



CITY COUNCIL REGULAR MEETING CITY OF BAY CITY

Tuesday, November 12, 2024 at 6:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Mayor: Robert K Nelson

Mayor Pro Tem: Becca Sitz

Council Members: Benjamin Flores, Jim Folse, Bradley Westmoreland, Blayne Finlay

Vision Statement

Through a united and collaborative effort, we seek to grow the City of Bay City with a diverse culture that is proud to call Bay City home. We envision a thriving family-centered community where citizens are involved in the future development of our city. We desire our citizens to work, play, worship and shop in the community in which we live. Visitors are welcomed and encouraged to enjoy the friendly environment and amenities the citizens and business owners have created together.

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 Jim Folse

MISSION STATEMENT

The City of Bay City is committed to fostering future economic growth by collaborating with our citizens, employers, current and future businesses, as well as the Community and Economic Development Centers. We strive to deliver superior municipal services and to invest in quality-of-life initiatives such as housing, businesses, jobs and activities for all citizens. We make a concerted effort to respond to resident's concerns in a timely and professional manner in order to achieve customer satisfaction.

Councilman Jim Folse

APPROVAL OF AGENDA**PUBLIC COMMENTS**

State Law prohibits any deliberation of or decisions regarding items presented in public comments. City Council may only make a statement of specific factual information given in response to the inquiry; recite an existing policy; or request staff places the item on an agenda for a subsequent meeting.

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

1. EnterTextHere
2. EnterTextHere

DEPARTMENT REPORTS

- 3. Public Works Reports and Updates.** Krystal Mason, Assistant Public Works Director

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

- 4. Appointment ~ Discuss, consider and appoint Angela Hadash as Deputy City Secretary.** Jeanna Thompson, City Secretary
- 5. Appointment ~ Discuss, consider and/ or approve the appointment of Bruce Krauskopf to the Planning Commission Board.** Robert K. Nelson, Mayor
- 6. Appointment ~ Discuss, consider and/ or approve the appointment of Melody Ann Yates to the Bay City Housing Authority Board.** Robert K. Nelson, Mayor
- 7. Bid ~ Discuss, consider, and/or approve awarding DebrisTech for debris monitoring services and authorize the City Manager to execute a contract approved to form by the City Attorney.** Gabriel Lopez, Engineering Tech
- 8. Ordinance ~ Discuss, consider, and/ or approve an ordinance of the City of Bay City, Texas adopting a "Budget Amendment #3" to the "Annual Budget supplemental appropriation and/ or transfer of certain funds; providing for severability; and providing other matters related to the subject.** Jennifer Leverett, Finance Manager
- 9. Report ~ Discuss, consider, and/or approve the City's Quarterly Financial and Investment Report for quarter ending September 30, 2024.** Jennifer Leverett, Finance Manager

- 10.** Ordinance ~ An ordinance of the City of Bay City, Texas amending Appendix "B" to include a "Credit Card Processing Fee", to the Code of Ordinances of the City of Bay City, Texas; and providing for the effective date thereof. Jennifer Leverett, Finance Manager
- 11.** Resolution ~ Discuss, consider, and/or approve a Resolution of the City of Bay City, Texas adopting covered applications an prohibited technology policy. Jeanna Thompson, City Secretary
- 12.** Appointment ~ Discuss, consider, and/or approve the appointment of a city representative and an alternate to Houston-Galveston Area Council's 2025 General Assembly. Robert K. Nelson, Mayor
- 13.** Appointment ~ Discuss, consider and select a Councilmember for the appointment on the Variance Committee Board. Robert K. Nelson, Mayor

CLOSED / EXECUTIVE SESSION**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 **Friday, MM DD, 202Y before 6:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager's office at (979) 245-2137.

CITY OF BAY CITY

MINUTES • OCTOBER 22, 2024

COUNCIL
CHAMBERS | 1901
5th Street

City Council Workshop

5:00 PM

1901 5TH STREET
BAY CITY TX, 77414



Mayor

Robert K. Nelson

Mayor Pro Tem

Becca Sitz

Councilman

Jim Folse

Councilman

Bradley Westmoreland

Councilman

Blayne Finlay

Councilman

Benjamin Flores

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.

CALL TO ORDER

The meeting was called to order at 5:03 p.m.

CERTIFICATION OF QUORUM**PRESENT**

Mayor Robert K. Nelson
Mayor Pro Tem Becca Sitz
Councilman Benjamin Flores
Councilman Jim Folse
Councilman Brad Westmoreland
Councilman Blayne Finlay

PUBLIC COMMENTS

There were no public comments.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND / OR APPROVAL**1. Update on Rail Road Quiet Zone Study- Russell McNaught, HDR Inc.**

Mr. McNaught discussed the Railroad Quiet Zone study and presented a slideshow of the crossings being studied. Among other considerations, the process factors into the number of cars and traffic patterns that then calculate how safe that particular crossing is. Mr. McNaught stated this is a 7 month process and that there was a delay, but the final report should be presented to the City the second week of January, 2025. So far there has been one set of diagnostics done on the BNSF line and UP is scheduled in November. The final concept development and evaluation will be ready in December, 2024. There will be a review meeting before the final reports are presented along with an open house for the public. The City will be financially responsible for any updates and changes to the Quiet Zone crossings. Mayor Nelson thanked Mr. McNaught for coming and speaking.

ADJOURNMENT

The meeting was adjourned at 5:45 p.m.

PASSED AND APPROVED, this 12th day of November, 2024.

