# CITY COUNCIL COUNCIL WORKSHOP
# CITY OF BAY CITY

**Tuesday, July 8, 2025 at 4:30 PM**
**COUNCIL CHAMBERS | 1901 5th Street**

## COUNCIL MEMBERS

**Mayor:** Robert K. Nelson
**Mayor Pro Tem:** Jim Folse
**Council Members:** Benjamin Flores, Bradley Westmoreland, Susan Reardon, Blayne Finlay

**Vision Statement**

**We envision Bay City as a thriving, family-centered community where our citizens can live, work, worship, and play, while welcoming visitors to experience our beautiful environment and diverse culture.**

## AGENDA

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

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

**CALL TO ORDER AND CERTIFICATION OF QUORUM**

**PUBLIC COMMENTS**

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

1. **Receive and discuss the Bay City Hotel/Motel Budget Proposal for the 2026 Fiscal Year.**
    1. **Tourism -** Samantha Denbow, Communications and Cultural Arts Director
    2. **Civic Center -** Mitch Thames, Bay City Chamber of Commerce
2. **Receive and discuss the Budget Proposal from Other Organizations for the 2026 Fiscal Year.**
3. **Presentation of the 5th Street Waterline assessment, replacement options, and funding (Garver, LLC).**
4. **Discuss the 5th Street Waterline Project assessment, review repair options, design services, and take any action deemed necessary.**

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

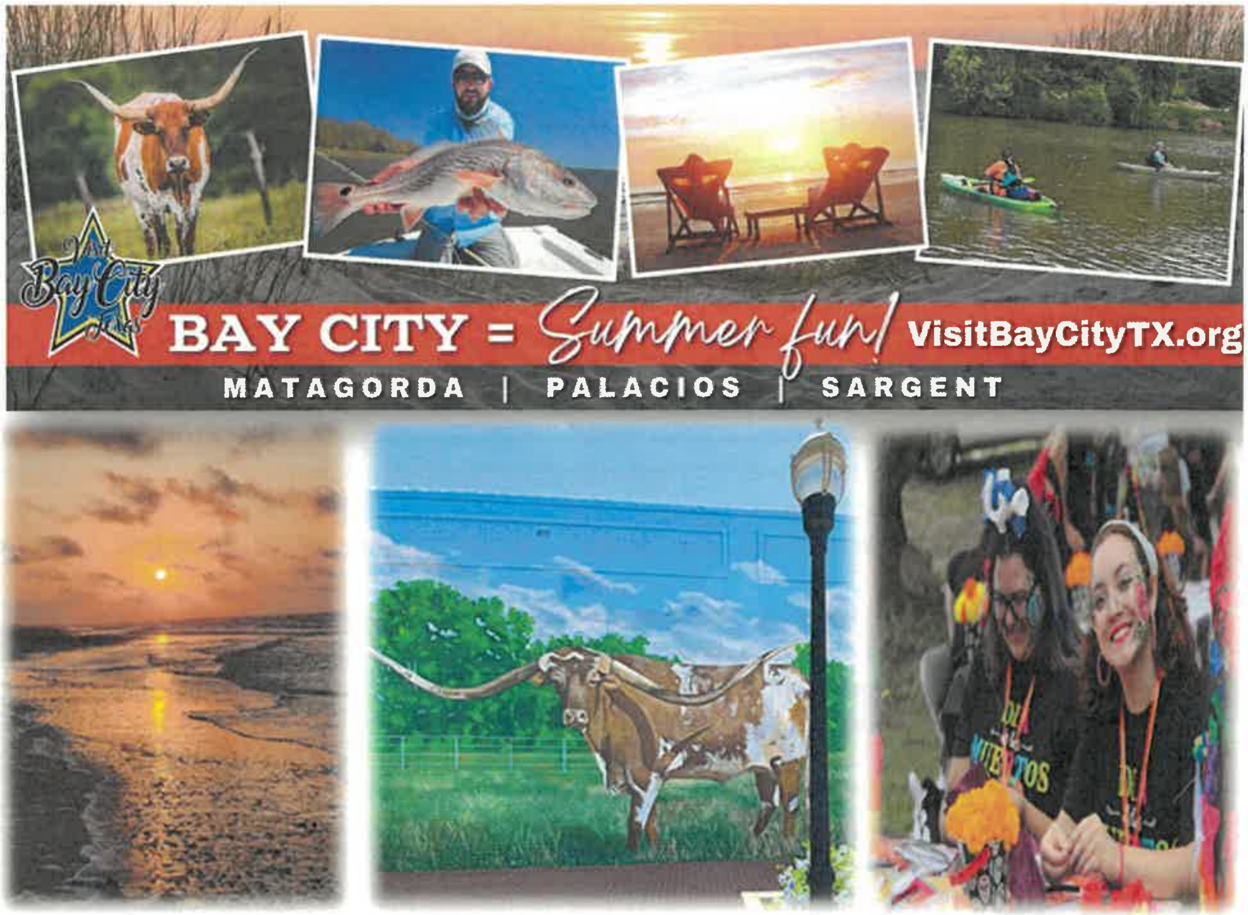
**ADJOURNMENT**

**AGENDA NOTICES:**

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

**CERTIFICATION OF POSTING**

This is to certify that the above notice of a Regular Called Council Meeting was posted on the front window of the City Hall of the City of Bay City, Texas on **July 3, 2025 before 4:30 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager's office at (979) 245-2137.




# HOTEL/MOTEL FUND

The City adopted a local hotel occupancy tax (7%) within the City limits. The City uses these funds to directly enhance and promote tourism and the convention and hotel industry or other expenses approved by State Law.

# Hotel/Motel Tax Fund

The primary funding source for the Hotel/Motel Tax Fund is the Hotel Occupancy tax, a consumption type of tax authorized under Texas state statute. This tax allows the City of Bay City to collect up to its current tax rate of 7% on rental income of hotels and motels within the City limits.

In Chapter 351 of the Tax Code, funds derived from the Hotel/Motel Tax Fund can only be spent if the following two-part test is met:

- Every expenditure must directly enhance and promote tourism and the convention and hotel industry.
- Every expenditure must clearly fit into one of nine statutorily provided categories for expenditure of local hotel occupancy taxes:
  1. Funding the establishment, improvement or maintenance of a convention or visitor information center
  2. Paying for the administrative costs for facilitating convention registration
  3. Paying for tourism related advertising and promotion of the city or its vicinity
  4. Funding programs that enhance the arts
  5. Funding historical restoration or preservation projects
  6. Sporting events where most participants are tourists in cities located in a county with a population of 290,000 or less
  7. Enhancing and upgrading existing sport facilities or fields for certain municipalities
  8. Funding transportation systems for tourists
  9. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality

Within the city limits of Bay City there are currently 20 hotels and motels all of which report and pay hotel occupancy taxes to the City. The following hotels and motels can be found in Bay City, Texas:

**Hotels and Motels within Bay City**

| | |
|---|---|
| Best Western Plus | Knights Inn |
| Candlewood Suites | La Quinta Inn |
| Comfort Suites | Paradise Inn |
| Days Inn | Regency Inn |
| Economy Inn | Scottish Inn |
| Fairfield Inn | South Texas Inn |
| Hampton Inn | Starland Motel |
| Happy Bay | Studio 6 |
| Holiday Inn | Super 8 |
| Island Inn | Town House Motel |

