitz
Councilman Brad Westmoreland
Councilman Blayne Finlay

ABSENT

Councilwoman Floyce Brown
Mayor Pro Tem Jim Folse

APPROVAL OF AGENDA

Motion made by Councilman Finlay to approve the agenda, Seconded by Councilman Westmoreland. Voting Yea: Mayor Nelson, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

PUBLIC COMMENTS

There were no public comments.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

1. **Lease ~ Discuss, consider, and/or approve a Commercial Aviation Lease Agreement with Williams Field Services for premises at the Bay City Regional Airport.**

James Mason, Airport Manager, reviewed the lease with council and provided fees of nearby airports for comparison as well as quotes for concrete.

Motion made by Councilwoman Sitz to approve a Commercial Aviation Lease Agreement with Williams Field Services, Seconded by Councilman Finlay. Voting Yea: Mayor Nelson, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

ADJOURNMENT

Motion made by Councilman Westmoreland to adjourn, Seconded by Councilman Finlay. Voting Yea: Mayor Nelson, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried and the meeting adjourned at 5:49 pm.

PASSED AND APPROVED, this 11th day of October 2022.

ROBERT K. NELSON, MAYOR

CITY OF BAY CITY, TEXAS

JEANNA THOMPSON

CITY SECRETARY

CITY OF BAY CITY

MINUTES • SEPTEMBER 13, 2022

COUNCIL
CHAMBERS | 1901
5th Street

City Council Regular Meeting

6:00 PM

1901 5TH STREET
BAY CITY TX, 77414



Mayor

Robert K. Nelson

Councilman

Blayne Finlay

Mayor Pro Tem

Jim Folse

Councilman

Bradley Westmoreland

Councilwoman

Becca Sitz

Councilwoman

Floyce Brown

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CALL TO ORDER AND CERTIFICATION OF QUORUM

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

Quorum certified.

PRESENT

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

ABSENT

Councilman Brad Westmoreland

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 Jim Folse

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.

Mayor Pro Tem Jim Folse

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

Nick Carrillo, 5701 Chateaux Dr., addressed flooding and stated he had to use sand bags to keep water out of house. Jerry Schmitt, Chateaux Dr. addressed the traffic during school dismissal on Nichols and train at that time as well. Mr. Schmitt asked if the train could re-schedule. Mr. Schmitt thanked Mr. Davis for his temporary fix on drainage. Craig, Chateaux Dr, also addressed high water flowing to his property. Ry Ryman, 5103 Chateaux Dr., stated that

all that has been done on the drainage project has made things worse and the east side drain is higher than the street.

ACKNOWLEDGEMENT FROM CITY MANAGER

Shawna Burkhart, City Manager, introduced Patrick Darve Smith as the new tourism manager and summarized his experience.

CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL

1. **Meeting minutes of Council Workshop meeting on August 23, 2022**
2. **Meeting minutes of Regular Council Meeting of August 23, 2022**
3. **City Council Special Called Meeting minutes of September 8, 2022.**

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

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

4. **Contract ~ Discuss, consider, and/or award the construction bid for the Hamman Road Drainage Phase 1B Revised Project 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 JTM Construction, LLC.**

Barry Calhoun, Public Works Director, presented the construction bid. Mr. Calhoun and council discussed the drainage ditch and Mr. Calhoun stated that they will continue to closely monitor.

Motion made by Councilwoman Sitz to award the construction bid to JTM Construction, Seconded by Councilwoman Brown. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Finlay. Motion carried.

5. **Ordinance ~ Discuss, consider, and/or approve an ordinance granting to AEP Texas Inc., its successors and assigns, a non-exclusive franchise to construct, maintain and operate lines and appurtenances and appliances for conducting electricity in, over, under and through the streets, avenues, alleys and public places of the City of Bay City, Texas.** Scotty Jones, Finance Director

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

6. Report ~ Discuss, consider and review proposed amendments to Appendix B Fee Schedule.

Council discussed the Airport and Parks & Recreation proposed fee schedule. Hardeman Park Football field to be removed.

7. Budget ~ Discuss, consider, and/or approve the Bay City Community Development Corporation's Budget for Fiscal Year 2023. Jessica Russell, BCCDC Executive Director

Motion made by Councilwoman Sitz to approve the Bay City Community Development Corporation's Budget for Fiscal Year 2023, Seconded by Mayor Pro Tem Folsie. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folsie, Councilwoman Sitz, Councilman Finlay. Motion carried.

8. Resolution ~ Discuss, consider, and/or approve a Resolution of the City of Bay City, Texas adopting the City of Bay City Five Year Capital Improvement Program. Scotty Jones, Finance Director

Motion made by Councilwoman Sitz to approve a Resolution of the City of Bay City, Texas adopting the City of Bay City Five Year Capital Improvement Program , Seconded by Councilman Finlay. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folsie, Councilwoman Sitz, Councilman Finlay. Motion carried.

9. Ordinance ~ An Ordinance adopting an Operating Budget for the City of Bay City, Texas for Fiscal Year 2023 and all designated, specified, noted, and indicated levies, rates, reserves, revenue provisions, and planned expenditure inherent, expressed, and included therein; providing for a cumulative clause: providing for severability: and providing for an effective date. Scotty Jones, Finance Director

Motion made by Councilwoman Sitz to approve the ordinance adopting an Operating Budget for the City of Bay City, Texas for Fiscal Year 2023, Seconded by Councilwoman Brown. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folsie, Councilwoman Sitz, Councilman Finlay. Motion carried.

10. Budget ~ Consider, and/or approve a motion to ratify the Property Tax increase reflected in the Budget for the City of Bay City Fiscal Year 2023. Scotty Jones, Finance Director

Motion made by Councilwoman Brown to ratify the Property Tax increase reflected in the budget, Seconded by Mayor Pro Tem Folsie. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folsie, Councilwoman Sitz, Councilman Finlay. Motion carried.

