



REGULAR COUNCIL MEETING CITY OF BAY CITY

Tuesday, July 14, 2020 at 6:00 PM
COUNCIL CHAMBERS | 1901 5th Street

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.

AGENDA

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 Becca Sitz

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 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.

CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL

1. Meeting Minutes of Budget Workshop on June 18, 2020
2. Meeting Minutes of Budget Workshop on June 16, 2020

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

3. STATUS UPDATE ON 16TH STREET POOL.

Shawna Burkhart, City Manager

4. PRESENTATION OF RECOGNITION OF BAY CITY MAIN STREET 2020 NATIONAL ACCREDITATION.

Shawna Burkhart, City Manager

5. RECEIVE A REPORT FROM WCA ON THE SANITATION OPERATIONS IN THE CITY OF BAY CITY AND DISCUSS, CONSIDER AND/OR APPROVE WCA'S CPI RATE INCREASE REQUEST PURSUANT TO THE SOLID WASTE CONTRACT WITH WCA.

Krystal Mason, Code Compliance Officer

6. DISCUSS, CONSIDER AND/OR APPROVE AN EVALUATION FORMAT AND/OR EVALUATION CRITERIA FOR THE CITY MANAGER'S PERFORMANCE EVALUATION.

Councilman Bill Cornman

7. DISCUSS, CONSIDER, AND/OR ADOPT A RESOLUTION DESIGNATING A PROFESSIONAL ENGINEERING FIRM FOR THE 2020 TEXAS CAPITAL FUND DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM OF THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) PROGRAM FOR APPLICATION AND PROJECT IMPLEMENTATION.

Alyssa Dibbern, Engineering Tech

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, July 10, 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 • JUNE 18, 2020

**COUNCIL
CHAMBERS | 1901
5th Street**

Budget Workshop

3:00 PM

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



Mayor

Robert K. Nelson

Councilman

William Cornman

Mayor Pro Tem

Jason W. Childers

Councilman

Brent P. Marceaux

Councilwoman

Becca Slitz

Councilwoman

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 3:13 p.m. by Mayor Robert K. Nelson.

CERTIFICATION OF QUORUM**PRESENT**

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

PUBLIC COMMENTS

There were no public comments

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND / OR APPROVAL

1. BUDGET ~ DISCUSS, CONSIDER , OR TAKE ACTION ON THE VISION 2040 PLANNING DOCUMENT, "BAY CITY WORKS"

Shawna Burkhart, City Manager

Shawna Burkhart, City Manager, brought up Public Safety as to add under a existing pillar or add a 5th pillar. Councilman Cornman suggested it be its own goal. Ms. Burkhart will add Public Safety to the 2040 Vision Plan and bring back to Council for approval when all updates are incorporated.

2. BUDGET ~ DISCUSS, CONSIDER, AND/OR TAKE ACTION ON THE TEN (10) YEAR CAPITAL PLANNING RANKING PROCESS.

Scotty Jones, Finance Director

Council reviewed capital improvements by departments and their priorities. There were discussions on water meter replacement and Councilman Cornman requested letter of grievance sent to Siemens regarding the meters.

Ms. Burkhart brought to Council's attention the building structural failure at the 16th street pool and needing immediate attention. Ms. Burkhart recommended closing the pool for one year, expand Hilliard pool for lanes. It will take the year's maintenance cost plus additional to rebuild 16th street pool. Ms. Burkhart suggested to go forward with the splashpad and make Hilliard a heated pool as well. Ms. Burkhart believes we can do sooner than later.

ADJOURNMENT

Motion to adjourn made by Councilman Marceaux, Seconded by Councilwoman Sitz.

Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Estlinbaum, Councilwoman Sitz

Meeting adjourned at 5:45 p.m.

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 **Monday, June 15, 2020 before 2:00 p.m.** Any questions concerning the above items, please contact Mayor Robert K. Nelson at (979) 245-2137.

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:

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Executive Sessions Authorized:

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The facility is wheelchair accessible and accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary's Office at 979-245-5311 or email, dhoulubec@cityofbaycity.org for further information.

