



CITY COUNCIL REGULAR MEETING CITY OF BAY CITY

Tuesday, August 25, 2026 at 6:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Mayor: Robert K. Nelson

Mayor Pro Tem: Blayne Finlay

Council Members: Cory McCray, Jim Folse, Bradley Westmoreland, Susan Reardon

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 Bradley Westmoreland

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 Bradley Westmoreland

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.

PRESENTATIONS

1. **Presentation ~ Youth Advisory Council Presentation**
2. **Presentation ~ Demonstration of Community Resources Guide**

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

3. **Council Workshop Meeting Minutes of August 11, 2026.**
4. **Special Called Meeting Minutes of August 11, 2026.**
5. **Set a Public Hearing on the City of Bay City's proposed 2027 Fiscal Year Budget and the City of Bay City's Five-Year Capital Improvement Plan for Tuesday, September 15, 2026.**
6. **Set a Public Hearing on the Bay City Community Development Corporation's proposed 2027 Fiscal Year Budget for Tuesday, September 15, 2026.**
7. **Consider approval of a resolution designating authorized signatories for the Community Development Block Grant Mitigation (CDBG-MIT) Resilient Communities Program, GLO Contract No. 23-160-201-F773.**

DEPARTMENT REPORTS

8. **Animal Control Update.** Dotty Grandstaff, Animal Impound Manager

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

9. **Tax ~ Consider placing a proposal to adopt a Tax Rate for the 2027 Fiscal Year as an action item on the agenda of a future Council meeting, specifying therein the desired tax rate and publishing notice thereof.** Scotty Jones, City Manager
10. **Tax ~ Discuss and consider setting a Public Hearing on the Proposed 2027 Fiscal Year Tax Rate for Tuesday, September 15, 2026.** Scotty Jones, City Manager
11. **Bid ~ Discuss, consider, and/or approve the award of one or more contracts under RFP No. COBC-PW-GS-2026 for Generator Maintenance, Testing, and Emergency Repair Services and authorize the Mayor to execute the agreement(s).** Gabriel Lopez, Engineering Tech
12. **Ordinance ~ Discuss, consider and/or approve amending an ordinance of the City of Code of Ordinance Chapter 94, Article VI "Parades and Street Closures" of the Code of Ordinances; retitling Article VI as "Parades, Street Closures and Special Events"; amending and expanding the regulations governing parades, special events, mass gatherings, and temporary street closures; establishing permit requirements, application deadlines, standards for approval or denial; establishing fees and insurance requirements; establishing offenses, penalties, and civil and administrative penalties; providing for a cumulative & conflicts clause; providing a severability clause; and providing an effective date.** Krystal Mason, Assistant Public Works Director

CLOSED / EXECUTIVE SESSION

13. **Executive Session ~ Executive Session pursuant to Section 551.071(2) of the Texas Government Code (Consultation with Counsel on Legal Matters)**
14. **Executive Session ~ Executive Session pursuant to Texas Government Code Section 551.087 (Deliberation regarding Economic Development).**
15. **Executive Session ~ Executive session pursuant to Texas Government Code §551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee: Personnel**

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 **August 19, 2026 before 6:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager's office at (979) 245-2137.



EXECUTIVE SUMMARY BUSINESS OF THE CITY COUNCIL CITY OF BAY CITY, TEXAS

Meeting Date:	8/25/2026	Date Submitted:	8/14/26
Prepared By:	Kelly Penewitt	Presented By <i>(if different)</i>	Youth Advisory Members
Department:	Parks & Rec	Type of Agenda Item:	Award/Proclamation

ITEM TITLE: Future Advisors of Bay City

AGENDA LANGUAGE:

Presentation from the Future Advisors of Bay City

EXECUTIVE SUMMARY/BACKGROUND

The Future Advisors of Bay City (Youth Advisory Committee) is an inaugural initiative designed to provide local youth with a voice in the community and an opportunity to engage with the City of Bay City. The Youth Advisory Committee will introduce students to civic leadership, community service, and the role of local government while encouraging them to share ideas and perspectives on programs, parks, recreation, library and community needs.

The inaugural committee members will be introduced and provide an overview of the committee's Vision and Mission statements and goals.

STRATEGIC PLAN GOALS ADDRESSED:

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

FINANCIAL NOTES

- n/a



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

Meeting Date:	8/25/2026	Date Submitted:	8/14/2026
Prepared By:	Samantha Denbow	Presented By (if different)	
Department:	Communications/Library	Type of Agenda Item:	Regular

ITEM TITLE: Demonstration of Community Resource Guide

AGENDA LANGUAGE:

Presentation ~ Demonstration of the Community Resource Guide

EXECUTIVE SUMMARY/BACKGROUND

The City of Bay City has developed a Community Resource Guide as a joint effort of the City Manager's Office, Bay City Public Library, and Communications to provide residents with a centralized and easily accessible source for local and regional resources.

Development of the guide supports the City's Strategic Plan, Goal 2.2, which identifies establishing the Library as an information hub through expanded library services and evolving the Library into a county-wide information clearinghouse.

The Community Resource Guide brings information from a variety of service providers into one location and includes contact and referral information for resources such as food and clothing assistance, utility assistance, employment, transportation, housing, and other community services. The guide is designed to make it easier for residents to identify available services and connect directly with organizations that can provide assistance.

The guide is housed on the Bay City Public Library webpage, with a direct link from the City of Bay City homepage to provide broader community access. Moving forward, Library staff will maintain and update the resource database. Organizations that would like to be included in the guide or need to update their information may contact citymanager@baycitytx.gov. Requests will be routed to the appropriate staff for review and update.

Staff would also like to recognize Lyn McCalister, whose continued advocacy for a centralized community resource guide helped reinforce the importance of making this information readily accessible to residents.

Staff will provide City Council with a brief demonstration of the Community Resource Guide, including how residents can access and navigate the guide and locate available resources.

STRATEGIC PLAN GOALS ADDRESSED: Goal 2.2											
											
Safety & Community Appearance	☐	Community & Civic Engagement	☒	Infrastructure	☐	Planning & Development	☐	Culture & recreation	☐	Operational Excellence	☐

FINANCIAL NOTES
NA

RECOMMENDATION: No action required. This item is for demonstration and informational purposes only.

ATTACHMENTS: None



CITY COUNCIL WORKSHOP CITY OF BAY CITY

Tuesday, August 11, 2026 at 4:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Mayor: Robert K. Nelson

Mayor Pro Tem: Blayne Finlay

Council Members: Cory McCray, Jim Folse, Bradley Westmoreland, Susan Reardon

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.

MINUTES

CALL TO ORDER AND CERTIFICATION OF QUORUM

The meeting was called to order by Mayor Robert K. Nelson at 4:04 PM.

PRESENT:

Mayor Robert K. Nelson

Council Member Susan Reardon

Mayor Pro Tem Blayne Finlay

Council Member Cory McCray

Council Member Jim Folse arrived at 4:56

ABSENT:

Council Member Brad Westmoreland

PUBLIC COMMENTS

There were no public comments.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

1. **Presentation from Garver LLC on the North Water Treatment Plant revised design, bid, construction management, and application engineering services.**

Public Works Director, Herb Blomquist, gave a brief overview of the North Water Treatment Plant project, then introduced Tyson Hahn, who presented for Graver, LLC. Mr. Hahn reviewed the project timeline and picked up when the project was re-funded and went over the design revisions, bidding and construction services needed in order to proceed.

2. **Contract ~ Discuss, consider, and/or approve contract Work Authorization No. 17 to the standard contract agreement between the City of Bay City, Texas and Garver, LLC for Professional Engineering Services for the Design, Bid, and Construction of the North Water Plant under the Texas Water Development Board funding for Drinking Water SRF Projects.**

Motion made by Council Member Reardon to approve contract Work Authorization No. 17 to the standard contract agreement between the City of Bay City, Texas and Garver, LLC for Professional Engineering Services for the Design, Bid, and Construction of the North Water Plant under the Texas Water Development Board funding for Drinking Water SRF Projects. Seconded by Mayor Pro Tem Finlay. Voting Yea: Mayor Nelson, Council Member Reardon, Mayor Pro Tem Finlay, Council Member McCray. Motion carried.

