

# CITY OF BAY CITY, TEXAS

## ANNUAL OPERATING BUDGET

### FOR FISCAL YEAR 2025

This budget will raise more revenue from property taxes than last year’s budget by an amount of \$456,705, which is a 7.11% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$32,675.

Note: The City Council elected last year of no tax increase and has lowered the City’s tax rate over the past 5 years from .65500 to .56995 or 8 cents. This proposed revenue increase equates to 2% of the City’s budget used to pay for maintenance & operations, capital, and debt. The City also dedicates \$200,000 to Tax Increment Reinvestment Zones to support new housing development and redevelopment in areas of the City.

City Council voted on September 24, 2024

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

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

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

Tax Rate Information	Adopted FY 2024	Adopted FY 2025
Property Tax Rate	.56995	<b>.56916</b>
No-New Revenue Tax Rate	.56995	.53314
No-New Revenue M&O Tax Rate	.43058	.40308
Debt Rate	.13542	.13469
Voter-Approval Tax Rate	.58338	.56916
De Minimis Rate	.60988	.57914

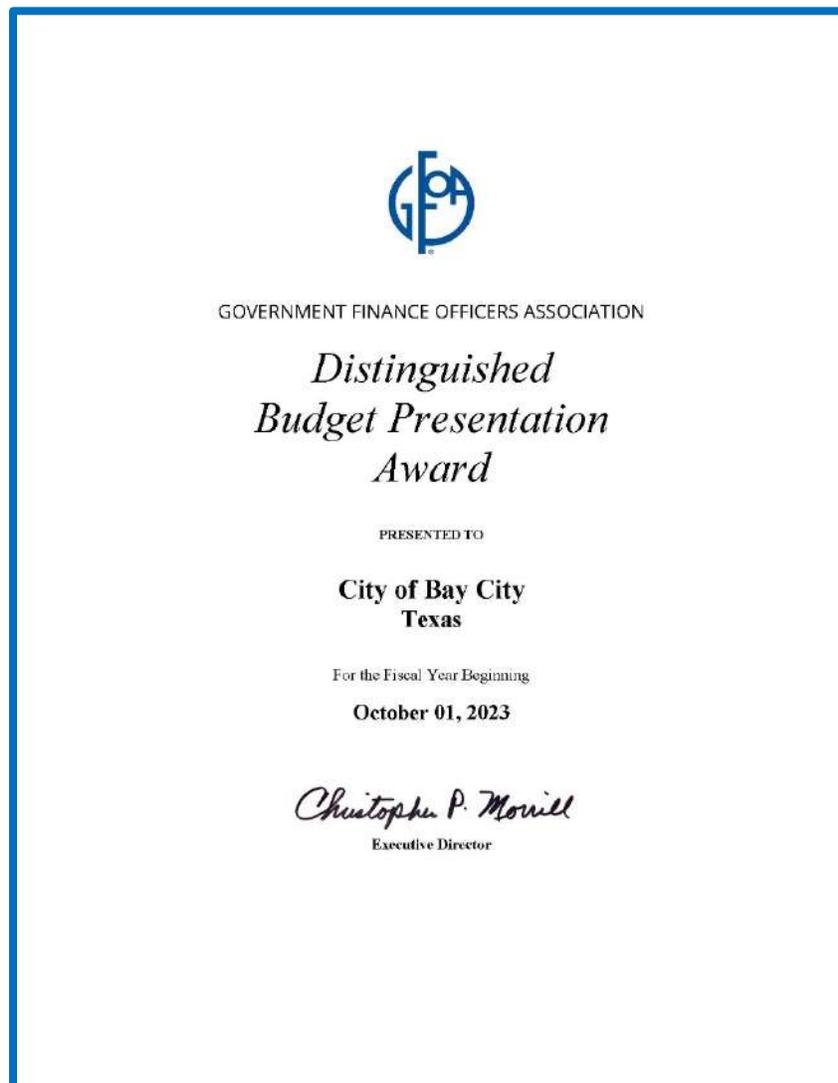
Debt service requirements for the City of Bay City are currently \$.13469 of the current **adopted** property tax rate of **\$.56916**. The City has sixteen outstanding debt issues. At the end of Fiscal Year 2025, outstanding general obligation bond and certificates of obligation bonds will be \$93,432,000, however only \$13,410,032 is currently supported by property taxes.

**FY 2025 Debt Service Requirement** to be paid by property taxes \$1,627,611. See Debt rate (.13469) requirement above.

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Bay City, Texas**, for its Annual Budget for the fiscal year beginning **October 1, 2023**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

This budget would not have been possible without the contributions made by the Mayor, City Manager, Councilman, department heads and numerous employees that put in countless hours to make this happen.



## How to use this Book

We understand how difficult it can be to find what you're looking for in such a complex document. We've made every effort to provide an easy way to navigate through this document to areas of interest.

The City of Bay City's Annual Budget is comprised of a table of contents and twelve sections. The book, in its entirety, can be grouped into three broad categories.

### Introduction and Information:

#### ***Budget Message***

This section contains the City Manager's Budget Transmittal Letter and a summary narrative of the budget plan.

#### ***City Profile***

This section provides our organizational chart, the City's history, and information about our City today.

#### ***Budget Summaries***

This section depicts the "big picture" of city-wide revenue and expenditures, reflects the changes in fund balance or working capital for each budgeted fund and provides comparison to prior year.

#### ***Revenue Assumptions and Trends***

This section provides revenue descriptions, trends, and assumptions for major revenue line items. Detailed revenue information can be found within each respective fund.

### Financial:

#### ***General Fund***

The General Fund is the general operating fund of the City. This section provides a three (3) year comparative summary and detailed information for revenue and expenditures. You will also find each operating department's mission, upcoming goals, budget history, performance measures and major additions related to the General Fund.

#### ***Enterprise Funds***

This section provides a three (3) year comparative summary and detailed information for revenue and expenditures. You will also find each department's mission, upcoming goals, budget history, performance measures and major additions related to the Public Utility and Airport Fund.

#### ***Special Revenue Funds***

This section includes special revenues such as the Hotel/Motel, TIRZ, Forfeiture, Building Security and Court Technology Funds. These funds are legally restricted for certain purposes.

### ***Internal Service Funds***

This section includes two funds (Information Technology and Maintenance) that are used by the City to charge the costs of certain activities.

### ***Capital***

This section provides current year capital expenditures and projects for all major funds and the City's Five-Year Capital Improvement Plan.

### ***City Wide Debt***

This section provides summary and detailed information on all debt issued and each annual debt service obligation by fund.

### **Supporting Information:**

#### ***Statistical Information***

This section provides statistical and historical information that can also be found within the last completed fiscal years' ACFR.

#### ***Appendix***

This section provides the City's budgetary and financial policies, personnel staffing and compensation plan, glossary of terms, acronyms, and index.



*(Hard copy only)*

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**Contributors**

**Inside Back Cover**



## City Manager's Message



Dear Mayor, City Council Members, and Citizens of Bay City,

It is my pleasure to present the City of Bay City's FY 2025 Proposed Budget. This budget reflects the positive financial condition of the City, and the mission of the City of Bay City to:

“promote economic growth and invest in quality-of-life initiatives through collaboration. We respond promptly and professionally to residents' concerns and strive to deliver superior municipal services.”

As we present the budget for Fiscal Year 2025, it is important to reflect first some of our notable achievements as we close this fiscal year as outlined in our strategic priorities.

### **Governance**

- Adopted a new strategic plan, revised the vision and mission statement, and adopted the premier core values of the City- Integrity, Excellence, & Transparency.

### **Public Safety**

- Approved location and purchased property for the City's new public safety building

### **Livability and Quality of Life**

- Installed soccer field lighting & partnered with Bay City Gas Company to create the first BMX Bike Park.

### **Community and Economic Development**

- Past years' economic development initiatives, such as creating TIRZs 1, 2, 3, and 4 were expected to increase our housing stock by approximately 600 new homes, with market availability anticipated by early 2024. This was realized with approximately 85 homes started during FY 2024.

### **Infrastructure**

- Improved road surfaces in LeTulle Park and completed 181 in-house asphalt street repairs.
- Approved railroad quiet zone study to determine feasibility of the project.

## BUDGET MESSAGE

- Completed two major drainage projects- United Rental Drainage Project and Hamman Road Drainage Project.
- Completed engineering for two new water wells and rehabilitation of the City's Wastewater Treatment Plant.

As we move into FY 2025, the City Council adopted a new strategic plan guided by Citizen input. Some of the Key highlights of the FY 2025 proposed Budget and 5-Year Capital Plan include:

### **Safety and Community Appearance**

- Pursue City and County Partnerships that mutually benefit our community (Animal Control, Fire/EMS services, etc).
- Create a tax increment reinvestment zone focused on redeveloping targeted areas of our City and to spur further residential and commercial development.

### **Community and Civic Engagement**

- Hiring a full-time public information officer to oversee the City's communication plan with a goal of reaching all citizens through various forms of outreach.

### **Infrastructure**

- Implement approved drainage projects (3 million grant funded)
- Expand Nile Valley Road for connectivity, hurricane evacuation, and moving trucks away from our main thoroughfare primarily paid for through grants or direct allocations from the Federal or State.

### **Planning and Development**

- Hire a Certified Planner and additional permitting tech for the newly created Planning and Development services department

### **Culture and Recreation**

- Update, consolidate, and maintain existing Parks. The City will consider a centralized sports complex option.

### **Operational Excellence**

- Recruitment, retention of and investment in quality employees who are highly skilled, technically proficient and professionally aligned with the City's mission, vision, and core values.

## BUDGET MESSAGE

The City Council and staff remain focused and committed to providing efficient and cost-effective services and programs to the Citizens of Bay City as outlined in the Strategic Plan. It is our goal to protect and enhance the city's tax base and other important revenue sources, and to continue to monitor and adapt to ever-changing economic conditions. Through conservative and focused efforts, the city will be able to continue to provide quality public services to all residents and guests. Bay City is a great city with a special connection to its community. We will continue to plan appropriately, manage through challenges, and take advantage of opportunities, ensuring that every dollar is spent wisely and effectively. The FY 2025 Proposed Budget and 5-Year Capital Plan reflects our dedication to maintaining high standards of operational service while advancing our community's infrastructure and maintenance goals.

Thank you for your continued support as we work towards a thriving, engaged, and diverse Bay City.

*Scotty Jones*

**City Manager, City of Bay City, Texas**

## Executive Summary

The City Council and Staff reviewed the progress of last year’s Council goals and from those sessions embarked on a new Strategic Plan by holding various planning sessions with community stakeholders. This process led to a newly adopted Strategic Plan to focus on over the next few years. Each department developed a business plan to meet goals set forth in the “Strategic Plan”.

The “Strategic Plan” provides staff with a direction for the upcoming year. The 2025 strategic focus areas are Safety & Community Appearance, Community & Civic Engagement, Infrastructure, Planning & Development, Culture & Recreation, and Operational Excellence. More information on the City’s Strategic Plan (Council’s Goals) can be found in the **City Profile** section of this book on Page 16.



## Reviewing our Priorities for the FY 2025 Budget

*What did we do last year? Is our budget focus changing?*

The prior year's budget was focused on improving customer service, streamlining processes, maintaining healthy reserves, improving infrastructure and City facilities. Below lists the public improvement projects and other improvements accomplished that enhanced the quality of life in our community:

- Finalized location and design of new Police Department headquarters
- Installed soccer field lighting at Hardeman Park
- Replaced pavilion at Amistad Park
- Collaborated with Bay City Gas Co. to build BMX Bike Park at City Field
- Awarded contract to replace roof and flooring at MOPAC Train Depot
- Installed new pavilion at City Field
- Replaced windows at USO (Service Center)
- Renovated Hilliard Pool- replastering, decking, added baby pool feature
- Planted 2,000 trees through Scenic Texas Grant
- Installed roof at City Hall
- Approved railroad quiet zone study to determine feasibility of the project
- Purchased an Asphalt Patcher Truck to do in-house street maintenance
- Completed Hamman Road Drainage Improvements
- Completed United Rentals Drainage Project
- Re-striped downtown area (parking spaces along 6<sup>th</sup> Street)
- Rebuilt various asphalt and cement roads throughout the City
- Completed repairs to Avenue C Lift Station
- Completed the mass meter change out
- Designed East and North Water Plants
- Awarded the contract to begin design stage on absorption system at 6<sup>th</sup> & Ave I
- Installed numerous water and sewer taps for both residential and commercial properties
- Repaired numerous water and sewer lines throughout the City
- Repaired and/or installed several manholes throughout the City
- Completed construction at Airport to relocate taxiway and drainage

With the new strategic goals recently adopted, the City's capital budget remains focused on replacing or rehabbing aging infrastructure, providing superior municipal services, enhance community engagement, review procedures to improve organizational and operational effectiveness, and support community and economic development initiatives.

## Budget Overview

### City Wide

The adopted expenditures of the City’s major funds total \$39,739,067, up \$4,472,567 or 13% from prior year. This is primary attributable to the Public Utility Fund due to additional capital improvements to the water and wastewater system. Of this budget amount, \$20,100,000 is estimated for the operations and maintenance of the General Fund (9% increase from prior year), \$2,108,067 for the Debt Service Fund (2% increase from prior year), \$15,400,000 for the Public Utility Fund (19% increase from prior year), and \$1,156,000 for the Airport Fund (14% increase from prior year). Within these budgets are capital costs of approximately \$69.8 million to fund equipment and major public improvement projects funded by grants, reserves, & operating revenue. Bond proceeds of 10 million will fund water and sewer improvements. Bond proceeds of 7 million will be utilized for the purchase and/or construction of a public safety center among other public improvements. When comparing each fund over prior year—most variances are a result of changes in debt and timing of capital projects. More information on the City’s Capital Program can be found in the Capital section of this document.

### Major Budgetary Funds Revenues and Expenditures

The fiscal year 2025 revenues, expenditures, and changes in working capital for the City’s major operating funds.

Fund	Projected Beginning Balance	Revenues & Transfers In	Expenditures & Transfers Out	Revenue Over/Under	Projected Ending Balance
General Fund	5,886,777	19,100,000	20,100,000	(1,000,000)	4,886,727
Debt Service Fund (I & S)	266,112	2,108,067	2,108,067	-	266,112
Hotel/Motel Fund	866,951	775,000	975,000	(200,000)	666,951
Utility Fund	4,203,376	13,400,000	15,400,000	(2,000,000)	2,203,376
Airport Fund	310,541	846,000	1,156,000	(310,000)	541

### Compensation, Benefits, & Staffing Levels- City Wide

The budget supports a competitive compensation and benefit plan in efforts to maintain and attract a service-oriented quality workforce.

- The City saved \$265,000 in health insurance by joining the Texas Municipal League Health Insurance pool.
- Provided cost of living adjustment (COLA) of \$1,500 across the board (3.7% or \$275,000)
- 2.5% performance/merit pay pool (\$183,000)
- Added Compression/Market Adjustment to Police (\$70,000)
- Staffing increased by 4 Full Time Equivalents to improve service levels
  - Building Permit Advocate
  - Librarian
  - Communications & Marketing Manager
  - Main Street Manager (Previously was contracted out)

These positions were cost neutral to the City due to freezing two positions.

More Information on staffing and compensation can be found in the appendix section of this book, Page 267.

### General Fund

The **Adopted** General Fund Budget for FY 2025 recommends an increase in property tax revenue. The City Council **Adopted** a tax rate of .56916 per \$100 valuation. This proposed tax revenue increase equates to 2% of the City’s budget used to pay for maintenance and operations, capital, and debt. The City Council elected last year of no tax increase and has lowered the City’s tax rate over the past 5 years from .6550 to .56916 or 8 cents. The City’s tax is .0008 lower than the previous year.