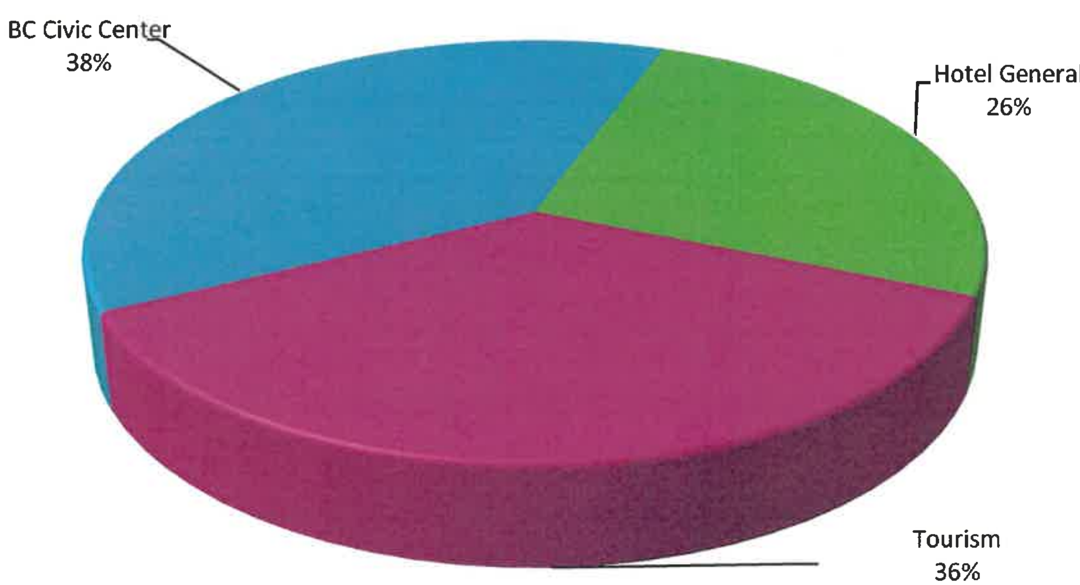
# Hotel / Motel Revenue

| Revenue Summary | Actual FY 2023 | Actual FY 2024 | Amended Budget FY 2025 | Projected FY 2025 | Adopted FY 2026 |
|---|---|---|---|---|---|
| Hotel Occupancy Tax | 713,852 | 813,993 | 650,000 | 800,000 | 785,000 |
| Miscellaneous | 185,259 | 149,073 | 125,000 | 324,515 | 187,000 |
| Prior Fund Balance | - | - | 200,000 | - | 225,000 |
| Total Revenue | 899,111 | 963,066 | 975,000 | 1,124,515 | 1,197,000 |

# Hotel / Motel Expenditures

| Hotel/Motel Expenditures | Actual FY 2023 | Actual FY 2024 | Amended Budget FY 2025 | Projected FY 2025 | Adopted FY 2026 |
|---|---|---|---|---|---|
| Hotel General | 98,671 | 78,700 | 251,500 | 251,500 | 366,500 |
| Tourism | 199,470 | 248,567 | 354,000 | 339,550 | 368,800 |
| Civic Center | 445,188 | 400,556 | 369,500 | 322,700 | 386,700 |
| Bay City Theatre | 233 | 356 | - | 331 | - |
| CamoFest | - | - | - | 50,184 | 75,000 |
| Total Hotel/Motel | 743,562 | 728,179 | 975,000 | 964,265 | 1,197,000 |

## Expenditures by Department



# TOURISM

**Our Purpose**

The Tourism Department's activity is primarily responsible to position Bay City and Matagorda County as a nationally and regionally recognized tourist destination by developing quality marketing programs and events to attract visitors and stimulate economic development and growth.

**Mission Statement**

Bay City Tourism Council promotes and develops tourism and awareness of our beaches, birds and thriving arts along with our downtown culture.

**2026 Strategic Focus***

**Goal #2: Community & Civic Engagement**
*To build and enhance communications and civic engagement*

**Goal #5: Culture & Recreation**
*To develop culture and recreational opportunities within the City*

**Goal #6: Operational Excellence**
*To establish and ensure operational excellence*

## FY 2026 Business Plans (Objectives)

- Partner with Main Street to film Main Street Reborn
- Market Visitor Center to local entities
- Host annual Hotelier round table
- Create tourist itineraries
- Promote main tourist events
- Research larger tourism marquee at Civic Center
- Begin Wayfinding project in conjunction with City gateway signage project
- Invest in more public art displays
- Re-establish Eco-tourism and Arts subcommittees
- Host two ArtWalks per year – Camofest and Summertime
- Host Travel Influencer
- Develop plan for increased short-term rentals participation

## FY 2025 Accomplishments of Prior Year Business Plans

- ✓ Reviewed & revised Tourism/Tourism Council Organizational structure
- ✓ Re-established the Visitor Information Booth (Kiosk)
- ✓ Created and execute a Tourism Marketing Plan
- ✓ Led the initiative to have Matagorda County designated as the official Birding Capital of Texas
- ✓ Completed new branding and website for Visit Bay City
- ✓ Developed Pocket Visitor Guide in-house
- ✓ Partnered with Bay City Tribune to provide Annual Visitor Guide as insert.
- ✓ Created new Birding Guide
- ✓ Expanded advertising to include digital billboards, Texas Monthly digital placements, and a Spotlight City on Expedition Texas tv show
- ✓ Obtained market data and developed Tourist Personas
- ✓ Developed Artist Network for collaboration
- ✓ Moved HOT Tax Sponsorships to an annual review

## Budget Summary

| Tourism | Actual FY 2023 | Actual FY 2024 | Amended Budget FY 2025 | Projected FY 2025 | Adopted FY 2026 |
|---|---|---|---|---|---|
| Personnel Services | 79,737 | 88,982 | 97,500 | 96,700 | 17,000 |
| Supplies & Materials | 221 | 6,211 | 8,500 | 7,150 | 9,500 |
| Other Charges and Services | 119,512 | 153,374 | 248,000 | 235,700 | 342,300 |
| **Total Tourism** | **199,470** | **248,567** | **354,000** | **339,550** | **368,800** |

## Budgeted Personnel

| Position | Actual FY 2023 | Actual FY 2024 | Actual FY 2025 | Budgeted FY 2026 |
|---|---|---|---|---|
| Tourism Director | 1 | 1 | 1 | - |
| **Total** | **1** | **1** | **1** | **-** |

# CIVIC CENTER


**Our Mission**

The mission of the Bay City Civic Center is to provide a safe, beneficial, and enjoyable facility for special events for all citizens, tourists, and visitors to the City of Bay City, Texas.

**Description of Our Services**

The Bay City Chamber of Commerce and Agriculture with the City of Bay City provides management and operations for the facilities of the Bay City Civic Center. Revenues are generated from facility rentals. The maintenance costs are provided by Fund 25 of the City of Bay City.

## 2026 Strategic Focus*

### Goal #5: Culture & Recreation

*To develop culture and recreational opportunities within the City*

| FY 2026 Business Plans (Objectives) |
|---|

- Maximize utilization of the Civic Center by way of the public and community organizations
- Provide staff to set-up, supervise, and maintain a presence at the center, and ensure every service is afforded to the Customer
- Conduct routine repair and preventative maintenance to the facility and parking lot and ensure it is maintained at the same or higher level as was designed to provide quality customer experience
- Continue to research community services being offered by cities with comparable population and evaluate opportunities to include appropriate services which would benefit our community
- Encourage professionalism in customer service through continuing education and staff development opportunities
- Seek community input of services through pre- and post-event communications

## FY 2025 Accomplishments of Prior Year Business Plans

- ✓ Held several successful events throughout the year
- ✓ Continued to have business training opportunities
- ✓ Provided staff to set up, supervise and maintain a presence at the center and to ensure every service is afforded to all customers
- ✓ Maintained the Civic Center with fees paid by the consumer and utilization of the Hotel-Motel Tax with no reliance on the General Fund Budget

## Budget Summary

| Bay City Civic Center | Actual FY 2023 | Actual FY 2024 | Amended Budget FY 2025 | Projected FY 2025 | Adopted FY 2026 |
|---|---|---|---|---|---|
| Supplies and Materials | 5,172 | 6,357 | 7,500 | 6,500 | 6,200 |
| Other Charges and Services | 243,344 | 300,373 | 279,000 | 271,200 | 278,500 |
| Repairs and Maintenance | 95,458 | 93,826 | 83,000 | 45,000 | 102,000 |
| Capital Expenditures | 101,214 | - | - | - | - |
| **Total Civic Center** | **445,188** | **400,556** | **369,500** | **322,700** | **386,700** |

