



# CITY COUNCIL REGULAR MEETING CITY OF BAY CITY

Tuesday, November 10, 2020 at 6:00 PM  
COUNCIL CHAMBERS | 1901 5th Street

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## COUNCIL MEMBERS

**Mayor:** Robert K Nelson

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

**Council Members:** William Cornman, Brent P. Marceaux, Becca Sitz, Julie Estlinbaum

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

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## AGENDA

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

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

### CALL TO ORDER

### INVOCATION & PLEDGE

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

*Councilwoman Julie Estlinbaum*

### CERTIFICATION OF QUORUM

### MISSION STATEMENT

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

*Councilwoman Julie Estlinbaum*

### APPROVAL OF AGENDA

### PUBLIC COMMENTS

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

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

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

### **APPROVAL OF MINUTES**

- 1. Meeting minutes of Council Workshop on October 27, 2020.**
- 2. Meeting minutes of Regular Council meeting on October 27, 2020**

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

- 3. Presentation ~ Library 4th Quarter Report.**Samantha Denbow, Library Director
- 4. Ordinance ~ Discuss, consider, and/or approve an Ordinance adopting Budget Amendments for the fiscal year ending September 30, 2020.**Scotty Jones, Finance Director
- 5. Project ~ Discuss, consider and/or approve Hamman Road Drainage Project scope and cost estimate - Phase 1.**Barry Calhoun, Public Works Director
- 6. Resolution ~ Discuss, consider, and/or adopt a resolution designating an management service provider for the Texas Hazard Mitigation Assistance, Building Resilient Infrastructure and Communities (BRIC), program application and project implementation.**  
Alyssa Dibbern, Engineering Tech
- 7. Consider, discuss, and/or approve a direction relative to a proposal to design and construct a new "all purpose" Aquatic Center in Bay City for the benefit of all of Matagorda County.**William Cornman, Councilman

### **CLOSED / EXECUTIVE SESSION**

#### **OPEN SESSION**

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

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

### **ADJOURNMENT**

### **AGENDA NOTICES:**

**Action by Council Authorized:** The City Council may vote and/or act upon any item within this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code Section 551.071, to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority

of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The City Attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

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

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

### **CERTIFICATION OF POSTING**

This is to certify that the above notice of a Regular Called Council Meeting was posted on the front window of the City Hall of the City of Bay City, Texas on **Friday, November 6, 2020 before 6:00 p.m.** Any questions concerning the above items, please contact Mayor Robert K. Nelson at (979) 245-2137.

# CITY OF BAY CITY

MINUTES • OCTOBER 27, 2020

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**COUNCIL  
CHAMBERS | 1901  
5th Street**

City Council Workshop

5:00 PM

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1901 5TH STREET  
BAY CITY TX, 77414



**Mayor**

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Robert K. Nelson

**Councilman**

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William Cornman

**Councilman**

---

Brent P. Marceaux

**Councilwoman**

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Becca Slitz

**Mayor Pro Tem**

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Jason W. Childers

**Councilwoman**

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Julie Estlinbaum

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

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**CALL TO ORDER**

Meeting was called to order at 5:04 by Mayor Pro Tem Jason Childers.

**CERTIFICATION OF QUORUM****PRESENT**

Mayor Pro Tem Jason W. Childers  
Councilman William Cornman  
Councilman Brent P. Marceaux  
Councilwoman Julie Estlinbaum  
Councilwoman Becca Sitz

**ABSENT**

Mayor Robert K. Nelson

**Also Present:**

Shawna Burkhart, City Manager  
Carly Wall, Assistant City Attorney  
Jeanna Thompson, City Secretary

**PUBLIC COMMENTS**

No public comments.

**REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND / OR APPROVAL****1. Discussion ~ Discuss Hamman Road and Holly Lane drainage improvement proposal.**

Shawna Burkhart, City Manager, brought Council up to date regarding complaints on flooding on Bordeaux and Chateaux streets. Barry Calhoun, Public Works Director, discussed neighbor hood drainage design and bottleneck at Chateaux and Hamman. Mr. Calhoun discussed changes to drainage and recommended stages to reduce financial impact. Council asked to place the Hamman Road drainage improvement phase at \$53,500 on the next agenda.

