



# REGULAR COUNCIL MEETING CITY OF BAY CITY

Tuesday, July 28, 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."*

*Councilman Bill Cornman*

### 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.

Councilman Bill Cornman

### 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. Regular Council Meeting Minutes of June 23, 2020
2. Budget Workshop Minutes of July 14, 2020
3. Regular Council Meeting Minutes of July 14, 2020

- 4. ACCOUNTS PAYABLE, DIRECT PAYABLE AND UTILITY REFUNDS FOR APRIL, MAY AND JUNE 2020**

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

- 5. DISCUSS, CONSIDER, AND/OR APPROVE THE CITY'S QUARTERLY FINANCIAL AND INVESTMENT REPORT FOR THE QUARTER ENDING JUNE 30, 2020.**

Scotty Jones, Finance Director

- 6. DISCUSS AND TAKE ACTION TO REJECT BIDS RECEIVED 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

- 7. DISCUSS, CONSIDER, AND/OR APPROVE TXDOT PLAN FOR DOWNTOWN TURN LANES ON HIGHWAY 35 AND 60 AND SIGNAL LIGHT IMPROVEMENTS.**

Shawna Burkhart, City Manager

- 8. CONSIDER, DISCUSS AND APPROVE CIVIC CENTER SIDEWALK MATERIAL/LAYOUT PLAN.**

Mitch Thames

- 9. DISCUSS, CONSIDER, AND/OR APPROVE EXTENDING THE CITY CHARTER (ARTICLE III, SECTION 3.01) PRESCRIBED TIME OF ONE (1) YEAR FOR THE NEW CITY MANAGER TO RESIDE IN THE CITY OR WITHIN THE EXTRATERRITORIAL JURISDICTION.**

William Cornman, Councilman

- 10. DISCUSS, CONSIDER AND/OR APPROVE THE CITY MANAGER EVALUATION FORM AND PROCESS.**

Councilman Bill Cornman

- 11. DISCUSS CLEANUP CAMPAIGN AND/OR APPROPRIATE FUNDING IN THE FISCAL 2020-2021 BUDGET.**

Councilwoman Becca Sitz

**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 24, 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 23, 2020

COUNCIL  
CHAMBERS | 1901  
5th Street

City Council Regular Meeting

6:00 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 Sitz

### Councilwoman

Julie Estlinbaum

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

### Called to order

The meeting was called to order at 6:02 p.m. by Mayor Robert K. Nelson.

### 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****PRESENT**

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

**ABSENT**

Councilwoman Becca Sitz

**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**

Motion made by Councilman Cornman, Seconded by Mayor Pro Tem Childers.  
Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Estlinbaum

**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.

Jessica Duhon thanked Council for their hard work despite COVID-19. She apologized to Mayor Nelson for misinformation she had passed on about him.

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

Motion made by Councilman Cornman, Seconded by Councilman Marceaux to approve the meeting minutes of June 1, 2020 and June 9, 2020.

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

Motion carried to approve the Consent Agenda Items.

1. **SPECIAL CALLED MEETING MINUTES OF JUNE 1, 2020**
2. **REGULAR COUNCIL MEETING MINUTES OF JUNE 9, 2020**

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

3. **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

Motion made by Councilwoman Estlinbaum, Seconded by Councilman Cornman to table the item until the July 14th Regular Council meeting.

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

4. **UPDATE ON THE HHW SOLUTIONS (E-Waste)**

Krystal Mason, Code Compliance Officer

Ms. Mason gave an update on HHW Solutions and their free service to Bay City residents. The service started in March and 177 products have been picked up. Councilwoman Estlinbaum stated that this was a great program. Mayor Pro Tem asked Ms. Mason if the program was in line with projections and expectations. Ms. Mason answered that it had exceeded those expectations. Councilman Marceaux recommended using the master dial program to remind residents.

5. **UPDATE ON THE LOWER COLORADO RIVER FPP STUDY (INUNDATION STUDY)**

Eric Schiebe, Schiebe Engineering

A slide show presentation given by Eric Schiebe. The study end date is projected for February 2021. Mr Schiebe will send progress reports. Councilman Cornman asked about next years budget, Mr. Schiebe responded about \$20000 depending on number of gauges. Mayor Nelson asked what and when does the guages tell us. Schiebe explained, that over time, experience tells you that when guage reads something they know what may happen

6. **DISCUSS, CONSIDER, AND/OR APPROVE THE AUTHORIZATION TO ISSUE REQUESTS FOR PROPOSALS (rfp) FOR ADMINISTRATIVE SERVICES AND REQUESTS FOR QUALIFICATIONS (rfq) FOR ENGINEERING SERVICES**

**RELATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) GRANT PROGRAMS ADMINISTERED BY THE TEXAS GENERAL LAND OFFICE (GLO).**

Alyssa Dibbern, Engineering Tech

Ms. Dibbern explained that this grant addresses current and future risk areas for communities that declared Harvey disasters. Grant is scored, those having the highest score for drainage projects. The minimum awarded is \$3 million and does not require a match not does not need to tie back to any disaster.

Motion made by Councilwoman Estlinbaum, Seconded by Mayor Pro Tem Childers. Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Estlinbaum. Motion carried.

**7. DISCUSS, CONSIDER, AND/OR APPROVE DESIGNATING AN ADMINISTRATION SERVICE PROVIDER 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

Ms. Dibbern stated that Grantworks scored highest and suggested they be awarded the administration provider. Ms. Dibbern also stated, after approval they will need to select an Engineering service by July for the sidewalk project.

Motion made by Councilwoman Estlinbaum, Seconded by Councilman Marceaux. Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Estlinbaum. Motion carried approving GrantWorks as the Administration Service Provider.

**8. DISCUSS, CONSIDER , OR TAKE ACTION ON THE VISION 2040 PLANNING DOCUMENT, "BAY CITY WORKS"**

Shawna Burkhart, City Manager

Ms. Burkhart stated that the vision and mission is the same. There were 4 core elements and we added Public Safety as the 5th core element. Ms. Burkhart reviewed other areas that were expanded on or added.

Motion made by Mayor Pro Tem Childers, Seconded by Councilwoman Estlinbaum.  
Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilman Cornman,  
Councilman Marceaux, Councilwoman Estlinbaum

Motion carried approving the "Bay City Works" and the Vision 2040 Planning.

**9. DISCUSS, CONSIDER, AND/OR ADOPT A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS REQUESTING FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD UNDER ELIGIBLE PROGRAMS, INCLUDING THE DRINKING WATER STATE REVOLVING FUND.**

Barry Calhoun, Public Works Director

Council would like to hear terms and list of project priorities.

Motion made by Councilman Cornman, Seconded by Councilman Marceaux to approve the resolution.

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

**10. DISCUSS, CONSIDER, AND/OR ADOPT A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS REQUESTING FINANCIAL ASSISTANCE FROM THE TEXAS WATER DEVELOPMENT BOARD UNDER ELIGIBLE PROGRAMS, INCLUDING THE CLEAN WATER STATE REVOLVING FUND.**

Barry Calhoun, Public Works Director

Council would like to hear terms and list of project priorities.

Motion made by Councilman Cornman, Seconded by Mayor Pro Tem Childers to approve the resolution.

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

**11. DISCUSS, CONSIDER, AND/OR ADOPT A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE INCURRED; AND APPROVING OTHER MATTERS INCIDENTAL THERETO.**

Barry Calhoun, Public Works Director

Council would like to hear terms and list of project priorities.



Motion made by Mayor Pro Tem Childers, Seconded by Councilwoman Estlinbaum to approve the resolution.