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

JEANNA THOMPSON
CITY SECRETARY

CITY OF BAY CITY

MINUTES • OCTOBER 22, 2024

**COUNCIL
CHAMBERS | 1901
5th Street**

City Council Regular Meeting

6:00 PM

**1901 5TH STREET
BAY CITY TX, 77414**



Mayor

Robert K. Nelson

Mayor Pro Tem

Becca Sitz

Councilman

Jim Folse

Councilman

Bradley Westmoreland

Councilman

Blayne Finlay

Councilman

Benjamin Flores

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

CALL TO ORDER AND CERTIFICATION OF QUORUM

The meeting was called to order at 6:00 p.m.

PRESENT

Mayor Robert K. Nelson
Mayor Pro Tem Becca Sitz
Councilman Benjamin Flores
Councilman Jim Folse
Councilman Brad Westmoreland
Councilman Blayne Finlay

INVOCATION & PLEDGE

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

Councilman Benjamin Flores

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 Benjamin Flores

APPROVAL OF AGENDA

Motion made by Councilman Flores to approve the agenda, Seconded by Councilman Folse. Voting Yea: Mayor Nelson, Mayor Pro Tem Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

PUBLIC COMMENTS

Stewart Lynn with Lynn Group commented that things were going good with the YMCA. He stated that Loy Sneary would like to keep the pool open and with the YMCA involved there is still a \$60,000 shortfall. Lynn Group is willing to donate \$30,000 if the City can help cover the remaining amount.

Mayor Robert K Nelson recognized the Bay City Girl Scout Troop #156991, made up of girls from Bay City and Van Vleck ISD. They attended the council meeting to earn their government badge. Mayor Nelson had them stand for a photo with Council and he thanked them for attending.

1. Proclamation ~ "National Aviation History Month".

Read by Mayor Robert K. Nelson.

ACKNOWLEDGEMENT FROM CITY MANAGER

Interim City Manager, Scotty Jones recognized the Street and Bridge crews for doing a great job repaving the road in LeTulle Park. She then announced upcoming events at Riverside Park, the Library, and around the square.

ITEMS / COMMENTS FROM THE MAYOR & COUNCIL MEMBERS

Councilman Jim Folse thanked the Public Works department for the ride on the patch truck during the Rice Festival Parade. Councilman Brad Westmoreland thanked the Police Department and City staff for their efforts to make the parade a success. Councilman Blayne Finlay acknowledged the Lion's Club for their efforts in making the parade and Rice Festival a success. Councilman Benjamin Flores mentioned following up on an email about Norvell drainage and street conditions. Mayor Nelson thanked everyone involved in the parade and Rice Festival for their efforts.

CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL**2. City Council Regular Meeting minutes of October 8, 2024.**

Motion made by Councilman Finlay to approve the minutes for the October 8, 2024 Regular Meeting, Seconded by Councilman Flores. Voting Yea: Mayor Nelson, Mayor Pro Tem Sitz, Councilman Folse, Councilman Westmoreland. Motion carried.

DEPARTMENT REPORTS**3. Report: Library 4th Quarter Report.** Amanda Garcia, Library & Cultural Arts Manager

Ms. Garcia presented and discussed the 4th Quarter Report for the Library.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL**4. Resolution ~ Discuss, Consider, and/ or Approve a Resolution of the City of Bay City, Texas, to authorize the Bay City Community Development Corporation to enter into a contract with Kimberly Willett DBA Next Level Barber Institute, for a term not to exceed two years and providing incentives not to exceed a total amount of \$70,000 over the term of the agreement. (Second Reading) - Jessica Russell, Executive Director, BCCDC**

Motion made by Councilman Westmoreland to approve a Resolution of the City of Bay City, Texas, to authorize the Bay City Community Development Corporation to enter into a contract with Kimberly Willett DBA Next Level Barber Institute, for a term not to

exceed two years and providing incentives not to exceed a total amount of \$70,000 over the term of the agreement. (Second Reading) , Seconded by Councilman Folse. Voting Yea: Mayor Nelson, Mayor Pro Tem Sitz, Councilman Flores, Councilman Finlay. Motion carried.

5. Grant ~ Discuss, consider, and/or approve authorization to issue Request for Qualifications (RFQ) and Requests for Professional Services (RFP) for engineering and grant administration services related to the City's Project Application and Implementation of the 2025 TxDOT Transportation Alternatives (TA) Program. Gabriel Lopez, Engineering Tech

Mr. Lopez discussed that the grant the City is seeking will fund sidewalk projects, sidewalk improvements and ADA improvements. It is a bi-annual grant that the City was granted in the past that funded the Southern Pacific Railway on the old Southern Pacific rail line. Anticipating the funding opportunity to happen in January of 2025, Mr. Lopez believes that now is the time to get consultants to help identify problem areas on sidewalks, railroad crossings and bridge crossings and to get a solid plan in place. Having a consultant already in place would also strengthen the City's application for the grant, as would the several developments the City is currently working on. The City qualifies for transportation development credits based on the size, population, and income criteria, these credits would also cover the costs of preliminary engineering. The call for notice of funding opens in January of 2025, the preliminary application is due the first week of February of 2025, and the final application is due in June of 2025. Once the RFP's and RFQ's are issued, the City can move forward with the application.

Motion made by Councilman Finlay to approve authorization to issue Request for Qualifications (RFQ) and Requests for Professional Services (RFP) for engineering and grant administration services related to the City's Project Application and Implementation of the 2025 TxDOT Transportation Alternatives (TA) Program. Seconded by Councilman Flores. Voting Yea: Mayor Nelson, Mayor Pro Tem Sitz, Councilman Folse, Councilman Westmoreland. Motion carried.

