



CITY COUNCIL REGULAR MEETING CITY OF BAY CITY

Tuesday, September 23, 2025 at 6:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Mayor: Robert K. Nelson

Mayor Pro Tem: Jim Folse

Council Members: Benjamin Flores, Jim Folse, 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

INVOCATION & PLEDGE

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

Councilman Blayne Finlay

MISSION STATEMENT

The City of Bay City promotes economic growth and invests in quality-of-life initiatives through collaboration. We respond promptly and professionally to residents' concerns and strive to deliver superior municipal services.

Councilman Blayne Finlay

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 place the item on an agenda for a subsequent meeting.

AWARDS AND PROCLAMATIONS

1. **Proclamation ~ A proclamation declaring October as "Domestic Violence Awareness Month".**

ACKNOWLEDGEMENT FROM CITY MANAGER**ITEMS / COMMENTS FROM THE MAYOR & COUNCIL MEMBERS****CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL**

2. Resolution to adopt the City's Investment Policy.
3. Budgetary and Financial Management Policy.

DEPARTMENT REPORTS

4. Information Technology Department report.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

5. Ordinance ~ Discuss, consider, and/or approve an Ordinance of the City of Bay City, Texas, adopting a Fee Schedule attached hereto as Exhibit "A" and labeled "Appendix B" to be added to the Code of Ordinances of the City of Bay City, Texas; adopting fees and charges for various City services and consolidating those fees and charges for convenience; providing for repeal; providing for ratification; providing a penalty; providing for severability; and providing an effective date. Scotty Jones, City Manager
6. Budget ~ Discuss, consider, and/or approve the Bay City Community Development Corporation's Budget for Fiscal Year 2026. Jessica Russell, BCCDC Executive Director
7. Resolution ~ Discuss, consider, and/or approve a Resolution of the City of Bay City, Texas adopting the City of Bay City Five Year Capital Improvement Program. Scotty Jones, City Manager
8. Ordinance ~ An ordinance adopting an operating budget for the City of Bay City, Texas for Fiscal Year 2026 and all designated, specified, noted, and indicated levies, rates, reserves, revenue provisions, and planning expenditure inherent, expressed, and included therein; providing for a cumulative clause: providing for severability: and providing for an effective date. Scotty Jones, City Manager
9. Budget ~ Consider, and/or approve a motion to ratify the Property Tax increase reflected in the Budget for the City of Bay City Fiscal Year 2026. Scotty Jones, City Manager
10. Ordinance ~ An Ordinance adopting the Tax Rate of \$0.55772 per \$100.00 of assessed valuation for the City of Bay City, Texas, for the purpose of paying the current expenses of the City for the Fiscal Year ending September 30, 2026, levying a maintenance and operations rate of \$0.40542 and for the further purpose of creating a sinking fund to retire the principal and interest of the bond indebtedness of the City, levying a debt service rate of \$0.12273; providing for a lien on all real and personal property to secure payment of taxes due thereon; providing a severability clause herewith; and providing for an effective date. Scotty Jones, City Manager
11. Budget ~ Discuss, consider, and/or approve the amendments to the Bay City

Community Development Corporation fiscal year 2024-25 budget. Jessica Russell, Executive Director of BCCDC.

12. **Resolution ~ A Resolution of the Bay City Community Development Corporation approving and adopting the amendments to the Bylaws of the Bay City Community Development Corporation.** Jessica Russell, Executive Director of BCCDC
13. **Resolution ~ A Resolution of the Bay City Community Development Corporation approving and adopting the provisions of Texas Local Government Code Section 552.275 regarding public information requests.** Jessica Russell, Executive Director of BCCDC
14. **Resolution ~ Discuss, consider, and/or approve a Resolution of the City of Bay City nomination for a candidate to the Matagorda County Appraisal District.** Robert K. Nelson, Mayor
15. **Ordinance ~ Discuss, Consider, and/or Approve an Ordinance of the City of Bay City, Texas adopting a "Budget Amendment #2" to the "Annual Budget of the City of Bay City, Texas, for the Fiscal Year 2025"; providing for supplemental appropriation and/or transfer of certain funds; providing for severability; and providing other matters related to the subject.** Jennifer Leverett, Finance Manager
16. **Ordinance ~ Discuss, consider, and/or approve an Ordinance amending the City Code of Ordinances Chapter 2 "Administration"; Article VII "Committees and Commissions"; Division "Generally"; providing for a cumulative & conflicts clause, providing for a severability clause; and providing for an effective date.** Jeanna Thompson, City Secretary
17. **Resolution ~ Discuss, consider, and/or approve a Resolution of the City of Bay City, Texas, adopting Policies and Procedures for Boards and Commissions.** Jeanna Thompson, City Secretary
18. **Settlement ~ Discuss and take any action deemed necessary to authorize the Mayor to sign participation agreements as they are presented on National Opioid Settlement.** Anne Marie Odefey, City Attorney

CLOSED / EXECUTIVE SESSION

19. **Executive Session ~ Executive Session pursuant to Section 551.071(2) of the Texas Government Code (Consultation with Counsel on Legal Matters)**
20. **Executive Session ~ Executive Session pursuant to Texas Government Code Section 551.072 (Deliberation regarding Real Property).**

RECONVENE AND ACTION

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 **September 17, 2025 before 6:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager's office at (979) 245-2137.

**CITY OF BAY CITY, TEXAS
OFFICE OF THE MAYOR
PROCLAMATION**

In the **CITY OF BAY CITY** in recognition of the important work done by survivors, domestic violence programs and victim service providers, I urge all citizens to actively participate in the scheduled activities and programs sponsored by “The Crisis Center of Matagorda and Wharton County” and other community organizations to work toward the elimination of domestic violence.

- WHEREAS,** Domestic violence remains a pervasive issue across Bay City, Matagorda County, the United States and the world with implications for personal and community health.
- WHEREAS,** Domestic violence does not discriminate and touches all communities regardless of age, race, disability, gender identity, or socioeconomic status; and
- WHEREAS,** Domestic Violence Awareness Month is nationally recognized every October, and is an opportunity to help our community promote and protect the safety and freedom of all who seek refuge from this terrible crime; and
- WHEREAS,** The Crisis Center of Matagorda and Wharton County is dedicated to helping victims of domestic violence by providing free and confidential services such as advocacy, education, shelter and resources. In the past year, the Crisis Center has provided services to 1,061 clients of domestic violence and 6,970 nights of shelter to adults and children. Through these programs, individuals and families can feel a sense of hope, safety, and protection; and
- WHEREAS,** Research shows incidents of domestic violence are reduced by creating communities where people are connected, supportive and care for one another. The City of Bay City encourages members of the community to work together to increase domestic violence awareness; and
- WHEREAS,** During the month of October, The Crisis Center will promote public awareness of domestic violence as part of Domestic Violence Awareness Month. On Thursday, October 2, 2025, the Center will host “Walk a Mile in Their Shoes,” a one mile walk from the Center on Sixth Street to the county courthouse in support of victims and survivors. On Thursday, October 16, 2025, citizens are encouraged to participate in “Go Purple Day,” a National Day of Action, by wearing purple as a symbol of peace, courage, survival, honor, and personal dedication to domestic violence awareness.

NOW, THEREFORE, I, ROBERT NELSON, by the authority vested in me as Mayor of the Bay City, Texas, do hereby proclaim the

***Month of October 2025
“Domestic Violence Awareness Month”
in Bay City, Texas.***

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Bay City, Texas to be affixed on this 23rd day of September, 2025.

ROBERT K. NELSON
MAYOR
BAY CITY, TEXAS



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/2 /2025
Prepared By:	Jennifer Leverett	Presented By <i>(if different)</i>	
Department:	Finance	Type of Agenda Item:	Consent

ITEM TITLE: Investment Policy

AGENDA LANGUAGE:

Consider and/or approve a resolution to adopt the City's Investment Policy

EXECUTIVE SUMMARY/BACKGROUND

The Public Funds Investment Act (Chapter 2256, Government Code) requires the City's Investment Policy to be reviewed by the governing body at least annually.

STRATEGIC PLAN GOALS ADDRESSED:

											
Safety & Community Appearance	☐	Community & Civic Engagement	☐	Infrastructure	☐	Planning & Development	☐	Culture & recreation	☐	Operational Excellence	☒

FINANCIAL NOTES

Financial Implications: An Investment Policy protects City dollars by restricting certain types of transactions to minimize risk. It also enables the City to invest in other instruments to increase interest earnings.

RECOMMENDATION: Staff recommends City Council approve the Resolution to re-adopt the City's Investment Policy. **Note: There are no changes recommended from current policy.**

ATTACHMENTS: Resolution and Investment Policy

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, ADOPTING AN INVESTMENT POLICY

WHEREAS, the City Council of Bay City recognizes that the administration of City funds and the investment of those funds as its highest public trust; and

WHEREAS, City Council annually adopts an investment policy to protect the administration of City funds and the investment of such funds; and

WHEREAS, the City's Finance Director has recommended the adoption of the Investment Policy attached hereto; and

WHEREAS, deems it appropriate to adopt such policy.

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

Section one.

The Investment Policy attached hereto is hereby adopted annually beginning on October 1, 2025 and ending on September 30, 2026.

Section two.

Unless otherwise amended or revised by resolution of City Council, the Investment Policy shall remain in full force and effect and shall supersede such investment policies of prior date.

Section three.

This Resolution shall become effective October 1, 2025.

PASSED AND APPROVED AT BAY CITY TEXAS THIS 23rd DAY OF SEPTEMBER 2025.

Robert K. Nelson, Mayor
City of Bay City

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney



Investment Policy and Strategy

I. POLICY STATEMENT

It is the policy of the City that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to the Public Funds Investment Act (the “Act”) Texas Government Code Chapter 2256. It is the intent of the City to be in complete compliance with local law and the Act.

II. SCOPE

This investment policy applies to all the financial assets and funds of the City. The City commingles its funds into one pooled investment fund for investment purposes to provide efficiency and maximum investment opportunity. These funds are defined in the City’s Annual Comprehensive Financial Report (ACFR).

Any new funds created by the City shall be included unless specifically exempted by the City Council and this policy.

III. OBJECTIVES

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability/flow.

Safety

The primary objective of the City’s investment activity is the preservation of capital. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value.

Liquidity

The City’s investment portfolio shall be structured to meet all cash flow obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintain additional liquidity for unexpected liabilities.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. Supplemental to the financial and budgetary systems, the Investment Officer will develop and use a cash flow forecasting process as needed to monitor and forecast cash positions for investment purposes.

Diversification

The City's portfolio shall be diversified by market sector and maturity in order to avoid market risk.

Yield

The benchmark of the City's portfolio shall be the 3-month or 6-month U.S. Treasury, designated for its comparability to the City's expected average cash flow pattern. The benchmark will serve as a risk measurement of the portfolio.

IV. STRATEGY

The City maintains one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in this portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue a conservative portfolio management strategy. This may be accomplished by creating a ladder maturity structure with some extension for yield advancement. **The maximum weighted average maturity (WAM) of the portfolio shall not exceed 2 years.**

V. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY

Direct specific investment parameters for the investment of public funds in Texas are found in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits. All investments will be made in accordance with these statutes.

VI. INVESTMENT COMMITTEE

An Investment Committee consisting of the Finance Director and at least one Council Member shall meet at least quarterly to determine operational strategies and to monitor results. The Investment Committee shall discuss things such as economic outlook, portfolio diversification, maturity structure, and any potential risk of the City's funds. In addition, this committee shall review investment purchases that occurred since the last investment committee meeting and approve new brokers.

VII. DELEGATION OF INVESTMENT AUTHORITY

The Finance Director acting on behalf of the City, is designated as the Investment Officer of the City and is responsible for investment management decisions and activities. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff. The Investment Officer shall attend at least one training session relating to the Officer's responsibility under this act within 12 months after assuming duties and thereafter, a training session should be attended not less than once every two years with at least 8 hours of instruction from an independent source. The Investment Officer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established.

Officers will refrain from personal business that would conflict with proper and impartial execution of their duties. All personal and business relationships with entities doing business with the City will be disclosed to the Investment Committee.

Limitation of Personal Liability

The investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

VIII. PRUDENCE

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

IX. INTERNAL CONTROLS

The Investment Officer shall establish and maintain an internal control structure which will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City. The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Custodial safekeeping,
- Clear delegation of authority,
- Documentation of all transactions,

Monitoring Credit Ratings

The Investment Officer will monitor, on at least a monthly basis, the credit rating on all authorized investments in the portfolio that require a credit ratings based upon independent information from a nationally recognized credit agency. If any security falls below the minimum rating required by this Policy; the Investment Officer will immediately advise the Investment Committee of the loss of rating and the possible loss of principal. The Investment Committee and Investment Officer will decide on the prudent liquidation of the security.

X. AUTHORIZED INVESTMENTS

Acceptable investments under this policy shall be limited to the instruments listed below and as further defined and described by the Public Funds Investment Act. If changes are made to the Act, they are not authorized until this Policy is modified and adopted by City Council.

- A. Obligations of the United States Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed five years to stated maturity, including collateralized mortgage obligations (CMOs); CMO's cannot be either an Interest-Only or Principal-Only CMO nor can it be an inverse floater.
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas, with a maximum maturity of 24 months, collateralized with 102% coverage with:
 - In accordance with 2256.010 of the Act, certificates of deposit may be purchased from a Texas depository institution through a nationally coordinated program in which (a) the depository arranges for deposits in one or more federally insured depositories allowing for full FDIC coverage and (b) the depository receives comparable deposits from other linked depositories.
 - Collateral agreements must be in writing and require a bank resolution of approval.
- C. FDIC insured *brokered certificates of deposit securities* from a bank in any US State, delivery versus payment to the safekeeping agent, not to exceed five years to maturity. Before purchase, the Investment Officer must verify FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
- D. Commercial paper rated A-1/P-1 or the equivalent by at least two nationally recognized rating agencies not to exceed 90 days to stated maturity.
- E. AAA-rated money market mutual funds as defined by the Public Funds Investment Act.
- F. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivisions of any state, with a maximum maturity not to exceed five years, and having been rated as investment quality by a nationally recognized investment rating firm of not less than "A" or its equivalent.
- G. AAA-rated, constant dollar Texas Local Government Investment Pools as defined by the Public Funds Investment Act - must be approved by City Council.

No additional security will be eligible for investment by the City until this policy has been amended and the amended version approved by the City Council. *Exceptions* to investment maturities may be approved by council in order to meet debt service requirements.

Competitive Bidding Requirement

Generally, the City will seek competitive offerings for all securities, including certificates of deposit before it invests to verify that the City is receiving fair market value/price for the investment with the *exception* of new issues that are still in syndicate.

The City recognizes that a competitive offering process is not always necessary or is not always in the best interest of the City. On these occasions, the Investment Officer is authorized to purchase a security without seeking competitive offerings. Examples of these occasions are:

- A. Market conditions are changing rapidly.
- B. The security is a “new issue” that is still in the primary market.
- C. A specific type of security, maturity date, or rate of return is sought that may not be immediately available.

Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by the City, shall be conducted on a delivery versus payment (DVP) basis. Funds shall not be released until receipt of the security by the City’s approved custodian.

Diversification

The City recognizes that investment risks can result from issuer defaults, and market price changes. Risk is controlled through portfolio diversification. The maximum limits for diversification will be:

Investment Type	Max % of Portfolio
US Obligations	not to exceed 80%
US Agencies/Instrumentalities	not to exceed 80%
-MB Securities	not to exceed 50%
Certificates of Deposits*	not to exceed 40%
Brokered CD*	not to exceed 40%
Commercial Paper	not to exceed 25%
Money Market Funds*	100%
Local Government Investment Pools	100%

*Limit per bank up to \$250,000 without collateralization agreement.

XI. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

Depository

The City will designate at least one banking institution through a competitive process as its central banking services provider at least every five years in accordance with the Texas Government Code 105. Other banking institutions from which the City may purchase

certificates of deposit will also be designated after they provide their latest audited financial statements to the City. All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

Security Broker/Dealers

The Investment Committee will review the list of authorized broker/dealers annually. The Investment Officer will obtain and maintain information on each broker/dealer.

Securities broker/dealers not affiliated with a bank, who desire to transact business with the City must supply the following documents to be maintained by the Finance Department:

- audited financial statement for the most recent period,
- proof of certification by the National Association of Securities Dealers (NASD),
- proof of current registration with the State Securities Commission

Every broker/dealer, local government pool, and bank with whom the City transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the City's investment program. A representative of the firm will be required to return a signed certification stating the Policy has been received and reviewed and that controls are in place to assure that only authorized securities are sold to the City.

XII. SAFEKEEPING AND COLLATERALIZATION

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by either the City, an independent third party financial institution, or the City's designated depository.

All safekeeping arrangements shall be designated by the Investment Officer and an agreement of the terms executed in writing. The third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, cusip number, and other pertinent information. Each safekeeping receipt will be clearly marked that the security is held for the City or pledged to the City.

All securities pledged to the City for time or demand deposits shall be held by an independent third party bank doing business in Texas. The safekeeping bank may not be within the same holding company as the bank where the securities are pledged. The bank is responsible for monitoring collateral.

Collateralization

Collateralization shall be required on certificates of deposits over the FDIC insurance coverage of \$250,000. In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level required will be 102% of the market value of the principal and accrued interest. Collateral will be held by an independent third party safekeeping agent.

XIII. PERFORMANCE EVALUATION AND REPORTING

The Investment Officer shall submit quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment

program and consistent with statutory requirements. The Investment officer will report to the Investment Committee a report that will include the following at a minimum:

- A full description of all securities held at the end of the reporting period,
- Overall change in market value for each security and the change during the period as a measure of volatility (obtained by an independent source),
- Weighted average maturity (WAM) of the portfolio,
- Total earnings for the period,
- Compare market value of pledged securities to the ending balance of the City's portfolio,
- Analysis of the total portfolio by maturity, by book value, and
- Statement of the compliance of the investment portfolio with the Act and the Investment Policy and Strategy of the City.

XIV. INVESTMENT POLICY AMENDMENTS

The Director of Finance and the Investment Committee shall review the Investment Policy and Strategy on an annual basis. Future recommended changes will be approved by the City Council amending the current Investment Policy and Strategy resolution on record.

WITNESS MY HAND AND SEAL OF OFFICE THIS 23rd DAY OF SEPTEMBER 2025
PASSED AND APPROVED THIS 23rd DAY OF SEPTEMBER 2025.

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

ATTEST:

JEANNA THOMPSON, CITY SECRETARY



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/2 /2025
Prepared By:	Jennifer Leverett	Presented By <i>(if different)</i>	
Department:	Finance	Type of Agenda Item:	Consent

ITEM TITLE: Budgetary & Financial Management Policy

AGENDA LANGUAGE:

Consider and/or approve the Budgetary and Financial Management Policy

EXECUTIVE SUMMARY/BACKGROUND

The GFOA recommends Financial Policies be reviewed by the governing body at least annually. The Policy itself requires an annual review. This is usually reviewed in conjunction with the City's annual budget process.

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

Financial Implications: Financial Policies protect City dollars by providing sound proactive guidelines to follow for fiscal accountability.

RECOMMENDATION: Staff recommends City Council approve the budgetary and financial management policy. **Note: There are no changes recommended from current policy.**

ATTACHMENTS: Budgetary & Financial Management Policy



Budgetary & Financial Management Policies

The goal of formally adopting financial management and budgetary policies is to provide sound guidelines in planning the City's financial future. The adoption and adherence to these policies will help ensure long-term financial stability and a healthy financial position for the City of Bay City.

General Budgetary Policies

Budget Preparation

The City Budget shall be prepared in accordance with all applicable Charter requirements and State laws. The goal each year shall be to present the Proposed Budget to Council no later than six weeks prior to the end of the fiscal year and for the final approval of the Budget to be ready for Council action no later than two weeks before the end of the fiscal year. The Budget shall be comprehensive in nature and address all major funds of the City.

Government Finance Officer Association Distinguished Budget Program

The goal this year and each year following will be for the City's Budget to conform to the requirements of the Distinguished Budget Program of the G.F.O.A. and be submitted thereto for peer review.

Balanced Budget

It shall be a requirement each year for the budget of each fund to be balanced. This means that total resources available, including prior year ending resources plus projected revenues, shall be equal to or greater than the projected expenditures for the coming year. In a case where a deficit fund balance does occur, the goal shall be to limit deficits to only those amounts representing one-time capital expenditures and/or to adjust revenues and/or expenses so that the deficit is eliminated in no more than two budget years.

Public Hearings, Availability of Budget to Public

Upon completion of the Proposed Budget to Council, the City holds public hearings in August and September. A copy of the Proposed Budget is made available in the City Secretary's Office, the Bay City Library, and on the City's website. These hearings provide the Citizens of Bay City a chance to ask questions as well as an opportunity for Council to hear any recommendations before final approval of the budget.