- 11. Ordinance ~ An Ordinance adopting the Tax Rate of \$0.63500 per \$100.00 of assessed valuation for the City of Bay City, Texas, for the purpose of paying the current expenses of the City for the Fiscal Year ending September 30, 2022, levying a maintenance and operations rate of \$0.48075 and for the further purpose of creating a sinking fund to retire the principal and interest of the bond indebtedness of the City, levying a debt service rate of \$0.15425; providing for alien on all real and personal property to secure payment of taxes due thereon; providing a severability clause herewith; and providing for an effective date.** Scotty Jones, Finance Director

Motion made by Councilwoman Brown that the property tax rate be increased by by the adoption of a tax rate of \$0.6350, which is effectively a 6.39 percent increase in the tax rate. Seconded by Mayor Pro Tem Folse. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Finlay. Motion carried.

- 12. Planning ~ Discuss, consider, and/or approve Financial Participation in the Public Improvement of TIRZ #4.** Shawna Burkhart

A motion to disapprove by Councilwoman Brown was made and seconded by Mayor Pro Tem Folse. Mayor Nelson requested that more investigation be done into the matter and would like to delay the vote. Councilwoman Brown and Mayor Pro Tem Folse both withdrew their motions and the item was tabled to the next meeting.

- 13. Appointment ~ Discuss, consider, and/or approve the appointment of a city representative and an alternate to Houston-Galveston Area Council's 2023 General Assembly.** Robert K. Nelson, Mayor

Motion made by Mayor Nelson to appoint Mayor Pro Tem Folse as the city representative and Councilman Westmoreland as the alternate, Seconded by Councilman Finlay. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Finlay. Motion carried.

CLOSED / EXECUTIVE SESSION

There was no executive session.

ITEMS / COMMENTS FROM MAYOR, COUNCIL MEMBERS AND CITY MANAGER

Mayor Pro Tem Folse thanked Barry Calhoun and Wes Davis on the drainage ditch on Hamman Road. Councilman Finlay thanked Scotty Jones on her budget and tax work. Councilwoman Brown thanked all the departments and council for their work adding that the City Manager puts a lot of time and didication to the city. Councilwoman Sitz stated that she is excited about the new Tourism Manager and would like to entertain a new logo.

ADJOURNMENT

Motion made by Councilwoman Brown to adjourn, Seconded by Councilwoman Sitz. Voting Yea: Mayor Nelson, Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Finlay. Motion carried and the meeting adjourned at 7:16 pm.

PASSED AND APPROVED, this 11th day of October 2022.

ROBERT K. NELSON, MAYOR

CITY OF BAY CITY, TEXAS

JEANNA THOMPSON

CITY SECRETARY

October 4, 2022

Mr. Shawn Blackburn
Director of Parks and Recreation
City of Bay City
1209 10th St.
Bay City, TX 77414

Dear Mr. Blackburn:

The customers, employees and Board of Directors of the Lower Colorado River Authority (LCRA) congratulate you on your Community Development Partnership Program grant in the amount of \$50,000. We are excited about your project and look forward to seeing the resulting benefits in your community.

Your project reflects strong leadership and a commitment to make a real difference in people's lives. LCRA is proud to be a part of these efforts, which fit so well with our mission to enhance the quality of life of the Texans we serve through water stewardship, energy and community service.

We are enclosing two copies of the letter agreement for the review and signature of the appropriate person within your organization. Please return one signed copy of the agreement in the enclosed envelope along with the direct deposit and W-9 forms. We will contact your organization to schedule your grant presentation upon receipt of the agreement and forms. We also are enclosing the final completion report guidelines and form to be completed within one year of funding.

Again, congratulations on your grant award. If you have any questions, please contact me at 512-578-3562 or 800-776-5272, ext. 3562, or Hondo Powell at 512-578-1549 or ext. 1549.

Sincerely,



Phil Wilson
General Manager

cc: Shawna Burkhart, City Manager
City of Bay City



CITY OF BAY CITY

1901 FIFTH STREET
BAY CITY, TEXAS 77414
(979) 245-2137
FAX: (979) 323-1681

AGENDA ITEM REQUEST FORM

Complete Submissions Required:

Any item, to be considered for action by the City Council, must be presented on this form, along with any unprivileged documentation and must be filed and complete to have an item placed on the City Council Agenda for consideration (This process is not required for members of the governing body, but it is encouraged). Before being considered filed for placement on the agenda, a summary of the item, all supporting documentation and review of the item from each City Department must be performed for the request to be complete. If the request is from a citizen, the City shall expedite review through internal means. Request forms must be complete and received by the City Secretary's office no later than 5:00 p.m. on the Monday of the week prior to the Regular Council meeting to be placed on that meeting's agenda. The item may be placed on workshop or special council meeting agenda if deemed appropriate by the City. Only completed request forms are considered for placement on the agenda.

Regular Council meetings are held on the second and fourth Tuesday of the month at 6:00 p.m. in the Council Chambers at City Hall. Agenda items shall be set for consideration pursuant to City Code Section 2-47, as amended.

Requestor: Bay City Main Street Program Date Submitted: 10/1/2022
PRINTED NAME and/or CITY DEPARTMENT

Citizen

City Department

Council Member

Address: 1127th Street
Bay City, TX 77414

Preferred contact: Cell _____ Work phone 979-245-8081
 E-mail kisrael@cityofbaycity.org Fax _____

I respectfully request the below item be placed on the October 11 Agenda for City Council consideration.

1) Describe Item to be considered and area of City involved, if any: New Board member approval for Kristi Lee to Main Street Board.