	FY 2024	FY 2025	Change from Prior Year
Total Taxable Value	\$1,163,944,266	\$1,244,678,336	\$80,734,070*
Value in the TIRZ	\$37,720,157	\$36,326,010	\$(1,394,147)
<b>Total Tax Rate</b>	<b>.56995</b>	<b>.56916</b>	<b>(.0008)</b>
<b>Total Tax Levy*</b>	<b>\$6,633,900</b>	<b>\$7,084,211</b>	<b>\$450,311</b>
Maintenance & Operations Budget*	\$5,032,000	\$5,347,000	\$315,000
Interest in Sinking Budget	\$1,589,894	\$1,627,603	\$37,709
<b>Total Budget*</b>	<b>\$6,621,894</b>	<b>\$6,974,603</b>	<b>\$352,709</b>

\*Includes Value in the Tax Increment Reinvestment Zones (TIRZ). TIRZ dollars are transferred out of the operating budget. For FY 25, TIRZ amounts to \$204K of the \$5,456,000 GF Levy.

### ***General Fund Continued***

The **Adopted** budget will raise more revenue from property taxes than last year's budget by \$456,705 which is a 7.11% increase from last year's budget. However, \$32,675 is attributable to new properties on the roll. The General Fund Budget over prior year increased \$111,000 after transferring out Tax Increment Reinvestment Zone dollars (TIF) in the amount of \$204,000 that may not be used in the General Fund. Sales Tax increases over prior year allowed the City to reduce the property tax rate while still maintaining a budget that continues to address street improvements, public safety needs, and quality of life improvements for the citizens.

The FY 2025 General Fund Budget projects next year's expenditures to be \$20.1 million which is up 9% or \$1.7 million over prior year. This is primarily due to compensation, street projects, drainage projects, park projects, and the creation of two new departments of the City- Planning & Development and Communications & Marketing Departments.

### ***Utility Fund***

The FY 25 Utility Fund Budget projects next year's expenditures to be \$15.4 million which is up 19% or 2.4 million over prior year. This is due to increased debt payments associated with critical water and sewer improvements – one new water plant and improvements to the Wastewater Treatment Plant to name a few. The budget holds an **adopted rate** increase of 4% in the water rates and 17% in sewer rates to support the revenue needed to pay the debt.

### ***Airport Fund***

The FY 25 Airport Fund Budget projects next year's expenditures to be \$1,156,000 which is up 14% or \$139,000 over prior year. This is attributable to grant match dollars for the runway overlay project.

### ***Hotel/Motel Occupancy Tax Fund***

The City also appropriates for one of eight Special Revenue Funds. The Hotel/Motel Tax Fund totals \$975,000 (23% increase from the previous year). The increase is attributable to an increase in capital spending for the development of LeTulle Park as a proposed event center location. Spending plans are not provided for the City's other Special Revenue Funds because activity is recorded on a project length basis or as it occurs. Even though the City is not required to adopt budgets for these funds, they are subject to an annual audit. More information on these funds can be found in the Special Revenue Fund section of this document.

## Budget Challenges

### Issues below:

- The City's largest revenue sources for the General Fund are tied to property tax and sales tax. Sales tax has been very strong but as this appears very positive—it is only covering the inflationary impacts on the service and material side of the City's budget. The City's population has remained relatively flat for the last ten years. The City had an increase in property values which in turn could lower the property tax rate. However, to keep the property tax low--- the City needs new growth (value). It is hopeful that the new housing developments will encourage and attract new residents. The City must prepare and plan for quality of life amenities to match new residents and existing resident expectations.
- The City strives to provide superior municipal services. Maintaining quality employees helps establish that mission. A merit system was established to structure pay based on an employee's performance (\$183,000). In addition, the City provided a cost of living adjustment of \$1,500 per employee or \$275,000 (City Wide). In addition, each police officer's base pay was increased by \$1,500 to be more competitive with surrounding agencies (\$70,000).
- The City meets the fund balance policy. The challenge will be to maintain the fund balance between 90 days & 120 Days of operating expenditures while balancing the needs of the community, considering the new limitations on a government's ability to raise revenue (Senate Bill 2). It is imperative to be in a strong financial position to maintain a good credit rating when considering future debt issuances as shown in the City's five-year capital plan. In addition, a healthy fund balance proactively positions the City for economic downturns or natural disasters.
- The City's sanitation contract expired, and the renewal impacted the General Fund by 10% or (\$245K).
- It is difficult to address future growth while current infrastructure (streets, water, and sewer lines) replacements are needed.
- The City acquired in recent years a library. Though very significant to the community, the impact to the City's General Fund is \$450,000 in operational cost per year. This takes into consideration the County's contribution to the Library's budget.

## BUDGET MESSAGE

- The Bay City Gas Company (Component Unit of the City) reduced their level of financial support due to financial impacts related to Winter Storm Uri that in prior years helped offset street capital projects. This reduction amounts to approximately \$300,000. The Bay City Gas Company historically has provided funding for street projects in amounts up to \$500,000 annually. Please note that the Bay City Gas Company has continued to fund ½ of the Nile Valley Road Bond for approximately \$237,000/year.

### How the City Addressed Challenges

The FY 2025 Adopted Budget utilizes business plans that were developed in support of the City Councils Goals recently adopted. These goals link the City Council to the workforce—working together to improve **Safety and Community Appearance, Community and Civic Engagement, Infrastructure, Planning and Development, Culture and Recreation, & Operational Excellence**. Capital projects and expenditures were prioritized during the budget process based on these goals.

#### Response to maintain service levels and to fund strategic initiatives are as follows:

- Property tax revenue is proposed to increase to fund various drainage, street, and parks projects as outlined in the capital plan.
- With the City meeting the Fund Balance policy—the City was able to begin funding again a **Fixed Asset Replacement Fund**. This Fund was set up to pay for one-time capital related expenditures for vehicles and equipment in the General Fund. This fund can be expanded to fund other infrastructure projects with surplus general fund revenues over the 90-day reserve.
- The **Street Improvement Fund** was established in fiscal year 2004 to ensure that the City had adequate funding for maintenance and construction of streets. In addition, the Bay City Gas Company will soon share in the funding of this program annually.
- The City reduced windstorm coverage to only cover essential buildings and is currently working on a risk management policy to determine ongoing management of windstorm or other natural disaster events.
- The City delayed capital spending unless it was funded by grants or previous loan commitments.

## BUDGET MESSAGE

- The City moved to the Texas Health Benefits Pool which saved the City approximately \$265,000. This helped fund the compensation plan. Under this new administrator, the City offered a new PPO plan along and further incentivized a lower cost HMO health plan in an effort to lower city costs. True savings will be known once employee health plan elections are made.
- City properties have been inventoried to determine which properties to declare surplus. These funds will assist the City with “pay as you go” rather than borrowing for capital.
- The City will continue to find cost reductions by reviewing all service/financial related contracts with outside parties and then recommend changes for the most efficient and effective ways to operate (i.e. legal, mowing, landscaping, consulting services).
- The City will continue to reduce costs by reviewing various city services to determine the cost benefit analysis of outsourcing services versus doing it in-house.
- The City will develop a budget to cover depreciation in each enterprise fund. This practice builds the reserve to replace infrastructure assets rather than issue debt.

The decisions above assisted the City in maintaining a service plan that is focused on aging infrastructure and a quality workforce while still maintaining adequate fund balance levels.

## Outlook for the Future

Sales tax is budgeted to increase 1.4% over FY 2024. Previously, the effects of inflation increased the City’s sales tax, but in recent months have shown some decreases of 8% over the previous year. Despite all the economic activity of the area—a more conservative approach was taken.

In addition, the City was awarded funding through the Texas Water Development Revolving Loan Program of approximately \$60 million to address the City’s aging water and sewer infrastructure. The projects will span over the next two years with loan funding aligned by project timelines. This will aid in evaluating the timing of utility rate increases. The City is anticipated to increase utility rates in October 2024 to support future debt payments associated with these bond issues.

The City created four Tax Increment Reinvestment Zones (TIRZ#1, TIRZ#2, TIRZ#3, TIRZ#4) pursuant to Chapter 311 of the Texas Tax Code. Values have increased thus far in these zones by approximately 35 million combined.

## BUDGET MESSAGE

Other developments or expansions are taking place in Bay City, our extra-territorial jurisdiction (ETJ), and County. These companies include HIF USA (E-Fuels), Roehm America (chemical plant), OQ, Big Hill (green energy hydrogen power plant), and Tenaris (steel seamless pipe company). The City will focus on improvements that capitalize on this growth. We will examine infrastructure needs, housing, and amenity upgrades. Planning is essential with this fast-moving industrial growth.

## Conclusion

Keeping the City's new Vision Statement in mind—this budget looks ahead to build a budget to improve infrastructure, amenities, safety, and service for its residents and visitors. It is a budget preparing for growth while improving the appearance for our welcomed visitors. This year's budget and corresponding Five Year Capital Plan address our service and infrastructure needs. We want to thank a very supportive and progressive City Council and the great employees of the City of Bay City without whom none of this would have been possible.





## CITY OF BAY CITY

### FORM OF GOVERNMENT & ELECTED OFFICIALS

The City provided by this Charter is the Council/Mayor-City Manager Form of Government. The elected body is made up of a Mayor and five council members who are elected on an “at-large” basis by the community. The Mayor is elected for a three-year term while Council Members are all elected for staggered three-year terms. Your City Council meets every second and fourth Tuesday at 6:00 p.m. Special Called meetings, Workshops and/or Public Hearings are scheduled, as necessary, with the approval of the Mayor.

The Mayor presides at council meetings while the City Manager is in charge of administering the City’s daily activities, advising and assisting City Council, and representing the City’s interests with other levels and agencies of government, business interests and the community at large. The City Council is responsible for appointing the City Secretary, City Treasurer, Municipal Judge(s) and Chief of Police.



Mayor Nelson

**CITY OF BAY CITY**  
**CITY COUNCIL**  
**FY 2025**



Councilman Flores  
Position 1



Councilman Folve  
Position 2



Councilman Westmoreland  
Position 3



Councilwoman Sitz  
Position 4  
Mayor Pro-Tem



Councilman Childers  
Position 5

## CITY PROFILE

Official	Title	Years of Service	Term Expires
Robert Nelson	Mayor	5	2025
Benjamin Flores	Councilwoman Position 1	1	2026
James Folse	Councilman Position 2	4	2026
Brad Westmoreland	Councilwoman Position 3	2	2025
Becca Sitz *Mayor Pro-Tem*	Councilwoman Position 4	7	2025
Blayne Finlay	Councilman Position 5	2	2025

### **MISSION**

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

### **VISION**

*We envision Bay City as a thriving, family-centered community where our citizens can live, work, worship, and play, while welcoming visitors to experience our beautiful environment and diverse culture.*

## CITY COUNCIL GOALS

### Strategic Plan

The City reached out to the community this year to kick off budget planning. As a result, the Strategic Plan was revamped with new priorities for the upcoming three years. This plan reflects the priorities of the City and serves as a guide to city-wide action. The City is committed to fostering future economic growth by building economic partnerships, continually improving our infrastructure, expanding our tax base and creating a culture, which retains as well as attracts new business and investments.

The City will work to deliver superior customer service in a healthy and safe environment by consolidating our assets and resources and empowering our employees while encouraging volunteer citizen involvement.

We will enhance our tourism opportunities by promoting and marketing our City.

We will commit our resources, talents, and energy to achieve economic well-being and improve the quality of life for our citizens. **Below are the elements of the City's NEW Strategic Plan.**



**City Council Area of Emphasis with Associated Goal Statement**  
**Fiscal Year 2025**  
**Strategic Focus**



**Safety & Community Appearance**

*To enhance safety and community appearance*

- Pursue City and County partnerships that mutually benefit our community
  - Determine the feasibility of a combined dispatch with County
  - Create a task force between City and County, and other groups such as Texana to support mental health needs in our community
  - Create a task force between City and County to address animal impound capacity and building needs
- Enhance Fire/EMS Services
  - Explore countywide Emergency Services District (ESD)
  - Determine if the ESD is the best solution for funding fire and/or EMS
  - Identify locations of all fire hydrants and create a plan of rehab and routine testing
- Create development agreements or incentives to attract businesses that complement the needs of our community (i.e. Air Ambulance)
- Improve the curb appeal of the City
  - Improve ordinances to address blighted, vacant, or substandard structures; tree trimming; design standards
  - Improve the appearance of vacant buildings downtown (i.e. window vinyls)
  - Reinstate “Keep Bay City Beautiful Program”
  - Create a maintenance plan for weed control to all sidewalks and medians in the city limits
  - Create a maintenance plan for landscaping around square
  - Educate public on bulk pick up and enforce contract for service
  - Propose location and style of gateway signage
  - Work with BCCDC to update community development incentives related to the City’s main corridor appearance
- Explore proactive measures other communities have taken to address our homeless needs
- Implement the Crime-Free Multi-Family Housing Program from Waco



## Communication & Civic Engagement

*To build and enhance communications and civic engagement*

- Hire a full-time Public Relations Coordinator/Public Information Officer
  - Create a Marketing communication plan
  - Facilitate the branding of the City meetings to educate the public
  - Develop and implement community surveys
  - Answer public inquiries and requests for information
  - Ensure customer satisfaction and follow-up
  - Share with public current and recent projects and status updates
- Establish the Library as the information hub
  - Library services additions
    - Combine existing community calendars
    - Evolve into an information clearinghouse county-wide
- Offer various Leadership Academies and collaborate with BCCDC and County
  - Citizen Academy- Bay City 101
  - Youth Advisory Council
- Provide enhanced information technology services
  - Improve sound in Council Chambers and assess technology used to improve efficiencies
  - Stream council meetings to include the viewing of presentations
  - Stream other community meetings
  - Add educational videos for citizens (permitting, code)
- Host at least 2 Community Meetings per year
  - Town Hall
  - Roundtables
    - Small businesses
    - Small business forum
    - Nonprofits
    - Developer roundtables
  - Other community needs
  - Coffee with the Mayor, City Manager, and City Councilmembers



## Infrastructure

*To develop community infrastructure and enhancements to the transportation network and system*

- Develop and implement a street maintenance plan that prioritizes baes on a consistent methodology and communicated to public
- Implement Master Drainage Plan improvements as funding permits
- Identify, prioritize, maintain, and repair/replace aging city facilities and equipment and continue exploring water system improvements and manholes as funding is available
- Identify locations for future sidewalks and hike/bike trails within a six (6) block radius from schools, as well as identify potential funding sources for connectivity
- Update and publish sidewalk connectivity plan on website
- Identify Airport improvements to support industrial development
  - Hangars
  - Runways
  - Water Well



## Planning and Development

*To establish a smooth and transparent planning and development process*

- Hire a Certified City Planner
- Create a Development Services Department
- Streamline Development process
  - Update future land use plan
  - Create standard operating procedures (SOP's) based on best practices
  - Apply consistency in application of building and development standards
  - Review permitting requirements and processes when using state licensed professionals and update SOP's if no liability to City and is in line with best practices in other communities for home remodel projects
  - Create a developer exit survey
    - Improve customer service satisfaction (developer)
- Repair and consider expansion of Nile Valley Road and explore funding

sources including TxDOT

- Identify acquisition easements needed for future transportation routes
- Develop TIRZ 5 to encourage redevelopment
- Move unwanted trust properties to tax rolls- focus on infill development
- Update all ordinances to match state requirements and building guidelines where applicable
- Improve Developer process with Drainage District #1
  - Review and provide input on new drainage rules and regulations in conjunction with ensuring that City ordinances are aligned
  - Craft an interlocal agreement/MOU with the Drainage District to distinguish roles and responsibilities between City and Drainage District #1



## Culture and Recreation

*To develop culture and recreational opportunities within the City*

- Provide financial support towards the BCCDC’s Regional Aquatic attraction
- Increase arts initiatives in the City that focuses on our culture and tourism draws
- Upgrade, consolidate, and maintain existing parks facilities by doing the following:
  - Explore paddling trail on Colorado River
  - Implement parks improvement plan based on the most recent Master Plan
  - Explore other management options for Riverside Park
  - Determine size location and plan for a centralized sports facility
  - Develop a plan for a community amphitheater
  - Repair existing concession stand(s) and provide adequate parking at existing utilized fields
  - Add parks and recreation signage and any damaged existing signs
  - Promote/market easy ways to secure reservations
- Implement the 2025-2029 Strategic Plan for Library
- Review and consider implementation of the new Tourism Strategic plan
- Improve community events
  - Marketing
  - Increase attendance (5% annually)