6. Committee ~ Discuss, consider, and/ or approve the creation of a task force committee to address Animal Impound and capacity needs. Robert K. Nelson, Mayor

Ms. Jones stated that the goal to pursue partnerships that mutually benefit the community was part of the City's Strategic Plan. With that in mind, the City and County would like to partner to establish a task force to see to the Animal Impound building needs and deficiencies. The building is small and in poor condition. Mayor Robert K. Nelson stated there needs to be 1 or 2 council members on the committee, as well as Dotty Grandstaff and himself. Councilman Folse and Councilman Flores agreed to be on the committee. At this time, the task force will be committed to the building needs and deficiencies only, staff and policy sub-committees may come about at a later date.

Motion made by Councilman Folse to approve the creation of a task force committee to address Animal Impound and capacity needs. Seconded by Mayor Pro Tem Sitz. Voting Yea: Mayor Nelson, Councilman Flores, Councilman Westmoreland, Councilman Finlay. Motion carried.

7. Contract ~ Discuss, consider, and/or approve a contract between the City of Bay City, Texas and YMCA of the Golden Crescent, Victoria, Texas for the management of Valiant Pool. Scotty Jones, Interim City Manager

Ms. Jones stated the Gas Company will continue to waive the gas fees for the pool for the YMCA as they did for the City. The people involved (Wellness Matagorda County, YMCA, Lynn Group) in making this happen are trying to keep the swim team local. The Bay City team is currently having to travel to El Campo to train and the Van Vleck team is traveling to Lake Jackson. Loy Sneary, representing Wellness Matagorda County, mentioned there are 40-60 kids this swim season in Aquacats and the ISD teams. The pool will remain open to the public year-round even after swim season is over. Wellness Matagorda County will be holding fundraisers to keep the pool running.

Motion made by Mayor Pro Tem Sitz to approve a contract between the City of Bay City, Texas and YMCA of the Golden Crescent, Victoria, Texas for the management of Valiant Pool. Seconded by Councilman Folse.
Voting Yea: Mayor Nelson, Councilman Flores, Councilman Westmoreland, Councilman Finlay

CLOSED / EXECUTIVE SESSION

Council adjourned and went into an Executive Session at 6:57 p.m.

- 8. 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: City Manager.**
- 9. Executive Session pursuant to Section 551.071(1) of the Texas Government Code (Consultation with Counsel on Legal Matters)**

RECONVENE AND ACTION

Council reconvened back into Regular Session at 8:16 p.m. No action was taken.

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

Mayor Pro Tem Becca Sitz mentioned there is a pothole at 3rd street and Avenue I.

ADJOURNMENT

The meeting was adjourned at 8:17 p.m.

PASSED AND APPROVED, this 12th day of November, 2024.

ROBERT K. NELSON, MAYOR

CITY OF BAY CITY, TEXAS

JEANNA THOMPSON

CITY SECRETARY



CITY OF BAY CITY VOLUNTEER INTEREST FORM

Dear Resident:

This form will let the City Council know of your interest and qualifications to serve on a City board or commission. You are encouraged to contact the Mayor concerning your nomination. You may also submit a resume or brief background information regarding your qualifications. This form will be kept on file for a period of two years in the City Secretary's office.

PLEASE TYPE OR PRINT:

Date: 10/21/2024

Name: Bruce Krauskopf Home Address: [REDACTED]

City: Bay City State TX Zip 77414

Home Phone: [REDACTED] Business Phone:

Employer: Matagorda Concrete Occupation: Owner

E-mail: Bruce@matagordaconcrete.co

Resident of the Bay City Corporate City Limits: (circle one) ☐ Yes ☒ No

Resident of City for 39 years

I am interested in serving on the following boards:

(Boards and Committees include: Bay City Community Development Corporation (BCCDC), Main Street, Planning Commission, Historic Commission, Convention and Visitor Bureau (CVB), and Housing Authority)

- | | |
|--|---|
| 1.) <u>Planning Commission</u>
2.) <u>Bay City Community Development Corp (BCCDC)</u> | 3.) <u>Select Third Choice:</u>
4.) <u>Select Fourth Choice:</u> |
|--|---|

Please list any involvement in civic groups or clubs, current or past service on city boards, or other information qualifying you for service:

BCISD Education Foundation, WCJC Foundation, Bay City Chamber of Commerce, MPMC Foundation, Cub Scouts, Boy Scouts, BC Little League, BC Girls Softball Assoc.

eSigned via SeamlessDocs.com

 Key: b706a7f3e8b9bca99b123267b71b76ec
 Signature

Return completed form to the City Secretary's Office: 1901 5th Street, Bay City, Texas 77414



CITY OF BAY CITY VOLUNTEER INTEREST FORM

Dear Resident:

This form will let the City Council know of your interest and qualifications to serve on a City board or commission. You are encouraged to contact the Mayor concerning your nomination. You may also submit a resume or brief background information regarding your qualifications. This form will be kept on file for a period of two years in the City Secretary's office.