2) Executive Summary of Item and action by council sought: Approval

3) Do you need time to present this item? Yes No If so, how much? 10 mins

ADMIN / OFFICIAL USE ONLY:

Consent Item: Yes No

Any Prior City Council Action: Yes No

Deadline for City Council Action: _____

Projected Future City Council Action: _____

Fiscal Impact: _____

Staff Recommendation on this requested item:

Mayor's Office Yes No _____ Na
City Attorney's Office Yes No _____ Na
City Secretary Department Yes No _____ Na
Finance Department Yes No _____ Na
Police Department Yes No _____ Na

Public Works Yes No _____ Na
Community Service Yes No _____ Na
(AP, PR, MS, and LB)
Utility Department Yes No _____ Na

Staff Comments: _____

Anticipated Time necessary for Item: _____

TRACKING:

Received by City Secretary: _____ Staff Initial _____

Administratively Complete: _____ Staff Initial _____

Date of Agenda placed for consideration: _____ Staff Initial _____

Council action taken: _____ on _____

Yes No Na

SIGNATURE – City Secretary's Office



CITY OF BAY CITY VOLUNTEER INTEREST FORM

Dear Resident:

This form will let the City Council know of your interest and qualifications to serve on a City board or commission. You are encouraged to contact the Mayor concerning your nomination. You may also submit a resume or brief background information regarding your qualifications. This form will be kept on file for a period of two years in the City Secretary's office.

PLEASE TYPE OR PRINT:

Date: 08/15/2022
Name: Kristi L Lee Home Address: PO Box 142
City: El Maton State Texas Zip 77414
Home Phone: 9794794512 Business Phone: 9792410135
Employer: Matagorda County Occupation: Human Resources Admin
E-mail: klee@co.matagorda.tx.us
Resident of the Bay City Corporate City Limits: (circle one) Yes No
Resident of City for 0 years

I am interested in serving on the following boards:
(Boards and Committees include: Bay City Community Development Corporation (BCCDC), Main Street, Planning Commission, Historic Commission, Convention and Visitor Bureau (CVB), and Housing Authority)

| | |
|----------------------------------|----------------------------------|
| 1.) <u>Main Street</u> | 3.) <u>Select Third Choice:</u> |
| 2.) <u>Select Second Choice:</u> | 4.) <u>Select Fourth Choice:</u> |

Please list any involvement in civic groups or clubs, current or past service on city boards, or other information qualifying you for service:

Bay City Pilot Club
Matagorda County Historic Commission

eSigned via SeemlessDocs.com
Kristi Lynn Lee
Key: 6706a712e0b9bca99b1252071711b709c

Signature

Return completed form to the City Secretary's Office: 1901 5th Street, Bay City, Texas 77414



CITY OF BAY CITY VOLUNTEER INTEREST FORM

Dear Resident:

This form will let the City Council know of your interest and qualifications to serve on a City board or commission. You are encouraged to contact the Mayor concerning your nomination. You may also submit a resume or brief background information regarding your qualifications. This form will be kept on file for a period of two years in the City Secretary's office.

PLEASE TYPE OR PRINT:

Date: 08/15/2022
Name: Kristi L Lee Home Address: [REDACTED]
City: El Mato State Texas Zip 14
Home Phone: [REDACTED] Business Phone: [REDACTED]
Employer: Matagorda County Occupation: Human Resources Admin
E-mail: [REDACTED]

Resident of the Bay City Corporate City Limits: (circle one) Yes No
Resident of City for 0 years

I am interested in serving on the following boards:

(Boards and Committees include: Bay City Community Development Corporation (BCCDC), Main Street, Planning Commission, Historic Commission, Convention and Visitor Bureau (CVB), and Housing Authority)

| | |
|----------------------------------|----------------------------------|
| 1.) <u>Main Street</u> | 3.) <u>Select Third Choice:</u> |
| 2.) <u>Select Second Choice:</u> | 4.) <u>Select Fourth Choice:</u> |

Please list any involvement in civic groups or clubs, current or past service on city boards, or other information qualifying you for service:

Bay City Pilot Club
Matagorda County Historic Commission

eSigned via SeamlessDocs.com
Kristi Lynn Lee
Key: b706a7c3e8b9bca99b123267b71b79ec

Signature

Return completed form to the City Secretary's Office: 1901 5th Street, Bay City, Texas 77414



HUMAN RESOURCES DEPARTMENT 2022-M-03

TO: All Employees
FROM: Rhonda Clegg, Director of Human Resources
DATE: October 11, 2022
SUBJECT: 2023 Holiday Schedule for the City of Bay City

2023 CITY OF BAY CITY HOLIDAY SCHEDULE

| <u>HOLIDAY TO BE OBSERVED</u> | <u>DATE OF ACTUAL HOLIDAY</u> | <u>DAY CITY WILL BE CLOSED</u> | <u>TOTAL # OF DAY(S)</u> |
|--------------------------------|-------------------------------|--------------------------------|--------------------------|
| <i>New Year's Day</i> | Sunday, January 1, 2023 | Monday, January 2, 2023 | 1 |
| <i>Martin Luther King, Jr.</i> | Monday, January 16, 2023 | Monday, January 16, 2023 | 1 |
| <i>President's Day</i> | Monday, February 20, 2023 | Monday, February 20, 2023 | 1 |
| <i>Good Friday</i> | Friday, April 7, 2023 | Friday, April 7, 2023 | 1 |
| <i>Memorial Day</i> | Monday, May 29, 2023 | Monday, May 29, 2023 | 1 |
| <i>Juneteenth</i> | Monday, June 19, 2023 | Monday, June 19, 2023 | 1 |
| <i>Independence Day</i> | Tuesday, July 4, 2023 | Tuesday, July 4, 2023 | 1 |
| <i>Labor Day</i> | Monday, September 4, 2023 | Monday, September 4, 2023 | 1 |
| <i>Veterans Day</i> | Saturday, November 11, 2023 | Friday, November 10, 2023 | 1 |
| <i>Thanksgiving Day</i> | Thursday, November 23, 2023 | Thursday, November 23, 2023 | 1 |
| <i>Thanksgiving Day After</i> | Friday, November 24, 2023 | Friday, November 24, 2023 | 1 |
| <i>Christmas Eve</i> | Sunday, December 24, 2023 | Friday, December 22, 2023 | 1 |
| <i>Christmas Day</i> | Monday, December 25, 2023 | Monday, December 25, 2023 | 1 |
| <i>New Year's Eve</i> | Sunday, December 31, 2023 | Friday, December 29, 2023 | 1 |

Please pass this information on to the employees within your departments.

