



CITY COUNCIL REGULAR MEETING CITY OF BAY CITY

Tuesday, May 14, 2024 at 6:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Mayor: Robert K Nelson

Mayor Pro Tem: Blayne Finlay

Council Members: Benjamin Flores, Bradley Westmoreland, Becca Sitz, Jim Folse

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."*

Mayor Pro Tem Blayne Finlay

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.

Mayor Pro Tem Blayne Finlay

APPROVAL OF AGENDA**PUBLIC COMMENTS**

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

AWARDS AND PROCLAMATIONS

1. **Proclamation ~ Proclamation recognizing May as "Motorcycle Safety and Awareness Month"**. Mayor Robert K. Nelson
2. **Proclamation ~ Proclamation recognizing May 21st-27th, 2024 as "National Public Works Week"**. Mayor Robert K. Nelson
3. **Proclamation ~ Proclamation recognizing May 14th-20th, 2024 as "National Police Week"**. Mayor Robert K. Nelson

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

4. Regular Council Meeting minutes of March 26, 2024

PUBLIC HEARING

5. **Public Hearing of the City Council of the City of Bay City to consider the final Project and Financing Plan of Tax Increment Reinvestment Zone Number Three (TIRZ #3), City of Bay City, Texas.**

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

6. **Budget ~ Discuss, consider, and/or approve Budget Amendments for the Bay City Community Development Corporation (BCCDC) as of March 31, 2024.**
Jessica Russell, BCCDC Executive Director
7. **Resolution ~ Discuss, consider, and/or approve a resolution of the City Council of the City of Bay City, Texas authorizing the Bay City Community Development Corporation to enter into an Interlocal Cooperation Agreement with the City of Bay City for a project to obtain a Quiet Zone Study (Second Reading).** Jessica Russell, Executive Director BCCDC
8. **Ordinance ~ Discuss, consider, and/or approve an Ordinance of the Final Project and Financing Plan or Reinvestment Zone Number Three (TIRZ #3) to the City Council.** Scotty Jones, Interim City Manager

- 9. Presentation ~ Discuss, consider, and approve the Library Strategic Plan for Fiscal Year 2025-2029.**
- 10. Ordinance ~ Discuss, consider, and/or approve an Ordinance amending the City Code of Ordinances relating to Chapter 114 Utilities and the City of Bay City Water Conservation Plan and Drought Contingency Plans.** Krystal Mason, Assistant Public Works Director
- 11. Budget ~ Discuss and review the City's proposed budget calendar.**

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, May 10, 2024 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 • MARCH 26, 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

Blayne Finlay

Councilman

Jim Folse

Councilman

Bradley Westmoreland

Councilwoman

Becca Sitz

Councilman

Benjamin Flores

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.

CALL TO ORDER AND CERTIFICATION OF QUORUM

The meeting was called to order by Mayor Robert K. Nelson at 6:21 p.m.

PRESENT

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

INVOCATION & PLEDGE

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Councilman Jim Folse

MISSION STATEMENT

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Councilman Jim Folse

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

LA Neal asked Council to look into the impound of his vehicle due to an arrest and charges dismissed.

PROCLAMATION

- 1. Presentation of Proclamation declaring April 7-13, 2024 as National Library Week.**

Mayor read the proclamation declaring April 7-13, 2024 as National Library Week and presented the proclamation to the library staff.

ACKNOWLEDGEMENTS FROM CITY MANAGER

Scotty Jones, Interim City Manager, recognized the Library and the Harry Potter event that drew 200 attendees in the first two hours. Ms. Jones thanked the newspapers for getting the word out for the City's Strategic Planning sessions and a survey will be going out by social media and water bill inserts. Ms. Jones recognizes Parks & Recreation for their success at the River Side Park Cook Off. Kelly Penewitt, Interim Parks & Recreation Director introduced the staff adding that the cook off had fifteen teams and 122 entries.

ITEMS / COMMENTS FROM THE MAYOR & COUNCIL MEMBERS

Councilman Westmoreland commented on the full weekend we had and great seeing how much activity and engagement across our community. Councilman Westmoreland thanked all the volunteers in various organizations and the investment in those organizations by private citizens as well.

Mayor Pro Tem Finlay recognized coach Eddie Nelson, who passed away this week, very influential. Coach Nelson coached for 36 years for the Bay City Blackcats and Mayor Pro Tem Finlay added that he was lucky enough to play for him for two years. Coach Nelson was inducted into Texas Basketball Hall of Fame 16 times as coach of the year. Mayor Pro Tem Finlay hopes that the school board and the city can somehow consolidate together to do something in memory of him.

Mayor Pro Tem Finlay had concerns about Nile Valley Road from Highway 60 to the stop sign at Roberts that is deteriorating and would like public works department to look at, adding that there's debris, and rocks just all over the road that people are avoiding. Mayor Pro Tem Finlay stated that he is concerned about the gentleman on the lawn mower and saw him get into a pretty good altercation with a resident this week outside his store. It did not go well adding that he is concerned about his safety as well as other people on the road.

Councilman Folsie stated that Bay City Little League had their opening ceremonies that went very well. Councilman Folsie stated that there were a lot of cars and because of that he kind of started looking around the area over for some property over by the Lions shed or warehouse. Councilman Folsie stated that it seems like maybe we could explore the possibility of putting in a parking lot there that would allow access to both girls softball and try to relieve some of that parking issue.

CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL

- 2. Consider and approve Amendment #1 to the Memorandum of Understanding between the City of Bay City, Texas and Bay City Gas Company for construction and maintenance of BMX Bike Park at City Field.**

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

DEPARTMENT REPORTS

3. Public Works report and presentation.

Krystal Mason, Assistant Public Works Director, presented Public Work's stats and project updates to Council. Ms. Mason added that the Building Department Permit Tech, Roxanne Gomez, passed her certification with high scores. Councilman Westmoreland asked that fire hydrant repaired or replaced be added to the report.

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

4. Property ~ Discuss, consider, and/or approve declaring radio equipment as surplus property and authorizing proper disposition. Dan Shook, Fire Marshall

Motion made by Councilwoman Sitz to approve declaring radio equipment as surplus property, Seconded by Councilman Folse. Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folse, Councilman Westmoreland, Councilwoman Sitz. Motion carried.

5. Discuss, consider, and/or approve awarding the construction quote for the Hilliard Pool to Progressive Commercial Aquatics in the amount of \$255,800.00 and authorize the City Manager to execute a contract by for by the City Attorney.

Kelly Penewitt, Interim Park & Recreation Director, presented the construction quote and Councilman Westmoreland requested that swim lines be added now that Aqua Cats will be using.

Motion made by Councilwoman Sitz to award the construction contract to Progressive Commercial Aquatics adding the stripes (swim lines) not to exceed \$275,000.00, Seconded by Councilman Flores. Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folse, Councilman Westmoreland, Councilwoman Sitz. Motion carried.

6. Resolution ~ Discuss, consider, and adopt a resolution determining that the City of Bay City contains areas which are considered to be blighted. Gabriel Lopez, Engineering Tech

Motion made by Councilwoman Sitz to approve the resolution determining that the City of Bay City contains areas which are considered to be blighted and extending to Avenue I, Seconded by Councilman Westmoreland. Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folse, Councilman Westmoreland, Councilwoman Sitz. Motion carried.

7. **Resolution ~ Discuss, consider, and adopt a resolution authorizing the submission of a Texas Community Development Block Grant program application to the Texas Department of Agriculture for the Main Street Program.** Gabriel Lopez, Engineering Tech

Motion made by Councilman Flores to adopt a resolution authorizing the submission of a Texas Community Development Block Grant program application to the Texas Department of Agriculture for the Main Street Program, Seconded by Councilwoman Sitz. Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folse, Councilman Westmoreland, Councilwoman Sitz. Motion carried.

8. **Interlocal Agreement ~ Discuss, consider, and/or approve an Interlocal Agreement between the city of Bay City and Matagorda County regarding the Bay City Service Center.**

Scotty Jones, Interim City Manager, presented the agreement stating that it was a routine agreement.

Motion made by Councilwoman Sitz to approve the the Interlocal Agreement between the city of Bay City and Matagorda County regarding the Bay City Service Center, Seconded by Councilman Westmoreland.

Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folse, Councilman Westmoreland, Councilwoman Sitz. Motion carried.

9. **Resolution ~ Discuss, Consider, and/or approve the Resolution of the City of Bay City suspending the April 4, 2024 effective date of AEP Texas Inc.'s requested rate change to permit the City time to study the request and to establish reasonable rates; approving cooperation with the cities served by AEP Texas and authorizing intervention in AEP Texas Inc.'s requested rate change proceedings before the Commission; hiring Lloyd Gosselink Attorneys and Consulting Services to negotiate the Company and direct any necessary litigation and appeals; requiring reimbursement of cities; rate case expenses; finding that the meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel.** Scotty Jones, Interim City Manager

Motion made by Councilman Westmoreland to approve the Resolution of the City of Bay City suspending the April 4, 2024 effective date of AEP Texas Inc.'s requested rate change, Seconded by Mayor Pro Tem Finlay. Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folse, Councilman Westmoreland, Councilwoman Sitz. Motion carried.

10. **Resolution ~ Discuss, consider, and/or approve a resolution by the City of Bay City, Texas, authorizing publication of Notice of Intention to issue Certificates of Obligation; authorizing preparation of a preliminary official statement and notice of sale; and approving other matters incidental thereto.** Scotty Jones, Interim City Manager

Motion made by Mayor Pro Tem Finlay to approve a resolution by the City of Bay City, Texas, authorizing publication of Notice of Intention to issue Certificates of Obligation, Seconded by Councilman Flores. Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folsie, Councilman Westmoreland, Councilwoman Sitz. Motion carried.

- 11. Property ~ Discuss, consider, and/or approve a Resolution authorizing the sale of 11.6222 acres of land by the City of Bay City to Ivan Depaz-Osoria and Priscilla Marie Depaz and authorizing the Mayor to sign all documents in connection with the sale.** Anne Marie Odefey, City Attorney

Motion made by Councilman Folsie to approve a Resolution authorizing the sale of 11.6222 acres of land by the City of Bay City to Ivan Depaz-Osoria and Priscilla Marie Depaz, Seconded by Mayor Pro Tem Finlay. Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folsie, Councilman Westmoreland, Councilwoman Sitz.

- 12. Ordinance ~ Discuss, consider, and/or approve a proposed Ordinance amending the City of Bay City Code of Ordinance Article II - City Council; creating Division 3 - Conduct of City Council Members; providing for Ethical Standards for City Council Members; providing a penalty for violations of the Ethical Standards; providing for Municipal Court Jurisdiction; providing for an effective date; and repeal any conflicting code provisions.** Anne Marie Odefey, City Attorney

Item moved to executive session.

- 13. Report ~ Discuss report received on 2500 Hamman Road and take any action deemed necessary.** Anne Marie Odefey, City Attorney

Item moved to executive session.

CLOSED / EXECUTIVE SESSION

Council adjourned regular session and went into executive session at 7:38 p.m.

- 14. Executive Session pursuant to Texas Government Code Section 551.072 (Deliberation regarding Real Property).**
- 15. Executive Session pursuant to the Texas Government Code Section 551.087 to discuss economic development negotiations.**
- 16. Personnel ~ Closed meeting to discuss personnel matters in accordance with Title 5, Section 551.074 of the Texas Government Code (To discuss appointment, employment, evaluation, responsibilities and duties, reassignment, discipline or dismissal of an officer or employee, or to hear a complaint or charge against an officer or employee: Mayor and Council**

17. 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 a regular session at 9:00 p.m. Council took no actions on items in executive session.

A statement was read by Councilman Westmoreland regarding Item #13:

Effective September 1, 2023, the Agriculture Code was amended to significantly limit a city's ability to regulate farming operations in city limits. In the November election these amendments were shored up with a constitutional amendment to preserve the right to farm.

The law change made it where cities can only regulate farms in the City based upon a consultant's report that finds the farm poses an imminent danger of listed matters such as disease by clear and convincing evidence.

In December, Council received a quote for the consultant and hired the consultant to perform a study of 2500 Hamman Road where a swine farm is located within City limits for approximately \$15,000.00.

The city has received the report and after discussing it with the consultant, the consultant was not able to tie the swine farm at 2500 Hamman Road to any particular imminent danger. The City cannot take any action. We want to let the Citizens of Bay City know that we tried every avenue that the City could take but we were unsuccessful.

The public needs to know that this matter does not have to end here. The Right to Farm Act gives private citizens more rights to oppose farming in the City by their neighbors. I would encourage any citizen who feels they do not want this farming to continue to contact an attorney. The challenge must be made within the first year of the farming operation, so timing is important.

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

Reminder of the Egg extravaganza on Good Friday at LeTulle Park.

ADJOURNMENT

Motion made by Councilman Flores to adjourn, Seconded by Councilman Westmoreland. Voting Yea: Mayor Nelson, Mayor Pro Tem Finlay, Councilman Flores, Councilman Folsie, Councilman Westmoreland, Councilwoman Sitz. Motion carried and the meeting adjourned at 9:04 p.m.

PASSED AND APPROVED, this 14th day of May 2024.

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

JEANNA THOMPSON
CITY SECRETARY

BUDGET~ DISCUSS, CONSIDER, AND/OR APPROVE BUDGET AMENDMENTS FOR THE BAY CITY COMMUNITY DEVELOPMENT CORPORATION (BCCDC) AS OF APRIL 22, 2024.



EXECUTIVE SUMMARY
BUDGET AMENDMENTS

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

The BCCDC Board approves amendments prior to submitting to 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: Budget Amendments as approved by Board on April 22, 2024.

BUDGET AMENDMENT

4.22.24
4.11.24

DEPARTMENT: Bay City Community Development Corp.

Date: _____

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.

X

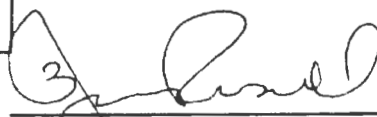
Account Description	Fund #	Account #	Expenditure Increase	Exp. Decrease or Rev. Increase	Notes
			Debit	Credit	
			\$ -		
Advertising	420	4460	\$ 20,000		increased visibility
Dues and Subscriptions	415	4315	\$ 60,000		Retail Strategies contract
Business Meals	415	4497	\$ 3,000		Something to Chew on
Business Retention & Expansion	485	4002	\$ 60,000		new grants
Misc expense	420	4499	\$ 500		flowers
Reserves (Operational Savings)	X	X		\$143,500	

The amendments above relate to

Recruitment trip and increased advertising for CDC


TOTAL			\$ 143,500	\$ 143,500	

BCCDC Executive Director



Date 4/22/24

BCCDC Board



Date 4/22/24

Authorized by:

Council Authorized Signature

Date _____

RESOLUTION _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS AUTHORIZING THE BAY CITY COMMUNITY DEVELOPMENT CORPORATION TO ENTER INTO AN INTERLOCAL COOPERATION AGREEMENT WITH THE CITY OF BAY CITY FOR A PROJECT TO OBTAIN A QUIET ZONE STUDY

WHEREAS, the City of Bay City is a home-rule municipality governed by its City Charter, and has a population of less than 20,000 inhabitants; and

WHEREAS, the Bay City Community Development Corporation (BCCDC) is a Type B development corporation established pursuant to Chapter 505, subchapter B, of the Texas Local Government Code, and the City Council of the City of Bay City, Texas is the BCCDC's authorizing unit; and

WHEREAS, in accordance with Section 505.158(b) of the Texas Local Government Code, the BCCDC may not undertake a Project authorized under Section 505.158 that requires an expenditure of more than \$10,000.00 until the City Council of the City of Bay City, Texas adopts a resolution authorizing the Project after giving the resolution at least two separate readings; and

WHEREAS, the BCCDC has approved a project in which BCCDC will participate in the amount not to exceed \$28,900.00 for the funding of a Quiet Zone Study aimed toward creating a Quiet Zone in Bay City, Texas, and

WHEREAS, the Project meets the requirements of Chapter 501, subchapter C, Authorized Projects, and Chapter 505, subchapter D, Authorized Projects, of the Texas Local Government Code;

WHEREAS, the BCCDC agrees to participate in funding for the Quiet Zone study in an amount not to exceed \$28,900.00. The purpose of such study is to explore designating stretches of track where the routine sounding of train horns while approaching public crossings is not required provided safety improvements meet Federal Railroad Administration regulations for quiet zone implementation.

WHEREAS, the City Council of the City of Bay City, Texas finds the Project is required or suitable for improvements necessary to promote or develop new or expanded business enterprises in and near the City of Bay City, Texas; and

WHEREAS, the action authorized by this Resolution is in furtherance of the public interest, for good government, peace, order, trade and commerce of the City of Bay City, Texas and necessary for properly carrying out the authority granted by law to the City of Bay City, Texas and the BCCDC; and

WHEREAS, the Board of Directors of the BCCDC has found that the Project shall promote new or expanded business development; and

NOW, THEREFORE, BE IT RESOLVED 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 hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Authorization. In accordance with Section 505.158 (b) of the Texas Local Government Code, the City Council hereby authorizes the Project as described in the recitals above after all prerequisites have been satisfied.

PASSED AND APPROVED ON FIRST READING AT THE CITY OF BAY CITY, TEXAS ON _____, 2024, AND ON SECOND READING AT THE CITY OF BAY CITY, TEXAS ON _____, 2024.

APPROVED AND ADOPTED on _____, 2024.

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

ATTEST

JEANNA THOMPSON, CITY SECRETARY
CITY OF BAY CITY, TEXAS

APPROVED AS TO FORM:

ANNE MARIE ODEFEY,
CITY ATTORNEY

An Ordinance of the City Council of Bay City, Texas, approving a project and financing plan for tax increment reinvestment zone number three, Bay City, Texas, established pursuant to chapter 311 of the Texas Tax Code.



EXECUTIVE SUMMARY

BACKGROUND:

On January 26, 2017, the City Council approved by ordinance the boundaries of TIRZ 3. The boundaries were amended on February 13, 2017, to include a portion of Marguerite Street.

The preliminary project and finance plan was approved but the final plan has not and is required prior to any disbursements of funds.

Public Hearing was held on May 5 for the purpose of considering the ordinance approving the Final Project and Financing Plan for Reinvestment Zone Three. (Pursuant to Chapter 311, Texas Tax Code)

RECOMMENDATION: TIRZ Board and Staff recommend approval of the final project and financing plan.

ATTACHMENTS: Ordinance and Final Project and Financing Plan

ORDINANCE _____**AN ORDINANCE OF THE CITY COUNCIL OF BAY CITY, TEXAS, APPROVING A PROJECT AND FINANCING PLAN FOR TAX INCREMENT REINVESTMENT ZONE NUMBER THREE, BAY CITY, TEXAS, ESTABLISHED PURSUANT TO CHAPTER 311 OF THE TEXAS TAX CODE**

WHEREAS, Bay City, Texas (the “City”), pursuant to Chapter 311 of the Texas Tax Code, as amended (the “Act”), may designate a geographic area within the City as a tax increment reinvestment zone if the area satisfies the requirements of the Act; and

WHEREAS, the Act provides that the governing body of a municipality by ordinance may designate a contiguous geographic area that is in the corporate limits of the municipality to be a reinvestment zone if the governing body determines that development or redevelopment would not occur solely through private investment in the reasonably foreseeable future; and

WHEREAS, the City Council desires to promote the development of a certain contiguous geographic area in the City, through the creation of a reinvestment zone as authorized by and in accordance with the Tax Increment Financing Act, codified at Chapter 311 of the Texas Tax Code; and

WHEREAS, on January 26, 2017, the City Council of the Bay City, Texas, pursuant to Chapter 311 of the Texas Tax Code, approved Ordinance 1590 designating a contiguous geographic area within the City as a Reinvestment Zone Number Three, Bay City, Texas (the “Zone”); and

WHEREAS, on February 23, 2017, the City Council of the Bay City, Texas, pursuant to Chapter 311 of the Texas Tax Code, approved Ordinance 1593 amending Ordinance 1590 designating a contiguous geographic area within the City as a Reinvestment Zone Number Three, Bay City, Texas (the “Zone”); and

WHEREAS, as authorized by Section 311.011(e), and 311.008, of the Act, on May 14, 2024, the Board recommended that the Plan in Exhibit “A”, be approved by the City Council:

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

SECTION 1. RECITALS INCORPORATED.

The facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct.

SECTION 2. FINDINGS.

That the City Council hereby makes the following findings of fact:

- i. That the Plan includes all information required by Sections 311.011(b) and (c) of the Act.
- ii. That the Plan is feasible and the project plan conforms to the City's master plan.

SECTION 3. APPROVAL OF PLAN.

That based on the findings set forth in Section 2 of this Ordinance, the Plan in Exhibit "A" is hereby approved.

SECTION 4. SEVERABILITY CLAUSE.

Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 5. OPEN MEETINGS.

It is hereby found, determined, and declared that sufficient written notice of the date, hour, place and subject of the meeting of the City Council at which this Ordinance was adopted was posted at a place convenient and readily accessible at all times to the general public at the City Hall of the City for the time required by law preceding its meeting, as required by Chapter 551 of the Texas Government Code, and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter hereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall take effect immediately upon its adoption and publication in accordance with and as provided by law and the City Charter.

PASSED AND APPROVED ON this _____ day of May 14, 2024.

BAY CITY

Robert K. Nelson, Mayor

ATTEST:

Jeanna Thompson
City Secretary

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Anne Marie Odefey
City Attorney

Scotty Jones
Interim City Manager

POLL

<u>Council Member:</u>	<u>Voted Aye</u>	<u>Voted No</u>	<u>Absent</u>
Robert K. Nelson, Mayor	_____	_____	_____
Benjamin Flores	_____	_____	_____
Jim Folse	_____	_____	_____
Blayne Finley, Mayor Pro Tem	_____	_____	_____
Becca Sitz	_____	_____	_____
Bradley Westmoreland	_____	_____	_____

Robert K. Nelson, Mayor

ATTEST:

Jeanna Thompson
City Secretary

EXHIBIT A
Project and Financing Plan

Tax Increment Reinvestment Zone #3

Bay City, Texas

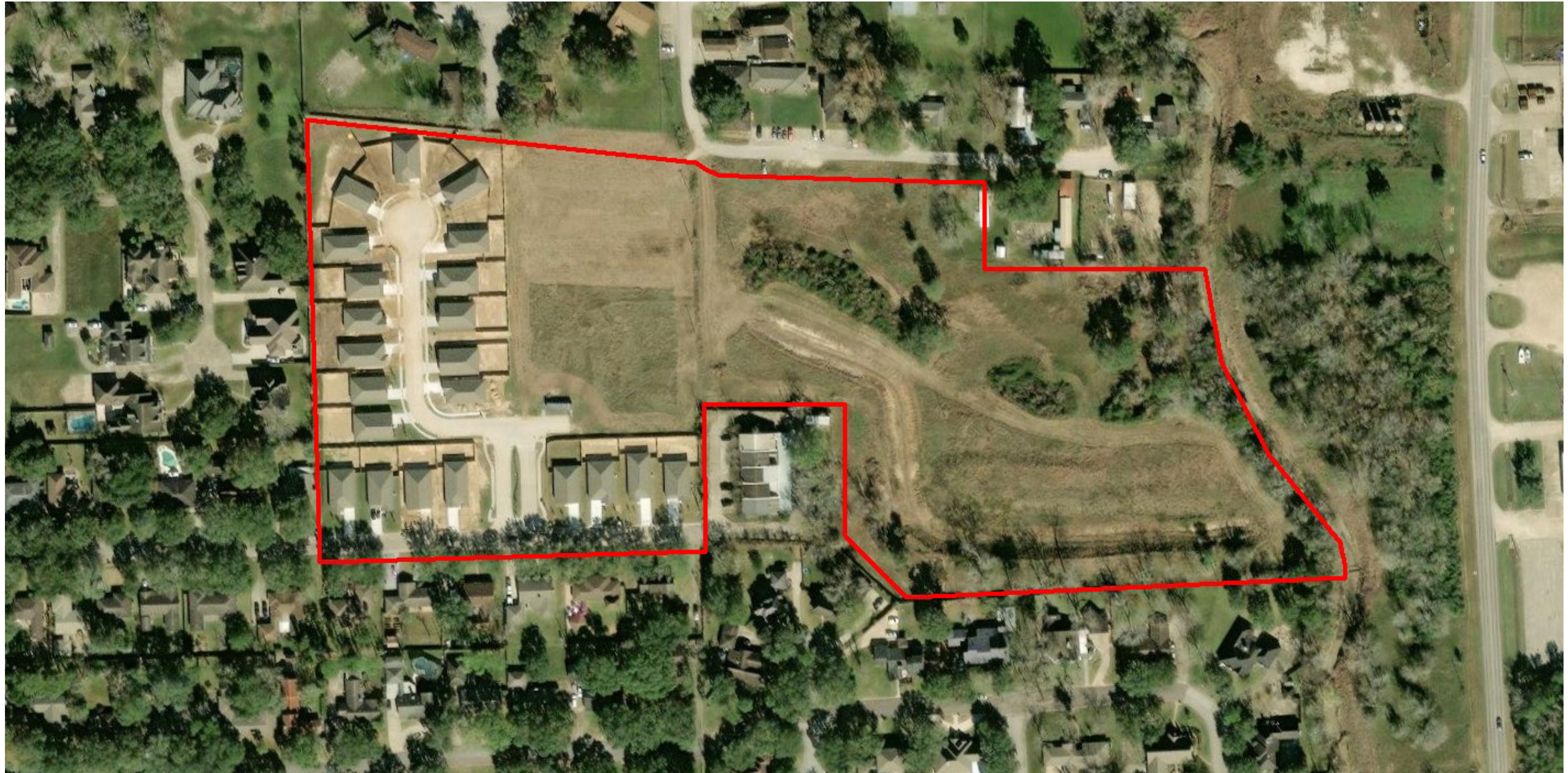


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Bay City, the county seat of Matagorda County, is an incorporated city at the junction of State Highways 35 and 60, in the north central portion of the county seventy-eight miles southwest of Houston. The community is named for its location on Bay Prairie, between the richly productive bottomlands of the Colorado River and Caney Creek. The population was 17,614 at the 2010 census. It is the county seat of Matagorda County.



The vision of the Bay City Main Street program is for downtown Bay City to be the pulse of the County: celebrating historic pride, economic vitality and the best of Texas hospitality. Bay City is only sixty minutes away from Houston, the largest city in Texas, with a myriad of world class art performances, professional sports games and medical facilities.

DISCLAIMER

Our conclusions and recommendations are based on current market conditions and the expected performance of the national, and/or local economy and real estate market. Given that economic conditions can change and real estate markets are cyclical, it is critical to monitor the economy and real estate market continuously, and to revisit key project assumptions periodically to ensure that they are still justified.

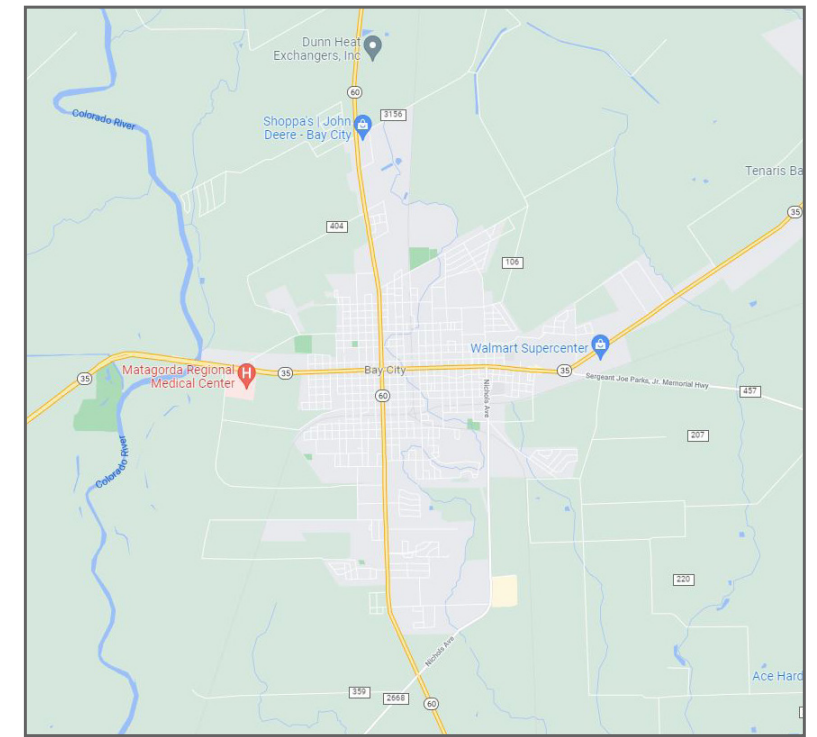
The future is difficult to predict, particularly given that the economy and housing markets can be cyclical, as well as subject to changing consumer and market psychology. There will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected, and the differences may be material.