3. **Contract ~ Discuss, consider, and/or approve contract Work Authorization No. 18 to the standard contract agreement between the City of Bay City, Texas and Garver, LLC for Application Engineering Services (AES) for the Construction of the North Water Treatment Plant under the Texas Water Development Board Direct Appropriation funding for Drinking Water Projects.**

Motion made by Mayor Pro Tem Finlay to approve contract Work Authorization No. 18 to the standard contract agreement between the City of Bay City, Texas and Garver, LLC for Application Engineering Services (AES) for the Construction of the North Water Treatment Plant under the Texas Water Development Board Direct Appropriation funding for Drinking Water Projects. Seconded by Council Member McCray. Voting Yea: Mayor Nelson, Council Member Reardon, Mayor Pro Tem Finlay, Council Member McCray. Motion carried.

4. **Contract ~ Discuss, consider and/or approve entering into a 10-year water storage maintenance plan with Maguire Iron, Inc. through The Interlocal Purchasing System (TIPS), for the annual inspection, cleaning, repair, rehabilitation, and maintenance of the City's elevated and ground storage tanks, in an amount not to exceed \$4,479,429 over the 10-year term, and authorize the Mayor to execute all related agreements approved as to form by the City Attorney.**

Motion made by Council Member Reardon to approve entering into a 10-year water storage maintenance plan with Maguire Iron, Inc. through The Interlocal Purchasing System (TIPS), for the annual inspection, cleaning, repair, rehabilitation, and maintenance of the City's elevated and ground storage tanks, in an amount not to exceed \$4,479,429 over the 10-year term, and authorize the Mayor to execute all related agreements approved as to form by the City Attorney. Seconded by Council Member McCray. Voting Yea: Mayor Nelson, Council Member Reardon, Mayor Pro Tem Finlay, Council Member McCray. Motion carried.

5. **Budget ~ Discuss the Fiscal Year 2027 Five (5) Year Capital Improvement Plan.**

City Manager, Scotty Jones, along with other City Directors, reviewed the Fiscal Year 2027 Five (5) Year Capital Improvement Plan.

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

There were no comments.

ADJOURNMENT

The meeting adjourned at 5:50 PM.

PASSED AND APPROVED, this ____ day of _____.

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

JEANNA THOMPSON
CITY SECRETARY



CITY COUNCIL SPECIAL CALLED MEETING CITY OF BAY CITY

Tuesday, August 11, 2026 at 6:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Mayor: Robert K. Nelson

Mayor Pro Tem: Blayne Finlay

Council Members: Cory McCray, Jim Folse, Bradley Westmoreland, Susan Reardon

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.

MINUTES

CALL TO ORDER AND CERTIFICATION OF QUORUM

The meeting was called to order by Mayor Robert K. Nelson at 6:06 PM.

PRESENT:

Mayor Robert K. Nelson

Council Member Jin Folse

Council Member Susan Reardon

Mayor Pro Tem Blayne Finlay

Council Member Cory McCray

ABSENT:

Council Member Brad Westmoreland

INVOCATION & PLEDGE

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

Councilman Cory McCray

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 Cory McCray

APPROVAL OF AGENDA

City Attorney, Anne Marie Odefey, stated item #10 needed to be tabled to the next scheduled Council meeting. Motion made by Mayor Pro Tem Finlay to approve the agenda. Seconded by Council Member Folse. Voting Yea: Mayor Nelson, Council Member Folse, Council Member Reardon, Mayor Pro Tem Finlay, Council Member McCray. Motion carried.

PUBLIC COMMENTS

There were no public comments.

ACKNOWLEDGEMENT FROM CITY MANAGER

City Manager, Scotty Jones, announced Ray Beltran, the City's Public Information Officer, completed week one of the Certified Public Communications Program at Texas Christian University. The Communication Resource page has been launched on the City's website and is available to help citizens find valuable resources all in one place. The resource page can be made available in paper form as well. Ms. Jones spoke briefly about Library and Parks & Recreation summer events. The first official meeting of the Youth Advisory Council was August 10th and 12 high school juniors and seniors attended. On August 25th, the Youth Advisory Council will make an introductory presentation to Council at the Regular Council meeting.

ITEMS / COMMENTS FROM THE MAYOR & COUNCIL MEMBERS

Mayor Pro Tem, Finlay spoke of the Youth Advisory meeting he attended, and mentioned he loved the meeting and enjoyed watching them interact and take charge. He also wished everyone a very productive school year. He thanked teachers and counselors for all they do. He also talked about seeing Public Works employees in the store and encouraged citizens to thank employees for helping better the community. Mayor spoke about the back-to-school event and said that it was a good turnout. He also talked about the work being done on 12th street and asked that everyone to please respect the barricades that are in place.

CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL

1. **Council Workshop meeting minutes of July 28, 2026.**
2. **Regular Council Meeting minutes of July 28, 2026.**
3. **City of Bay City Tourism Strategic Plan for 2026–2027, as recommended by the Tourism Advisory Board.**
4. **City of Bay City Main Street Transformation Strategy Work Plan, as recommended by the Main Street Historic Preservation Advisory Board.**
5. **Authorizing City staff to issue a Request for Proposals (RFP) for professional planning services to develop and support adoption of the City's Comprehensive Plan under the Texas General Land Office Resilient Communities Program.**
6. **Authorizing City staff to issue a Request for Proposals (RFP) for administrative services and a Request for Qualifications (RFQ) for engineering services related to application preparation and grant implementation for Program Years 2027 and/or 2028 under the Community Development Fund of the Texas Community Development Block Grant Program, as administered by the Texas Department of Agriculture.**

Motion made by Council Member Reardon to approve all Consent Agenda Items. Seconded by Council

Member Folse. Voting Yea: Mayor Nelson, Council Member Folse, Council Member Reardon, Mayor Pro Tem Finlay, Council Member McCray. Motion carried.

DEPARTMENT REPORTS

7. Reports ~ Reports ~ Public Works Report

Assistant Public Works Director, Krystal Mason, presented the Public Works Report.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

8. Resolution ~ Discuss, consider, and/or approve a Resolution of the City of Bay City, Texas to amend fees for Riverside Park RV and Camp Sites and provide an effective date.

Kelly Penewitt, Parks & Recreation Manager, reviewed the proposed fees for Riverside Park RV and Camp sites, adding that Hospitality Across America provided a competitive rate analysis and their study found that park to be underpriced.

Motion made by Council Member Folse to approve a Resolution of the City of Bay City, Texas to amend fees for Riverside Park RV and Camp Sites and provide an effective date . Seconded by Council Member McCray. Voting Yea: Mayor Nelson, Council Member Folse, Council Member Reardon, Mayor Pro Tem Finlay, Council Member McCray. Motion carried.

9. Bid ~ Discuss, consider, and/ or approve the award of RFP No. COBC-CCA-2026-001 for Municipal Brand Identification and Development and authorize the City Manager to execute the agreement for these services.

Communications Manager, Ray Beltran, explained that this brand initiative was part of the City's Strategic Plan and budget. It does not include the design of a new logo or visual identity. Black Dog Designs, LLC was selected from the 11 proposals.

Motion made by Mayor Pro Tem Finlay to approve the award of RFP No. COBC-CCA-2026-001 for Municipal Brand Identification and Development and authorize the City Manager to execute the agreement for these services. Seconded by Council Member Reardon. Voting Yea: Mayor Nelson, Council Member Folse, Council Member Reardon, Mayor Pro Tem Finlay, Council Member McCray. Motion carried.