## Operational Excellence

*To establish and ensure operational excellence*

- Develop employee recruitment and retention plan
  - Explore employment initiatives & provide management options to consider
  - Implement teambuilding opportunities
  - Provide professional development
  - Develop marketing brochure for job opportunities that shows full benefit package and City highlights
- Deliver excellence in customer service
  - Provide Customer Service Training in various forms
  - Add core values to performance evaluations
  - Annual customer survey
  - Recognition during Customer Service Week
- Maintain fiscal budget excellence, cost-saving solutions, time efficiencies, and process improvements
- Review MOU/Interlocal Agreements and update outdated contracts
  - County
  - Agencies
  - Drainage District
  - Etc.
- Explore software solutions to improve contract administration
- Explore the feasibility of hiring a grant writer for various departments
- Create general and consistent guidelines for all boards whether advisory or legislative
  - Organization
  - Board Onboarding
  - Name Change
  - Board Training
  - Board Notebooks
  - Commitment/Expectation Form

## CITY OFFICIALS & MANAGEMENT TEAM FY 2025

Scotty Jones	City Manager/ Director of Finance
Jeanna Thompson	City Secretary
Rhonda Clegg	Director of Human Resource
Herb Blomquist	Director of Public Works
Christella Rodriguez	Chief of Police
Suzan Thompson	Municipal Court Judge- Appointed
Kelly Penewitt	Director of Parks & Recreation- Interim
Samantha Denbow	Director of Communications & Cultural Arts Fire Marshal/Emergency Management
Dan Shook	Coordinator
Tina Israel	Main Street Manager
James Mason	Airport Manager

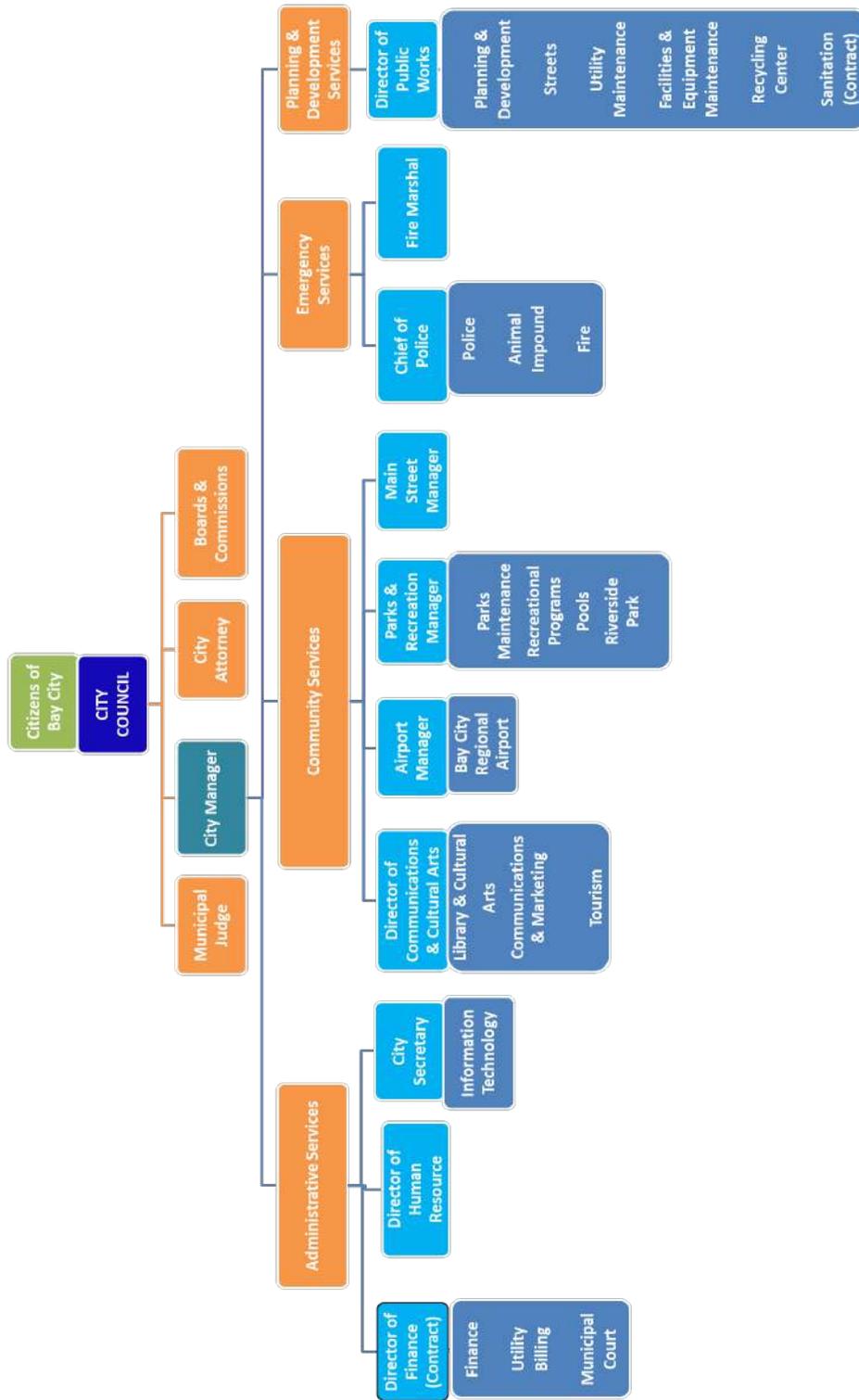
Our Team is committed to the following Core Values:

- **Integrity:** We are dedicated to delivering results with honesty, integrity, and fairness, putting the community's best interests first.
- **Excellence:** We are committed to excellence in customer service, working to make Bay City an enjoyable place to live with quality infrastructure and superior municipal services.
- **Transparency:** We will keep our community informed by sharing our plans and progress.

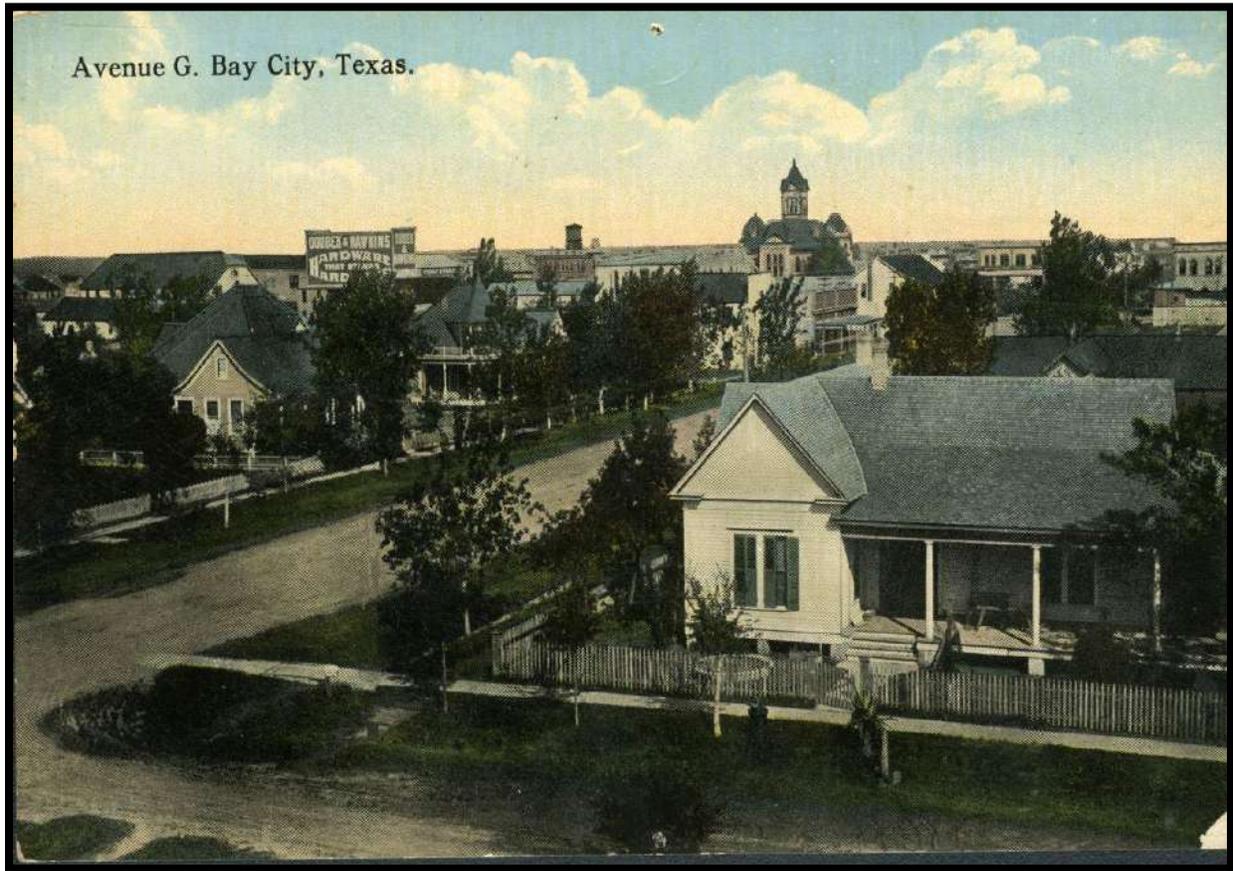


*“Cooperation is the thorough conviction that nobody can get there unless everybody gets there” – Virginia Burden*

# Organizational Chart



## History of Bay City, Texas



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 ninety 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. It was established in 1894 when David Swickheimer, a Colorado mining millionaire and participant in a promotional organization called the Enterprise Land and Colonizing Company, formed the Bay City Town Company in partnership with G. M. Magill, N. M. Vogelsang, and Nicholas King. Planning that Bay City would one day supplant Matagorda as county seat, the men selected two cow pastures on Bay Prairie as the site for a new community. The company bought 320 acres from D. P. Moore and another 320 acres from the Mensing brothers of Galveston. One square mile was given to the townsite, on which the promoters laid out wide, regular streets. Elliott's Ferry (see Elliott, Texas), two miles away, provided transportation across the Colorado River.

In August 1894, before a single building had been erected, Magill and Vogelsang released the first issue of the Bay City Breeze and began to promote the new community. Distributed countywide, the newspaper, coupled with the promoters' promise to build a new courthouse if the county government were moved, succeeded in convincing county residents to support the new town.

## CITY PROFILE

At the time, the population of the county totaled roughly 3,000 people, of which 75 percent were black. On September 18, 1894, Matagorda County voters elected to make Bay City the new county seat. A week later, when editor Vogelsang announced the victory in the Breeze, he also revealed that the town did not yet actually exist: "As soon as it can be surveyed, lots will be put on the market, buildings will go up and Bay City will be a reality." Bay City was a tent city before construction began on its first buildings.

The Town Company office, which housed the printing presses of the Bay City Breeze, was among the first completed. A small frame house, formerly used as the grand jury room at Matagorda, was moved overland to Bay City to serve as a makeshift courthouse, as was D. P. Moore's dry-goods store, which housed the post office. Education for black and white children began immediately. The town's first telephone was installed in 1900, and the Wharton-Bay City Telephone Company was awarded a franchise in 1903. Bay City Rice Mills completed construction on its rice warehouse in 1901, and the next year it opened the town's first mill. Other businesses at that time included four groceries, three implement stores, three saloons, and two each of butcher shops, barbershops, confectioneries, and drugstores, as well as several dry-goods stores and a bakery, a laundry, a blacksmith shop, a brickmaking plant, a broom factory, a cotton gin, and a lumberyard.



In 1901 the Cane Belt Railroad reached Bay City, the first of several lines to serve the town. By that time the Breeze had ceased publication and been replaced by the Matagorda County Tribune, edited by J. L. Ladd, and the Weekly Visitor, edited by W. E. Green. Methodist, Baptist, Christian, Episcopalian, and Presbyterian congregations held services in the community. An eight-room, two-story frame school building had opened, and residents had the services of one dentist, four physicians, six lawyers, and three teachers. In 1902 the city, with about 2,000 inhabitants, incorporated, but it failed to replace its plank roads with streets until sometime later. Also, in 1902 the New York, Texas and Mexican Railway came into Bay City. Oil was discovered in the county in 1904, and that year the St. Louis, Brownsville and Mexico Railway arrived. By 1914 Bay City, with 3,156 residents, was a thriving community at the center of the largest rice-producing area in the nation and was served by three railroads: the St. Louis, Brownsville and Mexico, the Galveston, Harrisburg and San Antonio, and the Gulf, Colorado, and Santa Fe. In 1914 the town had four cotton gins, three banks, two rice mills, a brick and tile factory, a nursery, a creamery, an ice factory, a municipal waterworks, and a large cooling station for fruits and vegetables. By 1915 residents had built a library, and Bay City Business College offered the community's first higher education.

In 1916, as revolution developed in Mexico, a company of men from the community served on the border. The town grew slowly during World War I and reached a population of 3,454 by

## CITY PROFILE

1920. Bay City was regularly flooded by the Colorado River until levees and dams were built along the river in 1924. The population rose by roughly 600 between 1920 and 1930, and during that period the town reported a maximum of 165 businesses. In the 1930s Bay City had a canning plant, a bottling works, a hollow-tile factory, two rice mills, two gins, three hatcheries, and six dairies. LeTulle Park, named for local rice grower Victor L. LeTulle, was developed in 1934, despite the Great Depression. In the 1937-38 school year, the local school district employed thirty-eight teachers to instruct 1,146 white students through the eleventh grade, and ten teachers to instruct 377 black students through the tenth grade. Bay City continued to grow steadily, and its population reached 9,427 by 1940. A United Service Organizations building was constructed in 1941, and World War II increased the city's building program. A new football stadium and high school were finished by 1949. The 1950s saw the completion of a new public library and a United States Army Reserve building. Between 1960 and 1970 an airport was built, and a barge canal was constructed to link Bay City to the Gulf Intracoastal Waterway. The manmade port of Bay City was completed, and an inflatable rubber dam, designed to impound water for rice irrigation, improved use of the river. In 1960 the population of Bay City was about 77 percent white, 10 percent Hispanic, and 23 percent black.

Over the ensuing decade the population rose by less than 100, and businesses increased from 285 to 330. The town attracted new industry beginning in 1960, when the Celanese Chemical Company built a petrochemical plant that would become the city's largest employer. The population of Bay City grew in the 1970s and early 1980s as Celanese, the South Texas Nuclear Project (later known as the South Texas Project), Occidental Chemical Company, and other employers entered the county. Between 1980 and 1990 the city's population rose from 14,291 to 19,684, and the number of businesses increased from 335 to 391. During this time the city limits were expanded to include more than six square miles. In the early 1990s the town was served by the Union Pacific and the Atchison, Topeka and Santa Fe railways and was a shipping center for the county's oil industry.

**BIBLIOGRAPHY:** Bay City Chamber of Commerce, *Bay City Story* (1957). Matagorda County Historical Commission, *Historic Matagorda County* (3 vols. 1986-88). Junann J. Stieghorst, *Bay City and Matagorda County* (Austin: Pemberton, 1965).