PLEASE TYPE OR PRINT:

Date: 09/18/2001
 Name: Melody Ann Yates Home Address: [REDACTED]
 City: Bay City State TX Zip 77414
 Home Phone: [REDACTED] Business Phone: 9794297004
 Employer: Taylor Bros. Funeral Home Occupation: Manager
 E-mail: melodyayates@gmail.com
 Resident of the Bay City Corporate City Limits: (circle one) ☒ Yes ☐ No
 Resident of City for 23 years

I am interested in serving on the following boards:

(Boards and Committees include: Bay City Community Development Corporation (BCCDC), Main Street, Planning Commission, Historic Commission, Convention and Visitor Bureau (CVB), and Housing Authority)

- | | |
|----------------------------------|----------------------------------|
| 1.) <u>Housing Authority</u> | 3.) <u>Select Third Choice:</u> |
| 2.) <u>Select Second Choice:</u> | 4.) <u>Select Fourth Choice:</u> |

Please list any involvement in civic groups or clubs, current or past service on city boards, or other information qualifying you for service:

I was born and raised in Bay City, TX. In 2020 I graduated as Valedictorian from Van Vleck and continued my education at Texas A&M University. I graduated last December with a Bachelors degree in Business Management. Since then, I have moved back to Bay City and began working at Taylor Bros. Funeral Home, a business that has been in my family for over 100 years. I have roots that run deep in Bay City and hope to be involved in making it a better place.

eSigned via SeamlessDocs.com

Melody Ann Yates

Key: b706a7f3e8b9bca99b123267b71b76ec

Signature

Return completed form to the City Secretary's Office: 1901 5th Street, Bay City, Texas 77414



CITY OF BAY CITY
 1901 FIFTH STREET
 BAY CITY, TEXAS 77414
 (979) 245-2137
 FAX: (979) 323-1626

AGENDA ITEM SUBMISSION FORM

Any item(s) to be considered for action by the City Council must be included on this form and be submitted along with any supporting documentation. Completed Agenda Item Submission forms must be submitted to the City Secretary's Office no later than 4:00 p.m. on the Monday of the week prior to the Regular Council meeting.

Requestor Name: Lopez, Gabriel **Date Submitted:** 11/07/2024
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 11/12/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Engineering Technician
For City Staff Only

Agenda Location: Discussion Item
(e.g.: Consent Agenda/ Discussion Item/ Public Hearing/ Executive Session/ Presentation)

Agenda Content:

DISCUSS, CONSIDER, AND/OR APPROVE AWARDED DEBRISTECH FOR DEBRIS MONITORING SERVICES AND AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT APPROVED TO FORM BY THE CITY ATTORNEY.

Executive Summary of Item:

Background: Matagorda County recently issued an RFP to secure a qualified debris management provider to support effective response and recovery efforts following hurricanes and other severe weather events. This RFP process included provisions for Bay City to secure debris management services through the same competitive process.

City staff participated in the selection committee, reviewing and scoring proposals to identify a provider with the experience and capacity to manage large-scale debris removal operations effectively and in compliance with FEMA regulatory standards. As a result of the scoring process, DebrisTech received the highest ranking.

The county awarded the RFP to DebrisTech during the County Commissioners' Court meeting on October 10, 2024. Pending City Council approval, Bay City will establish its own contract with DebrisTech to ensure the city's readiness for efficient debris management during future emergencies.

Financial Implications: Debris monitoring services are eligible for FEMA Public Assistance reimbursement following a disaster declaration, with a typical cost share of 75% federal and 25% local.

The costs incurred will align with the hourly rates outlined in DebrisTech's cost proposal, covering various positions needed for effective debris monitoring. As set in the RFP, these rates contributed to 25% of the total evaluation score, ensuring competitive pricing and fairness in the selection process.

Community Sustainability: The selection of DebrisTech as Bay City's debris management provider will significantly enhance the community's resilience by enabling rapid response and recovery efforts following hurricane and storm events. With DebrisTech's monitoring services and adherence to FEMA compliance standards, debris removal activities will be conducted in a manner that qualifies for federal reimbursement, supporting the city's financial recovery post-disaster

Recommendation: Staff recommends that City Council approve DebrisTech LLC as Bay City's debris management provider and authorize the City to enter into a contract to ensure effective, compliant support for disaster response and recovery efforts.

Request for Proposals (RFP No. 24-001) for Debris Monitoring Services

Evaluator Score Summary for RFP Respondents:

Firm:	<u>DebrisTech</u>	<u>TetraTech</u>	<u>Thompson</u>	<u>Goodwyn Mills Cawood</u>
Evaluator				
Kristen Kubecka	93.5	88.17	83.85	74.70
Troy Shimek	92.5	87.17	89.85	80.7
Mike Estlinbaum	93.47	88.17	88.85	80.70
Amanda Campos	93.47	88.17	88.85	80.70
Crystal Morones	93.47	86.17	88.85	77.7
Gabriel Lopez	92.5	88.7	87.85	78.7
Total Score	558.91	526.55	528.1	473.2



Ordinance ~ Discuss, consider, and/or approve an Ordinance of the City of Bay City, Texas adopting a "Budget Amendment #3" to the "Annual Budget of the City of Bay City, Texas, for the Fiscal Year 2024"; providing for supplemental appropriation and/or transfer of certain funds; providing for severability; and providing other matters related to the subject.



EXECUTIVE SUMMARY

BUDGET AMENDMENTS

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

FINANCIAL IMPLICATIONS: Amending the budget provides a revised parameter for the budget.