Thank you.
Human Resources



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.

Citizen City Staff Council Member

Requestor Name: Christella Rodriguez Date Submitted: 9/29/22

Position Title (If City Staff): Captain

Council Meeting Date: 10/11/2022

Type of Agenda Item:

- Consent Agenda Presentation
- Regular Item for Discussion
- Public Hearing
- Executive Session

Agenda Wording:

Resolution to apply for "Project Justice Grant" – second year

Executive Summary of Item:

[Empty box for Executive Summary of Item]



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



ITEM #8.

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 R-2022-_____

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 for the second year of “Project Justice” be submitted for the FY 2022-2023 year; and

Whereas, the City of Bay City had approved the submission of “Project Justice” for the first year of this three year grant which fully funded an additional detective position and unmarked vehicle; and the addition of another detective resulted in an increase in the quality of investigations being done as well as improved clearance rates; and the continuation of this grant is necessary to keep the additional Detective to further increase the attention and time Detectives are able to devote to each case; and

Whereas, the City of Bay City agrees this project will continue to promote public safety, improve the quality of investigations conducted, reduce crime, and improve the communities confidence in the Bay City Police Department by providing thorough, evidence-based investigations in reponse to violent crime; and

Whereas, the City of Bay City agrees that in the event of loss or misuse of the Criminal Justice Division funds, 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 Sgt. Chris Hadash as the designated Project Director as well as the Designated Grant Writer of the project.; and

Whereas, the City of Bay City designates the Interim Chief of Police, Christella Rodriguez as the grantee’s authorized official with the power to apply for, accept, reject, adjust or terminate the grant on behalf of the applicant agency; and

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

Passed and approved on this 11th day of October, 2022 by the Bay City Council.

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

ATTEST:

APPROVED AS TO FORM:

City Secretary

City Attorney

Grant application: _____



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: Calhoun, Barry **Date Submitted:** 10/4/2022
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 10/11/2022
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Director of Public Works
For City Staff Only

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

Agenda Content:

DISCUSS, CONSIDER, AND/OR AWARD THE CONSTRUCTION BID FOR THE COTTONWOOD CREEK FLOOD & DRAINAGE IMPROVEMENTS PROJECT, CDBG-DR GLO GRANT #20-065-048-C142 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 AR TURNKEE CONSTRUCTION CO., INC.

Executive Summary of Item:

The City of Bay City has been awarded grant funds through the GLO, Cottonwood Creek Flood & Drainage Improvements will include to install 1 reinforced galvanized trash screen, 1 trash box foundation slab, 1 SCADA tower, a driveway, sidewalk, fencing, and sight security. Along with removal and disposal of existing grate. Attached is the bid tab.

BACKGROUND: Downtown Bay City was subjected to flooding until the improvement of the diversion channel was put into place. Since then, flood waters from north of Bay City come down Cottonwood Creek and pass through to the Colorado River. However, when debris builds on the trash screen, it tends to create backflow, defeating the purpose of the channel. This phased project will eventually install an automated screen in which the debris will be scraped off and allow maximum capacity and flow during high flood periods.

FINANCIAL IMPLICATIONS: 100% Grant funded, \$287,006

IMPACT ON COMMUNITY SUSTAINABILITY: Flood resistant community. This activity shall benefit 298 persons. Of these persons, 203 or 68%, are of low to moderate income.

RECOMMENDATIONS: Staff recommends AR Turnkee Construction Co., Inc.



BID TABULATION SHEET

BIDS WERE OPENED IN THE OFFICE OF

Cottonwood Creek Flood & Drainage Improvements

Quiddity Engineering - Katy

Time: 10:00 AM

Date: 9/15/2022

Public Bid

Job No. R0017-0055-00

| | BIDDERS | | | | | | |
|-----------------|----------------------------------|-----------------------|---------------------------------|--------------------------|---------------------------|--|--|
| | AR Turnkey Construction Co., Inc | JTM Construction, LLC | JBRI Construction Services, LLC | Houston Heavy Civil, LLC | Site Work Contractors LLC | | |
| Base Bid Total | \$92,196.00 | \$166,024.00 | \$218,489.00 | \$242,745.00 | \$250,940.00 | | |
| Alternate Bid 1 | \$45,500.00 | \$62,400.00 | \$78,456.00 | \$138,300.00 | \$82,000.00 | | |
| Alternate Bid 2 | \$11,055.00 | \$15,075.00 | \$9,849.00 | \$18,090.00 | \$23,450.00 | | |
| Bid Security | | | | | | | |
| 1295 Form | | | | | | | |
| Addendum No. 1 | | | | | | | |



2322 W. Grand Parkway North, Suite 150
Katy, Texas 77449-7821
Tel: 832.913.4000
Fax: 832.913.4001
www.jonescarter.com

ITEM #9.

September 26, 2022

City of Bay City
Public Works Department
1217 Avenue J
Bay City, Texas 77414

Re: Construction of Cottonwood Creek Flood & Drainage Improvements
City of Bay City
Matagorda County, Texas
Jones & Carter, Inc Project No. R0017-0055-00
Bay City GLO Grant No. 20-065-048-C142

Dear Mr. Calhoun:

We received bids at the offices of Jones & Carter located at 2322 W Grand Parkway N, Suite 150 Katy, Texas 77494 for the referenced contract on September 15, 2022 at 10:00 A.M. Bids were opened at that time.

Five (5) contractors submitted proposals for this work. A summary tabulation of the bids is enclosed for your review. AR Turnkee Construction Co., Inc. submitted the lowest Base Bid plus Alternate 1 and Alternate 2 proposal in the amount of \$148,751.00.

We have worked with AR Turnkee Construction Co., Inc. in the past and find them to be an acceptable contractor. We recommend the referenced contract be awarded to AR Turnkee Construction Co., Inc. on the basis of their proposal of \$148,751.00.

If you agree with this award, please execute all copies of this letter and return them to our office for further processing.