## Snapshot of Bay City Today

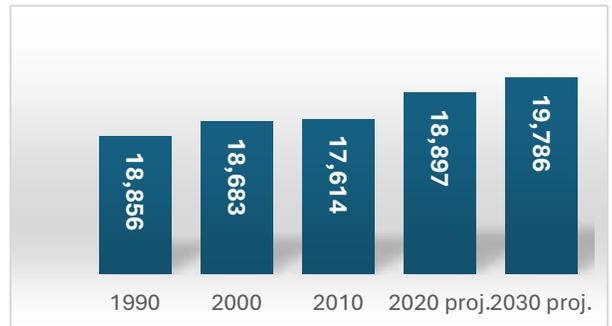


### Location

The City of Bay City is in southeast Texas, near the Texas Gulf Coast. The City is about 8.87 square miles, of which 0.12 square miles of water area, with an elevation of 52 feet. Bay City is the county seat of Matagorda County, which also includes the cities of Palacios, Matagorda, Van Vleck, Markham, Blessing, and Sargent. Bay City is accessible via State Highways 35 and 60 along with FM 457. These roads provide access to Houston and the market areas of Brazoria, Jackson,

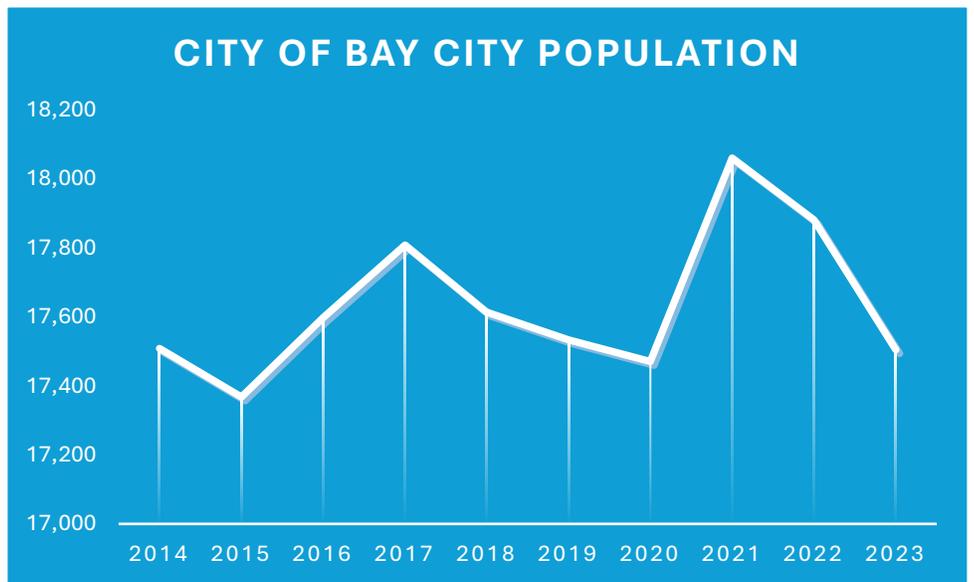
### Population

According to the 2020 census, Bay City is currently home to about 18,061 residents. The graph to the right represents the City’s population beginning in 1990 to the projected 2030, based on the records of the U.S. Census Bureau. The City, according to the Texas Water Development Board is projected to reach 19,786 by 2030. The City has seen slow, but steady growth.



City of Bay City, Texas  
Population

<u>Year</u>	<u>Population</u>
2014	17,509
2015	17,368
2016	17,598
2017	17,809
2018	17,614
2019	17,534
2020	17,471
2021	18,061
2022	17,882
2023	17,505

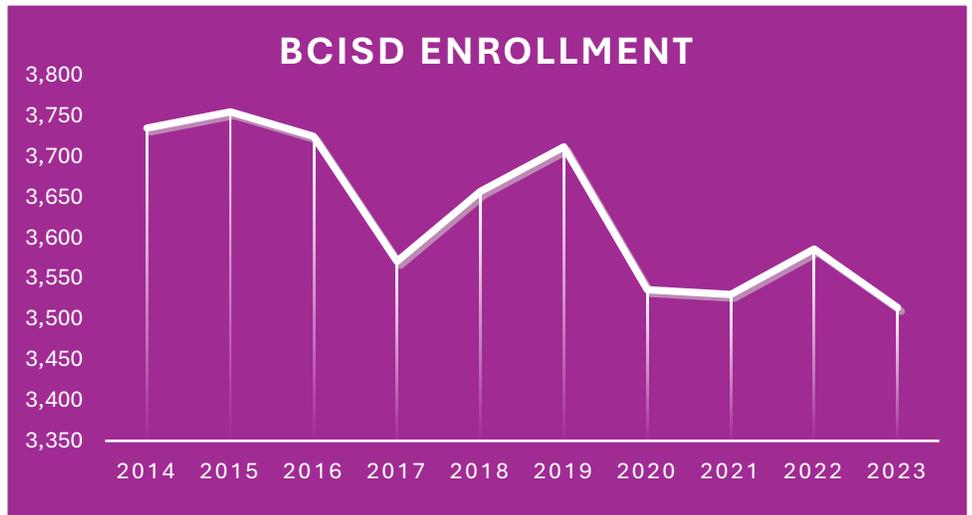


## Schools

Bay City is served by the Bay City Independent School District. The City presently has three Pre-Kindergarten through Fifth grade elementary schools: Cherry Elementary for Pre-K and Kindergarten, Linnie Roberts Elementary for First and Second grade and Tenie Holmes for Third through Fifth grades; Bay City Jr. High serves the Sixth through Eighth grades; Bay City High School serves the Ninth through Twelfth grades. Bay City also has a college campus, Wharton County Junior College, which focuses on technical training and nuclear plant operations.

BCISD Enrollment

<u>Year</u>	<u>Enrollment</u>
2014	3,735
2015	3,755
2016	3,725
2017	3,571
2018	3,657
2019	3,712
2020	3,536
2021	3,530
2022	3,586
2023	3,514



\*Source for School Enrollment: Bay City Independent School District



### City Services

The City’s primary objective is Public Safety. A full-time equivalent staff of 64.50 employees are dedicated to serving the community in the most efficient and cost-effective way possible. The City has one police station with 41 sworn police officers dedicated to serving and protecting our citizens. The Bay City Volunteer Fire Department, consisting of 27 volunteers, provides the City with fire suppression and rescue protection. Our Animal Control Department, consisting of 2 animal control officers, responds to all animal calls in conjunction with our Animal Impound.

### Utilities

The City of Bay City owns and operates its own water, wastewater and gas which is operated by the Bay City Gas Company. Sanitation services have been contracted out to GFL. Currently, the City has approx. 6,700 water and sewer customers, whether it be residential or commercial. Average daily water consumption (millions) is 1.727 and average daily sewage consumption (millions) is 1.525. The City maintains 110 miles of streets, 113 water main miles and 108 sewer miles.

### Culture and Recreation

“The Gateway to the Great Outdoors”, there are a variety of things to do within Bay City and the surrounding cities of Matagorda County.

Citizens can enjoy any one of the City’s 23 parks, 1 pool and a sports complex. Hilliard Pool is open from Memorial Day through Labor Day.

Local attractions include: Matagorda County Birding and Nature Center, Rio Colorado Golf Course, Schulman Movie Bowl Grill, Bay City Public Library, Matagorda County Museum, Splashpad, and local downtown square



Festivals and events are constantly being held throughout our community which citizens can attend. Some of our notable events/festivals are:

Rotary Concert	Annual
Rice Festival	Annual
Christmas in the Park	Annual
CamoFest	Annual (January)
Sparks in the Park	Annual (4 <sup>th</sup> of July)

## CITY PROFILE

### CITY OF BAY CITY, TEXAS

#### PRINCIPAL EMPLOYERS

(UNAUDITED)

Current Year and Nine Years Ago

2023		
Employer	Employees	Percentage of Area Employment
South Texas Project (STP)	1,028	6.45%
Tenaris	705	4.42%
Bay City ISD	534	3.35%
Wal-Mart	305	1.91%
Matagorda County Regional Medical Center	263	1.65%
Matagorda County	260	1.63%
H.E.B.	252	1.58%
Lyondell Bassell	244	1.53%
Oxea	235	1.47%
Schulmans Movie Bowl & Grill	150	0.94%
	<u>3,976</u>	<u>24.93%</u>

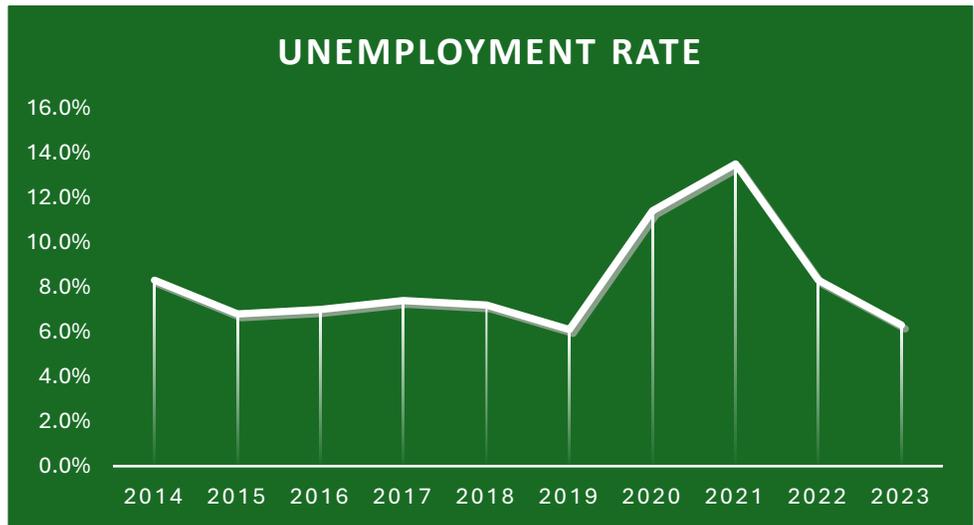
2014		
Employer	Employees	Percentage of Area Employment
South Texas Project (STP)	1,157	N/A
Bay City ISD	531	N/A
Matagorda County General Hospital	261	N/A
Matagorda County	222	N/A
OXEA	173	N/A
Tenaris	165	N/A
Lyondell	146	N/A
City of Bay City	144	N/A
Wal-Mart	122	N/A
H.E.B.	100	N/A
	<u>3,021</u>	

NOTES: N/A denotes information not available

### Demographic and Economic Statistics

#### Unemployment Rate

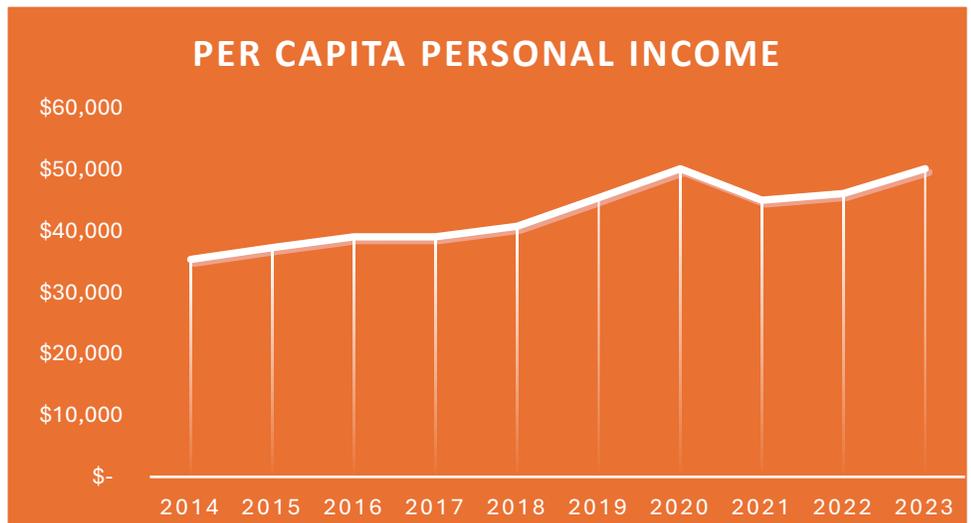
<u>Year</u>	<u>Rate</u>
2014	8.3%
2015	6.8%
2016	7.0%
2017	7.4%
2018	7.2%
2019	6.1%
2020	11.4%
2021	13.50%
2022	8.3%
2023	6.30%



\*Source for Unemployment Rate: Texas Workforce Commission

#### Per Capita Personal Income

<u>Year</u>	<u>Income</u>
2014	\$ 35,426
2015	\$ 37,324
2016	\$ 39,111
2017	\$ 39,090
2018	\$ 40,827
2019	\$ 45,482
2020	\$ 50,182
2021	\$ 45,089
2022	\$ 46,171
2023	\$ 50,212

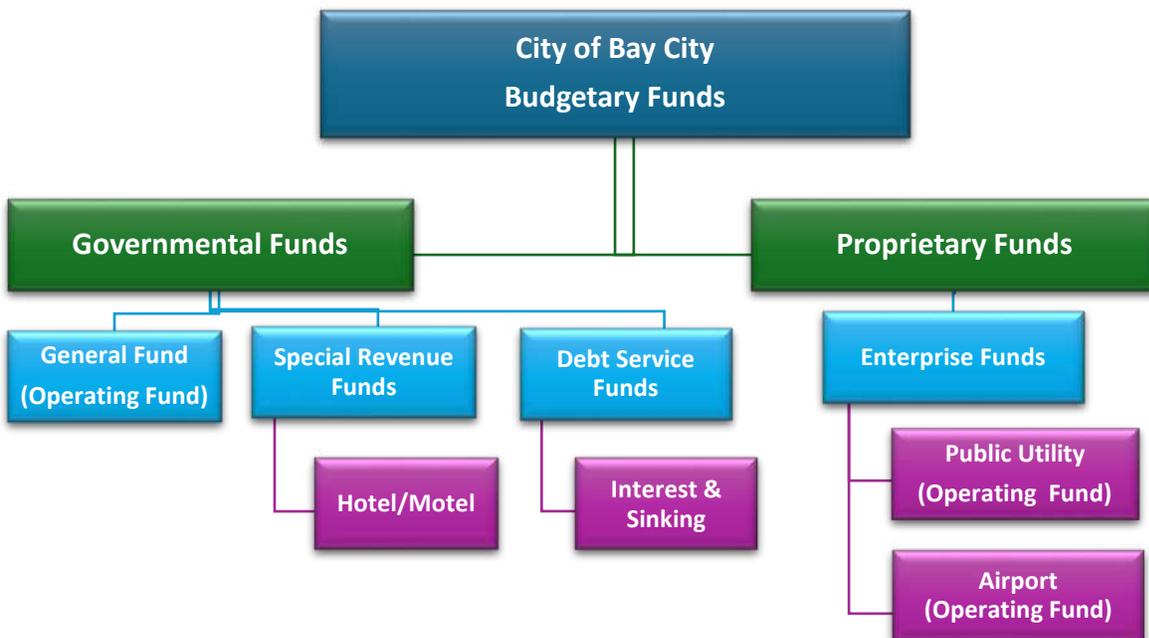


\*Source for Per Capita Personal Income: US Department of Labor, Bureau of Labor Statistics