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

## ITEMS / COMMENTS & MAYOR AND COUNCIL MEMBERS

Councilman Cornman reminded Council that the City Manager appraisal is due in September. The review will be in two executive sessions. Councilman Cornman also stated that their will be an Aquatics meeting August 13th, where they will review the feasibility study on the Natatorium. This meeting will be a joint meeting with the City and CDC and will need a signal from the City if to go forward. We may need a larger place such as the Civic Center. Shawna Burkhart recommended Schulmans for skype abilities and will contact them.

Council discussed the 4th of July plans.

## ADJOURNMENT

Motion made by Councilman Cornman to adjourn, Seconded by Mayor Pro Tem Childers.

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

Meeting adjourned at 7:30 p.m.

## 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, June 19, 2020 before 6:00 p.m.** Any questions concerning the above items, please contact Mayor Robert K. Nelson at (979) 245-2137.

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, [dholubec@cityofbaycity.org](mailto:dholubec@cityofbaycity.org) for further information.

**PASSED AND APPROVED**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

CITY OF BAY CITY, TEXAS

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

CITY SECRETARY

# CITY OF BAY CITY

## MINUTES • JULY 14, 2020

**COUNCIL  
CHAMBERS | 1901  
5th Street**

**Budget Workshop**

**4:30 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**

Mayor Robert K. Nelson called the meeting to order at 4:31 p.m.

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

Mayor Robert K. Nelson  
Mayor Pro Tem Jason W. Childers  
Councilman William Cornman  
Councilman Brent P. Marceaux (arrived at 4:50 pm)  
Councilwoman Julie Estlinbaum  
Councilwoman Becca Sitz

**PUBLIC COMMENTS**

There were no public comments.

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

**1. BUDGET ~ RECEIVE AND DISCUSS THE BAY CITY COMMUNITY DEVELOPMENT BUDGET PROPOSAL FOR THE 2021 FISCAL YEAR.**

Scotty Jones, Finance Director

Jessica discussed CDC proposed budget and business plan. Debt payments, sidewalk matches, and airport contributions need to be added. Councilman Cornman requested a final revised copy of the proposed budget. Scotty Jones reviewed other organization budgets, drawing attention to Economic Action committee and Bay City Chamber of Commerce requested items.

**2. BUDGET ~ RECEIVE AND DISCUSS THE BUDGET PROPOSALS FROM OTHER ORGANIZATIONS FOR THE 2021 FISCAL YEAR.**

Scotty Jones, Finance Director

Mitch Thames gave Council an update on current projects at the Bay City Civic Center and Chamber of Commerce. Civic Center is requesting an increase in salaries for the receptionists, replacement of big pull down screens. They are looking into grants to assist in funding.

**3. BUDGET ~ RECEIVE AND DISCUSS THE BAY CITY HOTEL/MOTEL BUDGET PROPOSAL FOR THE 2021 FISCAL YEAR.**

Scotty Jones, Finance Director

Minutes

Budget Workshop

July 14, 2020

Scotty Jones stated that Hotel/Motel tax revenue was good the first quarter but they do not have second quarter revenue yet but expect it to be okay. Ms. Jones stated she went conservative forecasting the revenue due to COVID-19. Heidi Martinez updated Council on Tourism activity and accomplishments. Ms. Martinez stated that the tourism budget is flexible so they may adjust and move funding to other areas due to the unknown effects of COVID-19.

## ADJOURNMENT

Motion made by Mayor Pro Tem Childers, Seconded by Councilman Marceaux to adjourn.

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

Motion carried and the meeting closed at 5:58 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, July 10, 2020 before 3:00 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:

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

Minutes

Budget Workshop

July 14, 2020

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.

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, [dholubec@cityofbaycity.org](mailto:dholubec@cityofbaycity.org) for further information.

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

---

ROBERT K. NELSON, MAYOR

CITY OF BAY CITY, TEXAS

---

JEANNA THOMPSON

CITY SECRETARY

# CITY OF BAY CITY

## MINUTES • JULY 14, 2020

COUNCIL  
CHAMBERS | 1901  
5th Street

City Council Regular Meeting

6:00 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 Sitz

### Councilwoman

Julie Estlinbaum

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

## CALL TO ORDER

Mayor Robert K. Nelson called the meeting to order at 6:05 p.m.

## 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**

Motion made by Councilman Marceaux, Seconded by Mayor Pro Tem Childers.

Voting Yea: Mayor Nelson, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion to approve the agenda carried.

**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.

Andy Spence thanked Council for getting the 16th pool fixed.

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

Motion made by Councilwoman Estlinbaum to approve the Consent Items, Seconded by Mayor Pro Tem Childers.

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

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

Ms. Burkhart gave an update regarding the 16th Street pool and that they are pulling together key stakeholders on July 20th at 10:00 am to discuss ideas to extend the life



of the pool and the time line, as well as a new pool and Hilliard Pool. The meeting will be held in the City Council Chambers.

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

Shawna Burkhart, City Manager

Ms. Burkhart stated that Texas Main Street through the Texas Historical Commission has given our Main Street program recognitions and national recognition for 2020. Shelly Story with Main Street stated that when Main Street is an accreditation where we are evaluated by both Texas Main Street and by National Main Street. There are ten different criteria. The accreditation makes them eligible for grants.

**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

Ms. Mason gave an update and on sanitation operations. Ms. Mason stated that most complaints are brush pick up. Ms. Mason informed Council that we now have a procedure for bush and large pickup. WCA will tag piles that are not in compliance, email CE and they will followup with the customer why they were not in compliance. Derrick Bainge with WCA addressed council, pointed out the strong partnership with City with the help of Ms. Mason.

Motion made by Councilwoman Estlinbaum to approve the CPI rate, Seconded by Mayor Pro Tem Childers.

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

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

Councilman Bill Cornman

Council reviewed various form samples to use to evaluate the City Manager's performance. The final collaborated form will be brought back for Council approval on the July 28th Council meeting.

**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

The resolution was tabled to resubmit for bids. Council authorized Shawna Burkhardt to pull the trigger on the selected engineering service.

Motion made by Councilman Cornman to table, Seconded by Mayor Pro Tem Childers.

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

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

Councilwoman Becca Sitz requested that the Cleanup Campaign be placed on the next agenda. Attorney Anne Marie Odey informed Council that there is a request for opinion from the Attorney General regarding adding a candidate to the ballot.

**ADJOURNMENT**

Motion made by Councilman Cornman adjourn, Seconded by Councilman Marceaux.

Voting Yea: Mayor Nelson, Mayor Pro Tem Childers, Councilman Cornman, Councilman Marceaux, Councilwoman Sitz, Councilwoman Estlinbaum. Motion carried and the meeting adjourned at 6:53 p.m.

**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.

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, [dholumbec@cityofbaycity.org](mailto:dholumbec@cityofbaycity.org) for further information.