**ADJOURNMENT**

Councilman Cornman requested a Special Called Meeting scheduled November 4th at 6:00 pm regarding the Aquatic Center.

Motion made by Councilwoman Sitz to adjourn the meeting at 5:31 pm, Seconded by Councilman Marceaux. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Estlinbaum, Councilwoman Sitz. Motion carried.

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

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

\_\_\_\_\_  
JEANNA THOMPSON  
CITY SECRETARY

# CITY OF BAY CITY

MINUTES • OCTOBER 27, 2020

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**COUNCIL  
CHAMBERS | 1901  
5th Street**

**City Council Regular Meeting**

**6:00 PM**

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



**Mayor**

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Robert K. Nelson

**Councilman**

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William Cornman

**Mayor Pro Tem**

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Jason W. Childers

**Councilman**

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Brent P. Marceaux

**Councilwoman**

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Becca Slitz

**Councilwoman**

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Julie Estlinbaum

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

**CALL TO ORDER**

Meeting was called to order at 6:01 pm by Mayor Pro Tem Jason Childers.

**INVOCATION & PLEDGE**

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

*Mayor Pro Tem Jason Childers*

**CERTIFICATION OF QUORUM****PRESENT**

Mayor Pro Tem Jason W. Childers  
Councilman William Cornman  
Councilman Brent P. Marceaux  
Councilwoman Becca Sitz  
Councilwoman Julie Estlinbaum

**ABSENT**

Mayor Robert K. Nelson, excused

Also present:

Shawna Burkhart, City Manager  
Carly Wall, Assistant City Attorney  
Jeanna Thompson, City Secretary

**MISSION STATEMENT**

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

*Mayor Pro Tem Jason Childers*

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

1. **Meeting minutes of Regular Council meeting on October 13, 2020**



Motion made by Councilman Cornman to approve the minutes of Regular Council meeting on October 13, 2020, Seconded by Councilman Marceaux. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

## **PUBLIC COMMENTS**

David Torrez, 1616 cottonwood, complained about Chambers speaker, discussed Alamo closing, discussed gym and parking lot on highway 60, and long bed trucks and parking downtown.

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

There were no consent agenda items.

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

### **2. Discussion ~ Discuss concerns and options regarding speeding traffic on 8th Street.**

Whitney McGee, Citizen

Mr. McGee, who has been a citizen in Bay City since 1984, lives near speedy stop but problem is the traffic. Mr. McGee stated that people are cutting across Katy and now a hot rod zone. Police Department does good job during school hours, but work traffic is worse. Mr. McGee would like speed bumps or something to slow people down. Mr. McGee also stated that the car wash has a lot of noise late at night due to shift changes and loud stereos. Councilman Marceaux prefers speed bumps to Police controlling speed.

### **3. Personnel ~ Discuss, consider and/or approve Police Officer recruitment incentives.**

Robert Lister, Chief of Police

Chief Lister stated that they are finding it difficult to recruit these days. Academy numbers are down as well. The Police Department has 3 open positions and they would like to change recruiting methods by offering incentive of sign on bonus. Shawna Burkhart suggested to review annually and add increments. Details can be worked out. Councilwoman Estlinbaum added that even BCISD has problems recruiting because competing with bigger agencies.

Motion made by Councilman Cornman to approve Police Officer recruiting incentives, Seconded by Councilwoman Estlinbaum. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

### **4. Appointment ~ Consider and/or approve the appointment of Jessica Russell as Planning Commission Chairman.**

Motion made by Councilwoman Sitz to appoint Jessica Russell at Chairman to the Planning Commission, Seconded by Councilwoman Estlinbaum. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

**5. Agreement ~ Discuss, consider, and/or approve an Interlocal Agreement with the City of Bay City and Bay City Community Development Corporation regarding small business grants as they relate to COVID-19.**

Scotty Jones, Finance Director

Motion made by Councilman Cornman to approve the Interlocal Agreement with the City of Bay City and Bay City Community Development Corporation, Seconded by Councilwoman Sitz. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion Carried.