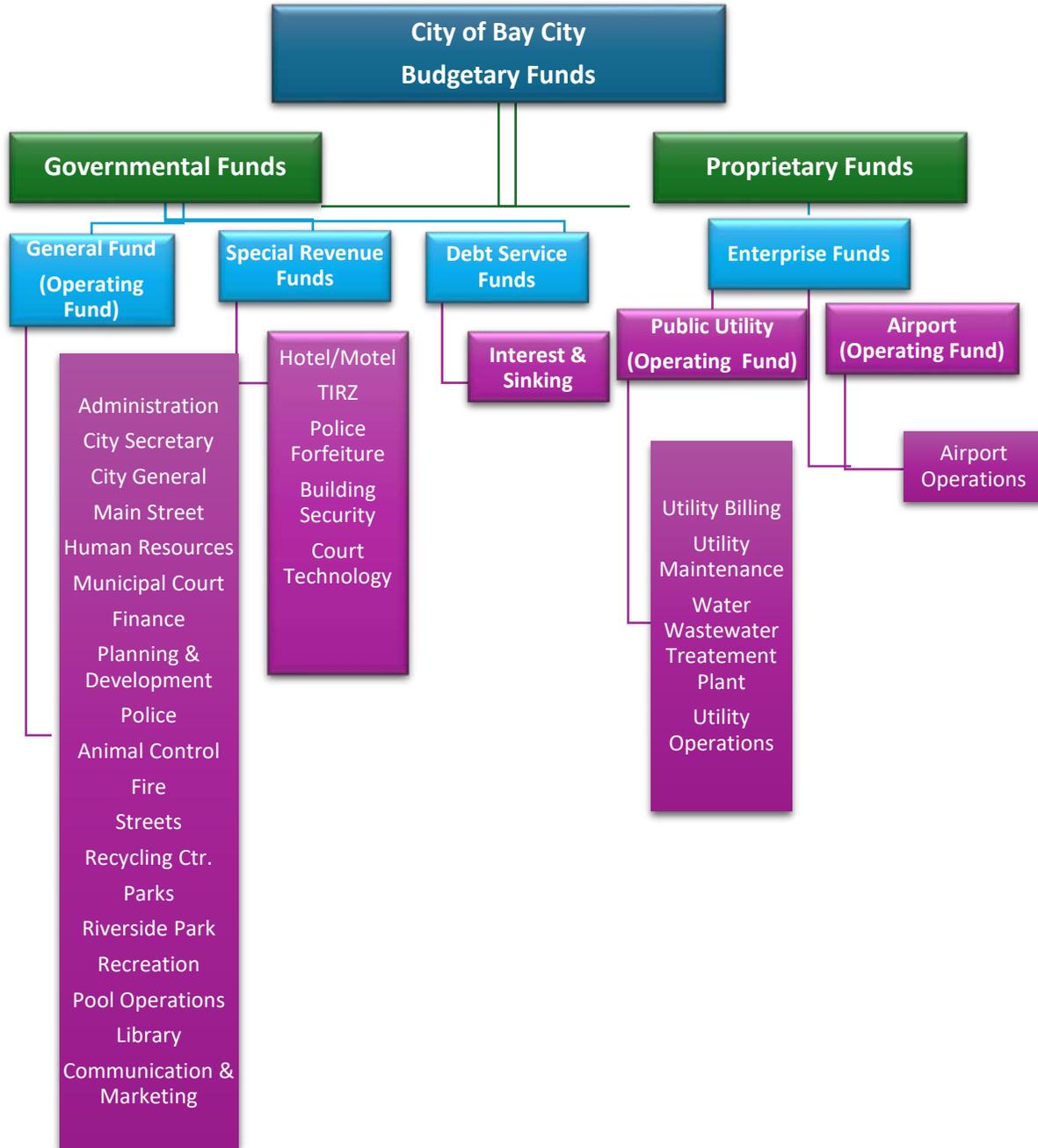
## Budgetary Fund Structure

The illustration below serves as a “big picture” overview for the City of Bay City’s FY 2025 budgeted fund structure. The adopted budget presents three operating funds (General, Public Utility, and Airport), one special revenue fund (Hotel/Motel) and one debt service fund (Interest & Sinking). Not all the funds of the City are appropriated (i.e., budgeted). Capital projects and most special revenue funds are recorded on a project length basis as opposed to annual appropriation. Each fund is used to maintain control over resources that have been segregated for specific activities or objectives. The City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The budgeted funds of the City can be divided into two categories: governmental funds and proprietary funds. Governmental Funds are supported primarily with taxes while proprietary funds are supported by user charges. Operating funds provide for the day-to-day operations of the City. They account for all routine expenditures and capital outlay items. Debt service funds, also known as interest and sinking funds, are governmental type funds used for the accumulation of resources to pay off long-term debt. Special Revenue funds, such as the Hotel/Motel, are used to account for the proceeds of specific revenue that are legally restricted to expenditures for specified purposes. A more in-depth explanation of the budget is depicted with graphs, charts and a narrative of revenue and expenditures within the detail of each respective fund.



## Detailed Budgetary Fund Structure

The following graph shows the fund/department relationship for the City of Bay City’s FY 2025 budgeted fund structure. The General Fund and the Debt Service Funds are the only funds the City must legally adopt budgets for and are major funds while all others are non-major.



## Combined Budget Overview

The FY 2025 budget for all appropriated funds totals \$39,739,067 in revenues and expenditures, including transfers between funds. The goal of the budget process is to provide a balanced budget, in which expenditures do not exceed revenues.

*The table below shows an overview of FY 2025 Budget by Funds as compared to the prior year.*

	Amended Budget FY 2024	Adopted Budget FY 2025	Variance	Variance By %
General Fund	18,438,500	20,100,000	1,661,500	9%
Interest & Sinking Fund	2,071,000	2,108,067	37,067	2%
Public Utility Fund	12,950,000	15,400,000	2,450,000	19%
Airport Fund	1,017,000	1,156,000	139,000	14%
Hotel/Motel Fund	790,000	975,000	185,000	23%
<b>Total Budget</b>	<b>35,266,500</b>	<b>39,739,067</b>	<b>4,472,567</b>	<b>13%</b>



### Changes in Fund Balance/Working Capital- Budgeted Funds

The following summary shows the projected beginning and ending fund balance or working capital balance for each appropriated fund. The fund balances below include reserved and designated dollars and should not be considered available for operations.

BUDGETARY FUNDS	Projected Fund Balance Working Capital 10-1-24	Budgeted Revenue FY 2025	Budgeted Expenditures FY 2025	Ending Fund Balance/ Working Capital 9-30-25
General Fund	5,886,727	20,100,000	(20,100,000)	5,886,727
Interest & Sinking Fund	266,112	2,108,067	(2,108,067)	266,112
Utility Fund	4,203,376	15,400,000	(15,400,000)	4,203,376
Airport Fund	310,541	1,156,000	(1,156,000)	310,541
Hotel Occupancy Tax Fund	866,951	975,000	(975,000)	866,951
<b>Total Fund</b>	<b>11,533,707</b>	<b>39,739,067</b>	<b>(39,739,067)</b>	<b>11,533,707</b>
<b>Balance/Working Capital</b>				

The following summary shows the available fund balance after reserve policies are applied. Reserve Policies are in the Financial Policy document located in the Appendix section of this budget document.

### Changes in Fund Balance/Working Capital- Budgeted Funds

Fund Balance/Working Capital After Reserves and Designations	General Fund	I & S Funds	Public Utility Fund	Airport Fund	Hotel Occupancy Tax Fund
Projected Fund Balance/ Working Capital 10-1-24	5,886,727	266,112	4,203,376	310,541	866,951
Reserve Policy (90 days)	(3,965,001)	0	(2,162,900)	0	0
Reserves Used-Capital Projects	(1,000,000)	0	(2,000,000)	(310,000)	(200,000)
Encumbered Capital from Prior Year	0	0	0	0	0
Reserves Used- Balance Budget*	0	0	0	0	0
Budgeted Depreciation**					
Build Reserve	0	0	0	0	0
<b>Target Reserve Over/Under</b>	<b>921,726</b>	<b>266,112</b>	<b>40,476</b>	<b>541</b>	<b>666,951</b>

Assumptions on the tables above are as follows:

- Budgeted revenues equal budgeted expenses.
- Reserve designations are based on City policy to maintain three months operating reserve in the General Fund and three months reserve in the Utility Fund. This information is in the City’s financial policies located behind the Appendix tab of this budget document.
- \*At times, the City will balance the budget with reserves. This is only done to fund one-time projects where additional reserves are available over the City’s minimum required reserve levels.
- \*\*The City currently does not budget to cover all depreciation in the Public Utility Fund. This budget practice will be phased in to enable the City to fund infrastructure projects rather than borrow funds.

## Changes in Fund Balance/Working Capital – All Funds

FUNDS	Projected Beginning Balance 10-1-24	Revenues & Transfers In	Expenditures & Transfer Out	Revenue Over/(Under)	Projected Ending Balance
<b>*General Fund</b>	5,886,727	19,100,000	(20,100,000)	(1,000,000)	4,886,727
<b>Internal Service Funds:</b>					
<b>Information Technology Fund</b>	0	1,032,000	1,032,000	0	0
<b>Maintenance Fund</b>	0	690,000	690,000	0	0
<b>Special Revenue Funds:</b>					
<b>*Hotel Occupancy Tax Fund</b>	866,951	775,000	975,000	(200,000)	666,951
<b>Police Forfeiture Fund</b>	62,370	10,000	10,000	-	62,370
<b>MC Court Technology Fund</b>	18,840	7,000	7,000	-	18,840
<b>MC Building Security Fund</b>	13,960	5,000	5,000	-	13,960
<b>TIRZ District # 1</b>	543,441	210,000	210,000	-	543,441
<b>TIRZ District # 1A</b>	-	-	-	-	-
<b>TIRZ District # 2</b>	2,971	175,000	175,000	-	2,971
<b>TIRZ District # 2A</b>	-	-	-	-	-
<b>TIRZ District # 3</b>	55,624	50,000	50,000	-	55,624
<b>TIRZ District # 4</b>	1,022	1,000	1,000	-	1,022
<b>Enterprise Funds:</b>					
<b>*Utility Fund</b>	4,203,376	13,400,000	15,400,000	(2,000,000)	2,203,376
<b>*Airport Fund</b>	310,541	846,000	1,156,000	(310,000)	541
<b>*Debt Service Fund</b>	266,112	2,108,067	2,108,067	-	266,112
<b>Total Fund Balance/Working Capital</b>	<b>\$12,231,935</b>	<b>\$38,409,067</b>	<b>\$39,739,067</b>	<b>\$(3,510,000)</b>	<b>\$8,023,707</b>



**Riverside Park Entrance Road**

## Combined Revenue and Expenditures Summary

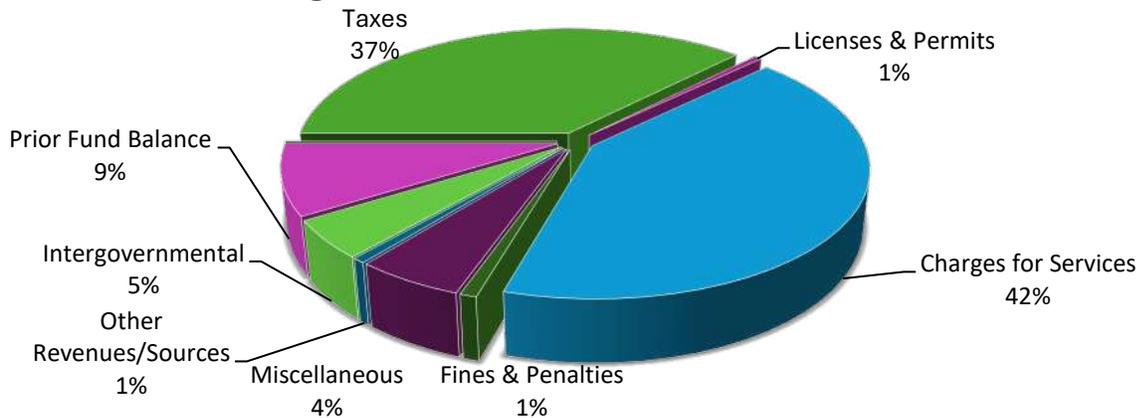
	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	% Change Budget FY 2023 to Adopted FY 2024
<b>Funding Sources</b>						
Property Tax	6,192,058	6,607,830	6,763,894	6,799,194	7,123,611	5.32%
Sales and Use Tax	5,124,799	5,535,644	5,592,000	5,608,775	5,680,000	1.57%
Franchise Tax	1,280,419	1,343,131	1,305,000	1,240,000	1,350,000	3.45%
Hotel/Motel Tax	586,528	713,852	615,000	650,000	650,000	5.69%
Licenses and Permits	246,296	193,352	210,000	206,000	209,500	-0.24%
Charges for Services	11,459,387	13,633,304	14,445,500	15,710,390	16,595,000	14.88%
Fines & Penalties	356,284	343,612	337,800	319,900	332,500	-1.57%
Other Revenues/ Sources	1,055,025	203,737	265,500	217,050	250,500	-5.65%
Miscellaneous	1,791,354	2,744,629	2,225,806	2,654,449	2,153,956	-3.23%
Intergovernmental	1,633,158	1,102,000	1,154,000	1,154,000	1,884,000	63.26%
Prior Fund Balance	-	-	2,352,000	-	3,510,000	49.23%
<b>Total Revenues &amp; Transfers</b>	<b>29,725,309</b>	<b>32,421,091</b>	<b>35,266,500</b>	<b>34,559,758</b>	<b>39,739,067</b>	<b>12.68%</b>
<b>Expenditures</b>						
General Government	4,386,702	4,327,067	5,258,618	4,759,345	5,780,993	9.93%
Streets	4,422,645	3,847,508	4,672,969	4,523,860	4,632,849	-0.86%
Public Safety	5,821,878	6,055,059	5,930,700	5,904,828	7,209,256	21.56%
Parks & Recreation	2,147,266	2,000,647	2,576,213	2,462,739	2,476,902	-3.85%
Water & Sewer	10,724,914	11,309,581	12,950,000	12,207,417	15,400,000	18.92%
Airport	946,503	845,158	1,017,000	902,125	1,156,000	13.67%
Hotel Motel	695,538	743,563	790,000	741,513	975,000	23.42%
Interest & Sinking	2,052,268	2,058,628	2,071,000	2,070,775	2,108,067	1.79%
<b>Total Expenditures &amp; Transfers</b>	<b>31,197,715</b>	<b>31,187,211</b>	<b>35,266,500</b>	<b>33,572,603</b>	<b>39,739,067</b>	<b>12.68%</b>
<b>Net Revenue (Expenditures)</b>	<b>-1,472,406</b>	<b>1,233,880</b>	<b>-</b>	<b>987,155</b>	<b>-</b>	<b>-</b>
<b>Beginning Fund Balance</b>	<b>10,785,078</b>	<b>9,312,672</b>	<b>10,546,552</b>	<b>10,546,552</b>	<b>11,533,707</b>	
<b>Ending Fund Balance</b>	<b>9,312,672</b>	<b>10,546,552</b>	<b>10,546,552</b>	<b>11,533,707</b>	<b>11,533,707</b>	

### City Wide Revenue

The FY 2025 budgeted revenues total \$39,739,067 which is up \$4,472,567 from prior year FY 2024 budget. The funding of prior year capital projects with grant funding and other outside sources attributes for this decrease. The largest revenue source fund is taxes which represent 37% of the total revenue. Details of each revenue source fund are in the revenue section of this book.

Revenue by Receipt Type	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Taxes (Property, Sales, Franchise, Hotel/Motel)	13,183,805	14,200,457	14,275,894	14,297,969	14,803,611
Licenses & Permits	246,296	193,352	210,000	206,000	209,500
Charges for Services	11,459,387	13,633,304	14,445,500	15,710,390	16,595,000
Fines & Penalties	356,284	343,612	337,800	319,900	332,500
Miscellaneous	1,791,354	2,744,629	2,225,806	2,654,449	2,153,956
Other Revenues/ Sources	1,055,025	203,737	265,500	217,050	250,500
Intergovernmental	1,633,158	1,102,000	1,154,000	1,154,000	1,884,000
Prior Fund Balance	-	-	2,352,000	-	3,510,000
<b>Total Revenue</b>	<b>29,725,309</b>	<b>32,421,091</b>	<b>35,266,500</b>	<b>34,559,758</b>	<b>39,739,067</b>

### Where do we get our dollars?

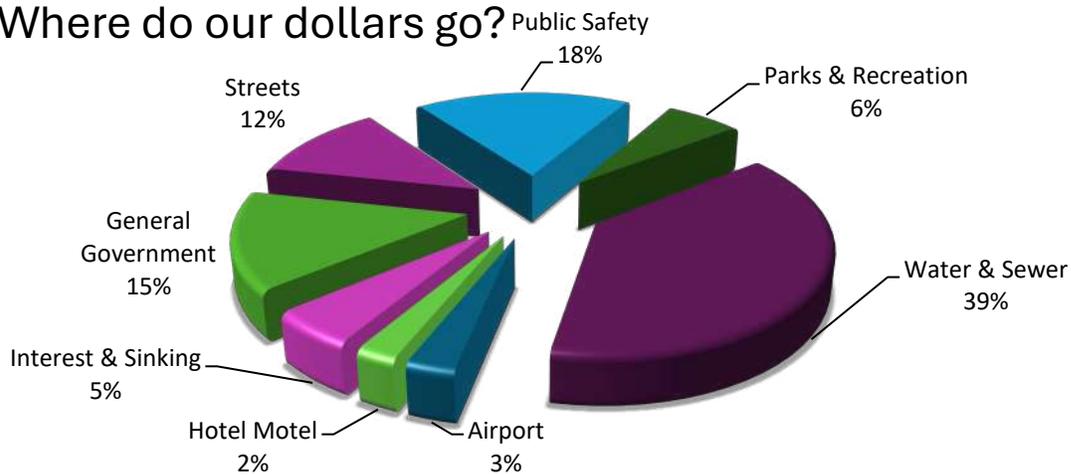


### City Wide Expenditures

The FY 2025 budgeted expenditures total \$39,739,067, which is up \$4,472,567 over FY 2024 budget. This is primarily attributable to the timing of one-time capital projects in the General Fund, Water and Sewer Fund as it relates to capital projects in the prior year.