Cost Center Accounting and Budgeting

It shall be the policy of the City to allocate cost, and budget accordingly, to the various funds to the extent practical. This includes such items as utility costs, fuel costs, vehicle lease charges, overhead manpower and insurance fees.

Bond Ratings

It shall be the City's long-term goal to improve its bond ratings for general obligation bonds and revenue bonds. The City's policy shall be to manage its budget and financial affairs in such a way so as to promote enhancement of its bond ratings. This financial management includes the following:

- *Develop and maintain a multi- year operating budget*
- *Develop and maintain a multi-year capital improvements plan*
- *Implement financial procedures to quickly identify financial problems & limit budget shortfalls*
- *Review projected revenue methodologies annually*
- *Review method of determining appropriate cash reserve levels annually*

Administrative Overhead Fee to Enterprise Funds

It shall be the budgetary policy of each enterprise fund to pay to the General Fund an amount as set by the Budget each year. This charge shall be set as a percent of fund revenues and shall be construed as a payment for general administrative overhead, including management, accounting, legal, and personnel services. From an accounting perspective, such fee shall be treated as a fund operating transfer.

Budget Projections for Revenues and Expenditures

Most individual budget projections are a collaborative effort between the Division Heads, the Director of Finance, and the City Manager. The Director of Finance will note the methodology for estimating each major revenue or expense item budgeted; taking into consideration the insight of the respective Division Head. Revenue and expense estimates are always to be conservative so as to reduce any potential for budget shortfalls.

Maintenance of Plant and Equipment

The operating budget will provide for the adequate maintenance and replacement of the capital plant, building, infrastructure, and equipment. Deferral of such costs on a long-term continued basis will not be an acceptable policy to use in balancing the budget.

Financial Management Policies

Fund Balance Policy

Purpose

The purpose of this policy is to establish a key element of the financial stability of the City of Bay City by setting guidelines for fund balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54. Unassigned fund balance is an important measure of economic stability and it is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other similar circumstances. This policy will ensure the City maintains adequate fund balances in the operating fund with the capacity to:

1. Provide sufficient cash flow for daily financial needs,
2. Secure and maintain investment grade bond ratings,
3. Offset significant economic downturns or revenue shortfalls, and
4. Provide funds for unforeseen expenditures related to emergencies.

Definitions

Fund Equity – A fund’s equity is generally the difference between its assets and its liabilities.

Fund Balance – The fund equity of a governmental fund for which an accounting distinction is made between the portions that are spendable and nonspendable.

Fund Balance reporting in governmental funds: Fund balance will be reported in governmental funds under the following categories using the *definitions* provided by GASB Statement No. 54:

- 1) **Nonspendable fund balance** – includes the portion of net resources that cannot be spent because of their form (i.e. inventory, long-term loans, or prepaids) or because they must remain in-tact such as the principal of an endowment.
- 2) **Restricted fund balance** – includes the portion of net resources on which limitations are imposed by creditors, grantors, contributors, or by laws or regulations of other governments (i.e. externally imposed limitations). Amounts can be spent only for the specific purposes stipulated by external resource providers or as allowed by law through constitutional provisions or enabling legislation. Examples include impact fees, grants, and debt covenants.
- 3) **Committed fund balance** – includes the portion of net resources upon which the Council has imposed limitations on use. Amounts that can be used only for the specific purposes determined by a *formal action* of the council. Commitments may be changed or lifted only by the Council taking the same *formal action* that originally imposed the constraint. The formal action must be approved before the end of the fiscal year in which the commitment will be reflected on the financial statements. An example would be committing hotel/motel tax funds for future consideration of a reconstruction project (i.e. Visitor’ Center).
- 4) **Assigned fund balance** – includes the portion of net resources for which an *intended* use has been established by the City Council or the City Official authorized to do so by the City Council.

Assignments of fund balance are much less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed which indicates that resources are, at a minimum, intended to be used for the purpose of that fund. An example would be encumbrances (i.e. Purchase Orders) for purchase of goods and/or supplies and/or construction services.

Authority to Assign - The City Council delegates the responsibility to assign funds to the City Manager or their designee to be used for specific purposes. City Council shall have the authority to assign any amount of funds to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund. The assignments may occur subsequent to fiscal year-end.

- 5) **Unassigned fund balance** – includes the amounts in the general fund in excess of what can properly be classified in one of the other four categories of fund balance. It is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Minimum Unassigned Fund Balance

General Fund - Being a City on the Gulf Coast, it shall be the goal of the City to maintain a fund balance in the General Fund equal to 120 days of the operating expenditures and a policy to maintain a **unassigned** fund balance of no less than 90 days of operating expenditures and outgoing transfers as to provide operating liquidity and contingency funding for non-specific unscheduled expenditures such as natural disasters or major unexpected expenditures. In the event that the unassigned fund balance is calculated to be less than the policy stipulates, the City shall plan to adjust budget resources in subsequent fiscal years to restore the balance.

Hotel/Motel Tax Fund – Since the City's Convention Center qualifies for use of Hotel/Tax, it shall be the goal of the City to maintain a fund balance in the Hotel/Motel Fund to support the annual cost for repairs and maintenance of the Civic Center. The proper level of this unassigned fund balance will be based on the most recent three-year average cost of building maintenance plus the most recent insurance payment for the Civic Center or \$50,000 whichever is greater.

Committed Fund Balances

Fixed or Capital Asset Replacement- The City Council commits an additional portion of the General Fund Reserve for fixed asset replacement related to machinery and equipment. On an annual basis, the City strives to commit dollars equal to one year's depreciation expense of machinery and equipment for assets on record as of the previous fiscal year end. The balance at year end in this account will be the committed fund balance.

Replenishment of Minimum Fund Balance Reserves

If unassigned fund balance unintentionally falls below 90 days or if it is anticipated that at the completion of any fiscal year the projected unassigned fund balance will be less than the minimum requirement, the City Manager shall prepare and submit a plan to restore the minimum required level as soon as economic conditions allow. The plan shall detail the steps necessary for the replenishment of fund balance as well as an estimated timeline for achieving such.

These steps may include, but are not limited to, identifying new, nonrecurring, or alternative sources of revenue; increasing existing revenues, charges and/or fees; use of year end surpluses; and/or enacting cost saving measures such as holding capital purchases, reducing departmental operating budgets, freezing vacant positions, and/or reducing the workforce. The replenishment of fund balance to the minimum level shall be accomplished within a three to four-year period. If restoration of the reserve cannot be accomplished within such a period without severe hardship to the City of Bay City, then the Council shall establish an extended timeline for attaining the minimum balance.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the Council, and unassigned fund balance), the Council will first spend the most restricted funds before moving down to the next most restrictive category with available funds.

Appropriation of Unassigned Fund Balance

Appropriation from the minimum unassigned fund balance shall require the approval of the City Council and shall be utilized only for one-time expenditures, such as capital purchases, and not for ongoing operating expenditures unless a viable revenue plan designed to sustain the expenditure is simultaneously adopted.

The Council may appropriate unassigned fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.

Monitoring and Reporting

The Director of Finance shall be responsible for monitoring and reporting the City's reserve balances. The City Manager is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and from time to time throughout the fiscal year as needs may arise.

Compliance with the provisions of the policy shall be reviewed as a part of the annual operating budget adoption process and subsequent review will be included in the annual audit and financial statement preparation procedures.

Fund Balance Policy for Component Units

Each Component Unit (i.e. Bay City Community Development, Bay City Gas Company) shall create a fund balance/reserve policy that shall be approved by the City Council.

Revenue Management Policy

The City strives for the following optimum characteristics in its revenue system:

- ***Simplicity and Certainty.*** The City shall strive to keep the revenue classification system simple to promote understanding of the revenue sources. The City shall describe its revenue sources and enact consistent collection policies to provide assurances that the revenue is collected according to budgets and plans.
- ***Equity.*** The City shall make every effort to maintain equity in its revenue system structure. The City shall minimize all forms of subsidization between entities, funds, services, utilities, and customers.
- ***Realistic and Conservative Estimates.*** Revenues are to be estimated realistically. Revenues of volatile nature shall be budgeted conservatively.
- ***Centralized Reporting.*** Receipts will be submitted daily to the Finance Department for deposit and investment. Daily transaction reports and supporting documentation will be prepared.
- ***Review of Fees and Charges.*** The City shall review all fees and charges annually in order to match fees and charges with the cost of providing that service.
- ***Aggressive Collection Policy.*** The City shall follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e. turned off) for non-payment in accordance with established policies and ordinances. The Matagorda County Tax Office is responsible for delinquent tax collection, through the central collection agency, shall be encouraged to collect delinquent property taxes using an established tax suit policy and sale of real and personal property to satisfy non-payment of property taxes. A warrant officer in the Police Division will aggressively pursue outstanding warrants, and the Court will use a collection agency to pursue delinquent fines.

Use of Fund Balance and Non-Recurring Revenues

The City will use non-recurring revenues and excess fund balance for capital expenditures or for non-recurring expenditures. These non-recurring revenues will not be used to fund recurring type maintenance and operating costs. *For example, the City receives annual contributions from the City's two component units- the Bay City Gas Company and the Bay City Community Development Corporation. These appropriations are treated as non-recurring in the sense that they are committed for capital expenditures (i.e. park amenities and/or street projects).*

Property Tax Revenue

All real and business personal property located within the City shall be valued at 100% of the fair market value based on the appraisal supplied by the Matagorda County Appraisal District. Reappraisal and reassessment is provided by the Appraisal District. A ninety-eight percent (98%) collection rate shall serve each year as a goal for tax collections and the budgeted revenue projection shall be based in average collection rate calculated by the Matagorda County Appraisal District. Property tax rates shall be maintained at a rate adequate to fund an acceptable service level. Based upon taxable values, rates will be adjusted to fund this service level. Collection services shall be contracted out with a collection agency, currently the Matagorda County Tax Office.

Interest Income

Interest earned from investment of available monies, whether pooled or not, shall be distributed to the funds in accordance with the equity balance of the fund from which monies were invested.

User Based Fees and Service Charges

For services associated with a user fee or charge, the direct and indirect costs of that service shall be offset wholly or partially by a fee where possible. There shall be an annual review of fees and charges to ensure that the fees provide adequate coverage of costs of services.

Water and Wastewater Rates and other fees for Services

Water and wastewater shall be set to generate revenues required to cover operating expenditures, meet the legal requirements of applicable bond covenants, and provide for an adequate level of working capital. It is the goal of the City that the Water and Wastewater Fund, and other enterprise funds, not be subsidized by property tax revenue.

Intergovernmental Revenues/Grants/Special Revenues

Grant revenues and other special revenues shall be spent for the purpose(s) intended. The City shall review grant match requirements and include in the budget all grant revenues and expenditures.

Collection of Charges

The City will follow a policy of collecting, on a timely basis, all fees, charges, taxes and other revenues properly due to the City. The City will follow an aggressive policy of collecting all delinquencies due to the City.

Revenue Monitoring

Revenues actually received are to be regularly compared to budgeted revenues (at least monthly) with a formal report to City Council at least quarterly. If revenue estimates are down, the Director of Finance shall recommend to Council a corrective action to minimize the impact on the budget at the next available Council Meeting.

Expenditure Control Policy

Appropriations

The responsibility for budgetary control lies with the Department Head. Department Heads may not approve expenditures that exceed monies available at the departmental budget level excluding personnel and capital expenditures. Capital expenditures are approved by the City Council on a per project basis normally during the annual budget process.

Amendments to the Budget

In accordance with the City Charter, under Article 10.14 (Budget Amendments after Adoption) provides, that if, during the fiscal year, the City Treasurer certifies that there are available for appropriation revenues in excess of those estimated in budget, the Council, by ordinance, may make supplemental appropriations for the fiscal year up to the amount of the excess.

Central Control

Unspent funds in salary and capital allocation object codes may not be spent for any purpose other than their specifically intended purpose without prior authorization of City Manager.

City Manager's Authority to Amend the Budget

The City Manager is authorized to transfer budgeted amounts within and among departments; however any revisions that alter the total expenditures/expenses must be approved by the City Council.

Purchasing

All purchases shall be made in accordance with the Purchasing Policies approved by the City Council.

Prompt Payment

All invoices approved for payment by the proper City authorities shall be paid by the Finance Department within thirty (30) calendar days of receipt, in accordance with the provisions of state law. Proper procedures shall be established that enables the City to take advantage of all purchase discounts, except in the instance where payments can be reasonably and legally delayed in order to maximize the City's investable cash.

Long-Term Debt Policy

Revenue Bond Debt Service Account

It shall be the policy of the City to always be in strict compliance with the requirements of the ordinance that created the Revenue Bond Debt Service Fund. Monthly transfers are to be made to this account each year in accordance with the bond debt service payment schedule. The balance in the account must be adequate to cover semi-annual payments as they become due.

General Obligation Bond Debt Service Account

It shall be the policy of the City to always be in strict compliance with the requirements of the ordinance that created the General Obligation Bond Interest and Sinking Fund Account. Taxes, as applicable shall be distributed to this account monthly as received. Utility Revenues transferred to the Interest and Sinking Fund Account shall occur, as needed prior to the semi-annual payment dates. The balance in the account must be adequate to cover semi-annual payments as they become due.

Capital Improvement Plan (CIP)

The City will develop a multi-year plan to present to Council each year for approval. The City will provide a list of proposed capital improvements, funding recommendations, and prospective timing of projects. CIP projects shall be for equipment over \$10,000, infrastructure over \$50,000 and facilities over \$25,000. Any maintenance and operational cost shall be disclosed that could impact future operating budgets.

Debt Policy Guidelines

- The City will limit long-term debt to only those capital projects that cannot be financed from current revenues.
- The City will not use long-term debt to finance recurring maintenance and operating costs.
- The City will not issue long-term debt for a period longer than the estimated useful life of the capital project.
- Decisions will be made based on long term goals rather than a short- term fix.
- Debt Service Funds will be managed and invested according to all federal, state, and local laws
- Coverage Ratios of Revenue Bonds will always be in compliance with the minimum coverage ratio required by the revenue bond ordinances. It shall be the goal of the City to achieve a budgeted coverage ratio of 1.60.

Other Fund Use Information

Governmental Funds

Most government functions are financed through governmental funds. The acquisition, use, and balances of the City's expendable resources and related current liabilities are accounted for through governmental funds. Long-term liabilities and fixed assets are not accounted for through governmental funds.

Proprietary Funds

These funds listed below are used to account for the ongoing activities of the City that are similar to those found in the private sector. These funds are financed through user charges to recover costs of services provided. Proprietary funds use accrual accounting, which means revenues are recognized when they are earned by the City and expenses are recognized when they are incurred. Enterprise funds are considered proprietary funds and are used to account for operations for the City's Public Utility Fund and Airport Fund.

Working Capital Position- the goal shall be to maintain a working capital position equal to 120 days of the operating budget and a policy to maintain a working capital position no less than 90 days of the operating budget.

Public Utility Fund

It shall be the general policy of the City to commit a portion of the reserve for fixed asset replacement as it strives to budget for revenue to cover depreciation.

Airport Fund

It will be the general policy of the City that the fees collected will be spent on maintenance of the facilities grounds, and other structures. The goal shall be to reduce the reliance of the general fund tax dollars for this purpose.

Implementation and Review

Upon adoption of this policy the City Council authorizes the City Manager to establish any standards and procedures which may be necessary for its implementation. The Director of Finance shall review this policy at least annually and make recommendations for changes to the Mayor and City Council.

PASSED AND APPROVED AT BAY CITY TEXAS THIS 23th DAY OF SEPTEMBER 2025.

Robert K. Nelson, Mayor
City of Bay City

ATTEST:

Jeanna Thompson, City Secretary



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/17/25
Prepared By:	J Thompson	Presented By <i>(if different)</i>	Staff
Department:	Various	Type of Agenda Item:	Regular

ITEM TITLE: FEES

AGENDA LANGUAGE:

Discuss, consider, and/or approve an Ordinance of the City of Bay City, Texas, adopting a fee schedule attached hereto as exhibit “A” and labeled “Appendix B” to be added to the Code of Ordinances of the City of Bay City, Texas, adopting fees and charges for various City services and consolidation those fees and charges for convenience; providing for repeal; providing for ratification; providing a penalty; providing for severability; and providing an effective date. Scotty Jones, City Manager

EXECUTIVE SUMMARY/BACKGROUND

Reviewed proposed amendments to fee schedule with City Council on August 26, 2025 Annual review of proposed fee changes to:

- 2 - Administration”
- 18 - Aviation
- 22 - Building and Building Regulations
- 46 - Floods
- 70 - Parks and Recreation
- 74 - Peddlers and Solicitors
- 90 – Solid Waste
- 114- Utilities
- N/A - Library
- N/A - Miscellaneous Administrative Fees

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☒		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

Revised February 13, 2025

FINANCIAL NOTES
n/a

RECOMMENDATION:

ATTACHMENTS: Redlined Fee Schedule

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAY CITY, TEXAS, ADOPTING A FEE SCHEDULE ATTACHED HERETO AS EXHIBIT “A” AND LABELED “APPENDIX B” TO BE ADDED TO THE CODE OF ORDINANCES OF THE CITY OF BAY CITY, TEXAS; ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES AND CONSOLIDATING THOSE FEES AND CHARGES FOR CONVENIENCE; PROVIDING FOR REPEAL; PROVIDING FOR RATIFICATION; PROVIDING A PENALTY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bay City, Texas, (“City”) has adopted numerous ordinances that provide for fees and charges for various city services; and

WHEREAS, the City has determined that it would be convenient to consolidate those fees and charges into one ordinance that can be reviewed and amended as needed from time to time; and

WHEREAS, the City has adopted a budget for the 2026 fiscal year that incorporates these fees and charges specified herein on September 23, 2025; and

WHEREAS, the City has determined that the fees and charges specified herein are reasonable, necessary, fair, and designed to fund the various activities to which they pertain; and

WHEREAS, the City has determined that the fees and charges specified herein will promote the health, safety, and welfare of City;

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

Section 1. The facts and recitations contained in the preamble to this Ordinance are true and correct and incorporated herein for all purposes.

Section 2. *Fees Schedule adopted.* The City hereby adopts the Fee Schedule attached hereto as Exhibit “A” and labeled “Appendix B” to be added to the City of Bay City, Texas, Code of Ordinances and imposes the fees and charges set forth therein upon the various services to which they pertain. These fees and charges shall be collected by the City in accordance with the various City ordinances that more particularly describe each such fee or charge.

Section 3. *Repeal.* All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

Section 4. *Ratification.* The City ratifies any past action taken regarding charging of fees.

Section 5. *Penalty.* Any person who violates or causes, allows, or permits another to violate any provision of this ordinance, rule, or police regulation of the city shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine or penalty not to exceed five hundred dollars (\$500.00). Each occurrence of any violation of this ordinance, rule, or police regulation shall constitute a separate offense. Each day on which any such violation of this ordinance, rule, or police regulation occurs shall constitute a separate offense.

Section 6. *Severability.* In the event any clause, phrase, provision, sentence or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Bay City, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any part thus declared to be invalid or unconstitutional, or whether there be one or more parts.

Section 7. *Effective Date.* This Ordinance shall be effective on October 1, 2025 and may be published as required by law.

PASSED, APPROVED, AND ADOPTED on this 23th day of September 2025.

Robert K. Nelson, Mayor
City of Bay City

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary
City of Bay City

Anne Marie Odefey, City Attorney

<u>Council Member:</u>	<u>Voted Aye</u>	<u>Voted No</u>	<u>Absent</u>
Robert K. Nelson Mayor	_____	_____	_____
Benjamin Flores	_____	_____	_____
Jim Folse Mayor Pro Tem	_____	_____	_____
Brad Westmoreland	_____	_____	_____
Susan Reardon	_____	_____	_____
Blayne Finlay	_____	_____	_____

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

APPENDIX B FEE SCHEDULE¹

Section Number	Subject	Fee Amount
Chapter 2 - Administration		
2-53(c)	Fine for disrupting council meetings	\$25.00 to \$100.00 per offense
2-164	Return Check Fee	\$30.00
2-216	Request for records fee	\$0.10 per page (standard size) \$0.15 per page (legal size)
2-216	Certified Record Copies	\$1.50 per page
2-268	Variance application fee	\$75.00
Chapter 10 - Amusements and Entertainments		
Sexually oriented business permit		
10-39(a)	Application fee	\$500.00
10-39(b)	Renewal - Adult service provider permit	\$100.00
10-39(c)	Renewal - Business manager permit	\$150.00
10-39(d)	Duplicate/copy - License, permit, identification card	\$10.00
10-39(e)	Fingerprinting	\$25.00
Chapter 14 - Animals		
14-	Animal impound	\$25.00 first day, \$10.00 each additional day
14-44	Animal quarantine - Rabies	\$30.00 Processing fee \$15.00 per day
Chapter 18 - Aviation		
18-	Aerial Applicator Operating Permit	\$500.00 per aircraft (12 month period) \$250.00 for each additional aircraft
18-135	Fuel Flowage Fee	\$0.17 per gallon
Nightly Tie Down Fees		
18-	Single Engine	\$12.00 15.00
18-	Twin Engine	\$28.00 30.00
18-	Turbo/Jet Engine	\$47.00 50.00
First night free with fuel purchase		
Monthly Tie Down Fees		
18-	Single Engine	\$119.00 122.00
18-	Twin Engine	\$238.00 244.00
18-	Turbo/Jet Engine	\$414.00 424.00
18-	Turbo/Jet Engine 12,500 lbs. and greater	\$475.00 485.00

¹Editor's note(s)—Printed herein is the Fee Schedule of the City of Bay City, Texas, adopted as Ordinance No. 1736, on Sept. 24, 2024.