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

ATTACHMENTS: Ordinance and Budget Amendments

ORDINANCE NO. _____**AN ORDINANCE OF THE CITY OF BAY CITY, TEXAS, ADOPTING A "BUDGET AMENDMENT #3 TO THE "ANNUAL BUDGET OF THE CITY OF BAY CITY, TEXAS, FOR THE FISCAL YEAR 2024"; PROVIDING FOR SUPPLEMENTAL APPROPRIATION AND/OR TRANSFER OF CERTAIN FUNDS; PROVIDING FOR SEVERABILITY; AND PROVIDING OTHER MATTERS RELATED TO THE SUBJECT.**

WHEREAS, by Ordinance No. 1715, the City of Bay City, Texas, adopted its "Annual Budget" for Fiscal Year 2024;

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

WHEREAS, the City Council desires to amend said Original General Budget to reflect such supplemental appropriation and/or transfer in the fiscal year 2024; now, therefore,

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

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

Section 2. The "Annual Budget" of the City of Bay City, Texas, for the Fiscal Year 2024, is hereby amended as shown on "Budget Amendment #3" to the Original Budget of the City of Bay City, Texas, for the Fiscal Year 2024, attached hereto. These amendments are for municipal purposes. Said Budget Amendment shall be attached to and made a part of such Annual Budget by the City Secretary and shall be filed as required by state law, a true and correct copy of which is attached hereto as Exhibit "A" and made a part hereof for all purposes.

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

PASSED AND APPROVED on first and final reading this 12th day of November 2024.

CITY OF BAY CITY, TEXAS

Robert K. Nelson, Mayor

ATTEST:

Jeanna Thompson, City Secretary

APPROVED as to FORM:

Anne Marie Odefey, City Attorney

<u>Council Member:</u>	<u>Voted Aye</u>	<u>Voted No</u>	<u>Absent</u>
Brad Westmoreland	_____	_____	_____
Blayne Finlay	_____	_____	_____
Benjamin Flores	_____	_____	_____
Becca Sitz Mayor Pro-Tem	_____	_____	_____
Jim Folse	_____	_____	_____

Robert K. Nelson, Mayor

ATTEST:

Jeanna Thompson, City Secretary

APPROVED AS TO FORM AND SUBSTANCE:

Anne Marie Odefey, City Attorney

BUDGET AMENDMENT

ITEM #8.

FUND:

General Fund

Date: 9/30/2024

Reason for Budget Amendment: (Please indicate)

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

Brief Description of Request:

FY2024: General Fund- Various

			Expenditure Increase or Revenue Decrease	Exp. Decrease or Rev. Increase	
Account Description	Fund #	Account #	Debit	Credit	Notes
					Various Departments
Municipal Court	11	125-4105	\$ 35,000		Health and Compensation
Police Department	11	150-4105	\$ 75,000		
Animal Impound	11	155-4105	\$ 7,000		
Recycling Center	11	170-4105	\$ 13,000		
Library	11	190-4105	\$ 30,000		
Health and Compensation	11	110-4496		\$ 160,000	
					Library
Grants & Donations	11	190-4497	\$ 76,000		Various Donations
Donations	11	3670		\$ 76,000	
					City General
Transfer to Airport Fund	11	110-4767		\$ 56,150	Transfer to Airport- Match to Grants
Other Income- BCCDC	11	3698	\$ 56,150		
Transfer to Street Maintenance Fund	11	110-4728	\$ 145,000		City General
Interest Income	11	3605		\$ 40,000	
Gain on Disposal of Assets	11	3693		\$ 105,000	
The amendments above relate to the following:					
TOTAL			\$ 437,150.00	\$ 437,150.00	

Dept. Head Signature:

Date

Finance Manager Signature:

Date

Interim City Manager:

Date

ITEM #8.

Date: **9/30/2024**

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

Brief Description of Request: FY2024: Utility

[illegible]

The amendments above relate to the following:

TOTAL	\$ 100,000.00	\$ 100,000.00
-------	---------------	---------------

Date _____

Date _____

Date _____

BUDGET AMENDMENT

ITEM #8.

FUND:

Reason for Budget Amendment: (Please indicate)

X

Airport Fund

1. New revenues (originally unbudgeted) are available.

2. Actual revenues (originally unbudgeted) have exceeded the original adopted budget.

3. A new project, program or special expenditure has been authorized.

4. Transfer reclassification of original adopted budget to realign budget to actual transaction activity as presently needed.

Date:

9/30/2024

Brief Description of Request:

FY2024: Airport

			Expenditure Increase or Revenue Decrease	Exp. Decrease or Rev. Increase	
Account Description	Fund #	Account #	Debit	Credit	Notes
					Airport
Capital Contribution]	64	3610		\$ 56,000	Match to Grants
Transfer from BCCDC	64	3722	\$ 56,000		
The amendments above relate to the following:					
TOTAL			\$ 56,000.00	\$ 56,000.00	

Dept. Head Signature:

Date

Finance Manager Signature:

Date

Interim City Manager:

Date

Ordinance~ An Ordinance Of The City Of Bay City, Texas Amending Appendix “B” To Include A “Credit Processing Fee”, To The Code Of Ordinances Of The City Of Bay City, Texas; And Providing For The Effective Date Thereof.



EXECUTIVE SUMMARY

BACKGROUND:

The use of credit cards is a convenient and increasingly popular method of payment for utility bills, permits, rentals and other payments to the City. Acceptance of credit cards is one of the many payment methods offered as a service to citizens and as a way to accelerate collections of amounts owed. Historically, the City has not passed through any credit card fees charged to us by the merchant to our customers. However, the cost of covering these fees has increased, becoming too much to absorb. Therefore, to continue providing effective services to the public, and in lieu of requesting an increased appropriation in budget, staff recommends implementing a fee assigning the cost of City services directly to the individual receiving them.

RECOMMENDATION: Staff recommends City Council approve the Ordinance.

ATTACHMENTS: Ordinance

ORDINANCE NO XXXX-XX

AN ORDINANCE AMENDING APPENDIX “B” TO INCLUDE A “CREDIT CARD SURCHARGE,” TO THE CODE OF ORDINANCES OF THE CITY OF BAY CITY, TEXAS; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF.