Bay City, TX

# Budget Worksheet
## Account Summary
For Fiscal: 2024-2025 Period Ending: 09/30/2025

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | Defined Budgets 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fund: 25 - CIVIC & CULTURAL ARTS** | | | | | | | | | | |
| **Revenue** | | | | | | | | | | |
| **RevType: 32 - OTHER TAXES** | | | | | | | | | | |
| 25-3220 | MOTEL RECEIPTS TAX | 620,000.00 | 713,852.42 | 615,000.00 | 813,992.99 | 650,000.00 | 470,758.89 | 800,000.00 | 785,000.00 | |
| | **RevType: 32 - OTHER TAXES Total:** | **620,000.00** | **713,852.42** | **615,000.00** | **813,992.99** | **650,000.00** | **470,758.89** | **800,000.00** | **785,000.00** | **0.00** |
| **RevType: 36 - MISCELLANEOUS** | | | | | | | | | | |
| 25-3605 | INTEREST INCOME | 500.00 | 16,533.29 | 10,000.00 | 29,214.44 | 10,000.00 | 15,628.13 | 18,000.00 | 17,000.00 | |
| 25-3610 | RENTAL FEES-BC CIVIC CENTER | 81,000.00 | 86,813.00 | 85,000.00 | 91,267.50 | 85,000.00 | 74,632.50 | 90,000.00 | 90,000.00 | |
| 25-3693 | INSURANCE CLAIMS | 52,000.00 | 52,446.55 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 25-3696 | OTHER INCOME - DAY OF DEAD | 10,000.00 | 26,175.70 | 10,000.00 | 25,176.21 | 25,000.00 | 14,311.97 | 18,000.00 | 25,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | SPONSORSHIPS FOR EVENTS<br>T-SHIRT SALES (TOURISM) |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-3697 | OTHER INCOME- CAMOFEST | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 194,515.30 | 194,515.00 | 50,000.00 | |
| 25-3699 | OTHER INCOME | 5,500.00 | 3,290.38 | 5,000.00 | 3,415.00 | 5,000.00 | 2,843.10 | 4,000.00 | 5,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | CHAMBER REIMB FOR UTILITIES- $2,400 (PER CONTRACT)<br>MISC. CIVIC CENTER RENTALS- $2,600 |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| | **RevType: 36 - MISCELLANEOUS Total:** | **149,000.00** | **185,258.92** | **110,000.00** | **149,073.15** | **125,000.00** | **301,931.00** | **324,515.00** | **187,000.00** | **0.00** |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | Defined Budgets 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **RevType: 39 - PRIOR FUND BALANCE** | | | | | | | | | | |
| 25-3999 | PRIOR YEAR FUND BALANCE | 0.00 | 0.00 | 65,000.00 | 0.00 | 200,000.00 | 0.00 | | 225,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes: | WAYFINDING SIGN PROJECT/BRANDING<br>TOURISM EVENT/VENUE IMPROVEMENTS-VENDOR PAVILION OR PERFORMANCE PAVILION<br>SPECIAL PROJECTS- MAIN STREET (CAMOFEST FUNDS) |

| | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|
| **RevType: 39 - PRIOR FUND BALANCE Total:** | **0.00** | **0.00** | **65,000.00** | **0.00** | **200,000.00** | **0.00** | **0.00** | **225,000.00** | **0.00** |
| **Revenue Total:** | **769,000.00** | **899,111.34** | **790,000.00** | **963,066.14** | **975,000.00** | **772,689.89** | **1,124,515.00** | **1,197,000.00** | **0.00** |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | Defined Budgets 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **Expense** | | | | | | | | | | |
| **Department: 250 - HOTEL GENERAL** | | | | | | | | | | |
| **ExpCategory: 44 - OTHER CHARGES AND SERVICE** | | | | | | | | | | |
| 25-250-4425 | CONTRACTED SERVICES | 3,500.00 | 0.00 | 3,500.00 | 10,700.00 | 1,500.00 | 0.00 | 1,500.00 | 1,500.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | HOTEL ADMIN- REPORTING AND PAYMENTS ONLINE |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-250-4433 | CREDIT CARD FEES | 3,000.00 | 671.10 | 1,500.00 | 0.00 | 0.00 | 0.00 | | | |
| 25-250-4440 | OPERATIONAL SUPPORT- MUS | 30,000.00 | 30,000.00 | 30,000.00 | 0.00 | 0.00 | 0.00 | | | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes: | HOTEL FUNDS - $15,000- MOVE $ TO TOURISM DEPT<br>(PRESERVATION, VISITORS KIOSK, ADVERTISING RELATED TO TOURISM)<br><br>OTHER SUPPORT DOLLARS IN GENERAL FUND- SEE ACCOUNT 11-110-4440 FOR APPROVED AMOUNT |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **ExpCategory: 44 - OTHER CHARGES AND SERVICE Total:** | | **36,500.00** | **30,671.10** | **35,000.00** | **10,700.00** | **1,500.00** | **0.00** | **1,500.00** | **1,500.00** | **0.00** |
| **ExpCategory: 47 - TRANSFERS** | | | | | | | | | | |
| 25-250-4712 | TRANSFER OUT- GENERAL FUN | 68,000.00 | 68,000.00 | 68,000.00 | 68,000.00 | 250,000.00 | 166,666.64 | 250,000.00 | 365,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | OFFSETS PART OF MAIN STREET BUDGET |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **ExpCategory: 47 - TRANSFERS Total:** | | **68,000.00** | **68,000.00** | **68,000.00** | **68,000.00** | **250,000.00** | **166,666.64** | **250,000.00** | **365,000.00** | **0.00** |
| **Department: 250 - HOTEL GENERAL Total:** | | **104,500.00** | **98,671.10** | **103,000.00** | **78,700.00** | **251,500.00** | **166,666.64** | **251,500.00** | **366,500.00** | **0.00** |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | Defined Budgets 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **Department: 251 - TOURISM** | | | | | | | | | | |
| **ExpCategory: 41 - PAYROLL COSTS** | | | | | | | | | | |
| 25-251-4105 | SALARIES & WAGES | 56,306.00 | 58,895.27 | 59,570.00 | 60,090.85 | 60,000.00 | 19,492.63 | 59,500.00 | | |
| 25-251-4106 | EVENT OVERTIME | 10,000.00 | 437.10 | 10,000.00 | 4,651.74 | 10,000.00 | 7,013.15 | 8,100.00 | 10,000.00 | |
| **ExpCategory: 41 - PAYROLL COSTS Total:** | | **66,306.00** | **59,332.37** | **69,570.00** | **64,742.59** | **70,000.00** | **26,505.78** | **67,600.00** | **10,000.00** | **0.00** |

**Budget Notes**

| **Budget Code** | **Subject** | **Description** |
|---|---|---|
| PROPOSED | Permanent Notes | |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **ExpCategory: 42 - PAYROLL RELATED COST** | | | | | | | | | | |
| 25-251-4205 | FICA TAX | 5,078.00 | 4,614.61 | 5,328.00 | 4,925.79 | 5,561.00 | 2,000.89 | 5,150.00 | | |
| 25-251-4206 | UNEMPLOYMENT TAX | 282.00 | 14.01 | 9.00 | 9.12 | 117.00 | 58.46 | 20.00 | | |
| 25-251-4210 | RETIREMENT | 6,505.00 | 5,922.37 | 6,505.00 | 6,397.22 | 6,859.00 | 2,556.80 | 6,750.00 | | |
| 25-251-4215 | WORKERS COMPENSATION | 200.00 | 173.16 | 180.00 | 169.52 | 120.00 | 56.68 | 160.00 | | |
| 25-251-4225 | HEALTH | 8,824.00 | 8,704.51 | 7,836.00 | 10,934.44 | 9,613.00 | 4,471.43 | 11,750.00 | | |
| 25-251-4226 | DENTAL INSURANCE | 305.00 | 275.59 | 272.00 | 259.22 | 230.00 | 212.35 | 270.00 | | |
| 25-251-4230 | TRAVEL & TRAINING | 8,000.00 | 700.78 | 5,000.00 | 1,545.00 | 5,000.00 | 4,087.86 | 5,000.00 | 7,000.00 | |
| **ExpCategory: 42 - PAYROLL RELATED COST Total:** | | **29,194.00** | **20,405.03** | **25,130.00** | **24,240.31** | **27,500.00** | **13,444.47** | **29,100.00** | **7,000.00** | **0.00** |

**Budget Notes**

| **Budget Code** | **Subject** | **Description** |
|---|---|---|
| PROPOSED | Permanent Notes | WOMEN IN TOURISM CONFERENCE<br>TCVB ANNUAL CONFERENCE<br>TOURISM COLLEGE |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **ExpCategory: 43 - SUPPLIES AND MATERIALS** | | | | | | | | | | |
| 25-251-4305 | POSTAGE & FREIGHT | 1,000.00 | 0.00 | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 | 1,000.00 | |
| 25-251-4310 | GENERAL SUPPLIES | 1,500.00 | 121.34 | 1,000.00 | 0.00 | 2,000.00 | 242.36 | 250.00 | 2,000.00 | |
| 25-251-4315 | DUES & SUBSCRIPTIONS | 6,000.00 | 100.00 | 6,000.00 | 6,210.67 | 6,000.00 | 6,657.41 | 6,400.00 | 6,500.00 | |
| **ExpCategory: 43 - SUPPLIES AND MATERIALS Total:** | | **8,500.00** | **221.34** | **7,500.00** | **6,210.67** | **8,500.00** | **6,899.77** | **7,150.00** | **9,500.00** | **0.00** |