CITY OF BAY CITY

MINUTES • JUNE 16, 2020

**COUNCIL
CHAMBERS | 1901
5th Street**

Budget Workshop

3:00 PM

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



Mayor

Robert K. Nelson

Councilman

William Cornman

Mayor Pro Tem

Jason W. Childers

Councilman

Brent P. Marceaux

Councilwoman

Becca Slitz

Councilwoman

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 3:03 p.m. by Mayor Robert. K. Nelson

CERTIFICATION OF QUORUM**PRESENT**

Mayor Robert K. Nelson
Mayor Pro Tem Jason W. Childers
Councilman William Cornman
Councilman Brent P. Marceaux
Councilwoman Becca Sitz

ABSENT

Councilwoman Julie Estlinbaum

PUBLIC COMMENTS

There were no public comments.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND / OR APPROVAL

1. Budget ~ Discuss and Consider the Fiscal Year 2021 Budget Calendar and Financial Challenges

Scotty Jones, Finance Director

Scotty Jones, Finance Director, reviewed the 2021 Budget Calendar and meeting dates. Ms. Jones also discussed the financial challenges insurance increases and COVID-19 impacts. Ms. Jones emphasized the goal, at this time, is to maintain the minimum reserve levels.

2. Budget ~ Discuss Goal Visioning

a. Bay City Works (1 year Strategic Plan)

b. Vision 2040 (Comprehensive Plan)

c. Set Goals for FY 2021 Budget

Shawna Burkhart, City Manager

Shawna Burkhart, City Manager, reviewed the 1 year strategic plan. Divisions gave updates on the objective goals. Ms. Burkhart lead Council through the objectives, re-

prioritizing, adding or re-categorizing goals. Ms. Burkhart suggested a consultant to work with Council in regards to the Comprehensive plan.

ADJOURNMENT

Motion made by Councilman Marceaux, to adjourn, seconded by Councilwoman Sitz.

Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz

Meeting adjourned at 4:47 p.m.

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, June 12, 2020 before 2:00 p.m.** Any questions concerning the above items, please contact Mayor Robert K. Nelson at (979) 245-2137.

AGENDA NOTICES

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THE MAIN STREET PROGRAM IN

BAY CITY

Is Recognized for performance in
2018-2019 and commended for achieving

2020 National Accreditation



A handwritten signature in black ink, likely belonging to the Division Director.

DIVISION DIRECTOR
COMMUNITY HERITAGE DEVELOPMENT DIVISION

A handwritten signature in black ink, likely belonging to the State Coordinator.

STATE COORDINATOR
TEXAS MAIN STREET PROGRAM



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

AGENDA ITEM SUBMISSION FORM

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

Requestor Name: Mason, Krystal **Date Submitted:** 06/16/2020
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 06/23/2020
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Code Compliance Officer
For City Staff Only

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

Agenda Content:

RECEIVE A REPORT FROM WCA ON THE SANITATION OPERATIONS IN THE CITY OF BAY CITY AND DISCUSS, CONSIDER AND/OR APPROVE WCA'S CPI RATE INCREASE REQUEST PURSUANT TO THE SOLID WASTE CONTRACT WITH WCA.

Executive Summary of Item:

City Staff and WCA will provide an update on the sanitation operations in the City of Bay City to include challenges faced during COVID-19. In addition, WCA representatives will discuss the annual CPI rate increase request pursuant to the Solid Waste contract with WCA.

City Manager Evaluation

ITEM #6.

Please rate the city manager using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets Council expectations
4	Exceptional - Generally exceeds Councils expectations
5	Outstanding - Substantially exceeds Councils expectations

Please return your evaluation form to the Mayor as soon as possible.

Supervision

Does the City Manager maintain a standard of respect for department head's ability and encourage their initiative? Does he challenge them to perform at their highest level?	Rating	Comments:
--	--------	-----------

Leadership

Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?	Rating	Comments:
--	--------	-----------

Execution of Policy

Does he understand the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:
--	--------	-----------

Community Relations

Does the city manager work well with citizens and properly handle their complaints?	Rating	Comments:
---	--------	-----------

Administrative Duties

Does the city manager properly handle his administrative duties?	Rating	Comments:
--	--------	-----------

Economic Development

Does the city manager work well with developers while protecting the city's interest? Does he work to increase the city's tax base through economic development?