Tax Increment Reinvestment Zone #3, Bay City

Tax Increment Reinvestment Zone #3 (TIRZ) was created in 2017 by Ordinance 1590 and 1593 with the goals of funding the construction of needed public infrastructure and encouraging private development that will yield additional tax revenue to all local taxing jurisdictions. This project and financing plan outlines the funding of \$3,220,560 in public improvements related to water, sanitary sewer, and storm water facilities, as well as street and intersection improvements, and utilities and street lighting. The TIRZ can fund these improvements through ad valorem participation of eligible taxing jurisdictions.

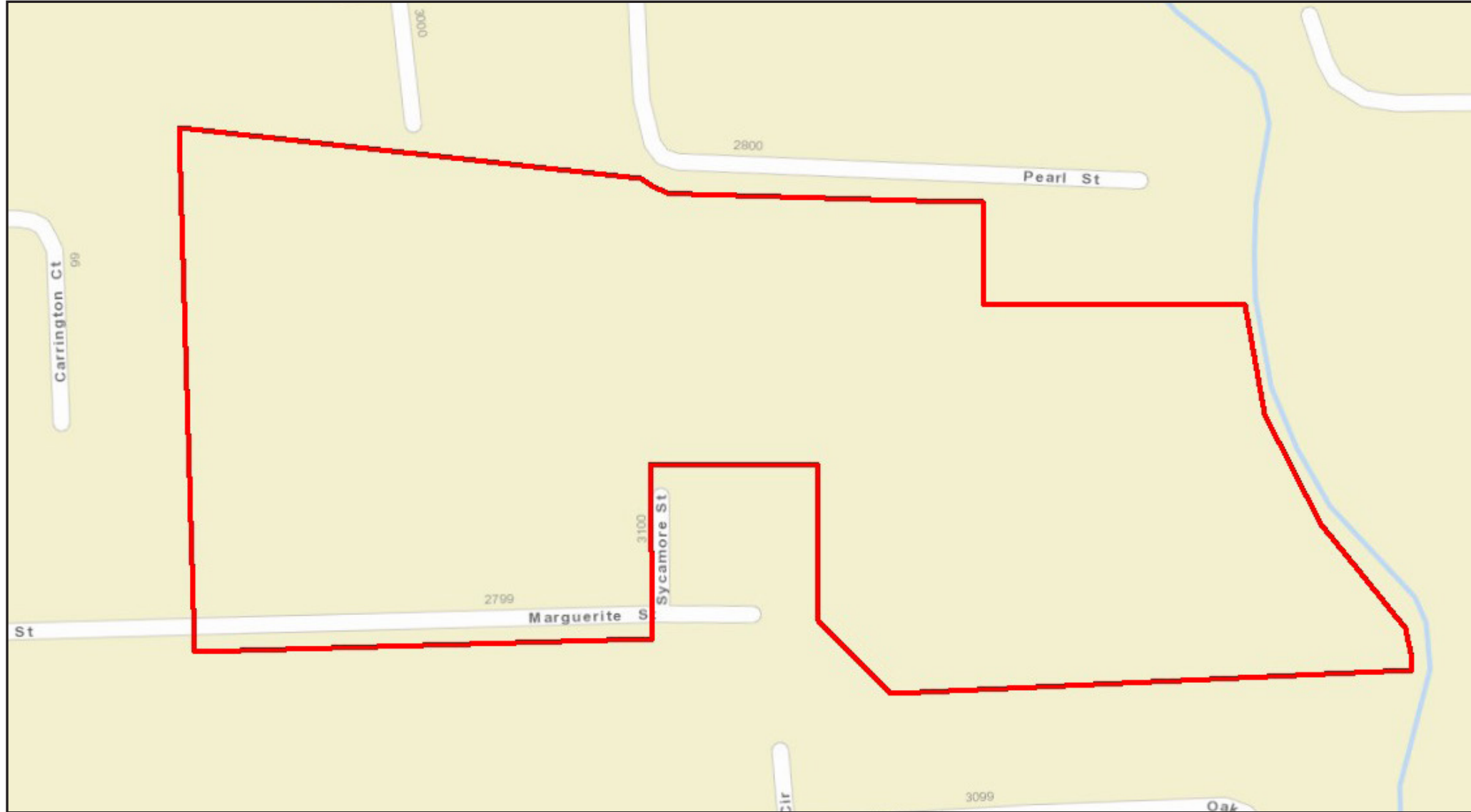
Without the implementation of the TIRZ, the specified property would continue to impair the sound growth of the municipality.




 - TIRZ #3 Boundary

Boundary Description

Bay City TIRZ #3 consists of approximately 20 acres fronting Marguerite Street, and is generally bound by Carrington Oaks subdivision to the west, Pearl Street to the north, Cottonwood Creek to the east, and Valhalla Subdivision to the south. The following pages have a more detailed legal description.



 - TIRZ #3 Boundary

Legal Description

A METES & BOUNDS description of an 20 acre tract of land in the Elisha Hall League, Abstract 45, City of Bay City, Matagorda County, Texas, being that certain called 8.42 acre tract recorded under County Clerk's File Number 2016-1883, Official Records, Matagorda County, Texas, that certain called 1.40 acre tract and called 4.8152 acre tract recorded under County Clerk's File Number 083836, Official Records, Matagorda County, Texas, that certain called 4.5739 acre tract (Tract One) recorded under County Clerk's File Number 031250, Official Records, Matagorda County, Texas, and a portion of Marguerite Street, with all bearings based upon the Texas Coordinate System, South Central Zone, NAD83, based upon GPS observations.

Beginning at a 1-inch iron pipe found in the north right-of-way line of Marguerite Street (60-foot wide) for the southwest corner of said called 8.42 acre tract, same being the southeast corner of Lot 39 of the adjoining Oak Grove Subdivision, according to map or plat thereof recorded in Volume 2, Page 57, Plat Records, Matagorda County, Texas, being in the west line and Place of Beginning of the herein described tract;

Thence North 02 degrees 19 minutes 10 seconds West along the west line of the herein described tract and said called 8.42 acre tract, same being the east line of said adjoining Oak Grove Subdivision, 139.87 feet to a 1-inch iron pipe found under a wood fence for an angle point in the west line of the herein described tract, said point being the northeast corner of said adjoining Oak Grove Subdivision, same being the southeast corner of Lot 9 of the adjoining Carrington Oaks Subdivision, according to map or plat thereof recorded under Slide Number 405A&B, Plat Records, Matagorda County, Texas;

Thence North 01 degree 57 minutes 49 seconds West along the west line of the herein described tract and said called 8.42 acre tract, same being the east line of said adjoining Carrington Oaks Subdivision, 446.27 feet to a 5/8 Inch Iron rod with cap marked "G & W Engineering" found on said line for angle point;

Thence North 01 degree 53 minutes 53 seconds West continuing along said line, 60.01 feet to a 5/8 inch iron rod with cap marked "G & W Engineering" found for the northwest corner of the herein described tract and said called 8.42 acre tract, same being the southwest corner of an adjoining called 10.00 acre tract recorded in Volume 217, Page 474, Deed Records, Matagorda County, Texas;

Thence South 84 degrees 35 minutes 41 seconds East along the upper north line of the herein described tract and the north line of said called 8.42 acre tract, same being the south line of said adjoining called 10.0 acre tract, at 574.80 feet pass a 5/8 inch iron rod found on said line at its intersection with the west right-of-way line of Pearl Street (width varies), and continuing for a total distance of 610.13 feet to a 5/8 inch iron rod found for angle point, being the northeast corner of said called 8.42 acre tract, same being the northwest corner of said called 1.40 acre tract;

Thence South 88 degrees 06 minutes 40 seconds East (called South 86 degrees 50 minutes 20 seconds East) along the upper north line of the herein described tract and the north line of said called 1.40 acre tract, as located in Pearl Street, 410.15 feet (called 407.86 feet) to a Mag nail set with shiner for the upper northeast corner of the herein described tract and said called 1.40 acre tract;

Thence South 01 degree 47 minutes 48 seconds West (called South 03 degrees 09 minutes 40 seconds West) along the upper east line of the herein described tract and the east line of said called 1.40 acre tract, same being the west line of an adjoining called 0.285 acre tract recorded under County Clerk's File Number 2013-127798, Official Records, Matagorda County, Texas, at 21.10 feet pass a 5/8 inch iron rod with cap marked "Jones I Carter" set on said line at its intersection with the south right-of-way line of Pearl Street, and continuing for a total distance of 151.10 feet (called 150.00 feet) to a 1/2 inch iron pipe found for a reentry corner to the herein described tract, same being the southeast corner of said called 1.40 acre tract, and the southwest corner of said adjoining called 0.285 acre tract, said point being in the north line the aforementioned called 4.8152 acre tract;

Thence South 88 degrees 10 minutes 05 seconds East (called South 86 degrees 46 minutes 28 seconds East) along the lower north line of the herein described tract and the north line of said called 4.8152 acre tract, same being the south line of said adjoining called 0.285 acre tract, the south line of an adjoining called 0.347 acre tract recorded under County Clerk's File Number 060836, Official Records, Matagorda County, Texas, and the south line of an adjoining called 0.59 acre tract recorded in Volume 440, Page 713, Official Records, Matagorda County, Texas, at 315.88 feet pass a 5/8 inch iron rod found 1.20 feet north of said line, at 339.15 feet pass a 1/2 inch iron pipe found on said line, and continuing for a total distance of 405.58 feet (called 408.23 feet) to a point in the centerline of Cottonwood Creek for the lower northeast corner of the herein described tract and the northeast corner of said called 4.8152 acre tract, same being the southeast corner of said adjoining called 0.59 acre tract, and being in the west line of the adjoining residue of a called 10.69 acre tract recorded in Volume 86, Page 323, Deed Records, Matagorda County, Texas;

Thence along the centerline of Cottonwood Creek, being the lower east line of the herein described tract, same being the west line of said adjoining residue of a called 10.69 acre tract, the west line of an adjoining called 1.1069 acre tract (Tract 3) recorded under County Clerk's File Number 083363, Official Records, Matagorda County, Texas, and the west line of an adjoining called 7.82 acre tract recorded under County Clerk's File Number 107018, Official Records, Matagorda County, Texas, with the following meanders:

South 10 degrees 55 minutes 35 seconds East, 141.71 feet;

South 24 degrees 56 minutes 42 seconds East, 90.45 feet;

South 30 degrees 19 minutes 32 seconds East, 70.11 feet;

South 37 degrees 23 minutes 42 seconds East, 86.69 feet;

South 37 degrees 38 minutes 35 seconds East, 101.32 feet;

Legal Description (Continued)

South 16 degrees 33 minutes 53 seconds East, 59.16 feet to a point for the most easterly southeast corner of the herein described tract and the aforementioned called 4.5739 acre tract, same being the northeast corner of the adjoining Valhalla Subdivision, according to map or plat thereof recorded under Slide Number 328- A, Plat Records, Matagorda County, Texas;

Thence South 86 degrees 30 minutes 30 seconds West (called South 87 degrees 58 minutes 56 seconds West) along a south line of the herein described tract and said called 4.5739 acre tract, same being the north line of said adjoining Valhalla Subdivision, at 53.35 feet pass a 5/8 inch iron rod found on said line, at 205.39 feet pass a 1/2 inch iron pipe found 1.20 feet south of said line, at 378.99 feet pass a 1/2 inch iron rod found 0.65 feet south of said line, at 497.89 feet pass a 1/2 inch iron rod found on said line, and continuing for a total distance of 713.18 feet (called 713.18 feet) to a 1/2 inch iron rod found for the lower southwest corner of the herein described tract and said called 4.5739 acre tract, same being a reentry corner to said adjoining Valhalla Subdivision;

Thence North 47 degrees 27 minutes 53 seconds West (called North 46 degrees 08 minutes 27 seconds West) along a southwest line of the herein described tract, same being a northeast line of said adjoining Valhalla Subdivision, 130.65 feet (called 130.65 feet) to a 1/2 inch iron rod found for angle point, said point being the upper northeast corner of said adjoining Valhalla Subdivision, same being the southeast corner of the adjoining residue of a called 1.00 acre tract recorded in Volume 603, Page 257, Deed Records, Matagorda County, Texas;

Thence North 02 degrees 54 minutes 45 seconds West (called North 01 degree 28 minutes 13 seconds West) along the lower west line of the herein described tract and the west line of said called 4.5739 acre tract, same being the east line of said adjoining residue of a called 1.00 acre tract, and the east line of an adjoining called 4,325.529 square-foot tract recorded under County Clerk's File Number 100103, Official Records, Matagorda County, Texas, 209.53 feet (called 209.50 feet) to a 1/2 inch iron rod found for a reentry corner to the herein described tract, said point being the northwest corner of said called 4.5739 acre tract, same being the northeast corner of said adjoining called 4,325.529 square-foot tract, and being in the south line of the aforementioned called 4.8152 acre tract;

Thence North 88 degrees 13 minutes 48 seconds West (called North 86 degrees 53 minutes 44 seconds West) along the upper south line of the herein described tract and the south line of said called 1.40 acre tract, same being the north line of said adjoining called 4,325.529 square-foot tract, and the north line of the adjoining Townhomes East Subdivision, according to map or plat thereof recorded in Volume 8, Page 13, Plat Records, Matagorda County, Texas, at 209.00 feet pass a 1-1/4 inch iron pipe found on said line, and continuing for a total distance of 210.07 feet (called 208.80 feet) to a point for corner, said point being in the east line of the aforementioned adjoining called 8.42 acre tract;

Thence South 01 degree 55 minutes 40 seconds East along an east line of the herein described tract and the east line of said called 8.42 acre tract, being the west line of said adjoining Townhomes East Subdivision, at 162.75 feet pass a 5/8 inch iron rod found for the most westerly southeast corner of said called 8.42 acre tract, said point being in the north right-of-way line of Marguerite Street, and continuing for a total distance of 222.68 feet to a point in the south right-of-way line of Marguerite Street;

Thence South 87 degrees 58 minutes 52 seconds West along the south right-of-way line of Marguerite Street, 603.36 feet to a point for the southwest corner of the herein described tract;

Thence North 02 degrees 19 minutes 10 seconds West along the west line of the herein described tract, crossing Marguerite Street, 60.00 feet to the Place of Beginning and containing 20 acres of land, more or less.

Land Use

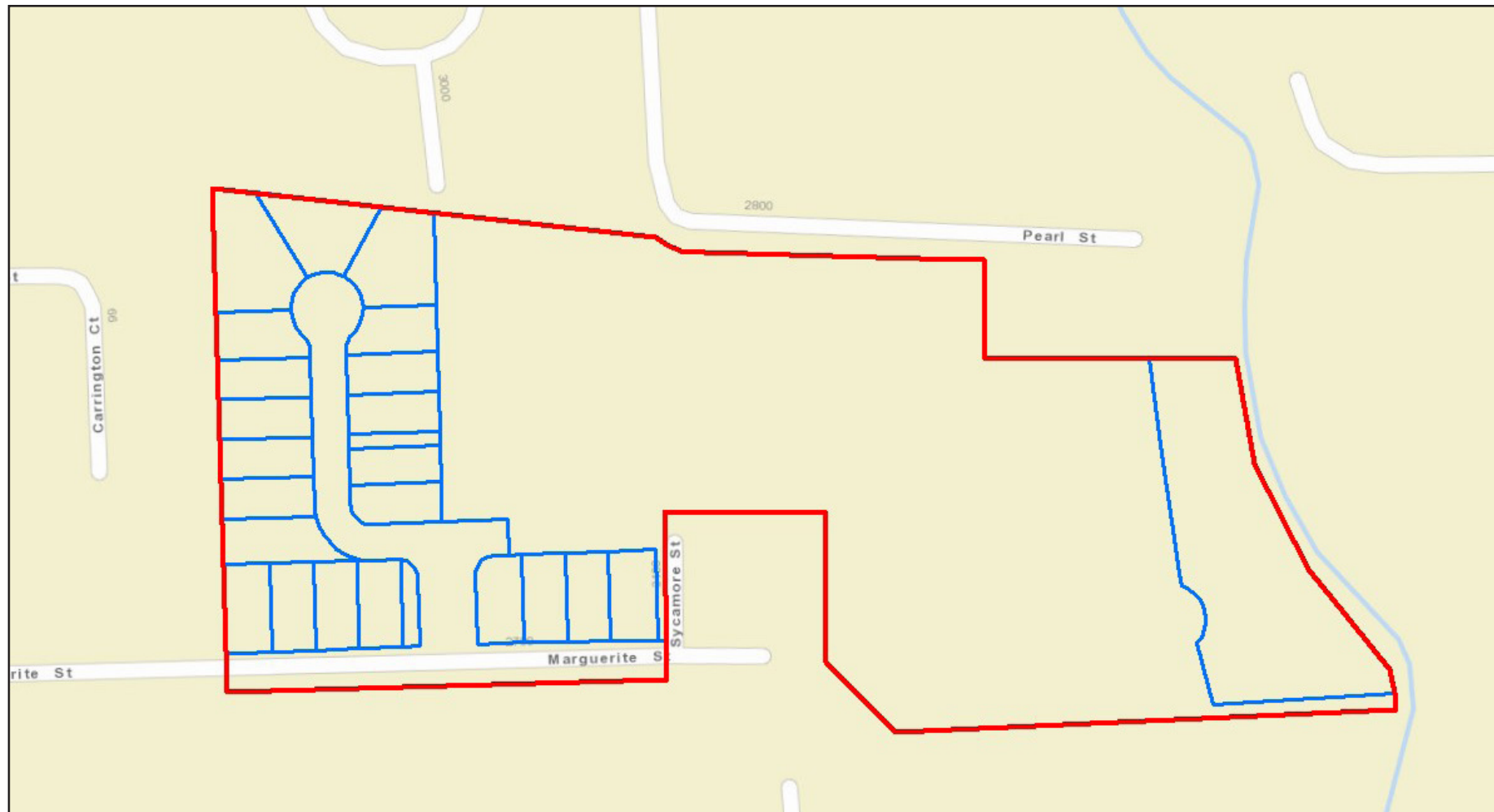
At the time of creation, the land within the boundaries of the zone was vacant. As of 2024 when this plan was prepared, the land within the zone was partially improved with single family homes, consistent with the planned development. The remaining vacant land within the zone is well positioned for future additional single family development.

Method of Relocating Persons to be Displaced

It is not anticipated that any persons will be displaced or need to be relocated as result of the implementation of the TIRZ.

Current Ownership Information

There are currently 24 parcels within the TIRZ #3 boundaries, listed in Appendix A. The base year for TIRZ #3 is 2017, the year in which the TIRZ was created. The 2017 taxable value of \$349,100 will need to be verified with the Matagorga County Appraisal District.



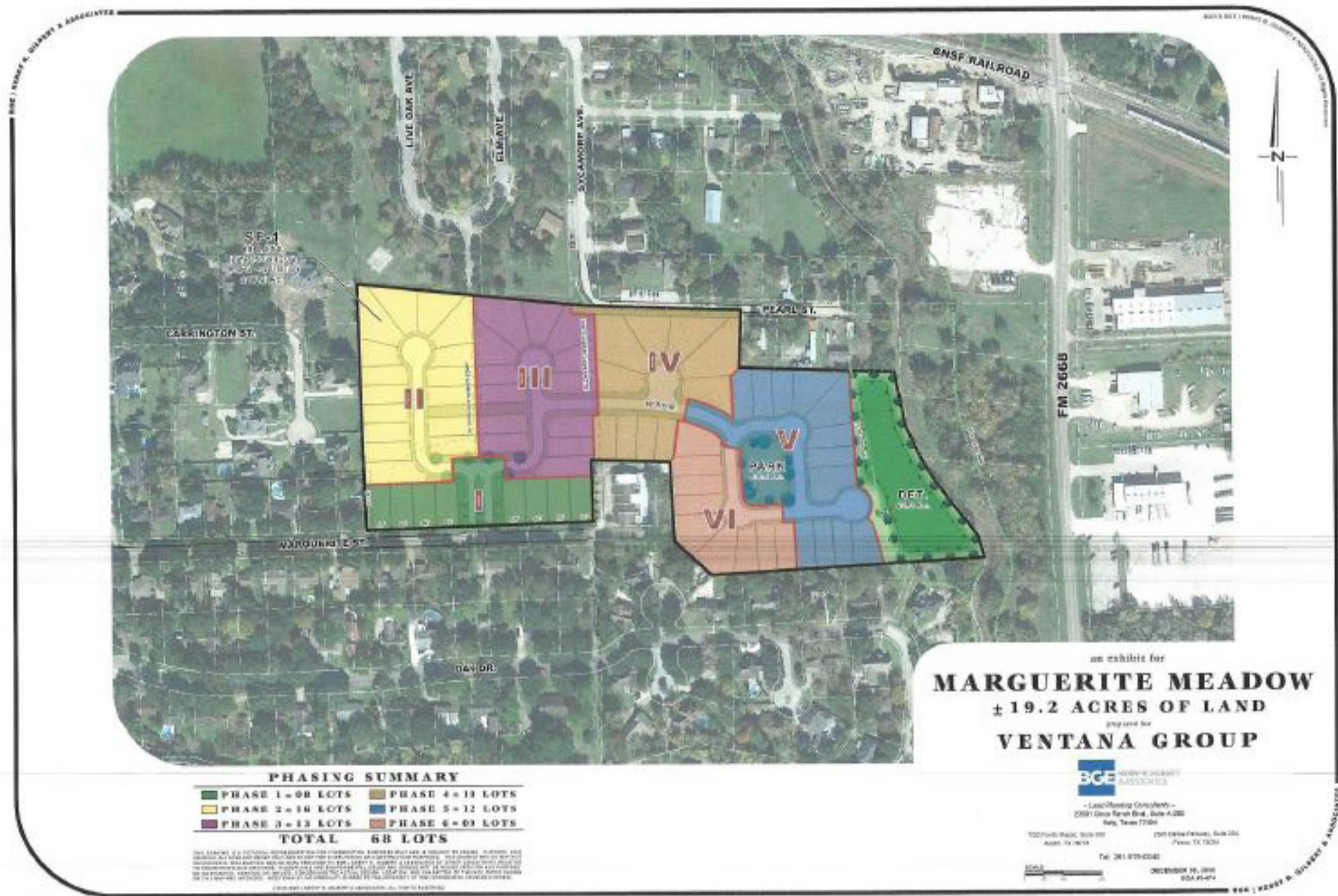
Anticipated Development

At the time of the TIRZ creation, it was anticipated that the 20 acre property, to be platted as Meadow Oaks, would contain an estimated 68 lots, with home values estimated between \$200,000 and \$300,000. As of 2024, 22 homes have been completed and it is anticipated that the remaining lots will be developed in phases over the next several years. The table below provides an overview of the scope of the potential development that could occur within the TIRZ, along with estimated dates of when the development construction would be completed.

	Units	Projected Completion Date	Taxable Value PSF/Unit	Incremental Value
TIRZ #3				
Single Family	22	2022	\$275,000	\$6,050,000
Single Family	46	2028	\$275,000	\$12,650,000
Total	68			\$18,700,000

Anticipated Development

The conceptual plan below informed the projections on the previous page. The plan below and the projections listed on the previous page are not meant to limit potential development that could generate revenue for the TIRZ. It is anticipated that the projections could be updated in the future to reflect the then current market trends and taking into account the performance of the development within the TIRZ. It is anticipated that the development that occurs within the TIRZ could be financed in part by incremental real property tax generated within the TIRZ.



Project Costs of the Zone

There are a number of improvements within Tax Increment Reinvestment Zone #3 that will be financed in part by incremental real property tax generated within the TIRZ.

Proposed Project Costs		
Water Facilities and Improvements	\$ 611,906	19.0%
Sanitary Sewer Facilities and Improvements	\$ 611,906	19.0%
Storm Water Facilities and Improvements	\$ 611,906	19.0%
Street and Intersection Improvements	\$ 966,168	30.0%
Open Space, Park and Recreation Facilities and Improvements	\$ 257,645	8.0%
Administrative Costs	\$ 161,028	5.0%
	\$ 3,220,560	100.0%

The categories listed in the table above outline various public improvements, and are meant to include all projects eligible under Chapter 311, Section 311.002 of the Texas Tax Code. The costs illustrated in the table above are estimates and may be revised. Savings from one line item may be applied to a cost increase in another line item.

It is anticipated that the individual TIRZ project cost allocations will be evaluated on a case by case basis, consistent with the categories listed above, and brought forward to the TIRZ board and City Council for consideration.

Chapter 311 of the Texas Tax Code

Sec. 311.002.

(1) "Project costs" means the expenditures made or estimated to be made and monetary obligations incurred or estimated to be incurred by the municipality or county designating a reinvestment zone that are listed in the project plan as costs of public works, public improvements, programs, or other projects benefiting the zone, plus other costs incidental to those expenditures and obligations. "Project costs" include:

(A) capital costs, including the actual costs of the acquisition and construction of public works, public improvements, new buildings, structures, and fixtures; the actual costs of the acquisition, demolition, alteration, remodeling, repair, or reconstruction of existing buildings, structures, and fixtures; the actual costs of the remediation of conditions that contaminate public or private land or buildings; the actual costs of the preservation of the facade of a public or private building; the actual costs of the demolition of public or private buildings; and the actual costs of the acquisition of land and equipment and the clearing and grading of land;

(B) financing costs, including all interest paid to holders of evidences of indebtedness or other obligations issued to pay for project costs and any premium paid over the principal amount of the obligations because of the redemption of the obligations before maturity;

(C) real property assembly costs;

(D) professional service costs, including those incurred for architectural, planning, engineering, and legal advice and services;

(E) imputed administrative costs, including reasonable charges for the time spent by employees of the municipality or county in connection with the implementation of a project plan;

(F) relocation costs;

(G) organizational costs, including the costs of conducting environmental impact studies or other studies, the cost of publicizing the creation of the zone, and the cost of implementing the project plan for the zone;

(H) interest before and during construction and for one year after completion of construction, whether or not capitalized;

(I) the cost of operating the reinvestment zone and project facilities;

(J) the amount of any contributions made by the municipality or county from general revenue for the implementation of the project plan;

(K) the costs of school buildings, other educational buildings, other educational facilities, or other buildings owned by or on behalf of a school district, community college district, or other political subdivision of this state; and

(L) payments made at the discretion of the governing body of the municipality or county that the governing body finds necessary or convenient to the creation of the zone or to the implementation of the project plans for the zone.

Method of Financing

To fund the public improvements outlined on the previous page, Bay City will contribute 90% of its real property increment within the zone generated within the TIRZ. Per separate interlocal agreements, Matagorda County and Matagorda County Hospital District will each contribute 90% of their real property increment within the zone generated within the TIRZ.

Debt Service

It is not anticipated at this time that the TIRZ will incur any bonded indebtedness.

Economic Feasibility Study

A taxable value analysis was developed as part of the project and financing plan to determine the economic feasibility of the project. The study examined the expected tax revenue the TIRZ would receive based on the previously outlined developments. A summary overview of the anticipated development unit counts and the anticipated taxable value per home can be found on Page 6.

The following pages show the estimated captured appraised value of the zone during each year of its existence and the net benefits of the zone to each of the local taxing jurisdictions as well as the method of financing and debt service.

Utilizing the information outlined in this feasibility study, DPED has found that the TIRZ is economically feasible and will provide the City and other taxing jurisdictions with economic benefits that would not occur without its implementation.