**6. Resolution ~ Discuss, consider, and/or approve a resolution of the City of Bay City, Texas, authorizing the submission of a Community Development Block Grant - Mitigation (CDBG-MIT) application to the Texas General Land Office and authorizing the Mayor and City Manager to act as the City's executive officers and authorized representatives in all matters pertaining to the City's participation in the CDBG-MIT program.**

Alyssa Dibbern, Engineer Tech

Motion made by Councilwoman Estlinbaum to approve the resolution of the City of Bay City, Texas, authorizing the submission of a Community Development Block Grant - Mitigation (CDBG-MIT) application, Seconded by Councilman Marceaux. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

**7. Contract ~ Discuss, consider, and/or approve a contract for professional engineering services for the Texas General Land Office (GLO) Mitigation Grant Program between the City of Bay City, Texas and Lynn Engineering. Barry Calhoun, Public Works Director**

Motion made by Councilwoman Sitz to approve a contract for professional engineering services for the Texas General Land Office (GLO) Mitigation Grant Program between the City of Bay City, Texas and Lynn Engineering, Seconded by Councilwoman Estlinbaum. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

**8. Contract ~ Discuss, consider, and/or approve a standard contract for professional engineering services for various City projects, including the Texas Water Development Board projects between the City of Bay City, Texas and Garver, LLC.**

Barry Calhoun, Public Works Director

Motion made by Councilman Cornman to approve a standard contract to Garver, LLC for professional engineering services for various City projects, including the Texas Water Development Board projects between the City of Bay City, Texas and Garver, LLC, Seconded by Councilwoman Sitz. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

**9. Contract ~ Discuss, Consider, and/or approve award of Nile Valley Road Construction Project. Barry Calhoun, Public Works Director**

Motion made by Councilman Cornman to approve award to Lester Contracting, Seconded by Councilwoman Estlinbaum. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

**10. Ordinance ~ Discuss, consider, and/or approve an Ordinance authorizing the issuance of City of Bay City, Texas General Obligation Refunding Bonds, Series 2021; levying a tax in payment thereof; authorizing the redemption prior to maturity of certain outstanding obligations; providing for the award and sale of said bonds in accordance with certain parameters; and enacting other provisions relating thereto.**

Scotty Jones, Finance Director, reviewed the refunding bond ordinance. Refunding will provide an estimated \$500,000 savings.

Motion made by Councilwoman Estlinbaum to approve the Refunding Bond Ordinance, Seconded by Councilman Marceaux. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

**11. Report ~ Discuss, consider, and/or approve the Quarterly Investment Report for the quarter ending September 30, 2020.**

Scotty Jones, Finance Director

Motion made by Councilman Cornman to approve the Quarterly Investment Report, Seconded by Councilwoman Sitz. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

**12. Appointments ~ Discuss, consider, and/or approve Resident Commissioner for Bay City Housing Authority.**

Shawna Burkhart, City Manager, stated that one commissioner selected was not qualified and one stepped down. We will need recommendations by next meeting.

Councilman Cornman recommends the Housing Board make the recommendations. Council took no action.

**13. Appointments ~ Discuss, consider, and/or approve members for TIRZ #1.**  
Shawna Burkhart, City Manager

Motion made by Councilwoman Sitz to approve members for TIRZ #1, Seconded by Councilman Marceaux. Voting Yea: Mayor Pro Tem Childers, Councilman Marceaux, Councilwoman Sitz.

Voting Abstaining: Councilman Cornman, Councilwoman Estlinbaum. Motion carried.

**14. Appointments ~ Discuss, consider, and/or approve members for TIRZ #2.**  
Shawna Burkhart, City Manager

Motion made by Councilman Marceaux to approve members for TIRZ #2, Seconded by Councilwoman Sitz. Voting Yea: Mayor Pro Tem Childers, Councilman Marceaux, Councilwoman Sitz.

Voting Abstaining: Councilman Cornman, Councilwoman Estlinbaum. Motion carried.

**15. Appointments ~ Discuss, consider, and/or approve members for TIRZ #3.**  
Shawna Burkhart, City Manager

Motion made by Councilman Cornman to approve member for TIRZ #3, Seconded by Councilman Marceaux. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz.