**PASSED AND APPROVED**, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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

## AGENDA ITEM REQUEST FOR CITY COUNCIL APPROVAL

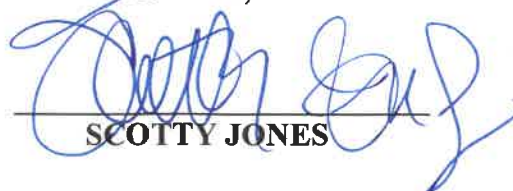
PER CHARTER SECTION 4.09 (C) - AT LEAST ONCE A QUARTER, COUNCIL SHALL VOTE TO APPROVE THE CITY EXPENDITURES MADE SINCE THE LAST QUARTER. EXPENDITURE DETAIL CAN BE FOUND ON THE CITY'S WEB. <https://cityofbaycity.mygovcenter.com>

ACCOUNTS PAYABLE	04/02/20
ACCOUNTS PAYABLE	04/09/20
ACCOUNTS PAYABLE	04/16/20
ACCOUNTS PAYABLE	04/23/20
ACCOUNTS PAYABLE	04/28/20
ACCOUNTS PAYABLE	05/15/20
ACCOUNTS PAYABLE	05/18/20
ACCOUNTS PAYABLE	05/22/20
ACCOUNTS PAYABLE	05/29/20
ACCOUNTS PAYABLE	06/12/20
ACCOUNTS PAYABLE	06/15/20
ACCOUNTS PAYABLE	06/18/20
ACCOUNTS PAYABLE	06/26/20
DIRECT PAYABLES	04/30/20
DIRECT PAYABLES	05/28/20
DIRECT PAYABLES	06/10/20
UTILITY REFUNDS	04/01/20
UTILITY REFUNDS	05/13/20
UTILITY REFUNDS	05/22/20
UTILITY REFUNDS	06/10/20
UTILITY REFUNDS	06/15/20
UTILITY REFUNDS	06/26/20

**RESPECTFULLY SUBMITTED**

**FINANCE DIRECTOR**

**JULY 22, 2020**

  
SCOTTY JONES

**~ DISCUSS, CONSIDER, AND/OR APPROVE THE CITY'S QUARTERLY FINANCIAL  
AND INVESTMENT REPORT FOR THE QUARTER ENDING JUNE 30, 2020**

---



## **EXECUTIVE SUMMARY**

### **QUARTERLY FINANCIAL & INVESTMENT REPORT**

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

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

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

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

**ATTACHMENTS:** Quarterly Financial Report for Quarter Ending June 30, 2020



## CITY OF BAY CITY

### FY 2020 3rd Quarter Financial Report

### As of June 30, 2020

The City of Bay City Finance Department is dedicated to excellence in local government, comprehensive fiscal management, compliance and reporting. The Monthly Report is used to provide our internal and external customers financial reporting with easy to read narratives regarding the City's financial position.

This report represents a general overview of financial operations through **June 2020**, the ninth month, and **75.00%** of FY 2020.

1. The **Financial Summaries** provide comparative data for revenues and expenditures by fund. Data shows current monthly and year to date information as it relates to budget. Beginning fund balances are estimates until the final audit is complete.
  - The **General Fund** is the general operating fund of the City. It is used to account for all financial resources except those accounted for in other specific funds. This fund includes all general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund. General operating expenditures, fixed charges and capital improvement costs not paid through other funds are paid from this fund.
  - The **Public Utility Fund** accounts for the operations costs to provide water and sewer services to the citizens of Bay City.
  - The **Airport Fund** is used to account for the operations of the Airport, and to account for the rent generated from its T-hangers and fuel sold.
  - The **Hotel/Motel Occupancy Tax Fund** was established to directly enhance and promote tourism and the convention and hotel industry or other expenses as approved by State Law.
2. The **Investment Report** provides a description of investment activity during the quarter.

*This report does not include all funds related to the City of Bay City's Operations—please refer to the City's Comprehensive Annual Financial Report & the City's Annual Budget available on the City's website ([www.cityofbaycity.org](http://www.cityofbaycity.org)).*

*Go to the Finance Department's Web Page for all financial transparency information. This includes audits, budgets, quarterly reports, and check registers*

## General Fund Overview

### *Revenue Highlights*

Revenues total \$11,993,525 or 79.4% of the budget.

- Property Tax. The certified value totaled \$869 million. Through June, the City received \$4,249,802 or (95.8%) of the 4.4-million-dollar property tax maintenance and operation budget. Most property taxes are received by January to avoid penalties.
- Sales tax. Third Quarter Sales Tax Allocation (April-June) to the City is up 10.77% or \$156,773 as compared to the third quarter in prior year. Sales tax is up over prior year (Oct-June) by \$318,915.
- Franchise fees are slightly under budget expectations. Licenses & Permits exceed the budget target due to large value commercial permits pulled.
- Fines and penalties (Court Fines) are above budget expectations by \$19,000.
- Charges for services represents sanitation fees - \$1,885,964 (75% of budget).
- Miscellaneous Revenue appears below budget; however this is due to the timing of grant payments and/or interlocal agreements. (i.e. Bay City Gas Company, County, BCCDC)

### *General Fund Expenditure Highlights*

Expenditures total 10,216,919 or 67.6% of budget.

Most departments are under the 75% budget target. Budgets that are over the budget target are primarily due to the following:

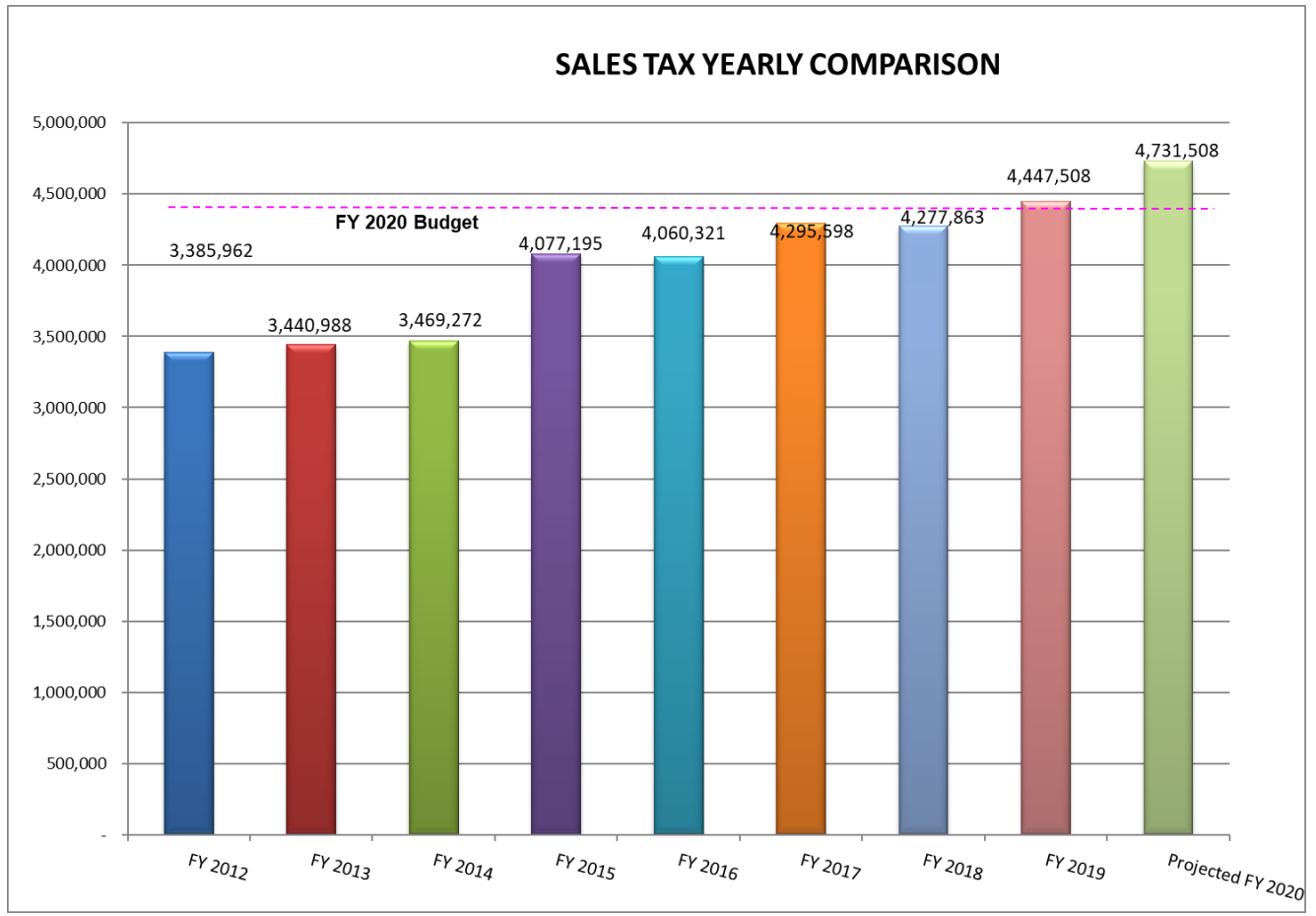
- Human Resource- timing of payments
- Fire Department- timing of payments
- Recycling Center- timing of payments
- Parks- timing of the Dreamscape Project