**Budget Notes**

| **Budget Code** | **Subject** | **Description** |
|---|---|---|
| PROPOSED | Permanent Notes | TEXAS TRAVEL INDUSTRY ASSOCIATION (TTIA)<br>TEXAS CONVENTION AND VISITORS BUREAU (TCVB)<br>TEXAS HOTEL LODGING ASSOCIATION (THLA) |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | Defined Budgets 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **ExpCategory: 44 - OTHER CHARGES AND SERVICE** | | | | | | | | | | |
| 25-251-4410 | PHONE SERVICES | 1,500.00 | 1,442.17 | 1,000.00 | 1,763.88 | 1,500.00 | 1,052.48 | 1,500.00 | 1,500.00 | |
| 25-251-4421 | PROFESSIONAL FEES | 7,500.00 | 800.00 | 7,500.00 | 8,500.00 | 2,500.00 | 4,523.40 | 8,500.00 | 8,500.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | PROFESSIONAL PHOTOGRAPHY |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-251-4425 | CONTRACTED SERVICES | 3,500.00 | 1,200.00 | 3,500.00 | 3,500.00 | 32,500.00 | 34,143.30 | 41,000.00 | 45,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | DATAFY PROJECT- $20,000<br>GRAPHIC DESIGN<br>SOCIAL MEDIA MARKETING<br>WEBSITE UPDATES FOR DOD, CAMOFEST, & TOURSIM |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-251-4433 | CREDIT CARD FEES | 0.00 | 118.92 | 300.00 | 412.53 | 500.00 | 0.00 | 500.00 | 300.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Note: | FESTIVAL CREDIT CARD FEES |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-251-4450 | PROMOTIONAL ITEMS | 7,500.00 | 4,884.72 | 7,500.00 | 758.93 | 5,000.00 | 2,397.41 | 5,000.00 | 7,500.00 | |
| 25-251-4455 | PUBLICATIONS | 500.00 | 0.00 | 0.00 | 749.82 | 2,000.00 | 6,061.62 | 8,200.00 | 7,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes: | MISC. PUBLICATIONS/ BROCHURES |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-251-4460 | PRINT ADVERTISING | 35,000.00 | 24,101.47 | 35,000.00 | 39,066.50 | 45,000.00 | 31,435.55 | 32,000.00 | 50,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | EDITORIALS, ARTICLES, MAGAZINE ADS |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-251-4461 | DAY OF THE DEAD FESTIVAL | 40,000.00 | 47,529.80 | 40,000.00 | 46,620.34 | 40,000.00 | 33,254.95 | 45,000.00 | 50,000.00 | |
| 25-251-4462 | DIGITAL ADVERTISING | 10,000.00 | 3,979.00 | 6,000.00 | 4,476.00 | 6,000.00 | 2,800.00 | 4,500.00 | 18,500.00 | |

| Account | Name | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | Defined Budgets 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **Budget Notes** | | | | | | | | | | |
| **Budget Code** | **Subject** | **Description** | | | | | | | | |
| PROPOSED | Permanent Notes: | TEXAS MONTHLY<br>SOCIAL MEDIA BOOSTS<br>DIGITAL GUIDES<br>MAIN ST. REBORN VIDEOS | | | | | | | | |
| 25-251-4463 | BILLBOARDS | 16,000.00 | 17,829.00 | 16,000.00 | 23,984.06 | 16,000.00 | 27,043.80 | 20,500.00 | 36,000.00 | |
| 25-251-4485 | APPLICATION OF THE ARTS | 10,000.00 | 3,986.00 | 10,000.00 | 7,806.00 | 20,000.00 | 3,301.19 | 20,000.00 | 20,000.00 | |
| **Budget Notes** | | | | | | | | | | |
| **Budget Code** | **Subject** | **Description** | | | | | | | | |
| PROPOSED | Permanent Notes | WINGS OF MATAGORDA COUNTY & OTHER MURAL/ART PROJECTS | | | | | | | | |
| 25-251-4486 | SPONSORSHIP APPLICATIONS | 15,000.00 | 11,794.36 | 20,000.00 | 14,396.42 | 35,000.00 | 22,138.91 | 20,000.00 | 40,000.00 | |
| 25-251-4487 | SPECIAL PROJECTS | 20,000.00 | 0.00 | 25,000.00 | 0.00 | 40,000.00 | 0.00 | 19,000.00 | 25,000.00 | |
| **Budget Notes** | | | | | | | | | | |
| **Budget Code** | **Subject** | **Description** | | | | | | | | |
| PROPOSED | Permanent Notes | WAYFINDING SIGNAGE PROJECT<br>(TOURISM DESTINATIONS/POINTS OF INTEREST) | | | | | | | | |
| 25-251-4488 | HISTORIC PRESERVATION | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 25,000.00 | |
| **Budget Notes** | | | | | | | | | | |
| **Budget Code** | **Subject** | **Description** | | | | | | | | |
| PROPOSED | Permanent Notes: | MOVED MUSEUM TO TOURISM- $25,000 | | | | | | | | |
| 25-251-4497 | VISITOR CENTER | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,180.73 | 6,000.00 | 5,000.00 | |
| **Budget Notes** | | | | | | | | | | |
| **Budget Code** | **Subject** | **Description** | | | | | | | | |
| PROPOSED | Permanent Notes: | KIOSK RENTAL- $3,600<br>CLEANING OF KIOSK- $1,400 | | | | | | | | |
| 25-251-4498 | MISC FURNITURE & EQUIPME | 1,000.00 | 489.92 | 1,000.00 | 0.00 | 1,000.00 | 963.27 | 1,000.00 | 1,000.00 | |
| 25-251-4499 | MISCELLANEOUS | 3,000.00 | 1,356.38 | 2,500.00 | 1,339.35 | 1,000.00 | 2,720.08 | 3,000.00 | 2,000.00 | |
| | **ExpCategory: 44 - OTHER CHARGES AND SERVICE Total:** | **170,500.00** | **119,511.74** | **175,300.00** | **153,373.83** | **248,000.00** | **175,016.69** | **235,700.00** | **342,300.00** | **0.00** |
| | **Department: 251 - TOURISM Total:** | **274,500.00** | **199,470.48** | **277,500.00** | **248,567.40** | **354,000.00** | **221,866.71** | **339,550.00** | **368,800.00** | **0.00** |

| | | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | Defined Budgets 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **Department: 252 - BC CIVIC CENTER** | | | | | | | | | | |
| **ExpCategory: 43 - SUPPLIES AND MATERIALS** | | | | | | | | | | |
| 25-252-4300 | BANK CHARGES | 2,000.00 | 480.57 | 1,000.00 | 228.61 | 1,000.00 | 59.66 | 500.00 | 200.00 | |
| 25-252-4310 | GENERAL SUPPLIES | 6,500.00 | 4,691.54 | 6,500.00 | 6,127.95 | 6,500.00 | 4,097.85 | 6,000.00 | 6,000.00 | |
| | **ExpCategory: 43 - SUPPLIES AND MATERIALS Total:** | **8,500.00** | **5,172.11** | **7,500.00** | **6,356.56** | **7,500.00** | **4,157.51** | **6,500.00** | **6,200.00** | **0.00** |
| **ExpCategory: 44 - OTHER CHARGES AND SERVICE** | | | | | | | | | | |
| 25-252-4405 | INSURANCE | 40,000.00 | 53,815.99 | 85,000.00 | 83,397.30 | 85,000.00 | 87,330.50 | 84,000.00 | 88,000.00 | |
| 25-252-4411 | CABLE & INTERNET | 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes: | STP PAYS |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-252-4415 | UTILITIES | 27,000.00 | 25,427.09 | 28,000.00 | 33,724.60 | 28,000.00 | 14,910.36 | 25,000.00 | 26,000.00 | |
| 25-252-4419 | COMMUNITY EVENTS | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 2,000.00 | 0.00 | | | |
| 25-252-4425 | CONTRACTED SERVICES | 100,000.00 | 94,947.54 | 100,000.00 | 113,289.42 | 95,000.00 | 63,663.72 | 95,000.00 | 95,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | LAWN MAINT<br>PEST CONTROL<br>SECURITY MONITORING SYSTEM<br>JANITORIAL SERVICES |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-252-4433 | CREDIT CARD FEES | 2,000.00 | 3,113.48 | 3,000.00 | 3,158.82 | 3,000.00 | 3,214.49 | 2,200.00 | 3,500.00 | |
| 25-252-4440 | OVERHEAD SUPPORT | 65,000.00 | 65,000.04 | 65,000.00 | 65,000.00 | 65,000.00 | 48,750.03 | 65,000.00 | 65,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | CHAMBER OF COMMERCE CONTRACT<br>*REQUESTED INCREASE TO $70,000 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-252-4498 | MISC. FURNITURE & EQUIPME | 1,000.00 | 1,039.92 | 1,000.00 | 1,461.56 | 1,000.00 | 0.00 | | 1,000.00 | |
| 25-252-4499 | MISCELLANEOUS | 500.00 | 0.00 | 500.00 | 341.60 | 0.00 | 0.00 | | | |
| | **ExpCategory: 44 - OTHER CHARGES AND SERVICE Total:** | **238,500.00** | **243,344.06** | **284,500.00** | **300,373.30** | **279,000.00** | **217,869.10** | **271,200.00** | **278,500.00** | **0.00** |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | Defined Budgets 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **ExpCategory: 45 - REPAIRS AND MAINTENANCE** | | | | | | | | | | |
| 25-252-4505 | R & M- FURNITURE & EQUIPM | 10,000.00 | 12,338.75 | 17,000.00 | 18,826.44 | 14,000.00 | 9,765.00 | 16,700.00 | 15,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | REPLACING TABLES/CHAIRS- $15,000<br>REPLACING 2 AC UNITS- $15,000 |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-252-4515 | R & M BUILDING | 90,000.00 | 75,324.94 | 53,000.00 | 60,399.38 | 69,000.00 | 26,054.38 | 28,300.00 | 50,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes | VARIOUS BUILDING REPAIRS |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| 25-252-4520 | R & M INFRASTRUCTURE | 0.00 | 7,793.91 | 47,000.00 | 14,600.19 | 0.00 | 0.00 | | 37,000.00 | |