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

No discount offered with purchase of fuel. Tie down fees are calculated on the calendar day. (Example: "Calendar Day" One minute to 24 hours equals one calendar day)		
Main Hangar Daily Fees		
18-	Single Engine	\$31.00 <u>32.00</u>
18-	Twin Engine	\$62.00 <u>63.00</u>
18-	Turbo Prop	\$119.00 <u>122.00</u>
18-	Jet Engine	\$175.00 <u>180.00</u>
No discount offered with purchase of fuel. Fees are calculated on the calendar day.		
Main Hangar Monthly Fees		
18-	Single Engine	\$295.00 <u>302.00</u>
18-	Twin Engine	\$357.00 <u>365.00</u>
18-	Turbo Prop	\$470.00 <u>481.00</u>
18-	Jet Engine	\$590.00 <u>604.00</u>
18-	Deposit	Equal to one month's rent
T-Hanger Monthly Fees		
18-	T-Hanger Existing and 946sf <u>(B, C & D Rows)</u>	\$238.00 <u>244.00</u>
18-	T-Hanger Suite Existing and 1098 sf <u>(B, C & D Rows)</u>	\$275.00 <u>282.00</u>
18-	T-Hanger Bi-fold doors and 1,060 sf <u>(E2 thru E5, E8 thru E10)</u>	\$280.00 <u>295.00</u>
<u>18-</u>	<u>T-Hanger Hydraulic Door Suite and 1098 sf (D11)</u>	<u>\$307.00</u>
18-	T-Hanger Bi-fold doors and 1,219 sf <u>(E1 & E6)</u>	\$310.00 <u>318.00</u>
18-	T-Hanger Bi-fold doors and 1,426 sf <u>(E7 & E11)</u>	\$336.00 <u>344.00</u>
18-	Deposit	Equal to one month's rent
18-	Late Fee assessed for all payments not received by the 11th of each month	\$50.00
Ramp Fees		
18-	Single Engine	\$12.00 <u>15.00</u>
18-	Twin Engine	\$26.00 <u>30.00</u>
18-	Turbo/Jet Engine	\$62.00 <u>64.00</u>
Customers using our ramp to drop off or pick up passengers and purchasing aviation fuel are not charged a ramp use fee.		
18-	Courtesy Vehicle for Fly-in visitors w/aviation fuel purchase	First 2 hours: No charge; then \$15.00/hour
	Courtesy Vehicle for Fly-in visitors w/out aviation fuel purchase	\$20.00/hour
	(a) Fly in visitors with no fuel purchase: A surcharge of \$20.00 will be charged regardless of how much fuel was used in the vehicle, if the vehicle is returned without the fuel being replaced.	
	(b) The overnight use of the vehicle may be approved at the cost of a flat rate fee of \$100.00 (after 5:00 p.m. until 8:00 a.m.). The charges as stated above will then apply between the hours of 8:00 a.m. to 5:00 p.m.	
After Hour's Services - Customers requesting services or assistance after business hours, weekends and holiday		
18-	Call Out Fee	\$65.00/hour (2-hour minimum)

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

18-	Overtime Fee	\$65.00/hour Customers requesting services that require employees to work past business hours.
18-	Fuel Full Service Fees	\$.40 cents to \$1.00 per gallon of fuel based on market rates
18-	Fuel additive	\$.06 <u>0.07</u> cents per gallon plus posted fuel price
18-	Long Term Parking	\$2.00 per day
18	Fueling Fee for private self-fuel delivery	\$0.17 <u>0.20</u> cents per gallon
18	Catering Fee	Based on the size of the order, time spent coordinating the order and delivery.
18	Office/Terminal lease	\$3.00—\$17.00 sf per year
Ground Lease		
18	Aviation-related land—Improved	\$0.17 <u>0.19</u> cents sf per month or year
18	Aviation-related land—Unimproved	\$0.12 <u>0.14</u> cents sf per month or year
18	Non-aviation-related land	\$0.28 <u>0.30</u> cents sf per month or year
<u>Aerial Application Permit</u>		
<u>18</u>	<u>Per Aircraft, 12-month period</u>	<u>\$512.00</u>
<u>18</u>	<u>Each additional aircraft</u>	<u>\$256.00</u>
Chapter 22 - Building and Building Regulations		
22-506	Plan Review Only	
	Per dwelling unit, a new plan for previously reviewed plan or Master Plan	\$200.00 per plan or per address
	Plan Review Fee when a permit has been issued for the dwelling and the construction plans are altered such that an additional plan review is required (excludes new plan)	\$150.00 per plan or per address
22-506	Residential New construction Plan Review Fee	Included in Residential New Construction Building Permit Fee
22-506	Commercial and Multi-family Construction Plan Review Fee	
	Valuation: \$10,000.00 or less	\$50.00
	Valuation: \$10,001.00 to \$25,000.00	\$70.69 for the first \$10,000.00 + \$8.40 for each additional \$1,000.00
	Valuation: \$25,001.00 to \$50,000.00	\$152.59 for the \$25,000.00 + \$3.94 for each additional \$1,000.00

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

	Valuation: \$50,001.00 to \$100,000.00	\$251.09 for the first \$50,000.00 + \$2.73 for each additional \$1,000.00
	Valuation: \$100,001.00 to \$500,000.00	\$387.59 for the first \$100,000.00 + \$2.19 for each additional \$1,000.00
	Valuation: \$500,001.00 to \$1,000,000.00	\$1,263.59 for the first \$500,00.00 plus \$1.85 for each additional \$1,000.00
Valuation: \$1,000,001.00 and up	\$2188.59 for the \$1,000,000.00 plus \$1.23 for each additional \$1,000.00 <u>Valuation : \$1,000,001.00 and up</u>	<u>\$2188.59 for the first \$1,000,000.00 plus \$1.23 for each additional \$1,000.00</u>
<u>Residential New Construction Building Permit Fees</u>		
22-506	Residential New Construction Building Permit Fees	
	0—1,500 square foot	\$785.00
	1,501—10,000 sq ft	\$785.00 for the first 1,500 sq ft plus \$0.35 for each additional sq feet to and including 10,000 sq ft
	Over 10,000 sq ft	\$3,760.00 for the first 10,000 sq ft plus \$0.15 for each additional sq ft over 10,000 sq ft
<u>Residential Alteration/Addition Building Permit Fees</u>		
22-6	<u>Addition Building Permit Fee (trades charged separately)</u>	<u>\$100.00</u>
22-6	<u>Remodel/Alteration Building Permit Fee (trades charged separately)</u>	<u>\$100.00</u>
22-506	Building , Mechanical, Electrical, Plumbing, Fuel gas and similar	\$100.00 per trade
	Other project types not listed above	\$160.00 per trade
	<u>Accessory Structures, under 250 square feet; fences</u>	<u>\$50.00</u>
	<u>Accessory Structures, over 250 square feet</u>	<u>Based on Valuation, see Commercial and Multi-Family Building Permit Fees</u>
	Miscellaneous residential projects such as, but not limited to, Accessory Structures, Fences, Pools, <u>spas</u> , etc.	Based on Valuation, see Commercial and Multi-Family Building Permit Fees
22-506	Re-roof	\$100.00 <u>\$50.00</u>
<u>Commercial and Multi-family New Construction and Remodel/Alteration Building Permit Fees</u>		
22-506	Commercial and Multi-family Building Permit Fees	
	Valuation: \$10,000.00 or less	\$80.00
	Valuation: \$10,001.00 to \$25,000.00	\$108.75 for the first \$10,000.00 + \$8.40 for each additional \$1,000.00
	Valuation: \$25,001.00 to \$50,000.00	\$234.15 for the first \$25,000.00 + \$6.06 for each additional \$1,000.00

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	Valuation: \$50,001.00 to \$100,000.00	\$386.25 for the first \$50,000.00 + \$4.20 for each additional \$1,000.00
	Valuation: \$100,001.00 to \$500,000.00	\$596.25 for the first \$100,000.00 + \$3.36 for each additional \$1,000.00
	Valuation: \$500,001.00 to \$1,000,000.00	\$1,940.25 for the first \$500,000.00 + \$2.85 for each additional \$1,000.00
	Valuation: \$1,000,001.00 and up	\$3,365.25 for the first \$1,000,000.00 + \$1.89 for each additional \$1,000.00
<u>Other Permit Fees</u>		
<u>22-6</u>	<u>Sign Permit Fees</u>	<u>Based on Valuation. See Commercial and Multi-Family New Construction and Remodel/Alteration Building Permit Fee.</u>
<u>22-6</u>	<u>New Construction/Full Remodel Build-out Trade Permit Issuance Fee (Mechanical, Electrical, Plumbing)</u>	<u>\$25.00</u>
22-50 <u>22-6</u>	Demolition and Utility Termination Permit	\$150.00 <u>\$50.00</u>
<u>22-6</u>	<u>Demolition with Utility Termination Permit</u>	<u>\$150.00</u>
22-6 <u>22-50</u>	Re-inspection Fee - Single Family Residential	\$80.00
22-6 <u>22-50</u>	Re-inspection Fee - Commercial and Multi-family	130.00
22-6 <u>22-50</u>	After-hours inspection Fee	\$150.00
22-50	Flood Zone Confirmation	\$25.00
22-6 <u>22-50</u>	Permit Renewal/Extension prior to expiration	50% of original permit fee
22-6 <u>22-50</u>	Permit Renewal after Expiration	100% of original permit fee
22-6 <u>22-50</u>	Work prior to issuance of permit	200% of original permit fee
22-6 <u>22-50</u>	New Construction Certificate of Occupancy	No Charge
22-6 <u>22-50</u>	Certificate of Occupancy - Commercial and Multi-Family	\$150.00
22-6 <u>22-50</u>	Temporary Certificate of Occupancy (TCO)	\$100.00
22-6 <u>22-50</u>	Copy of Certificate of Occupancy	\$10.00
22-6 <u>22-50</u>	Mobile Home Occupancy Permit	\$25.00
22-6 <u>22-50</u>	Mobile Home Placement Permit (INCLUDES all trades)	\$250.00
22-50 <u>545(d)</u>	Storage of Impounded Sign	\$25.00 per sign
22-163 <u>22-6</u>	Residential Electrical Permit Fee	\$80.00
22-6 <u>22-163</u>	Commercial Electrical Permit Fee	\$130.00 per address, building or unit
22-297 <u>22-6</u>	Residential Plumbing Permit Fee	\$80.00
22-6 <u>22-297</u>	Commercial Plumbing Permit Fee	\$130.00 per address, building or unit
22-383 <u>22-6</u>	Residential Mechanical Permit Fee	\$80.00
22-383 <u>22-6</u>	Commercial Mechanical Permit Fee	\$130.00 per address, building or unit
22-465	Moving Permit (Building or structure)	\$100.00

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22-524 22-484	Annual Registration Vacant Building Fee (commercial)	\$250.00
22-524 22-484	Annual Registration Vacant Building Fee (Historical)	\$100.00
22-524 22-484	Annual Registration Vacant Building Fee (Residential)	\$50.00
22-524 22-484	Annual Vacant Building Inspection Fee	\$50.00
22-524 22-484	Late Registration Fee	\$50.00
22-524 22-484	Late Inspection Fee	\$50.00
22-502	House Moving License	\$100.00 per year
Chapter 26 - Businesses		
26-33(d)	Mobile Food Establishment Fee	\$100.00 per year
26-56(a)	Massage License Application Fee	\$300.00 per year
26-57	Massage Business permit	\$200.00 per year
26-61	Multiple massage establishments license fee	\$100.00
Chapter 38 - Environment		
38-38	Exceeding 12 inches tall grass/weed	\$175.00 up to one acres, \$175.00 each additional acre - pro-rated at ¼ acre, excluding structures
Chapter 42 - Fire Prevention and Protection		
42-77	Single Family Residential Fire Code Plan Review Services	\$175.00
42-77	Single Family Fire Code Inspection Services	\$400.00
42-77	Commercial and Multi-family Fire Code Plan Review Services (fire alarm system & fire sprinkler system)	
	Valuation: less than \$6,250	\$200.00 each system
	Valuation: \$6,250 to \$250,000	\$300.00 each system
	Valuation: \$251,000 to \$500,000	\$425.00 each system
	Valuation: \$500,001 to \$1,000,000	\$550.00 each system
	Valuation: \$1,000,001 to \$3,000,000	\$800.00 each system
	Valuation: \$3,000,001 to \$6,000,000	\$1,200.00 each system
	Valuation: \$6,000,001 and up	\$1,200.00 plus \$0.38 for each additional \$1,000.00
42-77	Commercial and Multi-family Fire Code Inspections (fire alarm system & fire sprinkler system)	
	Valuation: less than \$6,250	\$300.00 each system
	Valuation: \$6,250 to \$250,000	\$425.00 each system
	Valuation: \$251,000 to \$500,000	\$525.00 each system
	Valuation: \$500,001 to \$1,000,000	\$675.00 each system
	Valuation: \$1,000,001 to \$3,000,000	\$950.00 each system
	Valuation: \$3,000,001 to \$6,000,000	\$1,425.00 each system
	Valuation: \$6,000,001 and up	\$1,425.00 plus \$0.38 for each additional \$1,000.00
42-77	Fire Underground	
	Fire Code Plan Review	\$200.00
	Fire Code Inspection	\$250.00
42-77	Fire Extinguisher Suppression System	
	Per permit, one inspection	\$450.00
	Each re-inspection	\$100.00

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42-77	Annual Fire Inspection	\$150.00
42-77	Fire Certificate of Occupancy Inspection business occupancy inspection)(if not completed during	\$150.00 per hour, per location
42-77	Fire Re-inspection	\$150.00
42-77	Underground or Aboveground Fuel Storage Tanks	
	Fire Code Plan Review	\$350.00
	Fire Code Inspection	\$450.00
42-81(1)	Additional inspections	\$150.00 per location
42-81(2)	Fire certificate of occupancy	\$150.00
Chapter 45 - Floods		
46-48	Floodplain Development Permit	\$50.00
Chapter 58 - Municipal Court		
58-	Deferral Fee	\$100.00
58-48	Additional Reimbursement Fees and Fines-Issuance of Failure to Appear/Violate Promise to Appear	\$25.00 (not to exceed)
58-49	Special expense for driving safety course	\$10.00 (not to exceed)
58-51	Warrant Reimbursement Fee Ominbase Reimbursement Fee Time Payment Reimbursement Fee	Fee shall be the lesser of 20% of the amount of the fine or \$50.00 \$10.00 per misdemeanor offense \$15.00 per misdemeanor offense
58-76(a)	Municipal Court Building Security Fund	\$4.90 per misdemeanor offense
58-96(1)	Juvenile Case Manager Fund	\$5.00 per misdemeanor offense
58-122(a)	Municipal Court Technology Fund Municipal Jury Fund	\$4.00 per misdemeanor offense \$0.10 per misdemeanor offense
Chapter 62 - Natural Resources		
62-7b	Drilling permit fee	\$2,500.00
62-7b	Re-entering plugged well to operate	\$2,500.00
62-7b	Amendment to permit	\$500.00
62-7b	Extension of permit	\$500.00
62-7b	Permit for seismic surveys	\$500.00
Chapter 66 - Offenses		
66-4(f)	Loitering fine	Not less than \$1.00 and not more than \$200.00
66-64(b)	Curfew Penalty fines	Not less than \$50.00 nor more than \$500.00
66-179(c)	Protesting Funerals Penalty Fine	Not to exceed \$500.00
Chapter 70 Parks and Recreation		
70-25	Special Event Permit	\$25.00
70-29	Alcohol Deposit	\$200.00

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70-XX	Return Check Fee	\$30.00
	Registration fee	\$5.00/reservation
	Vendor Fee	\$25.00
	Wi-Fi Puck	\$25.00 daily
	Wi-Fi Puck Deposit (refundable)	\$25.00
	Facility - Train Depot	\$200.00/day + \$100.00 Deposit
	Pavilion - Neighborhood Parks	\$50.00/day + \$50.00 Deposit
	Pavilion - Riverside Park	See Riverside Park section
	Regional Parks	\$100.00/day + \$50.00 Deposit
	Enclosed Pavilions & Gazebos	\$150.00/day + \$100.00 Deposit
	City Field - Bike Park	\$20.00/hour + \$100.00 Deposit
	City Field Pavilion	\$25.00/hour + \$50.00 Deposit
	Sports Complex: Basketball Pavilion	\$25.00/hour + \$50.00 Deposit
	Sports Complex: Per Field	\$25.00/hour + \$75.00 Deposit
	Sports Complex: two fields	\$40.00/hour + \$200.00 Deposit
	Sports Complex: tow field including press box	\$55.00 per hour + \$250.00 Deposit
	Sports Complex: two fields including press box and concession stand	\$75.00/ hour + \$300.00 Deposit
	Sports Complex: All three fields	\$70.00/hour + \$200.00 Deposit
	Sports Complex: All three fields including press box	\$85.00/hour + \$250.00 Deposit
	Sports Complex: All three fields including press box and concession stand	\$100.00/hour + \$300.00 Deposit
	Sports Complex: Concession Stand	\$15.00/hour + \$100.00 Deposit
	Ball Fields	\$20.00/hour + \$100.00 Deposit
	Frahms Field: Soccer Fields	\$25.00/hour + \$100.00 Deposit
	Frahms Field: Concession Stand	\$15.00/hour + \$100.00 Deposit
	Pickle Ball Courts	\$5.00/hour
	Basketball & Volleyball Courts	\$10.00/hour
	Park: Duncan Park	\$250.00/day + \$100.00 Deposit

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	Park: Le Tulle Park	\$1,500.00/day + \$500.00 Deposit
	Pools: Admission	Adult - \$2.00/day Child (Under 18) - \$1.00/day
	Pools: Canopy/Table	\$10.00/hour
	Pools: Water Aerobics	\$1.00/day
	Pools: Season Passes	Individual - \$40.00/season Family of 5 - \$100.00/season
	Riverside Park: Admission	\$10.00/car or \$100.00 Yearly Pass
	Riverside Park: Pavilions	\$100.00/day per pavilion plus \$50.00 Deposit (Up to 20 Cars included, then \$10.00 per car)
	Riverside Park: RV Full Hook Up (Water, Sewer, Electric)	\$45.00 Daily, \$280.00/Week, \$600.00/Month plus \$45.00 Deposit
	Wilderness Camping - RV or Tent (Electric & Water)	\$30.00 Daily, \$180.00/Week, \$400.00/Month plus \$30.00 Deposit
	Excess Vehicle Fee (Pertains to campers)	\$10.00 per day
(a) Sports Complex: Press box is available at the discretion of Parks Director.		
(b) Park rentals are limited in time availability.		
(c) Renting an entire park area or pool have special restriction.		
(d) Camping fees include 1 vehicle per site per day.		
	Facility - Service Center (USO)	
	(1) Library Room	\$150.00/day + \$100.00 Deposit
	(2) Kitchen	\$150.00/day + \$100.00 Deposit
	(3) Dining Room	\$150.00/day + \$100.00 Deposit
	(4) Gusman Room	\$150.00/day + \$100.00 Deposit
	(5) Lobby	\$400.00/day + \$100.00 Deposit
	(6) Entire Facility	\$1,500.00/day + \$500.00 Deposit
	(7) Alcohol Deposit	\$200.00
(a) Civic, Social, Charitable, Non-profit, and Other Governmental organizations shall pay one-half the rental fee for Service Center options 1—5 and one-third the rental fee of option 6. Municipal and County Government shall be charged an administrative recovery fee of \$50.00 for options 1—5 and \$100.00 for option 6. All parties pay the same deposit with the exception of Municipal and County Government.		
(b) A charge of \$25.00 per hour per person for City staff to set up and take down. Minimum of two hours and two people. This only applies to the Auditorium or Entire Facility Rental. Not available before 6:00 a.m. or after 12 midnight.		