The General Fund's fund balance is budgeted to increase by \$34,195. **The city reserve level currently is below the minimum policy of 25%.** See bottom of page 3 for more clarification. The audited beginning cash position (October 1, 2019) was 3.2 million which represents approximately 22% operating reserve including transfers. Transfers include departments/funds such as Information Technology, Facilities/Equipment Maintenance, and the Bay City Airport. The City plans to build reserve over the next year to meet or exceed the minimum 25% reserve requirement. Sales tax and departmental savings should aide in the building of the reserve by fiscal year end.

## GENERAL FUND FINANCIAL SUMMARY

General Fund (Fund 11)					
Percent of Fiscal Year Complete	75%				
	Total Budget	YTD Actual*	(Over)Under Budget to Date	% FY 2020 Budget	
<b>Beginning Fund Balance (Unaudited)</b>	\$ 3,210,330	\$ 3,210,330			
<b>REVENUES</b>					
Property Taxes	4,434,737	4,249,802	184,935	95.8%	
Sales Tax	4,350,000	3,532,262	817,738	81.2%	
Other Local Taxes (Franchise)	1,321,000	950,133	370,867	71.9%	
Charges for Services (Sanitation)	2,527,000	1,885,964	641,036	74.6%	
Fines & Penalties	203,000	171,834	31,166	84.6%	
Licenses & Permits	196,000	182,262	13,738	93.0%	
Miscellaneous	1,432,945	535,787	897,158	37.4%	
Transfers	643,500	485,482	158,018	75.4%	
<b>Total Revenues</b>	<b>\$ 15,108,182</b>	<b>\$ 11,993,525</b>	<b>\$ 3,114,657</b>	<b>79.4%</b>	
<b>EXPENDITURES</b>					
City Secretary	153,269	58,492	94,777	38.2%	
City General Services	2,498,547	1,784,122	714,425	71.4%	
Administrative Council	318,192	239,914	78,278	75.4%	
Main Street	58,000	40,193	17,807	69.3%	
Human Resources	287,112	220,974	66,138	77.0%	
Municipal Court	328,673	220,124	108,549	67.0%	
Finance	337,281	252,533	84,748	74.9%	
Police	4,618,763	3,322,678	1,296,085	71.9%	
Animal Impoundment	167,892	110,532	57,360	65.8%	
Fire Department	199,319	151,319	48,000	75.9%	
Street and Bridgne	3,461,184	1,929,583	1,531,601	55.7%	
Recycling Center	161,926	122,750	39,176	75.8%	
Parks	1,405,308	1,162,105	243,203	82.7%	
Riverside Park	184,103	101,776	82,327	55.3%	
Recreation	99,823	54,064	45,759	54.2%	
Pool Operations	275,841	116,255	159,586	42.1%	
Library	518,754	329,505	189,249	63.5%	
<b>Total Expenditures</b>	<b>\$ 15,073,987</b>	<b>\$ 10,216,919</b>	<b>\$ 4,857,068</b>	<b>67.8%</b>	
*YTD does not includes encumbrances					
<b>Net Revenue (Expenditures)</b>	<b>\$ 34,195</b>	<b>\$ 1,776,606</b>			
Ending Fund Balance	\$ 3,244,525	\$ 4,986,936			
% of Operating Reserves	22%	35%			
Fund Balance Target 90 days (25%)	<b>\$ 3,606,502</b>				
<b>Over/(Under) min Policy Level (25%)</b>	<b>\$ (361,977)</b>				





	<i>3rd Quarter</i>		% Change from	
	Fiscal Year 2019	Fiscal Year 2020	Prior Year	Variance
April	401,835.17	453,890.68	12.95%	52,055.51
May	565,251.54	589,146.38	4.23%	23,894.84
June	488,094.60	568,917.65	16.56%	80,823.05
<b>Total</b>	<b>1,455,181.31</b>	<b>1,611,954.71</b>	<b>10.77%</b>	<b>156,773.40</b>

<b>Budget 2020</b>	<b>Projected Sales Tax</b>	<b>Exceeding Budget</b>
<b>4,350,000</b>	<b>4,731,508</b>	<b>381,508</b>

## Public Utility Fund Overview

### Revenue Highlights

- As a percentage of budget, total Water & Sewer Revenue is 72% appearing to be slightly below budget expectations. (City bills one month in arrears)

### Expenditure Highlights

- Total expenditures for the Utility Fund are 63% of budget.
- Utility budget is planned to utilize \$1,814,500 of savings to fund emergency infrastructure repairs and capital projects.

### PUBLIC UTILITY FUND FINANCIAL SUMMARY

Utility Fund (Fund 61)					
Percent of Fiscal Year Complete	75%				
	Total Budget	YTD Actual*	(Over)Under Budget to Date	% FY 2020 Budget	
<b>Beginning Fund Balance</b>	\$ 3,756,008	\$ 3,756,008			
<b>REVENUES</b>					
Charges for Services	7,755,500	5,589,334	2,166,166	72%	
Fines & Penalties	145,000	57,216	87,784	39%	
Miscellaneous	65,000	84,245	(19,245)	130%	
<b>Total Revenues</b>	<b>7,965,500</b>	<b>5,730,795</b>	<b>2,234,705</b>	<b>72%</b>	
<b>EXPENDITURES</b>					
Utility Billing	903,392	587,508	315,884	65%	
Utility Maintenance	2,958,330	1,994,297	964,033	67%	
Water & WWTP Division	2,354,432	1,403,730	950,702	60%	
Utility Operations	3,563,846	2,203,039	1,360,807	62%	
<b>Total Expenditures</b>	<b>\$ 9,780,000</b>	<b>\$ 6,188,574</b>	<b>\$ 3,591,426</b>	<b>63%</b>	
*YTD does not include encumbrances					
<b>Net Revenue (Expenditures)</b>	<b>\$ (1,814,500)</b>	<b>\$ (457,778)</b>			
<b>Ending Fund Balance</b>	<b>\$ 1,941,508</b>	<b>\$ 3,298,230</b>			
% of Operating Reserves	27%	45%			
<b>Target 90 days (25%)</b>	<b>1,820,599</b>				
<b>Over/(Under) Target</b>	<b>\$ 120,909</b>				

## Airport Fund Overview

### **Revenue Highlights**

- As a percentage of budget, core Airport revenues are near budget expectations. Fuel is less than budget while rentals are on target.
- Timing of TXDOT RAMP Grant causes "Miscellaneous" revenue to appear below the budget target.
- General Fund (Transfers In) subsidizes the Airport by \$255,000, an increase of \$105,000 over prior years to support new personnel and various capital projects associated with the "runway project". Support for the airport is also coming in from the Bay City Community Development Corporation in the form of a grant match for the generator project (\$75,000). This is part of the \$330,000 transfer.