Sincerely,

Justin M. Au, PE

Approved by: _____

Date: _____

JMA/lam2

K:\R0017\R0017-0055-00 Cottonwood Creek Flood & Drainage Improv\3 Construction Phase\Contract Documents\Phase I\1. ROA.docx

Enclosure

cc: AR Turnkee Construction Co., Inc.
Mr. Barry Calhoun – City of Bay City

AN ORDINANCE OF THE CITY OF BAY CITY, TEXAS, ADOPTING A "BUDGET AMENDMENT #4 TO THE "ANNUAL BUDGET OF THE CITY OF BAY CITY, TEXAS, FOR THE FISCAL YEAR 2022"; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER MATTERS RELATED TO THE SUBJECT.



EXECUTIVE SUMMARY

BUDGET AMENDMENTS

BACKGROUND: The legal level of budgetary control for the City of Bay City lies at the departmental level. Any revisions that alter the amount of total expenditures/expenses of the department must be approved by City Council.

FINANCIAL IMPLICATIONS: Amending the budget provides a revised parameter for the budget.

RECOMMENDATION: Staff recommends City Council approve the budget amendments as presented.

ATTACHMENTS: Ordinance and Budget Amendments

BUDGET AMENDMENT

ITEM #10.

FUND: General Fund

Date: 9/30/2022

Reason for Budget Amendment: (Please indicate)

1. New revenues (originally unbudgeted) are available.
2. Actual revenues (originally unbudgeted) have exceeded the original adopted budget.
3. A new project, program or special expenditure has been authorized.
4. Transfer reclassification of original adopted budget to realign budget to actual transaction activity as presently needed.

X

Brief Description of Request: **FY2022: General Fund- Various**

| Account Description | Fund # | Account # | Expenditure Increase or Revenue Decrease | | Notes |
|----------------------------|--------|-----------|------------------------------------------|--------------------------------|---------------------------------------------|
| | | | Debit | Exp. Decrease or Rev. Increase | |
| Parks | | | | | |
| CE- Furniture & Equipment | 11 | 180-4605 | \$ 16,000 | | Insurance Claims- Parks |
| Insurance Claims | 11 | 3693 | | \$ 16,000 | Truck- Replaces Unit 801 |
| Parks | | | | | |
| CE- Building & IOTB | 11 | 180-4615 | | \$ 250,000 | Performance Pavilion not funded |
| Transfer In- Hotel Motel | 11 | 3725 | \$ 250,000 | | Decrease Transfer |
| City General | | | | | |
| R & M - Buildings | 11 | 110-4515 | \$ 25,000 | | Insurance Claim- Tangles |
| Insurance Claims | 11 | 3693 | | \$ 25,000 | |
| Code | | | | | |
| Property Abatements | 11 | 135-4418 | \$ 19,000 | | Property Abatements- Code |
| Building Permits | 11 | 3535 | | \$ 3,000 | |
| Liens | 11 | 3613 | | \$ 16,000 | |
| Police | | | | | |
| CE- Vehicle | 11 | 150-4615 | \$ 31,500 | | Police- Grant Funded |
| Police Grants | 11 | 3630 | | \$ 31,500 | PD Justice Asst. Grant |
| Police | | | | | |
| CE- Vehicle | 11 | 150-4615 | \$ 48,000 | | Police- Replaced Explorer approved in FY 20 |
| Gain on Disposal of Assets | 11 | 3695 | | \$ 20,000 | Auction Proceeds |
| Building Permits | 11 | 3535 | | \$ 28,000 | |
| Library | | | | | |
| Miscellaneous | 11 | 190-4499 | \$ 10,000 | | Summer Programs, Hot Spots, etc |
| Donations | 11 | 3670 | | \$ 10,000 | Donations- Friends of Library |

The amendments above relate to the following:

| | | |
|--------------|----------------------|----------------------|
| TOTAL | \$ 399,500.00 | \$ 399,500.00 |
|--------------|----------------------|----------------------|

Dept. Head Signature: _____
Finance Director Signature:  _____
City Manager: _____

Date 10-7-22
Date _____
Date _____

BUDGET AMENDMENT

ITEM #10.

FUND: General Fund Date: 9/30/2022

Reason for Budget Amendment: (Please indicate)

_____ 1. New revenues (originally unbudgeted) are available.

_____ 2. Actual revenues (originally unbudgeted) have exceeded the original adopted budget.

_____ 3. A new project, program or special expenditure has been authorized.

X 4. Transfer reclassification of original adopted budget to realign budget to actual transaction activity as presently needed.

Brief Description of Request: **FY2022: General Fund Personnel Costs**

| Account Description | Fund # | Account # | Expenditure Increase or Revenue Decrease | | Notes |
|----------------------------|--------|-----------|------------------------------------------|------------|--------------------------|
| | | | Debit | Credit | |
| Salaries & Wages | 11 | 105-4105 | \$ 5,000 | | Admin Dept. |
| FICA | 11 | 4205 | \$ 500 | | |
| Retirement | 11 | 105-4210 | \$ 1,500 | | |
| Health Insurance | 11 | 105-4225 | \$ 3,000 | | |
| Health Insurance | 11 | 115-4225 | \$ 1,300 | | City Secretary |
| Health Insurance | 11 | 120-4225 | \$ 2,300 | | Human Resource |
| Health Insurance | 11 | 125-4225 | \$ 5,000 | | Municipal Court |
| Health Insurance | 11 | 130-4225 | \$ 9,000 | | Finance |
| Health Insurance | 11 | 135-4225 | \$ 13,000 | | Code Enforcement |
| Health Insurance | 11 | 170-4225 | \$ 3,000 | | Recycling Center |
| Overtime | 11 | 150-4106 | \$ 40,000 | | Police Dept. |
| FICA | 11 | 150-4205 | \$ 3,000 | | |
| Retirement | 11 | 150-4210 | \$ 3,400 | | |
| Health Insurance | 11 | 150-4225 | \$ 25,000 | | |
| Health & Compensation Pool | 11 | 110-4496 | | \$ 105,000 | |
| PD Grants | 11 | 3630 | | \$ 10,000 | Justice Assistance Grant |

The amendments above relate to the following:

| | | |
|--------------|----------------------|----------------------|
| TOTAL | \$ 115,000.00 | \$ 115,000.00 |
|--------------|----------------------|----------------------|

Dept. Head Signature: _____ Date: _____

Finance Director Signature:  Date: 10-7-22

City Manager: _____ Date: _____

BUDGET AMENDMENT

ITEM #10.