10. Bid ~ Discuss, consider, and/or approve the award of one or more contracts under RFP No. COBC-PW-GS-2026 for Generator Maintenance, Testing, and Emergency Repair Services and authorize the Mayor to execute the agreement(s).

This item was tabled to the next scheduled City Council meeting.

11. Agreement ~ Discuss, consider, and/or approve Add Services No. 2 to the Professional Services Agreement with Quiddity Engineering, LLC in the amount of \$7,000.00 for additional professional engineering services associated with the rebid of the FEMA Hazard Mitigation Grant Program Cottonwood Creek Diversion Project, and authorize the Mayor to execute the amendment.

Engineering Tech, Gabriel Lopez, stated the project is grant funded at a 75% / 25% split. He explained the City is expanding the search for qualified contractors with Quiddity, costing \$7,000.00 for Quiddity to manage, issue solicitation, review bids and give recommendation to the City. Mr. Lopez explained that he will request this amount be reimbursed through a change order.

Motion made by Council Member McCray to approve Add Services No. 2 to the Professional Services Agreement with Quiddity Engineering, LLC in the amount of \$7,000.00 for additional professional engineering services associated with the rebid for the FEMA Hazard Mitigation Grant Program Cottonwood Creek Diversion Project, and authorize the Mayor to execute the amendment. Seconded by Council Member Folse. Voting Yea: Mayor Nelson, Council Member Folse, Council Member Reardon, Mayor Pro Tem Finlay, Council Member McCray. Motion carried.

CLOSED / EXECUTIVE SESSION

12. Executive Session ~ Executive Session ~ Executive Session pursuant to Texas Government Code Section 551.072 (Deliberation regarding Real Property).

There was no Closed/ Executive Session.

RECONVENE AND ACTION

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

Council Members wished everyone a happy and safe school year.

ADJOURNMENT

The meeting adjourned at 7:03 PM.

PASSED AND APPROVED, this ____ day of _____.

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

JEANNA THOMPSON
CITY SECRETARY



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

Meeting Date:	8/25/2026	Date Submitted:	8/20/2026
Prepared By:	Jennifer Davis	Presented By <i>(if different)</i>	Scotty Jones
Department:	Administration	Type of Agenda Item:	Consent

ITEM TITLE: SET HEARING FOR THE CITY’S BUDGET AND FIVE YEAR CAPITAL PLAN

AGENDA LANGUAGE:

Consider setting a public hearing on the proposed 2027 fiscal year budget and capital improvement plan for Tuesday, September 15, 2026.

EXECUTIVE SUMMARY/BACKGROUND

PUBLIC HEARING DATE:

TUESDAY, SEPTEMBER 15, 2025 AT 5 PM

BUDGET HEARING WILL BE ON THE FOLLOWING:

FY 2027 Proposed Budget- City of Bay City (Charter section 10.05)

Five-Year Capital Improvement Program FY 2027-2031 (Charter section 10.16)

All City Budget Information will be available online at www.cityofbaycity.org/193/Budget

STRATEGIC PLAN GOALS ADDRESSED:

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

FINANCIAL NOTES
N/A

RECOMMENDATION: Staff recommends City Council approve setting the public hearing for the City’s budget and Five-Year Capital Plan

ATTACHMENTS:



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

Meeting Date:	8/25/2026	Date Submitted:	8/20/2026
Prepared By:	Jennifer Davis	Presented By <i>(if different)</i>	Scotty Jones
Department:	Administration	Type of Agenda Item:	Consent

ITEM TITLE: SET HEARING FOR BCCDC BUDGET

AGENDA LANGUAGE:

Consider setting a public hearing on the Bay City Community Development Corporation's proposed 2027 fiscal year budget for Tuesday, September 15, 2026.

EXECUTIVE SUMMARY/BACKGROUND

PUBLIC HEARING DATE:

TUESDAY, SEPTEMBER 15, 2026 AT 5 PM

BUDGET HEARING WILL BE ON THE FOLLOWING:

FY 2027 Proposed Budget- Bay City Community Development Corporation

All City Budget Information will be available online at www.cityofbaycity.org/193/Budget

STRATEGIC PLAN GOALS ADDRESSED:

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

FINANCIAL NOTES
N/A

RECOMMENDATION: Staff recommends City Council approve setting the public hearing for the Bay City Community Development's Corporation's Proposed 2027 Budget

ATTACHMENTS:



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

Meeting Date:	8/25/2026	Date Submitted:	08/17/2026
Prepared By:	Gabriel Lopez	Presented By <i>(if different)</i>	
Department:	Public Works	Type of Agenda Item:	Consent

ITEM TITLE: Authorize Signatories for the GLO Resilient Communities Program Grant

AGENDA LANGUAGE:

Consider approval of a resolution designating authorized signatories for the Community Development Block Grant Mitigation (CDBG-MIT) Resilient Communities Program, GLO Contract No. 23-160-201-F773.

EXECUTIVE SUMMARY/BACKGROUND

The City applied for and received a \$250,000 award through the Texas General Land Office Resilient Communities Program to develop and adopt a citywide Comprehensive Plan. The plan will evaluate the City's population, housing, land use, infrastructure and capital improvement needs, zoning regulations, and local hazard risks. The planning process will include public participation and coordination with the City's existing hazard mitigation plan and other applicable plans.

The grant agreement became effective on June 29, 2026. The City is completing the required start-up documentation and preparing to procure a planning consultant.

One required start-up item is a Depository/Authorized Signatories Designation Form supported by a resolution of the City Council. The proposed resolution designates the Mayor and City Manager as authorized signatories for contractual, financial, environmental compliance, and related grant documents associated with GLO Contract No. 23-160-201-F773.

STRATEGIC PLAN GOALS ADDRESSED:

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

FINANCIAL NOTES
No City funds are required for this action.
The City was awarded \$250,000 in CDBG-MIT funding with no local match required for development and adoption of the Comprehensive Plan.

RECOMMENDATION: City Staff recommends adoption of the resolution designating authorized signatories for the Community Development Block Grant Mitigation (CDBG-MIT) Resilient Communities Program, GLO Contract No. 23-160-201-F773

ATTACHMENTS: Authorized Signatories Resolution

RESOLUTION R-2026-____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BAY CITY DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION (CDBG-MIT) RESILIENT COMMUNITIES PROGRAM, GLO CONTRACT NO. 23-160-201-F773.

WHEREAS, the City of Bay City has received a \$250,000 Community Development Block Grant Mitigation (CDBG-MIT) Resilient Communities Program award from the Texas General Land Office to develop and adopt a Comprehensive Plan; and

WHEREAS, GLO Contract No. 23-160-201-F773 became effective June 29, 2026; and

WHEREAS, the City is required to designate authorized signatories to execute contractual and financial documents required under the contract; and

WHEREAS, a completed and signed CDBG-MIT Depository/Authorized Signatories Designation Form must be submitted to the Texas General Land Office as part of the City's required Start-Up Documentation; and

WHEREAS, the City of Bay City acknowledges that, in the event an authorized signatory changes, a resolution identifying the new authorized signatory and a revised CDBG-MIT Depository/Authorized Signatories Designation Form will be required;

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

SECTION 1: The Mayor and City Manager are authorized to execute contractual documents between the Texas General Land Office and the City of Bay City for the Community Development Block Grant Mitigation (CDBG-MIT) Resilient Communities Program, GLO Contract No. 23-160-201-F773.

SECTION 2: The Mayor and City Manager are authorized to execute financial documents required for requesting funds under the Community Development Block Grant Mitigation (CDBG-MIT) Resilient Communities Program, GLO Contract No. 23-160-201-F773.

PASSED AND APPROVED on the 25th day of August 2026.

