



PARKS AND RECREATION ADVISORY BOARD CITY OF BAY CITY

**Thursday, March 5, 2026 at 5:30 PM
Parks and Recreation Office, 1209 10th Street, Bay City, Texas 77414**

AGENDA

CALL TO ORDER AND CERTIFICATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENTS

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

1. Review of PAR Advisory Board Guidelines
2. Appointment of PAR Advisory Board Chair
3. Appointment of PAR Advisory Board Vice Chair
4. Consideration and Approval of 2026 Meeting Dates
5. Discussion of Board Trainings
6. PAR Updates
7. Overview of 2026 PAR Projects
8. Review of PAR Programs and Events for 2026

ITEMS/COMMENTS FROM BOARD MEMBERS

ADJOURN

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 Parks and Recreation Advisory Board meeting was posted on the front window of the City Hall of the City of Bay City, Texas on February 27, 2026, **before 5:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager’s office at (979) 245-2137.

ORDINANCE NO. 1764

AN ORDINANCE OF THE CITY OF BAY CITY, TEXAS, AMENDING THE CITY CODE OF ORDINANCES, CHAPTER 2 (ENTITLED “ADMINISTRATION”), ARTICLE VII (ENTITLED “COMMITTEES AND COMMISSIONS”) ESTABLISHING THE PARKS AND RECREATION ADVISORY BOARD; PROVIDING FOR A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 2.02 of the City Charter authorizes the City to pass any ordinance not inconsistent with the City Charter and State law, upon any subject expedient for the life; general welfare; health; morals; comfort; safety; amusement; quiet; prosperity; and convenience of the City; and

WHEREAS, the City Council desires to establish a Parks and Recreation Advisory Board and set forth its organization and procedures for its operations; and

WHEREAS, City Council finds that the establishment of a Parks and Recreation Advisory Board is in the best interest of the City.

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

Section one. Established, composition: The Code of Ordinances, Chapter 2 (entitled “Administration”), Article VII (entitled “Committees and Commissions”) is hereby amended as follows:

Add:

DIVISION 6 – Parks and Recreation Advisory Board.

2-330.—Creation.

The Parks and Recreation Advisory Board is hereby created.

2-331.—Supervision.

The Parks and Recreation Advisory Board shall be under the supervision of the Mayor and City Council.

2-332.—Composition and qualifications.

- (a) The Parks and Recreation Advisory Board shall consist of seven (7) to nine (9) members appointed by City Council which will serve in numbered places representing a diverse range of parks and recreation-related sectors.

- (b) Members must be residents of Matagorda County, with preference given to residents of Bay City. Qualifications for each position will be defined in the Board Guidelines.

2-333.—Authority.

The Parks and Recreation Advisory Board is an advisory body only. It does not have authority to expend funds, incur an obligation on behalf of the City, to make rules, or to adjudicate any matter.

2-234.--Duties and responsibilities.

- (a) Members shall comply with the City Charter, City Ordinance, City Policy, Texas Tax Code, and all other applicable state laws.
- (b) Parks and Recreation Advisory Board members shall comply with Chapter 171 of the Texas Local Government Code regarding conflicts of interest.
- (c) The board's purpose is to advise staff on the budget and operations of the City of Bay City Parks and Recreation Department; assist in establishing related policies and planning for short- and long-term parks and recreation needs and make recommendations for City Council to consider investments in facilities or expanded operations.
- (d) Perform such additional duties as may be prescribed by Board Guidelines.

2-235.--Guidelines.

The Parks and Recreation Advisory Board shall create guidelines that comply with City Ordinances and Resolutions.

2-236. – 2.259. Reserved.


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.

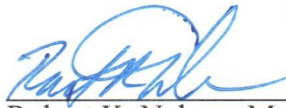
Section three. Severability. It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the 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. Effective Date. This Ordinance shall become effective immediately upon its passage, approval, and publication as provided by law.