Real Property Tax - 2023 Rates		Participation	
Bay City	0.56995000	90%	0.5129550
Matagorda County	0.35928000	90%	0.3233520
Matagorda County Hospital District	0.26382000	90%	0.2374380
Port of Bay City	0.04754000	0%	0.0000000
Cons & Recl District	0.00704000	0%	0.0000000
Coastal Plains GW District	0.00352000	0%	0.0000000
Drainage District #1	0.03447000	0%	0.0000000
Bay City ISD	1.04446000	0%	0.0000000
	2.33008000		1.0737450

Personal Property Tax - 2023 Rates		Participation	
Bay City	0.56995000	0%	0.0000000
Matagorda County	0.35928000	0%	0.0000000
Matagorda County Hospital District	0.26382000	0%	0.0000000
Port of Bay City	0.04754000	0%	0.0000000
Cons & Recl District	0.00704000	0%	0.0000000
Coastal Plains GW District	0.00352000	0%	0.0000000
Drainage District #1	0.03447000	0%	0.0000000
Bay City ISD	1.04446000	0%	0.0000000
	2.33008000		0.0000000

Sales Tax Rate	0.0200000	0.00%	0.0000000
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► INPUT

INFLATION RATE	4.00%
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DISCOUNT RATE	6.00%
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REAL PROPERTY TAX		PARTICIPATION	
Bay City	0.56995000	90%	0.5129550
Matagorda County	0.35928000	90%	0.3233520
Matagorda County Hospital District	0.26382000	90%	0.2374380
Port of Bay City	0.04754000	0%	0.0000000
Cons & Recl District	0.00704000	0%	0.0000000
Coastal Plains GW District	0.00352000	0%	0.0000000
Drainage District #1	0.03447000	0%	0.0000000
Bay City ISD	1.04446000	0%	0.0000000
	2.33008000		1.0737450

PERSONAL PROPERTY TAX		PARTICIPATION	
Bay City	0.56995000	0%	0.0000000
Matagorda County	0.35928000	0%	0.0000000
Matagorda County Hospital District	0.26382000	0%	0.0000000
Port of Bay City	0.04754000	0%	0.0000000
Cons & Recl District	0.00704000	0%	0.0000000
Coastal Plains GW District	0.00352000	0%	0.0000000
Drainage District #1	0.03447000	0%	0.0000000
Bay City ISD	1.04446000	0%	0.0000000
	2.33008000		0.0000000

Sales Tax Rate	0.0200000	0.00%	0.0000000
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TIRZ #3

	Year	AREA SF/UNITS	REAL PROPERTY		PERSONAL PROPERTY		SALES	
			\$ / SF	TAX VALUE	\$ / SF	TAX VALUE	\$ / SF	TAX VALUE
Single Family	2022	22	\$ 275,000.00	\$ 6,050,000	\$ -	\$ -	\$ -	\$ -
Single Family	2028	46	\$ 275,000.00	\$ 12,650,000	\$ -	\$ -	\$ -	\$ -
	TOTAL	68		18,700,000				

OUTPUT

TOTAL TAX REVENUE		TOTAL	REAL PROPERTY	PERSONAL PROPERTY	SALES
Bay City	24.5%	\$ 1,108,288	= \$ 1,108,288	+ \$ -	+ \$ -
Matagorda County	15.4%	\$ 698,633	= \$ 698,633	+ \$ -	+ \$ -
Matagorda County Hospital District	11.3%	\$ 513,007	= \$ 513,007	+ \$ -	+ \$ -
Port of Bay City	2.0%	\$ 92,443	= \$ 92,443	+ \$ -	+ \$ -
Cons & Recl District	0.3%	\$ 13,690	= \$ 13,690	+ \$ -	+ \$ -
Coastal Plains GW District	0.2%	\$ 6,845	= \$ 6,845	+ \$ -	+ \$ -
Drainage District #1	1.5%	\$ 67,028	= \$ 67,028	+ \$ -	+ \$ -
Bay City ISD	44.8%	\$ 2,030,989	= \$ 2,030,989	+ \$ -	+ \$ -
	100.0%	\$ 4,530,923	\$ 4,530,923	\$ -	\$ -
		100.0%	100.0%	0.0%	0.0%

TOTAL PARTICIPATION		TOTAL	REAL PROPERTY	PERSONAL PROPERTY	SALES
Bay City	47.8%	\$ 997,459	= \$ 997,459	+ \$ -	+ \$ -
Matagorda County	30.1%	\$ 628,769	= \$ 628,769	+ \$ -	+ \$ -
Matagorda County Hospital District	22.1%	\$ 461,707	= \$ 461,707	+ \$ -	+ \$ -
Port of Bay City	0.0%	\$ -	= \$ -	+ \$ -	+ \$ -
Cons & Recl District	0.0%	\$ -	= \$ -	+ \$ -	+ \$ -
Coastal Plains GW District	0.0%	\$ -	= \$ -	+ \$ -	+ \$ -
Drainage District #1	0.0%	\$ -	= \$ -	+ \$ -	+ \$ -
Bay City ISD	0.0%	\$ -	= \$ -	+ \$ -	+ \$ -
	100.0%	\$ 2,087,935	\$ 2,087,935	\$ -	\$ -
		100.0%	100.0%	0.0%	0.0%

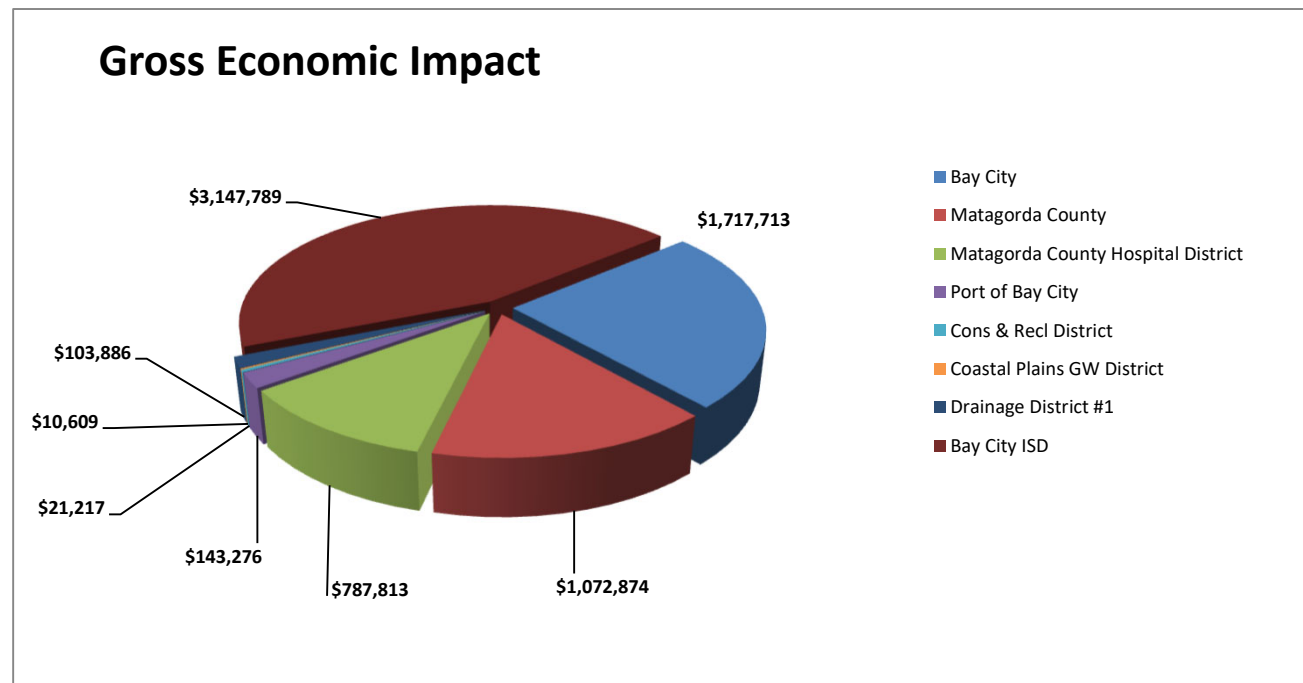
NET BENEFIT		TOTAL	REAL PROPERTY	PERSONAL PROPERTY	SALES
Bay City	4.5%	\$ 110,829	= \$ 110,829	+ \$ -	+ \$ -
Matagorda County	2.9%	\$ 69,863	= \$ 69,863	+ \$ -	+ \$ -
Matagorda County Hospital District	2.1%	\$ 51,301	= \$ 51,301	+ \$ -	+ \$ -
Port of Bay City	3.8%	\$ 92,443	= \$ 92,443	+ \$ -	+ \$ -
Cons & Recl District	0.6%	\$ 13,690	= \$ 13,690	+ \$ -	+ \$ -
Coastal Plains GW District	0.3%	\$ 6,845	= \$ 6,845	+ \$ -	+ \$ -
Drainage District #1	2.7%	\$ 67,028	= \$ 67,028	+ \$ -	+ \$ -
Bay City ISD	83.1%	\$ 2,030,989	= \$ 2,030,989	+ \$ -	+ \$ -
	100.0%	\$ 2,442,988	\$ 2,442,988	\$ -	\$ -
		100.0%	100.0%	0.0%	0.0%

TAX REVENUE PROJECTIONS & COST-BENEFIT ANALYSIS

		Calendar Year														
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
TOTAL TAX REVENUE																
Single Family	Taxable Value Per Unit	275,000	286,000	297,440	309,338	321,711	334,580	347,963	361,881	376,356	391,411	407,067	423,350	440,284	457,895	476,211
	Units	0	0	0	15	10	12	9	0	0	0	0	0	0	0	0
	Cumulative Units	0	0	0	15	25	37	46	46	46	46	46	46	46	46	46
	SF Taxable Value	-	-	-	4,640,064	8,042,778	12,379,443	16,006,286	16,646,537	17,312,398	18,004,894	18,725,090	19,474,094	20,253,058	21,063,180	21,905,707
REAL PROPERTY																
	PV	-	-	-	26,446	45,840	70,557	91,228	94,877	98,672	102,619	106,724	110,993	115,432	120,050	124,852
Bay City		-	-	-	26,446	45,840	70,557	91,228	94,877	98,672	102,619	106,724	110,993	115,432	120,050	124,852
Matagorda County		-	-	-	16,671	28,896	44,477	57,507	59,808	62,200	64,688	67,276	69,967	72,765	75,676	78,703
Matagorda County Hospital District		-	-	-	12,241	21,218	32,659	42,228	43,917	45,674	47,501	49,401	51,377	53,432	55,569	57,792
Port of Bay City		-	-	-	2,206	3,824	5,885	7,609	7,914	8,230	8,560	8,902	9,258	9,628	10,013	10,414
Cons & Recl District		-	-	-	327	566	872	1,127	1,172	1,219	1,268	1,318	1,371	1,426	1,483	1,542
Coastal Plains GW District		-	-	-	163	283	436	563	586	609	634	659	685	713	741	771
Drainage District #1		-	-	-	1,599	2,772	4,267	5,517	5,738	5,968	6,206	6,455	6,713	6,981	7,260	7,551
Bay City ISD		-	-	-	48,464	84,004	129,298	167,179	173,866	180,821	188,054	195,576	203,399	211,535	219,996	228,796
Total		-	-	-	105,117	187,403	285,451	372,959	387,878	403,393	419,528	436,310	453,762	471,912	490,789	510,420
PERSONAL PROPERTY																
	Taxable Value	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
	PV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bay City		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Matagorda County		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Matagorda County Hospital District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Port of Bay City		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cons & Recl District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Coastal Plains GW District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drainage District #1		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bay City ISD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SALES TAX																
	Taxable Value	0%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
	PV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUMMARY																
	PV	-	-	-	26,446	45,840	70,557	91,228	94,877	98,672	102,619	106,724	110,993	115,432	120,050	124,852
Bay City		-	-	-	26,446	45,840	70,557	91,228	94,877	98,672	102,619	106,724	110,993	115,432	120,050	124,852
Matagorda County		-	-	-	16,671	28,896	44,477	57,507	59,808	62,200	64,688	67,276	69,967	72,765	75,676	78,703
Matagorda County Hospital District		-	-	-	12,241	21,218	32,659	42,228	43,917	45,674	47,501	49,401	51,377	53,432	55,569	57,792
Port of Bay City		-	-	-	2,206	3,824	5,885	7,609	7,914	8,230	8,560	8,902	9,258	9,628	10,013	10,414
Cons & Recl District		-	-	-	327	566	872	1,127	1,172	1,219	1,268	1,318	1,371	1,426	1,483	1,542
Coastal Plains GW District		-	-	-	163	283	436	563	586	609	634	659	685	713	741	771
Drainage District #1		-	-	-	1,599	2,772	4,267	5,517	5,738	5,968	6,206	6,455	6,713	6,981	7,260	7,551
Bay City ISD		-	-	-	48,464	84,004	129,298	167,179	173,866	180,821	188,054	195,576	203,399	211,535	219,996	228,796
Total		-	-	-	105,117	187,403	285,451	372,959	387,878	403,393	419,528	436,310	453,762	471,912	490,789	510,420
PARTICIPATION																
REAL PROPERTY	Taxable Value	-	-	-	4,640,064	8,042,778	12,379,443	16,006,286	16,646,537	17,312,398	18,004,894	18,725,090	19,474,094	20,253,058	21,063,180	21,905,707
	PV	-	-	-	23,801	41,256	63,501	82,105	85,389	88,605	92,357	96,051	99,893	103,889	108,045	112,366
Bay City		-	-	-	23,801	41,256	63,501	82,105	85,389	88,605	92,357	96,051	99,893	103,889	108,045	112,366
Matagorda County		-	-	-	15,004	26,006	40,029	51,757	53,827	55,980	58,219	60,548	62,970	65,489	68,108	70,833
Matagorda County Hospital District		-	-	-	11,017	19,097	29,394	38,005	39,525	41,106	42,750	44,460	46,239	48,088	50,012	52,012
Port of Bay City		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cons & Recl District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Coastal Plains GW District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drainage District #1		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bay City ISD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	49,822	86,359	132,924	171,867	178,741	185,891	193,327	201,060	209,102	217,466	226,165	235,211
PERSONAL PROPERTY	Taxable Value	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bay City		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Matagorda County		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Matagorda County Hospital District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Port of Bay City		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cons & Recl District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Coastal Plains GW District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drainage District #1		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bay City ISD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SALES TAX	Taxable Value	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	PV	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUMMARY																
	PV	-	-	-	23,801	41,256	63,501	82,105	85,389	88,605	92,357	96,051	99,893	103,889	108,045	112,366
Bay City		-	-	-	23,801	41,256	63,501	82,105	85,389	88,605	92,357	96,051	99,893	103,889	108,045	112,366
Matagorda County		-	-	-	15,004	26,006	40,029	51,757	53,827	55,980	58,219	60,548	62,970	65,489	68,108	70,833
Matagorda County Hospital District		-	-	-	11,017	19,097	29,394	38,005	39,525	41,106	42,750	44,460	46,239	48,088	50,012	52,012
Port of Bay City		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cons & Recl District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Coastal Plains GW District		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Drainage District #1		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Bay City ISD		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	49,822	86,359	132,924	171,867	178,741	185,891	193,327	201,060	209,102	217,466	226,165	235,211
TOTAL TAX REVENUE - PARTICIPATION = NET BENEFIT																
SUMMARY																
	PV	-	-	-	2,645	4,584	7,056	9,123	9,488	9,867	10,262	10,672	11,099	11,543	12,005	12,485
Bay City		-	-	-	2,645	4,584	7,056	9,123	9,488	9,867	10,262	10,672	11,099	11,543	12,005	12,485
Matagorda County		-	-	-	1,667	2,890	4,448	5,751	5,981	6,220	6,469	6,728	6,997	7,277	7,568	7,870
Matagorda County Hospital District		-	-	-	1,224	2,122	3,266	4,223	4,362	4,567	4,750	4,940	5,138	5,343	5,557	5,779
Port of Bay City		-	-	-	2,206	3,824	5,885	7,609	7,914	8,230	8,560	8,902	9,258	9,628	10,013	10,414
Cons & Recl District		-	-	-	327	566	872	1,127	1,172	1,219	1,268	1,318	1,371	1,426	1,483	1,542
Coastal Plains GW District		-	-	-	163	283	436	563	586	609	634	659	685	713	741	771
Drainage District #1		-	-	-	1,599	2,772	4,267	5,517	5,738	5,968	6,206	6,455	6,713	6,981	7,260	7,551
Bay City ISD		-	-	-	48,464	84,004	129,298	167,179	173,866	180,821	188,054	195,576	203,399	211,535	219,996	228,796
Total		-	-	-	58,295	101,044	155,527	201,093	209,136	217,502	226,202	235,250	244,660	254,446	264,624	275,209

Revenue Summary

Taxing Jurisdictions	Total Taxes Generated	Participation	Net Benefit
Bay City	\$1,717,713	\$1,545,941	\$171,771
Matagorda County	\$1,072,874	\$965,586	\$107,287
Matagorda County Hospital Dist	\$787,813	\$709,032	\$78,781
Port of Bay City	\$143,276	\$0	\$143,276
Cons & Recl District	\$21,217	\$0	\$21,217
Coastal Plains GW District	\$10,609	\$0	\$10,609
Drainage District #1	\$103,886	\$0	\$103,886
Bay City ISD	\$3,147,789	\$0	\$3,147,789
Total	\$7,005,176	\$3,220,560	\$3,784,616





Projects Cost Estimates:

All project costs listed in the project plan shall be considered estimates.

Length of TIRZ #3 in Years:

The TIRZ is scheduled to end on December 31, 2037.

Powers and Duties of Board of Directors:

The Board shall have all powers granted to it by Chapter 311 of the Texas Tax Code, including powers of a municipality under Chapter 380, Local Government Code. The Board shall not be authorized to:

- issue bonds;
- impose taxes or fees;
- exercise the power of eminent domain; or
- give final approval to the Zone's project and financing plan.

Property ID	Owner	Legal Description
123647	AGUILAR INURRETA FRANCISCO JAVIER & MARISOL MELGOZA CRUZ	MEADOW OAKS S/D, BLOCK 2, LOT 13, PHASE 1
123646	MOJICA EDWARD & ADRIANA	MEADOW OAKS S/D, BLOCK 2, LOT 12, PHASE 1
123633	SALAZAR JOEL ADAME	MEADOW OAKS S/D, BLOCK 1, LOT 3, PHASE 1
123635	NAQVI SYED W & SYEDA K FATIMA	MEADOW OAKS S/D, BLOCK 2, LOT 1, PHASE 1
123644	LARA MITCHELL & SONDRAS TOBIAS	MEADOW OAKS S/D, BLOCK 2, LOT 10, PHASE 1
123641	BAUTISTA GARCIA OSVALDO ANTONIO	MEADOW OAKS S/D, BLOCK 2, LOT 7, PHASE 1
123638	SEIFERMAN BOBBY CARROLL & KATHLEEN	MEADOW OAKS S/D, BLOCK 2, LOT 4, PHASE 1
123632	CENTURY LAND HOLDINGS OF TEXAS LLC	MEADOW OAKS S/D, BLOCK 1, LOT 2, PHASE 1
123649	BLACKMON HAKEEM DELVON	MEADOW OAKS S/D, BLOCK 2, LOT 15, PHASE 1
123636	PALOMARES DANIEL	MEADOW OAKS S/D, BLOCK 2, LOT 2, PHASE 1
123651	LUDWIG LAURA	MEADOW OAKS S/D, BLOCK 2, LOT 17, PHASE 1
123639	PARKEY TAMMI	MEADOW OAKS S/D, BLOCK 2, LOT 5, PHASE 1
123645	LULE HECTOR JAVIER & MARGARITA	MEADOW OAKS S/D, BLOCK 2, LOT 11, PHASE 1
123634	PATE MEGAN & ADAM	MEADOW OAKS S/D, BLOCK 1, LOT 4, PHASE 1
123637	HALL TRENT	MEADOW OAKS S/D, BLOCK 2, LOT 3, PHASE 1
123631	VERHEUL KEES MAARTEN	MEADOW OAKS S/D, BLOCK 1, LOT 1, PHASE 1
123643	ARRILLANO ASHLEY KAY	MEADOW OAKS S/D, BLOCK 2, LOT 9, PHASE 1
123640	KELLEY KRISTY	MEADOW OAKS S/D, BLOCK 2, LOT 6, PHASE 1
123650	GARCIA KENNETH J JR	MEADOW OAKS S/D, BLOCK 2, LOT 16, PHASE 1
123648	ALLAN PATRICIA & DENNIS	MEADOW OAKS S/D, BLOCK 2, LOT 14, PHASE 1
123652	ZAMBRANO EDGAR	MEADOW OAKS S/D, BLOCK 2, LOT 18, PHASE 1
123642	BURNAMAN ZACHARY	MEADOW OAKS S/D, BLOCK 2, LOT 8, PHASE 1
12446	MARGUERITE MEADOWS LLC	AB 0045, E HALL, ACRES 11.338, UNDEVELOPED ACREAGE
123653	MARGUERITE MEADOWS LLC	MEADOW OAKS S/D, RESERVE A - C, ACRES 2.029



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: Denbow, Samantha **Date Submitted:** 5/6/2024
Last, First *MM/DD/YYYY*

Requestor Type : City Staff **Meeting Date:** 5/14/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Library Director
For City Staff Only

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

Agenda Content:

Presentation ~ Discuss, consider, and approve the Library Strategic Plan for Fiscal Year 2025-2029.

Executive Summary of Item:

In order to maintain accreditation from the Texas State Library and Archives Commission, the library must have a long-range plan that is updated and approved by its governing body at least every five years. The current plan ends in FY2024.

The library's strategic planning consultant, Dayna Williams-Capone of Partner Library Area Network (PLAN), conducted multiple community meetings and a community survey to gain input from various members and sectors of the service area. She used this feedback to develop a review of overall library operations and recommendations for the city to consider in providing library services to the community in the future. Goals and action items were developed to guide the library in improving efficiency and the level of service provided to meet community needs.

Staff recommends the approval of the Library 5-Year Strategic Plan and Action Item List to be implemented over the next five years.

LIBRARY ACTION ITEMS: STAFFING/ADMIN/GOVERNANCE

Goal: The library will utilize professional standards to provide efficient library management and work towards the Exemplary Level of Service accepted by TLA and TSLAC.

Action Items

1. Review and revise library mission, vision, and values statements to be in line with City plans.
2. Hire a Certified Librarian (must have degree within year of hire) to manage library programming of the main branch.
3. Maintain a minimum of one bilingual Spanish speaking staff member.
4. Designate, train, and bond one employee as a notary, and evaluate the need for additional staff to become notaries.
5. Enhance partnerships with Friends of the Library organizations through training and memorandum of understanding for each branch.
6. Explore ways to improve efficiency of staff through the review of procedures, annual division goal setting, and addition of software.
7. Develop a marketing plan for collections, programs/services, and implement More Than Books campaign.

LIBRARY ACTION ITEMS: FACILITIES

Goal: The library will have adequate spaces that develop a “community living room” and allow for future growth.

Action Items

1. Hire architect to evaluate the current facility, provide a facility improvement plan, create an updated space plan to maximize available space, provide possible expansions for future growth, and provide a timeline for implementation.
2. Add digital signage to the exterior and additional interior signage to increase advertising reach.
3. Share community feedback and recommendations for the Sargent Branch with the County.

LIBRARY ACTION ITEMS: PROGRAMS/SERVICES/TECHNOLOGY

Goal: The library will be a major contributor of quality-of-life initiatives and strive to meet community needs through superior programs, services, and technology.

Action Items

1. Maintain a 3-5 year technology plan with IT.
2. Explore partnerships and develop a plan with other organizations to maximize efforts and the impact in the community.
3. Develop a plan to embrace the library's role in the City's Arts & Culture landscape.
4. Evaluate and add programs and services based off of community input and annually review their success.

LIBRARY ACTION ITEMS: COLLECTIONS

Goal: Library collections will reflect the diverse population of the community, be easy to access in both physical and digital formats, and provide opportunities to support lifelong learning, education, and workforce development.

Action Items

1. Explore collection improvements to increase usage of the collection.
2. Review needs for additional branches (bookmobile and/or automated kiosks) to extend access to the library.
3. Increase collection expenditures to 15% of library budget by FY2029.
4. Add RFID technology to improve efficiency of circulation processes and inventory.
5. Track usage of electronic resources and databases and annually review the return on investment of these products.

Bay City Public Library Strategic Plan



Created by Dayna Williams
Assistant Executive Director
PLAN
April 2024

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From the Library Director:

On behalf of the Bay City Public Library, I would like to extend our thanks for all of the input given by community leaders, library staff, organizations, and Matagorda County residents as we put together our FY 2025-2029 Strategic Plan.

A good strategic plan reflects and incorporates the values and ideas of the community. This plan was developed with wide input from across the entire Bay City and Sargent communities, through two focus group sessions, staff interviews, a community leaders meeting, and a comprehensive community survey. It was important to us to capture the feedback that is specific to individual branches.

This plan is in part a continuation of the previous plan disrupted by the impacts of COVID-19, as well as an incorporation of the new goals identified throughout the process. As libraries change, the Bay City Public Library will strive to meet these changes and to continue to provide superior library services.

Samantha Denbow, CPLA

Executive Summary:

Introduction:

[Partners Library Action Network \(PLAN\)](#) created Bay City's Strategic Plan in partnership with the City of Bay City, and Matagorda County leaders and administration, Bay City Public Library Association, Friends of the Library Board, Library staff, and members of the Bay City and Sargent communities. A key goal of this strategic plan is to build upon the work that has been completed as part of the Library's 2020 long-range plan and establish updated goals with a focus on library facilities, staffing, and services. This new plan is flexible to support any future city and county long-range planning, especially in the areas of quality of life and economic development. It is also a living document that is actionable and forward-thinking with a level of flexibility to adapt as community needs change. This strategic plan presents a vision of attainable goals and actionable steps designed to allow the public library to continue to meet the needs of the citizens of Bay City and Sargent as these communities grow and change.

History:

From 1912 until 2012 the Bay City Library was an independent foundation and did not become a department of the city until 2013. The Sargent Branch serves an unincorporated community with political representation from a single Matagorda County commissioner and is a branch of the Bay City Library. It was established in 1991. All library employees are city of Bay City employees, and the county provides some funding for the Bay City library and all financial support for the Sargent

Branch. Due to the nonprofit status of the library for many years until 2013, it is not mentioned in any of the Bay City long-range plans, a concern that hopefully will be rectified as new city and county plans are developed.

Library Mission:

The Bay City Public Library connects residents of Matagorda County with information, technology, ideas, and experiences to provide enjoyment, enrich lives, and strengthen our community.

Vision:

The Bay City Public Library will foster a spirit of community and self-discovery by improving the quality of life in Bay City and surrounding areas.

Overview and Benchmarks:

Bay City Public Library’s legal service area as determined by the Texas State Library and Archives is 26,315 persons, which includes the population of Bay City and a percentage of the Matagorda County population. This legal service population was used to identify peer libraries in Texas as benchmarks to compare services, budgets, facilities, and staffing. Additional criteria in identifying comparable libraries included a focus on libraries that serve rural populations and identification by Bay City library staff as a library that they are striving to emulate.

The following libraries were used in this report as benchmarks for Bay City Public Library:

Library	Legal Service Population
Paris Public Library, Paris, Texas	24,407
Butt-Holdsworth Memorial Library, Kerrville, Texas	24,477
Dickinson Public Library, Dickinson, Texas	24,726
Hewitt Public Library, Hewitt, Texas	25,414
Bay City Public Library, Bay City, Texas	26,315
W Walworth Harrison Public Library, Greenville, Texas	29,578
Cleburne Public Library, Cleburne, Texas	31,999
Judy B McDonald Public Library, Nacogdoches, Texas	32,118

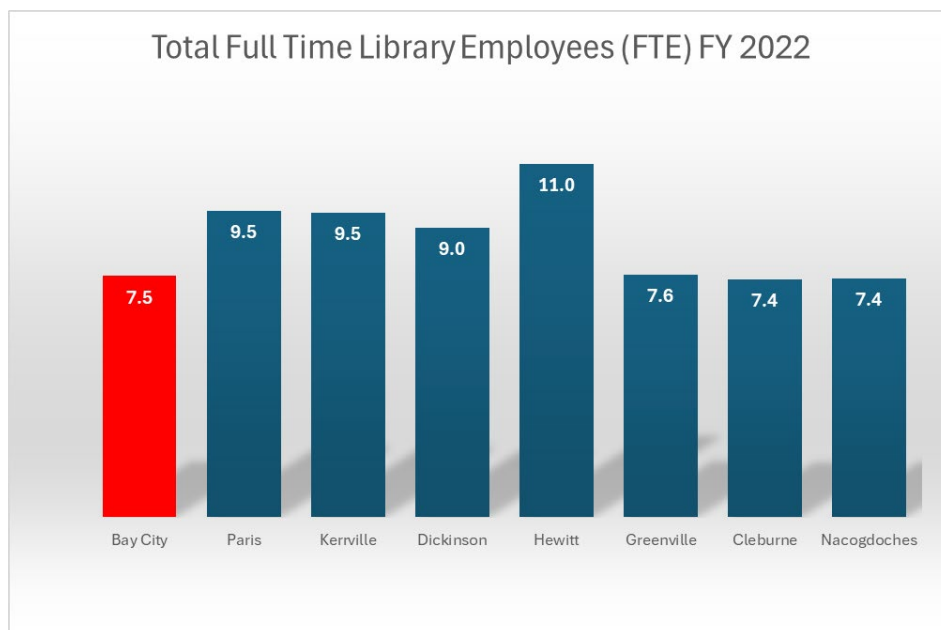
One of the most important comparisons in benchmarking these libraries is the per capita use, or how frequently the population uses services. Per capita use allows cities to compare their

services without considering the population of the communities because it is based on services per person and not the size or budget of the library. Some of the libraries in this set do serve larger populations or have larger budgets, but the per capita numbers and statewide averages, when available, do give a general picture of how Bay City aligns with its peers.

Staffing/Admin/Governance:



Bay City Public Library currently has 7.5 FTE (full-time equivalent) staff which includes 1 master’s degree accredited librarian. One staff member works part-time at the main library and part-time at the Sargent Branch. According to the [Texas Library Standards](#), it is recommended that a library serving a population between 25,000 and 49,999 have 1 FTE employee per 4,100 population and 1 MLS-accredited librarian per 17,100 population to be considered an enhanced level library. To be an exemplary level library there should be one FTE employee per 2,850 population and 1 MLS-accredited librarian per 9,850 population.