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(c) Facility Use Hours: Monday—Sunday are 8:00 a.m. to 10:00 p.m. Any time needed before 8:00 am or after 10:00 p.m. shall be charged \$100.00/hour inclusive of cleaning time.		
(d) Decorating or Setup Fees: A group of individual can pay an \$80.00 per hour decorating/setup fee the day before their event between the hours of 8:00 a.m. - 4:00 p.m. if the Service Center (USO) is available		
SCHOOL PROMS & DANCES - The Service Center (USO) can be reserved the day before (if available) for set-up and the day after for breakdown/clean-up of the event. No additional deposit will be required. A gee of \$25.00 per hour will be charged for use of the Service center (USO) the day before or after the event between the ours of 8:00 a.m. - 4:00 p.m. if available		
Chapter 74 - Peddlers and Solicitors		
74-39(a)	License Permit fee - weekly	\$50.00 75.00 + \$5.00 administrative fee
	License permit fee - 12-month	\$70.00 100.00 + \$5.00 administrative fee
74-39(a)	Background Check	\$50.00 each applicant
Chapter 82 - Police		
82-2	Copies of records fee	\$6.00 per document for certified copies
Chapter 86 - Secondhand Goods		
86-20(b)	Junkyard license fee	\$20.00
86-20(b)	Inspection renewal fee	\$10.00
Chapter 90 - Solid Waste		
90-28(3)	Residential Trash	\$27.80 28.64 /month
	Residential - Extra Toter	\$13.91 14.33 /month
	Small Commercial	\$47.08 48.49 /month
	Small Commercial - Extra Toter	\$23.54 24.25 /month
	Large Commercial:	
	2-Yard 1 time per week	\$74.96 77.20 /month
	2-Yard 2 times per week	\$151.17 155.70 /month
	2-Yard 3 times per week	\$225.11 231.86 /month
	2-Yard 4 times per week	\$296.73 305.63 /month
	2-Yard 5 times per week	\$366.10 377.08 /month
	2-Yard 6 times per week	\$441.05 454.29 /month
	3-Yard 1 time per week	\$105.65 108.82 /month
	3-Yard 2 times per week	\$211.44 217.78 /month
	3-Yard 3 times per week	\$313.79 323.21 /month
	3-Yard 4 times per week	\$412.72 425.10 /month
	3-Yard 5 times per week	\$508.25 523.50 /month
	3-Yard 6 times per week	\$612.44 630.81 /month
	4-Yard 1 time per week	\$130.69 134.61 /month
	4-Yard 2 times per week	\$260.31 268.12 /month
	4-Yard 3 times per week	\$385.40 396.96 /month
	4-Yard 4 times per week	\$505.95 521.13 /month
	4-Yard 5 times per week	\$621.93 640.59 /month
	4-Yard 6 times per week	\$752.61 775.18 /month
	6-Yard 1 time per week	\$180.73 186.15 /month

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	6-Yard 2 times per week	\$358.09 368.84/month
	6-Yard 3 times per week	\$528.67 544.53/month
	6-Yard 4 times per week	\$692.40 713.18/month
	6-Yard 5 times per week	\$849.31 874.79/month
	6-Yard 6 times per week	\$1,026.54 1,057.34/month
	8-Yard 1 time per week	\$219.35 225.93/month
	8-Yard 2 times per week	\$432.79 445.78/month
	8-Yard 3 times per week	\$637.76 656.90/month
	8-Yard 4 times per week	\$833.33 858.33/month
	8-Yard 5 times per week	\$1,019.80 1,050.40/month
	8-Yard 6 times per week	\$1,188.17 1,223.81/month
	Additional Haul - 2-Yard	\$25.00 25.75/month
	Additional Haul - 3-Yard	\$35.26 36.32/month
	Additional Haul - 4-Yard	\$43.60 44.91/month
	Additional Haul - 6-Yard	\$60.30 62.11/month
	Additional Haul - 8-Yard	\$73.19 75.38/month
	Lock Fee - Installation (1-time fee)	\$77.52 79.31
	Lock Fee	\$15.50 15.86/month
	Late Payment Fee - The late payment fee is applied to charges not paid by the fifth day after the statement due date.	10% of balance, or \$10.00, (whichever is greater) (Customers outside of city limits pay 1.5 times inside city limit rate)
Chapter 94 - Streets, Sidewalks and Other Public Places		
94-204	Street Closure Application Fee	\$25.00
94-229(c)	Street Name Application Fee	\$100.00
94-293(c)	Driveway Access Permit	\$100.00
94-293(c)	Driveway Access Construction	\$20.00/foot plus the cost of stabilized subgrade materials (does not include the pipe)
Chapter 98 - Subdivisions		
Platting Fees		
98-42(b)	Land plan fee	\$200.00
98-42(c)	Construction plan review	\$200.00 for sites less than one acre \$300.00 for sites one to five acres 500.00 for sites greater than five acres
98-42(d)	Preliminary plat fees	\$200.00 for sites less than one acre \$350.00 for sites one to five acres \$500.00 for sites greater than five acres
98-42(e)	Final plat fees	\$300.00 + \$5.00 per lot

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98-42(f)	Development plat fee	\$300.00 + \$10.00 per acre
98-42(g)	Minor plat/re-plat	\$150.00 + \$5.00 per lot
98-42(h)	Amended plat	\$100.00 per plat
98-42(j)	Alley/Easement abandonment fee	\$100.00 per application
98-42(k)	Mobile Home park plats	\$300.00 + \$5.00 per lot/stand
Chapter 99 - Downtown Bay City Land Development Code		
99-9	Penalty Fine	\$2,000.00
98-122	Plan Review and Inspection Fees for streets, drainage, water and sewer civil plans	Pass-through or actual cost of review and inspections
Chapter 102 - Taxation		
102-70(a)	Hotel - Motel Occupancy Tax Rate	\$2.00 or more per day
Chapter 106 - Telecommunications		
106-80	Penalty Fee	\$500.00 per day
Chapter 110 - Traffic and Vehicles		
	Penalty Fee	Not to exceed \$500.00
110-175	Impoundment of Vehicle	Not less than \$4.00 per day
110-185	Disabled parking zone penalty fine	Up to \$500.00 per day
	Penalty Fee	Not more than \$2,000.00
Chapter 114 - Utilities		
	Return Check Fee	\$30.00
114-22	Water and Sewer Deposits	
114-22(1)	Residential Customers Single-Family resident	\$150.00
114-22(1)	Small Business Commercial property with a 3.4-inch water or 4-inch sewer connection, or both	\$200.00
114-22(1)	Large Business Commercial property with a water connection 1-inch or greater or sewer connection 6-inch or greater, or both	Up to 60-day average bill
114-22(1)	Multi Unit Multi units connected to one water meter	Up to 60-day average bill
114-22(1)	Commercial accounts Washaterias, carwashes, and other high-volume users	Up to 60-day average bill
114-22(4a1)	Reconnection Fee: Upon disconnection at curb stop for non-payment	\$50.00
114-22(4a2)	Reconnection Fee: Upon meter removal	\$100.00
114-22(4a3)	Reconnection Fee: Upon locking meter	\$100.00
114-22(4b)	Residential: Required deposit (restoration of service due to non-payment)	\$50.00 per occurrence (not to exceed \$300.00)
114-22(4b)	Commercial: Required deposit (restoration of service due to non-payment)	\$50.00 per occurrence (not to exceed 90-day average)
114-26	Late payment Fee - The late payment fee is applied to charges not paid by the fifth day after the statement due date.	10% of balance, or \$10.00, (whichever is greater)
114-55	Water Tapping Charges	

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114-55(a)	1-inch or less	\$1,300.00 (Includes cost of labor, parts, materials associated with the installation of the meter and actual tap to City main. Customer is responsible for all cost associated with extending utility lines.)
114-55(a)	1.5-inch or greater	15% of the total cost associated with actual tap to City main plus cost of the meter. Customer is responsible for all cost associated with extending utility lines.
114-55 (a)	Inspection Fee - An inspection fee shall be assessed for each water tap and meter installed by third party and subsequently inspected by City personnel. Upon connection to the City system, the meter becomes the property of the City.	\$100.00
114-57	Connection Fees	
114-57(1)	Connection Fee (Activation Fee) - New Service	\$15.00
114-57(2)	Connection Fee - Following Disconnect for non-payment	\$50.00
114-57(3)	Connection Fee -Tampering (turned on by customer following disconnect for non-payment)	\$100.00
114-57(3a)	Connection Fee - Tampering with damage to curb stop or meter box	\$150.00
114-57(3b)	Connection Fee - Tampering with damage to meter or register	Cost of equipment replacement plus tampering fee noted in 114-57(3)
114-57(4)	Connection Fee - After normal business hours	\$35.00
114-88	Monthly Rate Schedule (Water)	
Residential Water and Residential Irrigation Rates		
114-88	Base Charge 0—2,000 gallons 5/8-inch meter	\$32.42 33.39
	Base Charge 0—2,000 gallons 3/4-inch meter	\$32.42 33.39
	Base Charge 0—2,000 gallons 1-inch meter	\$40.62 41.84
	Base Charge 0—2,000 gallons 1 1/2-inch meter	\$40.62 41.84
	Base Charge 0—2,000 gallons 2-inch meter	\$40.62 41.84
	Base Charge 0—2,000 gallons 3-inch meter	\$40.62 41.84
	Base Charge 0—2,000 gallons 4-inch meter	\$40.62 41.84

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	Base Charge 0—2,000 gallons 6-inch meter	\$40.62 <u>41.84</u>
	Base Charge 0—2,000 gallons 8-inch meter	\$40.62 <u>41.84</u>
	Base Charge 0—2,000 gallons 10-inch meter	\$40.62 <u>41.84</u>
Volumetric Rate		
114-88	Under 2,000 Gallons	\$0.00 per 1,000 gallons
114-88	2,001—5,000 Gallons	\$2.42 <u>2.49</u> per 1,000 gallons
114-88	5,001—10,000 Gallons	\$4.24 <u>4.36</u> per 1,000 gallons
114-88	Over 10,000 Gallons	\$5.35 <u>5.50</u> per 1,000 gallons
Multifamily		
114-88	Base Charge 1—2,000 gallons 5/8-inch meter	\$36.46 <u>39.19</u>
	Base Charge 1—2,000 gallons 5/8-inch meter	\$38.05 <u>39.19</u>
	Base Charge 0—2,000 gallons 3/4-inch meter	\$38.05 <u>39.19</u>
	Base Charge 0—2,000 gallons 1-inch meter	\$47.68 <u>49.11</u>
	Base Charge 0—2,000 gallons 1 1/2-inch meter	\$95.21 <u>98.06</u>
	Base Charge 0—2,000 gallons 2-inch meter	\$152.36 <u>156.92</u>
	Base Charge 0—2,000 gallons 3-inch meter	\$285.77 <u>294.33</u>
	Base Charge 0—2,000 gallons 4-inch meter	\$476.80 <u>491.09</u>
	Base Charge 0—2,000 gallons 6-inch meter	\$952.03 <u>980.55</u>
	Base Charge 0—2,000 gallons 8-inch meter	\$1,558.32 <u>1,605.01</u>
	Base Charge 0—2,000 gallons 10-inch meter	\$2,470.89 <u>2,544.92</u>
Volumetric Rate		
114-88	Under 2,000 Gallons	\$9.32 <u>9.60</u> per 1,000 gallons
114-88	2,001—5,000 Gallons	\$9.32 <u>9.60</u> per 1,000 gallons
114-88	5,001—10,000 Gallons	\$9.32 <u>9.60</u> per 1,000 gallons
114-88	Over 10,000 Gallons	\$9.32 <u>9.60</u> per 1,000 gallons
Non-Residential (Commercial) Water and Commercial Irrigation Rates		
Base Monthly Bill		
114-88	5/8-inch meter	\$32.42 <u>33.39</u>
114-88	3/4-inch meter	\$32.42 <u>33.39</u>
114-88	1-inch meter	\$40.62 <u>41.84</u>
114-88	1 1/2-inch meter	\$81.11 <u>83.54</u>
114-88	2-inch meter	\$129.82 <u>133.70</u>

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114-88	4-inch meter	\$243.48 <u>250.76</u>
114-88	4-inch meter	\$406.25 <u>418.40</u>
114-88	6-inch meter	\$811.18 <u>835.45</u>
114-88	8-inch meter	\$1,327.74 <u>1,367.57</u>
114-88	10-inch meter	\$2,105.29 <u>2,168.28</u>
Volumetric Rate		
114-88	0—10,000 Gallons	\$6.86 <u>7.07</u> per 1,000 gallons
114-88	Over 10,000 Gallons	\$6.86 <u>7.07</u> per 1,000 gallons
Industrial Water Rates		
Base Monthly Bill		
114-88	5/8-inch meter	\$38.05 <u>39.19</u>
114-88	3/4-inch meter	\$38.05 <u>39.19</u>
114-88	1-inch meter	\$47.53 <u>48.96</u>
114-88	1 1/2-inch meter	\$95.20 <u>98.06</u>
114-88	2-inch meter	\$152.35 <u>156.92</u>
114-88	3-inch meter	\$285.75 <u>294.33</u>
114-88	4-inch meter	\$476.76 <u>477.79</u>
114-88	6-inch meter	\$951.96 <u>980.52</u>
114-88	8-inch meter	\$1,558.19 <u>1,604.94</u>
114-88	10-inch meter	\$2,470.69 <u>2,544.81</u>
Volumetric Rate		
114-88	0—900,000 Gallons	\$8.33 <u>8.58</u> per 1,000 gallons
114-88	900,001 to 4,500,000 Gallons	\$10.19 <u>10.50</u> per 1,000 gallons
114-88	Over 4,500,000 Gallons	\$12.75 <u>13.14</u> per 1,000 gallons
	(Customers outside of city limits pay 1.75 x amount)	
Bulk Water		
(Metered Water)		
114-88	2,001—10,000 gallons	\$7.00 per 1,000 gallons
114-88	Over 10,000 gallons	\$7.00 per 1,000 gallons
Article 4 Sewer and Sewer Surcharge Rates		
114-109	Fees and Sewer Taps	
114-109	4-inch connection	\$1,300.00 (Includes cost of labor, parts, materials associated with actual tap to City main. Customer is responsible for all cost associated with extending utility lines.)
114-109	Over 4-inch	<u>Actual cost if installed by the City.</u> 15% of the total cost associated with actual tap to City main <u>if installed by the customer.</u> Customer is

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

		responsible for all cost associated with extending utility lines.
114-109	Inspection Fee - An inspection fee shall be assessed for each sewer tap installed by third party and subsequently inspected by City personnel.	\$100.00
114-55(b)	Line Locate	\$200.00 Additional charges of \$50.00/hour after the first 4 hours
114-134	Monthly Rate Schedule (Sewer)	
Residential Sewer Rates		
114-134	Base Charge 0—2,000 gallons 5/8-inch meter	\$35.67 36.74
	Base Charge 0—2,000 gallons 3/4-inch meter	\$35.67 36.74
	Base Charge 0—2,000 gallons 1-inch meter	\$53.35 54.95
	Base Charge 0—2,000 gallons 1½-inch meter	\$53.35 54.95
	Base Charge 0—2,000 gallons 2-inch meter	\$53.35 54.95
	Base Charge 0—2,000 gallons 3-inch meter	\$53.35 54.95
	Base Charge 0—2,000 gallons 4-inch meter	\$53.35 54.95
	Base Charge 0—2,000 gallons 6-inch meter	\$53.35 54.95
	Base Charge 0—2,000 gallons 8-inch meter	\$53.35 54.95
	Base Charge 0—2,000 gallons 10-inch meter	\$53.35 54.95
Volumetric Rate		
114-134	Under 2,000 Gallons	\$0.00 per 1,000 gallons
114-134	2,001—5,000 Gallons	\$8.39 8.64 per 1,000 gallons
114-134	5,001—10,000 Gallons	\$8.79 9.05 per 1,000 gallons
114-134	Over 10,000 Gallons	\$9.26 9.53 per 1,000 gallons
Sewer Cap for residential is 15,000 Gallons		
Multifamily Sewer Rates		
114-134	Base Charge 0—2,000 gallons 5/8-inch meter	\$30.46 36.74
	Base Charge 0—2,000 gallons 3/8-inch meter	\$35.67 36.74
	Base Charge 0—2,000 gallons 3/4-inch meter	\$35.67 36.74
	Base Charge 0—2,000 gallons 1-inch meter	\$53.35 54.95

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

	Base Charge 0—2,000 gallons 1½-inch meter	\$101.06 <u>104.09</u>
	Base Charge 0—2,000 gallons 2-inch meter	\$158.01 <u>162.75</u>
	Base Charge 0—2,000 gallons 3-inch meter	\$311.33 <u>320.67</u>
	Base Charge 0—2,000 gallons 4-inch meter	\$578.86 <u>596.22</u>
	Base Charge 0—2,000 gallons 6-inch meter	\$1,198.39 <u>1,234.34</u>
	Base Charge 0—2,000 gallons 8-inch meter	\$1,724.05 <u>1,775.77</u>
	Base Charge 0—2,000 gallons 10-inch meter	\$2,773.82 <u>2,857.03</u>
Volumetric Rate		
114-134	Under 2,000 Gallons	\$9.24 <u>9.52</u> per 1,000 gallons
114-134	2,001—5,000 Gallons	\$9.24 <u>9.52</u> per 1,000 gallons
114-134	5,001—10,000 Gallons	\$9.24 <u>9.52</u> per 1,000 gallons
114-134	Over 10,000 Gallons	\$9.24 <u>9.52</u> per 1,000 gallons
Nonresidential (Commercial) Sewer Rates		
Base Monthly Bill		
114-134	⅝-inch meter	\$35.67 <u>36.74</u>
114-134	¾-inch meter	\$35.67 <u>36.74</u>
114-134	1-inch meter	\$53.35 <u>54.95</u>
114-134	1 1/2-inch meter	\$101.06 <u>104.09</u>
114-134	2-inch meter	\$158.01 <u>162.75</u>
114-134	3-inch meter	\$311.33 <u>320.67</u>
114-134	4-inch meter	\$578.86 <u>596.22</u>
114-134	6-inch meter	\$1,198.39 <u>1,234.34</u>
114-134	8-inch meter	\$1,724.05 <u>1,775.77</u>
114-134	10-inch meter	\$2,773.82 <u>2,857.03</u>
Volumetric Rate		
114-134	0—10,000 Gallons	\$8.44 <u>8.69</u> per 1,000 gallons
114-134	Over 10,000 Gallons	\$8.44 <u>8.69</u> per 1,000 gallons
Industrial Sewer Rates		
Base Monthly Billing		
	⅝-inch meter	\$35.67 <u>36.74</u>
	¾-inch meter	\$35.67 <u>36.74</u>
	1-inch meter	\$53.35 <u>54.95</u>
	1½-inch meter	\$101.06 <u>104.09</u>
	2-inch meter	\$158.01 <u>162.75</u>
	3-inch meter	\$311.33 <u>320.67</u>
	4-inch meter	\$578.86 <u>596.22</u>
	6-inch meter	\$1,198.39 <u>1,234.34</u>
	8-inch meter	\$1,724.05 <u>1,775.77</u>

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

	10-inch meter size	\$2,773.82 <u>2,857.03</u>
Volumetric Rate		
	0—900,000 Gallons	\$7.42 <u>7.64</u> per 1,000 gallons
	900,001 to 4,500,000 Gallons	\$7.82 <u>7.87</u> per 1,000 gallons
	Over 4,500,000 Gallons	\$9.78 <u>10.07</u> per 1,000 gallons
	(Customers outside of city limits pay 1.75 x amount for sections 114-88 and 114-134)	
114-135(b)	Quantity cost capitol recovery fee (surcharge)	

Source Classification	Remarks	Quantity Variable-Daily Sewage Flow—Gallons/Person	Capital-Cost Recovery Rate
Municipality	Residential (3 persons)	$\times 100 \times \$2.06 =$	\$618.00 per home
Subdivision	Residential (3 persons)	$\times 100 \times \$2.06 =$	\$618.00 per home
Trailer park transient	\$2½ Persons per trailer	$\times 50 \times \$2.06 =$	\$257.50 per home
Mobile home park	\$4 Persons per trailer	$\times 100 \times \$2.06 =$	\$618.00 per home
Schools	Elementary, high (students)	$\times 15 \times \$2.06 =$	\$ 30.90 per student
Recreation parks	Campers	$\times 40 \times \$2.06 =$	\$ 82.40 per unit
	Boaters	$\times 5 \times \$2.06 =$	\$ 10.30 per unit
	Swimmers	$\times 10 \times \$2.06 =$	\$ 20.60 per person
Factory or office building	No showers (employees)	$\times 20 \times \$2.06 =$	\$ 41.20 per person
Factory	With showers (employees)	$\times 25 \times \$2.06 =$	\$ 51.50 per employee
Motor lodge	With toilet (units and bath)	$\times 50 \times \$2.06 =$	\$103.00 per unit
Hospitals	Per bed	$\times 200 \times \$2.06 =$	\$412.00 per bed
Nursing homes	Per bed	$\times 90 \times \$2.06 =$	\$185.40 per bed
Drive-in theater	Per car space	$\times 5 \times \$2.06 =$	\$ 10.30 per space
Restaurant	Per meal served	$\times 5 \times \$2.06 =$	\$ 10.30 per customer
Apartments	3 Persons	$\times 100 \times \$2.06 =$	\$618.00 per apartment