CITY OF BAY CITY, TEXAS

Robert K. Nelson, Mayor

ATTEST:

APPROVED as to FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney



**EXECUTIVE SUMMARY
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	8/25/2026	Date Submitted:	08/17/2026
Prepared By:	Chief Rodriguez	Presented By <i>(if different)</i>	Dottie Grandstaff
Department:	Animal Impound	Type of Agenda Item:	Department Report

ITEM TITLE: Animal Control Report Update

AGENDA LANGUAGE:

Animal Control Report Update

EXECUTIVE SUMMARY/BACKGROUND

Animal Control and Impound employees continue their efforts to rehome unwanted and stray animals while working diligently to reunite lost pets with their owners. Staff also remain focused on educating the public about the City's updated animal ordinances and helping residents achieve compliance. As part of these efforts, the department continues to coordinate and host community clinics that provide citizens with resources and services to help ensure their pets meet City requirements, while promoting responsible pet ownership throughout the community.

STRATEGIC PLAN GOALS ADDRESSED:

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

FINANCIAL NOTES

- n/a

RECOMMENDATION:

ATTACHMENTS: None



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

Meeting Date:	8/25/2026	Date Submitted:	8/20/2026
Prepared By:	Scotty Jones	Presented By <i>(if different)</i>	
Department:	Administration	Type of Agenda Item:	Regular

ITEM TITLE: PROPOSED TAX RATE

AGENDA LANGUAGE:

Consider placing a proposal to adopt a tax rate for the 2027 fiscal year as an action item on the agenda of a future council meeting, specifying therein the desired tax rate and publishing notice thereof.

EXECUTIVE SUMMARY/BACKGROUND

Tax Rate Information	Adopted FY 2026	Proposed FY 2027
Property Tax Rate	.55772	.56193
No-New Revenue Tax Rate	.53443	.51622
No-New Revenue M&O Tax Rate	.40542	.40754
Debt Rate	.12273	.12199
Voter-Approval Tax Rate	.55772	.56193
De Minimis Rate	.56700	.56563

Debt service requirements for the City of Bay City are currently \$.12199 of the current **proposed** property tax rate of **\$.56193**. The City has seventeen outstanding debt issues. At the end of Fiscal Year 2027, outstanding general obligation bond and certificates of obligation bonds will be \$93,276,000, however only \$16,544,047 is currently supported by property taxes.

This budget will raise more revenue from property taxes than last year's budget by an amount of \$618,401, which is an 8.63% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$158,851.

Note: **The City Council has lowered the City's tax rate over the past 7 years from .65500 to .56193 or 9 cents.** This proposed revenue increase equates to 3% of the City's budget used to pay for maintenance & operations, capital, and debt. Of this proposed revenue increase, the City transfers \$512,000 to Tax Increment Reinvestment Zones to support new housing development and redevelopment of the City. The net increase to the General Fund is \$96,000 or .4% of the General Fund.

Note: The new public hearing notice for the tax hearing requires a record vote on the proposed rate.

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 setting the desired tax rate to be placed for consideration at a future meeting (Specific language required in motion)

ATTACHMENTS: No New Revenue Rate (NNR) Comparison Information

2026 Governing Body Summary #2A*
Tax Increase Compared to No New Revenue Tax Rate
City of Bay City

Date: 08/14/2026 04:52 PM

INCREASE IN CENTS PER \$100	TAX RATE PER \$100	TAX LEVY**	ADDITIONAL TAX LEVY***
0.00	NNR \$0.51622	\$7149501	
0.50		\$7218750	\$69249
0.50	1 ¢ \$0.52622	\$7287998	\$138497
1.50		\$7357247	\$207746
2.00		\$7426496	\$276995
2.50		\$7495744	\$346243
3.00		\$7564993	\$415492
3.50		\$7634241	\$484740
4.00		\$7703490	\$553989
4.50		\$7772739	\$623238
5.00		\$7841987	\$692486
5.50		\$7911236	\$761735
6.00		\$7980484	\$830983
6.50		\$8049733	\$900232
7.00		\$8118981	\$969480
7.50		\$8188230	\$1038729
8.00		\$8257479	\$1107978
8.50		\$8326727	\$1177226
9.00		\$8395976	\$1246475
9.50		\$8465224	\$1315723
10.00		\$8534473	\$1384972
10.50		\$8534473	\$1384972
11.00		\$8603722	\$1454221
11.50		\$8672970	\$1523469
12.00		\$8742219	\$1592718
12.50		\$8811467	\$1661966
13.00		\$8880716	\$1731215
13.50		\$8949965	\$1800464
14.00		\$9019213	\$1869712
14.50		\$9088462	\$1938961
15.00		\$9157710	\$2008209
15.50		\$9226959	\$2077458
16.00		\$9296207	\$2146706
16.50		\$9365456	\$2215955
17.00		\$9434705	\$2285204
17.50		\$9503953	\$2354452
18.00		\$9573202	\$2423701
18.50		\$9642450	\$2492949
19.00		\$9711699	\$2562198
19.50		\$9780948	\$2631447
20.00		\$9850196	\$2700695

*These figures are provided as estimates of possible outcomes resulting from varying the tax rate. Please be aware that these are only estimates and should not be used alone in making budgetary decisions.

**Tax levies are calculated using line 22 of the No-New-Revenue Tax Rate Worksheet and this year's frozen tax levy on homesteads of the elderly or disabled.

***Tax increase compared to no-new-revenue tax rate.

Proposed Budget . 56193



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

Meeting Date:	8/25/2026	Date Submitted:	8/20/2026
Prepared By:	Scotty Jones	Presented By <i>(if different)</i>	
Department:	Administration	Type of Agenda Item:	Regular

ITEM TITLE: SET PUBLIC HEARING FOR TAX RATE

AGENDA LANGUAGE:

Consider setting a public hearing on the proposed 2027 fiscal year tax rate for Tuesday, September 15, 2026 (if required).

EXECUTIVE SUMMARY/BACKGROUND

PUBLIC HEARING DATE:

TUESDAY, SEPTEMBER 15, 2026 AT 5 PM

Sec. 26.06. NOTICE, HEARING, AND VOTE ON TAX INCREASE. (a) A public hearing required by Section [26.05](#) may not be held before the fifth day after the date the notice of the public hearing is given.

STRATEGIC PLAN GOALS ADDRESSED:

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

FINANCIAL NOTES
N/A

RECOMMENDATION: Staff recommends City Council approve setting the desired tax rate to be placed for consideration at a future meeting

ATTACHMENTS:



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

Meeting Date:	8/25/2026	Date Submitted:	08/14/2026
Prepared By:	Gabriel Lopez	Presented By <i>(if different)</i>	
Department:	Public Works	Type of Agenda Item:	Regular

ITEM TITLE: Award of Generator Services RFP No. COBC-PW-GS-2026

AGENDA LANGUAGE:

Discuss, consider, and/or approve the award of one or more contracts under RFP No. COBC-PW-GS-2026 for Generator Maintenance, Testing, and Emergency Repair Services and authorize the Mayor to execute the agreement(s).

EXECUTIVE SUMMARY/BACKGROUND

The City issued a request for proposals to establish ongoing service for its generator inventory at City Hall, the Civic Center, Police and Fire facilities, the airport, water wells, lift stations, the Wastewater Treatment Plant, the Municipal Service Building, and for its portable generator units.

The contract includes two preventive maintenance visits and one annual load bank test for each generator, automatic transfer switch inspection and testing, required service documentation, and authorized emergency and as-needed repairs. The initial contract term is one year, with up to three additional one-year renewal options.

Proposals were evaluated based on qualifications and relevant experience, service capacity and emergency response, preventive maintenance approach and documentation, and cost. Council approval will authorize the recommended award and execution of the applicable agreements.

STRATEGIC PLAN GOALS ADDRESSED:

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

FINANCIAL NOTES
The contract will establish annual pricing for two preventive maintenance visits and one load bank test for each generator, together with hourly service rates for emergency and as-needed repairs. Scheduled maintenance and testing will be paid at the awarded annual prices, while repair services will be paid separately based on the awarded rates and work performed.

RECOMMENDATION: City staff recommends award to the highest-ranked proposer as the primary contractor and the second-highest-ranked qualified proposer as the secondary contractor, based on the evaluation criteria established in the RFP.