Voting Abstaining: Councilwoman Estlinbaum. Motion carried.

**16. Discuss, consider and/or approve the reschedule of the Regular Council meetings in December 2020 from the 8th and 22nd to the 1st and 15th.**  
Jeanna Thompson, City Secretary

Motion made by Councilman Cornman to approve Council meeting reschedule in December, Seconded by Councilwoman Estlinbaum.

Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried.

## **CLOSED / EXECUTIVE SESSION**

None

## **OPEN SESSION**

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

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

**ADJOURNMENT**

Motion made by Councilman Marceaux to adjourn, Seconded by Councilwoman Sitz. Voting Yea: Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried and meeting adjourned at 7:11 pm.

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

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

\_\_\_\_\_  
JEANNA THOMPSON  
CITY SECRETARY



**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:** 11/2/2020  
*Last, First* *MM/DD/YYYY*

**Requestor Type :** City Staff **Meeting Date:** 11/10/2020  
*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:**

**ENTER TEXT HERE.**

**Executive Summary of Item:**

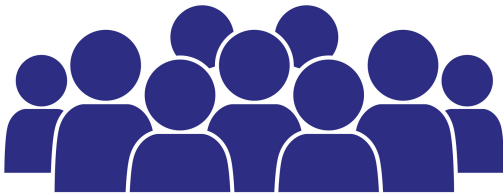
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# Bay City Public Library

## Fourth Quarter Statistics

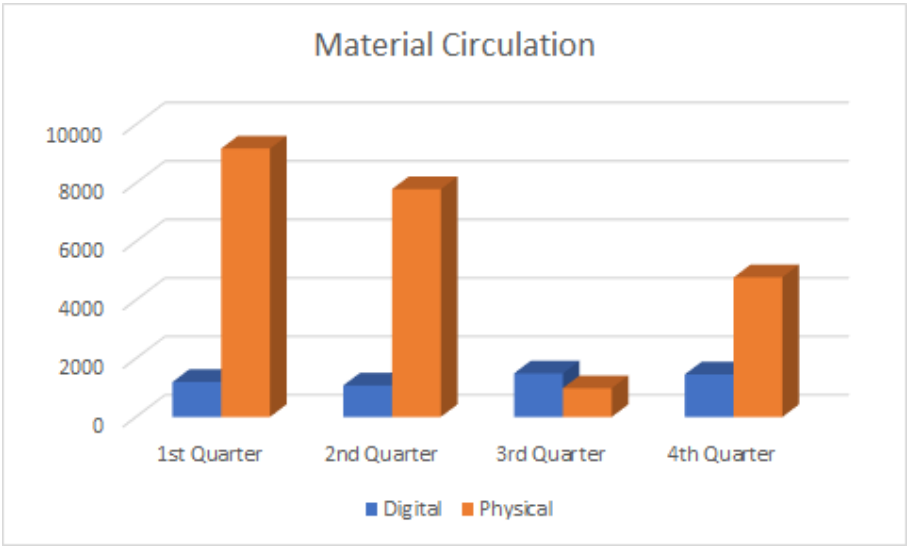
### October 2020



**14 Programs**  
**693 Attendees**



**613 Computer Uses**  
**479 Minutes of Use**



Bay City Public Library  
Fourth Quarter Report  
November 2020

Statistics – See 4th Quarter Statistics

Completed

- Sargent Branch reopened in its new facility after 11 month closure **MAJOR!**
- NEW Virtual Library Resource Center:
  - Added Flipster, digital magazines
  - Added Newsbank, online newspapers
  - Added Mango Languages
  - Applied for and received Trull grant to add Tutor.com and advertising for Virtual Library Resource Center
- Participating in Public Library Connect program that allows students at BCISD (and more hopefully) to access our Overdrive collection with their school account. All we had to do was opt in.
- Applied and received TSLAC Library Technology Academy grant which will include an up to \$10,000 Technology project
- Added 6 Tablet Self-check Kiosk, allows more access to technology and better social distancing.