FUND: General Fund

Date: 9/30/2022

Reason for Budget Amendment: (Please indicate)

- 1. New revenues (originally unbudgeted) are available.
- 2. Actual revenues (originally unbudgeted) have exceeded the original adopted budget.
- 3. A new project, program or special expenditure has been authorized.
- X 4. Transfer reclassification of original adopted budget to realign budget to actual transaction activity as presently needed.

Brief Description of Request: FY2022: General Fund- FUEL

| Account Description | Fund # | Account # | Debit | Credit | Notes |
|-----------------------|--------|-----------|---------------------|---------------------|-------------------|
| Fuel | 11 | 135-4320 | \$ 1,200 | | Code |
| Fuel | 11 | 150-4320 | \$ 25,000 | | Police |
| Fuel | 11 | 175-4320 | \$ 14,000 | | Street and Bridge |
| Fuel | 11 | 181-4320 | \$ 2,800 | | Riverside Park |
| BCISD Pool Interlocal | 11 | 3675 | | \$ 41,000 | |
| Interest Income | 11 | 3605 | | \$ 2,000 | |
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| TOTAL | | | \$ 43,000.00 | \$ 43,000.00 | |

The amendments above relate to the following:

Dept. Head Signature: _____
Finance Director Signature: [Signature]
City Manager: _____

Date: 10-7-22
Date:
Date:

BUDGET AMENDMENT

ITEM #10.

FUND: Utility Fund Date: 9/30/2022
 Reason for Budget Amendment: (Please indicate)

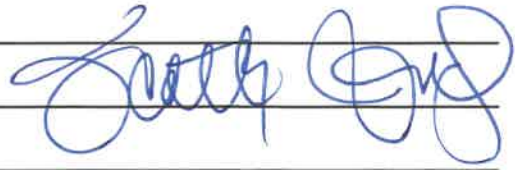
- 1. New revenues (originally unbudgeted) are available.
- 2. Actual revenues (originally unbudgeted) have exceeded the original adopted budget.
- 3. A new project, program or special expenditure has been authorized.
- 4. Transfer reclassification of original adopted budget to realign budget to actual transaction activity as presently needed.

Brief Description of Request: **FY2022: Utility**

| Account Description | Fund # | Account # | Expenditure Increase or Revenue Decrease | | Notes |
|-----------------------------|--------|-----------|------------------------------------------|------------|------------------------------------------|
| | | | Debit | Credit | |
| Miscellaneous | 61 | 610-4499 | \$ 164,000 | | Tenaris Refund |
| Water Revenue | 61 | 3315 | | \$ 164,000 | |
| Transfer to Project Fund | 61 | 610-4726 | \$ 50,000 | | Match to NW Quadrant Grant |
| Water Revenue | 61 | 3315 | | \$ 50,000 | |
| Health Insurance | 61 | 605-4225 | \$ 4,000 | | Health Insurance- Utility Billing |
| Health Insurance | 61 | 615-4225 | | \$ 4,000 | |
| R & M Infrastructure- Water | 61 | 615-4520 | \$ 150,000 | | Water Inf Emergency Repairs |
| CE- Infrastructure- Water | 61 | 620-4620 | | \$ 650,000 | Mockingbird project |
| Equity Balance Forward | 61 | 3999 | \$ 500,000 | | Decrease use of savings |
| Transfer to Debt Service | 61 | 610-4763 | \$ 50,000 | | Add'l transfers related to 2022A & 2022B |
| Water Revenue | 61 | 3315 | | \$ 50,000 | |
| Transfer fm Utility | 63 | 630-4810 | \$ 50,000 | | Interest pmts related to 2022A & 2022B |
| Bond Principal | 63 | 3761 | | \$ 50,000 | |

The amendments above relate to the following:

| | | | |
|--------------|----------------------|----------------------|--|
| TOTAL | \$ 968,000.00 | \$ 968,000.00 | |
|--------------|----------------------|----------------------|--|

Dept. Head Signature: _____ Date: _____
Finance Director Signature:  Date: 10-7-22
City Manager: _____ Date: _____

BUDGET AMENDMENT

ITEM #10.

FUND: Hotel Fund

Date: 9/30/2022

Reason for Budget Amendment: (Please indicate)

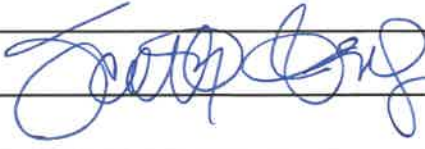
- _____ 1. New revenues (originally unbudgeted) are available.
- _____ 2. Actual revenues (originally unbudgeted) have exceeded the original adopted budget.
- _____ 3. A new project, program or special expenditure has been authorized.
- X 4. Transfer reclassification of original adopted budget to realign budget to actual transaction activity as presently needed.

Brief Description of Request: FY2022: Hotel

| Account Description | Fund # | Account # | Debit | Credit | Notes |
|--------------------------|--------|-----------|------------|------------|-----------------------------|
| | | | | | |
| Transfer Out- General Fd | 25 | 250-4712 | | \$ 250,000 | Pavilion project not funded |
| Prior Year Fund Balance | 25 | 3999 | \$ 250,000 | | Decreased Fund Balance |
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The amendments above relate to the following:

| | | |
|--------------|----------------------|----------------------|
| TOTAL | \$ 250,000.00 | \$ 250,000.00 |
|--------------|----------------------|----------------------|

Dept. Head Signature: _____
 Finance Director Signature: 
 City Manager: _____

Date: _____
 Date: 10-7-22
 Date: _____
 Date: _____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAY CITY, TEXAS, ADOPTING A "BUDGET AMENDMENT #4 TO THE "ANNUAL BUDGET OF THE CITY OF BAY CITY, TEXAS, FOR THE FISCAL YEAR 2022"; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER MATTERS RELATED TO THE SUBJECT.