ATTACHMENTS: Score Sheet

RFP No. COBC-PW-GS-2026

Final Evaluation Ranking and Award Recommendation

Rank	Company Name	Total Scores	Comment
1	Arcco Company Services	262.46	Recommended Primary Contractor
2	Clifford Power	261.65	Recommended Secondary Contractor
3	Genserve LLC	247.30	
4	RigSafe Solutions	234.71	
5	GenStrong	225.40	
6	Waukesha Pearce Industries	223.32	
7	Allegiant Generator Services	220.32	
8	Tan3 Holdings	210.10	
9	Current Power Technologies	206.46	
10	LK Powers Systems	171.38	
11	MNL Diesel	169.24	
12	West Coast Energy Systems	135.11	
13	LS Electrical Systems	118.44	

Company Name	Preventative Maintenance and Load Bank Test Total	Comments
LK Powers Systems	\$24,678.00	
Genserve LLC	\$27,985.00	
RigSafe Solutions	\$31,835.00	
LS Electrical Systems	\$32,052.50	
MNL Diesel	\$33,055.00	
Arcoco Company Services	\$32,475.00	Recommended Primary Contractor
West Coast Energy Systems	\$31,710.00	
Waukesha Pearce Industries	\$33,982.69	
Allegiant Generator Services NA	\$35,662.13	
GenStrong	\$35,957.63	
Tan3 Holdings	\$36,310.00	
Clifford Power	\$36,250.00	Recommended Secondary Contractor
Current Power Technologies	\$134,950.00	



**EXECUTIVE SUMMARY
BUSINESS OF THE CITY COUNCIL
CITY OF BAY CITY, TEXAS**

Meeting Date:	8/25/2026	Date Submitted:	8/18/2026
Prepared By:	Krystal Mason	Presented By <i>(if different)</i>	Krystal Mason
Department:	Public Works	Type of Agenda Item:	Regular

ITEM TITLE: Parades, Street Closures & Special Events

AGENDA LANGUAGE:

Discuss, consider and/or approve amending an ordinance of the City Code of Ordinance Chapter 94, Article VI “Parades and Street Closures” of the Code of Ordinances; retitling Article VI as “Parades, Street Closures and Special Events”; amending and expanding the regulations governing parades, special events, mass gatherings, and temporary street closures; establishing permit requirements, application deadlines, standards for approval or denial; establishing fees and insurance requirements; establishing offenses, penalties, and civil and administrative penalties; providing for a cumulative & conflicts clause; providing a severability clause; and providing an effective date.

EXECUTIVE SUMMARY/BACKGROUND

The proposed ordinance comprehensively updates Chapter 94, Article VI of the Bay City Code of Ordinances governing parades and temporary street closures. The amendment retitles the article “Parades, Street Closures and Special Events” and establishes a consolidated regulatory framework for parades, special events, mass gatherings, temporary street closures, and neighborhood block parties conducted on City property, within public rights-of-way, or under circumstances requiring extraordinary City services.

The proposed regulations establish event classifications and exemptions; permit application requirements and filing deadlines; objective standards for approval, conditional approval, or denial; procedures for alternative permits, revocation, and appeals; and an expedited process for spontaneous expressive events. The ordinance also creates specific requirements for neighborhood block parties and street closures, including resident notification and consent, property-access protections, operating-hour limitations, emergency-access lanes, and approved traffic-control devices.

Additional provisions address interdepartmental review, application and permit fees, deposits, reimbursement for extraordinary City services, insurance and indemnification, security and emergency-service staffing, sanitation, accessibility, waste management, food and alcohol service, temporary structures, inspections, permit modifications, and the responsibilities of permittees. The ordinance authorizes the City Manager to adopt administrative forms and

procedures consistent with the article, establishes offenses and enforcement remedies, and provides that applicable fees will be established by the City Council through the City’s adopted fee schedule.

The amendment is intended to provide a clear, consistent, and content-neutral permitting process; improve coordination among City departments; protect emergency access, public safety, property access, and municipal resources; and provide event organizers with defined standards and procedures for conducting events within the City.

STRATEGIC PLAN GOALS ADDRESSED:											
											
Safety & Community Appearance	☒	Community & Civic Engagement	☐	Infrastructure	☐	Planning & Development	☐	Culture & recreation	☐	Operational Excellence	☐

FINANCIAL NOTES
n/a

RECOMMENDATION: Staff recommends approval of the proposed ordinance amendments.

ATTACHMENTS: Ordinance and Exhibit “A”

ORDINANCE NO. _____

ORDINANCE AMENDING THE CITY CODE OF ORDINANCES CHAPTER 94, ARTICLE VI “PARADES AND STREET CLOSURES”; RETITLING ARTICLE VI AS “PARADES, STREET CLOSURES AND SPECIAL EVENTS”; AMENDING AND EXPANDING THE REGULATIONS GOVERNING PARADES, SPECIAL EVENTS, MASS GATHERINGS, AND TEMPORARY STREET CLOSURES; ESTABLISHING PERMIT REQUIREMENTS, APPLICATION DEADLINES, STANDARDS FOR APPROVAL OR DENIAL; ESTABLISHING FEES AND INSURANCE REQUIREMENTS; ESTABLISHING OFFENSES, PENALTIES, AND CIVIL AND ADMINISTRATIVE PENALTIES; PROVIDING FOR A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 2.02 of the City’s Charter permits the City to pass and enforce ordinances, not inconsistent with the 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, its inhabitants, and property; and may provide suitable penalties for the violations of any ordinance;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

Section 2. Amendments to the Municipal Code of Ordinances. The City of Bay City’s Municipal Code of Ordinances, Chapter 94, Article VI (entitled “Parades and Street Closures”), are amended by adding language that is underlined (underlined) and deleting language that is stricken (~~stricken~~) as shown on the attached Exhibit A:

Section 3. Payment of Fees. All persons, firms, or corporations applying for licenses or permits or receiving other City services described herein that require the payment of a fee incident to such application or service shall pay the fees as prescribed herein. It shall be a violation of this Ordinance to conduct any activity or commence any use or receive any service for which payment of a fee described herein is required until such fee has been paid (if required to be paid in advance) or to fail to pay such fee when properly billed.

Section 4. Cumulative. This Ordinance shall be cumulative of all fee provisions of the Code of Ordinances of the City of Bay City, Texas as to the fees set forth herein on the effective date of this Ordinance, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

Section 5. Amending Fees. The City Council may, from time to time, by adopting new ordinances,

add to the fees set forth herein. and the fees now or hereafter set forth may be modified from time to time by order of the City Council.

Section 6. 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 7. Remedies. All rights and remedies of the City are expressly saved as to any and all violations of the provisions of the Code of Ordinances in effect on the effective date of this Ordinance and modified by this Ordinance or any other ordinances in effect on the effective date of this Ordinance and modified by this Ordinance and requiring the payment of fees for licenses, permits, and other services provided by the City which have accrued on the effective date of this Ordinance; and any and all accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, shall not be affected by this Ordinance but may be prosecuted until disposition by the courts.

Section 8. Effective Date. This Ordinance shall be in full force and effect on the 25th of August, 2026 and may be published as required by law.

PASSED AND APPROVED on this **25th** day of **August, 2026**.

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	_____	_____	_____
Blayne Finlay Mayor Pro Tem	_____	_____	_____
Cory McCray	_____	_____	_____
Jim Folse	_____	_____	_____

Brad Westmoreland

Susan Reardon

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

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney

ARTICLE VI. PARADES, ~~AND STREET CLOSURES~~ AND SPECIAL EVENTS¹

DIVISION 1. GENERALLY

Sec. 94-170. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Affected property means property having vehicular access located within, immediately adjacent to, or dependent upon the portion of a street proposed to be closed.

Applicant means the person or organization that applies for a permit under this article and includes the promoter, permittee, and any person authorized to act on their behalf.