In Progress/Upcoming

- Paypal setup still in progress
- Working on automatic doors and ramp project with Public Works
- Reviewing interlocal with County
- 8 week Technology Academy grant course

Programs/Events

- Weekly Virtual Storytime posted to Facebook - Library to Go bags for participants that include craft, book, and resources
- Monthly Book Talk on Zoom (Third Thursday at Noon)
- Virtual Family and Community Health videos on Facebook with Texas A&M Agrilife

COVID measures

- masks required
- staff and patron temperature checks
- quarantine of returned materials
- no in-person programs (will begin to add small group programs in the near future)
- no meeting spaces for non-library affiliated groups
- no lounge seating – staff is currently working on the details on added other seating options for those wanting to study, use their own devices, etc.
- curbside still encouraged



Bay City Public Library  
Fourth Quarter Report  
November 2020

FY 2021 Business Plan Objectives

- Improve access to technology and internet for citizens by offering internet enabled devices for checkout and adding a dedicated internet service in Sargent.
- Add online services to further personal, professional, and educational growth.
- Add online guides/resource lists for topics of interest, such as business, education, book lists, health, etc.
- Improve operational efficiency by improving staffing quantity and quality.
- Create Marketing Plan and utilize branding in library promotions.
- Complete biennial review of Policy Manual.
- Improve the usability of Genealogy collection by cataloging available items and digitizing microfilm.
- Improve the usability of the physical library by continuing to complete categorization of collections, developing and implementing a collection development plan to focus on high use materials, and upgrading furnishings and layout as needed.
- Further develop current programs to maximize success of programming.

**BUDGET~ DISCUSS, CONSIDER, AND/OR APPROVE AN ORDINANCE ADOPTING  
BUDGET AMENDMENTS FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020.**



**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 #4.

**DEPARTMENT:** General Fund

**Date:** 9/30/2020

**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:** **FY2020: General Fund- Streets & City General**

Account Description	Fund #	Account #	Expenditure Increase or Revenue Decrease		Notes
			Debit	Credit	
Transfer to Street Fund	11	410-4728	\$ 200,000		Increase Street Reserve
Seal Coat Program	11	475-4525		\$ 200,000	Decrease Expense
Transfer to FARF	11	410-4712	\$ 150,000		Increase Expense
Interest Income	11	3605		\$ 40,000	Increase Revenue
Building Permits	11	3535		\$ 12,000	
Gain on Sale of Assets	11	3695		\$ 40,000	
Other Income	11	3699		\$ 30,000	
Liens	11	3613		\$ 11,000	
Insurance Claims	11	3693		\$ 17,000	

**The amendments above relate to the following:**

Sealcoat Program budget is recommended to be moved to the Street Reserve to prepare for large Street Project  
 Transfer \$150,000 to Fixed Asset Replacement Fund -- restricted for replacement assets approved during budget process

<b>TOTAL</b>			<b>\$ 350,000</b>	<b>\$ 350,000</b>	
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**Dept. Head Signature:** \_\_\_\_\_  
**Finance Director Signature:** \_\_\_\_\_  
**City Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
 \_\_\_\_\_  
**Date:** \_\_\_\_\_  
 \_\_\_\_\_  
**Date:** \_\_\_\_\_

**BUDGET AMENDMENT**

ITEM #4.

**DEPARTMENT:** General Fund

**Date:** 9/30/2020

**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:** FY2020: General Fund- Recycling Center

			<i>Expenditure Increase or Revenue Decrease</i>	<i>Exp. Decrease or Rev. Increase</i>	
Account Description	Fund #	Account #	Debit	Credit	Notes
R & M- Furniture & Equip.	11	479-4505	\$ 7,000		Increase Expense
Grants- Various Sources	11	3633		\$ 7,000	Increase Revenue
<b>TOTAL</b>			<b>\$ 7,000</b>	<b>\$ 7,000</b>	

The amendments above relate to the following:  
 HGAC Grant Project- Refurbishing Recycle Bin Trailers

**Dept. Head Signature:** \_\_\_\_\_

Date \_\_\_\_\_

**Finance Director Signature:** \_\_\_\_\_

Date 11-2-20

**City Manager:** \_\_\_\_\_

Date \_\_\_\_\_

**BUDGET AMENDMENT**

ITEM #4.