WHEREAS, by Ordinance No. 1671, the City of Bay City, Texas, adopted its "Annual Budget" for Fiscal Year 2022;

WHEREAS, the City Council has determined the revenues and/or reserves are available for supplement appropriation and/or transfer of certain funds interdepartmentally is economically feasible and in the best interest of prudent budgeting; and

WHEREAS, the City Council desires to amend said Original General Budget to reflect such supplemental appropriation and/or transfer in the fiscal year 2022; now, therefore,

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

Section 1. The facts and matters set forth in the preamble of this Ordinance are hereby to be true and correct.

Section 2. The "Annual Budget" of the City of Bay City, Texas, for the Fiscal Year 2022, is hereby amended as shown on "Budget Amendment #4" to the Original Budget of the City of Bay City, Texas, for the Fiscal Year 2022, attached hereto. These amendments are for municipal purposes. Said Budget Amendment shall be attached to and made a part of such Annual Budget by the City Secretary and shall be filed as required by state law, a true ad correct copy of which is attached hereto as Exhibit "A" and made a part hereof for all purposes.

Section 3. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held constitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Bay City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or constitutional, whether there be one or more parts.

PASSED AND APPROVED on first and final reading this 11th day of October 2022.

CITY OF BAY CITY, TEXAS

Robert K. Nelson, Mayor

ATTEST:

APPROVED as to FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney

| <u>Council Member:</u> | <u>Voted Aye</u> | <u>Voted No</u> | <u>Absent</u> |
|----------------------------|------------------|-----------------|---------------|
| Brad Westmoreland | _____ | _____ | _____ |
| Blayne Finlay | _____ | _____ | _____ |
| Floyce Brown | _____ | _____ | _____ |
| Becca Sitz | _____ | _____ | _____ |
| Jim Folse Mayor Pro-Tem | _____ | _____ | _____ |

Robert K. Nelson, Mayor

ATTEST:

Jeanna Thompson, City Secretary

DISCUSS, CONSIDER AND/OR APPROVE A RESOLUTION ACKNOWLEDGING THE POTENTIAL CONFLICT OF INTEREST REGARDING THE HOME PROGRAM.



EXECUTIVE SUMMARY

RESOLUTION -SUSANA BRITO

BACKGROUND: The City approved applying for federal grant funds through the Texas Department of Housing and Community Affairs in 2016. This grant is to assist lower income homeowners by rehabilitating or rebuilding their homes. Two of the City's applicants are related to City employees (Parent/Child). The Texas Department of Housing and Community Affairs (TDHCA) are requesting additional steps to be taken in order to keep them active in the process. This includes a resolution by City Council, public disclosure in paper, affidavit of recusal by City employee, etc.

Applicant- Brenda Jones (Employee- Rhonda Clegg)

Applicant- Enrique Morales Brito (Employee- Susie Brito)

FINANCIAL IMPLICATIONS: None (paid through grant dollars)

IMPACT ON COMMUNITY SUSTAINABILITY: This grant will assist our lower income homeowners while simultaneously enhancing the health, economic, and aesthetic quality of the community, thereby improving of life for our citizens.

RECOMMENDATION: The employees of the applicants are not involved with any administration of this grant. GrantWorks has a process in place where in fact no City employee can move any applicant in front of another. Staff recommends approving the resolution.

ATTACHMENTS: Resolution; Public Notice

PUBLIC NOTICE

Public Disclosure of HOME Program Conflict of Interest

Ms. Brenda Jones has submitted an application for assistance under the City of Bay City's HOME Program. Ms. Brenda Jones is related to Ms. Rhonda Clegg, Director of Human Resources for the City of Bay City. Mr. Enrique The U. S. Department of Housing and Urban Development has determined that this situation is a conflict of interest under the HOME Program regulations. The City of Bay City has submitted a request to the Texas Department of Housing and Community Affairs for an exception to the conflict of interest provisions. Ms. Rhonda Clegg is not involved and does not have decision making authority regarding the administration of the City's HOME Program and, will not participate in any discussion regarding selection of the HOME Program participants.

Mr. Enrique Brito, related to Ms. Susana Brito, has applied for housing assistance under the City of Bay City HOME Program. The U.S. Department of Housing and Urban Development has determined that this situation is a conflict of interest under the HOME Program regulations. The City of Bay City has applied to the Texas Department of Housing and Community Affairs for an exception to the conflict of interest provisions. Ms. Susana Brito is not involved, and does not have decision making authority regarding the administration of the City's HOME Program and, will not participate in any discussion regarding selection of the HOME Program participants.

CITY OF BAY CITY
RESOLUTION R-2022- _____

The City of Bay City acknowledges a potential conflict of interest between Susana Brito and the HOME Program applicant, Enrique M. Brito.

The City Council acknowledges and makes an exception to the conflict of interest. No applicants will be denied assistance as a result of assisting Enrique M. Brito.

PASSED AND APPROVED on this _____ day of _____, 2022.

Mayor

ATTEST:

City Secretary

DISCUSS, CONSIDER AND/OR APPROVE A RESOLUTION ACKNOWLEDGING THE POTENTIAL CONFLICT OF INTEREST REGARDING THE HOME PROGRAM.



EXECUTIVE SUMMARY

RESOLUTION -RHONDA CLEGG

BACKGROUND: The City approved applying for federal grant funds through the Texas Department of Housing and Community Affairs in 2016. This grant is to assist lower income homeowners by rehabilitating or rebuilding their homes. Two of the City's applicants are related to City employees (Parent/Child). The Texas Department of Housing and Community Affairs (TDHCA) are requesting additional steps to be taken in order to keep them active in the process. This includes a resolution by City Council, public disclosure in paper, affidavit of recusal by City employee, etc.