By Object (Operational Funds)	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
General Government	4,386,702	4,327,067	5,258,618	4,759,345	5,780,993
Streets	4,422,645	3,847,508	4,672,969	4,523,860	4,632,849
Public Safety	5,821,878	6,055,059	5,930,700	5,904,828	7,209,256
Parks & Recreation	2,147,266	2,000,647	2,576,213	2,462,739	2,476,902
Water & Sewer	10,724,914	11,309,581	12,950,000	12,207,417	15,400,000
Airport	946,503	845,158	1,017,000	902,125	1,156,000
Hotel Motel	695,538	743,563	790,000	741,513	975,000
Interest & Sinking	2,052,268	2,058,628	2,071,000	2,070,775	2,108,067
<b>Total Expenditures</b>	<b>31,197,715</b>	<b>31,187,211</b>	<b>35,266,500</b>	<b>33,572,603</b>	<b>39,739,067</b>

#### Where do our dollars go?



## General Fund Revenue

### The Property Tax Rate and Property Tax Revenue

Property taxes are levied each year on October 1<sup>st</sup> on the assessed values as of the prior January 1<sup>st</sup> for all real and personal property located in the City. Assessed values are established by the Matagorda County Appraisal District (MCAD). Certified taxable values are provided to the City by the MCAD in July. Property tax is the largest source of income for the General Fund and makes up **27%** of the budgeted revenue for the 2025 fiscal year. This tax supports operations such as police services, fire protection, streets, park maintenance and code enforcement. The City approved a \$10,000 exemption for all Bay City citizens over the age of 65. The citizens of Bay City elected for .5% of the City’s 2% local option to be used for property tax relief. Increase sales tax helps the City decrease reliance on property tax revenue.

*The total value of all taxable property as certified by the Matagorda County Appraisal District is summarized in the following table:*

	Current Year FY 2025	Prior Year FY 2024	Variance	Variance
*Certified Taxable Value (2024 Tax Roll)	1,244,678,336	1,163,944,266	80,734,070	6.94%
**TIRZ New Value (Increment over Base)	36,326,010	37,720,157	-1,394,147	-3.70%

\* The City has 4 Tax Increment Reinvestment Zones (TIRZ’s). TIRZ value is included in the Certified Value Total.

\*\*TIRZ New Value equals the 2024 Taxable Value less the value of the TIRZ when it was created.

Certified taxable property valuations provided to the City by the MCAD on July 25, 2024 totaled \$1,244,678,335 - an increase of 7% over the prior year. For the Fiscal Year 2025 budget, the **adopted budget** will raise more property taxes than last year’s budget by **\$456,705 (7.11%)**. The City Council adopted a tax rate of **.56916/\$100** value which will afford the City to improve service levels, fund numerous street projects, maintain the minimum fund balance, and maintain and attract a quality workforce.

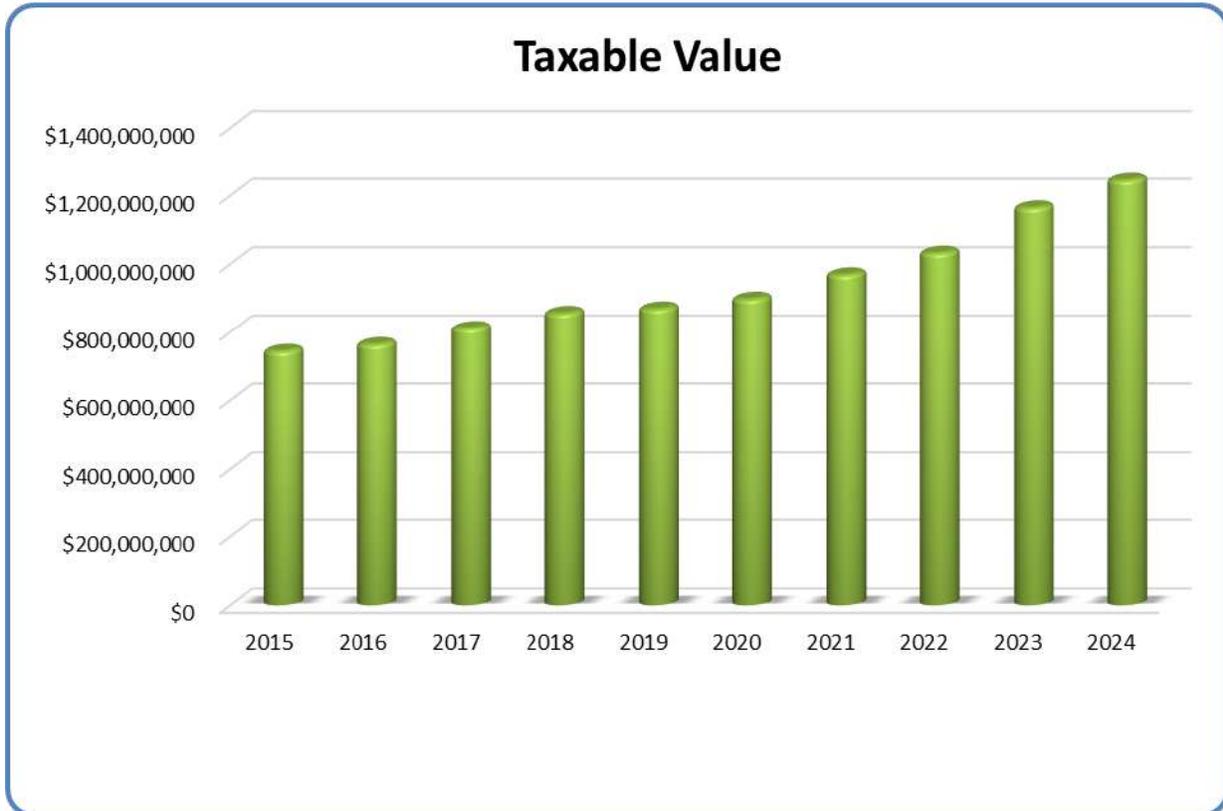
*The table below shows the City’s tax rate distribution & associated tax levy as approved in the budget.*

	Tax Rate	Tax Rate Percent	Total Gross Levy <sup>1</sup>	FY 2023 Budget <sup>2</sup>
<b>Debt Service Funds:</b>				
Various Debt Service	.13469	23.66%	1,627,603	1,627,603
<b>Total Debt Service (Required)</b>	<b><u>.13469</u></b>	<b><u>23.66%</u></b>	<b><u>1,627,603</u></b>	<b><u>1,627,603</u></b>
<b>General Fund:</b>				
Operation and Maintenance	<b><u>.43447</u></b>	<b><u>76.34%</u></b>	<b><u>5,456,608</u></b>	<b><u>5,347,000</u></b>
<b>Total</b>	<b><u>.56916</u></b>	<b><u>100.00%</u></b>	<b><u>7,084,211</u></b>	<b><u>6,974,603</u></b>

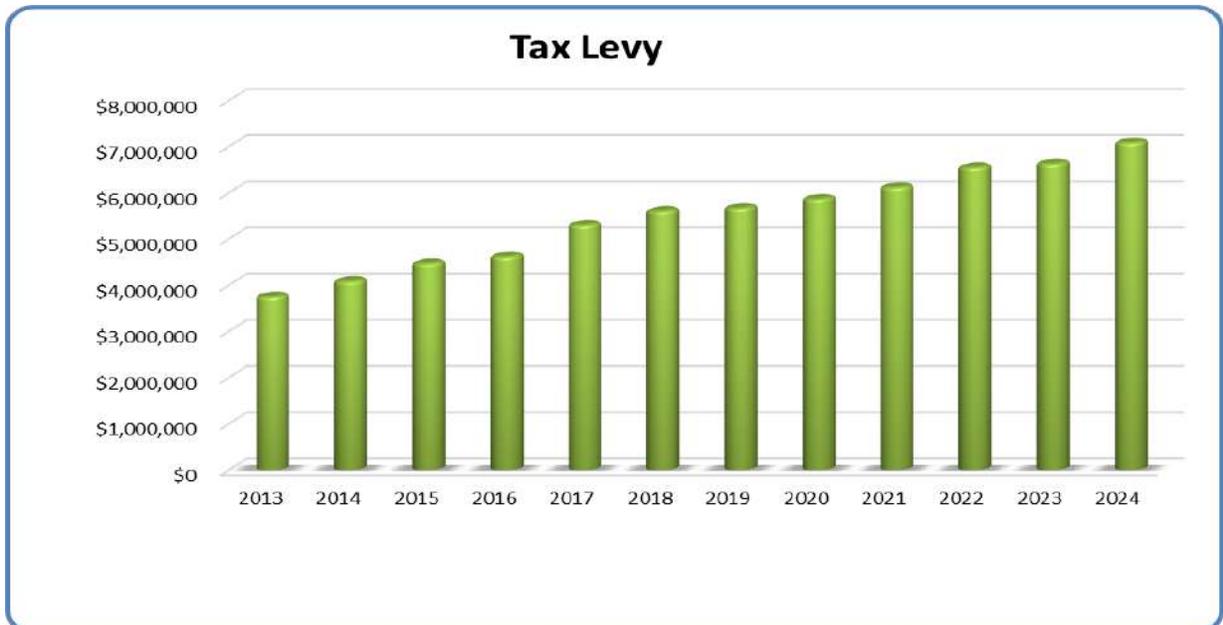
<sup>1</sup> **Gross levy**-anticipates 100% collection rate; <sup>2</sup> **Budget** anticipates 100% collection rate in debt service and 98% collection rate in General Fund Operations and Maintenance Budget.

## REVENUE ASSUMPTIONS

Property Tax Value has remained steady with an average of 7.5% growth over the last 5 years and 6% growth over the last 10 years. The chart below shows the history of taxable value.

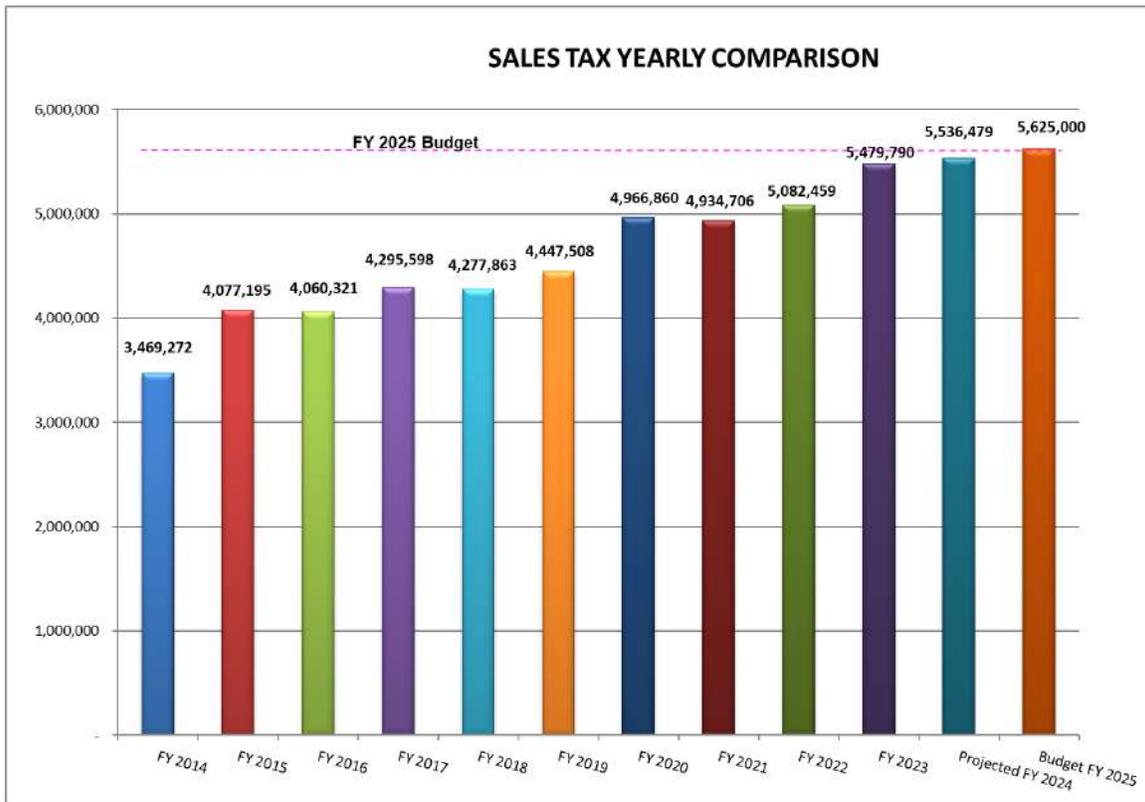


Each year the City Council determines what tax rate will be applied to the taxable value to maintain city services and pay debt associated with the City. Please see the tax rate distribution on the previous page. The graph below shows the history of the City's original tax levy.



**Sales Tax**

Sales tax is the second largest revenue source in the General Fund making up **28%** of the City’s General Fund budget. The City receives 1.5% of the 8.25% tax charged inside the city limits. The Bay City Community Development Corporation receives 0.5% and the remaining 6.25% goes to the State. The City budgeted sales tax based on estimated year end of FY 2024 while taking under consideration the prior year. The City was up only 1.1% as of August 2024. The FY 2025 budget for sales tax is budgeted 2% over prior year and is anticipated to be a conservative approach due to the last three years averaging 4% growth.



**Franchise Fees**

Franchise Fees represent **7%** of the City’s General Fund revenue. Franchise fees are collected from major public utility providers operating within the City limits. This charge is for the use of the City’s rights of way and streets. The fee is usually computed by a percentage of gross receipts. The City is budgeted to collect a total of **\$1,350,000**, a slight increase as compared to prior year’s budget. Included in that amount is a Franchise Fee charged to the Public Utility Fund based on 6% of gross revenue. This franchise fee amounts to \$800,000. Historical collections of the most recent years are the primary basis for assumptions of Franchise fees as it relates to franchises such as cable, electric, and telecommunications.

## REVENUE ASSUMPTIONS

### Licenses & Permits

Revenues from these categories relate to various contractors' permits, alcohol permits and animal licenses. Historical averages are the basis of this budget assumption due to the timing of construction jobs.

### Grants & Contributions

The City provides services to the County for library and animal impound services. This revenue is budgeted based on interlocal agreements between the City and County. The City also has agreements with each component unit of the City. The Bay City Community Development Corporation Board approves 4B Sales Tax dollars to fund various economic or community development projects while the Bay City Gas Company provides funds to rebuild city streets. This year's annual contracts & local grants equate to **\$497,000**.

- Interlocal agreement with Matagorda County for library services- \$200,000
- Interlocal agreement with Matagorda County for animal impound- \$93,000
- Police Department grants (CVLG, BPV, and JAG)- \$147,000
- Local law enforcement grant - \$5,000
- Bay City Gas Company for Volunteer Fire Department Support- \$16,000
- Bay City Community Development for annual contribution for flock cameras- \$36,000
- Other Contributions from the Bay City Gas Company and the Bay City Community Development Corporation are found in the Debt Section of this book (Certificate of Obligation 2020)

### Intergovernmental Revenue

This revenue represents transfers from various funds to reimburse the General Fund for services such as office space, financial services, administrative services, equipment purchases, and capital projects. This year's annual transfers in equate to **\$1,534,000**.