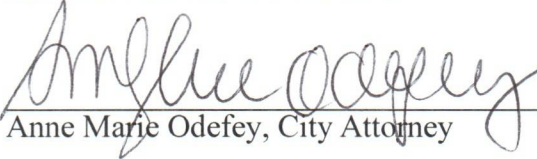
PASSED AND APPROVED on this 14th day of October, 2025.




Jeanna Thompson, City Secretary
City of Bay City


Robert K. Nelson, Mayor
City of Bay City

APPROVED AS TO FORM:


Anne Marie Odefey, City Attorney

Council Member:	Voted Aye	Voted No	Absent
Jim Folsie Mayor Pro Tem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ben Flores	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blayne Finlay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bradley Westmoreland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Reardon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert K. Nelson Mayor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RESOLUTION NO. R-2025-039

A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, ADOPTING GUIDELINS FOR THE PARKS AND RECREATION ADVISORY BOARD

WHEREAS, the City Council of Bay City recognizes that the administration of City Boards and Commissions requires guidelines; and

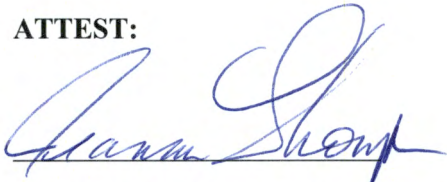
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BAY CITY, TEXAS, THAT IT IS APPROPRIATE TO ADOPT THE PARKS AND RECREATION ADVISORY BOARD GUIDELINES ATTACHED AS EXHIBIT A.

PASSED AND APPROVED AT BAY CITY TEXAS THIS ^{16th} ~~23rd~~ DAY OF ^{December} ~~SEPTEMBER~~ 2025.



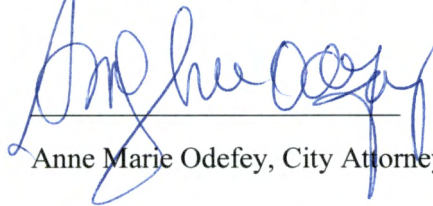
Robert K. Nelson, Mayor
City of Bay City

ATTEST:



Jeanna Thompson, City Secretary

APPROVED AS TO FORM:



Anne Marie Odefey, City Attorney



EXHIBIT A
PARKS AND RECREATION ADVISORY BOARD
GUIDELINES *(approved by Resolution)*

NAME

Parks and Recreation Advisory Board shall mean the members of the Parks and Recreation (PAR) Advisory Board of the City of Bay City, Texas which was created by Ordinance No. 1764 and adopted October 14, 2025.

PURPOSE

The purpose of the Parks and Recreation Advisory Board as set forth in said Ordinance shall be to:

In Partnership with our citizens, the Bay City Parks and Recreation (PAR) Advisory Board provides guidance and advocates for parks and recreation programs, facilities and services which respond to changing needs within our community, as well as making recommendations on the City's Parks, Recreation and Open Space Master Plan (PROS), capital, long-term goals and objectives for parks and recreation activities and advise the City on other matters relating to parks and recreation as requested by the City Council or referred to the board by the City.

SCOPE AND AUTHORITY

The PAR Board scope is limited to advisory functions, all final decision-making authority rests with the City.

It serves in an advisory capacity to the City Council and the City of Bay City Parks and Recreation Department, which oversees parks and recreation-related functions. While the board plays a vital role in shaping department strategies and recommending funding guidelines, it holds no independent authority to set policy, approve budgets, or enter into contracts on behalf of the City.

MEMBERSHIP

The Parks and Recreation Advisory Board shall consist of seven (7) - nine (9) voting members representing the various community sectors (i.e.: parks, recreation, youth sports, education, business, and philanthropy). Each Youth Sports Association can have only one member to represent them on the Board.

The voting members shall be composed of:

Members must be residents of Matagorda County, with preference given to residents of Bay City.

Shall possess sufficient knowledge and interest in parks and recreation that are useful to parks and recreation leadership.

Positions of the Board

Positions 1 through 5 on the PAR Advisory Board are designated to represent General Public who have an interest in parks and recreation and support the Parks and Recreation Department's mission. Positions 6 – 9 may be filled by a representative from any of the Youth Sports Associations.