**Budget Notes**

| Budget Code | Subject | Description |
|---|---|---|
| PROPOSED | Permanent Notes: | REPLACING PARKING LOT LIGHTING, LIGHT POLE |

| Account | Description | 2022-2023 Total Budget | 2022-2023 Total Activity | 2023-2024 Total Budget | 2023-2024 Total Activity | 2024-2025 Total Budget | 2024-2025 YTD Activity | 2024-2025 PROJECTIONS | 2025-2026 PROPOSED | 2025-2026 NOTES |
|---|---|---|---|---|---|---|---|---|---|---|
| **ExpCategory: 45 - REPAIRS AND MAINTENANCE Total:** | | **100,000.00** | **95,457.60** | **117,000.00** | **93,826.01** | **83,000.00** | **35,819.38** | **45,000.00** | **102,000.00** | **0.00** |
| **ExpCategory: 46 - CAPITAL EXPENDITURES** | | | | | | | | | | |
| 25-252-4605 | CE - FURNITURE & EQUIPMENT | 35,000.00 | 41,321.84 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| 25-252-4615 | CE - BUILDING & IOTB | 0.00 | 59,892.29 | 0.00 | 0.00 | 0.00 | 0.00 | | | |
| **ExpCategory: 46 - CAPITAL EXPENDITURES Total:** | | **35,000.00** | **101,214.13** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **Department: 252 - BC CIVIC CENTER Total:** | | **382,000.00** | **445,187.90** | **409,000.00** | **400,555.87** | **369,500.00** | **257,845.99** | **322,700.00** | **386,700.00** | **0.00** |

# Other Organizations Funded by City of Bay City

| Entity: | Actual FY 2016 | Actual FY 2017 | Actual FY 2018 | Actual FY 2019 | Actual FY 2020 | Actual FY 2021 | Actual FY 2022 | Actual FY 2023 | Actual FY 2024 | Actual FY 2025 | Budgeted FY 2026 | Requested FY 2026 | Account # |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Economic Action Committee** | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 10,000 | $ 15,000 | $ 50,000 | $ 87,000 | 11-110-4440 |
| Women's Crisis Center | $ 5,000 | $ 5,000 | $ 5,000 | $ 7,000 | $ 7,000 | $ 7,000 | $ 7,000 | $ 7,000 | $ 7,000 | $ 7,000 | $ 7,000 | $ 7,000 | 11-110-4440 |
| Matagorda County Museum*** | $ 55,000 | $ 60,000 | $ 60,000 | $ 60,000 | $ 60,000 | $ 60,000 | $ 60,000 | $ 50,000 | $ 50,000 | $ 25,000 | $ 35,000 | $ 25,000 | 25-250-4440 |
| BC Volunteer Fire Dept.* | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | $ 48,000 | 11-165-4440 |
| Bay City Chamber of Commerce | 48,000 | 48,000 | 48,000 | 56,000 | $ 56,000 | $ 60,480 | 60,480 | 65,000 | 65,000 | 65,000 | $ 65,000 | $ 70,000 | 25-252-4440 |

*receives $16,000 from Gas Co.
**($15,000 Operational/ $35,000 Building Renovations)
***($10,000 from General Fund; $25,000 HOT funds)

Economic Action Committee of the Gulf Coast

The Heart of the Community

May 19, 2025

City of Bay City
1901 Fifth Street
Bay City, Texas 77414

Mayor Robert Nelson and City of Bay City Council Members:

Economic Action Committee of the Gulf Coast (EACGC) is a non-profit 501(c)(3), based out of Bay City, Texas, which provides a variety of services to senior citizens and low-income households. EACGC operates and administers a senior citizen nutrition program that consists of home delivered meals to homebound seniors and two congregate meal sites, as well as a senior transportation program. EACGC provides utility assistance to low-income households and seniors with priority given to seniors, the disabled and households with children under the age of 6. EACGC also provides case management and supportive services to attend school or advance employment with the goal of transitioning out of poverty and becoming self-sufficient.

**SENIOR NUTRITION PROGRAM**

EACGC operates a large senior citizen nutrition program based in Bay City, Texas. **EACGC provided a total of 24,411 meals to senior citizens in Bay City and immediate surrounding areas in 2024. As of May 2024, EACGC has already served a total of 8,580 meals.** There is an eligibility process that all seniors must go through in order to qualify for home meals. Through this process, EACGC staff performs an assessment of the senior's need and ability to take care of themselves. In order to qualify, the senior must have a significant inability to prepare one's own meal and take care of themselves. Through this process, staff is able to discuss other needs the senior may have and refer them to other services that may benefit them and improve their quality of life. A large majority of our homebound clients depend greatly on the meal provided and use it as their primary source of nutrition. **EACGC also provides transportation for senior citizens and in 2024 provided a total of 3,521 trips to Bay City senior citizens, doctor appointments and grocery shopping trips within the immediate area. As of May 2024, EACGC has already provided 1,165 trips.** This program allows for EACGC to pick up senior citizens and take them to doctor appointments, grocery shopping and other essential locations they would otherwise not be able to get to.

The COVID-19 pandemic began in March 2020. Due to EACGC serving the most at risk vulnerable population, the agency took immediate action to ensure the safety and well-being of our senior citizens. Through the pandemic, it changed how the agency senior nutrition and transportation program operated. In order to protect our senior citizens and limit their potential exposure, EACGC changed its congregate program to a drive through pick up 3 days per week. This allowed the staff to still have communication with the seniors to ensure their needs were being met and also allowed for the seniors to get out of the house and still interact in a safe manner. The home delivered meals continued and we increased the number of clients served due to the high volume of calls we received from those in need. The home delivered meal program changed to delivery 3 days per week of a hot meal and frozen meals. Meal drop off was changed to a contactless approach to ensure the safety of our seniors and staff. The transportation program was the most effected and was put on hold for some time to ensure the safety of the senior citizens and staff.

EACGC continued and actually increased operations during the pandemic. During this time, renovations were done to the center to eliminate hazards and ensure compliance with operational guidelines. The restrooms and flooring throughout the facility were updated and paid for by the City of Bay City. There were also updates done to the dining room, entry way and main office, kitchen, storage area and employee restroom, which were paid for by other funds.

EACGC has identified in previous Community Needs Assessments conducted by the agency that the community believes that their needs to be more activities for senior citizens. In order to attempt to provide additional services, EACGC hosts a variety of functions that are free to the senior citizens. The functions provided include the annual Thanksgiving and Christmas Senior Citizens Luncheons and. These events host typically 250 – 300 senior citizens. EACGC also hosts Ice Cream Socials, Bingo, craft classes, educational classes and our Third Annual Senior Citizen Prom which hosted over 80 senior citizens. EACGC is increasing these activities since the Senior Nutrition Building reopened in February 2022 and is partnering with various organizations to provide more activities and events to the public.

## UTILITY ASSISTANCE

EACGC administers a utility assistance program. This program is designed to provide electric, propane and natural gas assistance to low income individuals with priority given to seniors, the disabled and households with children under the age of 6. EACGC receives funding from various sources which allows the agency to administer these services. All services are based on available funding and income guidelines provided by funders, which is at this time 150% poverty level for most.