**DEPARTMENT:** Utility Fund

**Date:** 9/30/2020

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:** FY2020: Utility Various Departments

Account Description	Fund #	Account #	Expenditure Increase or Revenue Decrease		Notes
			Debit	Exp. Decrease or Rev. Increase	
CE- Furniture & Equipment	61	410-4605	\$ 52,400		Replace Jetter Truck
R & M- Furniture & Equipment	61	410-4505		\$ 25,400	Reduce Expense
R & M- Furniture & Equipment	61	440-4505		\$ 27,000	Reduce Expense
Salaries & Wages	61	440-4105	\$ 115,000		Reclassified employees in Utility
FICA	61	440-4205	\$ 10,000		
Retirement	61	440-4210	\$ 10,000		
Health Insurance	61	440-4225	\$ 13,000		
Salaries & Wages	61	405-4105		\$ 75,000	Decreasaed Expense
FICA	61	405-4205		\$ 5,000	Decreasaed Expense
Retirement	61	405-4210		\$ 5,000	Decreasaed Expense
Health Insurance	61	405-4225		\$ 15,000	Decreasaed Expense
Contracted Services	61	405-4425		\$ 10,000	Decreasaed Expense
Salaries & Wages	61	415-4105		\$ 28,000	Decreasaed Expense
FICA	61	415-4205		\$ 5,000	Decreasaed Expense
Retirement	61	415-4210		\$ 5,000	Decreasaed Expense
<b>The amendments above relate to the following:</b>					
Reclassified employees in Utility to seperate the billing dept from other divisions					
Replaced the Jetter Truck					
<b>TOTAL</b>			<b>\$ 200,400</b>	<b>\$ 200,400</b>	

**Dept. Head Signature:** \_\_\_\_\_  
**Finance Director Signature:** \_\_\_\_\_  
**City Manager:** \_\_\_\_\_



**Date:** \_\_\_\_\_  
**Date:** 11-2-20  
**Date:** \_\_\_\_\_

## ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY OF BAY CITY, TEXAS, ADOPTING A "BUDGET AMENDMENT #3 TO THE "ANNUAL BUDGET OF THE CITY OF BAY CITY, TEXAS, FOR THE FISCAL YEAR 2020"; 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. 1638, the City of Bay City, Texas, adopted its "Annual Budget" for Fiscal Year 2020;

**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 2020; 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 2020, is hereby amended as shown on "Budget Amendment #3" to the Original Budget of the City of Bay City, Texas, for the Fiscal Year 2020, 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 10th day of November 2020.**

**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>
Brent Marceaux	_____	_____	_____
Bill Cornman	_____	_____	_____
Julie Estlinbaum	_____	_____	_____
Becca Sitz	_____	_____	_____
Jason Childers Mayor Pro-Tem	_____	_____	_____



**PRELIMINARY COST ESTIMATE  
FOR CONSTRUCTION OF  
HAMMAN ROAD DRAINAGE IMPROVEMENTS  
FOR  
CITY OF BAY CITY  
OCTOBER 27, 2020**

Item No.	Description	Unit	Quantity	Unit Price	Total <sup>(1)</sup>
1.	Move-in and Set-up, including Bonds and Insurance	L.S.	1	\$ 5,000.00	\$ 5,000.00
 <b>Paving Items</b>					
2.	Removal of Existing ADA Compliant Ramp	Ea.	1	\$ 1,500.00	\$ 1,500.00
3.	Installation of ADA Compliant Ramp	Ea.	1	\$ 3,000.00	\$ 3,000.00
				Subtotal Paving Items	\$ 4,500.00
 <b>Storm Sewer Items</b>					
4.	Removal of Existing Dual 18-inch Storm Sewer	L.F.	20	\$ 20.00	\$ 400.00
5.	Installation of 24-inch Storm Sewer via Open Cut	L.F.	20	\$ 80.00	\$ 1,600.00
6.	Removal of Existing Inlet Structure	Ea.	2	\$ 2,500.00	\$ 5,000.00
7.	Installation of an H-2 Inlet	Ea.	2	\$ 7,500.00	\$ 15,000.00
				Subtotal Storm Sewer Items	\$ 22,000.00
 <b>Misc.</b>					
8.	Site Preparation	L.S.	1	\$ 2,000.00	\$ 2,000.00
9.	Site Restoration (Grading, Replacement of Fences, etc.)	L.S.	1	\$ 1,000.00	\$ 1,000.00
10.	Storm Water Pollution Prevention Plan	L.S.	1	\$ 1,000.00	\$ 1,000.00
				Subtotal Misc Items	\$ 4,000.00
				<b>Subtotal All Items</b>	<b>\$ 35,500.00</b>
				Contingencies (15%)	\$ 6,000.00
				Engineering	\$ 12,000.00
				<b>TOTAL</b>	<b>\$ 53,500.00</b>