Bay City Public Library falls in the bottom half with the number of staff when compared with its peers. Paris Public Library and Kerrville serve smaller populations in this group at 24,407 and 24,447 respectively and have 2.0 FTE more staff.

Recommendation:

- Add .5 FTE library employees within the next year to move closer to the exemplary service standard for library staffing of 9.23 FTE for Bay City's service population of 26,315 and make long term plans to either support additional training for current staff to obtain an MLS degree or hire an additional half-time degreed librarian to move towards the exemplary service standard of 2.67 FTE MLS accredited librarians.
- Provide training to staff to improve services to the Spanish-speaking community.
- Consider designating, training, and bonding a library staff member as a notary.

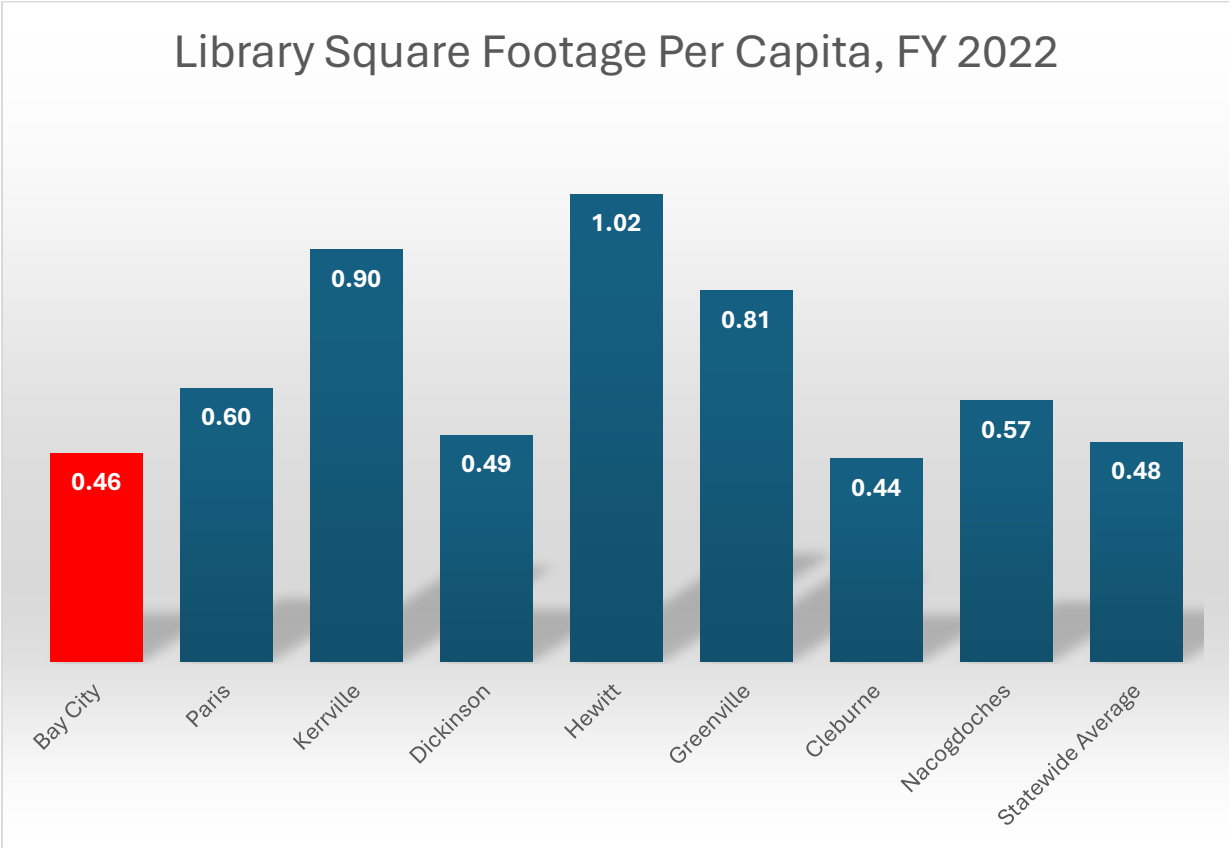
Facilities:



The main branch of the Bay City Public Library is a former bank built in the 1960s with the original vaults inside, a large parking lot, and a bank drive-through at the back of the building. The library moved into this building in 1991. The library sits on a major road into town and is visible and accessible by a sidewalk and not far from the high school. One part of the building is occupied by offices of the Bay City Community Development, Matagorda County Economic Development, Mainstreet Program, and Gateway Mortgage.



The Sargent Branch of the Bay City Public Library is in the unincorporated community of Sargent and is a former VFW building purchased by the county, with space allocated to the library. There are plans to replace this building with a combined library and community center on the same lot. The library is on the highway entering into town making it easy to access by automobile.

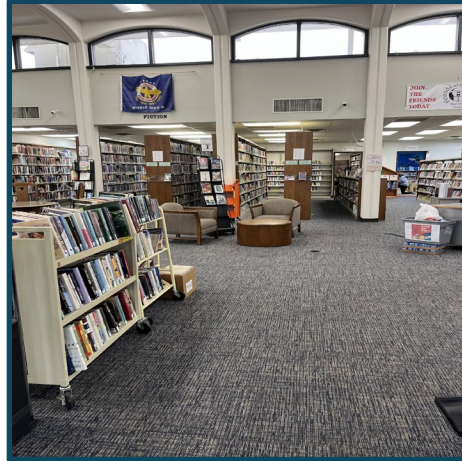


Bay City’s total square footage per capita is slightly below the statewide average and is in the bottom third of peer libraries.

Library	Population	Current Square Footage	.51 SF Per Capita (Texas Overall Average)	0.6 SF Per Capita (ALA "Standard")	0.8 SF Per Capita (ALA "Enhanced")	1 SF Per Capita (ALA "Exemplary")
Bay City	26,315	12,000	13,421	15,789	21,052	26,315
Paris	24,407	14,585	12,448	14,644	19,526	24,407
Kerrville	24,477	22,064	12,483	14,686	19,582	24,477
Dickinson	24,726	12,226	12,610	14,836	19,781	24,726
Hewitt	25,414	26,000	12,961	15,248	20,331	25,414
Greenville	29,578	24,000	15,085	17,747	23,662	29,578
Cleburne	31,999	14,204	16,319	19,199	25,599	31,999
Nacogdoches	32,118	18,322	16,380	19,271	25,694	32,118

Meets standard	Not meeting standard
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The main branch at Bay City does not meet the square footage per capita as compared to the Texas overall average nor does it fall within square footage guideline standards established by the American Library Association. The exterior and main area of the library needs updating to make it more visually appealing and interesting which has the potential to increase foot traffic. A concern about the feel of the main library as you enter the building was brought up in the leadership meeting conversation. When entering the building, the most visible object is a prominent wall of books. There is a desire from community leaders to emphasize that the library offers more than just books. It was suggested that there be more visual elements that spark interest and motivate patrons to delve deeper into the library. Feedback from a community-wide survey also highlighted challenges with browsing books in the main library due to shelf height. This supports the need for shorter shelving, which is currently a library best practice, and should increase usage of library materials once they are more visible and accessible.



The Sargent branch also falls within square footage guidelines for the size of community it serves. The primary topics discussed at the Sargent community meeting were the desire for a shared community and library facility, as well as the need for expanded meeting areas. The community members voiced their strong support for maintaining the library not only as a traditional resource, but also as a preferred location for community gatherings.

Recommendations:

- Hire an architect/interior designer to propose visual elements for the library façade to improve curb appeal and exterior lighting. They can also address needed visual improvements at the entrances/lobby, and the adult shelving/reading area of Bay City's Main Library to make it more visually interesting and encourage movement further into and throughout the library.
- Work towards the goal of the library as the community living room and away from an initial focus on shelving and books by creating other visual elements in the main entrance space of the library. One method of doing this and creating more flexible space is to purchase shorter mobile shelves, introduce color, signage, and dynamic displays. This will require additional square footage in the current building because mobile shelving will be shorter, and it will not house as many materials as current shelving and in addition there is a desire from the community for more physical materials. Mobile shelving will allow the staff to create more open spaces on the main floor of the library during large events that cannot be held in the meeting room.
- Survey comments suggested a desire for more space for the children's area in both libraries, a larger meeting room at the Main Library, and greater distinction or separation between quiet reading/study spaces and the children/programming spaces. The small study rooms at the main library may need more visibility, color, and updates.
- If the main library will be housed in the current building for the long term, then assessments and long-range plans for improvements will need to be made in the following areas: roof, HVAC system, interior and exterior lighting, automatic sliding doors at entrance, updates to all restrooms, fire panel, and parking lot improvements.

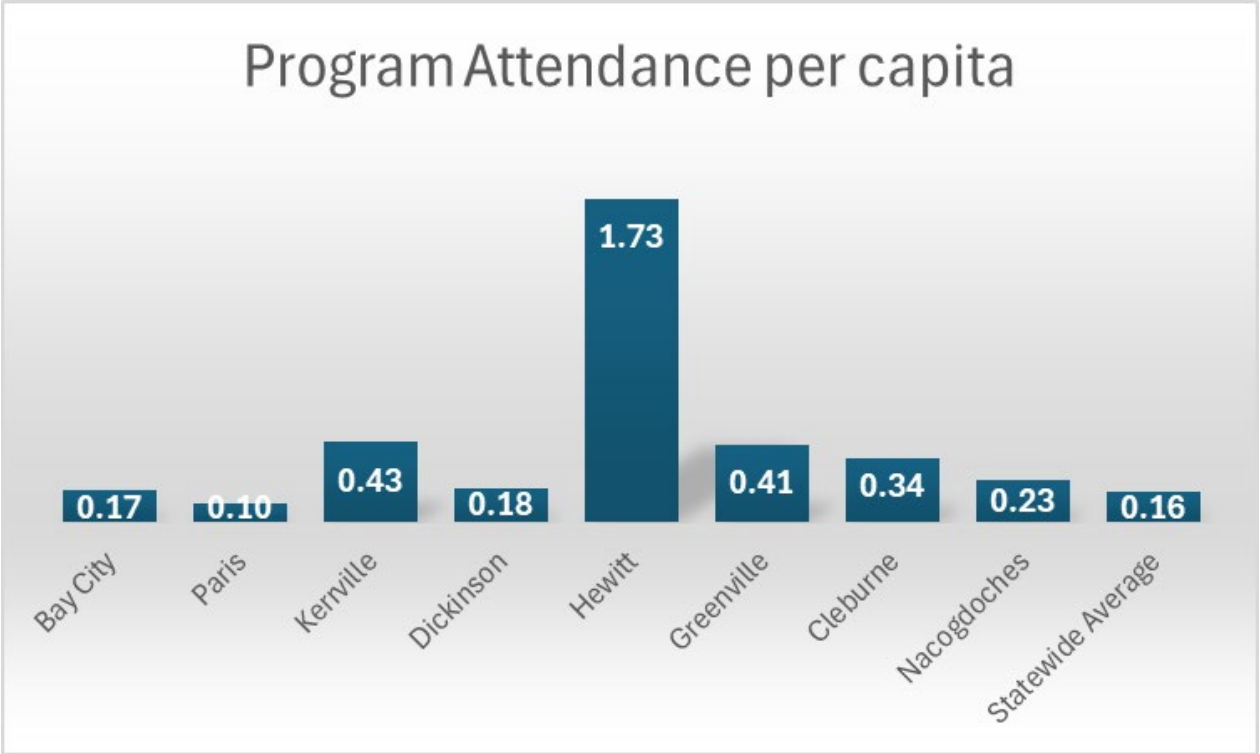
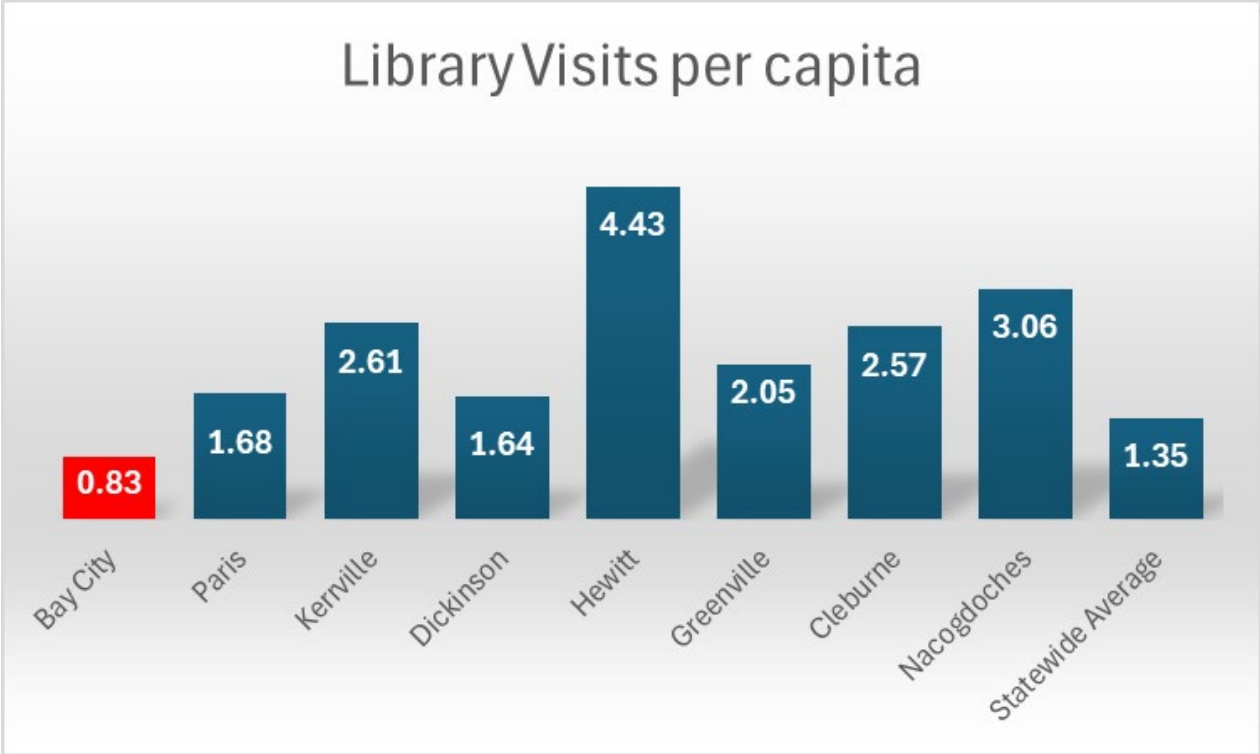


- Improve outdoor spaces by adding shade features to allow programs to move onto the spacious lawn/parking lot at both the main and branch libraries.
- Improve signage, and parking lot, and add a sidewalk and overhang to the building at the Sargent branch to protect entrance during rain.
- Consider external digital signage at both library locations that can be used to advertise community events/announcements in addition to library information.

Programs/Services/Technology:



The results of library staff interviews, community and leadership discussions, and a community-wide survey all confirmed the necessity and significance of library programs in the Bay City community. The majority (70%) of survey participants expressed great satisfaction with the current library programs. In response to the community survey, there was a strong desire for art and cultural programming featuring local experts and talent. Furthermore, there were numerous requests for additional programming geared towards adults and families.



Bay City Public Library has challenges to address in lower-than-expected library use, circulation, and program attendance when compared to peer libraries. When considering the rationale for why this may be happening, the top reasons identified by the community in public meetings and through the survey are not having a large enough collection of physical and electronic materials, needing larger spaces for children and families to read and play, wanting more programs for adults, and not knowing what the library offers or when library events are held. 90% of survey respondents said that they received excellent customer service with many compliments about the staff at both libraries. Business services such as copiers, printers, scanner, and microfilm machines were the second highest used service after borrowing materials according to the survey. There were some concerns about printers and updating this technology to make it more user-friendly for public use. Art and culture were discussed as an important focus for the Bay City community in the leadership meeting. 40% of survey respondents asked the library to focus more on art and cultural events as well.

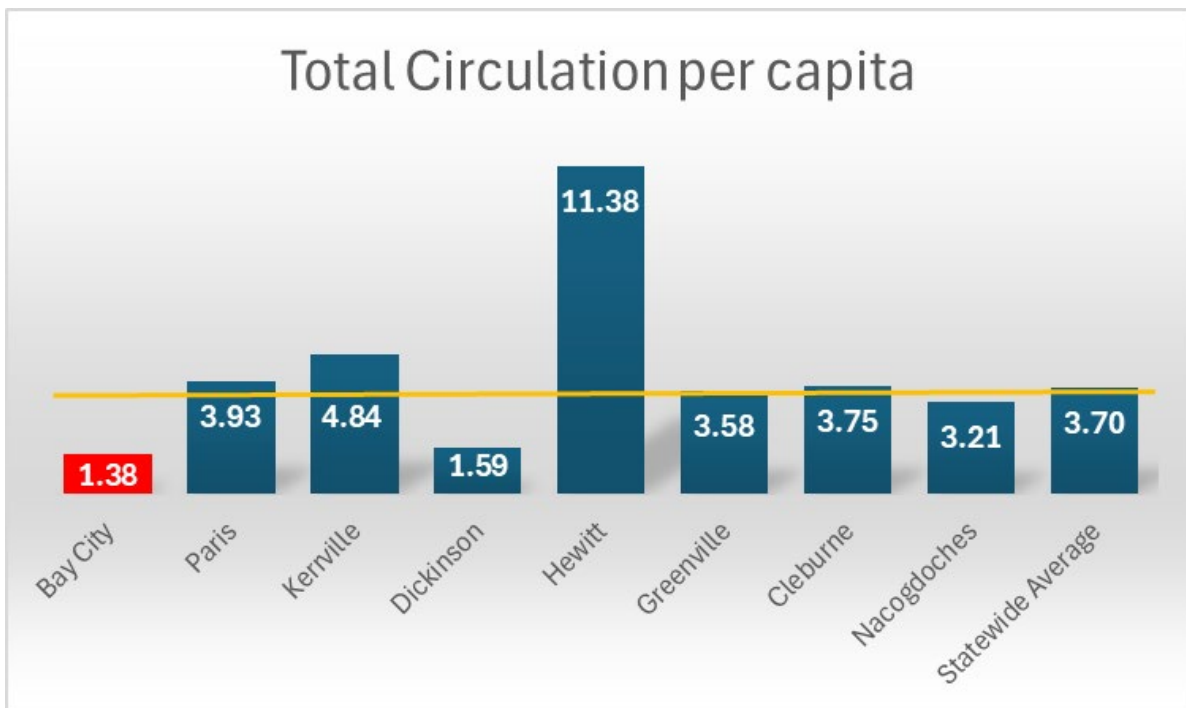
Recommendations:

- Update the printer to make it Wi-Fi-friendly.
- Track usage of electronic resources and databases and annually review the return on investment of these products.
- Offer additional programs for adults taking into consideration staffing needs to manage these events.
- Continue to focus on culture and art in library events.
- Develop methods and partnerships to get the message out about library services.
- Keep the Sargent community well informed of plans and timelines for the new library/community center. Consider posting updates on the library's social media page/website.

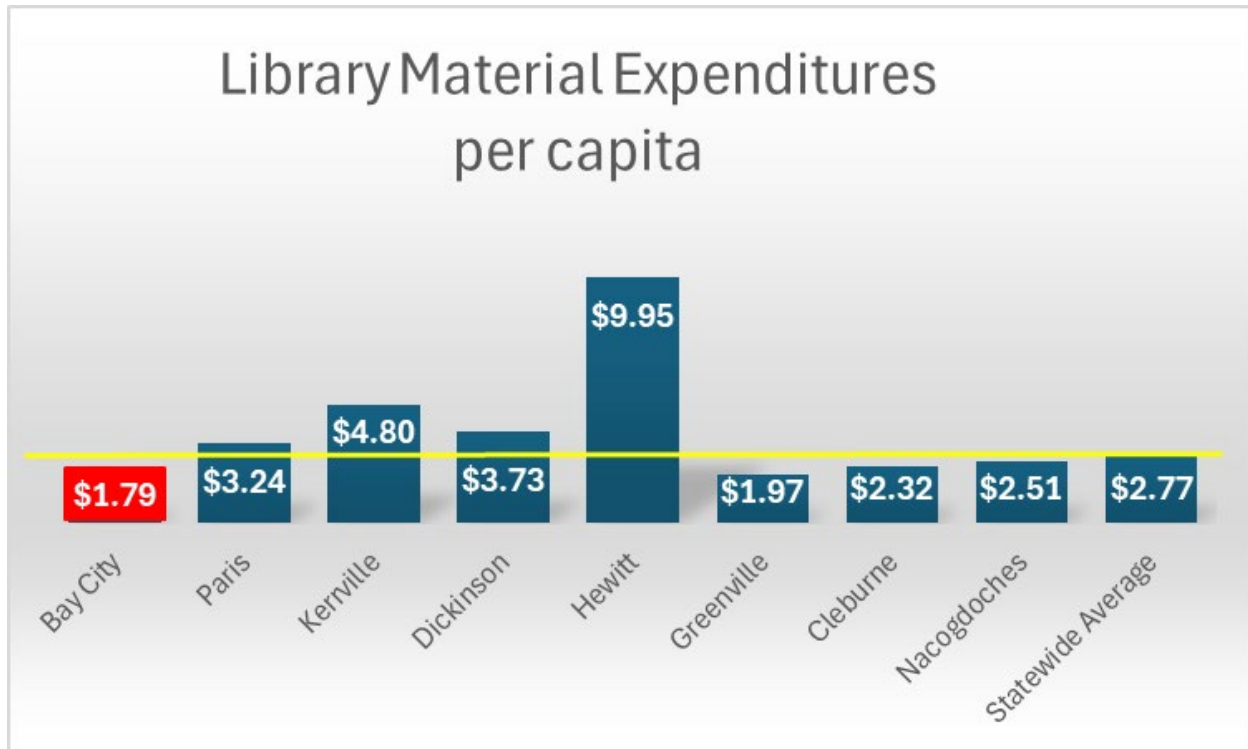
Collections:



Focusing specifically on the collection of physical and electronic materials, Bay City Public Library has the lowest circulation (checkouts/usage) and expenditure per capita on library materials of comparable libraries.



Circulation per capita indicates the number of books checked out per person annually in the city and reflects on the size and usefulness of the collection.



Expenditure per capita indicates how much money is spent on library items annually in both physical and electronic format per person in the city.

Both circulation and expenditure benchmarks may indicate that the library's collection of materials is not as relevant or current as what is needed by the community. Concerns about the diversity, currency, and availability of desired materials were commented upon in both the library survey and at community meetings. Citizens are requesting more up-to-date materials, more classics, and a wider diversity of choices. The minimum [Standards for Accreditation of Public Libraries in the Texas State Library System](#) indicates a library should spend at least 15% of its budget on collections in Texas. Bay City Public Library's total budget in 2022 was \$532,073 and 15% of this amount is \$79,810.

Recommendations:

- Increase the library's materials budget to 15% of the total budget.
- Add RFID tagging to all library collections for increased tracking and security.
- Add security gates at all public entrances.
- Develop a marketing plan to make the community more aware of the library's electronic resources and databases.
- Track usage of electronic resources and databases and annually review the return on investment of these products.

Reports/Appendix:

Demographics of Bay City:

Bay City racial composition as of 2020 ¹ (NH = Non-Hispanic)		
Race	Number	Percentage
White (NH)	5,811	32.17%
Black or African American (NH)	2,810	15.56%
Native American or Alaska Native (NH)	56	0.31%
Asian (NH)	169	0.94%
Pacific Islander (NH)	4	0.02%
Some Other Race (NH)	43	0.24%
Mixed/Multi-Racial (NH)	366	2.03%
Hispanic or Latino	8,802	48.73%
Total	18,061	

As of the [2020 United States census](#), there were 18,061 people, 6,602 households, and 4,086 families residing in the city.

Demographics of Sargent:

Approximately 501 permanent residents live in the Sargent area, while on holiday weekends the population may increase to as high as 5,000. It is an unincorporated community with a major focus on fishing and boating with lots of snowbirds coming from northern states in the winter months, retirees, and weekenders coming from larger cities such as Houston, Austin, and San Antonio.

Summary of Staff Interviews:

Staff interviews were conducted on January 2, 2024. Overall, staff enjoyed working at the library, interacting with library users, and spending time with coworkers. They appreciate the diversity of cultures living in Bay City and see a need to provide more programming and services that support the community. According to staff feedback, the children and family programs have been consistently high quality and well-attended. The attendance for teen programs has been on the rise, indicating improvement. The staff is committed to providing exceptional customer service and strive to assist individuals as much as possible. However, they may face limitations in certain situations due to a user's technical proficiency or the availability of staff members. Technology, especially printers, need to be updated or fixed to meet user's needs.

Other suggestions for improvements that staff discussed include additional programs for special groups in the community such as individuals with sensory issues, supporting the arts community, providing bookmobile services to low-income neighborhoods, helping the elderly or homeless populations with a social worker available at certain times in the library, and getting the word out that the library is more than just books. Facility improvements included a need for a new roof, more and/or larger meeting space for programs, RFID (tags and a security system) for library materials, a notary on staff and more recognition of the library and library staff by elected officials. Below is a summary of staff answers to specific interview questions.

What do you like about working at the library?

Overall, the staff enjoy working with the community and their coworkers. They like connecting with the repeat users/familiar faces, the hard core readers who love books, and the energy that families and children bring to their programs. They understand the benefit of working together with all the staff to pull off the big events the library sponsors.

What are the best things about this library?

The staff are proud of the service they provide to the community and feel that they have high customer service skills. They provide quite a bit of technology, lots of programs for all ages and want the community to know that the library is more than just books and internet, even though there are lots of readers and interest in books in Bay City.

What programs do you think would be most important to library users?

All the programs are important. Toddler events introduce literacy, libraries and the arts are very compatible and the teen programs are growing. Computers and the internet are key for people applying for jobs and make an immediate impact.

What makes Bay City a special place?

There are a variety of cultures that live here and lots of amazing artists. There is so much potential. The city tries hard to help people come together. There is some division between various economic levels and a need to better serve the lower income communities.

If you were given \$1 million to improve the library, how would you use that money?

The staff sees a need for more physical space for art, programs, and a computer lab or a new building. There is a desire for a more modern and cozy looking library space. The children and teen rooms were mentioned as needing to be larger and the meeting room. A bookmobile was mentioned as a way to reach more of the community, especially those who are low income. RFID (radio frequency id) tags were seen as being helpful in improving security of items and to keep them from leaving the library without being checked out. Staffing also needs to be increased so that the library could provide more programs and assistance with technology. The roof was also mentioned as needing to be replaced or repaired.

How can the library improve the quality of life of its residents?

Staff mentioned a need to be aware of which groups within the community they are not reaching, for example individuals with autism or sensory issues. Ideas were shared about potential services the library could provide for this group. More staffing was mentioned as a way to provide more one-on-one time with those people needing extra assistance such as the elderly or people needing help with technology.

What is the library missing and/or what do the users ask for that you don't have?

Staff mentioned: Notary services. Expanded learning materials – life skills – driver's education, nursing programs, etc. More quiet rooms. Improvements to the public printer. A library of things that can be checked out like unusual cake pans or appliances.

Share a situation or story you have observed in the Bay City Public Library that would illustrate the importance of the library in this community?

A lady with a mentally challenged older daughter said that everywhere she goes she doesn't get the help she needs because of her daughter and that she was so happy when a library staff member sat with her at the computer while another library staff member helped her daughter find books to look at. This lady was able to complete her work and she was impressed with the understanding and support provided by the library staff.

An older gentleman said he needed to renew his driver's license and he had no computer experience. He desperately needed help. He finished the task with staff assistance, got his certificate, and was so happy with his library because there was no one else in his life to help him with this.

When this employee first started at the library there were still many COVID restrictions and there were lots of people getting laid off, so they helped lots of people set up ID me and applications for unemployment benefits. One lady broke down crying once she got approved for her benefits due to the stress and brought cookies to the staff because they helped her.

Leadership Meeting Summary:



On February 15, 2024, 15 city, county, and community leaders met at Bay City Public Library to discuss opportunities and issues facing the city, county, and the library.

When the group was asked what they love or enjoy about their city they stated that Bay City had a small community feel and was very giving. The city, county, schools, and community organizations collaborate to enhance the quality of life and organize community events. The local square presents ample opportunities for entrepreneurs and small businesses. Additionally, the youth have numerous avenues for growth and development, as the community places great emphasis on supporting them. The coastal location allows for easy access to birding and beaches, while being just an hour's drive from Houston provides access to urban amenities. The thriving arts scene in our community is highly valued, encompassing visual arts, theater, and dance.