WHEREAS the City Administration has determined that it has become burdensome for the City to incur the credit card surcharges charged by credit card processing companies for customers that utilize a credit card for payment to the City of Bay City for permit fees, utility bills, and other payments to the City;

WHEREAS, effective September 1, 2023, the Texas Business and Commerce Code provides that vendors may require customers to be responsible for credit card surcharges;

WHEREAS the City will not profit in any way from requiring customers to be responsible for credit card surcharges;

WHEREAS the surcharge will be the lesser of the amount of credit card surcharge charged by the credit card processing company or 3.5% of the charge;

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

SECTION 1: The section labeled “Miscellaneous Administrative Fees”, shall include a **“Credit Card Surcharge”** and applicable to all Chapters in Appendix “B” of the Code of Ordinances of the City of Bay City, Texas. Appendix “B” is hereby amended to read as follows:

Credit Card Surcharge per Transaction

E-Commerce Payments (Online)- \$4.00

Point Of Sale- 3.5%

Others (Phone, Text, E-Check)- \$2.00

SECTION 2: In no event shall the customer be charged more than the actual credit card surcharge charged by the credit card processing company. In no event shall a customer be required to pay a surcharge for use of a DEBIT card, whether use is by debit or credit, OR the use of a prepaid credit card.

SECTION 3: If any provisions, sections, exceptions, subsections, paragraph, sentence, clause or phrase of this ordinance or the application of same to any person or set of circumstances, shall for any reason be held unconstitutional, void or invalid, such invalidity shall not affect the validity of the remaining provisions of this ordinance or their application to other persons or sets of circumstances and to this end all provisions of this ordinance are declared to be severable.

SECTION 4: All ordinances or parts of ordinances inconsistent with the terms of this ordinance are hereby repealed; provided however, that such repeal shall be only to the extent of such inconsistency and in all other respects this ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered by this ordinance.

SECTION 5: This ordinance shall become effective January 2025.

APPROVED AND PASSED on this 12th day of November 2024.

CITY OF BAY CITY, TEXAS

ROBERT K. NELSON, Mayor

ATTEST:

JEANNA THOMPSON, City Secretary

APPROVED AS TO FORM:

ANNE MARIE ODEFY
City Attorney

Discuss, consider, and/or approve a Resolution of the City of Bay City, Texas adopting covered applications and prohibited technology policy.



EXECUTIVE SUMMARY

BACKGROUND:

December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans. Governor Abbott also directed the Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR) to develop a plan providing state agencies guidance on managing personal devices used to conduct state business.

Last session, the Texas legislature passed [S.B. 1893](#), which prohibits the use of TikTok and certain other social media applications and services on governmental devices. The bill specifically requires cities and other political subdivisions to adopt a policy: (1) prohibiting the installation of TikTok or another covered application on any device owned or leased by the governmental entity; and (2) requiring the removal of covered applications from those devices.

Although the bill went into effect immediately upon being signed by the governor in 2023, the requirement that a city adopt a policy described above did not apply until the Department of Information Resources (DIR) and the Department of Public Safety (DPS) jointly developed a model policy for governmental entities to use in developing their own local policy. [The DIR/DPS model policy](#) was recently released on September 16, 2024.

[DIR guidance provides](#) that governmental entities, including cities, have until November 20, 2024 to adopt their local policies required by S.B. 1893. It should be noted that city policies adopted to comply with S.B. 1893 need not mirror the DIR/DPS model policy, but it is expected that the DIR/DPS model policy is used in developing the city policy. The law provides, and the model policy reflects, that city-adopted policies may allow for the installation and use of a covered application to the extent necessary for: (1) providing law enforcement; or (2) developing or implementing information security measures.

As required by the Governor's directive and Senate Bill 1893, this policy establishes a template that entities subject to the directive or bill may mimic to prohibit the installation or use of covered applications or prohibited technologies on applicable devices.

Governmental entities, including local governments, must adopt a covered applications policy by November 20, 2024

FINANCIAL IMPLICATIONS:

None.

RECOMMENDATION:

Staff recommends City Council approve the policy to be in compliance with SB 1893.

ATTACHMENTS: Resolution & Policy

RESOLUTION NO. _____**A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, ADOPTING COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY POLICY**

WHEREAS, On December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans.

WHEREAS, Governor Abbott also directed the Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR) to develop a plan providing state agencies guidance on managing personal devices used to conduct state business.

WHEREAS, Following the issuance of the Governor's directive, the 88th Texas Legislature passed Senate Bill 1893, which prohibits the use of covered applications on governmental entity devices.

WHEREAS, As required by the Governor's directive and Senate Bill 1893, this model policy prohibits the installation or use of covered applications or prohibited technologies on applicable devices.

WHEREAS, deems it appropriate to adopt such policy.

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

The Covered Applications and Prohibited Technology Policy attached hereto is hereby adopted annually beginning on November 12, 2024 and ending on October 31, 2025.

Section two.

Unless otherwise amended or revised by resolution of City Council, the Covered Applications and Prohibited Technology Policy shall remain in full force and effect and shall supersede such technology policies of prior date.

Section three.

This Resolution shall become effective November 12, 2024.

PASSED AND APPROVED AT BAY CITY TEXAS THIS 12th DAY OF NOVEMBER 2024.