Block party or neighborhood block party means a temporary, noncommercial gathering conducted primarily for residents of a residential block or neighborhood and their invited guests that request the temporary closure of all or a portion of a local residential street. The term does not include an event advertised or generally open to the public; conducted primarily for commercial or promotional purposes; charging admission; involving more than 200 persons at any one time or otherwise meeting the definition of a special event under this article.

City property means real property, a park, facility, plaza, parking area, right-of-way, street, sidewalk, or other property owned, leased, maintained, or controlled by the city.

Emergency services mean services provided by law enforcement, fire protection, emergency medical services, emergency management, or other governmental or authorized response personnel engaged in protecting life or property or responding to an emergency.

Event plan means the site, traffic, parking, emergency-access, security, medical, sanitation, waste-management, and other operational plans required by the city based on the size, location, duration, and risk of an event.

Extraordinary city services mean city personnel, equipment, materials, or services beyond the level customarily available to the public, including dedicated police, fire, emergency medical, traffic-control, public-works, sanitation, or park services.

Local residential street means a city-maintained street that primarily provides access to residential property and is not designated as an arterial street, major thoroughfare, collector street, emergency-response route, state highway to farm to market road.

Mass gathering means a temporary outdoor gathering within the city limits that attracts or is reasonably expected to attract 250 or more persons at any one time, whether held on public or private property, and that because of its attendance, location, duration, or activities may require additional measures for traffic control, crowd management, fire protection, emergency medical services, sanitation, security, or protection of public health and safety.

¹Editor's note(s)—Ord. No. 1464, § 1, adopted June 27, 2013, amended the title of art. VI, to read as set out herein. Previously art. VI, was titled parades.

Parade means any parade, march or procession upon any street.

Permittee means the person or organization to whom a permit is issued under this article.

Promote means to organize, manage, finance, advertise, conduct, sponsor, or hold an event.

Promoter means a person who promotes a special event or mass gathering.

Special event means a temporary outdoor gathering open to the public, including a festival, fair, concert, celebration, market, athletic event, tournament, exhibition, rally, demonstration, ceremony, show, carnival, or similar activity, that: (1) is held on city property and 50 or more persons are expected at any one time; (2) uses or closes any portion of a city street, sidewalk, right-of-way, or other public area, regardless of attendance; or (3) requires extraordinary city services. The term does not include normal operations conducted entirely within a permanent building or facility in compliance with its certificate of occupancy.

Spontaneous expressive event means a demonstration, rally, vigil, or similar event responding to news or affairs coming into public knowledge fewer than 30 days before the event, when delay would substantially diminish the event's expressive purpose.

Temporary street closure means the temporary restriction or prohibition of ordinary vehicular traffic upon all or a portion of a city street, alley, or other public right of way for an approved event or activity.

(Code 1985, § 26-96; Code 2000, § 94-206)

Sec. 94-171. Exemptions.

~~This article shall not apply to:~~ Except when an event requires a street closure or extraordinary city services, this article does not require a special-event or mass-gathering permit for:

- a. ~~(1) Funeral processions;~~ A funeral procession conducted in accordance with applicable law.
- b. ~~(2)~~ Students going to and from school classes or participating in educational activities, providing such conduct is under the immediate direction and supervision of the proper school authorities; and
- c. ~~(3)~~ A governmental agency acting within the scope of its functions;
- d. ~~(4) -~~ A regularly scheduled religious service conducted on property ordinarily used for that purpose;
- e. (5) A private social gathering at a residence that is not open to the public and does not involve commercial activity;
- f. (6) An event conducted entirely within a permanent building or facility that has a valid certificate of occupancy for the anticipated use and attendance; or
- g. (7) An event produced or sponsored by the City or Matagorda County.

(Code 1985, § 26-97; Code 2000, § 94-207)

Secs. 94-172—94-195. Reserved.

DIVISION 2. PERMIT

Sec. 94-196. Permit Required; unlawful conduct.

~~No person shall engage in, participate in, aid, form or start any parade without a parade permit issued by the mayor, or the mayor's designee.~~ A person may not promote, conduct, or hold a parade, special event or mass gathering without first obtaining a permit under this article. A person may not knowingly provide materially false information in an application, violate a permit condition, exceed the approved event footprint or attendance, or obstruct an inspection authorized by this article.

(Code 1985, § 26-98; Code 2000, § 94-231; Ord. No. 1464, § 2, 6-27-2013)

Sec. 94-197. Applications deadlines; late and spontaneous applications.

- a. ~~(a)~~ A person requesting a parade or event permit shall file an application with the city secretary Public Works Department on forms provided by such officer the city. Such application shall be filed not less than seven days nor more than ten days before the date on which it is proposed to conduct the parade. A complete application for a parade or special event shall be filed not fewer than 30 calendar days before the event. A complete application for a mass gathering shall be filed not fewer than 60 calendar days before the event.
- b. ~~(b)~~ The City Manager may accept a late application for good cause if adequate time remains for review. Acceptance for review does not guarantee approval.
- c. Notice of a spontaneous expressive event shall be provided as soon as reasonably practicable. The city shall promptly review the notice and may waive ordinary deadlines and nonessential application requirements, while imposing only content-neutral conditions necessary to protect public safety, maintain emergency access, and coordinate competing uses.

Sec. 94-198. Application contents.

The application ~~for a parade permit~~ shall be made on a form provided by the city and shall include as applicable: ~~set forth the following information:~~

- a. ~~(1) The name, address and telephone number of the person seeking to conduct such parade~~ The applicant, sponsoring organization, property owner, event coordinator and event-day contact information to include name, address and telephone numbers;
- b. ~~(2) If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization, and of the authorized and responsible heads of such organization;~~ Event type, purpose, proposed dates and proposed rain dates, hours including setup and cleanup, location, expected daily and peak attendance, admission method, and whether the event is for profit;
- c. ~~(3) The name, address and telephone number of the person who will be the parade chairperson and who will be responsible for its conduct;~~ A site plan showing the event boundary, streets and sidewalks, ingress, egress, and emergency access; parking; stages, tents, canopies, booths, rides, generators, electrical service lighting, fencing barricades, toilets, dumpsters, food and alcohol service, first-aid areas, and fire-protection equipment;
- d. ~~(4) The date when the parade is to be conducted;~~ A description of entertainment, amplified sound, animals, vehicles, amusement rides, fireworks, drones, temporary structures, vendors, food service, and alcoholic beverages;

e. ~~(5)~~ If a procession, parade or march, ~~F~~

(1) The route to be traveled, the starting point and the termination point;

(2) ~~(6)~~ — The approximate number of persons who, and animals and vehicles which, will constitute such parade; the type of animals, and description of the vehicles;

~~— (7) The hours when such parade will start and terminate;~~

(3) ~~(8)~~ — A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed;

(4) ~~(9)~~ — The location by streets of any assembly areas for such parade;

(5) ~~(10)~~ — The time at which units of the parade will begin to assemble at any such assembly area or areas;

(6) ~~(11)~~ — The interval of space to be maintained between units of such parade;

f. Property owner authorization and applicable park or facility reservation agreement; (12) ~~— If the parade is designed to be held by, and on behalf of or for, any person other than the applicant, the applicant for such permit shall file with the chief of police a communication in writing from the person proposing to hold the parade, authorizing the applicant to apply for the permit on his behalf; and~~

g. A list of requested city services and all other required city, county, state, and federal permits or licenses;

h. ~~(13)~~ — Any additional information which the city-council shall find reasonably necessary to evaluate objective public health, safety, traffic, sanitation, accessibility, and operational impacts and to determine compliance with the objective standards of this article. a fair determination as to whether a permit should be issued.

(c) ~~The mayor, or the mayor's designee, where good cause is shown therefor, shall have the authority to consider any application under this article which is filed less than seven days before the date such parade is proposed to be conducted.~~

(Code 1985, § 26-99; Code 2000, § 94-232; Ord. No. 1464, § 2, 6-27-2013)

Sec. 94-1998. Standards for permit issuance.