During the discussion on the challenges confronting Bay City, a significant portion of the dialogue revolved around the issues of deteriorating infrastructure and inaccessible housing for the workforce. There was agreement that money was not available to meet all infrastructure needs and that new development puts stress on existing infrastructure. There is a potential growth spurt for Bay City in the future and it is seen as both good and bad. A stronger identity and possible marketing for Bay City are needed as it is often confused with Baytown. There are concerns about the lack of services for homeless individuals, and those struggling with mental health issues, and that there is no public transportation for people in the city/county. Some of the organizations that help individuals in distress duplicate services instead of banding together to improve and make stronger services such as food pantries. There is a perception that these organizations operate in silos, and that religious, cultural, and racial differences have contributed to an environment of competition and lack of cooperation.

Lastly, even though there are a lot of community events and activities there is a decline in participation of service organizations and clubs to help with events and the membership is growing older.

Organizations that are seen as effective or making things happen in Bay City include the Lions Club, the Bay City ISD Foundation to support teachers, new industry partners in the county such as Lyondell, OQ, STP and Tenaris, nonprofits including MEHOP/Vibrance, and United Way, WorkSource, Economic Action Committee, and for some transportation needs there is R-transit.

The ideal Bay City is seen as having unity, collaboration, and growth. There is a strong desire for sustainable longevity in programs designed to aid and assist all individuals within the county, as well as an acknowledgment of county leaders who foster meaningful connections. It is also desired that the youth of the community will have increased connectivity and access to positive role models, parental figures, and beneficial programs. Moreover, there is a widespread desire for a dynamic and well-educated community with an emphasis on promoting artistic expression.

When asked how the library fits into helping with community challenges there was a discussion of the library as a resource center with organizations offering assistance and resources at the library at set times and that a community resource list can be maintained and available through the library. In addition, the library can help with getting communication out about emergency and city-wide situations or events. It was brought up that 40% of the population in Bay City is Spanish speaking and more resources/services need to be developed for this population. There was an understanding amongst the group that providing these programs would require additional staffing at the library.

The group suggested several programs and services that they would like the library to offer, such as a Lego Club, increased programming focused on Spanish-speaking individuals, functioning as a community resource center, providing access to technology, offering legal assistance, facilitating community discussions, promoting healthy eating habits, and conducting financial literacy classes. They also stressed the importance of coordinating with the schools to create buy-in and increase attendance at certain events.

The library needs to improve communication with community leaders to ensure they are aware of the services offered. Additionally, the library should advertise programs to individuals who do not use social media. Furthermore, there must be an increase in efforts to change the perception of the library as being solely about books, as this is often the first thing noticed when entering the building. The main entrance space requires digital displays, vibrant colors, eye-catching art, inviting seating options, and communal areas to enhance the community living room atmosphere. There was a suggestion such as using artwork from school students to entice parents and families to visit the library to see the display.

Major takeaways from this meeting include the library as a resource center for the community and providing programs and services that are more than books. Create more events that encourage people to come into the building and realize that the library is the community living

room with a colorful and inviting space as you enter the main doors. Perception and communication about the library and its services need to be a focus.

Community Meeting Summary:

Bay City:

On the evening of Tuesday, February 20th a small group of 4 met in the Bay City Public Library meeting room. Since we were such a small group, we were able to move quickly through the questions and spend more time on the questions that seemed most important.

Our group said that they loved that people in Bay City were interested in being involved by putting time and effort back into their community. It was mentioned that Bay City is the fundraising capital of Matagorda County.

The biggest challenges in Bay City included transportation, especially south of the library, and communication. There was a feeling like there were overlapping events in the community and sometimes people were unaware of these events or there were so many at the same time that it was hard to attend them. Fundraisers sometimes became competitions and nonprofits or services such as food pantries did not work well together or share resources.

The library was seen as providing access to technology and in particular hotspots to address community challenges. It was also stated that in order to attract new businesses the community needed a good library so the library can help in economic development.

The top services that this group wanted the library to provide include technology, a bookmobile with the internet, more Spanish and some Vietnamese materials, and flyers/communication.

The list of improvements needed at the library includes automatic doors at the main entrance, improved HVAC and ventilation throughout the building, a fire panel with direct notification of fire alarms to the fire department, a new roof, updates to the restrooms, and improvements to the parking lot.

Other concerns brought up at this meeting include an additional staff person to do outreach in the schools and advertising library services, more conversation with the school board, attend school open houses or be on the board agenda to provide information on what the library provides and a partnership with the Crisis Center.

The major takeaways from this meeting include: 1. Samantha, the library director is leading the library in a good direction. She needs more support and acknowledgement from community leaders of her work and the importance of the library. 2. A recognition by the city and county that quality of life issues are improved by the library and that the library needs to be included in future city 2040 plans. 3. Increase in library communication, outreach, and partnerships.

Sargent:



On Tuesday, February 20th a group of 16 people participated in a community conversation at the Sargent Branch of the Bay City Public Library. We started off the meeting with introductions, an explanation of the planning process, laying the ground rules for our conversation and then introducing each question and gathering feedback.

The first question was “What do you love or enjoy about the community of Sargent?” Several people mentioned and provided examples of how people support each other and offer help. Since Sargent is about 30 miles away from a grocery store and other amenities, community members have to depend on neighbors for assistance or to borrow food or tools. They also mentioned that they are used to strangers and new people since there is a community of weekenders who own homes in Sargent and come in mainly from Houston or rent their homes to vacationers. This is a beach community with a lot of weekend fishing and leisure activities. The outdoor lifestyle and the peacefulness and quiet also received positive feedback. In contrast, there are many social activities for everyone such as book clubs, supper clubs, the Lion’s club to name just a few. The library was mentioned as a good place to get involved as well.

The second question was “What are the biggest challenges facing Sargent besides infrastructure and housing?” There was a lot of conversation about infrastructure and housing at the Leadership conversation a week early and we were hoping to gather more specifics about the community of Sargent. Immediately the difficulty of being geographically isolated was brought up especially for elderly individuals who cannot age in place since all medical care is at least 30 miles away. There was also concern about the lack of fresh produce even though the Dollar General store has started stocking some of this. A lack of consistent mosquito control was brought up and the need for a community center and storm shelter. Last of all there is a desire for another restaurant that would stay open consistently, but an understanding by the group of the difficulty that restaurants and small businesses have in retaining employees.

The next question was “What role can the library play in addressing challenges in Sargent?” The ideas for challenges that were discussed in the previous question include: having a traveling medical service that parks in the library lot once a week or month or a visiting physician that would have appointments available onsite. The option of a private space for virtual or Teladoc visits via computer at the library was not brought up by the group but might be another option that the library could provide. There was also interest in a seed exchange or check out system so that people could grow their own fresh produce or the library offering space for community members to set up a CSA (Community Supported Agriculture) or other way to exchange or buy fresh produce. Another idea was to invite the extension agent from Bay City to the Sargent branch to lead a program about gardening or use some of the green space around the library for community gardens. An idea to address the lack of restaurants and possibly encourage more businesses for food establishments was to have one evening per month at the library where food trucks could come, show a movie and/or have a dance with live music. There was a question about how to improve transportation to bring in employees from other communities, but no clear answer. It was also stated what an important role the library plays as a safe place for teens.

When asked “What 1 – 3 services would you like the library to provide” the group mentioned: arts and crafts programs and adulting/life skills classes for all ages. They said that since seniors or retirees are a large portion of the population there should be some focused programs for them, children’s services are important, and computer literacy assistance or programs.

The next question was “What would you improve at the library?” The first concern was a sidewalk, improved drainage, and an awning for the building. If there is a new building then all of these concerns should be taken into consideration. They also mentioned a desire for outdoor seating especially covered like a gazebo. A request for more classic books and a question about if books were rotated between the Bay City and Sargent libraries.

The last question was an open forum for other questions or concerns. A need for tutoring was mentioned and that there were a lot of academics in the community who could provide this as volunteers. Transportation came up again as a problem in the community and for getting people to the library to attend programs and events and support the library as a neutral space for meetings and programs. There was also interest from the group in hearing what works well for other small libraries. We discussed examples from Marathon, Sundown, and Yorktown, Texas, and how they provided special services that meet the needs of their particular community. It was also mentioned that many of the ideas brought forth in today’s conversation were very community-focused and certainly worth consideration.

The conversation concluded with our major takeaways. They included:

1. The Sargent Library is awesome, but it could be even better especially if they continued to harness community support.

2. Lots of new ideas were brought forth during the conversation. It is difficult to choose and maybe the library should try some of them in the areas of serving teens or establishing a seed catalog. If they don't work, then try something else.
3. The library should try to reach all age groups and make it a hub. There is excitement for the new community center. There was also a suggestion that a mural be painted on one side of the building by a local artist so that people driving by could stop to take a picture. This also encourages a stop at the library and promotes local tourism. A local slogan and t-shirt were mentioned that says: Sargent, a drinking community with a fishing problem. Are these available to buy locally? Would the library be a location for purchasing these? The library could have some role in providing tourist or visitor information.

The meeting concluded with an overview of the next steps in the process of developing the strategic plan for the Bay City Library and Sargent Branch.

Library Survey Results:

A library survey was conducted between February 15th and March 15, 2024. The library received 197 responses with 65% of respondents living in Bay City, 13% in Sargent, approximately 18% in Matagorda County, and the remainder in other areas as listed in details below.

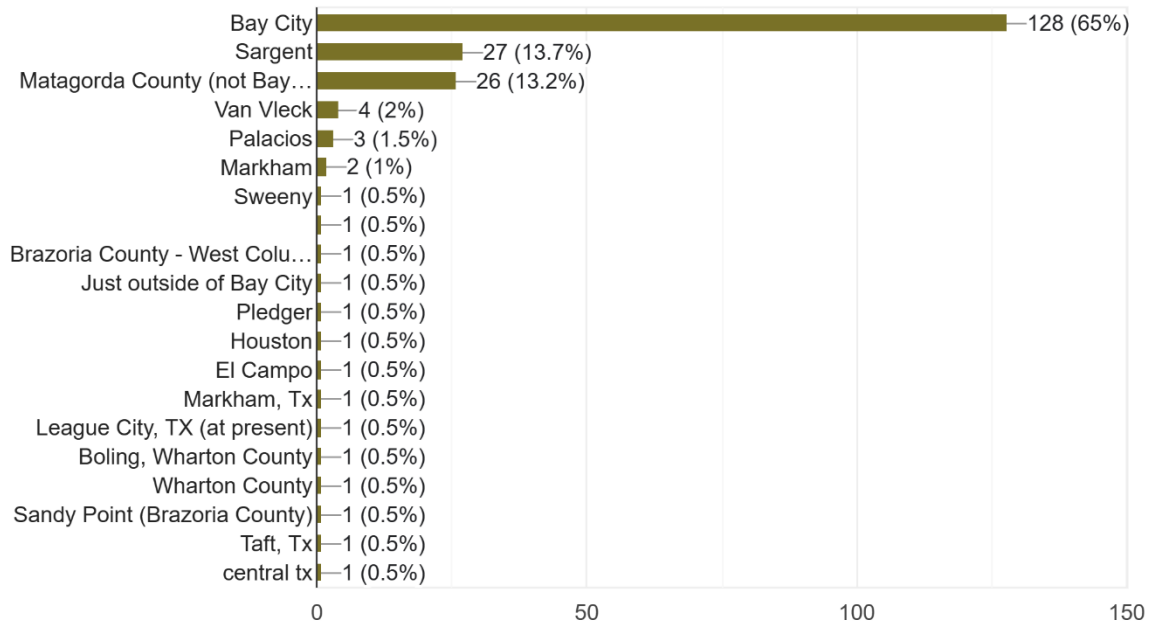
A majority of respondents used the Bay City Main Library. 75% had library cards and most used the library either weekly or monthly during the last year. The most used services were to check out materials, play/read in the children's space, and use the copier, printers, and public computers. The major suggestions for library improvements were requests for more art and cultural programming and more library materials in both physical and electronic formats. There was also a desire for more staff, meeting space, and open hours.

All library services listed on the survey received high satisfaction ratings with some suggested improvements listed in the final survey comments sections. There is a big disconnect around library databases and electronic/downloadable materials with 29% of respondents not knowing that these services were available and 75% of respondents not knowing or using specific databases or electronic book services such as Overdrive, language learning tools, or homework help resources. All of these services are available for free for library cardholders and need to be advertised as cost-saving with 24/7 access.

A majority of respondents want the library to offer more adult programs and family programs. The greatest facility needs requested were larger children's spaces, more/large meeting spaces, and outdoor shaded spaces at the libraries. When asked about new services many suggestions were for new programs on a variety of topics and additional new library materials. In the closing comments survey respondents were very complimentary of library staff. There is a strong desire from the Sargent community for the new community center and library, requests for updates to public printers, and a need for more quiet spaces.

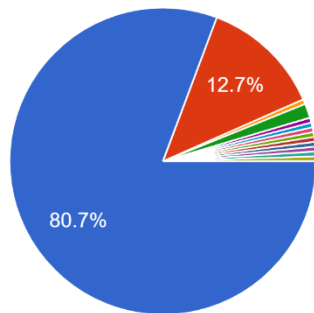
Where do you reside?

197 responses



Which library do you visit most often?

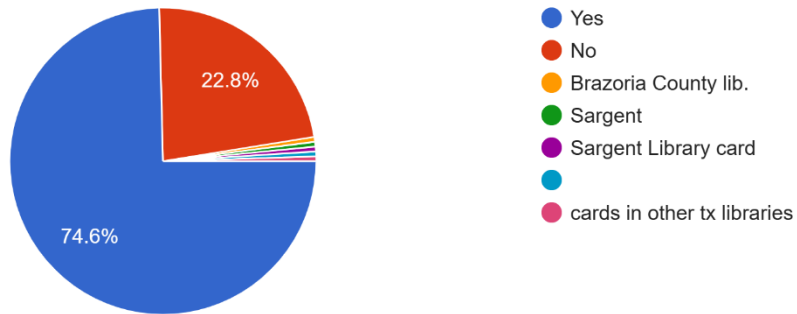
197 responses



- Bay City Public Library in Bay City
 - Sargent Branch
 - Both Sargent and Bay City equally
 - I do not go to either library location.
 - Biblioteca publica de salvatierray, mex...
 - League City Public Library
 - First time I just moved here
 - el Campo
- ▲ 1/2 ▼

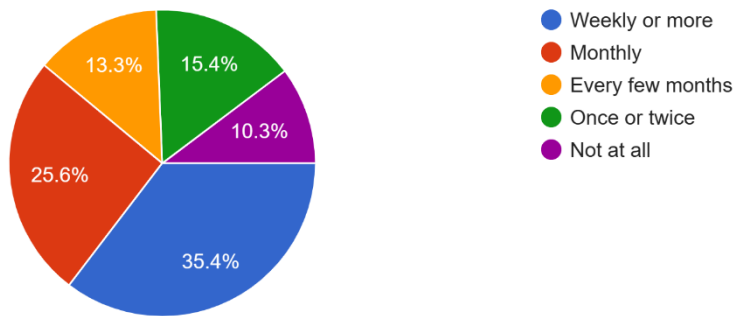
Do you currently have a Bay City Public Library Card?

197 responses



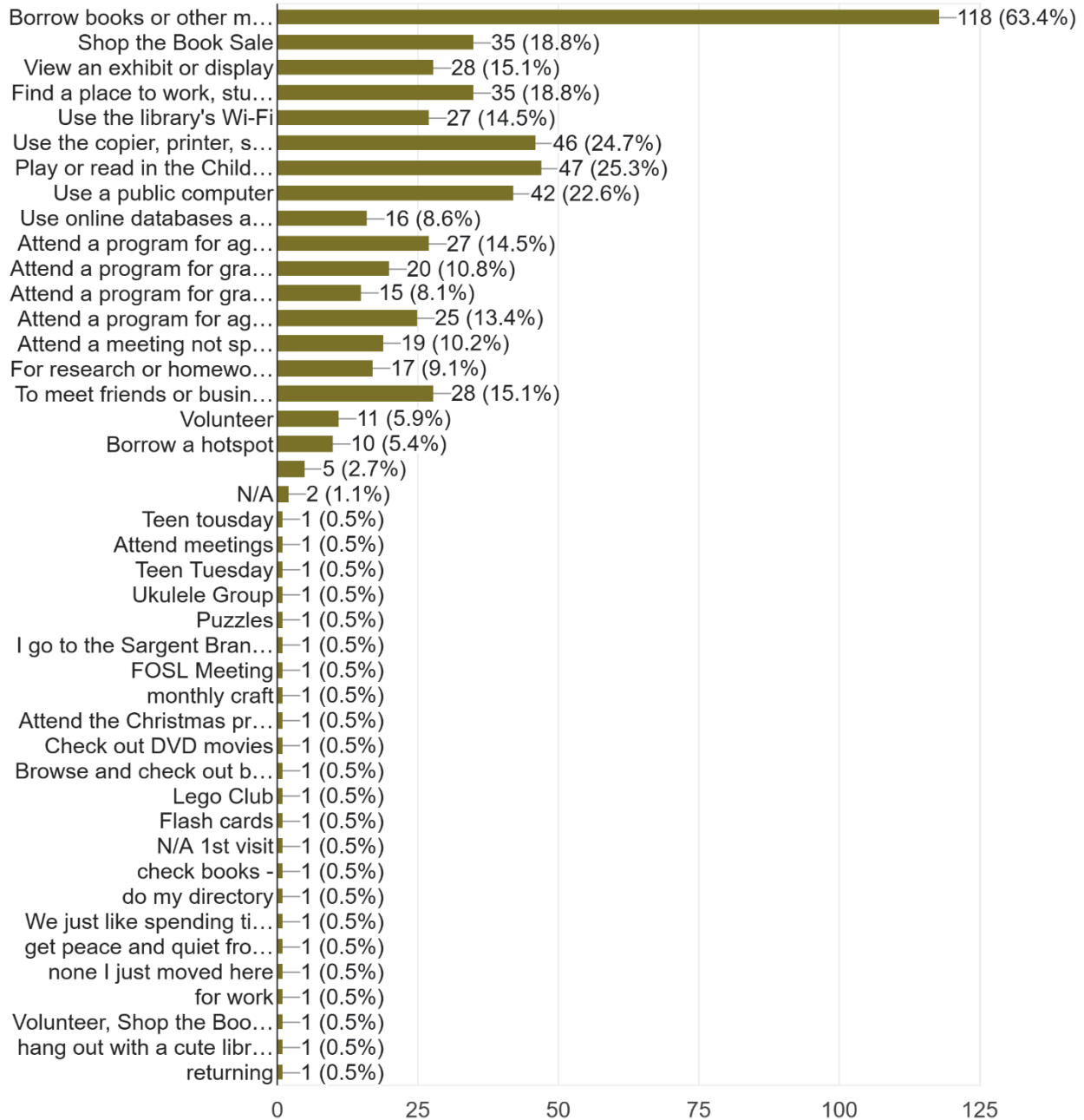
In the last 12 months, how often did you visit the Bay City Public Library or the Sargent Branch Library?

195 responses



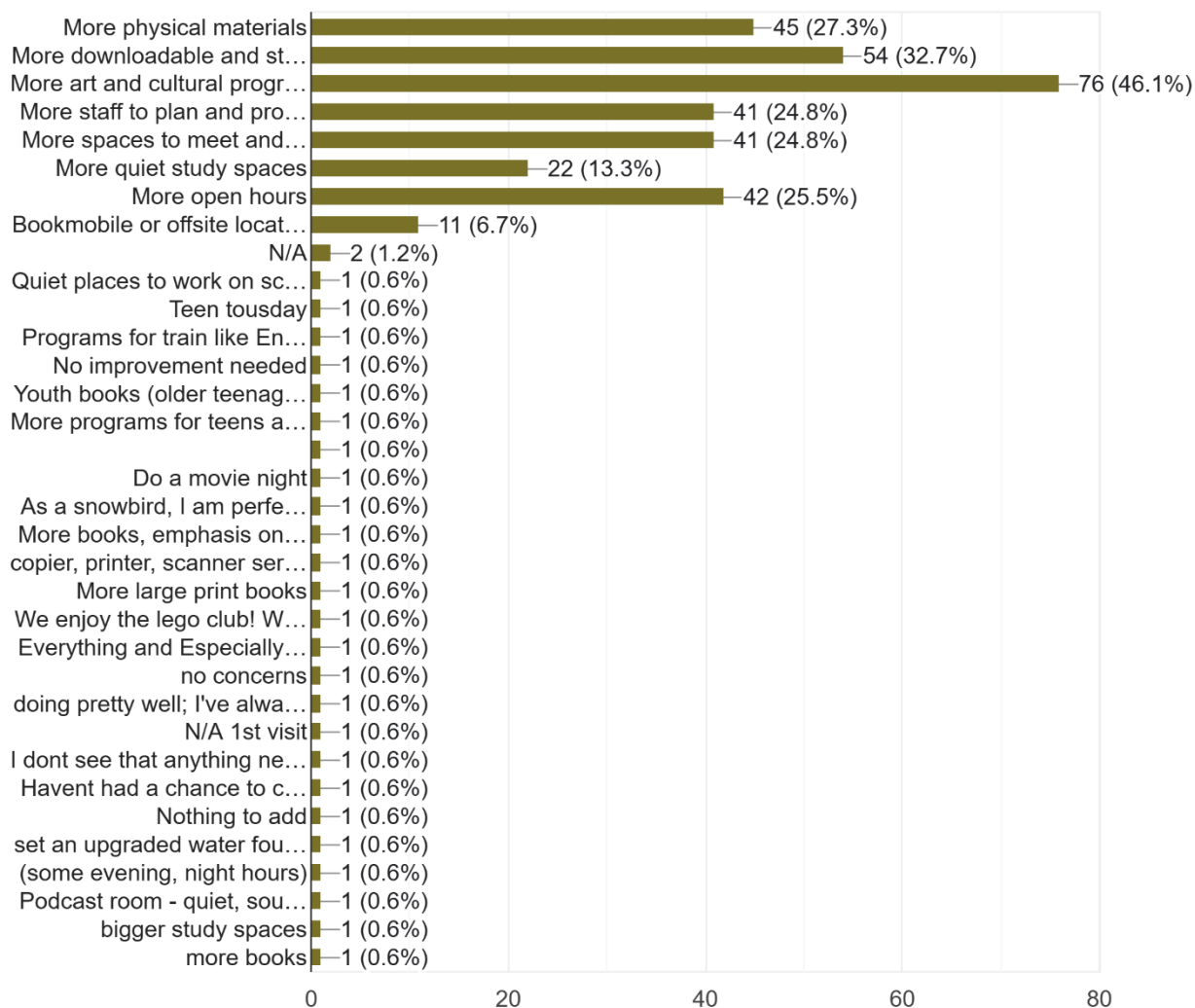
If you used the library in the past 12 months, what did you or your family do? (Choose as many as apply)

186 responses



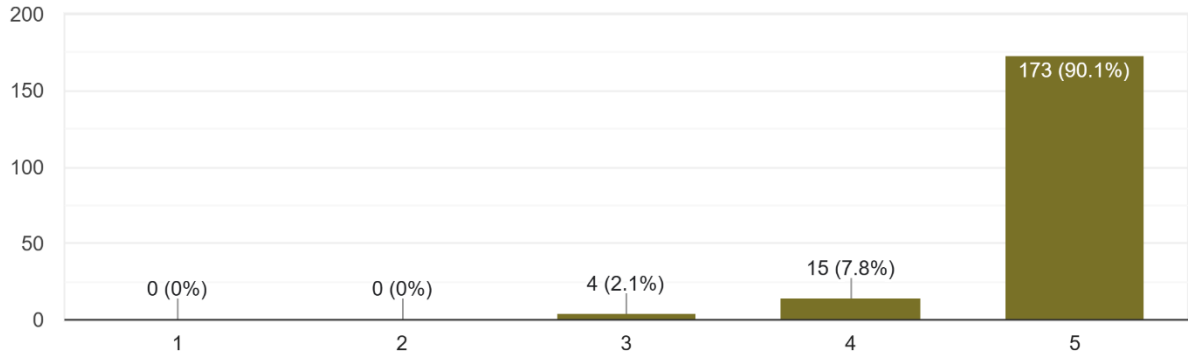
To improve your library experience, what would you like the library to focus on? (Choose your top 5)

165 responses



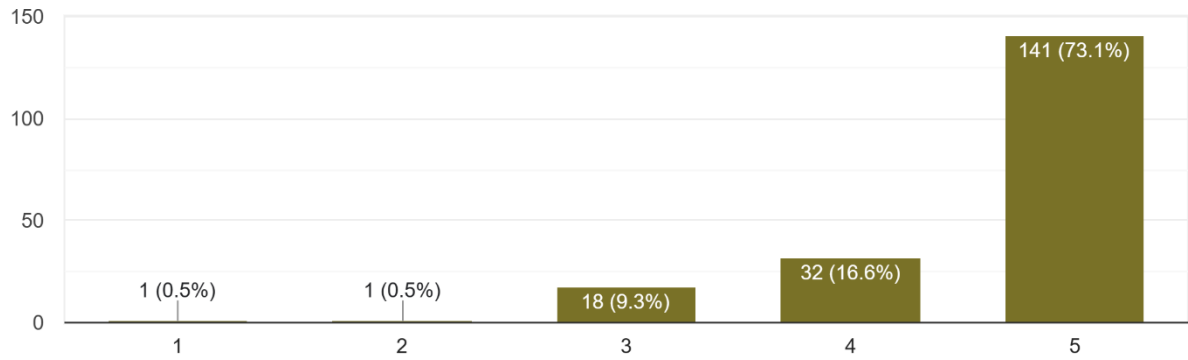
How would you rate the library's customer service?

192 responses



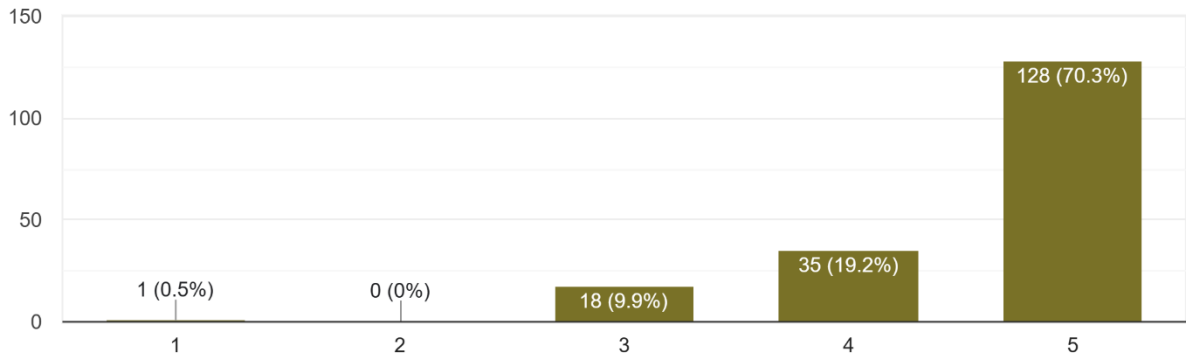
How would you rate the library facility/building?

193 responses



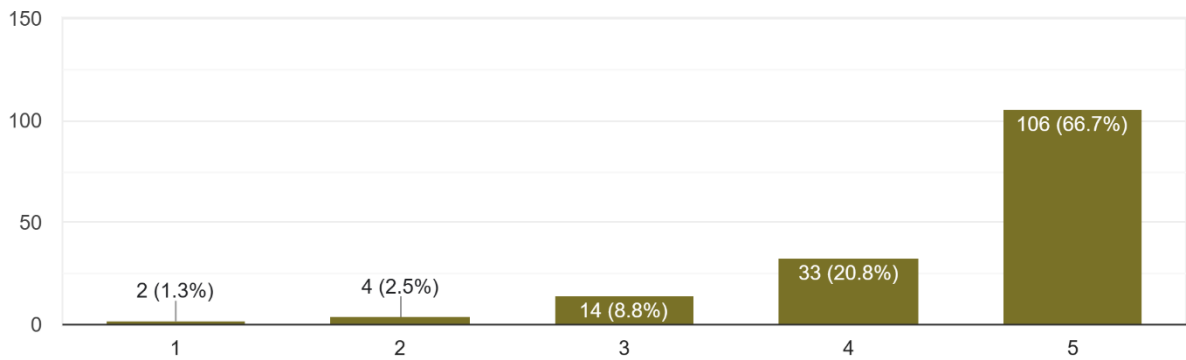
How would you rate library programs?