### **Expenditure Highlights**

- As a percentage of budget, total expenditures are 64%. This is due to the final payment of the fuel trucks. (amendment needed)

### **AIRPORT FUND FINANCIAL SUMMARY**

Municipal Airport Fund (Fund 64)					
Percent of Fiscal Year Complete	75%				
	Total Budget	YTD Actual*	(Over)Under Budget to Date	% FY 2020 Budget	
<b>Beginning Fund Balance</b>	\$ 394,987	\$ 394,987			
<b>REVENUES</b>					
Charges for Services	-	200	(200)	0%	
Miscellaneous (Rentals, Grants)	153,300	88,896	64,404	58%	
Transfers (General Fund)	330,000	247,500	82,500	75%	
Other Revenue (Fuel Sales)	180,500	126,974	53,526	70%	
<b>Total Revenues</b>	<b>\$ 663,800</b>	<b>\$ 463,570</b>	<b>\$ 200,230</b>	<b>70%</b>	
<b>EXPENDITURES</b>					
Personnel	213,217	146,292	66,925	69%	
Supplies & Materials	174,600	101,361	73,239	58%	
Other Charges & Services	79,550	56,657	22,893	71%	
Repairs & Maintenance	126,900	59,662	67,238	47%	
Capital Expenditures	311,200	266,979	44,221	86%	
Transfers	86,301	-	86,301	0%	
<b>Total Expenditures</b>	<b>\$ 991,768</b>	<b>\$ 630,951</b>	<b>\$ 360,817</b>	<b>64%</b>	
*YTD does not include encumbrances					
<b>Net Revenue (Expenditures)</b>	<b>\$ (327,968)</b>	<b>\$ (167,381)</b>			
<b>Ending Fund Balance</b>	<b>\$ 67,019</b>	<b>\$ 227,607</b>			
<i>No minimum Fund Balance Policy</i>					
<i>General Fund subsidizes \$250,000</i>					
<i>Reserve encumbered for fuel trucks</i>					

## Civic & Cultural Arts Fund (Hotel /Motel Fund) Overview

### Revenue Highlights

- As a percentage of budget, total Hotel/Motel Fund is below budget target of 75%, this is due the timing of hotel payments & the effects of COVID-19. Hotels remit tax on a monthly or quarterly basis. (April-June receipts will not be remitted until July)
- Miscellaneous Income: Civic Center rentals & special event income are below the budget target by \$17,000.

### Expenditure Highlights

- Total expenditures are below the budget target; however this is due to the timing of various expenditures within the Hotel / Motel Fund including the timing of the theatre project

### HOTEL/MOTEL FUND FINANCIAL SUMMARY

Civic & Cultural Arts Fund (Fund 25)				
Percent of Fiscal Year Complete	75%			
	Total Budget	YTD Actual*	(Over)Under Budget to Date	% FY 2020 Budget
<b>Beginning Fund Balance</b>	\$ 487,418	\$ 487,418		
<b>Revenues</b>				
Hotel Occupancy Tax	\$ 750,000	\$ 420,554	\$ 329,446	56%
Miscellaneous	101,000	64,224	\$ 36,776	64%
<b>Total Revenues</b>	<b>\$ 851,000</b>	<b>484,778</b>	<b>\$ 366,222</b>	<b>57%</b>
<b>Expenditures</b>				
Hotel General	\$ 108,000	98,454	9,546	91%
Tourism Department	292,000	162,966	129,034	56%
Civic Center	350,000	172,021	177,979	49%
Bay City Theatre	150,000	37,051	112,949	25%
<b>Total Expenditures</b>	<b>\$ 900,000</b>	<b>\$ 470,492</b>	<b>\$ 429,508</b>	<b>52%</b>
*YTD does not include encumbrances				
<b>Net Revenue (Expenditures)</b>	<b>\$ (49,000)</b>	<b>\$ 14,286</b>		
Ending Fund Balance	\$ 438,418	\$ 501,704		
Proposed to maintain \$50,000				

# Departmental Highlights - Quarterly Activity

## Building Department New Residential Homes



7 NEW RESIDENTIAL HOMES (1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Qtr)

Value Added: Unknown

## Commercial Permits

**BUSINESS**

8

1<sup>st</sup> Qtr Value Added: \$1.7 million (Family Dollar 650K; Plant Nursery 46K; Starbucks 1M)  
Total Estimated Taxes= \$11,135

2<sup>nd</sup> Qtr Value Added: \$ 335K (Lennie Roberts (tax exempt); Berkley Eye Center; Dollar General= \$2,194

3<sup>rd</sup> Qtr Value Added: \$ 715K (Vivian Nail Salon; Starbucks= \$4,687

	1 <sup>st</sup> Qtr FY 19	1 <sup>st</sup> Qtr FY 20
Building Inspections	494	433
	2nd Qtr FY 19	2ndQtr FY 20
Building Inspections	453	446
	3rd Qtr FY 19	3 <sup>rd</sup> Qtr FY 20
Building Inspections	341	359
<b>Total</b>	<b>1,288</b>	<b>1,238</b>

Street and Bridge	3rd Qtr 2019	3rd Qtr 2020	Utility	3rd Qtr 2019	3rd Qtr 2020
Concrete Pavement Repair	10	3	Water Leaks	100	103
Ditch Cleaning	34	12	Meter Leaks	43	9
Asphalt Pavement Repair	59	27	Sewer Repairs	189	129
Utility/Asphalt/Concrete Repair	20	2	Low Pressure Reads	17	5
Signs	27	20	Meter Swaps	131	77
Traffic Control Devices	27	9	Water/Sewer Taps	11	6

## Police Statistics

	3rd Qtr FY 19	3rd Qtr FY 20
Calls for service	5,945	4,306
Arrests	140	63
Cases assigned to CID	474	430
Cases cleared by CID	557	408

## Civic Center

	Oct- June '19	Oct-June '20
Total Revenue	\$73,322	\$47,125
Total Expenditures	\$189,637	\$172,021

## FINANCIAL CHALLENGES OF THE CITY

### *Governmental Funds*

#### General Fund

Reserve Levels-The City needs to build reserves up to policy level over next year. It is anticipated to meet or exceed our minimum reserve requirement by fiscal year end. GREAT NEWS!!

COVID-19 and its effect on sales tax – March, April and May collections have exceeded prior year. Currently, sales tax has not been impacted.

### *Proprietary Funds*

#### Public Utility Fund

Extreme amount of infrastructure repairs (amendment may be needed again)

#### Airport

None

### **Monitoring:**

**Sales Tax** – very good trend -relying on additional sales tax to boost the reserve and offset future sales tax loss (if any) due to COVID-19. Labor markets (job loss) could impact us in the future.

**Hotel Tax Revenue**- Anticipate loss due to COVID-19. July hotel tax reports will be a better indicator of current and possible future impacts. Industrial activity in the area may offset some loss.

# Investment Report 3<sup>rd</sup> Quarter Fiscal Year 2020

The City has a weighted average portfolio of 35 days with an average book yield of .93%. The City is relatively liquid with 97% of the portfolio in a 0-1-year maturity. Average interest rates have declined since prior quarter except for the banks. All short-term investments average less than 3%. Investment earnings are \$25,026 for the quarter and down \$30,758 as compared to the same quarter last year. The investment strategy currently is to stay short with diversification (Checking, Investment Pools, and Securities less than 3 years to maturity) to minimize interest rate risk in the future.