**In 2024 alone, EACGC provided utility assistance in the amount of $691,192.05 to 519 households which impacted a total of 1,015 individuals. As of the end of April 2024, EACGC has provided utility assistance in the amount of $381,660.95 to 357 households which impacted a total of 63762 individuals.**

## FUNDING

City of Bay City's funding is extremely important to EACGC and allows us to continue operations and to provide the much needed services to those in our community. Although the agency has obtained new funding to provide additional direct client services, it does not provide much, if any for some contracts, for operational or administrative costs to operate and provide these services. Utilizing City of Bay City's funding, EACGC is able to supplement a small portion of our operational expenses and expenses generated by the senior nutrition and other programs. In the previous year, EACGC has received a generous $15,000.00 from the City of Bay City, which has been used to pay for the agency operational costs to include general expenditures such as pest control, equipment maintenance, and also pays for a portion of the expenses in the senior programs which require a financial match and does not pay for itself, as well as other programs operated by EACGC. Economic Action Committee of the Gulf Coast is extremely grateful for all of the support that has been provided by the City of Bay City and is **requesting funding in the amount of $21,000.00 to be allocated towards EACGC's operational and program expenditures for the agency's many programs, as well as additional funding to complete the exterior renovation to the senior nutrition building in the amount of approximately $66,000.** It is humbly requested that City Council take into consideration the growth of the current programs, the future expansion of services offered and the extensive number of Bay City residents and businesses that are impacted by EACGC and services provided.

EACGC would also like to take this opportunity to thank the City of Bay City for all of the support and assistance provided to the agency in the previous years. We at EACGC look forward to working diligently to expand services offered to better serve residents of Bay City and Matagorda County. EACGC's funding for its operations/programs comes from Federal, State and local funds to include Matagorda County, United Way and donations received from the community.

If you have any questions, please feel free to contact me. Once again, EACGC and I look forward to working with the City of Bay City in the future to better benefit our community members and neighbors.

Sincerely,

Kristie Pustejovsky

Kristie Pustejovsky, Executive Director
eac-kpustejovsky@att.net

# Budget Allocation Estimates

## City of Bay City

### OPERATIONAL BUDGET

| | |
|---|---|
| Operational Expenses to support Senior Nutrition Program and other programs | $15,500 |
| Utilities (agency) | $3,000 |
| Pest Control | $500 |
| Office Equipment Rental and Supplies | $2,000 |
| **Total Operational** | **$21,000** |

### RENOVATION BUDGET

| | |
|---|---|
| Exterior (2021 estimates) | $66,000 |
| **Total Renovation** | **$66,000** |

P.O. Box 1820*Bay City, TX 77404-1820
Bus. Office: (979) 245-9109 Fax: (979) 245-3426
Outreach Office: (979) 531-1300 Fax: (979) 531-1545

April 15, 2025

City of Bay City
1901 Fifth Street
Bay City, TX 77414

RE: Request for Public Funds FY26

Dear Bay City City Council,

We would like to thank you for the continued support that the Crisis Center receives financially from the City of Bay City and for the tremendous support we receive from the members of the community, other city departments and our community/partners. The Crisis Center is proud to continue serving the City of Bay City and to work collaboratively with multiple different City of Bay City departments. Since June 1984 the Crisis Center has provided dedicated services to Bay City, along with other areas in the counties we serve, and continually works to increase support to residents and to the City of Bay City.

The Crisis Center works diligently to provide a wide array of services to multiple areas in the counties we serve, but expanded services also increase our overall costs. You will see that the Center has worked to expand services and meet the needs of the community through newly created programs and services over the past years and also works diligently to ensure the County of Matagorda adheres to new legislative mandates in the 88$^{th}$ session; SB 806 and SB1325 which both include increased printing costs for forms supplied to police departments and training that our center incurs.

The Crisis Center truly values the continuous support from the City of Bay City and their dedication to ending violence. We have continued to expand our services and reach in Matagorda County to assist our law enforcement and victim liaison partners. We also now employ a full-time therapist who provides sessions in our Bay City location and an attorney who provides free legal services to our Bay City clients (i.e., divorces, protective orders, SAPCR, modifications, etc.). In 2024 we hired our first Sexual Assault (SA) Training Coordinator to specifically train law enforcement in regards to best practices and trauma-informed care for survivors of sexual assault. Our SA Training Coordinator has obtained their TCOLE instructors certification to provide free training to our partner agencies.

Looking back at 2025, the Crisis Center provided 7052 nights of shelter, conducted 274 forensic interviews with children, and 82 clients received forensic medical examinations. Through these programs we provided, at no cost to the client, 339 children were provided with trauma focused mental health therapy, over 21,236 individuals were provided with prevention programs, and we had 401 residential clients living in our shelter.

If provided public funds in Fiscal Year 26, the Crisis Center will utilize the funds for basic operational expenses associated with our current programs and to ensure full compliance with the 88th and potential 89th legislative updates for our law enforcement partners.

We truly thank you for your dedication to our mission of creating an environment where violence and abuse are not tolerated in the community. Any funding that you can provide us would be greatly appreciated and will be used to provide services to survivors of domestic violence, sexual assault and child abuse.

Thank you for allowing us to serve your community!

Sincerely,

Kelli Wright-Nelson

Kelli Wright-Nelson
Executive Director
The Crisis Center
979-245-9109 x 101
kelli@crisiscnt.com

24-hour Crisis Hotline (979) 245-9299 or (800) 451-9235

Organization: Matagorda County Women's Crisis Center, DBA "The Crisis Center"

Operational Date: March 12, 1984

501(c)(3): 74-2316319

DUNS #: 800512840 Renewal Date: 01/04/2025 UEI #: DLT6NNUXZM86

Funds requested: $7,000

The Matagorda County Women's Crisis Center (The Crisis Center) is 1 of 5 umbrella agencies in Texas that offer a family violence/sexual assault residential and non-residential program and a Child Advocacy Center program. The Crisis Center has several offices located in Matagorda and Wharton Counties; administrative office in Bay City, Shelter (undisclosed location), CAC and, Outreach office in Palacios, Outreach office in El Campo, and an umbrella satellite location in Wharton County that offers CAC services, DV/SA services and SANE medical examinations.

The Crisis Center offers a 24-hour shelter and 24-hour crisis hotline that allows for victims to enter the shelter 24-hours a day. The residential program offers shelter, free childcare, free legal assistance, case management, job search assistance/resume creation, assistance applying for public benefits, assistance with obtaining drivers licenses'/social security cards/birth certificates, free counseling, peer support groups, accompaniment (medical, criminal justice, court), transportation, advocacy, and crisis intervention. The non-residential service program offers all of the above services without shelter; clients can choose which programs fits their particular situation. The Crisis Center also offers a Child Advocacy Center program where forensic interviews are conducted by certified forensic interviewers. Children that become clients through having a forensic interview, are eligible for free counseling, advocacy, legal services, accompaniment and they are provided with a designated advocate who monitors their progress and helps to address needs of the family. All program participants, in any of the programs, are offered crime victims' compensation assistance, VINE registration and victim impact statement assistance. The CAC also hosts monthly Multi-Disciplinary Team (MDT) Meetings with all local law enforcement agencies and CPS to ensure that the needs of child victims are being met. Sexual assault clients are offered all of the above services but are also eligible for forensic medical examinations at our confidential location where a trained professional can best serve them at no cost.

The Crisis Center tailors the program to meet each client's needs and unique situation. The service plans are individualized and personalized to meet the client's diverse needs. By working together, the client has the opportunity to gain control of their own situation and work towards goals they have established. Each client is assisted in creating an individualized safety plan that meets their goals, enhances their level of safety and provides them with local resources. The approach of this project is to provide a holistic approach to victim services through a variety of options that are tailored to the needs of the client, and mutually agreed upon.

The Crisis Center would like to utilize the funds requested for unexpected operating expenses, repairs, maintenance, and outreach activities in Bay City and additional expenses incurred that are associated with legislative updates/mandates, and for training costs for our Sexual Assault Response Team (SART)/MDT partners.

We would be grateful for any financial assistance the City of Bay City can provide. We are thankful for the amazing partnership and working relationship between the Crisis Center and the City of Bay City.

Please let me know if there is any further information needed. Thank you for continuing to support our mission of creating an environment where violence and abuse are not tolerated in the community.

Sincerely,

Kelli Wright-Nelson

Kelli Wright-Nelson
The Crisis Center
Executive Director
979-245-9109 x101
kelli@crisiscnt.com

**Matagorda County Museum**
2100 Avenue F
Bay City, Texas 77414
(979) 245-7502 • Fax (979) 245-1233

To Whom It May Concern:

Thank you for the opportunity to request funding for the Matagorda County Museum. Our museum is a cornerstone of tourism for Matagorda County and the surrounding area including out of state and foreign countries. We have over 6000 visitors each year and the museum is well known with a great reputation for excellence.