182 responses



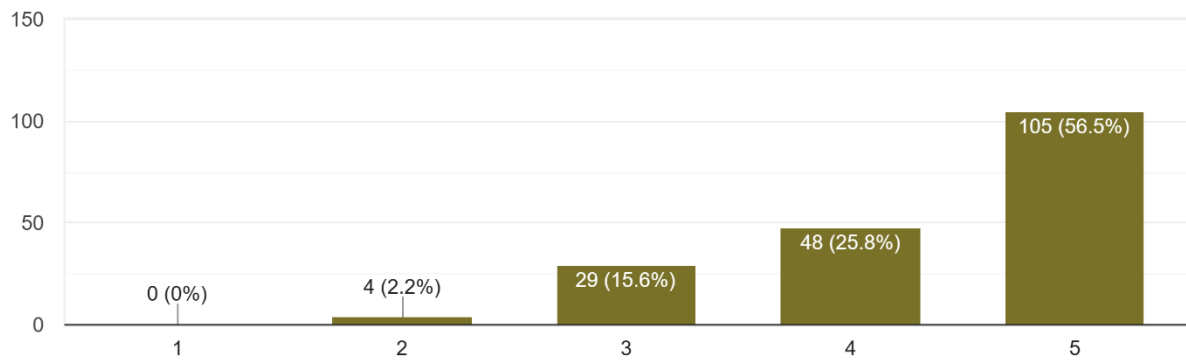
How would you rate copier, printer and scanner services?

159 responses



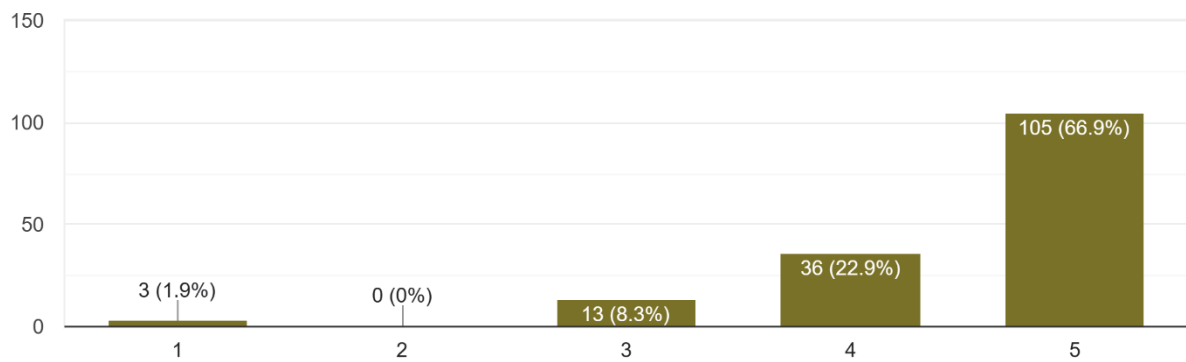
How would you rate the library's collection of materials?

186 responses



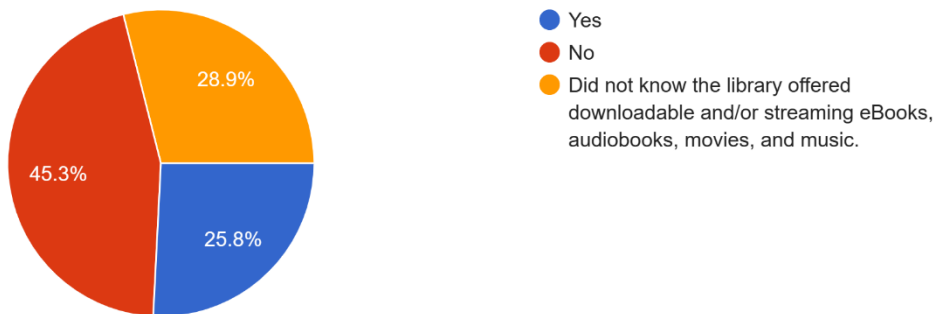
How would you rate WiFi and public computers?

157 responses



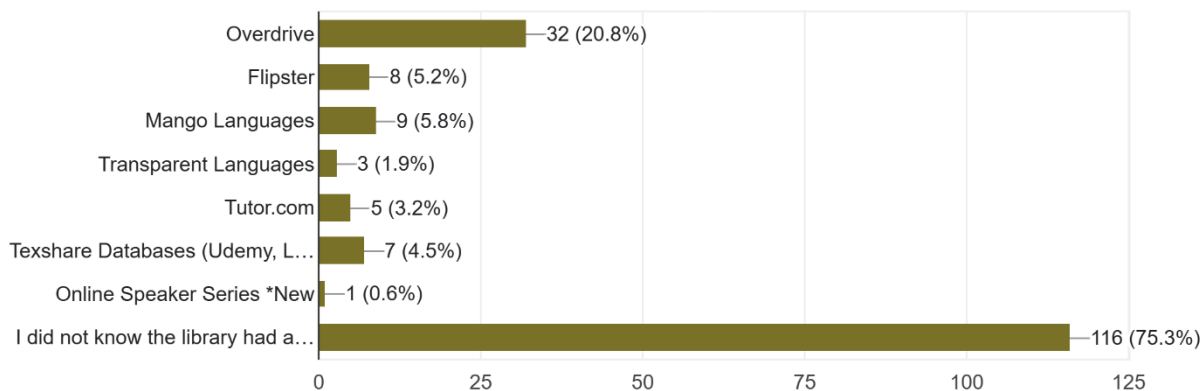
Do you use the library's downloadable and or streaming eBooks, audiobooks, movies, and music?

190 responses



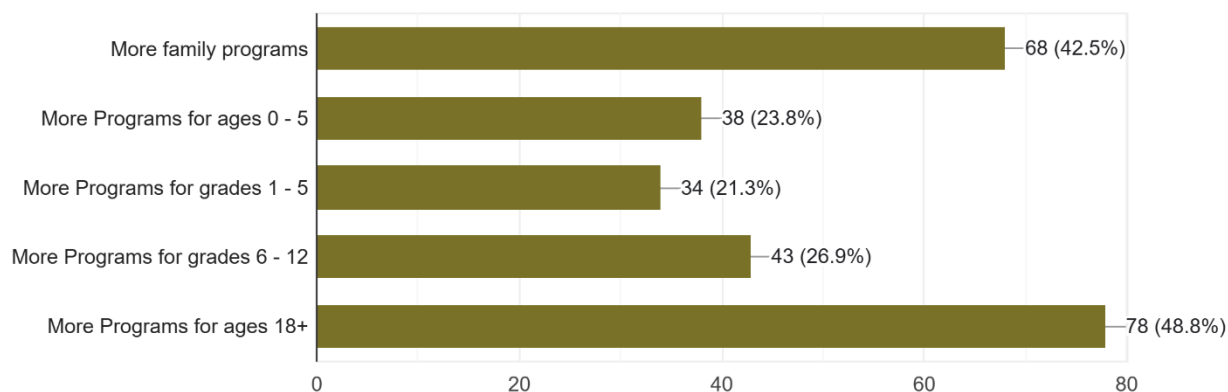
The following are online resources available at the library, some of which may be accessed from the library or your home computer/phone. Please check any you have used in the past.

154 responses



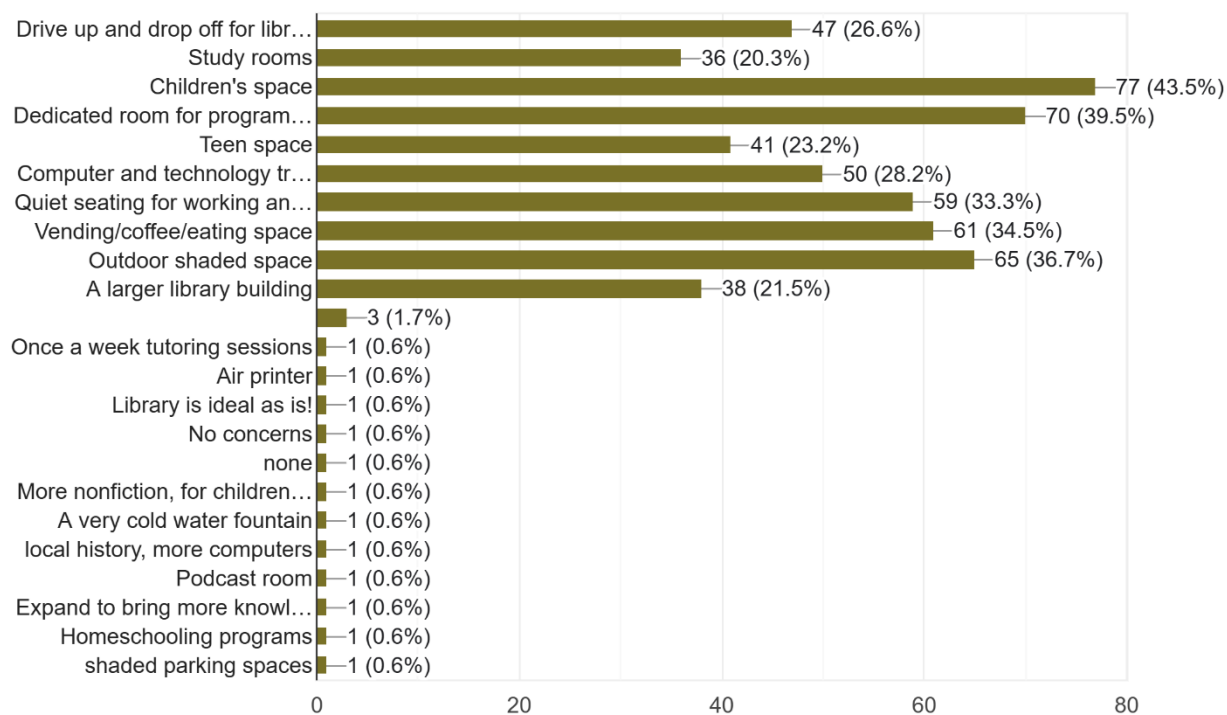
If the library offered more programs, which age group should the library focus on?

160 responses



Please choose the most important spaces to you in your ideal/new public library (Check your top 5)

177 responses



Libraries are taking on new roles. What would you like to be able to learn or do that the library could help you with?

College prep and school related work

Read for longer than 30 minutes

Art club; programs for kids to do board games, play, hang out,

Keep public updated as technology changes

Writing! Writing workshops/classes. NANOWRIMO support!

School Work

Computer science

Certificate programs, P&C Insurance classes, tax help

Genealogy

Yarn Work

I do wish the library had more physical books. This library generally doesn't have what I look for. As far as offerings, it would be neat to see more "learning" based classes- (ie-how to...bake, scrapbook, build a website, etc.)

Some types "Leisure Learning" classes for adults

Arts and crafts

Computer skills

How to get access to getting new books that come out.

Using a computer

Tax preparers' service, Medicare enrollment seminars, financial investing classes, mobile mammography

Sign language- especially for a baby

Languages

Love the idea of training classes where experts from the community could teach lessons (how to change a tire, how to can vegetables, how to sew, doing your taxes, etc). Our library would best serve our community as a hub- the central spot in the town, an all encompassing landing zone for learning, networking, meetings, etc. we could really use a large outdoor spaces where our community groups could host get-togethers and club meetings. A nice set up where we could play outdoor movies and/or host food trucks. Plots for CSA/community gardens. How about a giant "Welcome to Sargent, Tx" mural that would get people's attention and draw them in (for photos in front of mural even!).

Offer space for people to play games like cards or Mah Jong.

Google docs training, technology training.

Cultural and art events

Community events like movie night or art exhibit or community garden

Chess and more emphasis on reading

How to get a job with the bay city library

Veteran information

*Different languages *Getting your GED

Power Point

I would be willing to learn any new thing they provide because they are so wonderful and very helpful.

Personal Resources

Learn how to use social media and learn about safety, privacy when using them.

Learning new languages programs. & social media marketing & photography & videography

I would like to find mentor/tutor

Maybe a mystery book club

Some new movies and some new books

For toddlers, more activities or toys that sometimes it's hard to do at home but they need for their development. // Language learning space.

Thanks to all the staff for creating a wonderful children's program. And a great place for a family and children to socialize.

Learn new hobbies, learn more

Computer literacy classes for the new software and apps.

We came to Bay City in 2008; since that time I've been very pleased with my library visits.

Yes, studying

Computer usage.

How to pay taxes without my dad's help.

Create web pages?

Maybe learning to do things like canning or gardening. Something community where everyone could help grow food and preserve it. To help those who do not have the ability to learn elsewhere.

I have enjoyed the brown bag lunch book club.

Help become the first woman president. Help with knowledge of law.

Scholarship info

More family programs.

Learning how to use technology with my family; More homeschooling programs for the homeschooling community; More "creative arts" being offered; Offer meditation? For children?

Training/certification offerings with/partnered with WCJC or Technical Institutes

Nope, I'm good

Gardening

I grew up in a small town library reading up to 200 books a summer in the reading programs. I love that libraries are expanding what they offer. This is a good library!

I would like to see read-alouds in the afternoon

Is there anything else you would like to share with us?

I think our library does an outstanding job offering a variety of programs

Bay City Library is doing an amazing job. We love the library!

Thank you for all you do!

Love Bay City Library! Sargent Branch is the best! Adelaide is a gem for the library! Fix the parking lot please! Blinds in the windows!

Please fix the parking lot. Really bad when it rains. Oh, and blinds in the windows!

I would like to see more diversity in the book collection materials.

Love coming to painting

1. Don't have 7ft bookshelves in the new library. It is impossible to browse the books on the top shelf and it is a safety hazard to use a stool to reach them. 2. A place to sit down while looking up books in the library catalog would be nice. 3. How about a bookstore room to sell the surplus of books you have.

I would love to see more children's classic novels!

Thanks for asking! The BCPL has done a great job over the past few years being open (better hours) & available! My kids love the children's space & Lego League.

Love the BC. Library! Love the BC. Library People!

Love the librarian <3

Love the new librarian Adelaide

Take ACTION on construction of new library/community center.

Please upgrade to an air/ WiFi/Bluetooth printer so we don't have to use your computer to log into our emails. We are retired seniors and still require many medical forms that our doctors email us to fill out and return.

Get more of the newly printed books especially the political non-fiction releases

We have been waiting years for the community center adjoining the Library to reopen. It is vital to the community to have a community center with a Library. Please help make this happen.

The children's area is so tight, but so many families enjoy utilizing it. I believe there needs to be an adjustment to either space it out around the entire room or make the overall play space larger. Also, ready time for mom and me/dad and me from 0-5 in the mornings would be so great! With a puppet show.

Keep up the good work you are doing in updating our library. You are appreciated!

Adelaide has been an important new employee/librarian. I have seen, heard and watched her in action. She is superb at/in this role. She is enthusiastic, resourceful, and a pure joy.

Our Sargent library has lots of "regulars" and foot traffic but much of the community doesn't even realize the library is there. Our signage is pathetic and our building is so boring. We definitely do not need anything smaller than what we have. There are no quiet zones due to the kids section being only large enough for 1-3 toddlers, who naturally don't sit still, and therefore spill out and end up totting around everywhere, which is cute and entertaining but not ideal for quiet work of, say, a studying student. Our local Sargent branch librarian is fantastic and has truly turned the small and cramped space into such a warm and encoring atmosphere- she truly wants to best meet the needs of our community, she just needs resources and direction and she will take off and execute with enthusiasm and energy! Our family is very hopeful that the county will use our tax money (aka "legal theft") for good use and deliver on a long overdue promise to show Sargent some love with SOMETHING that we can utilize to help connect our community! No better way than through books + learning + networking! Thank you for all the hard work on these efforts! Final thought- really appreciate Dana, the strategic planner contracted in- quite impressed and this tells me y'all are serious about this project! Thank you again! Sargent is hopeful and cautiously optimistic about what y'all can do for us!

Great library assistant!! Very knowledgeable and helpful.

I greatly appreciate the book clubs, I'd like one for fantasy or science fiction or mystery novels

Not enough reading programs at the library. Too much nonsense like "Legos" that have zero relevance in a library setting. We need to encourage more reading. Our county lacks critical thinking skills.

The staff at the Bay City library is amazing! They are always welcoming (I'm new to Texas), cheerful and helpful.

I think our library is very well set up. You have provided me with everything I have needed. It is a calm place and I enjoy going there. The staff has always been very helpful and they are always cheerful. We are very lucky to have such a nice place.

Awesome job to staff . ALWAYS MAKE TODAY BETTER THAN YESTERDAY 🙌🥰

I want to say the staff does a wonderful job! Always friendly and helpful!

Please have more LGBTQ+ material and more things for homeschoolers to do. Thanks! =)

I enjoy the Bay City Public Library and so does my family.

This survey was really good.

Patron noted on question #16 More programs for ages 0-5 (toddler stuff not arts & crafts)

Any programs that visit nursing homes?

The staff are all very sweet & helpful <3

We are lucky to have the Bay City public library

The librarians are fun and they help people with things that they need for all kinds of stuff

No, I love everyone - everyone so, so helpful.

Thank you for your help

Sometimes it's absolutely too loud. Ensure doors are closed during meeting times/gatherings.

No great staff and library

Daughter's have needed community service hours in the past and are unable to speak to head personnel and no services available for volunteering; does not make sense because the school had to find another location.

Sheri and Karma were so helpful with my document forward and prints. Karmen even showed me how to do this with my iphone. Thank you ladies, for going above and beyond!!

Everyone is wonderful, courteous, helpful caring BC Library Rocks =)

We have a great library and love everything about it and everyone is so polite and helpful.

Bay City is very fortunate to have Samantha Denbow as the Library Director!

The staff is so friendly and helpful, and my preschooler loves all of the programs! The play space can get crowded easily when a few families are here at the same time, so if a larger space is available that would be beneficial. And seating for adults to read with the littles would be appreciated.

I would love more social programs for people 20-30

Very kind people :)

I think everything is great. Possibly if they had a bigger space or the ability to buy more of the newer books (New Release) that would be nice.

The driveway into the parking lot is a little narrow. In my opinion, the restroom could use a little more light.

The fiction section is nearly twice as big as the nonfiction section.

They are doing an excellent job

I'm very glad to see you guys grow!

We are completely happy with our library and its wonderful staff. We love being here, and spending time.

Our library does a great job and we are lucky to have it!

You're doing great!!

None, today's event was great, can't wait for future events.

The Harry Potter event was amazing. Great Job!

Maybe sound bowl sessions.

If you ever have late night hours, I'll apply to work. Noted "nights" on question 7 for more hours option.

I don't currently live here but plan to move soon. I have been a weekly visitor to Angleton for years and will be switching to Bay City when I move - I use ebooks and audio streaming every day. Noted Bookmobile/offsite pickup locations "This is a great program!"

Outdoor spaces with community garden are very popular and pretty

As I travel I often have foods or perishables with me and wish often that all texas libraries had covered vehicle parking so I could stay longer.

I love the bilingual/Spanish collection. It has improved since I was a kid. Thank you for the collection.

Thank you for your support of our community & education.



CITY OF BAY CITY
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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: Mason, Krystal **Date Submitted:** 5/8/2024
Last, First *MM/DD/YYYY*

Requestor Type : City Staff **Meeting Date:** 5/14/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Assistant Director of Public Works
For City Staff Only

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

Agenda Content:

DISCUSS, CONSIDER, AND APPROVE THE CITY OF BAY CITY WATER CONSERVATION PLAN AND DROUGHT CONTINGENCY PLANS.

Executive Summary of Item:

Texas Administrative Code requires that the City of Bay City update the water system's Water Conservation Plan and Drought Contingency Plan. The Water Conservation Plan manages our existing water supplies and encourages citizens to conserve water. The Drought Contingency Plan outlines procedures to follow in the event of a water supply shortage or other water supply emergency conditions.

ORDINANCE NO. _____

ORDINANCE AMENDING THE CITY CODE OF ORDINANCES RELATING TO CHAPTER 114 UTILITIES; PROVIDING PENALTIES; PROVIDING FOR REPEAL ALL PRIOR LAW IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BAY CITY, TEXAS that the amendments shown on the attached Exhibit "A" are adopted as Amendments to Chapter 114, Utilities, in its Code of Ordinances.

Section 1. The amendments are to be made to the referred to sections of the Code of Ordinances. All insertions are made with red colored letters and all deletions are shown as such.

Section 2. Other than as amended herein, all remaining sections of Chapter 114 remain in full force and effect. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND APPROVED on this _____ day of _____, 2024.

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

ATTEST:

APPROVED AS TO FORM:

Jeanna Thompson, City Secretary
City of Bay City

Anne Marie Odefey, City Attorney

<u>Council Member:</u>	<u>Voted Aye</u>	<u>Voted No</u>	<u>Absent</u>
Robert K. Nelson, Mayor	_____	_____	_____
Benjamin Flores	_____	_____	_____
Jim Folse	_____	_____	_____
Blayne Finley, Mayor Pro Tem	_____	_____	_____
Becca Sitz	_____	_____	_____
Bradley Westmoreland	_____	_____	_____



City of Bay City

Utility Department

Water Conservation Plan

Code of Ordinances, Sec. 114-64. Drought Contingency Plan and Water Conservation Plan Adopted

May 2024 ~~November 2019~~

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Section I: Introduction and Objectives

This Water Conservation Plan is presented by the City of Bay City pursuant to the requirements of the Texas Water Development Board (TWDB) and the Texas Commission on Environmental Quality (TCEQ). This plan was created in an effort to efficiently manage our existing water supplies and encourage our residents to conserve one of our most important natural resources. Water supply has been a key issue in the development of Texas. In recent years, increase in population and economic development in our region have led to growing demands for water.

Texas Commission on Environmental Quality (TCEQ) has developed guidelines and requirements governing the development of water conservation plans for public water suppliers. Those guidelines can be found in **Appendix A** (Texas Administrative Code, Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2). For the purpose of these rules, a water conservation plan is defined as:

“A strategy or combination of strategies for reducing the volume of water withdrawn from a water supply source, for reducing the loss or waste of water, for maintaining or improving the efficiency in the use of water, for increasing the recycling and reuse of water and for preventing the pollution of water. A water conservation plan may be a separate document identified as such or may be contained within another water management document.”

The objectives of the Water Conservation Plan are:

- Reduce water consumption
- Reduce the loss and waste of water
- Identify levels of water reuse
- Improve efficiency in the use of water
- Extend the life of our current water supplies through public education

Section II: Service Area Description

The City of Bay City is situated in Matagorda County, Texas along the Texas Gulf Coast. It is a Governmental Agency of the State of Texas operating under the provisions of Chapter 54, of the Texas Water Code and the Authority of Article XVI, Section 59, of the Constitution of Texas. By vote of the people, the City of Bay City’s form of government changed ~~on May 4, in~~ 2019 from Mayor-Council to City Manager-Council. The City Manager has the managing control and operation of the City of Bay City’s water system. Mayor and Council Members are elected to three-year terms. The City’s water system serves an area of approximately 10.5 square miles and has approximately ~~8,000~~ 7,500 connections. The water system consists of six water wells, providing 100% of the City’s water demand. The City’s water supply is pumped from the Chiqot Aquifer, which is a component of the Gulf Coast Aquifer. The City’s water system serves approximately 17,500 citizens, based upon the 2010 Census. The City of Bay City is located within Region K of the Lower Colorado Regional Planning Area.

Section III: Utility Profile

The current Utility Profile is attached to this plan, see **Appendix E**. The Utility Profile is a snapshot of the City’s water system that documents system descriptors and information such as current and historical water production and consumption data as well as data on treated wastewater. The system descriptions, population and demand projections and other related

sections are drawn primarily from the City’s 2016 Water Master Plan and 2016 Wastewater Master Plan as well as the Vision Bay City 2040 Plan to ensure continuity between City planning efforts and documents.

The City’s water system is comprised of approximately 113 miles of water distribution lines (sized ¾” to 12”), 360 hydrants and 400 isolation valves. The 5-year historical annual average (2019-2023) of water produced is ~~792,118,357~~ 890,874,785 or approximately ~~2.1744~~ MGD. Single family residential make up most water use retail connections (68%), followed by multi-family residential (2%), commercial (8%) and institutional (1%). In 2016, Tenaris Steel Manufacturing and Dunn Heat Exchangers became the first industrial retail connections on Bay City’s system (less than 1%).

Section IV: 5-year and 10-year Goals

The City of Bay City continues to pursue a multi-faceted approach to encouraging water conservation and combating water loss. The City expects to increase per capita savings in water use by continuing and improving educational program efforts, inducing water savings by utilizing conservation-oriented rate structures and conducting periodic rate structure analysis as well as continued vigilance in preventative maintenance and active efforts to reduce losses in line breaks and consumer side leaks.

Specific goals for this plan include the following:

- Maintain the per capita municipal water use below the specified amount in gallons per day in a normal climate year, as shown in the table below.
- Maintain the level of unaccounted water use (water loss) in the system below 15 percent annually.
- Continue and maintain efforts in timely repairs of reported leaks.
- Implement and maintain a program of universal metering and meter replacement and repair, as discussed below in Section V(c), *Universal Metering*.
- Continue funding through budget or seek other funding sources for water line capital improvement plans as identified in the 2016 Water System Analysis and Master Plan to replace aging infrastructure.
- Utilize the City’s AMI system to identify potential water leaks at customer’s homes or businesses and notify customers accordingly in a timely manner.
- Raise public awareness of water conservation and encourage responsible water use by public education.
- Decrease water waste in lawn irrigation by demonstrating and educating the public on Xeriscape landscaping and use of native plants and grasses.

Five-Year and Ten-Year Water Savings Targets				
Description	Historical 5-year Average	2019-2024	2024-2029	2029-2034
Population	17,614 (2010 Census) <u>18,061 (2020 Census)</u>	18,797 <u>19,285</u>	19,285 <u>20,300</u>	20,300 <u>20,607</u>
Total - GPCD	123	108 <u>106</u>	106 <u>105</u>	105 <u>105</u>
Residential - GPCD	74 <u>67</u>	67 <u>65</u>	65 <u>64</u>	64 <u>64</u>
Water Loss - GPCD	23 <u>44</u>	46 <u>30</u>	44 <u>14</u>	44 <u>13</u>
Water Loss – Percentage	18.64% <u>31.98%</u>	13% <u>20%</u>	12% <u>11%</u>	11% <u>10%</u>

Section V: Water Conservation Program Elements

The City of Bay City recognizes not only the value of water conservation as a tool for managing our current water resources but also as an important aspect of safeguarding our future water supply. The Water Conservation Plan identifies elements that are essential to an effective Water Conservation program. Those elements include the following:

a. Classification of Water Sales and Detailed Water Use Data

As required by TAC Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2(a)(2)(B) The City of Bay City maintains a customer billing and record management system that allows for the separation of water sales and uses into:

- Single family and multi-family residences
- Commercial
- Institutional
- Industrial
- Agricultural
- Wholesale

Should additional customer classes be required in the future, the City of Bay City will add the required classes to its billing and records management system.

b. Accurate Metering

The City of Bay City meters the quantity of water that is pumped from each of the system's six water wells. Each meter has an accuracy of plus or minus three percent which, is below the minimum requirement of five percent as set forth in TAC, Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2(a)(1)(D). The meters are verified and calibrated on an annual basis by an independent contractor. ~~Meters are repaired or replaced as needed~~All production meters were replaced in 2022.

c. Universal Metering

The City of Bay City Utility Department meters all water sales and public uses. In 20~~12~~21-20~~13~~23, the City of Bay City underwent a city-wide meter change out program. All residential, commercial buildings and City-owned facilities are now equipped with fixed base AMI (Advanced Metering Infrastructure) read meters. Meters are read at 15-minute intervals throughout the day with billings made monthly to each residential and commercial customer. Meters registering any unusual or questionable readings are flagged in the billing process to be tested and repaired to full functionality. The AMI system is also equipped with a customer engagement tool that allows water customers to monitor their consumption daily and to set leak indicators which will notify them when leak conditions occur. In 2014 the City implemented a meter replacement program with the objective to replace 10% of meters yearly, based on a 10-year meter age cycle. The replacement program will begin with the oldest meters documenting the highest consumption. Annually, a representative sampling of residential meters will be tested to determine accuracy. In addition, all meters that are 3 inch or larger will be tested annually and will be repaired or replaced as necessary.

d. Measures to Determine and Control Water Loss

City of Bay City staff performs yearly water audits to determine unaccounted water loss using the International Water Association / American Water Works Association (IWA/AWWA) method required by the TWDB. Unaccounted water is the difference between water pumped by the City’s water system and metered water sales to customers plus authorized, unmetered uses which includes water uses such as fire-fighting and flushing of water lines. The City of Bay City strives to maintain an unaccounted water loss percentage of 15 percent or lower. If unaccounted water exceeds this goal, the City of Bay City will implement a more intensive audit to determine the source(s) and reduce the unaccounted water.

Measures to control water loss are part of routine operations of the City of Bay City. Crews and personnel observe for, test and report evidence of leaks in the distribution system. Water Operators, Code Compliance staff, Customer Service Technicians, Utility Maintenance Technicians, building inspection staff and other City crews watch for and report signs of water loss and illegal connections.

e. Public Education and Information Program

The City of Bay City has designated the Code Compliance Division to administer the City’s water conservation program, under the direction of the Director of Public Works. The activities of the program may include conducting water conservation presentations at various community organizations; and conducting or sponsoring exhibits on water conservation and water saving devices to promote water conservation and efficiency.