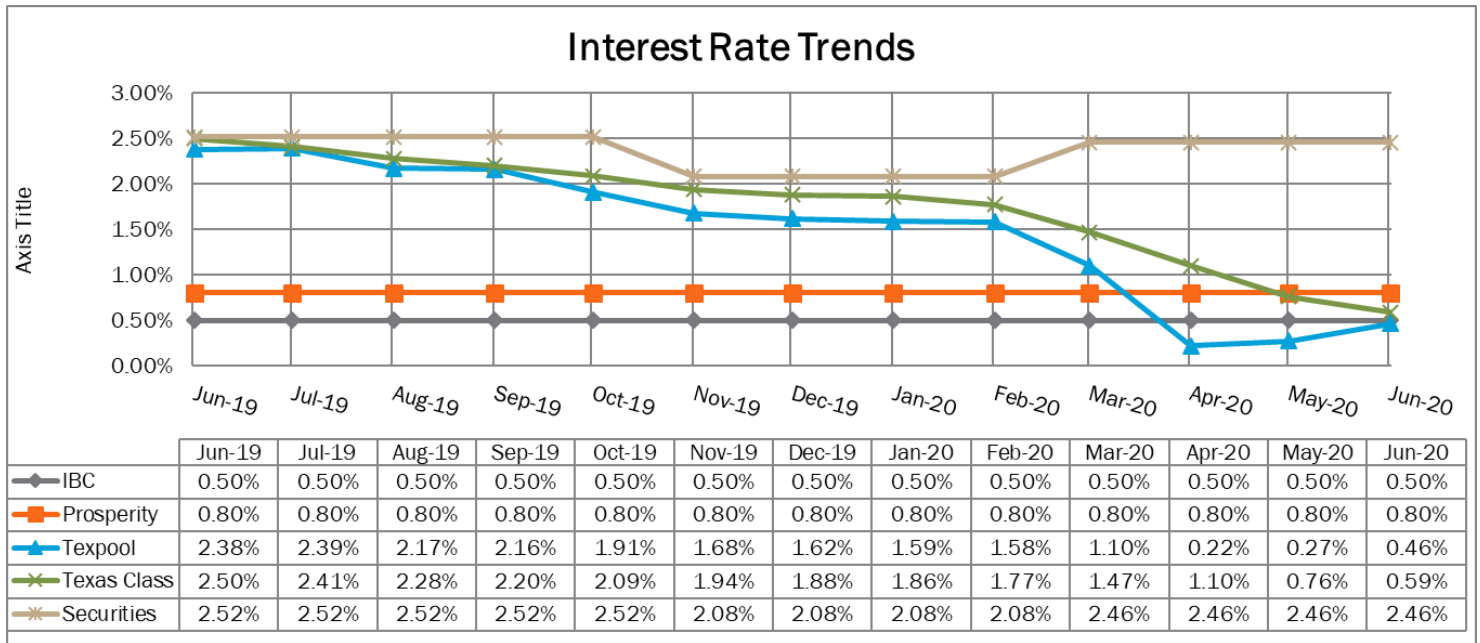
## June 30, 2020 Balances

	Total Bal by Type	% of Portfolio
IBC	\$ 1,815,572.27	10%
Prosperity Bank	\$ 486,789.07	3%
Prosperity Bank-Money Market	\$ 3,001,885.25	17%
Petty Cash/Cash Drawers	\$ 4,112.00	0%
Texpool	\$ 3,553,694.85	20%
Texas Class	\$ 3,905,811.76	22%
CD's	\$ 3,000,000.00	17%
Securities	\$ 1,995,130.00	11%
	<b>17,762,995.20</b>	<b>100 %</b>

## Interest Earnings

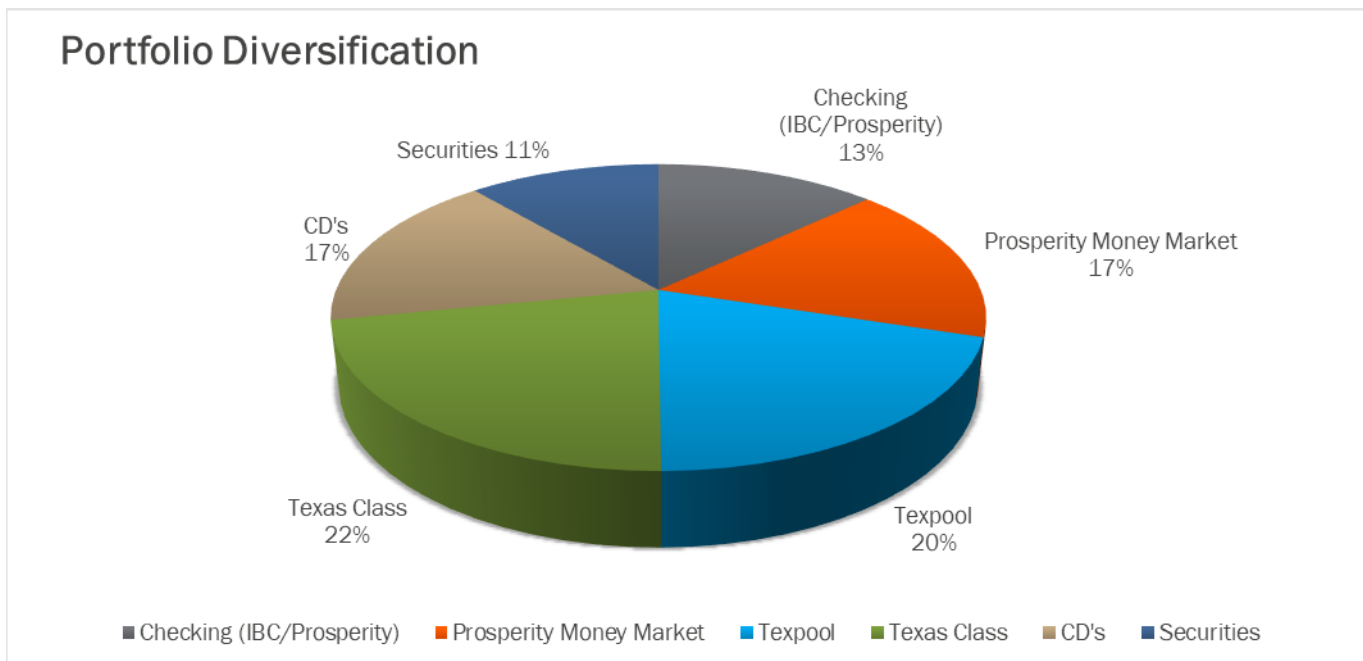
Interest received during the 3<sup>rd</sup> quarter totaled \$ 25,026 and represents interest paid on checking accounts and investments.

Portfolio	Qtr 6-30-19	Qtr 6-30-20	Over Prior Year
Interest Received	55,784	\$25,026	<\$30,758>



## Portfolio Diversification

Portfolio Diversification is used to create a structure to reduce investment risks and a portfolio that will experience minimal volatility during economic cycles.






## Portfolio Maturity Schedule

The goal is to ladder the City's portfolio. Due to some economic uncertainty and low interest rates, staying short for investment purposes is the strategy for any investments.

Years to Maturity	Face Value	% Total
0-1	\$17,268,995	97%
1-2	\$ 494,000	3%
<b>Total</b>	<b>\$17,762,995</b>	<b>100%</b>

	City of BAY CITY vs. Benchmarks					
	for Quarter Ending June 30, 2020					
	<b>BOOK VALUE</b>	<b>MARKET VALUE</b>	<b>Unrealized Gain/&lt;Loss&gt;</b>	<b>Average Book Yield</b>	<b>Benchmark Pools</b>	<b>Benchmark 90 Day T-Bill</b>
	\$ 17,762,995	\$ 17,785,912	22,917.00	0.93%	0.57%	0.13%
<b>Weighted Average</b>						
<b>Maturity</b>	34.51 Day(s)		0.93%	Yield		

**Shawna Burkhart**

---

**From:** Barry Calhoun  
**Sent:** Wednesday, July 08, 2020 11:42 AM  
**To:** Shawna Burkhart  
**Cc:** Marissa Valentine  
**Subject:** FW: SH 35 Signal Upgrades  
**Attachments:** 2020-07-01 TxDOT Traffic Control Upgrades to SH35.docx

Shawna,

Attached is the letter TxDOT is requesting to support their proposed upgrades to traffic control along SH35. Please make any changes necessary. Ryan said the letter can be scanned and emailed to him. Thanks.