Section Number	Subject	Fee Amount
114-212	Customer Service Inspector (CSI)	\$50.00 per hour (1 hour minimum)
114-305	Backflow Prevention Inspection	\$50.00 per hour (1 hour minimum)
Chapter N/A - Bay City Public Library		
Overdue Materials (per day)		
	<u>Library of Things materials</u>	<u>Not less than \$1.00 and not more than \$3.00</u>

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

	Electronic devices	\$5.00 per day
	Interlibrary Loan (ILL) (items borrowed from other libraries)	\$0.25 per day
Max Overdue Fines	Electronic Devices	\$50.00
Library Cards	1 st Card	FREE
	Replacement card	\$3.00
	<u>Non-resident (outside of Matagorda County)</u>	<u>\$20.00 per year</u>
Other Charges	Interlibrary Loan Shipping (ILL)	One-way postage
	Minor Damages	\$3.00 + partial processing fee (\$2.50) <u>Not less than \$1.00 and not more than \$30.00 depending on the value of the item.</u>
	Miscellaneous items (USB, office supplies, t-shirts, <u>etc</u>)	Up to cost of item <u>Not less than \$.25 and not more than \$3.00</u>
Lost/Severe Damages (beyond basic repair)	BCPL item	Up to cost of item + <u>up to \$5.00 processing fee per incident</u>
	Interlibrary Loan	Cost assessed by lending library + <u>up to \$5.00 processing fee per incident</u>
	Electronic Devices and accessories (charging box/cable, case)	Varies based on item (up to replacement of entire unit) + <u>up to \$5.00 processing fee per incident</u>
Services	Printing/Copies	\$0.15 <u>\$.20</u> per page (black & white)/ \$.30 <u>\$.50</u> per page (color)
	Faxing	\$1.00 per page for 1—5 pages, \$0.50 for each subsequent page
	Laminating	\$2.00 per foot/\$1.00 for ID card size
	Hotspot service (if not returned)	Cost of service until device is disabled
Chapter N/A - Civic Center		
Fee Schedule with Room Dimensions	Rm #102: Diagonal Entrance/West Side (18' X 23')	\$200.00 + \$100.00 Deposit
	Rm #104: Small West Conference Room (20' X 23')	\$200.00 + \$100.00 Deposit
	Rm #106: Large West Conference Room (30' X 73')	\$325.00 + \$150.00 Deposit
	Rm #108: Catering Kitchen	\$225.00 + \$150.00 Deposit
	Rm #100: Main Exhibit Hall (100' X 120')	\$900.00 + \$300.00 Deposit
	Rm #103: Large East Conference Room (44' X 73')	\$400.00 + \$150.00 Deposit
	Rm #109: Small East Conference Room (20' X 30')	\$200.00 + \$150.00 Deposit

PART II - CODE OF ORDINANCES
APPENDIX B FEE SCHEDULE

	Rm #107: Small East Conference Room (18' X 30')	\$200.00 + \$150.00 Deposit
	Rm #111: Harvest Room-South Side (20' X 30')	\$200.00 + \$150.00 Deposit
	Rm #113: Harvest Room-North Side (30' X 30')	\$200.00 + \$150.00 Deposit
	Chamber Corporate Boardroom (Availability determined by Chamber usage)	\$400.00/4 hours + \$150.00 Deposit
Combination Prices	Rooms 100, 103, 106 combined	\$1,600.00 + \$500.00 Deposit
	Entire Civic Center (excluding chamber offices)	\$1,800.00 + \$500.00 Deposit
	(a) An individual can reserve the room the day before the event at half price of the rent fee, and have full access all day between 8:00 a.m.—12:00 a.m.	
	(b) An individual can pay an \$80.00 hourly decorating fee to use the room the day before their event between the hours of 8:00 a.m.—4:00 p.m., as long as that room and date are available.	
	(c) Failure to submit a floor plan before the deadline will result in a \$60.00 late fee. Any changes requested by the renter after the deadline will be subject to a \$60.00 change fee.	
	(d) Decoration Deposit of \$500.00 if attaching to ceiling.	
	(e) A \$500.00 deposit is required if there is to be any alcohol consumption at an event, whether provided by the renter or allowed to be brought in.	
Chapter 118 - Vehicles for Hire		
118-61(a)	Taxi Application fee	\$25.00
118-61(b)	Administrative Fee	\$5.00
118-61(c)	Taxi Franchise Fee	\$100.00 + \$25.00 per taxicab per year
118-63(b)	Taxi rates and fees	
118-63(b1)	Initial pickup	\$2.50
118-63(b2)	Each additional 1/12 mile	\$0.20
118-63(b3)	Each additional passenger	\$0.00
118-63(b4)	First piece free, each additional piece	\$0.00
118-63(b5)	Standby or waiting per ¼ hour	\$7.00
18-95	State Class C License Annual permit fee	\$20.00 per driver
Miscellaneous Administrative Fees		
	Lien and Lien Release Property Recording Filing Fees	As charged by the Matagorda County Clerk for recording
	Administrative cost to e-record property records	Pass through cost
	Credit Card Surcharges	3.5% of total charge

(Ord. No. 1625, § 2(Exh. A), 9-27-2018; Ord. No. 1633, § 2(Exh. A), 6-27-2019; Ord. No. 1639, § 2(Exh. A), 9-12-2019; Ord. No. 1653, § 2(Exh. A), 9-8-2020; Ord. No. 1658, § 2(Exh. A), 12-1-2020; Ord. No. 1660, § 2(Exh. A), 12-15-2020; Ord. No. 1664, § 2(Exh. A), 2-23-2021; Ord. No. 1698, § 2(Exh. A), 9-27-2022; Ord. No. 1717, § 2 (Exh. A), 10-9-2023; Ord. No. 1731, § 2 (Exh. A), 6-11-2024; Ord. No. 1736, § 2 (Exh. A), 9-24-2024)



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/2 /2025
Prepared By:	Scotty Jones	Presented By <i>(if different)</i>	Jessica Russell
Department:	Finance	Type of Agenda Item:	Regular

ITEM TITLE: BCCDC Fiscal Year 2026 Budget

AGENDA LANGUAGE:

Discuss, Consider, and/or Approve the Bay City Community Development Corporation's Budget for Fiscal Year 2026

EXECUTIVE SUMMARY/BACKGROUND

The Bay City Community Development Corporation is a component unit of the City. In accordance with the CDC's articles of incorporation, the City Council approves the annual budget.

PUBLIC HEARING WAS HELD ON THE FOLLOWING DATE:

TUESDAY, SEPTEMBER 16, 2025 AT 5 PM

All information pertaining to the Bay City Community Development Corporation's (BCCDC) Budget can be viewed at the following locations:

City Secretary's Office

Bay City Public Library

City of Bay City's Website- www.cityofbaycity.org/193/Budget

STRATEGIC PLAN GOALS ADDRESSED:

											
Safety & Community Appearance	☐	Community & Civic Engagement	☐	Infrastructure	☐	Planning & Development	☐	Culture & recreation	☐	Operational Excellence	☒

FINANCIAL NOTES

ATTACHMENTS: BCCDC Budget

Revised February 13, 2025

Bay City Community Development Corporation
Proposed Budget FY 2026

Acct #	Description	Actual FY 2023	Actual FY 2024	Amended FY 2025	Projected FY 2025	Proposed FY 2026
REVENUE:						
3225	Sales tax collections	\$ 1,675,000	\$ 1,849,000	\$ 1,849,000	\$ 1,849,000	\$ 1,937,500
3300	BDC income	\$ 9,600	\$ 15,000	\$ 10,000	\$ 10,000	\$ 34,417
3401	Training Center lease (STNOC)	\$ 88,144	\$ 91,483	\$ 93,110	\$ 93,110	\$ 95,592
3402	Family Entertainment Center lease (SMBG)	\$ 100,000	\$ -	\$ -	\$ -	\$ -
3403	Schulman Note Payment		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
3500	Main Street revenue	\$ 72,000	\$ 111,000	\$ -	\$ -	\$ -
3504	TIRZ #2 income	\$ 150,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 175,000
3615	Interest income		\$ 30,000	\$ 30,000	\$ 30,000	\$ 5,000
TOTAL REVENUE		\$ 2,094,744	\$ 2,386,483	\$ 2,272,110	\$ 2,272,110	\$ 2,347,509
ADMINISTRATIVE EXPENSES:						
415-4105	Salaries and wages	\$ 234,295	\$ 230,000	\$ 160,000	\$ 160,000	\$ 175,000
415-4110	Other compensation	\$ 2,052	\$ 2,000	\$ 30,000	\$ 30,000	\$ -
415-4205	Payroll taxes	\$ 17,600	\$ 17,600	\$ 14,917	\$ 14,917	\$ 17,600
415-4206	Unemployment taxes	\$ 1,500	\$ 1,500	\$ 351	\$ 351	\$ 1,500
415-4210	Retirement expense	\$ 25,000	\$ 25,000	\$ 19,149	\$ 19,149	\$ 25,000
415-4215	Workers Comp insurance	\$ 1,000	\$ 1,000	\$ 600	\$ 600	\$ 1,000
415-4225	Employee health insurance	\$ 43,400	\$ 16,500	\$ 700	\$ 700	\$ -
415-4230	Travel and training	\$ 6,000	\$ 7,000	\$ 8,140	\$ 8,500	\$ 7,000
415-4310	General supplies (postage, freight, copies)	\$ 4,800	\$ 4,800	\$ 5,000	\$ 5,000	\$ 4,800
415-4315	Dues and subscriptions	\$ 4,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 10,000
415-4330	Vehicle expense (fuel, insurance & repairs)	\$ 4,000	\$ 3,000	\$ 2,650	\$ 3,000	\$ 3,000
415-4405	General insurance	\$ 57,500	\$ 50,000	\$ 1,400	\$ 1,400	\$ -
415-4410	Telephone and cell phones	\$ 2,500	\$ 2,500	\$ 6,216	\$ 6,216	\$ 4,000
415-4415	Utilities (electricity, water, & gas)	\$ 4,000	\$ 4,000	\$ 3,070	\$ 3,100	\$ 4,000
415-4420	Legal and professional	\$ 25,000	\$ 26,000	\$ 31,000	\$ 30,000	\$ 26,000
415-4424	Cleaning and maintenance	\$ 6,750	\$ 6,750	\$ 7,000	\$ 7,000	\$ 6,750
415-4426	Leasehold improvements	\$ 500	\$ 500	\$ -	\$ -	\$ 500
415-4427	Equipment rental	\$ 3,100	\$ 3,100	\$ 2,100	\$ 2,100	\$ 1,350
415-4428	Building rental	\$ 63,648	\$ 63,648	\$ 22,000	\$ 22,000	\$ -
415-4497	Business meals	\$ 3,000	\$ 3,000	\$ 5,000	\$ 5,000	\$ 3,500
415-4498	Misc furniture and equipment	\$ 500	\$ 2,000	\$ 1,000	\$ 1,000	\$ 2,000
415-4499	Miscellaneous expense	\$ 1,000	\$ 1,000	\$ 3,000	\$ 3,000	\$ 1,500
415-4505	Repairs and maintenance- equipment					
TOTAL ADMINISTRATIVE EXPENSES		\$ 511,145	\$ 530,898	\$ 383,293	\$ 383,033	\$ 294,500
PROSPECT DEVELOPMENT EXPENSES:						
420-4230	Travel	\$ 3,500	\$ 3,500	\$ 5,500	\$ 5,500	\$ 3,500
420-4425	Contract services	\$ 8,000	\$ 20,500	\$ -	\$ -	\$ 65,500
420-4460	Advertising	\$ 20,000	\$ 40,000	\$ 34,215	\$ 34,500	\$ 10,000
420-4461	Website development/maintenance	\$ 1,680	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
420-4497	Business meals	\$ 1,000	\$ 3,000	\$ 1,500	\$ 1,000	\$ 6,000
420-4499	Miscellaneous expense	\$ 500	\$ 1,000	\$ 1,400	\$ 1,400	\$ 500
TOTAL PROSPECT DEVELOPMENT EXP.		\$ 34,680	\$ 70,000	\$ 44,615	\$ 44,400	\$ 87,500

Acct #	Description	Actual FY 2023	Actual FY 2024	Amended FY 2025	Projected FY 2025	Proposed FY 2026
PROJECT EXPENSES:						
485-4001	Matagorda County EDC	75,000	75,000	80,000	80,000	80,000
485-4002	Small Business Development Center (SBDC)	20,000	-	-	-	-
485-4003	Website grant	40,000	40,000	20,000	20,000	10,000
485-4009	Detention pond	-	-	-	-	-
485-4008	Family Entertainment Center (property taxes)	-	29,942	3,000	3,000	30,000
485-4010	Downtown parking lot	3,000	-	-	-	-
485-4012	Main Street	25,000	25,000	624	624	-
485-4020	Nile Valley Phase II	239,116	239,191	239,191	239,191	239,191
485-4021	CED insurance and maintenance	300,000	300,000	340,000	420,000	300,000
	Grant Writer (Patriot)		9,000			-
	Resiliency Loan		320,000	-		
485-2000	Entrepreneur program			-	-	5,000
485-4447	City Vision 2040 Plan	100,000	125,000	55,500	55,500	30,000
485-4002	Business retention and expansion	100,000	160,000	230,000	230,000	30,000
485-4004	Aquatic Center					200,000
485-0000	Regional Attraction					
485-4032	Rail Road Quiet Zone Study		28,900			
	Note Recieveable Chick-Fil-A		250,000			
485-4033	Public Safety Building		1,000,000			
485-0000	Flock System (Police)		26,500	36,000	36,000	36,000
	Reserve at River Bend infrastructure					35,715
	Airport expansion		56,150	-		-
485-4030	McCoy's land					
2251/2255	Debt principal payments	189,200	481,952	493,000	493,000	510,000
485-4810	Interest expense	57,200	97,961	90,000	90,000	73,000
TOTAL PROJECT EXPENSES		1,148,516	3,264,596	1,587,315	1,667,315	1,578,906
TOTAL EXPENSES		1,694,341	3,865,494	2,015,223	2,094,748	1,960,906
SURPLUS (DEFICIT)		400,403	(1,479,011)	256,887	177,362	386,603



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/2 /2025
Prepared By:	Scotty Jones	Presented By <i>(if different)</i>	Scotty Jones
Department:	Finance	Type of Agenda Item:	Regular

ITEM TITLE: Resolution of Five-Year CIP

AGENDA LANGUAGE:

Discuss, Consider, and/or Approve a Resolution of the City of Bay City, Texas adopting the City of Bay City Five Year Capital Improvement Program.

EXECUTIVE SUMMARY/BACKGROUND

PUBLIC HEARING WAS HELD ON THE FOLLOWING DATE:

TUESDAY, SEPTEMBER 16, 2025 AT 5 PM

Five-Year Capital Improvement Program FY 2026-2030 (Charter sections 10.15 & 10.16)

All information pertaining to the City's Five-Year Capital Plan can be reviewed at the following locations:

City Secretary's Office

Bay City Public Library

City of Bay City's Website- www.cityofbaycity.org/193/Budget

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☒		☐		☐		☒
Safety & Community Appearance	☐	Community & Civic Engagement	☐	Infrastructure	☒	Planning & Development	☐	Culture & recreation	☐	Operational Excellence	☒

FINANCIAL NOTES

ATTACHMENTS: Resolution

Revised February 13, 2025



Resolution of the City of Bay City, Texas
No.

**A RESOLUTION ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) IN
COMPLIANCE WITH THE CITY CHARTER**

WHEREAS the City Charter requires a plan for capital improvement covering the succeeding five years and proposed method of financing to the City Council prior to the beginning of each budget year; and,

WHEREAS a Five-Year Capital Program was presented to the City Council on August 12, 2025 in compliance with the City Charter and,

WHEREAS, the required time has passed since the last public hearing as required by the City of Bay City Home Rule Charter; and

WHEREAS the City Council has reviewed the Five-Year Capital Program, found it to be in compliance with all City Charter and believes its approval by resolution is in the best interest of Bay City residents.

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

THAT the Five-Year Capital Program (October 1, 2025 – September 30, 2030), a copy of which is attached hereto and incorporated in the Fiscal Year Budget 2026, is hereby adopted in compliance with the City Charter.

PASSED and APPROVED this 23rd day of September 2025.

Robert K. Nelson
Mayor

ATTEST:

Jeanna Thompson
City Secretary



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/2 /2025
Prepared By:	Scotty Jones	Presented By <i>(if different)</i>	Scotty Jones
Department:	Finance	Type of Agenda Item:	Regular

ITEM TITLE: Budget Ordinance

AGENDA LANGUAGE:

Ordinance: An ordinance adopting an operating budget for the City of Bay City, Texas for Fiscal Year 2026 and all designated, specified, noted, and indicated levies, rates, reserves, revenue provisions, and planning expenditure inherent, expressed, and included therein; providing for a cumulative clause: providing for severability: and providing for an effective date.

EXECUTIVE SUMMARY/BACKGROUND

PUBLIC HEARING WAS HELD ON THE FOLLOWING DATE:

TUESDAY, SEPTEMBER 16, 2025 AT 5 PM

Charter Section 10.09- Adoption of Budget (budget shall be adopted by ordinance, by a majority vote of Councilmembers.

All information pertaining to the City's Budget can be reviewed at the following locations:

City Secretary's Office

Bay City Public Library

City of Bay City's Website- www.cityofbaycity.org/193/Budget

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

ATTACHMENTS: Budget Ordinance

Revised February 13, 2025

ORDINANCE _____

AN ORDINANCE ADOPTING AN OPERATING BUDGET FOR THE CITY OF BAY CITY, TEXAS FOR FISCAL YEAR 2026 AND ALL DESIGNATED, SPECIFIED, NOTED, AND INDICATED LEVIES, RATES, RESERVES, REVENUE PROVISIONS, AND PLANNED EXPENDITURE INHERENT, EXPRESSED AND INCLUDED THEREIN; PROVIDING FOR A CUMULATIVE CLAUSE: PROVIDING FOR SEVERABILITY: AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Bay City, Texas, is desirous of adopting an Operating Budget for the fiscal year 2026 and

WHEREAS, the proposed Operating Budget was placed on file with the City Secretary on the 11th day of August 2025; and

WHEREAS, a public hearing on the Operating Budget for the City of Bay City for the fiscal year 2026 has heretofore been published in accordance with the law; and

WHEREAS, the required time has passed since the last public hearing as required by state law and the City of Bay City Home Rule Charter; and

WHEREAS, it is necessary, at this time that said budget is adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BAY CITY THAT:

Section one. Operating Budget Approved. The Operating Budget for the fiscal year 2026 is hereby approved and adopted and does include:

- a. all designated, specified, noted, and indicated levies, rate, reserves, revenues provisions, and planned expenditures inherent, expressed, and included therein; and
- b. a contingent appropriation of 0.24 percent of the total budget to be used for unforeseen expenditures. Expenditures from this appropriation shall be made only with Council approval, and a detailed account of all expenditures shall be recorded and reported.

Section two. Cumulative and Conflicts. This Ordinance shall be cumulative of all provisions of ordinances of the City of Bay City, Texas, except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Any and all previous versions of this Ordinance to the extent that they are in conflict herewith are repealed.

Section three. Severability. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared

unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section four. City Council directs the Director of Finance to file the Operating Budget with the Municipal Clerk.

Section five. City Council directs the Director of Finance to ensure the Operating Budget, including the Cover Page, is posted on the City’s website.

Section six. Effective Date. This Ordinance shall become effective October 1, 2025.

PASSED AND APPROVED on this 23rd day of September 2025.

Robert K. Nelson, Mayor
City of Bay City

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary
City of Bay City

Anne Marie Odefey, City Attorney

<u>Council Member:</u>	<u>Voted Aye</u>	<u>Voted No</u>	<u>Absent</u>
Robert K. Nelson Mayor	_____	_____	_____
Ben Flores	_____	_____	_____
Jim Folse Mayor Pro Tem	_____	_____	_____
Blayne Finlay	_____	_____	_____
Susan Reardon	_____	_____	_____
Brad Westmoreland	_____	_____	_____



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/2 /2025
Prepared By:	Jennifer Leverett	Presented By <i>(if different)</i>	Scotty Jones
Department:	Finance	Type of Agenda Item:	Consent

ITEM TITLE: Ratify Property Tax Increase

AGENDA LANGUAGE:

Discuss, consider, and/or approve a motion to ratify the property tax increase reflected in the budget for the City of Bay City Fiscal Year 2026.

EXECUTIVE SUMMARY/BACKGROUND

Local Government Code 102.007 (c)

Adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget. A vote under this subsection is in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter [26](#), Tax Code, or other law.

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

RECOMMENDATION: Staff recommends City Council approve the motion to ratify the property tax increase reflected in the budget for the City of Bay City Fiscal Year 2026.

ATTACHMENTS: None

CITY OF BAY CITY, TEXAS

ANNUAL OPERATING BUDGET

FOR FISCAL YEAR 2026

This budget will raise more revenue from property taxes than last year's budget by an amount of \$322,740 which is a 4.71% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$45,481.