Implementation schedules for water conservation efforts are reviewed every year but may change from year to year based on available funding, economic conditions, and workload. The City’s intent is to continue educational efforts as implemented while at the same time evaluating enhancement to the program.

The continuing public education and information campaign on water conservation includes the following elements:

- Promote the City’s water conservation measures as outlined in this Plan
- Utilize public education materials available through the Texas Water Development Board or similar organizations
- Include water conservation information with water bills periodically throughout the year
- Provide and distribute water conservation brochures to citizens, local organizations, schools and civic groups
- Promote Xeriscape landscaping and provide related brochures and materials
- Make information concerning water conservation and irrigation conservation available on the City’s website at www.cityofbaycity.org

f. Non-promotional Water Rate Structure

In October 2013, the City of Bay City introduced and adopted new water conservation-oriented rates. This new rate structure was developed with the intent of encouraging water conservation while discouraging waste and excessive use of water. A base rate is charged for each residential customer; volumetric rates are then charged for use over 2,001 gallons per month. Non-residential customers are charged a base rate based upon meter size; a standard volumetric is charged per 1,000 gallons. The current rate structure can be found in **Appendix B**. ~~The City will be conducting a rate structure analysis in 2020.~~

g. Reservoir System Operation Plan, if applicable

The City of Bay City’s water system relies solely on ground water. No reservoir system operation plan is required.

h. Leak Detection, Repair and Water Loss Accounting

Various measures to control ~~unaccounted~~ water loss are part of the City of Bay City’s routine operations. Customer Service and Utility Maintenance Technicians, other City employees and the public report leaks in the system. Utility Maintenance crews are on call 24-hours a day and respond as quickly as possible to repair reported leaks.

The City of Bay City takes proactive steps in decreasing water loss through the waterline replacement program. Each year, the City budgets funds specifically to repair and replace aging water distribution lines. In addition, regular inspections of all water main fittings, connections and valves are conducted during periods of maintenance and repair.

i. Requirements of Wholesale Customers to Implement a Water Conservation Plan

Currently, the City of Bay City does not sell water to wholesale customers. In the event this status changes, the City of Bay City will ensure that each contract for sale of wholesale water will include the requirement for the wholesale customer to develop and implement a water conservation plan meeting the requirements of the Texas Administrative Code, Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2(a)(2)(B).

j. Recycling of Wastewater

The City of Bay City’s Water Resource Division underwent several changes in 2013. One of the changes focused on recycling of wastewater for on-site plant wash down. This new reuse system ~~has encountered mechanical difficulties since installation~~encountered mechanical problems but was brought back online in 2024. However, ~~the~~The City will utilize the reuse system ~~continue to seek ways to repair the system and as well as~~ evaluate new and evolving strategies to ~~consistently utilize~~ ensure re-use ~~reuse~~ water is available for on-site plant wash down.

k. Ordinances, Plumbing Codes or Rules on Water-Conserving Fixtures

The City of Bay City has adopted the International Plumbing Code (IPC) which requires the use of water saving low-flow fixtures to be installed in new construction and in the renovation of plumbing in existing structures. Through the educational program, the City educates residents, plumbers and contractors of benefits in retrofitting existing facilities with these water saving devices. In addition, the City will work to encourage water conservation in new developments.

l. Program for Landscape Water Management for Parks and Athletic Fields

The Texas Water Development Board Water Conservation Best Management Practices Guide includes guidelines for water conservation in parks and athletic fields. In 2013, the irrigation system of the City’s largest athletic field was replaced to reduce costs and water loss. The City will evaluate the efficiency of the new system and assess if the same measures should be applied to other City-owned parks, athletic fields and landscaped areas.

m. Future Water Conservation Measures

In an on-going effort to encourage water conservation, when resources are available, the City of Bay City may offer rebates to its citizens for the purchase of water conserving

devices. The items for the rebate program may change from as the Water Conservation Rebate Program evolves. Some items may include:

- Low-flow toilet replacement rebate
- Low-flow showerhead and sink aerator replacement rebate
- Rebates for rain and freeze sensors and/or ET or smart controllers on irrigation systems
- Water efficient clothes washer rebates
- On-demand hot water heater rebates
- Rainwater harvesting rebate
- Other incentive programs that may prove beneficial to water conservation

Section VI: Plan Adoption

The City of Bay City holds regularly scheduled public meetings twice monthly. The City Council meetings are open to the public and citizens are free to offer public comment. The Water Conservation and Drought Contingency Plans were brought before Mayor and City Council for approval at which time citizens had an opportunity to voice their opinion. **Appendix C** contains a copy of the resolution and/or ordinance adopting this Water Conservation Plan and Drought Contingency Plan.

Section VII: Coordination with Regional Water Planning Group

The City of Bay City will provide a copy of the Water Conservation and Drought Contingency Plans to the Region K Planning Group in accordance with Texas Water Development Board and Texas Commission on Environmental Quality. **Appendix D** includes a copy of the notification letter sent to the Chair of the Region K Planning Group.

Appendix A
TAC, Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.2

Texas Administrative Code

<u>TITLE 30</u>	ENVIRONMENTAL QUALITY
<u>PART 1</u>	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
<u>CHAPTER 288</u>	WATER CONSERVATION PLANS, DROUGHT CONTINGENCY PLANS, GUIDELINES AND REQUIREMENTS
<u>SUBCHAPTER A</u>	WATER CONSERVATION PLANS
RULE §288.2	Water Conservation Plans for Municipal Uses by Public Water Suppliers

(a) A water conservation plan for municipal water use by public water suppliers must provide information in response to the following. If the plan does not provide information for each requirement, the public water supplier shall include in the plan an explanation of why the requirement is not applicable.

(1) Minimum requirements. All water conservation plans for municipal uses by public water suppliers must include the following elements:

(A) a utility profile in accordance with the Texas Water Use Methodology, including, but not limited to, information regarding population and customer data, water use data (including total gallons per capita per day (GPCD) and residential GPCD), water supply system data, and wastewater system data;

(B) a record management system which allows for the classification of water sales and uses into the most detailed level of water use data currently available to it, including, if possible, the sectors listed in clauses (i) - (vi) of this subparagraph. Any new billing system purchased by a public water supplier must be capable of reporting detailed water use data as described in clauses (i) - (vi) of this subparagraph:

- (i) residential;
 - (I) single family;
 - (II) multi-family;
- (ii) commercial;
- (iii) institutional;
- (iv) industrial;
- (v) agricultural; and,
- (vi) wholesale.

(C) specific, quantified five-year and ten-year targets for water savings to include goals for water loss programs and goals for municipal use in total GPCD and residential GPCD. The goals established by a public water supplier under this subparagraph are not enforceable;

(D) metering device(s), within an accuracy of plus or minus 5.0% in order to measure and account for the amount of water diverted from the source of supply;

(E) a program for universal metering of both customer and public uses of water, for meter testing and repair, and for periodic meter replacement;

(F) measures to determine and control water loss (for example, periodic visual inspections along distribution lines; annual or monthly audit of the water system to determine illegal connections; abandoned services; etc.);

- (G) a program of continuing public education and information regarding water conservation;
- (H) a water rate structure which is not "promotional," i.e., a rate structure which is cost-based and which does not encourage the excessive use of water;
- (I) a reservoir systems operations plan, if applicable, providing for the coordinated operation of reservoirs owned by the applicant within a common watershed or river basin in order to optimize available water supplies; and
- (J) a means of implementation and enforcement which shall be evidenced by:
 - (i) a copy of the ordinance, resolution, or tariff indicating official adoption of the water conservation plan by the water supplier; and
 - (ii) a description of the authority by which the water supplier will implement and enforce the conservation plan; and
- (K) Documentation of coordination with the regional water planning groups for the service area of the public water supplier in order to ensure consistency with the appropriate approved regional water plans.

(2) Additional content requirements. Water conservation plans for municipal uses by public drinking water suppliers serving a current population of 5,000 or more and/or a projected population of 5,000 or more within the next ten years subsequent to the effective date of the plan must include the following elements:

(A) a program of leak detection, repair, and water loss accounting for the water transmission, delivery, and distribution system;

(B) a requirement in every wholesale water supply contract entered into or renewed after official adoption of the plan (by either ordinance, resolution, or tariff), and including any contract extension, that each successive wholesale customer develop and implement a water conservation plan or water conservation measures using the applicable elements in this chapter. If the customer intends to resell the water, the contract between the initial supplier and customer must provide that the contract for the resale of the water must have water conservation requirements so that each successive customer in the resale of the water will be required to implement water conservation measures in accordance with the provisions of this chapter.

(3) Additional conservation strategies. Any combination of the following strategies shall be selected by the water supplier, in addition to the minimum requirements in paragraphs (1) and (2) of this subsection, if they are necessary to achieve the stated water conservation goals of the plan. The commission may require that any of the following strategies be implemented by the water supplier if the commission determines that the strategy is necessary to achieve the goals of the water conservation plan:

(A) conservation-oriented water rates and water rate structures such as uniform or increasing block rate schedules, and/or seasonal rates, but not flat rate or decreasing block rates;

(B) adoption of ordinances, plumbing codes, and/or rules requiring water-conserving plumbing fixtures to be installed in new structures and existing structures undergoing substantial modification or addition;

(C) a program for the replacement or retrofit of water-conserving plumbing fixtures in existing structures;

(D) reuse and/or recycling of wastewater and/or gray water;

(E) a program for pressure control and/or reduction in the distribution system and/or for customer connections;

(F) a program and/or ordinance(s) for landscape water management;

(G) a method for monitoring the effectiveness and efficiency of the water conservation plan; and

- (H) any other water conservation practice, method, or technique which the water supplier shows to be appropriate for achieving the stated goal or goals of the water conservation plan.
- (b) A water conservation plan prepared in accordance with 31 TAC §363.15 (relating to Required Water Conservation Plan) of the Texas Water Development Board and substantially meeting the requirements of this section and other applicable commission rules may be submitted to meet application requirements in accordance with a memorandum of understanding between the commission and the Texas Water Development Board.
- (c) A public water supplier for municipal use shall review and update its water conservation plan, as appropriate, based on an assessment of previous five-year and ten-year targets and any other new or updated information. The public water supplier for municipal use shall review and update the next revision of its water conservation plan every five years to coincide with the regional water planning group.

Appendix B
Water and Sewer Rates

Appendix B
Water and Sewer Rates

City of Bay City Water and Sewer Rates Effective October 1, 2023

INDUSTRIAL

<u>Monthly Industrial Water Bills</u>		
<u>October 2023</u>		
<u>00.625 Inch</u>	- - -	<u>\$ 36.46</u>
<u>00.750 Inch</u>	- - -	<u>\$ 36.46</u>
<u>01.000 Inch</u>	- - -	<u>\$ 45.54</u>
<u>01.500 Inch</u>	- - -	<u>\$ 91.23</u>
<u>02.000 Inch</u>	- - -	<u>\$ 145.99</u>
<u>03.000 Inch</u>	- - -	<u>\$ 273.83</u>
<u>04.000 Inch</u>	- - -	<u>\$ 456.88</u>
<u>06.000 Inch</u>	- - -	<u>\$ 912.23</u>
<u>08.000 Inch</u>	- - -	<u>\$ 1,493.20</u>
<u>10.000 Inch</u>	- - -	<u>\$ 2,367.64</u>
<u>Volumetric Rate</u>		
<u>0-900,000 Gallons</u>	- - -	<u>\$ 7.98</u>
<u>900,001 - 4,500,000 Gallons</u>	- - -	<u>\$ 9.75</u>
<u>Over 4,500,000 Gallons</u>	- - -	<u>\$ 12.20</u>

<u>Monthly Industrial Sewer Bills</u>		
<u>October 2023</u>		
<u>00.625 Inch</u>	- - -	<u>\$ 30.46</u>
<u>00.750 Inch</u>	- - -	<u>\$ 30.46</u>
<u>01.000 Inch</u>	- - -	<u>\$ 45.56</u>
<u>01.500 Inch</u>	- - -	<u>\$ 86.30</u>
<u>02.000 Inch</u>	- - -	<u>\$ 134.93</u>
<u>03.000 Inch</u>	- - -	<u>\$ 265.86</u>
<u>04.000 Inch</u>	- - -	<u>\$ 494.31</u>
<u>06.000 Inch</u>	- - -	<u>\$ 1,023.35</u>
<u>08.000 Inch</u>	- - -	<u>\$ 1,472.23</u>
<u>10.000 Inch</u>	- - -	<u>\$ 2,368.67</u>
<u>Volumetric Rate</u>		
<u>0-900,000 Gallons</u>	- - -	<u>\$ 6.34</u>
<u>900,001 - 4,500,000 Gallons</u>	- - -	<u>\$ 6.68</u>
<u>Over 4,500,000 Gallons</u>	- - -	<u>\$ 8.35</u>

Appendix B
Water and Sewer Rates

City of Bay City Water and Sewer Rates Effective October 1, 2023

RESIDENTIAL

**Monthly Residential Water Bills -
October 2023**

<u>00.625 Inch</u>	-	-	-	\$	<u>31.06</u>
<u>00.750 Inch</u>	-	-	-	\$	<u>31.06</u>
<u>01.000 Inch</u>	-	-	-	\$	<u>38.92</u>
<u>01.500 Inch</u>	-	-	-	\$	<u>38.92</u>
<u>02.000 Inch</u>	-	-	-	\$	<u>38.92</u>
<u>03.000 Inch</u>	-	-	-	\$	<u>38.92</u>
<u>04.000 Inch</u>	-	-	-	\$	<u>38.92</u>
<u>06.000 Inch</u>	-	-	-	\$	<u>38.92</u>
<u>08.000 Inch</u>	-	-	-	\$	<u>38.92</u>
<u>10.000 Inch</u>	-	-	-	\$	<u>38.92</u>
<u>Volumetric Rate</u>					
<u>0-2,000 Gallons</u>				\$	<u>-</u>
<u>2,0001 – 5,000 Gallons</u>	-	-	-	\$	<u>2.32</u>
<u>5,0001 – 10,000 Gallons</u>	-	-	-	\$	<u>4.06</u>
<u>10,001+ Gallons</u>	-	-	-	\$	<u>5.12</u>

**Monthly Residential Sewer Bills -
October 2023**

<u>00.625 Inch</u>	-	-	-	\$	<u>30.46</u>
<u>00.750 Inch</u>	-	-	-	\$	<u>30.46</u>
<u>01.000 Inch</u>	-	-	-	\$	<u>45.56</u>
<u>01.500 Inch</u>	-	-	-	\$	<u>45.56</u>
<u>02.000 Inch</u>	-	-	-	\$	<u>45.56</u>
<u>03.000 Inch</u>	-	-	-	\$	<u>45.56</u>
<u>04.000 Inch</u>	-	-	-	\$	<u>45.56</u>
<u>06.000 Inch</u>	-	-	-	\$	<u>45.56</u>
<u>08.000 Inch</u>	-	-	-	\$	<u>45.56</u>
<u>10.000 Inch</u>	-	-	-	\$	<u>45.56</u>
<u>Volumetric Rate</u>					
<u>0-2,000 Gallons</u>				\$	<u>-</u>
<u>2,0001 – 5,000 Gallons</u>	-	-	-	\$	<u>7.16</u>
<u>5,0001 – 10,000 Gallons</u>	-	-	-	\$	<u>7.50</u>
<u>10,001+ Gallons</u>	-	-	-	\$	<u>7.50</u>

Appendix B
Water and Sewer Rates

City of Bay City Water and Sewer Rates Effective October 1, 2023

NON-RESIDENTIAL

Monthly Non-Residential Water Bills -
October 2023

<u>00.625 Inch</u>	-	-	-	<u>\$ 31.06</u>
<u>00.750 Inch</u>	-	-	-	<u>\$ 31.06</u>
<u>01.000 Inch</u>	-	-	-	<u>\$ 38.92</u>
<u>01.500 Inch</u>	-	-	-	<u>\$ 77.71</u>
<u>02.000 Inch</u>	-	-	-	<u>\$ 124.37</u>
<u>03.000 Inch</u>	-	-	-	<u>\$ 233.27</u>
<u>04.000 Inch</u>	-	-	-	<u>\$ 389.21</u>
<u>06.000 Inch</u>	-	-	-	<u>\$ 777.15</u>
<u>08.000 Inch</u>	-	-	-	<u>\$ 1,272.04</u>
<u>10.000 Inch</u>	-	-	-	<u>\$ 2,016.97</u>

Volumetric Rate

<u>0-2,000 Gallons</u>				<u>\$ 6.57</u>
<u>2,0001 – 5,000 Gallons</u>	-	-		<u>\$ 6.57</u>
<u>5,0001 – 10,000 Gallons</u>	-	-		<u>\$ 6.57</u>
<u>10,001+ Gallons</u>	-	-		<u>\$ 6.57</u>

Monthly Non-Residential Sewer Bills -
October 2023

<u>00.625 Inch</u>	-	-	-	<u>\$ 30.46</u>
<u>00.750 Inch</u>	-	-	-	<u>\$ 30.46</u>
<u>01.000 Inch</u>	-	-	-	<u>\$ 45.56</u>
<u>01.500 Inch</u>	-	-	-	<u>\$ 86.30</u>
<u>02.000 Inch</u>	-	-	-	<u>\$ 134.93</u>
<u>03.000 Inch</u>	-	-	-	<u>\$ 265.86</u>
<u>04.000 Inch</u>	-	-	-	<u>\$ 494.31</u>
<u>06.000 Inch</u>	-	-	-	<u>\$ 1,023.35</u>
<u>08.000 Inch</u>	-	-	-	<u>\$ 1,472.23</u>
<u>10.000 Inch</u>	-	-	-	<u>\$ 2,368.67</u>

Volumetric Rate

<u>0-2,000 Gallons</u>				<u>\$ 7.21</u>
<u>2,0001 – 5,000 Gallons</u>	-	-		<u>\$ 7.21</u>
<u>5,0001 – 10,000 Gallons</u>	-	-		<u>\$ 7.21</u>
<u>10,001+ Gallons</u>	-	-		<u>\$ 7.21</u>

City of Bay City Industrial Water and Sewer Rates Effective October 1, 2018
Monthly Industrial Water Bills – October 2018

00.625 Inch	-	-	-	\$ 21.48
00.750 Inch	-	-	-	\$ 21.48
01.000 Inch	-	-	-	\$ 26.86
01.500 Inch	-	-	-	\$ 53.70
02.000 Inch	-	-	-	\$ 85.91
03.000 Inch	-	-	-	\$ 161.09
04.000 Inch	-	-	-	\$ 268.48
06.000 Inch	-	-	-	\$ 536.97
08.000 Inch	-	-	-	\$ 859.15
10.000 Inch	-	-	-	\$ 1,235.02
Volumetric Rate				
0-900,000 Gallons	-	-	-	\$ 4.46
900,001-4,500,000 Gallons	-	-	-	\$ 4.01
Over 4,500,000 Gallons	-	-	-	\$ 3.56

Monthly Industrial Sewer Bills – October 2018

00.625 Inch	-	-	-	\$ 19.69
00.750 Inch	-	-	-	\$ 19.69
01.000 Inch	-	-	-	\$ 24.62
01.500 Inch	-	-	-	\$ 49.22
02.000 Inch	-	-	-	\$ 78.75
03.000 Inch	-	-	-	\$ 147.67
04.000 Inch	-	-	-	\$ 246.10
06.000 Inch	-	-	-	\$ 492.23
08.000 Inch	-	-	-	\$ 787.55
10.000 Inch	-	-	-	\$ 1,132.11
Volumetric Rate				
0-900,000 Gallons	-	-	-	\$ 4.46
900,001-4,500,000 Gallons	-	-	-	\$ 4.01
Over 4,500,000 Gallons	-	-	-	\$ 3.56

City of Bay City Water and Sewer Rates Effective October 1, 2018

Water Rates – Residential

Meter size (by inch)	0.625	0.75	1.00	1.50	2.00	3.00	4.00	6.00	8.00	10.00
Base Monthly Bill	\$ 21.48	\$ 21.48	\$ 21.48	\$ 21.48	\$ 21.48	\$ 21.48	\$ 21.48	\$ 21.48	\$ 21.48	\$ 21.48
Volumetric Rate	-	-	-	-	-	-	-	-	-	-
1-1,000 Gallons	-	-	-	-	-	-	-	-	-	-
1,001-2,000 Gallons	-	-	-	-	-	-	-	-	-	-
2,001-5,000 Gallons	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
5,001-10,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
10,001-15,000 Gallons	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02
15,001-20,000 Gallons	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02
20,001-25,000 Gallons	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02
Over 25,000 Gallons	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02	\$ 3.02
Water Rates – Non – Residential										
Meter size (by inch)	0.625	0.75	1.00	1.50	2.00	3.00	4.00	6.00	8.00	10.00
Base Monthly Bill	\$ 21.48	\$ 21.48	\$ 26.86	\$ 53.70	\$ 85.91	\$ 161.09	\$ 268.48	\$ 536.97	\$ 859.15	\$ 1,235.02
Volumetric Rate	-	-	-	-	-	-	-	-	-	-
1-1,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
1,001-2,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
2,001-5,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
5,001-10,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
10,001-15,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
15,001-20,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
20,001-25,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
Over 25,000 Gallons	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51	\$ 2.51
Sewer Rates – Residential										
Meter size (by inch)	0.625	0.75	1.00	1.50	2.00	3.00	4.00	6.00	8.00	10.00
Base Monthly Bill	\$ 19.69	\$ 19.69	\$ 19.69	\$ 19.69	\$ 19.69	\$ 19.69	\$ 19.69	\$ 19.69	\$ 19.69	\$ 19.69
Volumetric Rate	-	-	-	-	-	-	-	-	-	-
1-1,000 Gallons	-	-	-	-	-	-	-	-	-	-
1,001-2,000 Gallons	-	-	-	-	-	-	-	-	-	-
2,001-5,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
5,001-10,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
10,001-15,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
15,001-20,000 Gallons	-	-	-	-	-	-	-	-	-	-
20,001-25,000 Gallons	-	-	-	-	-	-	-	-	-	-
Over 25,000 Gallons	-	-	-	-	-	-	-	-	-	-
Sewer Rates – Non – Residential										
Meter size (by inch)	0.625	0.75	1.00	1.50	2.00	3.00	4.00	6.00	8.00	10.00
Base Monthly Bill	\$ 19.69	\$ 19.69	\$ 24.62	\$ 49.22	\$ 78.75	\$ 147.67	\$ 246.10	\$ 492.23	\$ 787.55	\$ 1,132.11
Volumetric Rate	-	-	-	-	-	-	-	-	-	-
1-1,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
1,001-2,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
2,001-5,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
5,001-10,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
10,001-15,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86

15,001-20,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
20,001-25,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86
Over 25,000 Gallons	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86	\$ 4.86

Appendix C
**Resolution and/or Ordinance Adopting the Water Conservation Plan and Drought
Contingency Plan**

Appendix D
Letter to Region K Water Planning Group

Appendix E Utility Profile

CITY OF BAY CITY

SCOTTY JONES
INTERIM CITY MANAGER



CITY COUNCIL

ROBERT K. NELSON
MAYOR

BLAYNE FINLAY
MAYOR PRO TEM

ANNE MARIE ODEFEY
CITY ATTORNEY

JEANNA THOMPSON
CITY SECRETARY

JIM FOLSE
BRAD WESTMORELAND

BENJAMIN FLORES
BECCA SITZ

DRAFT

May 14, 2024

Lann Bookout
Texas Water Development Board
Region K Planner
The Lower Colorado Regional Water Planning Group
PO Box 220
Austin, TX 78767-0220

Re: PWS ID No. 1610001, City of Bay City
Water Conservation and Drought Contingency Plans

Dear Mr. Bookout,

Please find attached the City of Bay City's Water Conservation and Drought Contingency Plans. The City of Bay City has reviewed, updated and adopted both plans to meet requirements as set forth in Texas Administrative Code Title 30, Chapter 288. These plans have been submitted to TCEQ and TWDB.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Krystal Mason
Assistant Director of Public Works

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

CONTACT INFORMATION

Name of Utility: CITY OF BAY CITY

Public Water Supply Identification Number (PWS ID): TX1610001

Certificate of Convenience and Necessity (CCN) Number: 10721

Surface Water Right ID Number:

Wastewater ID Number: 20296

Contact: First Name: Krystal Last Name: Mason

Title: Assistant Director of Public Works

Address: 1901 5th Street City: Bay City State: TX

Zip Code: 77414 Zip+4: Email: kmason@cityofbaycity.org

Telephone Number: 9793231659 Date: 5/3/2024

Is this person the designated Conservation Coordinator? Yes No

Regional Water Planning Group: K

Groundwater Conservation District:

Our records indicate that you:

- Received financial assistance of \$500,000 or more from TWDB
- Have 3,300 or more retail connections
- Have a surface water right with TCEQ

A. Population and Service Area Data

1. Current service area size in square miles: 11

Attached file(s):

File Name	File Description
City of Bay City Boundary Map.pdf	City of Bay City Boundary Map

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

2. Historical service area population for the previous five years, starting with the most current year.

Year	Historical Population Served By Retail Water Service	Historical Population Served By Wholesale Water Service	Historical Population Served By Wastewater Water Service
2023	18,061	0	18,061
2022	18,061	0	18,061
2021	18,061	0	18,061
2020	17,614	0	17,614
2019	17,614	0	17,614

3. Projected service area population for the following decades.

Year	Projected Population Served By Retail Water Service	Projected Population Served By Wholesale Water Service	Projected Population Served By Wastewater Water Service
2030	20,300	0	20,300
2040	20,950	0	20,950
2050	21,453	0	21,453
2060	21,810	0	21,810
2070	22,066	0	22,066

4. Described source(s)/method(s) for estimating current and projected populations.

Projected populations were gathered from the TWDB 2022 Regional Water Plan

Attached file(s):

File Name	File Description
pop_WUG_Search.pdf	

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

B. System Input

System input data for the previous five years.

Total System Input = Self-supplied + Imported – Exported

Year	Water Produced in Gallons	Purchased/Imported Water in Gallons	Exported Water in Gallons	Total System Input	Total GPCD
2023	989,115,000	0	0	989,115,000	150
2022	976,451,000	0	0	976,451,000	148
2021	844,927,184	0	0	844,927,184	128
2020	871,700,297	0	0	871,700,297	136
2019	772,180,444	0	0	772,180,444	120
Historic Average	890,874,785	0	0	890,874,785	136

C. Water Supply System

Attached file(s):

File Name	File Description
Water System Description.pdf	Water System Description
Water System Description - Capacities.pdf	Water System Capacities

1. Designed daily capacity of system in gallons

2. Storage Capacity

2a. Elevated storage in gallons:

2b. Ground storage in gallons:

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

D. Projected Demands

1. The estimated water supply requirements for the next ten years using population trends, historical water use, economic growth, etc.

Year	Population	Water Demand (gallons)
2025	19,793	866,933,400
2026	19,894	871,357,200
2027	19,996	875,824,800
2028	20,097	882,660,240
2029	20,199	884,716,200
2030	20,300	886,772,160
2031	20,403	888,828,120
2032	20,505	890,884,080
2033	20,607	892,940,040
2034	20,709	894,996,000

2. Description of source data and how projected water demands were determined.

The linear interpolation approach was utilized for projection numbers. Bay City is currently experiencing a growth in population and with that water demand is expected to increase. The growth is driven by the addition of industrial facilities in Matagorda County.

E. High Volume Customers

1. The annual water use for the five highest volume **RETAIL** customers.

Customer	Water Use Category	Annual Water Use	Treated or Raw
Tenaris	Industrial	17,443,260	Treated
City of Bay City WWTP	Institutional	17,434,040	Treated
Matagorda Regional Hospital	Commercial	12,586,580	Treated
Meadow Chase Apartments	Residential	11,288,760	Treated
Shadow Bay Apartments	Residential	9,594,880	Treated

2. The annual water use for the five highest volume **WHOLESALE** customers.

Customer	Water Use Category	Annual Water Use	Treated or Raw
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UTILITY PROFILE FOR RETAIL WATER SUPPLIER

F. Utility Data Comment Section

Additional comments about utility data.

Section II: System Data

A. Retail Water Supplier Connections

1. List of active retail connections by major water use category.

Water Use Category Type	Total Retail Connections (Active + Inactive)	Percent of Total Connections
Residential - Single Family	6,559	69.35 %
Residential - Multi-Family	2,016	21.32 %
Industrial	2	0.02 %
Commercial	792	8.37 %
Institutional	89	0.94 %
Agricultural	0	0.00 %
Total	9,458	100.00 %

2. Net number of new retail connections by water use category for the previous five years.

Year	Net Number of New Retail Connections						Total
	Residential - Single Family	Residential - Multi-Family	Industrial	Commercial	Institutional	Agricultural	
2023	9	0	0	0	8	0	17
2022	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0
2020	0	0	0	67	0	0	67
2019	2	0	0	11	3	0	16

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

B. Accounting Data

The previous five years' gallons of RETAIL water provided in each major water use category.