In addition to the appointed voting members, the Board shall include ex-officio, non-voting members to provide regional representation and strengthen collaboration across entities involved in Parks and Recreation.

City staff designated by the City Manager or department director.

The PAR Advisory Board may add or remove ex-officio positions (except city staff) by majority vote of its members without requiring City Council approval, provided that all ex-officio positions remain advisory in nature, non-voting and do not count towards a quorum. Ex-officio members may participate in discussion and committee work to support the Board's mission and priorities.

TERMS

Nominations for new (or replacement) Parks and Recreation Advisory Board members shall be submitted to the Mayor, and upon the approval of the City Council, they will be appointed to the Parks and Recreation Advisory Board for three (3) year terms. Except initial appointments, which are for staggering terms of 3, 2 and 1 year (s).

Removal of Parks and Recreation Advisory Board members:

Any board member is subject to removal at the discretion of the Mayor and City Council if the best interest of the Board would be served.

Removal due to attendance is defined in Attendance.

Any member wishing to resign shall submit a written resignation to the Chairperson and the PAR Manager.

A vacancy in the office of Chairperson or Vice-Chairperson because of death, resignation, removal, or otherwise may be filled by appointment of the Board for the remaining portion of the term. The Vice-Chairperson shall automatically fill the office of Chairperson.

A vacancy that occurs during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with the City Ordinance

ATTENDANCE

All voting members are expected to attend scheduled meetings. Members are further required to notify PAR Advisory Board City Staff Liaison (or his/her designee) if unable to attend. Such notification shall classify the absence as an excused absence. If the City Staff Liaison is not contacted prior to the meeting, the absence shall be recorded as an unexcused absence.

A member shall be automatically resigned from the PAR Advisory Board on the date of the absence which results in either:

- Thirty percent (30%) unexcused absences, or
- Fifty percent (50%) combined excused and unexcused absences within the PAR Advisory Board's calendar year.

This resignation shall occur without referral to the Mayor or City Council.

ORGANIZATION

Parks and Recreation Advisory Board shall be under the supervision of the Mayor, City Council and City Manager of Bay City, Texas.

Parks and Recreation Advisory Board shall elect a Chairperson, Vice-Chairman and Secretary who shall serve a period of one (1) year. Officers may be re-elected to office.

Parks and Recreation Advisory Board shall form sub-committees to form or a task force as it deems appropriate from time to time to carry out the established policies and purposes of this organization chaired by the staff liaison or Board member.

Keep Bay City Beautiful is a standing committee under the Parks and Recreation Advisory Board.

The Board shall establish the terms of subcommittee membership and may provide for the frequency of meetings, requirements for attendance and frequency and type of reports on the subcommittee's activities. Except as otherwise provided in a resolution, the City Staff Liaison and Board Chairperson, in cooperation with the subcommittee chairperson, shall appoint the members thereof from any Voting or Ex-Officio Member or City resident who has expressed a particular interest in serving on said subcommittee. Any member of a subcommittee, including the subcommittee chairperson, may be removed from the subcommittee by a majority of the Board if the best interest of the subcommittee would be served.

No board, committee or task force member has the authority to expend funds or incur an obligation on behalf of the City or Board. Members' expenses may be reimbursed if authorized and approved by the Board and Staff Liaison.

MEETINGS

The PAR Advisory Board will hold regular meetings bi-monthly, with a minimum of one meeting per quarter.

Special meetings may be called at the request of the Parks and Recreation Manager or scheduled by a majority of the Board at a meeting for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.

Regular meetings of the PAR Advisory Board may be canceled or rescheduled by the Chair in consultation with the staff liaison, based on anticipated lack of quorum, holidays, emergencies, or other justifiable reasons. Any changes must follow applicable state laws, including compliance with the TOMA regarding public notice and timing.

All meetings of the Parks and Recreation Advisory Board shall be held in conformance with the Texas Open Meetings Act, Texas Civil Statutes, Article 6252-17. In complying with this statute, written minutes of each meeting of the Board shall be maintained which record all actions taken by the Board and the reason for taking such action. (Refer also to Article VI, Section 7).