A permit decision may not be based on the content or viewpoint of the event or other expressive activity.

The ~~mayor, or the mayor's~~ City Manager or designee, shall issue a ~~parade~~ permit when, from a consideration of the application and from such other information as may otherwise be obtained, ~~the mayor or the mayor's designee,~~ finds that:

(1) The conduct of the ~~parade event~~ will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route;

(2) The conduct of the ~~parade event~~ will not require the diversion of so great a number of ~~police officers~~ emergency services, city personnel or equipment to a degree that would materially impair ordinary public-safety or municipal services ~~of this city to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to this city;~~

(3) The conduct of such ~~parade event~~ will not require the diversion of so great a number of ~~ambulances~~ emergency services as to prevent normal ~~ambulance~~ service to portions of this city other than that to be occupied by the proposed line of march and areas contiguous thereto;

(4) ~~The concentration of persons, animals and vehicles at assembly points of the parade will not unduly interfere with proper fire and police protection of, or ambulance service to, areas contiguous to such~~

~~assembly areas;~~ The location or site is adequate for the proposed attendance or activities and does not exceed the lawful occupancy or capacity;

- (5) ~~The conduct of such parade will not interfere with the movement of firefighting equipment en route to a fire;~~ Applicant has made adequate arrangements for fire safety, emergency medical care, security, crowd management, sanitation, accessibility, parking, and waste disposal;
- (6) The conduct of the ~~parade event~~ is not reasonably likely to cause injury to persons or property, ~~to provide~~ create disorderly conduct or ~~create~~ a disturbance;
- (7) The parade, procession, or march is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays ~~en route~~; and
- (8) ~~The parade is not to be held for the sole purpose of advertising any product, cause, goods or events and is not designed to be held purely for private profit.~~ Applicant has complied with the requirements of this article and all arrangements necessary to protect public safety, emergency access, traffic movement, and property have been provided.
- (9) There are no material falsehoods or omissions, no failure to pay required fees or costs, no failure to provide required insurance or authorization, and no material noncompliance with a prior permit within the preceding 24 months.

(Code 1985, § 26-100; Code 2000, § 94-233; Ord. No. 1464, § 2, 6-27-2013)

Sec. 94-~~199~~200. Notice of permit denial.

~~If the mayor, or the mayor's designee, disapproves the application for a parade permit, it notice shall be mailed to the applicant within three days after the date of such disapproval.~~ The City Manager or designee shall approve, conditionally approve, or deny a complete application within 10 business days after filing, or sooner when necessary to preserve a timely appeal before the event. A denial shall be delivered to the applicant in writing and shall state each objective reason for denial and the available appeal procedure.

(Code 1985, § 26-101; Code 2000, § 94-234; Ord. No. 1464, § 2, 6-27-2013)

Sec. 94-~~200~~1. Alternative permit.

~~The mayor, or the mayor's designee, in denying an application for a parade permit, shall be empowered to authorize the conduct of the parade on a date, at a time, or over a route different from that named by the applicant. An applicant desiring to accept an alternate permit shall, within five days after notice of the action of the city council, file a written notice of acceptance with the city council. An alternate parade permit shall conform to the requirements of, and shall have the effect of a parade permit under this article.~~ Before denying an application, the City Manager or designee, shall, when feasible, offer reasonable alternative dates, times, routes, locations or conditions that would allow the event to proceed. An applicant may accept an alternative permit by filing written acceptance with Public Works within 5 calendar days after notice. An alternative permit shall conform to the requirements of, and shall have the effect of a permit under this article.

(Code 1985, § 26-102; Code 2000, § 94-235; Ord. No. 1464, § 2, 6-27-2013)

Sec. 94-20~~2~~¹. Contents of permit.

~~Each parade permit shall state the name, address and contact number for the applicant and contain the following information:~~

~~(1) — Starting point;~~

~~(2) — The portions of the streets to be traversed that may be occupied by the parade; and~~

~~(3) Such other information as the city council shall find necessary to the enforcement of this article.~~ Each permit shall identify the permittee, approved event, date, hours, location, route or footprint, maximum attendance, approved closures and no-parking zones, and each condition reasonably necessary to enforce this article. The permit shall contain the event-day contact and any required city services, inspections, plans, fees, deposits, insurance and cleanup deadlines.

(Code 1985, § 26-103; Code 2000, § 94-236)

Sec. 94-20~~2~~³. Revocation of permit.

~~The mayor, or the mayor's designee, shall have the authority, after a hearing affording due process, to revoke a parade permit issued under this article upon application of the standards for issuance as set forth in this article.~~ The City Manager or designee may revoke a permit after notice and an opportunity to be heard if the permit was obtained by material misrepresentation, required preparations will not be completed, or the permittee materially violates this article or a permit condition. The Chief of Police, Fire Chief or designated Emergency Management Coordinator, or their designee may immediately suspend or terminate an event when an actual or imminent condition presents a significant threat to life, public safety, emergency access, or property, or when the permittee refuses to correct a material safety violation. The city shall provide a written statement of the basis for emergency action as soon as practicable.

(Code 1985, § 26-105; Code 2000, § 94-238; Ord. No. 1464, § 2, 6-27-2013)

Sec. 94-20~~3~~⁴. Appeal.

Any person who is denied a permit, or has a permit revoked may appeal such decision to the city council. The appeal shall be placed on the city council's first available agenda. The city council shall hear the appeal in open session and shall render a decision at the conclusion of the hearing. Said decision shall be final. An applicant aggrieved by a denial, condition, revocation, fee determination, or other final decision may file a written appeal with the city secretary within five calendar days after notice. The City Manager shall decide on an appeal within five business days when necessary to preserve meaningful review before the proposed event. At the applicant's written request, the City Manager's decision may be reviewed by the city council at its first reasonably available meeting. The city shall expedite an appeal involving expressive activity. A final city decision is subject to any judicial remedy provided by law.

(Ord. No. 1464, § 2, 6-27-2013)

Sec. 94-20~~4~~. Temporary street closures ~~procedures~~ and neighborhood block parties.

- (a) Requests for temporary street closures and neighborhood block parties must be submitted ~~to the mayor, or the mayor's designee~~ in accordance with this article, at least ~~ten~~ 30 calendar days prior to the date for which the temporary street closure is needed.

(b) A neighborhood block party may be permitted only on a local residential street. The applicant must reside on the affected block or represent a neighborhood association serving the affected area.

(1) The closure shall extend from one intersecting street to the next. A mid-block closure may be approved only when it can be safely implemented without unreasonable interference with property access.

(2) The applicant shall notify every occupied property on or dependent upon the affected street segment and obtain written consent from occupants of at least 75 percent of the occupied residential properties within the proposed closure. Consent from all affected occupied properties may be required for a cul-de-sac or dead-end street, when the closure affects the only reasonable means of access, or when necessary to prevent an unreasonable access restriction.

(3) A person who does not consent shall not be denied reasonable access to or from the person's property. The permit holder shall temporarily move barricades or otherwise provide access when it can be done safely.

(4) A neighborhood block party may occur only between 9:00 a.m. and 10:00 p.m. The permitted street closure shall not exceed six hours, including setup and removal unless a longer period is specifically approved.

(5) A neighborhood block party shall not charge admission; be primarily commercial; include sales unless separately authorized; obstruct a sidewalk unless expressly permitted; or exceed 200 attendees at any one time. An event that does not qualify may be reviewed under the requirements for special events.