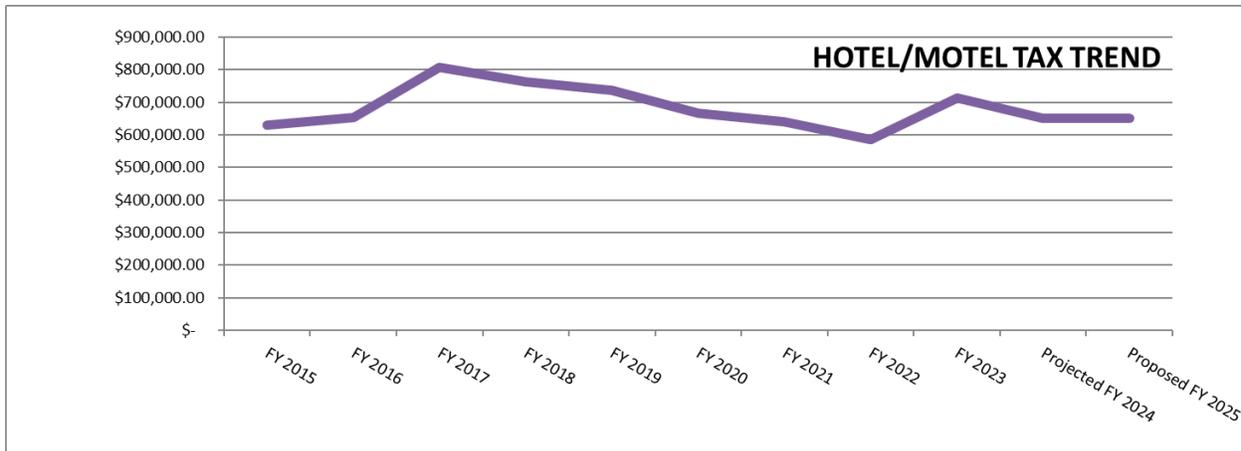
- Transfer in from Public Utility Fund to recover administrative fees- \$1,128,000
- Transfer in from Hotel Motel Fund to cover costs related to Main Street \$ 250,000
- Transfer in from Fixed Asset Replacement Fund to cover purchase of machinery and/or vehicles- \$ 156,000

## Special Revenue Fund

### Hotel Occupancy Tax (HOT) Fund

#### Hotel Tax

All occupants staying overnight in hotels or motels in the City of Bay City for less than 30 consecutive days, are charged a hotel tax of 13% of the room cost. The City receives 7% of the revenue while the State collects 6%. This money is used to promote the City of Bay City following strict guidelines on the use of this tax set up by the State Comptroller’s Office. Historical trends are used to forecast this revenue. The City budgeted \$615,000 in hotel tax revenue and \$790,000 in total revenue.



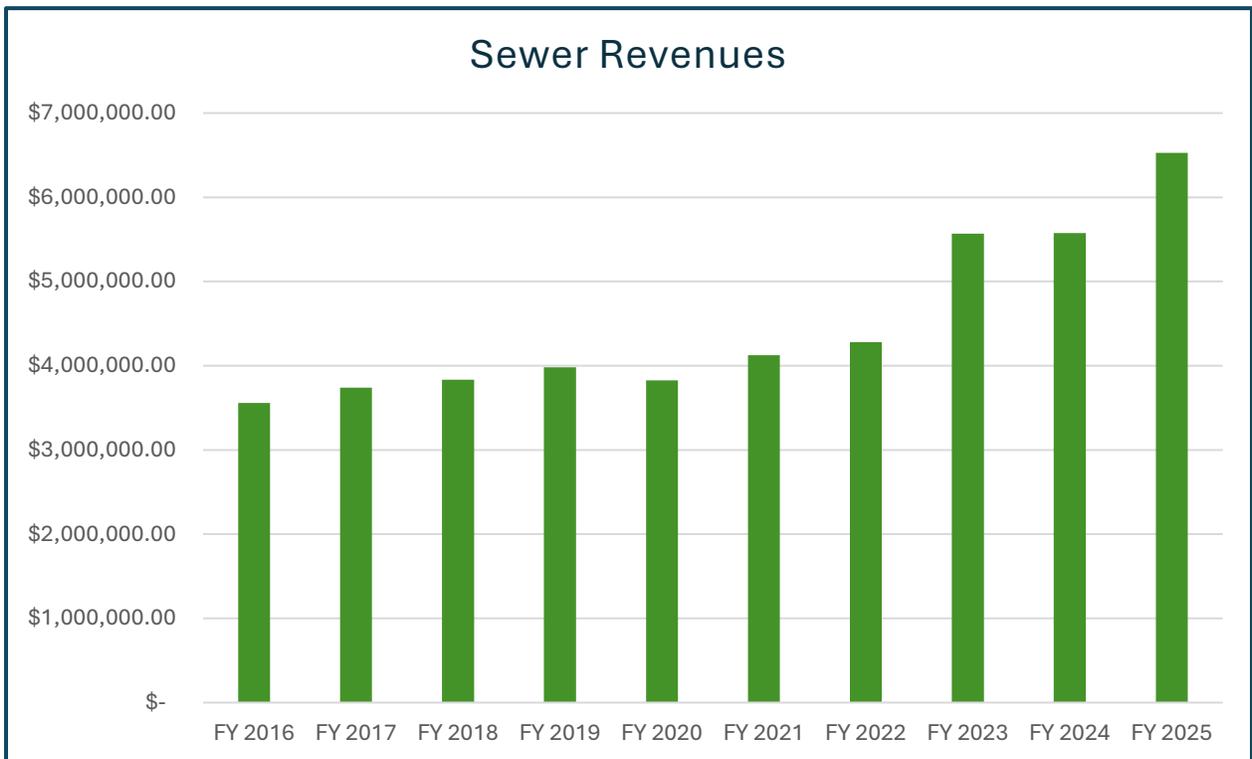
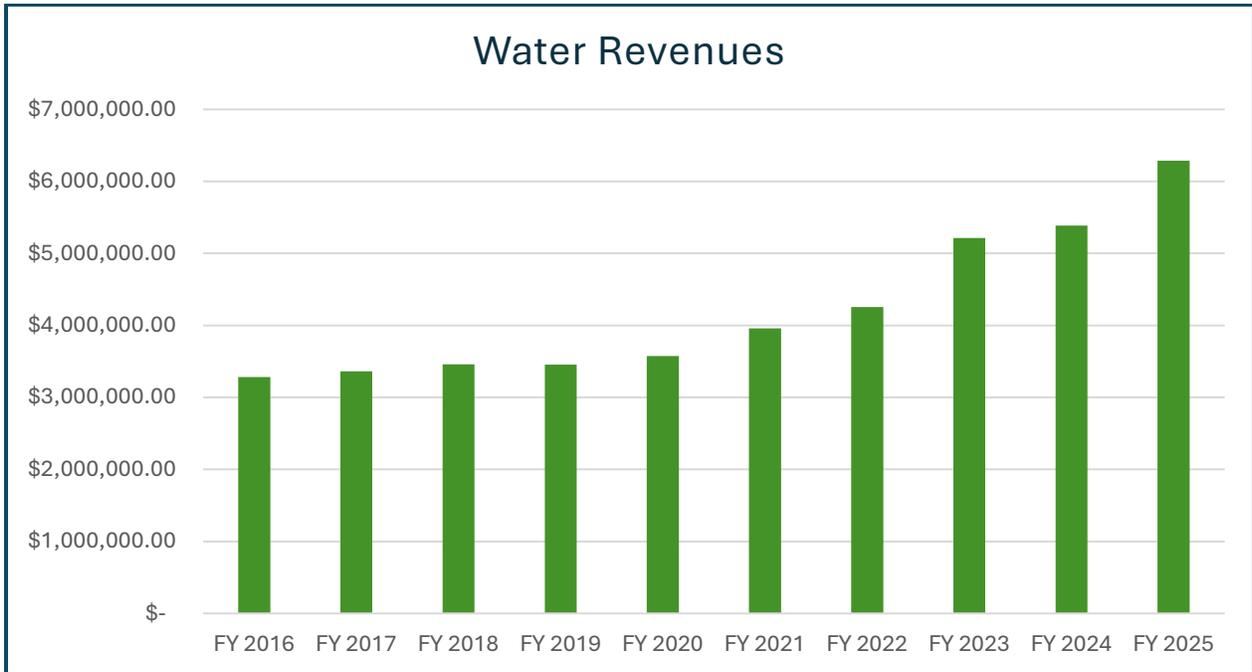
## Enterprise Funds

### Public Utility Fund

#### Water & Sewer Revenue

The water and wastewater operations are funded primarily through user fees. Because these the City must set rates to cover the cost to pump and treat water along with the cost to maintain and repair the City’s infrastructure. The City budget holds an increase in water and sewer rates by 4%. The City’s last rate increase was **October 1, 2023**. The City usually estimates revenue based on historical trends that consider weather and consumption history; however, this year is different. The City updated the water rate study to take into consideration new debt related to large capital projects to be funded through the Texas Water Development Board revolving loan fund over the next two years.

## REVENUE ASSUMPTIONS



## REVENUE ASSUMPTIONS

### Garbage Fees

A private contractor provides residential and commercial garbage pickup. The City sets rates to cover the charges of the 3<sup>rd</sup> party contractor. The City increased garbage rates by 7.5% average to offset the price increase imposed by the contractor of 10% or (\$245,000). The estimated revenue is derived by the average number of customers multiplied by the rate, then annualized.

### Airport Fund

The City charges tie down and full-service fees and jet and aviation fuel purchases. Hanger rentals (\$135,000) and fuel/oil sales (\$250,500) are the largest user fees in this fund and are estimated to be **\$385,500**, or **34%** of total budget. The General Fund is set to subsidize this fund by approximately \$350,000 in Fiscal Year 2025. Revenue assumptions are based on department input and historical trends.

### All Major Funds

#### User & Service Charges

This type of charge can be found in the General Fund, Public Utility Fund and Airport Fund. These fees account for **42%** of citywide revenue.

Less than **18%** of the General Fund revenue comes from service fees (sanitation fees). However, this is **85%** of the Public Utility Fund's revenue source.

#### Fines & Forfeitures

Fines and forfeitures account for approximately **1%** of the city-wide revenue and can be found in the General Fund and Public Utility Fund. In the General Fund, this revenue is represented by payments of citations, warrants, court costs and library fines. The revenue is represented as late payment penalties in the Public Utility Fund.

#### Other Revenue

This is the smallest resource of citywide revenue and can be found in most funds. This includes items such as interest income, auction proceeds and other financing sources.

#### Total City Revenue

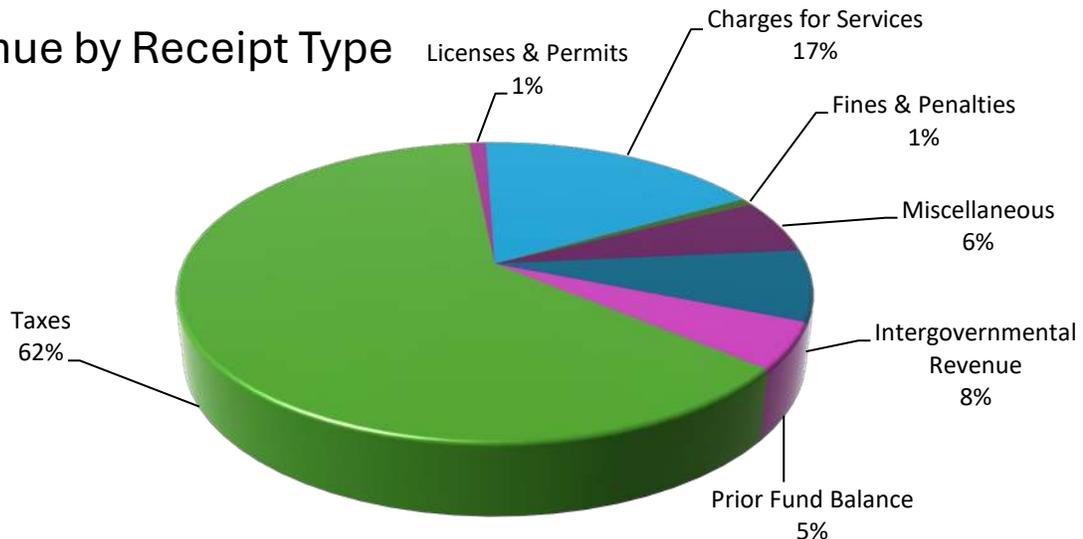
Fiscal Year 2025 budgeted revenues for the City totaled \$39,739,067. This is up \$4,472,567 or **13%** more than prior year's budget. This is attributable to the increase in the Utility Fund needed to support critical infrastructure improvements.



## General Fund Revenue

Receipt Type	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	Variance
Taxes	11,011,883	11,887,785	12,069,000	12,018,075	12,524,000	455,000
Licenses & Permits	246,296	193,352	210,000	206,000	209,500	(500)
Charges for Services	2,615,508	2,675,203	3,228,000	3,330,100	3,500,000	272,000
Fines & Penalties	176,879	153,267	157,800	144,900	152,500	(5,300)
Miscellaneous	886,048	1,695,170	1,215,700	1,416,865	1,180,000	(35,700)
Intergovernmental Rev.	1,388,158	848,000	873,000	873,000	1,534,000	661,000
Other Financing Sources	-	167,799	-	-	-	-
Prior Fund Balance	-	-	685,000	-	1,000,000	315,000
<b>Total Revenue</b>	<b>16,324,772</b>	<b>17,620,577</b>	<b>18,438,500</b>	<b>17,988,940</b>	<b>20,100,000</b>	<b>1,661,500</b>

### Revenue by Receipt Type



Largest Revenue Sources	Amended Budget FY 2024	% Of Total FY 24 General Fund Budget	Adopted FY 2025	% Of Total FY 25 General Fund Budget	Variance
Property Taxes	5,172,000	29%	5,494,000	27%	322,000
Sales Tax	5,547,000	31%	5,625,000	28%	78,000
Franchise Fees	1,305,000	7%	1,350,000	7%	45,000
Mixed Beverage Tax	45,000	0%	55,000	0%	10,000
<b>Total</b>	<b>12,069,000</b>	<b>68%</b>	<b>12,524,000</b>	<b>62%</b>	<b>455,000</b>

## General Fund Revenue Detail

General Fund Revenues	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
<b>Taxes</b>					
Property Taxes Collections	4,461,517	4,856,929	5,032,000	5,032,000	5,347,000
Delinquent Taxes	66,118	73,995	65,000	63,700	70,000
Tax Overpayments	8,120	5,894	5,000	5,000	5,000
Property Taxes- P&I Fees	70,911	72,192	70,000	68,600	72,000
State Sales Tax	3,391,866	3,669,609	3,698,000	3,690,000	3,750,000
State Mixed Drink Tax	42,340	55,854	45,000	73,775	55,000
Franchise Tax	632,502	609,216	615,000	550,000	550,000
Enterprise Franchise Fee	510,000	593,000	690,000	690,000	800,000
Waste Collection Franchise	137,918	140,915	-	-	-
State Sales Tax- Tax Relief	1,690,593	1,810,181	1,849,000	1,845,000	1,875,000
<b>Total Taxes</b>	<b>11,011,883</b>	<b>11,887,785</b>	<b>12,069,000</b>	<b>12,018,075</b>	<b>12,524,000</b>
<b>Licenses &amp; Permits</b>					
Alcohol Beverage Permit	6,498	7,475	6,500	6,000	5,000
Other License/Permits	2,740	1,515	-	3,500	3,000
Building Permits	235,068	176,414	200,000	195,000	200,000
Misc. Inspection Fee - Code Enf.	1,400	1,350	1,000	1,500	1,000
Plat Filing Fees	590	6,598	2,500	-	500
<b>Total Licenses &amp; Permits</b>	<b>246,296</b>	<b>193,352</b>	<b>210,000</b>	<b>206,000</b>	<b>209,500</b>
<b>Charges for Services</b>					
Sanitation Fees	2,615,271	2,675,035	3,228,000	3,330,000	3,500,000
Service Charges	237	168	-	100	-
<b>Total Charges for Services</b>	<b>2,615,508</b>	<b>2,675,203</b>	<b>3,228,000</b>	<b>3,330,100</b>	<b>3,500,000</b>
<b>Fines &amp; Penalties</b>					
Court Fines	157,810	134,152	140,000	125,000	135,000
Warrant Fines-Collected	10,156	12,335	10,000	10,000	11,000
Arrest Fees	428	315	300	400	-
Juvenile Case Management	4,753	3,668	5,000	6,000	5,000
Library Fines	3,732	2,797	2,500	3,500	1,500
<b>Total Fines &amp; Penalties</b>	<b>176,879</b>	<b>153,267</b>	<b>157,800</b>	<b>144,900</b>	<b>152,500</b>