We currently need funds to continue the upkeep of the museum's displays. We are actively trying to refurbish each display to make it more viable and current while still maintaining the history of our city and county. This includes painting each case and purchasing new material for backdrops. We also need to replace the lighting in each case to show the artifacts at their best.

The museum has previously donated the use of land for the Tourist Information Kiosk, but we can no longer keep that arrangement. We will now charge rent for the kiosk on museum property of $1000 per month and $300 per month to pay for the utilities, both electric and water, for the building. The cost of keeping the museum heated/cooled has drastically increased in the past year and with the kiosk opening, it will increase even more monthly. Since the kiosk is owned by the city, we believe that the city should help with the cost of maintaining the utilities. We believe that this is a fair and reasonable request.

In the Annex, we need to purchase shelves to house the records from the city, which include deeds, land plats, and marriage records. These are used extensively by researchers from Bay City and the surrounding counties and for those doing genealogy research. We need to ensure that they are protected for many years to come.

We have included the current financial statements for our museum. Please keep in mind that our monthly expenditure has increased over the past year and if unforeseen repairs/replacements need to be purchased, it puts a strain on our budget.

We are requesting $25,000 to offset the expenses and to maintain the museum for the citizens of Bay City and extended regions.

If you need any further information, please contact me at 979-245-7502 or Director@matagordacounty-museum.org.

Sincerely,

Cynthia Armstrong

Cynthia Armstrong, Director

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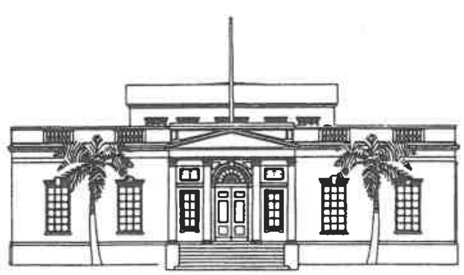
**Matagorda County Museum**
2100 Avenue F
Bay City, Texas 77414
(979) 245-7502 • Fax (979) 245-1233

## Mission Statement of the Matagorda County Museum

The purpose for which the corporation is formed is to support an educational undertaking and to support and maintain a place where historical, patriotic, civic, educational and other scientific collections may be housed; to increase and diffuse a knowledge and appreciation of history, art and science; to preserve objects of historic, artistic and scientific interests; to offer popular instruction and opportunities for education and esthetic enjoyment; and to these ends to establish and maintain in Matagorda County, Texas, a Historical Museum, for the primary purpose of promoting the public interest in Matagorda County, Texas.

The mission of the Matagorda County Museum is to collect, to preserve and to protect the cultural heritage of Bay City and Matagorda County.

Our vision is that through exhibitions and development of educational programming we make the museum a cultural and historical experience and destination.



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**Matagorda County Museum**
2100 Avenue F
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Break down for the allocation of the money:

| | |
|---|---|
| 10 display cases $600 each<br>This includes lighting and materials | $6000 |
| Tourist Kiosk<br>This includes the utilities and land usage | 13,000 |
| Shelving for the Annex<br>This is for storage for city records | 6000 |
| TOTAL | $25,000.00 |

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# EXHIBIT A

## SCOPE OF SERVICES

CITY OF BAY CITY

5th Street Water Line Replacement Design

Project Number: 2500926

**BACKGROUND**

The City of Bay City, Texas, has identified the need to fully replace the aging 12-inch ductile iron (DI) waterline along 5th Street from Avenue G to Norvell Avenue. The existing pipeline, installed between the 1940s and 1980s, has experienced significant deterioration, including structural anomalies and wall thickness loss. The full replacement of this waterline is necessary to improve long-term system reliability, reduce water loss, and support future community growth. This project involves the design and construction phase services for the full replacement of the 12-inch DI waterline, spanning approximately 1.5 miles along 5th Street.

**ASSUMPTIONS**

In developing the scope of work and associated level of effort discussed in this proposal, Garver has made the assumptions outlined below:

1. The City has record drawings (paper or electronic) for all waterlines, and other additional requisite information to assist with producing the design deliverables.
2. The City will acquire any required temporary and permanent easements needed for the proposed improvements.
3. Repair or replacement of roadway will be limited to replacing in-kind and not require a drainage assessment

**SCOPE OF WORK**

The following scope of work describes the anticipated services to be provided under this contract.

**A. Task I - Program Management and DWSRF Funding Support**

1. Provide program management assistance to the City for execution of the Drinking Water State Revolving Fund (DWSRF) projects.
    a. Support the City with project scheduling and budget forecasting.
2. Provide Texas Water Development Board (TWDB) funding support assistance to execute the DWSRF projects.
    a. Provide and respond to coordination with TWDB, bond counsel, financial advisor, and the City.
    b. Assist the City with completion of forms and documentation associated with funding.
    c. Prepare environmental assessment documentation and coordination with TWDB for approval.

## B. Task II - Project Administration

1. Engineer will attend one kick-off meeting to discuss project objectives, internal and external team, lines of communication, and schedule.

2. Engineer will prepare and facilitate up to eight (8) monthly progress meetings during the Design phase with the City in addition to the other outlined meetings and workshops to maintain coordination, timeliness, and budget compliance. Engineer will prepare meeting summary (meeting minutes) and distribute to participants.

3. Engineer will prepare a Project Management Plan (PMP) and Quality Control/Assurance Plan in compliance with Garver project execution standards. These plans will be available to share with the City.

4. Engineer will prepare and provide monthly progress/status reports with updated schedule sufficient to support monthly billings. Monthly status reports shall be submitted with monthly invoices and project updates.

## C. Task III - Data Collection and Field Investigation

1. Conduct a site visit of the planned water line alignment to assess existing conditions, identify potential conflicts, and verify critical tie-in locations.

2. Engineer to prepare and review a data request document for the waterline improvements project area and submit it to the City. This is expected to include but not necessarily be limited to the following:

    a. City GIS data and utility mapping for existing water infrastructure.

    b. Record drawings of adjacent roadway and drainage improvements.

    c. City-preferred specifications and design considerations for waterlines, including material preferences and installation standards.

    d. Previous project surveys, geotechnical reports, and SUE investigations that may impact the design approach.

## D. Task IV - Draft Design (30%)

1. Prepare preliminary alignment, layout, and construction methodology of the water line, including pipe sizes, material specifications, and trenching or bore requirements.

2. Identify locations of valves, hydrants, fittings, and service connections, incorporating known utility conflict.

3. Develop preliminary traffic control plans and draft technical specifications, including materials, installation methods, and testing requirements.

4. Coordinate with regulatory agencies for permit requirements and develop a draft Opinion of Probable Construction Cost (OPCC) as an AACE Class 3 estimate.

5. Conduct internal QA/QC review, submit draft 30% Design documents to the City.

6. Facilitate a Draft 30% Design Review Workshop to collect feedback for revisions.

## E. Task V - Draft Final Design (90%)

1. Prepare draft final (90%) design drawings, incorporating stakeholder feedback and addressing comments from the 30% Design Review Workshop. Design drawings will be at 1-inch equal to 20-foot scale.
2. Develop a Project Manual, including technical specifications, front-end documents, bid item descriptions, and a bid item schedule.
3. Update the AACE Class 3 construction cost opinion.
4. Conduct internal QA/QC review and submit the draft 90% Design documents to the City and TCEQ for Plan Review.
5. Facilitate a 90% Design Review Workshop with the City.

## F. Task VI - Final Design (100%)

1. Finalize 100% design drawings, incorporating comments from the 90% Design Review Workshop.
2. Complete and finalize the Project Manual, Special Conditions, and technical specifications, ensuring compliance with the City's Front-End documents.
3. Develop the final AACE Class 2 construction cost estimate.
4. Conduct internal QA/QC review and submit the 100% Design documents to the City.
5. Complete all necessary regulatory and permitting requirements for construction. -TCEQ

## G. Task VII - Bidding Phase Services

1. Bidding assistance will include the following efforts:

   a. Prepare and submit Advertisement for Bids to newspaper(s) for publication as directed by the City. City will pay advertising costs outside of this contract.

   a. Support the contract documents by preparing up to one addendum, as appropriate.

   b. Participate in one pre-bid meeting.

   c. Evaluate bids and bidders' qualifications, prepare bid tabulation, and submit recommendation to City.

   d. Prepare conformed plans and specifications.

## H. Task VIII - Construction Phase Services

1. Issue a Notice to Proceed letter to the Contractor.
2. Attend a Pre-Construction Meeting.
3. Attend a construction kick-off meeting and up to 15 monthly progress/coordination meetings with the City/Construction Contractor.

4. Review the Contractor's progress payment requests based on actual quantities completed, making recommendations to the City.