**NOTES :**

<sup>(1)</sup> All Totals have been rounded up to the nearest \$1,000.  
<sup>(2)</sup> This cost estimate was created for construction budgeting estimation during the bidding process. This estimate was not prepared under the supervision of an engineer, and is not acceptable to be released to any clients or third-parties.

This Document is Released for the Purpose of:  
**General Financial Planning**  
 It is Preliminary in Nature and not to be Used for Feasibility of Land Purchases, Loans or Grants

**PRELIMINARY COST ESTIMATE  
FOR CONSTRUCTION OF  
HAMMAN ROAD DRAINAGE IMPROVEMENTS  
FOR  
CITY OF BAY CITY  
SEPTEMBER 2, 2020**

Item No.	Description	Unit	Quantity	Unit Price	Total <sup>(1)</sup>
1.	Move-in and Set-up, including Bonds and Insurance	L.S.	1	\$21,000.00	\$ 21,000.00
<b>Paving Items</b>					
2.	Removal of Existing ADA Compliant Ramp	Ea.	1	\$ 500.00	\$ 1,000.00
3.	Installation of ADA Compliant Ramp	Ea.	1	\$ 2,500.00	\$ 3,000.00
4.	Removal and Replacement of Asphalt Pavement	S.Y.	50	\$ 150.00	\$ 8,000.00
5.	Removal and Replacement of Gravel Driveway	S.Y.	20	\$ 50.00	\$ 1,000.00
Subtotal Paving Items					\$ 13,000.00
<b>Storm Sewer Items</b>					
6.	Removal of Existing 36-inch Storm Sewer	L.F.	570	\$ 20.00	\$ 12,000.00
7.	Installation of 48-inch Storm Sewer via Open Cut	L.F.	570	\$ 130.00	\$ 75,000.00
8.	Removal of Existing Dual 18-inch Storm Sewer	L.F.	20	\$ 20.00	\$ 1,000.00
9.	Installation of 24-inch Storm Sewer via Open Cut	L.F.	20	\$ 80.00	\$ 2,000.00
10.	Trench Safety System	L.F.	590	\$ 2.00	\$ 2,000.00
11.	Removal of Existing Inlet Structure	Ea.	1	\$ 2,000.00	\$ 2,000.00
12.	Installation of an H-2 Inlet	Ea.	1	\$ 6,000.00	\$ 6,000.00
13.	Installation of Storm Outfall Structure	Ea.	1	\$ 6,000.00	\$ 6,000.00
Subtotal Storm Sewer Items					\$ 106,000.00
<b>Misc.</b>					
14.	Site Preparation	L.S.	1	\$ 5,000.00	\$ 5,000.00
15.	Site Restoration (Grading, Replacement of Fences, etc.)	L.S.	1	\$ 2,000.00	\$ 2,000.00
16.	Storm Water Pollution Prevention Plan	L.S.	1	\$ 2,000.00	\$ 2,000.00
Subtotal Misc Items					\$ 9,000.00
<b>Subtotal All Items</b>					<b>\$136,000.00</b>
Contingencies (15%)					\$ 21,000.00
Engineering (15%)					\$ 21,000.00
<b>TOTAL</b>					<b>\$178,000.00</b> <sup>(2)</sup>

**NOTES :**

<sup>(1)</sup> All Totals have been rounded up to the nearest \$1,000.

<sup>(2)</sup> This cost estimate was created for construction budgeting estimation during the bidding process. This estimate was not prepared under the supervision of an engineer, and is not acceptable to be released to any clients or third-parties.