Note: The City Council has lowered the City's tax rate over the past 6 years from .65500 to .55772 or 9 cents. This proposed revenue increase equates to 1.6% of the City's budget used to pay for maintenance & operations, capital, and debt.

City Council will vote on **September 23, 2025**

The members of the governing body will vote on the adoption of the budget as follows:

Record of Vote	Adopted Budget	Ratification of Property Tax Increase	Setting of Property Tax Rate
Mayor Robert K. Nelson			
Mayor Pro-Tem Jim Folse			
Benjamin Flores			
Blayne Finlay			
Brad Westmoreland			
Susan Reardon			

*Note: Mayor Robert K. Nelson is entitled to a vote.

Tax Rate Information	Adopted FY 2025	Proposed FY 2026
Property Tax Rate	.56916	.55772
No-New Revenue Tax Rate	.53314	.53443
No-New Revenue M&O Tax Rate	.40308	.40542
Debt Rate	.13469	.12273
Voter-Approval Tax Rate	.56916	.55772
De Minimis Rate	.57914	.56700

Debt service requirements for the City of Bay City are currently \$.12273 of the current **proposed** property tax rate of **\$.55772**. The City has sixteen outstanding debt issues. At the end of Fiscal Year 2026, outstanding general obligation bond and certificates of obligation bonds will be \$94,155,000, however only \$18,624,673 is currently supported by property taxes.

FY 2026 Debt Service Requirement to be paid by property taxes \$1,721,043. See Debt rate (.12273) requirement above.



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/2 /2025
Prepared By:	Scotty Jones	Presented By <i>(if different)</i>	Scotty Jones
Department:	Finance	Type of Agenda Item:	Regular

ITEM TITLE: Tax Rate Ordinance

AGENDA LANGUAGE:

Ordinance: An ordinance adopting the Tax Rate of \$0.55772 per \$100.00 of assessed valuation for the City of Bay City, Texas, for the purpose of paying the current expenses of the City for the Fiscal Year ending September 30, 2026, levying a maintenance and operations rate of \$0.43499 and for the further purpose of creating a sinking fund to retire the principal and interest of the bond indebtedness of the City levying a debt service rate of \$0.12273; providing for a lien on all real and personal property to secure payment of taxes due thereon; providing a severability clause herewith; and providing for an effective date.

EXECUTIVE SUMMARY/BACKGROUND

PUBLIC HEARING DATE: TUESDAY, SEPTEMBER 16, 2025 AT 5 PM

Tax Rate Information	Adopted FY 2025	Proposed FY 2026
Property Tax Rate	.56916	.55772
No-New Revenue Tax Rate	.53314	.53443
No-New Revenue M&O Tax Rate	.40308	.40542
Debt Rate	.13469	.12273
Voter-Approval Tax Rate	.56916	.55772
De Minimis Rate	.57914	.56700

Tax Rate Information	Adopted FY 2025	Proposed FY 2026
Maintenance & Operation Rate	.43447	.43499
Debt Rate	.13469	.12273
Total Property Tax Rate	.56916	.55772

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

ATTACHMENTS: Tax Rate Ordinance

Revised February 13, 2025

ORDINANCE NO. _____

AN ORDINANCE ADOPTING THE TAX RATE OF \$0.55772 PER \$100.00 OF ASSESSED VALUATION FOR THE CITY OF BAY CITY, TEXAS, FOR THE PURPOSE OF PAYING THE CURRENT EXPENSES OF THE CITY FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2026, LEVYING A MAINTENANCE AND OPERATIONS RATE OF \$.43499 AND FOR THE FURTHER PURPOSE OF CREATING A SINKING FUND TO RETIRE THE PRINCIPAL AND INTEREST OF THE BOND INDEBTEDNESS OF THE CITY LEVYING A DEBT SERVICE RATE OF \$.12273; PROVIDING FOR A LIEN ON ALL REAL AND PERSONAL PROPERTY TO SECURE PAYMENT OF TAXES DUE THEREON; PROVIDING A SERVERABILITY CLAUSE HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of Bay City, Texas, has on this date, by way of separate Ordinance, duly approved, adopted an Operating Budget for the operation of the City for fiscal year 2025; and

WHEREAS, the aforesaid Ordinance anticipates and requires the levy of an *ad valorem* tax on taxable property in the City of Bay City; and

WHEREAS, the Chief Appraiser of Matagorda County Tax Appraisal District has prepared and certified the appraisal roll for the City of Bay City, Texas, that roll being that portion of the approved appraisal roll of the Bay City Tax Appraisal District which lists property taxable by the City of Bay City, Texas; and

WHEREAS, it is necessary to levy such an *ad valorem* tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for fiscal year 2026; and

WHEREAS, the City has acknowledged that:

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE; and

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.29 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$.52.

WHEREAS, the City has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for fiscal year 2026.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS THAT:

Section one. There is hereby levied for the fiscal year 2026 upon all real property situated within the corporate limits of the City of Bay City, Texas, and upon all personal property which is owned within the corporate limits of the City of Bay City, Texas on January 1, 2025, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.55772 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

- a. An *ad valorem* tax rate of \$0.43499 on each \$100 of assessed valuation of all taxable property is hereby levied for general City purposes and to pay the current operating expenses of the City of Bay City, Texas, for the fiscal year ending September 30, 2026, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bay City, Texas.
- b. An *ad valorem* tax rate of \$0.12273 on each \$100 of assessed valuation of taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bay City, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bay City, Texas, for fiscal year ending September 30, 2026.

Section two. The City of Bay City shall have lien on all taxable property located in the City of Bay City to secure the payments of taxes, penalty, and interest, and all costs of collection, assessed and levied hereby.

Section three. Taxes are payable in Bay City, Texas at the Office of the Tax Assessor/Collector of Matagorda County. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

Section four. The tax roll presented to the City Council, together with any supplements thereto, are hereby accepted and approved.

Section five. A copy of the "Vote Results" sheet for this Ordinance, reflecting the record vote of the City Council on this Ordinance, shall be attached to this Ordinance by the City Secretary, and shall constitute a part of this Ordinance for all purposes.

Section six. Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

Section seven. This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

Section eight. All other ordinances and Code provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Bay City Code and ordinances not in conflict herewith shall remain in full force and effect.

Section nine. The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying, or altering any penalty accruing or to accrue, nor as affecting any rights of the City under any section or provision of any ordinance at the time of passage of this Ordinance.

PASSED AND APPROVED on this 23rd day of September 2025.

Robert K. Nelson, Mayor
City of Bay City

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary
City of Bay City

Anne Marie Odefey, City Attorney

<u>Council Member:</u>	<u>Voted Aye</u>	<u>Voted No</u>	<u>Absent</u>
Robert K. Nelson Mayor	_____	_____	_____
Benjamin Flores	_____	_____	_____
Jim Folse Mayor Pro Tem	_____	_____	_____
Blayne Finlay	_____	_____	_____
Susan Reardon	_____	_____	_____
Brad Westmoreland	_____	_____	_____

BUDGET AMENDMENT

DEPARTMENT: Bay City Community Development Corp.

Date: 8/19/2025

Reason for Budget Amendment: (Please indicate)

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

Account Description	Fund #	Account #	Expenditure Increase	Exp. Decrease or Rev. Increase	Notes
			Debit	Credit	
			\$ -		
Salary and wages	415	4105		\$ 35,000	
Employee Health Insurance	415	4225		\$ 11,300	
Travel and Training	415	4230	\$ 3,140		
Vehicle Expense	415	4330	\$ 650		
General Insurance	415	4405		\$ 48,600	
Tele and Cell phone	415	4410	\$ 3,716		Reimbursed by renters
Utilities	415	4415	\$ 1,070		Reimbursed by renters
Equipment rental	415	4427		\$ 1,000	
Building rent expense	415	4428		\$ 3,000	
Misc expense	415	4499	\$ 400		
Professional & Legal	415	4420	\$ 5,000		
Prospect Travel	420	4230		\$ 1,500	
Advertising	420	4460	\$ 9,215		
Contract Services	420	4425		\$ 10,500	
Main Street	485	4012	\$ 624		
Flock System	485	4017	\$ 9,500		corrected on future budgets
Resiliency Loans	485	4026		\$ 20,000	
CED Insurance and Main.	485	4021	\$ 40,000		
Vision 2040	485	4447	\$ 25,500		
Schulman rebate payment	485	4008	\$ 3,000		
BRE	485	4002	\$ 230,000		Resiliency and BRE payments
Regional Attraction	485	4030		\$ 30,000	
Reserves (Operational Savings)	X	X		\$170,915	

The amendments above relate to

Balancing the end of year budget to reflect accurate expenses.

TOTAL			\$ 331,815	\$ 331,815	

BCCDC Executive Director

BCCDC Board

Authorized by:



Council Authorized Signature

8/25/25

Date

8/25/25

Date

Date



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	8.26.25
Prepared By:	JRussell	Presented By <i>(if different)</i>	JRussell
Department:	BCCDC	Type of Agenda Item:	Regular

ITEM TITLE: 2024-2025 BCCDC Budget Amendment

AGENDA LANGUAGE: Receive and give feedback regarding a proposed subdivision

Discuss, consider, and/or approve the amendments to the BCCDCs FY 2024-2025 budget.

EXECUTIVE SUMMARY/BACKGROUND

Multiline end of cycle amendments to reconcile the BCCDC's annual budget.

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☒		☐		☐
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

RECOMMENDATION: Approval

ATTACHMENTS: BCCDC Board approved amendment sheet



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/8/2025
Prepared By:	Ashley Talasek	Presented By <i>(if different)</i>	Jessica Russell
Department:	BCCDC	Type of Agenda Item:	Regular

ITEM TITLE: BCCDC Resolution

AGENDA LANGUAGE:

A Resolution of the Bay City Community Development Corporation approving and adopting the amendments to the bylaws of the Bay City Community Development Corporation.

EXECUTIVE SUMMARY/BACKGROUND

BCCDC Board Approved on 8/25/25 Regular Meeting

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

RECOMMENDATION:

ATTACHMENTS: Resolution and Proposed Amended ByLaws approved by BCCDC Board

THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS
RESOLUTION _____

WHEREAS the Bay City Community Development Corporation is Type B Development Corporation established pursuant to the Texas Local Government Code Chapter 505 Subchapter B and the City Council of the City of Bay City Texas is the authorizing unit; and

WHEREAS Section 501.064 Of Subchapter B Of Chapter 501 commonly referred to as the Development Corporation Act of Subtitle C1, of Title 12, of the Texas Local Government Code provides for the adoption and amendment of bylaws for the administration and regulation of the corporation's affairs, and that any amendment to the bylaws must be consistent with state law, the certificate of formation of the corporation, and be approved by resolution of the governing body of the corporations' authorizing unit; and

WHEREAS ARTICLE 8 AMENDMENTS TO BYLAWS of the Bylaws of BCCDC also requires the consent of the corporation's authorizing unit, the City Council of the City of Bay City for any alteration, amendment, or repeal of the BCCDC's Bylaws; and

WHEREAS at its Regular Board Meeting held August 25, 2025, the Bay City Community Development Corporation discussed, considered and voted to amend its Bylaws for the administration and regulation of its affairs consistent with state law and the BCCDC's certificate of formation pursuant to Section 501.064 and ARTICLE VIII of its Bylaws; and

WHEREAS a copy of said Amendments to the Bylaws of the Bay City Community Development Corporation approved by the BCCDC is attached hereto as **Exhibit "A"**.

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

In accordance with Texas Local Government Code Section 501.064, the BCCDC's authorizing unit the City Council of Bay City, Texas, hereby approves and consents to the attached Amendments to the Bylaws of the Bay City community Development Corporation.

APPROVED AND ADOPTED on _____, 2025.

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

ATTEST:

APPROVED AS TO FORM:

JEANNA THOMPSON,
City Secretary

ANNIE MARIE ODEFEY,
City Attorney

AMENDMENTS TO THE BYLAWS
OF THE
BAY CITY COMMUNITY DEVELOPMENT CORPORATION

Pursuant to Texas Government Code Section 501.064 entered the powers unto them by ARTICLE VIII of the BYLAWS of the Bay City Community Development Corporation, the Board Of Directors hereby resolve as follows:

The opening paragraph of the Bylaws of the Corporation is hereby amended to read:

These Bylaws govern the affairs of BAY CITY COMMUNITY DEVELOPMENT CORPORATION ("Corporation"), a nonprofit corporation organized under the Texas Development Corporation Act of 1979 (the "Act"), now codified under Chapters 501-505, of the Texas Local Government Code, as amended.

Section 1.01 of the Bylaws of the Corporation is amended to read:

1.01 The Corporation acts on behalf of the City of Bay City, Texas in furtherance of the public purposes of the Act and may engage in any project authorized for Type B Corporations under the Act.

Section 1.02 of the Bylaws of the Corporation is amended to read:

1.02 The Corporation has all the powers, both express and implied, granted to Type B Corporations under the Act.

Section 2.02 of the Bylaws of the Corporation is amended to read:

2.01 The principal office of the Corporation in the State of Texas is located at 4000 Avenue F in Bay City, Texas. The Board of Directors may provide for additional offices or change the location of any office.

Section 3.021(a) of the Bylaws of the Corporation is amended to read:

3.021(a) Terms Limits for City Council directors shall be established by a rotation of eligible City Council positions as follows:

Year	Eligible Positions
2025	1, 2, 3
2027	2, 3, 4
2029	3, 4, 5
2031	4, 5, 1
2033	5, 1, 2
2035	1, 2, 3

and continuing thereafter in the same rotation fashion.

Section 3.031 of the Bylaws of the Corporation is hereby deleted.

Section 3.05 of the Bylaws of the Corporation is amended to read:

3.05 Regular meetings of the board shall be held within the City of Bay City, Texas, at the principal offices of the corporation or at such other location as the Board of Directors may designate. All meetings shall be called and held in accordance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 3.06 of the Bylaws of the Corporation is amended to read:

3.06 Special meetings of the Board of Directors may be called at the request of the president or any two directors. A person or persons calling the meeting shall fix the time and location of the meeting, which meeting shall be conducted within the City of Bay City, Texas. The person or persons calling a special meeting shall notify the Secretary of the Corporation of the information required to be included in the notice of the meeting. Notice of a special meeting may be waived in writing by a director at any time either before or after the time of the meeting and shall be deemed waived by attendance.

Section 3.07 of the Bylaws of the Corporation is amended to read:

3.07 The Board of Directors shall be considered a “governmental body” within the meaning of Texas Government Code, Sec. 551.001 and notice of each meeting shall be given in accordance with the provisions of Texas Government Code, Chapter 551 (The Texas Open Meeting Act). Each Director shall be given written notice of regular and special meetings. Delivery of such notice may be in person, by email, or by facsimile transfer.

Section 3.08 of the Bylaws of the Corporation is amended to read:

3.08 A majority of directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. The presence of a director may not be established by proxy. No business shall be conducted, nor shall any action be taken by the Board of Directors in the absence of a quorum.

Section 3.09(a) of the Bylaws of the Corporation is hereby deleted.

Section 3.10 of the Bylaws of the Corporation is amended to read:

3.10 The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation unless the act of a greater number is required by law.

Section 3.12(a) of the Bylaws of the Corporation is hereby deleted.

Section 3.13 of the Bylaws of the Corporation is hereby deleted.

Section 4.07 of the Bylaws of the Corporation is amended to read:

4.07 The secretary shall:

- (a) Give all notices as provided in the bylaws as required by law.
- (b) Take minutes of the meetings of the Board of Directors and keep the minutes as part of the corporate records.
- (c) Maintain custody of the corporation records, authenticate corporate documents and affix the seal of the Corporation as required.
- (d) Keep a register of the mailing address of each director and officer of the Corporation.
- (e) Perform duties as assigned by the president or Board of Directors.
- (f) Perform all duties incident to the office of secretary.

The secretary may, with approval of the Board of Directors, delegate the duties of secretary to the assistant secretary.

These amendments shall become effective upon approval by resolution of the City Council of the City of Bay City, Texas.

ADOPTED this 25th day of August, 2025, by a majority vote of the Board of Directors, in witness whereof hereunto set my hand.



JIM FOLSE, PRESIDENT
BCCDC

CERTIFICATE OF SECRETARY

CLINT HEWITT, the duly elected secretary of the Bay City Community Development Corporation does hereby certify that the foregoing amendments to the Bylaws were duly adopted at a meeting of the Board of Directors held on the 25th day of August, 2025 and was subsequently approved and ratified at a City Council of the City of Bay City, Texas, at a meeting held on _____, 2025.

CLINT HEWITT, SECRETARY
BCCDC



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/5/2025
Prepared By:	Ashley Talasek	Presented By <i>(if different)</i>	Jessica Russell
Department:	BCCDC	Type of Agenda Item:	Regular

ITEM TITLE: BCCDC Resolution

AGENDA LANGUAGE:

A Resolution of the Bay City Community Development Corporation approving and adopting the provisions of Texas Local Government Code Section 552.275 regarding public information requests.

EXECUTIVE SUMMARY/BACKGROUND

BCCDC Board Approved on 8/25/25 Regular Meeting

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

- None

RECOMMENDATION:

ATTACHMENTS: See attached

RESOLUTION R-2025-_____

A RESOLUTION OF THE BAY CITY COMMUNITY DEVELOPMENT CORPORATION APPROVING AND ADOPTING THE PROVISIONS OF TEXAS LOCAL GOVERNMENT CODE SECTION 552.275 REGARDING PUBLIC INFORMATION REQUESTS

WHEREAS, the Public Information Act allows the Bay City Community Development Corporation ("BCCDC") the protections outlined in Sec. 552.275 of the Texas Government Code, which allows BCCDC to establish reasonable monthly and yearly limits on the amount of time that personnel of BCCDC are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to the personnel time; and

WHEREAS, the Public Information Act provides that the officials who are designated as the officer for public information may calculate the amount of time that personnel are required to spend collectively for purposes of a monthly or yearly limit; and

WHEREAS, BCCDC may establish a limit, pursuant to Section 552.275 that (a) may not be less than thirty-six (36) hours for a requestor during a twelve (12) month period that corresponds to the fiscal year of the government body or (b) may not be less than fifteen (15) hours for a requester for a one (1) month period; and

WHEREAS, it is in the best interest of the BCCDC to approve and adopt the provisions of Section 552.275 of the Texas Government Code regarding public information requests.

NOW THEREFORE, BE IT RESOLVED that BCCDC, of Bay City, Texas, does hereby resolve that, for all public information requests presented to any official of BCCDC that:

- a) All requests for public information submitted by any individual, firm, or entity during any twelve (12) month period during the fiscal year shall be limited, as to the time required to respond, to fifteen (15) hours per month and thirty-six hours total for any given fiscal year.
- b) All provisions of Sec. 552.275 of the Texas Government Code are adopted and incorporated herein.

It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

This Resolution shall be effective and in full force and effect from and after the date of passage.

PASSED, APPROVED AND EFFECTIVE THIS ____ DAY OF _____, 2025.

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

ATTEST:

JEANNA THOMPSON, City Secretary

APPROVED AS TO FORM AND SUBSTANCE:

ANNE MARIE ODEFEY, City Attorney

A RESOLUTION OF THE BAY CITY COMMUNITY DEVELOPMENT CORPORATION APPROVING AND ADOPTING THE PROVISIONS OF TEXAS LOCAL GOVERNMENT CODE SECTION 552.275 REGARDING PUBLIC INFORMATION REQUESTS

WHEREAS, the Public Information Act allows the Bay City Community Development Corporation ("BCCDC") the protections outlined in Sec. 552.275 of the Texas Government Code, which allows BCCDC to establish reasonable monthly and yearly limits on the amount of time that personnel of BCCDC are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to the personnel time; and

WHEREAS, the Public Information Act provides that the officials who are designated as the officer for public information may calculate the amount of time that personnel are required to spend collectively for purposes of a monthly or yearly limit; and

WHEREAS, BCCDC may establish a limit, pursuant to Section 552.275 that (a) may not be less than thirty-six (36) hours for a requestor during a twelve (12) month period that corresponds to the fiscal year of the government body or (b) may not be less than fifteen (15) hours for a requester for a one (1) month period; and

WHEREAS, it is in the best interest of the BCCDC to approve and adopt the provisions of Section 552.275 of the Texas Government Code regarding public information requests.

NOW THEREFORE, BE IT RESOLVED that BCCDC, of Bay City, Texas, does hereby resolve that, for all public information requests presented to any official of BCCDC that:

- (a) All requests for public information submitted by any individual, firm, or entity during any twelve (12) month period during the fiscal year shall be limited, as to the time required to respond, to fifteen (15) hours per month and thirty-six hours total for any given fiscal year.
- (b) All provisions of Sec. 552.275 of the Texas Government Code are adopted and incorporated herein.

It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

This Resolution shall be effective and in full force and effect from and after the date of passage.