Year	Residential - Single Family	Residential - Multi-Family	Industrial	Commercial	Institutional	Agricultural	Total
2023	354,950,060	100,376,800	24,271,600	149,575,900	58,295,700	0	687,470,060
2022	338,212,716	89,136,900	15,198,200	140,631,714	17,894,100	0	601,073,630
2021	308,995,674	63,335,200	10,367,900	163,460,504	19,047,700	0	565,206,978
2020	347,835,700	36,955,000	12,785,800	148,544,300	14,378,300	0	560,499,100
2019	329,940,100	49,942,500	11,273,900	125,813,000	14,897,200	0	531,866,700

C. Residential Water Use

The previous five years residential GPCD for single family and multi-family units.

Year	Total Residential GPCD
2023	75
2022	71
2021	62
2020	64
2019	63
Historic Average	67

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

D. Annual and Seasonal Water Use

1. The previous five years' gallons of treated water provided to RETAIL customers.

Month	Total Gallons of Treated Water				
	2023	2022	2021	2020	2019
January	71,751,000	72,135,000	70,664,000	70,912,000	58,319,000
February	64,665,000	67,197,000	75,726,000	64,706,000	55,027,000
March	77,162,000	72,471,000	71,702,000	72,167,000	62,614,000
April	74,459,000	76,118,000	70,935,000	71,709,000	62,792,000
May	78,051,000	86,964,000	65,639,000	69,507,000	50,899,000
June	78,831,000	86,253,000	73,850,000	71,262,000	65,418,000
July	91,962,000	95,714,000	74,275,000	80,938,000	73,273,000
August	109,149,000	86,816,000	76,083,000	81,234,000	75,235,000
September	107,413,000	80,429,000	73,561,000	75,055,000	69,791,000
October	84,820,000	88,472,300	76,203,000	78,465,000	75,235,000
November	74,414,000	77,306,500	72,982,000	74,900,000	63,831,000
December	76,438,000	86,575,200	68,655,000	70,434,000	53,569,000
Total	989,115,000	976,451,000	870,275,000	881,289,000	766,003,000

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

2. The previous five years' gallons of raw water provided to RETAIL customers.

Month	Total Gallons of Raw Water				
	2023	2022	2021	2020	2019
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					
Total					

3. Summary of seasonal and annual water use.

	Summer RETAIL (Treated + Raw)	Total RETAIL (Treated + Raw)
2023	279,942,000	989,115,000
2022	268,783,000	976,451,000
2021	224,208,000	870,275,000
2020	233,434,000	881,289,000
2019	213,926,000	766,003,000
Average in Gallons	244,058,600.00	896,626,600.00

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

E. Water Loss

Water Loss data for the previous five years.

Year	Total Water Loss in Gallons	Water Loss in GPCD	Water Loss as a Percentage
2023	298,380,195	45	30.17 %
2022	342,518,840	52	35.08 %
2021	257,529,795	39	30.48 %
2020	299,520,646	47	34.36 %
2019	230,147,683	36	29.80 %
Average	285,619,432	44	31.98 %

F. Peak Day Use

Average Daily Water Use and Peak Day Water Use for the previous five years.

Year	Average Daily Use (gal)	Peak Day Use (gal)	Ratio (peak/avg)
2023	2,709,904	3042847	1.1229
2022	2,675,208	2921554	1.0921
2021	2,384,315	2437043	1.0221
2020	2,414,490	2537326	1.0509
2019	2,098,638	2325282	1.1080

G. Summary of Historic Water Use

Water Use Category	Historic Average	Percent of Connections	Percent of Water Use
Residential - Single Family	335,986,850	69.35 %	57.02 %
Residential - Multi-Family	67,949,280	21.32 %	11.53 %
Industrial	14,779,480	0.02 %	2.51 %
Commercial	145,605,083	8.37 %	24.71 %
Institutional	24,902,600	0.94 %	4.23 %
Agricultural	0	0.00 %	0.00 %

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

H. System Data Comment Section

Section III: Wastewater System Data

A. Wastewater System Data

Attached file(s):

File Name	File Description
Sanitary Sewer Description.pdf	

1. Design capacity of wastewater treatment plant(s) in gallons per day: 4,300,000

2. List of active wastewater connections by major water use category.

Water Use Category	Metered	Unmetered	Total Connections	Percent of Total Connections
Municipal	0	8,575	8,575	90.66 %
Industrial	2	0	2	0.02 %
Commercial	1	791	792	8.37 %
Institutional	0	89	89	0.94 %
Agricultural	0	0	0	0.00 %
Total	3	9,455	9,458	100.00 %

3. Percentage of water serviced by the wastewater system: 100.00 %

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

4. Number of gallons of wastewater that was treated by the utility for the previous five years.

Month	Total Gallons of Treated Water				
	2023	2022	2021	2020	2019
January	41,468,000	50,743,000	45,718,000	54,133,000	63,669,000
February	36,495,000	44,562,000	45,749,000	37,211,000	54,968,000
March	40,333,000	44,509,000	42,074,000	36,610,000	47,042,000
April	48,450,000	38,691,000	48,720,000	34,036,000	43,298,000
May	60,549,000	43,001,000	104,320,000	46,120,000	59,417,000
June	40,918,000	41,016,000	74,287,000	49,156,000	76,352,000
July	44,321,000	40,583,000	92,380,000	42,639,000	48,871,000
August	44,755,000	52,827,000	54,105,000	42,639,000	49,098,000
September	45,492,000	49,256,000	50,495,000	53,744,000	57,444,000
October	61,811,000	42,438,000	57,994,000	39,961,000	48,627,000
November	54,589,000	67,892,000	47,914,000	47,305,000	41,545,000
December	51,844,000	53,278,000	45,767,000	61,277,000	35,999,000
Total	571,025,000	568,796,000	709,523,000	544,831,000	626,330,000

5. Could treated wastewater be substituted for potable water?

Yes No

B. Reuse Data

1. Data by type of recycling and reuse activities implemented during the current reporting period.

Type of Reuse	Total Annual Volume (in gallons)
On-site Irrigation	
Plant wash down	
Chlorination/de-chlorination	
Industrial	
Landscape irrigation (park,golf courses)	0
Agricultural	
Discharge to surface water	
Evaporation Pond	
Other	
Total	0

UTILITY PROFILE FOR RETAIL WATER SUPPLIER

C. Wastewater System Data Comment

Additional comments and files to support or explain wastewater system data listed below.



City of Bay City

Utility Department

Drought Contingency Plan

Code of Ordinances, Sec. 114-64. Drought Contingency Plan and Water Conservation Plan Adopted

~~November 2019~~ May 2024

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114 - 64 Drought Contingency Plan

- (a) ***Declaration of Policy, Purpose and Intent.*** In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation and fire protection and to protect and preserve public health, welfare and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City hereby adopts the following regulations and restrictions on the delivery and consumption of water. Water uses regulated or prohibited under this Drought Contingency Plan are considered to be non-essential and continuation of such uses during times of water shortage or other emergency water supply conditions are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in **Section (k)** of this Plan.
- (b) ***Public Involvement.*** Opportunity for the public to provide input into the preparation of the plan was provided by the City by posting a public meeting agenda in a visible location at City Hall whereby discussions by the City Council and acceptance was listed as an agenda item.
- (c) ***Public Education.*** The City will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of handouts, the City of Bay City website, press releases, and/or utility bill inserts.
- (d) ***Coordination with Regional Water Planning Groups.*** The water service area of the City is located within Region K of the Water Planning Group. The City has provided a copy of this plan to the Region K Planning Group.
- (e) ***Authorization.*** The City Manager or his/her designee is hereby authorized and directed to implement the applicable provision of this plan upon determination that such implementation is necessary to protect public health, safety and welfare. The City Manager or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this plan.
- (f) ***Application.*** The provisions of this Plan shall apply to all persons, customers and property utilizing water provided by the City. The terms “person” and “customer” as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.
- (g) ***Definitions.*** For the purposes of this Plan, the following definitions shall apply:
1. Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.
 2. Commercial and Institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants and office buildings.
 3. Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.
 4. Customer: any person, company or organization using water supplied by the City.
 5. Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation or for cleaning a residence, business, industry or institution.

6. Even number address: street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6 or 8 and locations without addresses.
7. Industrial water use: the use of water in processes designed to convert material of lower value into forms having greater usability and value.
8. Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks and rights-of-way and medians.
9. Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety and welfare, including:
 - a. Irrigation of landscape areas, including parks, athletic fields and golf courses, except otherwise provided under this Plan;
 - b. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
 - c. Use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts or other hard-surfaced areas;
 - d. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
 - e. Flushing gutters or permitting water to run or accumulate in any gutter or street;
 - f. Use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
 - g. Use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;
 - h. Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
 - i. Use of water from hydrants for construction purposes or any other purposes other than firefighting.
10. Odd numbered address: street address, box numbers or postal route numbers in 1, 3, 5, 7 or 9.

(h) Triggering Criteria for Initiation and Termination of Drought Response Stages. The City of Bay City's water system is comprised of six water wells and five water plants. Bay City personnel monitor these plants daily. Water usage is tracked by metering and daily reading of the water wells and water plants. This also allows the City to determine which areas have the most demand. The City Manager or his/her designee shall monitor water supply and/or demand conditions on a monthly basis and shall determine when conditions warrant initiation or termination of each stage of the Plan. Public notification of the initiation or termination of drought response stages shall be by means of publication in social media, newspaper of general circulation, direct mail to each customer, signs posted in public places, posting on the City's website, etc. The triggering criteria described below are based on average daily usage and known system capacity limits of the water system wells.

1. Stage 1 – Mild Water Shortage Conditions

- a. *Requirements for Initiation*: Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in **Section (g)** definitions when the total daily water demand equals or exceeds 75% of the city's water wells pumping capacity for 7 consecutive days.
- b. *Requirements for Termination*: Stage 1 of the plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days.

2. Stage 2 – Moderate Water Shortage Conditions

- a. *Requirements for Initiation:* Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses defined in **Section (g)** definitions when the total daily water demand equals or exceeds 85% of the City's water wells pumping capacity for 7 consecutive days.
- b. *Requirements for Termination:* Stage 2 of the plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days. Upon termination of Stage 2, Stage 1 becomes operative.

3. Stage 3 – Severe Water Shortage Conditions

- a. *Requirements for Initiation:* Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this plan when the total daily water demand equals or exceeds 90% of the City's water wells pumping capacity for 7 consecutive days.
- b. *Requirements for Termination:* Stage 3 of the plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days. Upon termination of Stage 3, Stage 2 becomes operative.

4. Stage 4 – Emergency Water Shortage Conditions

- a. *Requirements for Initiation:* Customers shall be required to comply with the requirements and restrictions for Stage 4 of this plan when the City Manager or his/her designee determines that water supply emergency exists based on:
 - 1. Major water line breaks, pump or system failures occur which cause unprecedented loss of capability to provide water service; or maintain an adequate level in the storage facilities.
 - 2. Natural or man-made contamination of the water supply source(s)
- b. *Requirements for Termination:* Stage 4 of the plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days.

5. Stage 5 - Water Allocation

- a. *Requirements for Initiation:* Customers shall be required to comply with the water allocation plan prescribed in **Section (j)** and comply with the requirements and restrictions from Stage 4 of this plan when the City Manager or his/her designee determines that water shortage conditions threaten the public's health, safety and welfare. Conditions may include (but are not limited to): catastrophic system failure, major water line breaks which cause loss of capability to provide water service and natural or man-made disasters that affect the water supply sources(s).
- b. *Requirements for Termination:* Water rationing may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of 30 consecutive days.

- (i) ***Drought Response Stages.*** The City Manager or his/her designee, shall monitor water supply and/or demand conditions daily and in, accordance with the triggering criteria set forth in **Section (h)** of the Plan, shall determine that a mild, moderate, severe, critical or emergency condition exists and shall implement the following notification procedures:

- 1. **Notification of the Public.** The City Manager or his/her designee shall notify the public by means of some combination of the following effective and efficient communication methods as deemed necessary by the current conditions:

- Drought status on the City's homepage website with corresponding information
 - Irrigation schedule
 - Recommended water conservation methods
 - Publication in a newspaper of general circulation and/or press release
 - Direct mail to each customer
 - Public service announcements
 - Signs posted in public places, HOA and church bulletin boards
 - Take-home fliers at schools/businesses
 - City Emergency Notification System
2. **Additional Notifications.** The City Manager or his/her designee shall notify directly or cause to be notified direction, the following individuals and entities:
- Mayor and members of City Council
 - Police Chief
 - Fire Chief
 - All City of Bay City Department Heads
 - County Emergency Management Coordinators
 - Texas Commission on Environmental Quality (TCEQ)
 - Critical water users such as hospitals and dialysis clinics
 - Other individuals or entities as deemed necessary
3. **Stage 1 – Mild Water Shortage Conditions**
- a. *Goal:* Achieve a voluntary 10 percent reduction in the total daily water demand.
 - b. *Supply Management Measures:* The City will reduce flushing of water mains and irrigation of public landscape areas to manage limited water supplies and/or reduce water demand.
 - c. *Voluntary Water Use Restrictions:*
 - i. Water customers are requested to voluntarily limit the irrigation of landscaped areas to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8) and Saturdays and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9) and to irrigate landscapes only between the hours of midnight and 10:00 am and 8:00 pm to midnight on designated watering days.
 - ii. Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.
4. **Stage 2 – Moderate Water Shortage Conditions**
- a. *Goal:* Achieve a 15 percent reduction in total daily water demand.
 - b. *Supply Management Measures:* The City will reduce flushing of water mains and will reduce irrigation of public landscape areas to once per week to manage limited water supplies and/or reduce water demand.
 - c. *Water Use Restrictions:* Under potential penalty for violation, the following water use restrictions shall apply to all persons:
 - i. Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 and 8) and Saturdays and Wednesdays for water customers with a street address ending in an odd number

(1, 3, 5, 7 or 9) and irrigation of landscaped areas is further limited to the hours of midnight until 10:00 am and between 8:00 pm and midnight on designated watering days. However, irrigation of landscaped areas is permitted at any time if it is by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system.

- ii. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of midnight and 10:00 am and between 8:00 pm and midnight. Such washing, when allowed, shall be done with a hand-held bucket or hand-held hose equipped with a positive shutoff nozzle for quick rinses. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.
- iii. Use of water to fill, refill or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited exception designated watering days between the hours of midnight and 10:00 am and between 8:00 pm and midnight.
- iv. Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculating system.
- v. Use of water from hydrants shall be limited to fire-fighting related activities or other activities necessary to maintain public health, safety and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the City of Bay City Utility Department.
- vi. The following uses of water are defined as non-essential and are prohibited:
 1. Wash down of any sidewalks, walkways, driveways, parking lots, tennis courts or other hard-surfaced areas;
 2. Use of water to wash down buildings or structures for purposes other than immediate fire protection;
 3. Use of water for dust control;
 4. Flushing gutters or permitting water to run or accumulate in any gutter or street; and
 5. Failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

5. Stage 3 – Severe Water Shortage Conditions

- a. *Goal:* Achieve a 20 percent reduction in total daily water demand.
- b. *Supply Management Measures:* The City will cease watering all public landscape areas and will only flush main lines to prevent health risks to manage limited water supplies and/or reduce water demand.
- c. *Water Use Restrictions:* All requirements of Stage 2 shall remain in effect during Stage 3 except:
 - i. Irrigation of landscaped areas shall be limited to designated watering days between the hours of 6:00 am and 10:00 am and between 8:00 pm and midnight and shall be by means of hand-held hoses, hand-held buckets or drip irrigation only. The use of hose-end sprinklers or permanently installed automatic sprinkler systems are prohibited at all times.

- ii. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 am and 10:00 am and between 6:00 pm and 10:00 pm.
- iii. The filling, refilling or adding of water to swimming pools, wading pools and Jacuzzi-type pools is prohibited.
- iv. Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculating system.
- v. No applications for new, additional, expanded or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be allowed or approved.
- vi. The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.

6. Stage 4 – Emergency Water Shortage Conditions

- a. *Goal:* Achieve a 40 percent reduction in daily water demand.
- b. *Supply Management Measures:* The City will cease watering all public landscape areas, discontinue flushing main lines and will utilize alternative supply source(s) to manage limited water supplies and/or reduce water demand.
- c. *Water Use Restrictions:*
 - i. Irrigation of landscaped areas is absolutely prohibited.
 - ii. Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is absolutely prohibited.

(j) *Water Allocation.* In the event that water shortage conditions threaten public health, safety and welfare the City Manager or his/her designee is hereby authorized to ration water according to the following water allocation plan:

1. Single-Family Residential Customers

The allocation to residential water customers residing in a single-family dwelling shall be as follows:

Persons per household	Gallons per month
1 or 2	6,000
3 or 4	7,000
5 or 6	8,000
7 or 8	9,000
9 or 10	10,000
11 or more	12,000

"Household" means the residential premises served by the customer's meter. "Persons per household" includes only those persons currently physically residing at the premises and expected to reside there for the entire billing period. It shall be assumed that a customer's household is comprised of two (2) persons unless the customer notifies the City of a greater

number of persons per household on a form prescribed by the City Manager or his/her designee. The City Manager or his/her designee shall give his best effort to see that such forms are mailed, otherwise provided, or made available to every residential customer. If, however, a customer does not receive such a form, it shall be the customer's responsibility to go to the City of Bay City Utility Department offices to complete and sign the form claiming more than two (2) persons per household. New customers may claim more persons per household at the time of applying for water service on the form prescribed by the City Manager or his/her designee. When the number of persons per household increases so as to place the customer in a different allocation category, the customer may notify the City of Bay City Utility Department on such form and the change will be implemented in the next practicable billing period. If the number of persons in a household is reduced, the customer shall notify the City of Bay City Utility Department in writing within two (2) days. In prescribing the method for claiming more than two (2) persons per household, the City Manager or his/her designee shall adopt methods to insure the accuracy of the claim. Any person who knowingly, recklessly, or with criminal negligence falsely reports the number of persons in a household or fails to timely notify the City of Bay City Utility Department of a reduction in the number of persons in a household shall be fined not less than \$250.00. If a single-family residential dwelling exceeds its allocation, the customer responsible for the bill at such dwelling shall pay a surcharge of twelve (12) times the base monthly rate for water service.

2. Master-Metered Multi-Family Residential Customers

The allocation to a customer billed from a master meter which jointly measures water to multiple permanent residential dwelling units (i.e. apartments, mobile homes, etc.) shall be allocated 6,000 gallons per month for each dwelling unit. It shall be assumed that such a customer's meter serves two dwelling units unless the customer notifies the City of Bay City Utility Department of a greater number on a form prescribed by the City Manager or his/her designee. The City Manager or his/her designee shall give his best effort to see that such forms are mailed, otherwise provided, or made available to every such customer. If, however, a customer does not receive such a form, it shall be the customer's responsibility to go to the City of Bay City Utility Department offices to complete and sign the form claiming more than two (2) dwellings. A dwelling unit may be claimed under this provision whether it is occupied or not. New customers may claim more dwelling units at the time of applying for water service on the form prescribed by the City Manager or his/her designee. If the number of dwelling units served by a master meter is reduced, the customer shall notify the City of Bay City Utility Department in writing within two (2) days. In prescribing the method for claiming more than two (2) dwelling units, the City Manager or his/her designee shall adopt methods to ensure the accuracy of the claim. Any person who knowingly, recklessly, or with criminal negligence falsely reports the number of dwelling units served by a master meter or fails to timely notify the City of Bay City Utility Department of a reduction in the number of persons in a household shall be fined not less than \$250.00. If a master-metered multi-family residential dwelling exceeds its allocation, the customer responsible for the bill at such dwelling shall pay a surcharge of twelve (12) times the base monthly rate for water service.

3. Commercial Customers

A monthly water usage allocation shall be established by the City Manager or his/her designee or for each non-residential commercial customer other than an industrial customer who uses water for processing purposes. The non-residential customer's allocation shall be approximately 75 percent of the customer's usage for corresponding month's billing period for the previous 12

months. If the customer's billing history is shorter than 12 months, the monthly average for the period for which there is a record shall be used for any monthly period for which no history exists. Provided, however, a customer, 75 percent of whose monthly usage is less than 2,000 gallons, shall be allocated 2,000 gallons. The City Manager or his/her designee shall give his best effort to see that notice of each non-residential customer's allocation is mailed to such customer. If, however, a customer does not receive such notice, it shall be the customer's responsibility to contact the City of Bay City Utility Department to determine the allocation. Upon request of the customer or at the initiative of the City Manager or his/her designee, the allocation may be reduced or increased if, (1) the designated period does not accurately reflect the customer's normal water usage, (2) one non-residential customer agrees to transfer part of its allocation to another non-residential customer, or (3) other objective evidence demonstrates that the designated allocation is inaccurate under present conditions. A customer may appeal an allocation established hereunder to the City Manager or his/her designee. If a non-residential customer exceeds its allocation, the customer responsible for the bill at the non-residential unit shall pay a surcharge of twelve (12) times the base monthly rate for water service.

4. Industrial Customers

A monthly water usage allocation shall be established by City Manager or his/her designee, for each industrial customer, which uses water for processing purposes. The industrial customer's allocation shall be approximately 90% percent of the customer's water usage baseline. Ninety (90) days after the initial imposition of the allocation for industrial customers, the industrial customer's allocation shall be further reduced to 85% percent of the customer's water usage baseline. The industrial customer's water usage baseline will be computed on the average water usage for the last three-month period ending prior to the date of implementation of Stage 2 of the Plan. If the industrial water customer's billing history is shorter than six months, the monthly average for the period for which there is a record shall be used for any monthly period for which no billing history exists. The City Manager or his/her designee shall give his best effort to see that notice of each industrial customer's allocation is mailed to such customer. If, however, a customer does not receive such notice, it shall be the customer's responsibility to contact the City of Bay City Utility Department to determine the allocation, and the allocation shall be fully effective notwithstanding the lack of receipt of written notice. Upon request of the customer or at the initiative of the City Manager or his/her designee the allocation may be reduced or increased, (1) if the designated period does not accurately reflect the customer's normal water usage because the customer had shut down a major processing unit for repair or overhaul during the period, (2) the customer has added or is in the process of adding significant additional processing capacity, (3) the customer has shut down or significantly reduced the production of a major processing unit, (4) the customer has previously implemented significant permanent water conservation measures such that the ability to further reduce usage is limited, (5) the customer agrees to transfer part of its allocation to another industrial customer, or (6) if other objective evidence demonstrates that the designated allocation is inaccurate under present conditions. A customer may appeal an allocation established hereunder to the City Manager or his/her designee.

Industrial customers whose allocation is less than 100,000 gallons per month:

If an industrial customer exceeds its allocation, the customer responsible for the bill at the industrial facility shall pay a surcharge of twelve (12) times the base monthly rate for water service.

Industrial customers whose allocation is 100,000 gallons per month or more:

If an industrial customer exceeds its allocation, the customer responsible for the bill at the industrial facility shall pay a surcharge as follows:

- Three (3) times the block rate for each 1,000 gallons in excess of the allocation up through 5 percent above allocation.
- Six (6) times the block rate for each 1,000 gallons from 5 percent through 10 percent above allocation.
- Nine (9) times the block rate for each 1,000 gallons from 10 percent through 15 percent above allocation.
- Twelve (12) times the block rate for each 1,000 gallons more than 15 percent above allocation.

The surcharges shall be cumulative. As used herein, "block rate" means the charge to the customer per 2,000 gallons at the regular water rate schedule at the level of the customer's allocation.

(k) Enforcement.

1. No person shall knowingly or intentionally allow the use of water from the City of Bay City for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by the City Manager or his/her designee, in accordance with provisions of this Plan.
2. Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine not to exceed \$500.00. Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this Plan, the City Manager or his/her designee, shall upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, as established in the City's Code of Ordinances, as amended from time to time, and any other costs incurred by the City of Bay City in discontinuing service. In addition, suitable assurance must be given to the City Manager or his/her designee that the same action shall not be repeated while the Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.
3. Any person, including a person classified as a water customer of the City of Bay City Utility Department, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parents' control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent

may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this Plan and that the parent could not have reasonably known of the violation.

- 4. A Police Officer, Code Compliance Officer, Code Enforcement Officer or other employee so designated by the City Charter and/or ordinance, may issue a citation to a person he/she reasonably believes to be in violation of this ordinance. The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, the offense charged, and shall direct him/her to contact the Court no sooner than 3 days and no later than 12 days from the date the citation was issued. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator, to an agent or employee of a violator, or to a person over 14 years of age who is a member of the violator's immediate family or is a resident of the violator's residence. The alleged violator shall appear in City of Bay City Municipal Court to enter a plea of guilty or not guilty for the violation of this Plan. If the alleged violator fails to appear in City of Bay City Municipal Court, a warrant for his/her arrest may be issued. A summons to appear may be issued in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in City of Bay City Municipal Court before all other cases.

(l) **Variance.** The City Manager or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- 1. Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- 2. Alternative methods can be implemented which will achieve the same level of reduction in water use.
- 3. Persons requesting an exemption from the provisions of this ordinance shall file a petition for variance with the City of Bay City Utility Department within 5 days after the Plan or a drought response stage has been invoked. All petitions for variances shall be reviewed by the City Manager or his/her designee, and shall include the following:
 - a. Name and address of the petitioner(s)
 - b. Purpose of water use
 - c. Specific provision(s) of the Plan from which the petitioner is requesting relief
 - d. Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if the petitioner complies with this ordinance
 - e. Description of the relief requested
 - f. Period of time for which the variance is sought
 - g. Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date
 - h. Other pertinent information

4. Variances granted by the City of Bay City Utility Department shall be subject to the following conditions, unless waived or modified by the City Manager or his/her designee:
 - a. Variances granted shall include a timetable for compliance
 - b. Variances granted shall expire when the Plan is no longer in effect, unless the petitioner has failed to meet specified requirements.
 5. No variance shall be retroactive or otherwise justify any violation of this Plan occurring prior to the issuance of the variance.
- (m) **Severability.** It is hereby declared to be the intention of the City of Bay City, City Council (the governing body of City of Bay City) that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph, or section of this Plan 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 Plan, since the same would not have been enacted by the City of Bay City, City Council (governing body of the City of Bay City) without the incorporation into this Plan of any such unconstitutional phrase, clause, sentence, paragraph, or section.

~Review Proposed Budget Calendar



EXECUTIVE SUMMARY

BUDGET CALENDAR:

The attached budget calendar lists proposed dates of budget workshops prior to the adoption of the FY 25 budget.

The anticipated vote for adoption is September 10, 2024.

Summary Budget Calendar

Date	Activity	Responsible Party
March-April	Capital Planning	City Manager, Department Heads
April-May	Mailing of notices of appraised value	Matagorda County Appraisal District
May	Strategic Planning	City Council, City Manager Department Heads
May 14	Regular Council Meeting	City Council, City Manager Department Heads
May 28	Turn in budget package to Finance Director	Department Heads
May 28	Regular Council Meeting	City Council, City Manager Department Heads
June 10-14	Budget review with Department Heads	City Manager, Finance Director Department Heads
June 11	Budget Workshop- Strategic Plan Update- 5:00 PM Regular Council Meeting	City Council, City Manager Department Heads
June 18	Budget Workshop- Capital Planning – 5:00 PM	City Council, City Manager Department Heads
June 25	Budget Workshop- Review Strategic Plan- 5:00 PM Regular City Council Meeting -Approve New Strategic Plan (City Council Goals)	City Council, City Manager Department Heads
July 9	Budget Workshop–Hotel/Motel & Outside Organizations- 5:00 PM Regular Council Meeting	City Council, City Manager Department Heads
July 16	Budget Workshop- 5-year Capital Plan- 5:00 PM	City Council, City Manager Department Heads
July 25	Certification of appraisal roll	Chief Appraiser
July 25	Budget Workshop Health & Compensation- 5:00 PM Regular Meeting	City Council
August 5	Publishes no-new revenue tax rate, etc.	Matagorda County Tax Office
August 13	Budget Workshop- 5:00 PM BCCDC & Fee Schedule Regular Meeting	City Council
August 20	Budget Workshop- 5:00 PM Presentation of Budget	City Council, City Manager Department Heads
August 11	Last day to file Proposed Budget with City Secretary	Finance Director
August 27	Budget Workshop (Tentative) Regular Meeting -Discuss tax rate- Propose desired rate -Set Public Hearings on tax rate (if required) -Set Public Hearings on budget & Capital Plan	City Council
September 5	Special Called Meeting- 6:00 -Public Hearings on budget -Public Hearing on Capital Plan (Charter 10.16) -Public Hearing on tax rate (if required)	City Council
September 10	Regular Council Meeting -Approve Capital Plan -Approval of budget and tax rate ordinance -First and final reading of fee ordinance	City Council
October 1	Budget becomes effective	N/A