Rating

Comments:

Intergovernmental Relations

Does the city manager cooperate cordially with neighboring communities and citizens while looking after the interests of Bonner Springs?

Rating

Comments:

City Council Relations

Does the city manager work well with the city council in making sure there is adequate information available prior to meetings? Is he willing to meet with council members to deal with individual problems and issues?

Rating

Comments:

Planning

Does the city manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle development activities?

Rating

Comments:

Financial Management / Budget

Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly?

Rating

Comments:

Additional Comments:

Name of Rater: _____

Date: _____

Sample Manager Performance Evaluation¹

Organization: _____

Evaluation period: _____ to _____

Elected Body Member's Name

Each member of the elected body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature _____

Date _____

Elected Body Member's Signature _____

Date Submitted _____

INSTRUCTIONS

This evaluation form presents ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations you believe appropriate and pertinent to the rating period.

Please write legibly. Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the elected body to the manager as part of the agenda for the meeting indicated on the cover page.

¹ Adapted from City Manager Performance Evaluation, University of Tennessee Institute for Public Service

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

_____ Diligent and thorough in the discharge of duties, "self-starter"

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and willingness to adapt

_____ Exhibits mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance, and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

Initials _____

2. PROFESSIONAL SKILLS AND STATUS

_____ Maintains knowledge of current developments affecting the practice of local government management

_____ Demonstrates a capacity for innovation and creativity

_____ Anticipates and analyzes problems to develop effective approaches for solving them

_____ Willing to try new ideas proposed by elected body members and/or staff

_____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

3. RELATIONS WITH MEMBERS OF THE ELECTED BODY

_____ Carries out directives of the body as a whole as opposed to those of any one member or minority group

_____ Sets meeting agendas that reflect the guidance of the elected body and avoids unnecessary involvement in administrative actions

_____ Disseminates complete and accurate information equally to all members in a timely manner

_____ Assists by facilitating decision making without usurping authority

_____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

4. POLICY EXECUTION

_____ Implements elected body actions in accordance with the intent of council

_____ Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached

- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category
Initials _____

5. REPORTING

- _____ Provides regular information and reports to the elected body concerning matters of importance to the local government, using the charter as guide
- _____ Responds in a timely manner to requests from the elected body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the elected body on matters that are nonroutine and not administrative in nature
- _____ Produces reports that are accurate, comprehensive, concise, and written to their intended audience
- _____ Produces and handles reports so as to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

6. CITIZEN RELATIONS

- _____ Is responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests
- _____ Makes an appropriate effort to maintain citizen satisfaction with services

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Manages the compensation and benefits plan professionally
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category **Initials**

8. SUPERVISION

_____ Encourages heads of departments to make decisions within their jurisdictions with minimal manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff

_____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

_____ Develops and maintains a friendly and informal relationship with the staff and workforce in general, yet maintains the professional dignity of the manager's office

_____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback

_____ Encourages teamwork, innovation, and effective problem solving among the staff members

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

9. FISCAL MANAGEMENT

_____ Prepares a balanced budget to provide services at a level directed by council

_____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

_____ Prepares a budget and budgetary recommendations in an intelligent and accessible format

_____ Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability

_____ Monitors and manages fiscal activities of the organization appropriately

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category **Initials**

10. COMMUNITY

_____ Shares responsibility for addressing the difficult issues facing the community

_____ Avoids unnecessary controversy

_____ Cooperates with neighboring communities and the county

_____ Helps the council address future needs and develop adequate plans to address long-term trends

_____ Cooperates with other regional, state, and federal government agencies

Add the values from above and enter the subtotal _____ $\div 5 =$ _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the manager to enhance performance?

Initials _____

What other comments do you have for the manager (e.g., priorities, expectations, goals, or objectives for the new rating period)?

Initials _____



City Manager Annual Performance Evaluation

Summary

The City Manager's evaluation consists of annual evaluation by the City Council, as provided in the City manager's employment agreement.

The purpose of the evaluation process by the City Council is to maintain a strong Council/Manager team by ensuring open and productive communication on an annual basis in a formal way, and on an ongoing basis more informally. During the formal annual review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Council.