5. Evaluate and respond to up to 25 construction material submittals and shop drawings.

6. Issue instructions to the Contractor and respond to RFIs (up to 10 assumed).

7. Prepare up to two change orders if authorized by the City.

8. Participate in one substantial completion project inspection, prepare a punch list, review final project documents, and submit the final pay request.

## SUMMARY OF PROJECT DELIVERABLES

The following will be submitted to the City, or others as indicated, by Garver:

1. Electronic copy (pdf) of the 30% drawings and specifications with OPCC.

2. Electronic copy (pdf) of the 90% drawings and specifications with OPCC.

3. Electronic copy (pdf) of the 100% Design submittal specifications with OPCC.

4. Electronic copy (pdf) and two bound hard copies of the Final Plans (11" x 17") and Specifications to the Construction Contractor.

5. Two hard copies of executed contract documents.

6. Electronic copy (pdf) of approved shop drawings/submittals from the Construction Contractor.

7. Electronic files as requested.

## ADDITIONAL SERVICES

Additional Services is to be authorized as needed after written confirmation by the City.

1. Survey: Engineer to provide survey through use of sub-contractor. Survey work will include:

    a. Establish survey controls and benchmarks.

    b. Delineate properties, easement boundaries, and right-of-way constraints.

    c. Collect elevation data to support hydraulic analysis and grading considerations.

2. Geotechnical Investigation: Engineer to provide geotechnical investigation through use of sub-contractor for the design of the full replacement of the 12-inch water line and associated roadway repairs.

    a. Geotechnical investigation will include up to eight (8) borings along the alignment to determine subsurface conditions, soil classification, and trenching feasibility.

    b. Provide recommendations for bedding, backfill, and compaction requirements.

3. Subsurface Utility Engineering (SUE)

**EXTRA WORK**

The following items are not included under this agreement but will be considered as extra work:

1. Prepare permanent and temporary easements. This shall include preparation of tract maps, legal descriptions, and title research necessary to develop exhibits.
2. Tree Protection Plan
3. Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP.
4. Redesign for the City's convenience or due to changed conditions after previous alternate direction and/or approval.
5. Pavement Design beyond that furnished in the Geotechnical Report.
6. Design of any utility's relocation other than water and sewer.
7. Street lighting or other electrical design beyond that required for street crossings.
8. Construction materials testing.
9. Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
10. Threatened & Endangered Species Assessment
11. Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
12. Services after construction, such as warranty follow-up, operations support, etc.

Extra Work will be as directed by the City in writing for an addition fee as agreed upon by the City and Garver.

## SCHEDULE

Garver shall begin work under this Agreement within ten (10) days of a Notice to Proceed and shall complete the work in accordance with the schedule below:

| Phase Description | Calendar Days |
|---|---|
| **Kickoff Meeting** | **14 days from Notice to Proceed** |
| **Deliver Draft Design (30%) Documents** | **90 days from Kickoff Meeting** |
| **Draft Design (30%) Workshop** | **14 days after delivery of Draft Design (30%) Documents** |
| **Deliver Draft Final Design (90%) Documents** | **90 days from receipt of Topographic Survey and Draft Geotechnical Report** |
| **Draft Final Design (90%) Workshop** | **14 days after delivery of Draft Final Design 90% Documents** |
| **Submit Bid-Ready Design Documents and Permitting** | **45 days from Draft Final Design (90%) Workshop** |

*Note: for planning purposes, 14 calendar days are assumed for City review from receipt of a DRAFT submittal until comments are expected to be received.

## Exhibit B

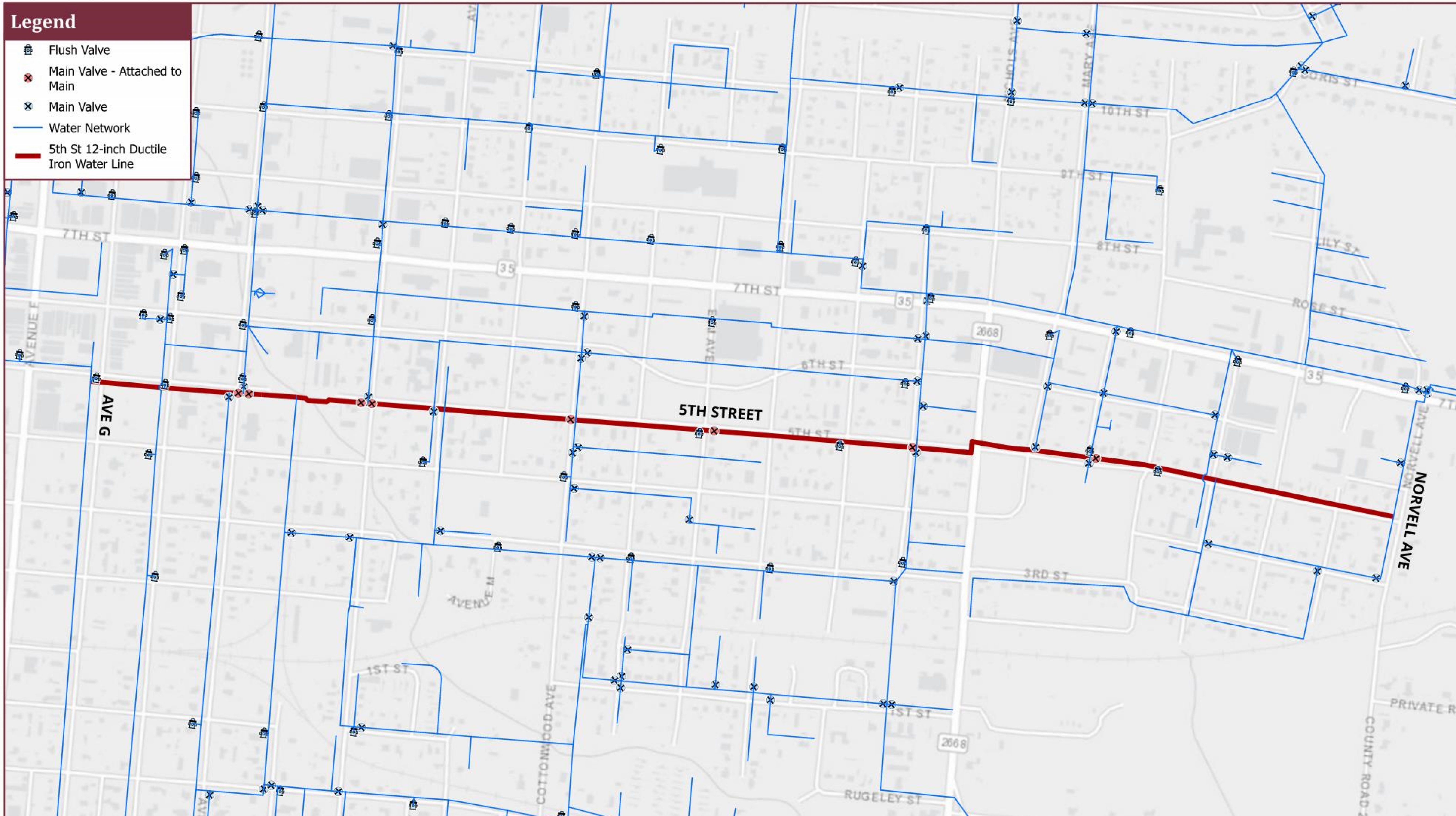
## City of Bay City
## 5th Street Water Line Replacement Design

## FEE SUMMARY

| Basic Services Section | Estimated Fees |
|---|---|
| TASK I - Program Management and DWSRF Funding Support | $ 20,840.00 |
| TASK II - Project Administration | $ 17,340.00 |
| TASK III – Data Collection & Field Investigation | $ 3,974.00 |
| TASK IV – Draft Design (30%) | $ 54,060.00 |
| TASK V – Draft Final Design (90%) | $ 92,940.00 |
| TASK VI – Final Design (100%) | $ 38,096.00 |
| Task VII – Bidding Phase Services | $ 13,980.00 |
| Task VIII – Construction Phase Services | $ 62,265.00 |
| **Subtotal for Basic Services Section** | **$ 303,495.00** |

| Additional Services Section | Estimated Fees |
|---|---|
| Coordinate and manage topographic survey (via subconsultant) | $ 25,706.00 |
| Coordinate and manage geotechnical borings (8 locations) | $ 30,406.00 |
| Coordinate and manage SUE Investigation | $ 24,686.00 |
| **Subtotal for Additional Services Section** | **$ 80,798.00** |

| | |
|---|---|
| **Total All Services** | **$ 384,293.00** |




# City of Bay City 5th Street Water Line Assessment

Exhibit

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