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

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney

CITY OF BAY CITY

Covered Applications and Prohibited Technology Policy

Date: November 12, 2024

Version: 1.0

CONTENTS

1.0	Introduction.....	3
1.1	Purpose	3
1.2	Scope and Application	3
2.0	Covered Applications Policy for Governmental Entities.....	4
2.1	Scope and Definitions	4
2.2	Covered Applications on Government-Owned or Leased Devices	4
2.3	Ongoing and Emerging Technology Threats.....	5
2.4	Bring Your Own Device Policy	5
2.5	Covered Application Exceptions	6
3.0	Policy Compliance	6
4.0	Policy Review	7

1.0 INTRODUCTION

1.1 PURPOSE

On December 7, 2022, Governor Greg Abbott required all state agencies to ban the video-sharing application TikTok from all state-owned and state-issued devices and networks over the Chinese Communist Party's ability to use the application for surveilling Texans. Governor Abbott also directed the Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR) to develop a plan providing state agencies guidance on managing personal devices used to conduct state business. Following the issuance of the Governor's directive, the 88th Texas Legislature passed [Senate Bill 1893](#), which prohibits the use of covered applications on governmental entity devices.

As required by the Governor's directive and Senate Bill 1893, this model policy establishes a template that entities subject to the directive or bill may mimic to prohibit the installation or use of covered applications or prohibited technologies on applicable devices.

1.2 SCOPE AND APPLICATION

Due to distinctions in requirements between the Governor's directive and SB 1893, Sections 2 and 3 apply to distinct organizations. Where appropriate, each section will identify the unique entities to whom the section applies and the appropriate definitions.

Governmental entities, including local governments, must adopt a covered applications policy as described by [Section 2.0](#).

State agencies to whom the Governor issued his December 7, 2022, directive must adopt a prohibited technology policy as described by [Section 3.0](#). To the extent a state agency is also subject to the requirements of Senate Bill 1893, that agency must also adopt a covered applications policy as described by [Section 2.0](#).

2.0 COVERED APPLICATIONS POLICY FOR GOVERNMENTAL ENTITIES

2.1 SCOPE AND DEFINITIONS

Pursuant to Senate Bill 1893, governmental entities, as defined below, must establish a covered applications policy:

- A department, commission, board, office, or other agency that is in the executive or legislative branch of state government and that was created by the constitution or a statute, including an institution of higher education as defined by Education Code Section 61.003.
- The supreme court, the court of criminal appeals, a court of appeals, a district court, or the Texas Judicial Council or another agency in the judicial branch of state government.
- A political subdivision of this state, including a municipality, county, or special purpose district.

This policy applies to all City of Bay City full- and part-time employees, contractors, paid or unpaid interns, and other users of government networks. All City of Bay City employees are responsible for complying with this policy.

A covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

2.2 COVERED APPLICATIONS ON GOVERNMENT-OWNED OR LEASED DEVICES

Except where approved exceptions apply, the use or installation of covered applications is prohibited on all government-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The City will identify, track, and manage all government-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- a. Prohibit the installation of a covered application.
- b. Prohibit the use of a covered application.
- c. Remove a covered application from a government-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- d. Remove an application from a government-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The City will manage all government-owned or leased mobile devices by implementing the security measures listed below:

- a. Restrict access to “app stores” or unauthorized software repositories to prevent the installation of unauthorized applications.
- b. Maintain the ability to remotely wipe non-compliant or compromised mobile devices.]
- c. Maintain the ability to remotely uninstall unauthorized software from mobile devices.
- d. Other Governmental Entity-implemented security measures.

2.3 ONGOING AND EMERGING TECHNOLOGY THREATS

To provide protection against ongoing and emerging technological threats to the government’s sensitive information and critical infrastructure, DPS and DIR will regularly monitor and evaluate additional social media applications or services that pose a risk to this state.

DIR will annually submit to the Governor a list of social media applications and services identified as posing a risk to Texas. The Governor may proclaim items on this list as covered applications that are subject to this policy.

If the Governor identifies an item on the DIR-posted list described by this section, then the City will remove and prohibit the covered application.

The City may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

2.4 BRING YOUR OWN DEVICE POLICY

If the City is deemed to not be subject to the Governor’s prohibited technology directive but is subject to Senate Bill 1893, then the City may prohibit the installation or operation of prohibited technologies and covered applications on employee-owned devices that

are used to conduct City business. If the City adopts, or has adopted, a “Bring Your Own Device” (BYOD) program, then the City shall institute a “Bring Your Own Device” (BYOD) policy requiring the enrollment of these personal devices in the City’s program before their continued use in conducting City business.

2.5 COVERED APPLICATION EXCEPTIONS

The City may permit exceptions authorizing the installation and use of a covered application on government-owned or -leased devices consistent with the authority provided by Government Code Chapter 620.

Government Code Section 620.004 only allows the City of Bay City to install and use a covered application on an applicable device to the extent necessary for:

- (1) Providing law enforcement; or
- (2) Developing or implementing information security measures.

If the City authorizes an exception allowing for the installation and use of a covered application, the City must use measures to mitigate the risks posed to the state during the application’s use including any measures that the Governmental Entity deems appropriate for its own policy.

The City of Bay City must document whichever measures it took to mitigate the risks posed to the state during the use of the covered application. The City requires any employee or official to consult with its attorney prior to seeking an exception to installing an application covered by this policy.

3.0 POLICY COMPLIANCE

All City of Bay City employees shall sign a document annually confirming their understanding of the agency’s covered applications and prohibited technology policies. Governmental entities that are subject to Senate Bill 1893 but not subject to the Governor’s December 07, 2022, directive may elect not to require employees to complete an annual certification.

The City will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership.

An employee found to have violated this policy may be subject to disciplinary action, including termination of employment.