PASSED, APPROVED, AND RESOLVED, this 25th day of August, 2025,
by 7 Ayes to 0 Nays and 0 Abstentions at a Regular Meeting of BCCDC.

ATTEST:

Clint Hewitt

CLINT HEWITT

Bay City Community Development Corporation

Jim Folse

JIM FOLSE, President

Sec. 552.275. REQUESTS THAT REQUIRE LARGE AMOUNTS OF EMPLOYEE OR PERSONNEL TIME.

- (a) A governmental body may establish reasonable monthly and yearly limits on the amount of time that personnel of the governmental body are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to that personnel time.
- (a-1) For purposes of this section, all county officials who have designated the same officer for public information may calculate the amount of time that personnel are required to spend collectively for purposes of the monthly or yearly limit.
- (b) A yearly time limit established under Subsection (a) may not be less than 36 hours for a requestor during the 12-month period that corresponds to the fiscal year of the governmental body. A monthly time limit established under Subsection (a) may not be less than 15 hours for a requestor for a one-month period.
- (c) In determining whether a time limit established under Subsection (a) applies, any time spent complying with a request for public information submitted in the name of a minor, as defined by Section 101.003(a), Family Code, is to be included in the calculation of the cumulative amount of time spent complying with a request for public information by a parent, guardian, or other person who has control of the minor under a court order and with whom the minor resides, unless that parent, guardian, or other person establishes that another person submitted that request in the name of the minor.
- (d) If a governmental body establishes a time limit under Subsection (a), each time the governmental body complies with a request for public information, the governmental body shall provide the requestor with a written statement of the amount of personnel time spent complying with that request and the cumulative amount of time spent complying with requests for public information from that requestor during the applicable monthly or yearly period. The amount of time spent preparing the written statement may not be included in the amount of time included in the statement provided to the requestor under this subsection unless the requestor's time limit for the period has been exceeded.
- (e) Subject to Subsection (e-1), if in connection with a request for public information, the cumulative amount of personnel time spent complying with requests for public information from the same requestor equals or exceeds the limit established by the governmental body under Subsection (a), the governmental body shall provide the requestor with a written estimate of the total cost, including materials, personnel time,

and overhead expenses, necessary to comply with the request. The written estimate must be provided to the requestor on or before the 10th day after the date on which the public information was requested. The amount of this charge relating to the cost of locating, compiling, and producing the public information shall be established by rules prescribed by the attorney general under Sections 552.262(a) and (b).

- (e-1) This subsection applies only to a request made by a requestor who has made a previous request to a governmental body that has not been withdrawn, for which the governmental body has located and compiled documents in response, and for which the governmental body has issued a statement under Subsection (e) that remains unpaid on the date the requestor submits the new request. A governmental body is not required to locate, compile, produce, or provide copies of documents or prepare a statement under Subsection (e) in response to a new request described by this subsection until the date the requestor pays each unpaid statement issued under Subsection (e) in connection with a previous request or withdraws the previous request to which the statement applies.
- (f) If the governmental body determines that additional time is required to prepare the written estimate under Subsection (e) and provides the requestor with a written statement of that determination, the governmental body must provide the written statement under that subsection as soon as practicable, but on or before the 10th day after the date the governmental body provided the statement under this subsection.
- (g) If a governmental body provides a requestor with a written statement under Subsection (e) or (o) and the time limits prescribed by Subsection (a) regarding the requestor have been exceeded, the governmental body is not required to produce public information for inspection or duplication or to provide copies of public information in response to the requestor's request unless on or before the 10th day after the date the governmental body provided the written statement under that subsection, the requestor submits payment of the amount stated in the written statement provided under Subsection (e) or provides identification or submits payment as required by Subsection (o), as applicable.
- (h) If the requestor fails or refuses to provide identification or submit payment under Subsection (g), the requestor is considered to have withdrawn the requestor's pending request for public information.
- (i) This section does not prohibit a governmental body from providing a copy of public information without charge or at a reduced rate under Section 552.267 or from waiving a charge for providing a copy of public information under that section.

- (j) This section does not apply if the requestor is an individual who, for a substantial portion of the individual's livelihood or for substantial financial gain, gathers, compiles, prepares, collects, photographs, records, writes, edits, reports, investigates, processes, or publishes news or information for and is seeking the information for:
 - (1) dissemination by a news medium or communication service provider, including:
 - (A) an individual who supervises or assists in gathering, preparing, and disseminating the news or information; or
 - (B) an individual who is or was a journalist, scholar, or researcher employed by an institution of higher education at the time the person made the request for information; or
 - (2) creation or maintenance of an abstract plant as described by Section 2501.004, Insurance Code.
- (k) This section does not apply if the requestor is an elected official of the United States, this state, or a political subdivision of this state.
- (l) This section does not apply if the requestor is a representative of a publicly funded legal services organization that is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as amended, by being listed as an exempt entity under Section 501(c)(3) of that code.
- (m) In this section:
 - (1) "Communication service provider" has the meaning assigned by Section 22.021, Civil Practice and Remedies Code.
 - (2) "News medium" means a newspaper, magazine or periodical, a book publisher, a news agency, a wire service, an FCC-licensed radio or television station or a network of such stations, a cable, satellite, or other transmission system or carrier or channel, or a channel or programming service for a station, network, system, or carrier, or an audio or audiovisual production company or Internet company or provider, or the parent, subsidiary, division, or affiliate of that entity, that disseminates news or information to the public by any means, including:
 - (A) print;
 - (B) television;
 - (C) radio;
 - (D) photographic;

- (E) mechanical;
- (F) electronic; and
- (G) other means, known or unknown, that are accessible to the public.

(n) A governmental body may request photo identification from a requestor for the sole purpose of establishing that the requestor has not:

- (1) exceeded a limit established by the governmental body under Subsection (a); and
- (2) concealed the requestor's identity.

(o) A request for photo identification under Subsection (n) must include a statement under Subsection (e) applicable to the requestor who has exceeded a limit established by the governmental body and a statement that describes each specific reason why Subsection (n) may apply to the requestor. The governmental body shall accept as proof of a requestor's identification physical presentment of photo identification or an image of the photo identification that is transmitted electronically or through the mail. A requestor from whom a governmental body has requested photo identification under Subsection (n) may decline to provide identification and obtain the requested information by paying the charge assessed in the statement.

Added by Acts 2007, 80th Leg., R.S., Ch. 1398 (H.B. 2564), Sec. 1, eff. June 15, 2007.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1383 (S.B. 1629), Sec. 1, eff. September 1, 2009.

Acts 2017, 85th Leg., R.S., Ch. 894 (H.B. 3107), Sec. 3, eff. September 1, 2017.

Acts 2023, 88th Leg., R.S., Ch. 847 (H.B. 3033), Sec. 8, eff. September 1, 2023.



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/12/25
Prepared By:	J Thompson	Presented By <i>(if different)</i>	Mayor
Department:	Administration	Type of Agenda Item:	Regular

ITEM TITLE: Appraisal District Nomination

AGENDA LANGUAGE:

Discuss, consider, and/or approve a Resolution of the City Council of the City of Bay City, Texas, nominating a candidate for appointment of members to the Matagorda County Appraisal District Board of Directors for the term of January 1, 2026, though December 31, 2027.

EXECUTIVE SUMMARY/BACKGROUND

Biennial election process for the Matagorda County Appraisal District Board of Directors. The voting entities are then asked to submit nominations by resolution. All resolutions nominating a candidate must be submitted to the Chief Appraiser before October 14th. Chief Appraiser will prepare and mail the official ballots to the voting entities on or before October 30th.

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

- n/a

RECOMMENDATION:

ATTACHMENTS: Resolution, Letter from Chief Appraiser

RESOLUTION R-2025-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BAY CITY,
TEXAS, NOMINATING A CANDIDATE FOR APPOINTMENT OF
MEMBERS TO THE MATAGORDA COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS FOR THE TERM OF JANUARY 1, 2026,
THROUGH DECEMBER 31, 2027.**

WHEREAS, Pursuant to Chapter 6 of the Texas Property Tax Code, the City of Bay City is authorized to nominate and vote on the appointment of a member or members to the Board of Directors of the Matagorda County Appraisal District; and

WHEREAS, Pursuant to Chapter 6 of the Texas Property Tax Code, the City of Bay City may nominate a candidate for to be filed on the Board of Directors; and

WHEREAS, The Chief Appraiser of Matagorda County Appraisal District has delivered written notification to the City of Bay City of its right to nominate a candidate or candidates for appointment to the board of directors: and

WHEREAS, The City Council of the City of Bay City has determined it is in the public interest to nominate a person(s) as candidate(s) for appointment to the board of directors of the Matagorda County Appraisal District:

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

The nomination of _____, a resident of the district and resided in the district for at least (2) years, be placed as a candidate on the the "Official Ballot" for appointment to the board of directors of the Matagorda County Appraisal District.

The City Secretary is authorized and directed to submit the "nomination" to the Matagorda County Appraisal District and to take all other reasonably necessary action to fulfill the intent of this Resolution.

PASSED AND APPROVED AT BAY CITY TEXAS THIS 23rd DAY OF SEPTEMBER, 2025.

Robert K. Nelson, Mayor
City of Bay City

ATTEST:

APPROVED TO FORM:

Jeanna Thompson, City Secretary

Ann Marie Odefey, City Attorney

Matagorda County Appraisal District

2225 Avenue G
Bay City, Texas 77414
979-244-2031

August 28, 2025

9489 0090 0027 6546 1954 04

City of Bay City
Mayor & City Manager/Council
1901 5th St.
Bay City, TX 77414

RE: Election of the Matagorda County Appraisal District Board of Directors; 2026/2027 Term

This letter marks the beginning of the biennial election process for the Matagorda County Appraisal District Board of Directors. The process starts with the Chief Appraiser calculating the number of votes each taxing entity entitled to vote has based on the last known tax levy. The calculation of votes in this year's election for the 2026/2027 term was based on the 2024 levy as follows:

Calculating the Votes for the 2026/2027 Board of Directors Election:			
	2024 Tax Levies	Percentage	Votes
Matagorda County	\$26,427,014.50	0.255956426	1280
Bay City ISD	\$19,163,406.80	0.185605419	928
Boling ISD	\$418,945.83	0.004057661	20
Matagorda ISD	\$3,347,721.97	0.032424054	162
Palacios ISD	\$18,896,118.64	0.183016624	915
Tidehaven ISD	\$14,093,634.55	0.136502605	683
Van Vleck ISD	\$11,983,686.21	0.116066894	580
City of Bay City	\$7,063,515.94	0.068413036	342
City of Palacios	\$1,854,055.07	0.01795728	90
	\$103,248,099.51	1	5000

The voting entities are then asked to submit nominations by resolution, so this must be a meeting agenda item for you. **All resolutions nominating a candidate must be submitted to the Chief Appraiser before October 14th.**

Once the names have been collected, the Chief Appraiser will prepare and mail the official ballots to the voting entities on or before October 30th. **The voting entities will determine the votes by resolution and return the ballot and resolution to the Chief Appraiser before December 14th.** This too must be a meeting agenda item for you. The Chief Appraiser will notify the voting entities of the outcome of the election by December 31st. Should you have any questions, please feel free to contact our office.

Sincerely,



Vince Maloney
Chief Appraiser

To be eligible to serve on the appraisal district's Board of Directors, an individual other than a county assessor-collector serving as a non-voting director must be a resident of the district and must have resided in the district for at least (2) years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.

2024-2025 Board of Directors

Chairman – Stephen Zapalac (Tidehaven ISD)

Vice Chairman – David Cobb (Matagorda County)

Secretary – Tony Kucera (Van Vleck ISD)

Frank Hurley (Bay City ISD)

Peter Zamapirra (Palacios ISD)

Non-voting Director (Matagorda County Tax Assessor/Collector) – Becky Cook

The process for electing a Board of Directors requires agenda-item Board actions!

Timeline for Electing the Board of Directors:

1. Before October 1st, Chief Appraiser calculates votes and sends to (9) voting entities.
2. Before October 14th, each voting entity's governing body provides to Chief Appraiser the name(s) of their candidate(s) **nominated by resolution**, to be listed on the ballot.
3. Before October 30th, Chief Appraiser provides (9) voting entities the official ballot for voting.
4. Before December 14th, each voting entity's governing body **votes by resolution** and returns ballot & resolution to Chief Appraiser.
5. Before December 31st, Chief Appraiser counts votes and declares the (5) candidates who receive the largest cumulative vote totals to be the elected directors, and submits results to each voting entity's governing body.



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/15/2025
Prepared By:	Jennifer Leverett	Presented By <i>(if different)</i>	
Department:	Finance	Type of Agenda Item:	Regular

ITEM TITLE: FY 2025 Budget Amendment #2

AGENDA LANGUAGE:

Discuss, Consider, and/or Approve an Ordinance of the City of Bay City, Texas adopting a “Budget Amendment #2” to the “Annual Budget of the City of Bay City, Texas, for the Fiscal Year 2025”; providing for supplemental appropriation and/or transfer of certain funds; providing for severability; and providing other matters related to the subject.

EXECUTIVE SUMMARY/BACKGROUND

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

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

Financial Implications: Amending the budget provides a revised parameter for the budget.

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

ATTACHMENTS: Ordinance and Budget Amendments # 2

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BAY CITY, TEXAS, ADOPTING A "BUDGET AMENDMENT #2 TO THE "ANNUAL BUDGET OF THE CITY OF BAY CITY, TEXAS, FOR THE FISCAL YEAR 2025"; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER MATTERS RELATED TO THE SUBJECT.

WHEREAS, by Ordinance No. 1738, the City of Bay City, Texas, adopted its "Annual Budget" for Fiscal Year 2025;

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

WHEREAS, the City Council desires to amend said Original General Budget to reflect such supplemental appropriation and/or transfer in the fiscal year 2025; now, therefore,

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

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

Section 2. The "Annual Budget" of the City of Bay City, Texas, for the Fiscal Year 2025, is hereby amended as shown on "Budget Amendment #2" to the Original Budget of the City of Bay City, Texas, for the Fiscal Year 2025, attached hereto. These amendments are for municipal purposes. Said Budget Amendment shall be attached to and made a part of such Annual Budget by the City Secretary and shall be filed as required by state law, a true and correct copy of which is attached hereto as Exhibit "A" and made a part hereof for all purposes.

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

PASSED AND APPROVED on first and final reading this 23rd day of September 2025.

CITY OF BAY CITY, TEXAS

Robert K. Nelson, Mayor

ATTEST:

Jeanna Thompson, City Secretary

APPROVED as to FORM:

Anne Marie Odefey, City Attorney

<u>Council Member:</u>	<u>Voted Aye</u>	<u>Voted No</u>	<u>Absent</u>
Brad Westmoreland	_____	_____	_____
Blayne Finlay	_____	_____	_____
Benjamin Flores	_____	_____	_____
Susan Reardon	_____	_____	_____
Jim Folse	_____	_____	_____

Robert K. Nelson, Mayor

ATTEST:

Jeanna Thompson, City Secretary

APPROVED AS TO FORM AND SUBSTANCE:

Anne Marie Odefey, City Attorney

BUDGET AMENDMENT

FUND:
Reason for Budget Amendment: (Please indicate)

General Fund

Date: **9/15/2025**

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

Brief Description of Request:

FY2025: General Fund- Various

			<i>Expenditure Increase or Revenue Decrease</i>	<i>Exp. Decrease or Rev. Increase</i>	
Account Description	Fund #	Account #	Debit	Credit	Notes
					Various Departments
Contracted Services	11	135-4425	\$ 125,000		Inspections/Plan Reviews-Planning &Development
Building Permits	11	3535		\$ 125,000	
					Fire
R&M Vehicles	11	165-4510	\$ 33,000		Fire-Truck Insurance Claim
Insurance Claims	11	3693		\$ 33,000	
					City General
Health & Compensation Pool	11	110-4515	\$ 84,900		Health & Compensation
Salaries & Wages	11	150-4105		\$ 84,900	
Transfer Out- Airport	11	110-4764	\$ 125,000		
Transfer Out- Maintenance	11	110-4782		\$ 50,000	Emergency Procurement-Generator
Prior Year Fund Balance	11	3999		\$ 75,000	Transfer to Airport
Transfer to Street Maintenance Fund	11	110-4728	\$ 55,000		
Interest Income	11	3605		\$ 55,000	
					Streets
Transfer In- Fund 28 (Street Maint.)	11	3728		\$ 420,120	Street Sweeper & Dump Truck
CE- Furniture & Equipment	11	175-4605	\$ 420,120		
					Parks
Transfer In- Fund 25	11	3725	\$ 150,000		Performance Pavilion
CE- Building & IOTB	11	180-4615		\$ 150,000	
					Library
Grants & Donations	11	190-4497	\$ 14,786		Save the Children Art Grant
Grants-Variou Sources	11	3633		\$ 10,000	Financial Literacy Festival
Donations	11	3670		\$ 4,786	

The amendments above relate to the following:

TOTAL **\$ 1,007,806.00** **\$ 1,007,806.00**

Dept. Head Signature:

Finance Manager Signature:

City Manager:

Date **9-15-25**
Date **9/18/25**
Date

BUDGET AMENDMENT

FUND:

Reason for Budget Amendment: (Please indicate)

Airport Fund

Date: 9/15/2025

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

Brief Description of Request:

FY2025: Airport

[illegible]

The amendments above relate to the following:

TOTAL

\$ 388,000.00	\$ 388,000.00
---------------	---------------

Dept. Head Signature:

Finance Manager Signature:

City Manager:

Date 9-15-75

Date 11-1-12

Date 27/5/21



**AGENDA REQUEST
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	9/23/2025	Date Submitted:	9/17 /2025
Prepared By:	Scotty Jones	Presented By <i>(if different)</i>	Jeanna Thompson
Department:	Administration	Type of Agenda Item:	Regular

ITEM TITLE: Ordinance- Amending Chapter 2 for Boards, Committees, and Commissions

AGENDA LANGUAGE:

Ordinance amending the City Code of Ordinances Chapter 2 “Administration”; Article VII (Committees and Commissions); Division (“Generally”); Providing for a cumulative and conflicts clause, providing for a severability clause; and providing for an effective date.

EXECUTIVE SUMMARY/BACKGROUND

Strategic Goal 6.7 : Operational Excellence- Create general and consistent guidelines for all boards whether advisory or legislative

This ordinance clearly defines each type of board.

STRATEGIC PLAN GOALS ADDRESSED:

	☐		☐		☐		☐		☐		☒
Safety & Community Appearance		Community & Civic Engagement		Infrastructure		Planning & Development		Culture & recreation		Operational Excellence	

FINANCIAL NOTES

RECOMMENDATION:

ATTACHMENTS: Ordinance

ORDINANCE NO. _____

**ORDINANCE AMENDING THE CITY CODE OF ORDINANCES
CHAPTER 2 "ADMINISTRATION"; ARTICLE VII (COMMITTEES
AND COMMISSIONS); DIVISION ("GENERALLY"); PROVIDING
FOR A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR
A SEVERABILITY CLAUSE; AND PROVIDING FOR AN
EFFECTIVE DATE.**

Be it Ordained by the City Council of the City of Bay City that the following amendments are adopted as Amendments to Chapter 2; Article I of the Code of Ordinances.

Section One. The City of Bay City’s Municipal Code of Ordinances, Chapter 2 (entitled “Administration”), Article VII “Committees and Commissions” is amended by adding language that is underlined (underlined) as Article VII “Boards, Committees and Commissions” ; and

Section Two. The City of Bay City’s Municipal Code of Ordinances, Chapter 2 (entitled “Administration”), Article VII “Committees and Commissions”, Division 1 “Generally”, is hereby amended in its entirety.

Sec. 2-245 - Creation of committees, boards and commissions.

- a) *Task Forces.* The City Council or a Board may, as need arises, approve the creation of a Task Force for a particular purpose as necessary. A Task Force serves as advisory bodies to address a particular concern or project. They are usually composed of experts, community representatives, or individuals with specific knowledge and experience related to the Task Force’s focus area. A Task Force does not have the authority to make final decisions, fiduciary responsibilities, or enforce regulations. A Task Force is typically dissolved after their objectives are met, have a limited duration and scope, and focus on specific issues.
- b) *Council Committees.* The City Council may approve a permanent or semi-permanent group for internal oversight or specific matters. Typically composed of Council Members and staff. Council Committees focus on City policy, budget, and planning issues. A Council Committee may be standing or ad hoc. Permanent Council Committees shall be created by Ordinance or Charter.
- c) *Advisory Boards.* The City Council may create and establish advisory boards to assist staff in the conduct of the city government with such duties as the city council may specify, not inconsistent with the City Charter or this Code. A Board has a subject-area focus with advisory capacity only. Boards make recommendations of projects and programs that affect their respective departments and act in an advisory capacity only.
- d) *City Commissions.* City commissions, sometimes known as regulatory commissions or oversight boards, are specialized entities responsible for regulating specific areas of local governance. These commissions are typically regulated by law or charter and operate independently from the governing board. Advisory Commissions, similar to advisory boards, may handle broader or regulatory matters. Quasi-Judicial Commissions have the power to enforce regulations, administer permits, and resolve disputes related to their specific jurisdiction. These entities play a vital role in ensuring adherence to established policies and maintaining the integrity and fairness of local governance processes. Commissions consist of appointed members who possess expertise or experience in the field they oversee. Commissions are typically composed of appointed members

and one or more elected officials and are responsible for making important decisions and policies that affect their respective departments.