A majority of appointed members constitute a quorum necessary to conduct business.

Each voting member shall have one (1) vote. Each voting member shall vote on all agenda items, except on matters involving a conflict of interest, in violation of the City's Ethics Policy, or applicable laws, rules or policies. In such instances the voting member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The voting member may remain at the dais or leave the dais, at the voting member's option, while the matter is being considered and voted on by the other voting members. Unless otherwise provided by law or these guidelines, if a quorum is present, an agenda item must be approved by a majority of the voting members present at the meeting.

The general procedure of meetings of this Parks and Recreation Advisory Board shall be in harmony with the principles set forth by Robert's Rules of Order, Newly Revised, insofar as they do not conflict with any provisions of these guidelines.

ROLES & RESPONSIBILITIES

Each member shall represent and advocate for what is best for the City of Bay City Parks and Recreation Department and City as a whole, putting aside personal or special interests.

To advise the initiation, fundraising, planning, design, manpower and resources and to recommend a system of parks, facilities that will accommodate the public's need for parks and recreation activities in accordance with the PROS Master Plan.

Annually review the proposed parks and recreation capital improvement program.

To monitor and evaluate the effectiveness of the parks and recreation department's programs and events.

To support new parks, programs, and activities as public need may dictate.

To assist with the adjudication of complaints, disputes or other grievances from the public arising out of parks and recreation activities.

To promote a wide range of programs that will contribute to the meaningful use of leisure time.

To review and recommend a comprehensive plan for recreation and programs.

To review goals and objectives for the Department and provide oversight.

Additionally, members provide feedback on programs, events, facilities, and promotional materials, serve as ambassadors for Bay City Parks and Recreation both locally and beyond, and are expected to maintain professionalism and follow the City's ethics policy.

Serve as part of the Keep Bay City Beautiful Committee.

To uphold the integrity and reputation of the board by refraining from negative or disparaging public comments and addressing concerns through appropriate internal channels.

Such other matters as the Manager shall find it advisable or essential to receive consideration by the board.

Citizens may request a change or elimination of a park policy or rule by submitting an appeal in writing to the parks and recreation. The board will review the request and make a recommendation to the PAR Manager for review and implementation.

PAR Advisory Board members shall comply with Chapter 171 of the Texas Local Government Code regarding conflicts of interest. If applicable, members must file a Conflict-of-Interest Questionnaire or Statement of Financial Interest as required by law or City policy. In situations where a member has a substantial interest in a matter under consideration, they must abstain from both discussion and voting, in accordance with state law and City guidelines.

ORIENTATION

All Board members are required to participate in an orientation provided by the City, which includes an overview of TOMA, Robert's Rules of Order, City ethics policies, the PAR Master Plan, PAR Capital Plan and PAR goals.

MISCELLANEOUS

These Guidelines may be amended at a regular Parks and Recreation Advisory Board meeting by a vote of approval of a majority of the voting members, providing that all members were aware that a vote would be taken at least one week prior to the meeting.

These Guidelines shall be reviewed at least once every three (3) years by the Parks and Recreation Advisory Board in collaboration with the staff liaison. Any recommended updates or revisions resulting from this review must be submitted to and approved by the City Council before taking effect.

Calendar year shall be January 1 – December 31.

Voting and Ex-Officio members shall serve without compensation. The Board and its voting members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by City Council. Voting and Ex-Officio members may be reimbursed for expenses authorized and approved by the Board and City Council.

Members are expected to conduct themselves with integrity and impartiality, upholding the City's values in all board-related activities. Disrespectful or disruptive behavior may be grounds for removal.

Voting and Ex-Officio and subcommittee members shall comply with applicable City Ordinances, Rules, and Policies, including but not limited to the City's Ethics Policy.

A record of the names and addresses of all members entitled to vote will be maintained. These records, along with all Parks and Recreation Advisory Board meeting minutes, shall be maintained within the principle offices of the City Secretaries office as required by City policies. In accordance with the open meetings and open records act, these records may be reviewed for any proper purpose at any reasonable time during regular business hours of City Hall.