Applicant- Brenda Jones (Employee- Rhonda Clegg)

Applicant- Enrique Morales Brito (Employee- Susie Brito)

FINANCIAL IMPLICATIONS: None (paid through grant dollars)

IMPACT ON COMMUNITY SUSTAINABILITY: This grant will assist our lower income homeowners while simultaneously enhancing the health, economic, and aesthetic quality of the community, thereby improving of life for our citizens.

RECOMMENDATION: The employees of the applicants are not involved with any administration of this grant. GrantWorks has a process in place where in fact no City employee can move any applicant in front of another. Staff recommends approving the resolution.

ATTACHMENTS: Resolution; Public Notice

PUBLIC NOTICE

Public Disclosure of HOME Program Conflict of Interest

Ms. Brenda Jones has submitted an application for assistance under the City of Bay City's HOME Program. Ms. Brenda Jones is related to Ms. Rhonda Clegg, Director of Human Resources for the City of Bay City. Mr. Enrique The U. S. Department of Housing and Urban Development has determined that this situation is a conflict of interest under the HOME Program regulations. The City of Bay City has submitted a request to the Texas Department of Housing and Community Affairs for an exception to the conflict of interest provisions. Ms. Rhonda Clegg is not involved and does not have decision making authority regarding the administration of the City's HOME Program and, will not participate in any discussion regarding selection of the HOME Program participants.

Mr. Enrique Brito, related to Ms. Susana Brito, has applied for housing assistance under the City of Bay City HOME Program. The U.S. Department of Housing and Urban Development has determined that this situation is a conflict of interest under the HOME Program regulations. The City of Bay City has applied to the Texas Department of Housing and Community Affairs for an exception to the conflict of interest provisions. Ms. Susana Brito is not involved, and does not have decision making authority regarding the administration of the City's HOME Program and, will not participate in any discussion regarding selection of the HOME Program participants.

CITY OF BAY CITY

RESOLUTION R-2022- _____

The City of Bay City acknowledges a potential conflict of interest between Rhonda Clegg and the HOME Program applicant, Brenda Jones.

The City Council acknowledges and makes an exception to the conflict of interest. No applicants will be denied assistance as a result of assisting Brenda Jones.

PASSED AND APPROVED on this _____ day of _____, 2022.

Mayor

ATTEST:

City Secretary



Fiscal Year 2023 Regularly Scheduled City Council Meetings and Tentative Workshop

October

| | |
|------------------|------------------------------|
| 10/11/2022 – 5PM | Council Workshop (Tentative) |
| 10/11/2022 – 6PM | Regular Council Meeting |
| 10/25/2022 – 6PM | Regular Council Meeting |

November

| | |
|------------------|------------------------------|
| 11/1/2022 – 6PM | Council Workshop (Tentative) |
| 11/1/2022 – 5PM | Regular Council Meeting |
| 11/15/2022 – 6PM | Regular Council Meeting |

December

| | |
|------------------|------------------------------|
| 12/6/2022 – 5PM | Council Workshop (Tentative) |
| 12/6/2022 – 6PM | Regular Council Meeting |
| 12/20/2022 – 6PM | Regular Council Meeting |

January

| | |
|-----------------|------------------------------|
| 1/10/2023 – 5PM | Council Workshop (Tentative) |
| 1/10/2023 – 6PM | Regular Council Meeting |
| 1/24/2023 – 6PM | Regular Council Meeting |

February

| | |
|-----------------|------------------------------|
| 2/14/2023 – 5PM | Council Workshop (Tentative) |
| 2/14/2023 – 6PM | Regular Council Meeting |
| 2/28/2023 – 6PM | Regular Council Meeting |

March

| | |
|-----------------|------------------------------|
| 3/14/2023 – 5PM | Council Workshop (Tentative) |
| 3/14/2023 – 6PM | Regular Council Meeting |
| 3/28/2023 – 6PM | Regular Council Meeting |

April

| | |
|-----------------|------------------------------|
| 4/11/2023 – 5PM | Council Workshop (Tentative) |
| 4/11/2023 – 6PM | Regular Council Meeting |
| 4/25/2023 – 6PM | Regular Council Meeting |

May

| | |
|-----------------|------------------------------|
| 5/9/2023 – 5PM | Council Workshop (Tentative) |
| 5/9/2023 – 6PM | Regular Council Meeting |
| 5/23/2023 – 6PM | Regular Council Meeting |

June

| | |
|-----------------|---------------------------------------|
| 6/13/2023 – 4PM | Council Workshop (Tentative) |
| 6/13/2023 – 6PM | Regular Council Meeting |
| 6/27/2023 – 4PM | Council Workshop (Tentative – Budget) |
| 6/27/2023 – 6PM | Regular Council Meeting |

July

| | |
|-----------------|---------------------------------------|
| 7/6/2023 – 4PM | Council Workshop (Tentative - Budget) |
| 7/11/2023 – 4PM | Council Workshop (Tentative - Budget) |
| 7/11/2023 – 6PM | Regular Council Meeting |
| 7/25/2023 – 4PM | Council Workshop (Tentative - Budget) |
| 7/25/2023 – 6PM | Regular Council Meeting |

August

| | |
|-----------------|---------------------------------------|
| 8/8/2023 – 4PM | Council Workshop (Tentative - Budget) |
| 8/8/2023 – 6PM | Regular Council Meeting |
| 8/15/2023 – 4PM | Council Workshop (Tentative - Budget) |
| 8/22/2023 – 6PM | Council Workshop (Tentative - Budget) |
| 8/22/2023 – 6PM | Regular Council Meeting |

September

| | |
|-----------------|----------------------------------------|
| 9/7/2023 – 6PM | Special Called (Tentative – Budget/PH) |
| 9/12/2023 – 5PM | Council Workshop (Tentative) |
| 9/12/2023 – 6PM | Regular Council Meeting |
| 9/26/2023 – 6PM | Regular Council Meeting |

NOTE: Number of Workshops and their starting times are subject to change.

Jeanna Thompson, City Secretary