—  
 Barry Calhoun  
 Director of Public Works  
 City of Bay City  
 (979) 245-7236

**From:** Ryan Simper <Ryan.Simper@txdot.gov>  
**Sent:** Thursday, June 25, 2020 1:13 PM  
**To:** Shawna Burkhart <sburkhart@cityofbaycity.org>  
**Cc:** Barry Calhoun <bcalhoun@cityofbaycity.org>; Mayor's Office <Mayor@cityofbaycity.org>; Clayton Harris <Clayton.Harris@txdot.gov>  
**Subject:** SH 35 Signal Upgrades

Ms. Burkhart,

Thank you for taking the time to meet with us on Monday concerning potential future traffic signal upgrades in Bay City. As mentioned at the onset of the meeting, TxDOT is considering upgrading the traffic signals on SH 35 at the following intersections: SH 60, Ave G, Ave H, Ave L, and Cottonwood. These upgrades would improve intersection safety and would also address some of the City's stated priorities with respect to traffic congestion on SH 35 by adding dedicated left turn lanes/left turning movements at the SH 60, Ave G, and Ave H intersections. As discussed during the meeting, implementing left turn lanes will require additional pavement width, in turn requiring the elimination of the on-street angled and parallel parking and modifications to the existing curb extensions (bulb-outs) along this stretch of SH 35. Pedestrian signal elements would also be included with these upgrades; it is anticipated that additional right-of-way would be required (most likely in the form of corner clips) to make these accommodations.

Should this project move forward, exact right-of-way needs and other impacts would be determined during the design phase. TxDOT requests the City's acknowledgment and confirmation to move forward with this project. Should you have any questions, please do not hesitate to contact me.

Thank you,  
 Ryan S. Simper, PE  
 Area Engineer – Wharton Area Office  
 TxDOT – Yoakum District

(979) 532-3143

ITEM #7.

.....

*A Texas Department of Transportation (TxDOT) message*



# CITY OF BAY CITY



SHAWNA BURKHART  
CITY MANAGER

ANNE MARIE ODEFY  
CITY ATTORNEY

JEANNA THOMPSON  
CITY SECRETARY

## CITY COUNCIL

ROBERT K. NELSON  
MAYOR

JASON CHILDERS  
MAYOR PRO TEM

BILL CORNMAN  
BRENT MARCEAUX

JULIE ESTLINBAUM  
BECCA SITZ

July 1, 2020

Ryan Simper, P.E.  
Area Engineer, Yoakum District  
Texas Department of Transportation  
1512 FM 102  
Wharton, TX 77488

**RE: Traffic Control Upgrades to SH35 in Bay City**

Dear Mr. Simper,

On our meeting held on June 22, 2020, the Texas Department of Transportation (TxDOT) introduced potential future traffic control upgrades in Bay City. These upgrades included upgrading traffic signals on SH35 at the intersections of SH 60, Ave G, Ave H, Ave L, and Cottonwood Ave and adding dedicated left turn lanes/left turning movements at the SH60, Ave G, and Ave H intersections.

To improve traffic congestion, intersection safety, and pedestrian safety, the City of Bay City acknowledges these proposed changes and wishes TxDOT to move forward with design of these much needed improvements along SH35. The City understands that additional right-of-way may need to be acquired and on-street parking may be affected by these upgrades. The City would be happy to work with TxDOT and any property owners during the design phase.

Should you have any questions or concerns, please do not hesitate to contact me at (979) 245-2137 or [sburkhart@cityofbaycity.org](mailto:sburkhart@cityofbaycity.org).

Sincerely,

Shawna Burkhardt, City Manager  
City of Bay City, Texas

cc: Robert K. Nelson, Mayor  
Barry Calhoun, Director of Public Works

Results of Transportation Mtg. on June 15, 2020	
ITEM	VOTES
Hwy 60 4 lane from Matagorda to Hwy 59	13
Wider shoulders on 2668 and FM 3057	13
Drainage in outside lanes on 35/60	10
Nile Valley Loop Around Bay City	10
Synchronize Traffic Lights (all on 35/60)	8
Overpass at Train tracks at 35 and 60	8
Training Crossing at 35 and 60	6
Bypass on 35 North of Bay City	5
Comprehensive Resurfacing Plan	4
Turn Lane at 35/60	4
Safety intervention at Nichols and Hammond Rd.	3
Parking on square	1
Road surfaces	
Rerouting from 60 to Golden	
Nichols & 7th St.	
Train Engine on 35 all night	



December 4, 2019

Paul Reitz, P.E.  
District Engineer  
403 Huck St  
Yoakum, Texas 77995

Dear Mr. Reitz,

Bay City is a diverse community with many transportation needs. Within the Yoakum District, Bay City serves as a large city by population with residential population at seventeen thousand. We are excited about the approval of the Highway 35 project starting in 2020 and look forward to working with the department to continue to improve that roadway. As always, we appreciate our supportive relationship with your office and the State of Texas so that, together, we can meet the needs of our residents and businesses.

Bay City, and by default, Matagorda County, are experiencing constructive growth in the way of industry with the addition of Tenaris, a seamless pipe manufacturer that now employs over 700, and the investment in the Oxea Corporation expansion among other developments. Our industrial growth is forecasted to continue with this momentum of economic development in years to come due in part to our accessibility to transportation options. We are fortunate to have access to road, rail, aviation, and water infrastructure and appreciate the long-standing relationship we have maintaining these transportation options with your office as well as several other state and federal departments. In addition to our industrial growth, Bay City's community sectors are advancing by the additional of several retail, recreational, and tourism businesses. These developments are encouraged by both City and County official's ability to join and uniformly present a united front and positive business environment.

As we look to the future needs of Bay City residents and businesses, we have updated our priorities for state investment in transportation infrastructure. We have organized our priorities by emphasis area to aid in programming of future state resources towards the transportation needs in Bay City.

1. Completion of Nile Valley Road (Phase 1, 2, & 3)

- Though the project has laid dormant for several years, the City of Bay City and the Bay City Community Development Corporation, after public input, have recently made this project a financial priority. This project exemplifies a regional, public-private approach to further state and national economic development, safety, and disaster preparedness. This project will facilitate collaboration on local and state levels to optimize movement and reduce congestion of traffic within the transportation network of our city. This project fits within the Texas Transportation 2050 plan goals of optimizing movement, enhancing safety, and investing in people.

2. Safety Intervention at Nichols and Hammond Road

- The traffic at this intersection has seen an increase and has proven to be a prime location for accidents due to blind spots, tall grass, and speed limit. We look to TX DoT to recommend intervention strategies, including a traffic signal, at this intersection.

3. Traffic signal optimization on Highway 35

- It is unclear whether the light optimization changes that were made some years back are still in effect. We would like to identify any changes that would improve traffic flow through our city on Highway 35 and whether our light system needs to be updated to accommodate changes to its system.

4. Potential of a turning lane on Highways 35 and 60 intersection

- Reduction in traffic congestion at our most prominent intersection would align with TXDoT's 2050 priority for safety.

5. Landscape Improvement

- As a primary access point to Bay City; Highway 35 from Markham to Bay City needs landscaping improvements within the median. We are interested in learning more about options that would improve this area and what partnerships the City could enter in with TXDoT to increase the beautification of this main thoroughfare. Specifically, from the Bay City High School to FM 1468.