Rating Criteria

For each performance criteria, please use the following rating scale:

E – Exceeds your expectations.

M – Meets your expectations.

NI – Needs Improvement or attention.

Communication Skills:

_____ Verbal Communication Skills – Good command of oral expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects.

_____ Written Communication Skills – Good command of written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects through written media.

_____ Presentation Skills – Is able to prepare and present quality presentations using a variety of tools and media; presentations are effective and visually appealing.

Interpersonal Skills/Relationships:

_____ Ability to relate well to others, makes people feel at ease, even in difficult situations.

_____ Is able to gain the trust and confidence of the public; fosters contact and cooperation among citizens and community organizations.

_____ Understands and embraces the concept of interlocal cooperation when appropriate.

_____ Fosters cooperative communication and working relationships with Council.

_____ Has the ability to utilize appropriate media for communication – TV, radio, newspaper, group interaction, individual meetings.

_____ Skilled in negotiation techniques in a variety of scenarios – employee, council, public, interagency.

_____ Demonstrates sensitivity to individuals/groups as appropriate.

_____ Is forthright and honest in all relationships.

Leadership:

_____ Supports and manages in accordance with identified City Values and Mission.

_____ Provides City staff with direction and management according to the high performance government model.

_____ Uses sound judgment in decision making; seeks out all relevant and necessary data, makes decisions in a timely manner.

_____ Directs utilization of City resources effectively.

_____ Directs the City Customer Service initiatives, both internally and externally.

_____ Crises and/or emergencies are handled in an effective, efficient, and professional manner.

_____ Stays current on management practices and techniques.

_____ Actively pursues ways to increase his value to the City.

_____ Consistently supports re-engineering efforts city-wide.

Planning:

_____ Participates with Council and Staff in strategic planning.

_____ Exhibits a forward-thinking approach, both in the short- and long- term.

_____ Utilizes effective project management techniques.

_____ Sets objectives for performance and manages toward those objectives.

_____ Completes projects agreed upon with Council within the given time frame.

Management/Staff

_____ Able to delegate authority, granting proper authority at the proper times; good judge of when and when not to delegate.

- _____ Utilizes a positive approach to direct work efforts of staff.
- _____ Addresses employee issues promptly and effectively, utilizing progressive discipline.
- _____ Encourages and rewards initiative.
- _____ Promotes cohesive teamwork with the City Senior Management Team.

Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance.

What areas would you like to see improvement in? Please provide specific suggestions on how the City Manager may improve the areas of concern.

Goals for 2020-2021



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

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Requestor Name: Dibbern, Alyssa **Date Submitted:** 07/08/2020
Last, First *MM/DD/YYYY*

Requestor Type : City Staff **Meeting Date:** 07/14/2020
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Engineering Tech
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 APPROVE DESIGNATING A PROFESSIONAL ENGINEERING FIRM FOR THE 2020 TEXAS CAPITAL FUND DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM OF THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) PROGRAM FOR APPLICATION AND PROJECT IMPLEMENTATION.

Executive Summary of Item:

The City of Bay City intends to apply for grant funding under the 2020 Texas Capital Fund Downtown Revitalization / Main Street Fund (DRP / MS) Grant Program. This agenda item is to select an engineer to aid the submission of the grant application and implementation/design of the project. The Bay City Community Development Corporation has indicated participation of the grant matching funds of \$75,000.

RESOLUTION NO. R-2020-40

A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR THE 2020 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) TEXAS CAPITAL FUND DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM PROJECT.

WHEREAS, the 2020 TxCDBG Downtown Revitalization/Main Street Program contract requires implementation by professionals experienced in federally-funded community development projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering services and has been completed in accordance with Texas CDBG requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service.

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

- Section 1. That _____ be awarded a contract to provide Texas CDBG application and project-related **professional engineering services** for the 2020 TxCDBG Downtown Revitalization/Main Street Program 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 first and final reading this _____ day of July 2020.

CITY OF BAY CITY, TEXAS

Robert K. Nelson, Mayor

ATTEST:

Jeanna Thompson, City Secretary

APPROVED as to FORM:

Anne Marie Odefey, City Attorney
ROBERTS, ODEFEY, WITTE & WALL, LLP