~~Information required in the letter for all street closures is as follows:~~

~~(1) Purpose of closure.~~

~~(2) Name of streets to be closed and the names of the cross streets that they intersect.~~

~~(3) Dates and times of beginning and ending of closure.~~

~~(4) A person's name, telephone number, and address as a contact for future information if necessary.~~

~~(5) Name of the barricade company which will provide barricades for the event (Please note that barricades must comply with the state manual on uniform traffic control devices).~~

~~(c) The review of the permit application shall be coordinated with the police department, fire department, and the emergency medical services, for planning purposes as well as to ensure that the community follows the correct street barricading procedures for the safety of pedestrians and vehicular traffic.~~

~~(d) The permit application shall be approved or denied within seven days of receipt. Should it be denied the applicant may appeal such denial in accordance with section 94-203.~~

(Ord. No. 1464, § 2, 6-27-2013)

~~Sec. 94-205. City secretary report.~~ Sec. 94-205 Conditions applicable to all closures.

(a) Only city-approved barricades, signs, cones, and traffic-control devices may be used. Devices shall be placed and maintained in accordance with the permit, the Texas Manual on Uniform traffic Control devices, and city instructions.

(b) Barricades shall be attended by a responsible adult and capable of prompt movement for emergency vehicles and authorized local traffic. Unless otherwise approved, an unobstructed emergency-access lane at least 20 feet wide with a vertical clearance of at least 14 feet shall be maintained.

(c) Tents, stages, tables, chairs, bounce houses, vehicles, cooking equipment, generators, recreational equipment, and similar items shall not be placed in the emergency-access lane. Fire hydrants, fire

department connections, utilities, drainage facilities, traffic-control devices, and driveways shall remain accessible, with at least 5 feet of clear space around each hydrant.

- (d) The permit holder shall comply with applicable noise, fire, building, health, alcoholic-beverage, food service, and traffic regulations; maintain the area in a clean and sanitary condition; remove all trash and temporary items immediately after the event; and be responsible for damage to city property resulting from the activity.
- (e) The closure shall not block off any designated parking spaces for multi-family housing communities or commercial parking lots.
- (f) The closure shall not include or obstruct any portion of a street, roadway, or intersection that connects to or provides direct access to a state-maintained highway, except for city-sponsored events.
- (g) No alleyway shall be included within a temporary street closure unless the applicant obtains and submits written consent from each property owner whose primary parking area is accessed through the affected alleyway. ~~The city secretary shall include in the city's secretary's report to city council a lists of all parade and street closure applications submitted, approved and denied during the period preceding the date of the city council meeting when the report is submitted.~~

(Ord. No. 1464, § 2, 6-27-2013)

~~Secs. 94-206—94-227. Reserved.~~

Sec. 94-206. - Interdepartmental review; decision.

The Public Works Department shall distribute a complete application to departments responsible for police, fire, emergency management, emergency medical coordination, public works, parks, development services, health or food regulation, and any other affected function. The city manager or designee shall approve, conditionally approve, or deny the permit based only on the objective standards of this article.

Sec. 94-207. - Fees, deposits, and city-service reimbursement.

- (a) The applicant shall pay application, permit, park or facility use, late, inspection, cleanup, damage, and other fees established in the city's schedule of fees.
- (b) The city may require a refundable cleanup or damage deposit proportionate to the event's size, location, and activities.
- (c) The applicant shall reimburse the city for extraordinary city services requested by or reasonably required for the event, including personnel, overtime, equipment, materials, and contractor costs. The city shall provide a written estimate before the event when practicable. Estimated costs may be required in advance, with reconciliation after the event.
- (d) The city manager may waive city-controlled fees or costs for a city-sponsored or co-sponsored event. A reasonable waiver or reduction process shall be available when a fee would unconstitutionally burden protected expressive activity.

Sec. 94-208. - Insurance, indemnification, and responsibility.

- (a) The permittee is responsible for the event and for loss, damage, cleanup, or injury caused by the permittee's negligence or failure to comply with law or permit conditions.
- (b) For use of city property or activities presenting material risk, the city may require commercial general liability insurance from an insurer authorized to do business in Texas, naming the city as an additional insured. Unless a higher amount is reasonably required for a hazardous activity, coverage shall be not less than \$1,000,000 per occurrence. Insurance requirements shall be proportionate to demonstrated risk and applied consistently.

(c) To the extent authorized by law, the permittee shall defend, indemnify, and hold harmless the city and its officers and employees from claims arising from the permittee's negligence, wrongful act, or breach of permit conditions. This subsection does not require indemnification for the city's sole negligence or waive governmental immunity.

Sec. 94-209. - Security, emergency services, and parking personnel.

- (a) The chief of police shall determine the reasonable number, qualifications, locations, and hours of law-enforcement or licensed security personnel needed for an event. With the chief's approval, licensed private security or certified peace officers from another agency may supplement city police.
- (b) The fire chief or designee may require on-site fire watch, emergency medical personnel, first-aid capability, emergency communications, or inspection based on attendance and risk.
- (c) The permittee shall provide trained parking attendants, traffic-control personnel, event monitors, or crowd managers when required by the approved plan. Personnel directing traffic on a public roadway must be legally authorized and properly equipped.

Sec. 94-210. - Sanitation, accessibility, waste, and restoration.

- (a) The permittee shall provide adequate potable water, toilets, handwashing, wastewater disposal, solid-waste containers, and collection service. Temporary facilities shall comply with applicable health and accessibility requirements.
- (b) When portable toilets are required, at least five percent, but not fewer than one unit in each cluster, shall be accessible unless a different number is required by applicable law.
- (c) The event shall end early enough to complete cleanup and reopen public areas at the approved time. Cleanup shall be completed within 24 hours after the event unless the permit establishes an earlier deadline.
- (d) The permittee shall restore city property to its pre-event condition and pay actual cleanup and repair costs not covered by a deposit.

Sec. 94-211. - Food, alcohol, vendors, temporary structures, and regulated activities.

The permittee shall obtain and comply with every permit or approval required for food service, alcoholic beverages, mobile food units, vendors, carnivals, amusement rides, fireworks, tents and temporary structures, electrical service, generators, amplified sound, signs, animals, drones, or other regulated activity. Alcohol on city property is prohibited unless expressly authorized and conducted in compliance with city ordinances and Texas law.

Sec. 94-212. - Inspections and corrections of violations.

Authorized city officials may enter the event site at reasonable times to inspect for compliance with the permit, applicable codes, and public-safety requirements. The permittee shall promptly correct a violation identified by an authorized official. Nothing in this section authorizes entry into a constitutionally protected area without consent, a warrant, or another lawful basis.

Sec. 94-213. - Permit changes, transfer, and annual or series permits.

- (a) A permit is not transferable. A material change in date, location, route, attendance, hours, footprint, alcohol service, or activity requires prior written approval.
- (b) The city manager or designee may issue an annual or series permit for repetitive events at one location when attendance, hours, activities, and safety measures remain substantially the same. The city may require an updated event schedule, plans, insurance, fees, or notice for each occurrence.

Sec. 94-214. - Duties of permittee and public conduct.

- (a) The permittee shall keep the permit and approved plans available at the event; comply with all conditions; maintain an event-day contact; remain within the approved area and hours; and ensure that participants, vendors, contractors, and volunteers are informed of applicable requirements.
- (b) No person shall unreasonably obstruct, impede, or interfere with a permitted event, emergency operation, traffic-control device, authorized official, participant, vehicle, or animal. No driver shall enter or cross a parade or closed event area except as directed by an authorized official.

Sec. 94-215. - Administrative rules and forms.

The city manager may adopt administrative forms, plan checklists, departmental routing procedures, standard permit conditions, and written guidelines consistent with this article. Fees shall be established by the city council in the city's schedule of fees.

Sec. 94-216. - Offense; remedies.

- (a) A person commits an offense if the person intentionally or knowingly violates this article or a lawful permit condition. Each day or separate event constitutes a separate offense. Upon conviction, the person is subject to the penalty provided in section 1-16 of this Code, unless another penalty is specifically provided by law.
- (b) The city may seek injunctive relief, recover extraordinary service, cleanup, repair, or damage costs, and exercise any other remedy authorized by law. Criminal, civil, and administrative remedies are cumulative.