Sec. 246 - Creation and Appointments.

- a) The City Council may appoint a task force or a committees of the City Council to work toward the solution of the problems facing the City. Such committees will be appointed created formally by City Council.
- b) Advisory Boards and Commissions will be established by ordinance or charter and act as an extension of the City Council. Members of the board or commission shall be appointed by resolution approved by Council.

Sec. 247 - Voting.

- a) If any matter comes before any of the boards or commissions of the City which requires a formal vote each member of the board or commission entitled to vote under the rules of the board or commission shall vote.
- b) If any member of such board or commission has a conflict of interest which that member deems to disqualify him in connection with the vote, such member shall abstain from voting.

Sec. 248 - Abolishment.

- a) Any committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority of the city council. No committee so appointed shall have powers other than advisory to City Council, or the city department, or City Manager, except as otherwise provided by City charter.
- b) Any board so created shall cease to exist upon the accomplishment of the special purpose for which they were created or when abolished by the city council by majority vote of the city council ordinance.
- c) Any commission so created shall cease to exist upon the accomplishment of the special purpose for which they were created or when abolished by the city council by majority vote of the city council ordinance or charter amendment.

Sec. 249- Policy.

- a) A Resolution outlining the Policies and Procedures for Boards and Commissions will be approved by the City Council. The Policies and Procedures for Boards and Commissions are uniform procedures established for all boards. The Council, in its sole discretion, may unilaterally amend the Policies and Procedures for Boards and Commissions at any time with or without notice, and for any reason it deems appropriate. The Council may administer the policy substantially in whole, in part, and shall periodically update the policy as needed.
- b) Boards shall have guidelines detailing creation date and document, purpose of the board, number of members, criteria and qualifications of members, attendance, board officer appointment, and meeting schedules and conduct. A Resolution outlining the Guidelines and amendments thereof will be approved by the City Council. Board and staff liaison shall review the board guidelines at least every three (3) years. Any recommended changes must be approved by the City Council.

Section Three. Cumulative and Conflicts. This Ordinance shall be cumulative of all provisions of ordinances of the City of Bay City, Texas, except where the provisions of the Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed. Any and all previous versions of this Ordinance to the extent that they are in conflict herewith are repealed.

Section Four. Severability. If for any reason any section, subsection, sentence, clause or phrase of this

Ordinance, shall be held invalid, it shall not effect any valid provisions of this or any other ordnance of the City of Bay City, Texas.

Section Five. Effective Date. This Ordinance shall become effective on the _____ of _____, 2025.

PASSED AND APPROVED on this _____ day of _____, 2025.

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

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney

Council Member:	Voted Aye	Voted No	Absent
Robert K. Nelson, Mayor	_____	_____	_____
James Folse Mayor Pro Tem	_____	_____	_____
Ben Flores	_____	_____	_____
Brad Westmoreland	_____	_____	_____
Susan Reardon	_____	_____	_____
Blayne Finlay	_____	_____	_____

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

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney



AGENDA REQUEST BUSINESS OF THE CITY COUNCIL CITY OF BAY CITY, TEXAS

Meeting Date:	9/23/2025	Date Submitted:	9/17 /2025
Prepared By:	Scotty Jones	Presented By <i>(if different)</i>	Jeanna Thompson
Department:	Administration	Type of Agenda Item:	Regular

ITEM TITLE: Resolution- Adopting Policies & Procedures for Boards, Committees, and Commissions

AGENDA LANGUAGE:

A Resolution of the City of Bay City, Texas, adopting policies and procedures for Boards and Commissions.

EXECUTIVE SUMMARY/BACKGROUND

Strategic Goal 6.7 : Operational Excellence- Create general and consistent guidelines for all boards whether advisory or legislative

This resolution provides uniform procedures (framework) for all boards.

Each board has developed guidelines with clearly defined roles and responsibilities that will be adopted under this framework at a future Council meeting.

STRATEGIC PLAN GOALS ADDRESSED:

											
Safety & Community Appearance	☐	Community & Civic Engagement	☐	Infrastructure	☐	Planning & Development	☐	Culture & recreation	☐	Operational Excellence	☒

FINANCIAL NOTES

RECOMMENDATION:

ATTACHMENTS: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, ADOPTING POLICIES
AND PROCEDURES FOR BOARDS AND COMMISSIONS**

WHEREAS, the City Council of Bay City recognizes that the administration of City Boards and Commissions require standard policies and procedures; and

WHEREAS, deems it appropriate to adopt such policy.

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

Section one.

The Policy and Procedures for Boards and Commissions attached hereto is hereby adopted.

Section two.

Unless otherwise amended or revised by resolution of City Council, the Policy and Procedures for Boards and Commissions shall remain in full force and effect and shall supersede such policies of prior date.

Section three.

This Resolution shall become effective October 1, 2025.

PASSED AND APPROVED AT BAY CITY TEXAS THIS 23rd DAY OF SEPTEMBER 2025.

Robert K. Nelson, Mayor
City of Bay City

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney

“Exhibit A”

POLICIES AND PROCEDURES FOR BOARDS AND COMMISSIONS

SECTION 1: **PURPOSE AND SCOPE**

The purpose of this Policies and Procedures for Boards and Commissions document (“Policy”) is to establish uniform procedures for all advisory and other boards and commissions of the City. Board and commission members are appointed by the City Council (“Council”) and serve at the pleasure of Council and will not be granted special privileges because of their appointment. For the sake of brevity, the use of the term “board” throughout this Policy shall be interpreted to include the term “commission” except where the context requires otherwise.

This Policy applies to all persons appointed to boards and commissions by Council, unless otherwise provided herein or other applicable law. Persons appointed by other governmental bodies or entities may not be required to abide by all the rules outlined in this Policy.

SECTION 2: **DEFINITIONS**

AGENDA is required of a meeting of a city governmental body. An agenda stating the date, hour, place, and subject of each meeting must be posted at City Hall for at least three (3) business days preceding the scheduled time of the meeting. Only those matters posted on the agenda can be discussed and acted on by the governmental body.

BOARD means a board, committee, or commission:
which is established by city ordinance, city charter, interlocal contract, or state law;
serves as a group of persons appointed by City Council that acts as an instrumentality of the City.

CITY COUNCIL means the legislative and governing body of the City of Bay City consisting of a Mayor and five council members who are elected by the citizens of Bay City for three-year terms.

CITY means the City of Bay City, Texas.

DELIBERATION means a verbal exchange during a meeting between a quorum of a governmental body, or between a quorum of a governmental body and another person, concerning an issue within the jurisdiction of the governmental body or any public business.

MEETING means a deliberation between a quorum of a governmental body, or between a

quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered or during which the governmental body takes formal action. A social or informal event where council members attend is not considered a meeting.

MINUTES of every called meeting are required to be prepared, approved, and signed by the Board Chairman and attested to by the Board Secretary. The minutes become part of the City's permanent records.

SECTION 3: **MEMBER ELIGIBILITY**

The City has several boards and commissions that endeavor to reflect the varied interests of our City's residents and support the goals of the City's Strategic Plan. The City of Bay City values a broad range of personal and professional backgrounds. Boards and commissions are filled based on the board or commission's membership requirements or adopted guidelines. In the event that other applicable law requires certain qualifications, those qualifications will be required.

City employees are not eligible to serve unless otherwise provided in policy or required by federal, state, or local laws or regulations.

SECTION 4: **COMPOSITION OF BOARDS, TERMS, AND VACANCIES**

Each board shall consist of no fewer than 5 and no more than 9 members who will serve in numbered places on each board. The actual appointment will be subject to the approval of the City Council through the selection process under Section 7.

Advisory Board and Committee members shall not be appointed to more than two (2) consecutive terms on any single board. After a minimum absence of one (1) year from a board, the Council may choose to reappoint the member back to the board on which they previously served.

Advisory Board and Committee members serve for three (3) year, staggered, terms unless a shorter term is required by law or is necessary to facilitate even staggering of terms among members of a board. All terms expire on December 31. In the event an appointment is not made prior to the expiration of a member's term the board member shall continue to serve until their successor is appointed by Council.

The City Council will act upon the nominations and appoint board members at the first meeting in January of each year, or as soon thereafter as practicable. No appointee shall be related to the appointing council member within the second degree of affinity or within the third degree of

consanguinity. The preceding sentence will not affect any person now serving on a board so long as that person serves on the same board.

It is directed that terms of office for each board shall begin on January of the first year of the appointment and shall end on December of the last year of the appointment. A member shall serve until his successor is duly appointed and qualified.

In the event a vacancy occurs prior to the expiration of a full term, the vacancy shall be filled as soon as reasonably possible and in the same manner as an appointment. The time a Member spends serving during a vacated term is not included as a term for purposes of counting consecutive terms.

Instead of soliciting applicants for the vacancy, the City will refer to the previously submitted applications kept by the City Secretary's Office. If there are no appropriate open applications for the vacant position(s), a new application solicitation campaign could take place in the same manner as the typical annual recruitment process.

The Council retains the right to replace any appointed member at any time and for any reason. Board members are appointed for a limited purpose and time, and once the assigned term of office is completed and Council has appointed their successor, they are excused from service on the board unless the Council selects them for another term of service in accordance with this Policy.

SECTION 5: **RECRUITMENT**

All qualified persons, applying for the first time, must complete a "Request for Appointment" and submit it to the City Secretary before mid-November to be considered for the January appointment.

Current members wanting to be reappointed to their current board/commission must submit a "Request for Re-Appointment" form to their Staff Liaison prior to October 1st. If a current member would like to be considered for appointment to a different board, he/she will need to submit the "Request for Appointment" for the board or commission for which they would like to be considered.

The City Council directs that a citizens' pool be created from applications received by the City Secretary. The City Secretary shall create this pool by soliciting and receiving applications from the public.

Advertising of scheduled board vacancies for terms expiring on December 31st will begin no later than October 1st, and last through mid-November. Advertisement for board volunteer recruitment may be conducted in a variety of ways including, but not limited to:

- posting of notice on official City bulletin board

- press releases
- utility billing inserts
- website advertisements
- social media resources
- nomination by invitation

The City Secretary will date stamp each application as received and the application shall remain on file for a period of one year and shall be made available to City Council members to consider during that one-year period.

SECTION 6: **APPLICATION PROCESS**

On or before October 1st of each year, information will posted on the City’s website and social media sites encouraging qualified people to fill out an application to serve. The Board Staff Liaison will mail and/or e-mail reappointment application forms to all current board members with an expiring term.

The “Request for Appointment” application will solicit information about the applicant’s background, including current and past occupations and involvement in and knowledge of issues related to the subject of the board to which they are applying. In addition to the completed application, applicants are encouraged to submit a short bio or resume. Persons may apply for more than one board.

In July of each year, the City Secretary shall notify each board staff liaison and the City Manager letting each know which of the members have expiring terms in December of that year. The Staff Liaison of the board shall communicate if a board member wishes to be reappointed and if that member wishes to update his application.

A shorter “Request for Re-appointment” form will be used for incumbent board members seeking another term. Board Staff Liaison’s will be required to submit “Request for Re-appointment” forms received to the City Secretary’s office.

Applications are considered current for one (1) year from submittal date, after which the application will be removed from consideration. In order to be considered in the next recruitment period, the applicant will be required to submit a new application.

SECTION 7: **SELECTION PROCESS**

In October of each year, the City Secretary will provide the City Manager and City Council with

a worksheet showing serving nominations and the date that each person's service is due to expire. The worksheet will further show the original appointment date last reappointment date and attendance records for the past twelve months.

The City Secretary will make available to potential applicants; information sheets on each board showing the reason for the board's existence, nature of the duties and other pertinent information which may be available to a person in selecting a board upon which to serve. The City Secretary shall also make available to potential applicants an application form which is on file in the City Secretary's office.

A committee composed of the City Manager, Mayor, and staff liaisons will review all submitted applications including re-appointments. The Mayor may request a Council Liaison to serve on the committee. Additional information that could be used in reviewing applications include information from the staff liaison, attendance records, and training records. The committee may also consider past applications submitted by an applicant and previous experience on other boards.

At the first Council meeting in January, the Mayor will make a recommendation of appointments to the Council for consideration. All members with expiring terms will continue to serve until their successor is appointed by Council.

SECTION 8: **NEW MEMBERS**

After appointment by Council, the City Secretary will distribute a certificate of appointment for each member. The City Secretary shall further send each applicant who was not appointed an appropriate letter of appreciation.

All new members will be furnished with Guidelines of their appointed board that shall include applicable information and regulations that govern that board.

Members of all boards shall complete board training within ninety (90) days of their appointment by Council. The training will include the Texas Open Meetings Act, basic Robert's Rules of Order, and applicable ethics training. The training course will be free to all attendees and will be conducted by the City Secretary or Staff Board Liaison. Board members must complete this training each time they are re-appointed. A board member who does not comply with the training requirements may not be eligible for re-appointment. Some boards may require additional training.

City Commission members must complete and execute the written Statement of Appointed Officer and take the Oath of Office upon appointment. These members must sign the Oath and it must be notarized and kept in the City Secretary's Office. Persons authorized to administer the statement and the oath are the City Secretary, and any notary public.

SECTION 9:
GENERAL DUTIES AND RESPONSIBILITIES OF BOARDS AND COMMISSIONS

Most boards and commissions shall act in an advisory capacity and make recommendations on issues specific to each respective board's guidelines.

No member of a board or commission shall become involved in the daily operation of the City or in personnel/employment matters.

SECTION 10:
ATTENDANCE AT MEETINGS

Active participation by all appointed members necessary for properly functioning boards. Once notice of a meeting has been supplied to a board member, it shall be the responsibility of that member to either attend, or prior to the time of the meeting, notify the Staff Liaison of his/her inability to attend.

For advisory boards, 50% absences from meetings of the advisory board in a twelve-month period shall be considered a voluntary resignation. Attendance requirements are stated in the board guidelines and may be more restrictive.

For decision-making boards, three consecutive absences from meetings of the board/commission shall be considered voluntary resignation. In addition, four absences in any twelve-month period shall be considered a voluntary resignation.

Automatic removal for failure to meet this attendance requirement shall not apply to a board or commission that meets less than four times within a 12 month period (January 1 – December 31), or to a board or commission for which a separate removal process is set forth in the City Charter or the City Code of Ordinances.

The staff liaison providing support to that particular board shall keep attendance reports at all meetings. The staff liaison will forward any attendance issues to the City Secretary.

SECTION 11:
ROLE OF STAFF LIAISON

A staff member shall be assigned as a liaison to each board to perform support services, provide technical data, prepare agendas, post notices of meetings, prepare minutes of the meetings, and

other related functions. The staff liaison will ensure that the board understands Council's goals and vision for the community. The staff member is an ex officio member of the board but is not entitled to vote or preside over meetings.

The staff liaison will act as a communication conduit between the Council and the board. The liaison shall attend all meetings, of their respective board, on behalf of the City and present and discuss facts pertinent to matters listed on the agenda and being considered.

The staff liaison may arrange a meeting with all new members prior to their first meeting for briefings on procedures, legal responsibilities, duties of the board, and background information on items that may be considered at the next meeting.

SECTION 12: **CONFLICTS OF INTEREST**

Members of City Commissions shall comply with the requirements of Chapter 171 of the Texas Local Government Code and Article III, Sec. 6 of the City of Bay City Charter with respect to conflicts of interest. It is the responsibility of each member of these boards to file a "Conflict of Interest" affidavit with the City Secretary's Office when a conflict exists because he or she has a substantial interest in a matter being considered by the board. Substantial interest means the individual:

- Owns 10% or more of the voting stock or shares of the business;
- Owns either 10% or more than \$15,000 of the fair market value of the business;
- Receives funds from the business that exceeds 10% of the person's gross annual income for the preceding year;
- Ownership in real property with a fair market value of \$2,500 or more, or
- Relative within the first degree of consanguinity or affinity has a substantial interest.

Advisory board members shall abstain from participation in a matter when a personal interest creates or gives the appearance of being a conflict of interest. However, if the majority of members of the same advisory board have similar conflicts of interest in the same matter under consideration by the board, such members are not required to abstain from participating or voting on the matter.

SECTION 13: **MEMBERSHIP ON MULTIPLE BOARDS**

Membership on multiple boards should be avoided if there is enough volunteer interest. If a member is serving on more than one board, the member, before discussing and/or voting on a decision that involves or impacts matters specific to another board's duties and responsibilities

on which said member serves, shall verbally disclose his/her membership on any other board impacted by the decision to the other board members in attendance at the meeting. Said member may fully participate in the discussion but abstain from voting on the decision after disclosing his/her membership on any other board impacted by the decision. A member may be removed from one or more boards, if their membership on multiple boards appears to be a conflict of interest.

SECTION 14: **CONDUCT OF MEETINGS**

Each Board shall, in its first meeting of the calendar year, elect a Chair and Vice-Chair to serve for a one (1) year term. The Chair of each board shall call the meeting to order and preside at the meetings. In the absence of the Chair, the Vice-Chair shall preside. If both the Chair and

Vice-Chair are absent from a meeting, the members in attendance shall elect a member to serve as a presiding officer during the meeting.

The Chair shall address the posted items on the agenda in any order he or she chooses as long as every item is addressed.

A motion may be made by any member other than the presiding officer. A second to the motion is required before a vote can be taken. Any motion dies from a lack of a second.

To the extent not inconsistent with the City Charter and any applicable City ordinance, statute, or other legal requirement, boards and commission will use Robert's Rules of Order as a general guideline for rules of parliamentary procedure without being a procedural requirement. All meetings will be held in compliance with the Open Meetings Act ("The Act") and shall be open to the public, except for those items considered at a meeting which are authorized by the Act to be discussed in

Executive Session. Items not on a properly posted meeting agenda may not be debated or discussed. The Chair or staff liaison shall have the authority to immediately adjourn the meeting without a vote if necessary to prevent violation of the Act.

SECTION 15: **ETHICS AND CONDUCT**

The conduct of board members reflects upon the full City Council; therefore, it is expected that board members conduct themselves in an orderly and civil manner during meetings. Board members must follow City ethics, avoid conflicts of interest, and engage respectfully.

Board members shall not use aggressive or profane language, interrupt, or insult others, raise their voices, or in any other way detract from the professional decorum of a meeting. Any board member that acts in an inappropriate way in a meeting, said board member will be reported to the City Manager. Professional conduct while representing and serving on a City board is

expected at all times. Members represent the community, not personal interests. City Council may remove members for any cause or inactivity.

SECTION 16: **RECORDS OF MEETINGS**

The City of Bay City makes the public aware of the business to be conducted by the Council or boards with the use of a fixed agenda.

Boards will conduct their meetings as "open meetings" after posting notice in the same manner as the City in accordance with the Texas Open Meetings Act, V.T.C.A., Government Code § 551.001 et seq. Board meetings will follow Robert's Rules of Order. The City Secretary's Office shall maintain the official record of all board and commission meetings, which will include:

- **AGENDA:** The agenda will serve as the order of business and provide the form for posting of the notice of meetings. The official posting of the agenda must be at least 3 business days in advance of the meeting in a place readily accessible to the public. The agenda must also be posted on the City's website. In the event a regularly scheduled meeting is cancelled, notices should be posted stating that the meeting has been cancelled.
- **AGENDA PACKET:** Copies of the agenda, along with all supporting documentation, shall be provided to each member in advance of the meeting date. This information shall also be made available in advance of the meeting on the City's web site.
- **MINUTES OF MEETING:** The staff liaison will be responsible for keeping an accurate record of all proceedings. The minutes shall include a record of attendance, summary of the discussion, recommendations, and a record of the Board's voting. The approved and signed minutes shall be forwarded to the City Secretary for archiving and made available on the City's website.

SECTION 17: **ORIENTATION**

Immediately following the appointment process in January of each year, the staff person providing support for each board is charged with the duty to familiarize each board member with the functions of that board. Following the January appointment process, the first meeting of each board shall accommodate an orientation period, which shall be set aside for the purpose of helping members become more knowledgeable about his particular board, its functions, state or city laws or rules affecting the board.

SECTION 18: **TRAINING PROGRAMS**

Members of the board are mandated to take the Open Meeting Act web training provided by the Texas Attorney General within 90 days of appointment. The completion certification shall be forwarded to the City Secretary. Any additional training programs shall be designated by the City Manager and approved by the City Council.

SECTION 19:
CURRENT BOARD ROSTER

The City Secretary is charged with the responsibility to keep a current board roster as well as a contact list of board members. The staff liaison for each board shall be responsible in providing the City Secretary with information and changes with respect to each board member.