4.0 POLICY REVIEW

This policy will be reviewed annually and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to DIR's website, or to suit the needs of the City of Bay City.

CITY OF BAY CITY



Pursuant to Texas S.B. 1893 which went into effect **September 1, 2023**, the City of Bay City has adopted a policy prohibiting the installation or use of TikTok or any application covered by chapter 620 of the Texas Government code on any device owned or leased by the City (i.e. cell phones, laptops, tablets, desktop computers, and other devices capable of internet connectivity) and requiring removal of the application from these devices if already installed. The City has prohibited employees use of those applications for city-related business.

I, _____ acknowledge that I have reviewed the policy and have removed the prohibited technology from any city owned device and will not re-access the prohibited technology on any city owned device

Employee Signature

Date

Prohibited Software/Applications/Developers (as of 1/23/23)	Prohibited Hardware/Equipment/Manufacturers (as of 1/23/23)
Alipay	Dahua Technology Company
ByteDance Ltd	Huawei Technologies Company
CamScanner	Hangzhou Hikvision Digital Technology Company
Kaspersky	Hytera Communications Corporation
QQ Wallet	SZ DJI Technology Company
SHAREit	ZTE Corporation
Tencent Holdings Ltd.	Any subsidiary or affiliate of an entity listed above
TikTok	
VMate	
WeChat	
WeChat Pay	
WPS Office	
Any subsidiary or affiliate of an entity listed above	



HOUSTON-GALVESTON AREA COUNCIL
OFFICE OF THE EXECUTIVE DIRECTOR

To: Mayors – Home Rule Cities
Subject: 2025 General Assembly Designations
From: Chuck Wemple
Date: September 19, 2024

The Houston-Galveston Area Council has had an exciting and eventful 2024. We remain dedicated to better serving our member governments. We are working to do this by continuing to bring the conversation to your communities to listen to your needs and determining how we can help improve quality of life across the region. Thus far we have visited all of our regions' counties, and have started the second round of visits.

As we look forward to 2025, we ask that you appoint elected leaders from your governing body to represent your community and be a part of our decision-making progress. H-GAC bylaws allow each member of Home Rule cities to designate an elected official to represent you on the General Assembly and at the Home Rule cities caucus meeting. At the caucus meeting, Home Rule cities from across the region will elect two members to represent all Home Rule cities on the H-GAC Board of Directors, and two members to serve as alternates.

I have attached the nomination form on which you can designate your representatives. Please email the completed form to Vanessa.McKeehan@h-gac.com. If more information concerning General Assembly and Board of Directors membership would be useful, please contact me at 713-993-4514 or Rick Guerrero at 713-993-4598.

A dinner meeting of Home Rule city representatives is scheduled for Thursday, November 7, 2024 starting at 6:00 p.m. It will be at the The Royal Sonesta, 2222 W Loop S, Houston, TX 77027. Your city's designees are highly encouraged to attend and help elect the 2025 Home Rule Cities' representatives to the H-GAC Board of Directors.

Thank you for your continuing participation and support for the Houston-Galveston Area Council. We look forward to working with you in the coming year.

Sincerely,

A handwritten signature of Chuck Wemple in blue ink.

Charles Wemple (Oct 1, 2024 05:35 CDT)

Chuck Wemple

DESIGNATION OF REPRESENTATIVE AND ALTERNATE
HOUSTON-GALVESTON AREA COUNCIL
2025 GENERAL ASSEMBLY

BE IT RESOLVED, by the Mayor and City Council of _____, Texas that
_____ be, and is hereby designated as its Representative to the
GENERAL ASSEMBLY of the Houston-Galveston Area Council for the year 2025.

FURTHER, that the Official Alternate authorized to serve as the voting representative should the
hereinabove named representative become ineligible, or should he/she resign, is
_____.

THAT the Executive Director of the Houston-Galveston Area Council be notified of the
designation of the hereinabove named representative and alternate.

PASSED AND ADOPTED, this ____ day of _____, 2024.

APPROVED:

Mayor

ATTEST:

Greetings,

We invite all designated **Home Rule, General Law, and Independent School District Representatives** and/or *Alternates* to join us for our first ever combined Caucus meeting. This year we have incorporated these three caucuses into one evening to network with peers from across the region and share your successes and challenges. We will hold breakout sessions to conduct the election for your designated Board Representatives and Alternates (Note: ISDs are represented by one Representative and one Alternate on the H-GAC Board). As your cities and school districts make their 2025 General Assembly designations, please share this information with your designees.

****In the event you are unable to designate a Representative and Alternate, we invite you to send a member of your Council or School Board on your organization's behalf to join us for this important and informative meeting.**

The meeting details are as follows:

DATE:	Thursday, November 7, 2024
PLACE:	Royal Sonesta Houston Galleria 2222 West Loop South (610) Houston, TX 77027
TIME:	6:30 p.m.—Cash Bar Reception 7:00 p.m.—Dinner 8:00 p.m.—Business Meeting / Elections
COST:	\$60.00 per person for dinner Complimentary self-parking is provided.

Complete your registration for the Caucus [HERE](#).

If you have not received your designation form, please contact Board Coordinator [Vanessa McKeehan](#) and she will send you the form.

Should you have any questions, please don't hesitate to contact me at Cynthia.Jones@h-gac.com or on my direct line at 713-993-4591.

Regards,

CYNTHIA JONES

Public Affairs Manager

Houston-Galveston Area Council

3555 Timmons Lane, Suite 120

Houston, TX 77027

Mailing Address: P.O. Box 22777

Houston, TX 77227

Direct | 713-993-4591

h-gac.com