6. Status Updates

- We would like to receive an update and continue discussions on the following:
  - i. Safety of downtown parking; potential changes
  - ii. The repaving of Highway 35
  - iii. Highway 35 sidewalks
  - iv. The possibility of turn lanes on Highways 35 and 60

Bay City and Matagorda County officials, leaders, and stakeholders are united in presenting these priorities to the Texas Department of Transportation, Yoakum Office and look forward to our continued partnership in meeting the needs of Texas residents and businesses in Bay City. If you have any questions about our priorities, please contact us.

Thank you,

---

The Honorable Robert K. Nelson  
Mayor, Bay City, Texas

---

The Honorable Nate McDonald  
Matagorda County Judge

---

Jessica Russell  
Executive Director of the Bay City Community  
Development Corp.

---

Michael Ferdinand  
Matagorda County Economic Development  
Corp

---

Mitch Thames  
Bay City Chamber of Commerce & Agriculture

CC:  
Ryan Simper, P.E.  
Clay Harris  
Representative Dennis Bonnen  
State Senator Lois Kolhhorst  
Representative Michael Cloud  
Senator John Cornyn  
Senator Ted Cruz



1557 W. Sam Houston Pkwy N  
Houston, TX 77043  
713-465-0400 Direct  
713-465-0401 Fax  
AlliedOutdoorSolutions.com

**ALLIED OUTDOOR SOLUTIONS**  
BUILT DIFFERENT.

Robert Shelton  
Project Consultant  
(281) 785-8568 cell  
1557 W. Sam Houston Pkwy N. #140  
Houston, TX 77043  
(713) 465-0400 office  
Robert.Shelton@AlliedOutdoorSolutions.com  
www.AlliedOutdoorSolutions.com

Worth • Phoenix

**10**  
ANNIVERSARY  
Great years  
CELEBRATION

**BBB**

I (we) hereby contract with Allied Outdoor Solutions to furnish all necessary materials, labor & workman conditions on the premise to the following specifications, terms, and

Owner's name: BAY CITY

Date: 6/25/2020

Job Address: 201

Home Phone: \_\_\_\_\_

City: BAY CITY Zip: 77414 Work Phone: \_\_\_\_\_

Email Address: MITCHTHAMES@VISITBAYCITY.ORG Cell Phone: 979 245 8333 THAMES

**Surface Preparation**  
Yes No  
( ) (X) Tear-out \_\_\_\_\_ sf  
( ) (X) Pouring concrete \_\_\_\_\_ sf  
( ) (X) Tapering concrete \_\_\_\_\_ sf

**The Carvestone® Process**  
→ Surface preparation  
• Scarify: Y N • Power Wash • Bond Coat

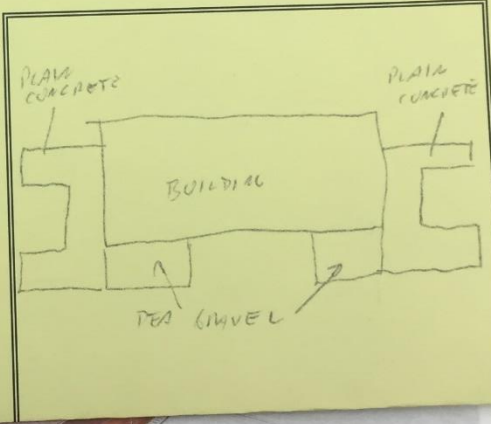
1. Trowel material
2. Texturize material
3. Carve pattern
4. Color stones by hand according to approved sample board
5. Grout stones
6. Seal job with non-skid added
7. Fill expansion joints with self-leveling joint sealant
8. Clean-Up

**Design Options** (circle one)  
1. Pattern: Flagstone Roman Tile Texture Only  
2. Decorative Accent? Y (N) Style: \_\_\_\_\_  
3. Coping? Y (N)

**Special instructions:** PEA GRAVEL AREAS  
BRIAD SURFACE IN FRONT AND INSTALL  
CARVESTONE

**1. Work Area:** pool deck, driveway, patio, walkway, porch, other: \_\_\_\_\_  
**2. Current surface:** pea gravel, cool deck, stamped concrete, plain concrete, brick tile, \_\_\_\_\_  
**3. Substrate condition:** \_\_\_\_\_

Work Area Locations:



**BORDERS**

Franklin  
20214  
U.S. Pat. Nos. 5,727,894 and D393,483  
Other patents pending.  
Made in China

Report - None at this time  
Scheduled: None at this time  
Names - Public Inform



















## **City Manager Evaluation Packet**

## City Manager – Evaluation Procedure

---

City Council will be provided the City Manager Evaluation Packet by the Director of Human Resources. City Council Members will complete their evaluation packet prior to meeting as a group.

### **First Meeting**

During a scheduled meeting, in Executive Session, City Council will meet without the City Manager present. At this meeting City Council will review their completed evaluation form. After review, City Council will calculate the overall evaluation score.

### **Second Meeting**

At a scheduled meeting, in Executive Session, City Council will meet with the City Manager to review their completed evaluation forms. During this meeting City Council will also discuss their ongoing expectations and objectives with the City Manager.



## City of Bay City City Manager Performance Evaluation

Each member of the elected body should complete this evaluation form, sign it in the space below, and return it to the **Director of Human Resources**. The deadline for submitting this performance evaluation is **September 1<sup>st</sup>**. Evaluations will be summarized and included on the agenda for discussion at the work session at **first meeting in September**.

Date: \_\_\_\_\_ Evaluation period: \_\_\_\_\_ to \_\_\_\_\_

City Council Member Name \_\_\_\_\_

City Council Member 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.

## 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

Initials \_\_\_\_\_

### 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



Initials \_\_\_\_\_

#### 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

Initials \_\_\_\_\_

#### 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

Initials \_\_\_\_\_

## 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

Initials \_\_\_\_\_

## 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

**Initials** \_\_\_\_\_

## 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?

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

**Initials** \_\_\_\_\_

## Mainstreet

- ✓ Facade Grants
- ✓ Planters downtown and trees

## Code Enforcement

- Warnings/citations on landscape
- Warnings/citations on structures
- Police officers choose one issue per year to address/clean-up
- Develop list of landscape/painting/contracting providers
  - painters
  - signage
  - carpenter
  - landscape
  - trees
  - salvage
- Promote Façade grants
- Promote Façade grants

## Community Development Corporation

- ✓ Façade Grant
- Business Retention and Expansion Loan to Grant

## Tourism

- Advertise our beautiful Downtown Square and Museum
- Advertise our Clean City - develop pride
- Promote community Projects and events to Industry

## Mayor's Office - Industry/ Business Support

- Sponsors - Promote our events/projects/community successes in your company
- Financial and In Kind Donations
- Promote Clean 20/20.... 20 pieces of trash on the 20th of the Month

## Education - Key to Success BCISD Police outreach

- Talk Trash at Elementary schools
- Volunteers at Junior High
- Projects at High School

## Sheriff Office

- Collect trash on Hwy in county
- Advertise with signs and 911 addresses
- Promote Adopt a Highway Program

## City Manager's office

- Sale of abandoned properties
- LeTulle Park Sign
- City Hall attraction
- Acquire lease of LCRA property for beautification project
- Meet with municipal staff/judges regarding citations and purpose
- Support/Promote Clean-Up days

## Chamber of Commerce

- Pinchers, bucket and 52 LWYL bags - 1 per week for the year each business

## Public Works, Town Hall and Parks Department

- Be seen picking up trash - Promote Pride
- Administer and Promote Adopt a Storm Drain program
- Promote Adopt a Highway Program TXDOT
- Remove trash completely from storm drains
- Inform commercial & residential accounts of ordinances (water bills, radio, RoboCalls)
- Street sweeper schedule shared for top performance
- Add photo opportunity to the Report a Concern on City of Bay City.org