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**General Financial Planning**  
It is Preliminary in Nature and not to be Used for  
Feasibility of Land Purchases, Loans or Grants



Replace ADA Ramp

Remove 18 LF Ex. Dual 18"  
Replace with 24" Storm Sewer

Remove ADA Ramp

Remove and Replace  
Ex. Inlet with H-2





Remove and Replace  
25 SY Asphalt Pavement

Remove of Existing 570 LF 36" Storm Sewer  
Replace with 48" Storm Sewer

Remove and Replace  
25 SY Asphalt Pavement

Remove and Replace  
20 SY Gravel Driveway

Install Outfall Structure



**CITY OF BAY CITY**  
1901 FIFTH STREET  
(979) 245-2137  
FAX: (979) 323-1626

**AGENDA ITEM SUBMISSION FORM**

**Any item(s) to be consider 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: Alyssa Dibbern                                      Date Submitted: November 3<sup>rd</sup>

Position Title (If City Staff): Engineering Tech

Council Meeting Date: November 10<sup>th</sup>

Type of Agenda Item:

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

Agenda Wording:

Discuss, consider, and adopt resolution designating a management service provider for the Texas Hazard Mitigation Assistance, Building Resilient Infrastructure and Communities (BRIC), program application and project implementation.

Executive Summary of Item:

This agenda item is for the hiring of a management/administrative service for handling all managerial and organizational aspects of the BRIC program. Proposals are not due until November 9<sup>th</sup> but will we have all submittals and information at the council meeting on November 10<sup>th</sup>.

Through the BRIC (Building Resilient Infrastructure and Communities) program, Bay City intends to use the funds for the repair of three bridges over cottonwood creek. Those being: Hammon Road Bridge repairs, 6th Street Bridge Repairs, and 12th Street Bridge Repairs. Within the scope of work, Water Line Improvements will be sought after.



# Building Resilient Infrastructure and Communities (BRIC) grant program

## Guiding Principles

Support community capability and capacity building



Enable large infrastructure projects



Encourage and enable innovation



Maintain flexibility



Promote partnerships



Provide consistency



## BRIC Launch Timeline



Where we are now

## Funding

BRIC is funded by a 6% set-aside from federal post-disaster grant funding

- **State and Territory Allocation:** An allocation for each state, territory, and the District of Columbia (DC).
- **Tribal Set-Aside:** A set-aside for Federally recognized Tribal Governments.
- **National Mitigation Project Competition:** For all eligible Applicants, the remainder of the funding will be available competitively for mitigation projects.

## Who is eligible for BRIC funding?

**Applicants:**

- ✓ All 50 States
- ✓ U.S. territories
- ✓ Federally recognized Tribal Governments
- ✓ District of Columbia

**Subapplicants:**

- ✓ Local Governments
- ✓ Tribal Governments
- ✓ State Agencies
- ✓ Tribal Agencies



FEMA

For more information visit [www.fema.gov/bric](http://www.fema.gov/bric)

**RESOLUTION R-2020-\_\_\_\_\_**

**A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, AUTHORIZING THE AWARD OF SERVICE PROVIDERS FOR THE TEXAS HAZARD MITIGATION ASSISTANCE PROJECT FUNDED THROUGH THE TEXAS DIVISION OF EMERGENCY MANAGEMENT (TDEM) AND/OR TEXAS WATER DEVELOPMENT BOARD (TWDB).**

**WHEREAS**, the City of Bay City seeks assistance in the preparation of an application and, if awarded the grant, the subsequent implementation of an HMA Hazard Mitigation Grant;

**WHEREAS**, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for management services has been completed in accordance with Texas HMA requirements;

**WHEREAS**, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers.

**NOW, THEREFORE, BE IT RESOLVED:**

Section 1. That \_\_\_\_\_ be selected to provide Texas HMA application and project-related **management services** for the Hazard Mitigation Assistance, Building Resilient Infrastructure and Communities (BRIC) Grant project.

Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider.

**PASSED AND APPROVED ON NOVEMBER 10, 2020.**

**APPROVED:**

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

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Jeanna Thompson, City Secretary

\_\_\_\_\_  
City Attorney