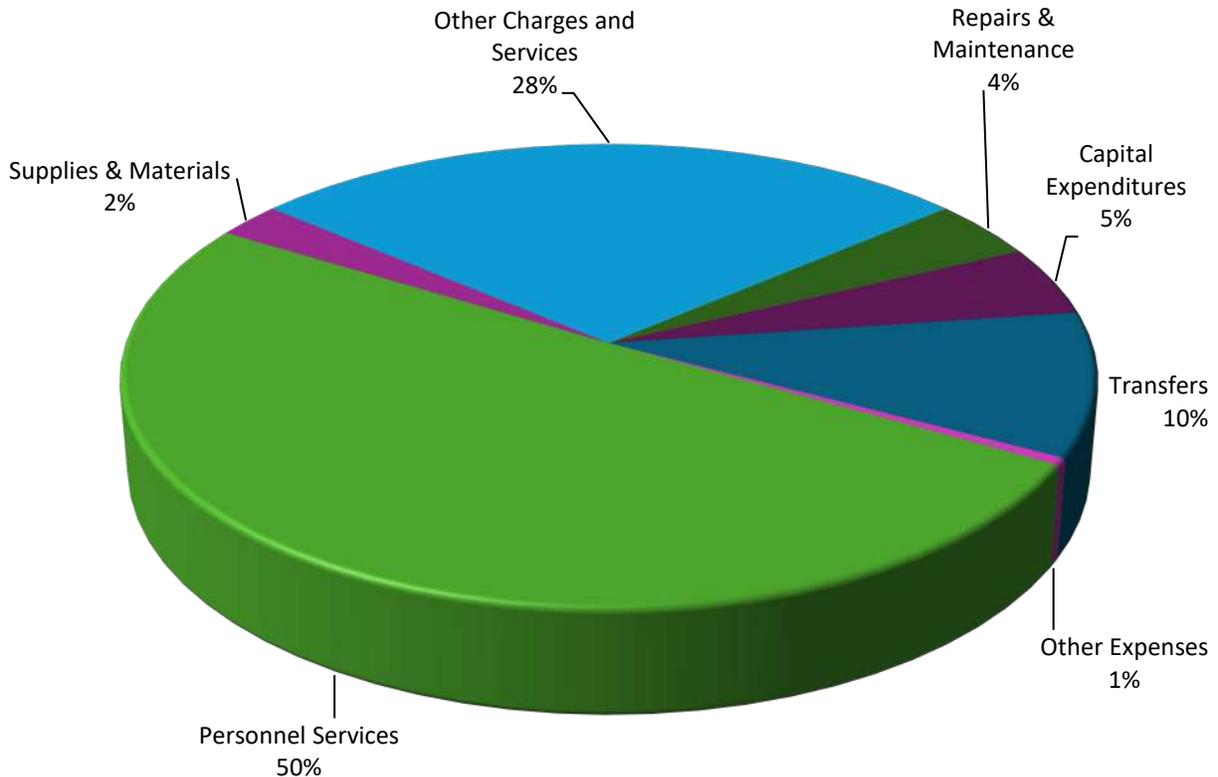
## GENERAL FUND

General Fund Revenues (Continued)	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
<b>Miscellaneous</b>					
Interest Income	32,635	188,325	160,000	250,000	126,000
Investment G/L	(154,002)	-	-	-	-
Lease Interest- BCCDC GASB	4,219	-	-	-	-
Liens	49,937	41,346	15,000	24,000	-
Rental Proceeds	66,037	69,050	67,000	65,150	45,000
Recycling Center	35,442	9,995	20,000	15,000	15,000
PD Grants and Special Rev.	129,065	152,219	133,500	130,500	147,000
Grants- Various Sources	9,624	164,320	-	-	20,000
Law Enforcement Education	-	2,121	2,500	5,525	5,000
Parks- Rental Income	49,009	39,880	55,000	40,000	45,000
Rec Programs	20,202	18,956	20,000	19,500	20,000
Riverside- RV Rentals	60,396	91,916	100,000	90,000	100,000
Riverside Park Fees	29,903	32,786	35,000	30,000	35,000
Service Center Fees	14,666	8,516	15,000	12,500	10,000
Library Fees	7,212	8,680	8,310	9,750	9,000
Donations	2,285	54,290	-	35,850	-
BCISD- Pool Interlocal	41,300	75,000	37,500	37,500	-
County- Animal Impound %	72,598	88,490	86,240	75,000	93,000
County- Library Funding	200,000	200,000	200,000	200,000	200,000
Animal Impound- Fees	7,969	6,171	5,000	5,000	5,000
Suspense Account	7,969	6,171	5,000	5,000	5,000
Insurance Claims	73,940	208,179	-	24,165	-
Gain on Disposal of Assets	20,752	16,905	41,500	146,700	-
Other Income- From Gas Co.	19,259	44,209	16,000	16,000	177,000
Other Income- Police	2,959	16,910	2,000	9,725	12,000
Other Income- BCCDC	-	75,000	111,150	95,000	36,000
Other Income	90,639	81,906	85,000	80,000	80,000
<b>Total Miscellaneous</b>	<b>886,048</b>	<b>1,695,170</b>	<b>1,215,700</b>	<b>1,416,865</b>	<b>1,180,000</b>
<b>Intergovernmental Revenue</b>					
Transfer from FD 25	58,000	68,000	68,000	68,000	250,000
Transfer from Utility	510,000	668,000	765,000	765,000	1,128,000
Transfer from Fund 23	600,000	87,000	-	-	-
Transfer from Fund 34	42	-	-	-	-
Transfer from FSA Fund	5,000	-	-	-	-
Transfer from Fund 12	215,116	25,000	40,000	40,000	156,000
<b>Total Intergovernmental</b>	<b>1,388,158</b>	<b>848,000</b>	<b>873,000</b>	<b>873,000</b>	<b>1,534,000</b>
<b>Prior Fund Balance</b>					
Other Financing Sources	-	167,799	-	-	-
Prior Fund Balance	-	-	685,000	-	1,000,000
<b>Total Fund Balance</b>	<b>-</b>	<b>167,799</b>	<b>685,000</b>	<b>-</b>	<b>1,000,000</b>
<b>Total General Fund Revenue</b>	<b>16,324,772</b>	<b>17,620,577</b>	<b>18,438,500</b>	<b>17,988,940</b>	<b>20,100,000</b>

## General Fund Expenditures by Function

Expenses by Function	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	Variance
Personnel Services	8,303,785	8,389,454	9,230,355	8,815,327	10,130,905	900,550
Supplies & Materials	481,650	474,932	466,695	456,172	495,845	29,150
Charges and Services	4,720,017	4,262,180	5,290,300	4,813,204	5,546,900	256,600
Repairs & Maint.	693,602	747,895	1,023,500	1,028,475	831,350	(192,150)
Capital Expenditures	819,855	732,773	615,000	710,770	981,000	366,000
Transfers	1,609,827	1,503,325	1,718,150	1,736,150	2,014,000	295,850
Debt Service	41,064	41,064	-	-	-	-
Other Expenses	108,691	78,656	94,500	90,675	100,000	5,500
<b>Total Expenditures</b>	<b>16,778,492</b>	<b>16,230,280</b>	<b>18,438,500</b>	<b>17,650,773</b>	<b>20,100,000</b>	<b>1,661,500</b>

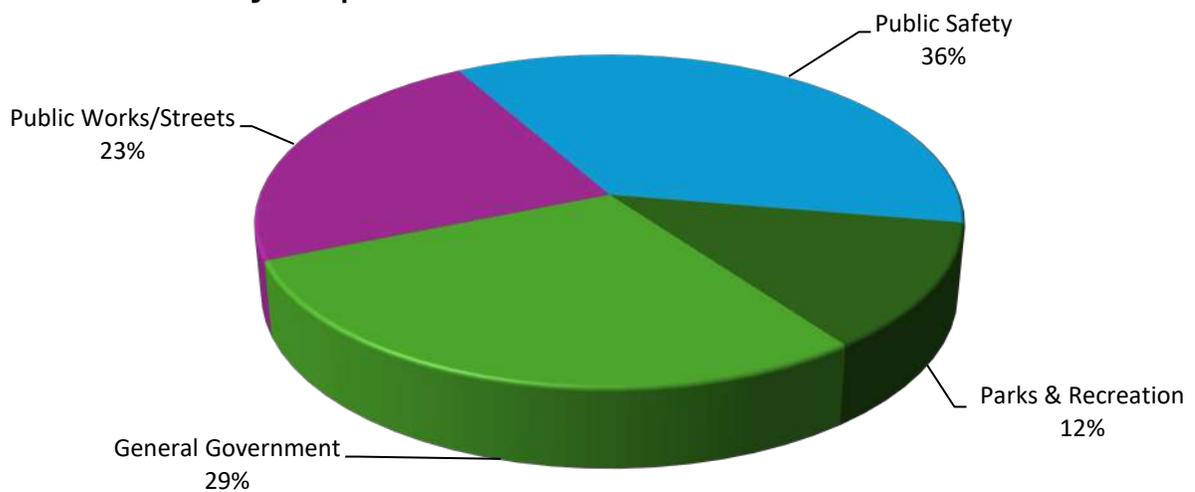
### Expenditures by Function



## General Fund Expenditures by Department

Department	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	Variance	%
City Secretary	117,378	108,459	207,211	144,357	214,459	7,248	3%
City General Services	2,869,100	2,789,435	3,449,250	2,902,450	3,635,650	186,400	5%
Administration	329,369	322,891	336,406	489,876	365,111	28,705	9%
Main Street	55,439	61,147	75,000	70,000	118,947	43,947	59%
Human Resources	273,448	294,401	275,380	259,287	294,113	18,733	7%
Municipal Court	345,537	361,992	467,251	485,239	516,423	49,172	11%
Finance	396,432	388,742	448,120	408,136	498,654	50,534	11%
Planning & Develop.	491,303	459,464	476,699	475,809	884,087	407,388	85%
Police	5,004,736	5,207,251	5,081,887	5,106,361	5,565,911	484,024	10%
Animal Impound	163,776	229,910	196,064	197,083	222,050	25,986	13%
Fire	162,063	158,433	176,050	125,575	537,208	361,158	205%
Street and Bridge	4,225,271	3,530,476	4,457,317	4,293,555	4,385,094	(72,223)	-2%
Recycling Center	197,374	317,032	215,652	230,305	247,755	32,103	15%
Parks & Recreation	1,088,409	988,856	1,230,037	1,083,492	1,281,833	51,796	4%
Riverside Park	196,601	192,387	209,664	207,243	208,955	(709)	0%
Recreational Programs	102,048	67,716	92,600	83,441	94,087	1,487	2%
Pool Operations	228,572	240,737	527,169	466,708	237,100	(290,069)	-55%
Library	531,636	510,951	516,743	621,856	654,927	138,184	27%
Communications	-	-	-	12,167	137,636	137,636	0%
<b>Total Expenditures</b>	<b>16,778,492</b>	<b>16,230,280</b>	<b>18,438,500</b>	<b>17,662,940</b>	<b>20,100,000</b>	<b>1,661,500</b>	<b>9%</b>

### Expenditures by Department



## Departmental Summaries

### ADMINISTRATION

#### Our Mission

To develop and enhance the long-term prosperity, sustainability, and health of the community by providing direction, support, and regulation to the operations of all City Departments based on State Law, City Charter, or City Council.

#### Description of Our Services

The City Manager exercises leadership in maintaining effective communication between the Mayor, City Council, City employees and the citizens of Bay City. As the City's Chief Executive Officer, the City Manager performs financial monitoring, presents the annual budget, prepares City Council agenda, provides citizen assistance, and works on economic and community development opportunities. This office also oversees customer service requests and provides general administrative assistance to other programs.

#### Vision 2040

##### 2025 Strategic Focus\*

##### Safety and Community Appearance\*

*To enhance safety and community appearance*

##### Community and Civic Engagement\*

*To build and enhance communications and civic engagement*

##### Infrastructure\*

*To develop community infrastructure and enhancements to the transportation network and system*

##### Planning and Development\*

*To establish a smooth and transparent planning and development process*

##### Culture and Recreation\*

*To develop culture and recreational opportunities within the City*

##### Operational Excellence\*

*To establish and ensure operational excellence*

**FY 2025 Business Plans (Objectives)**

- Continue process improvement to ensure efficient and streamlined services
- Continue staff development programs/training
- Designate a new Public Information Officer for the City
- Head up, implement and track Five Year CIP for the City
- Enter into contract for new Police Department Headquarters and begin renovations
- Review and make recommendations regarding Emergency Services District
- Develop and implement plan to improve ISO rating alongside Fire Department
- Outline and develop creation of Planning/Community Development Department

**FY 2024 Accomplishments of Prior Year Business Plans**

- ✓ Reorganization of City to streamline services
- ✓ Emergency Management duties added to Fire Marshal position
- ✓ Developed necessary drawings for application to IJA grant funding for the development of Nile Valley – Phase II
- ✓ Improved roads throughout community using chip seal, cold and hot mix, and City’s existing and newly acquired equipment
- ✓ Finalized location and design of new Police Department Headquarters
- ✓ Created TIRZ 5
- ✓ Recruited Public Works and Parks department personnel

**Budget Summary**

Administration	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	321,288	312,690	325,656	477,209	352,061
Supplies & Materials	2,356	2,229	4,650	20	4,850
Other Charges & Services	5,724	7,973	6,100	12,647	8,200
<b>Total Administration</b>	<b>329,369</b>	<b>322,891</b>	<b>336,406</b>	<b>489,876</b>	<b>365,111</b>

**Budgeted Personnel**

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Mayor	1	1	1	1
City Manager	1	1	1	1
Executive Assistant	1	1	1	1
Council Members	5	5	5	5
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>

## CITY SECRETARY

### Our Mission

To ensure the City’s elections and legislative processes are open and public by providing a link between citizens and government through the dissemination of information; and to ensure the preservation and integrity of official records that are stored and maintained for legal and business purposes. The City Secretary Department is to support, facilitate and strengthen the City of Bay City government process by:

- ❖ Assisting the City Council in fulfilling its duties and responsibilities
- ❖ Enhancing public participation in municipal government processes
- ❖ Improving public access to municipal records and other information
- ❖ Providing continuity for the Bay City government by recording its legislative actions and serving as historian for the city
- ❖ Providing daily assistance to all administrative departments of the City of Bay City
- ❖ Safeguarding and enriching the municipal election and records management processes

### Description of Our Services

The City Secretary Department is responsible for open records and information requests, issues vendor permits and prepares and distributes City Council agendas and support materials, along with maintaining accurate official meeting minutes. Other services include administering the oath of office and overseeing the retention of city records.

### Vision 2040

#### 2025 Strategic Focus\*

#### Community and Civic Engagement\*

*To build and enhance communications and civic engagement*

- **Provide enhanced information technology services**
  - Improve sound in Council Chambers and assess technology used to improve efficiencies
  - Stream council meetings to include the viewing of presentations
  - Stream other community meetings
  - Add educational videos for citizens (permitting, code)

**FY 2025 Business Plans (Objectives)**

- Finalize and print the Re-codified City Code of Ordinances
- Perform City-wide Records Audit, retention schedule updates
- Re-organize Records Management Policy and Procedures and include electronic storage
- Evaluate and recommend Council Meetings audio and video systems to enhance public participation
- Review and prepare records for electronic storage to provide additional space for long term archival of hard copies while eliminating shorter term hard copy storage.
- Continued organization and update of the City Code of Ordinances both hardcopy and online
- Continue to pursue opportunities which will enhance the Department’s ability to provide accurate and timely information to the City Council, Mayor, all City departments, and the general public
- Re-evaluate the appointment processes of Board membership and terms of all City Board participation and develop web pages for volunteer interest and public participation.
- Continue to update and enhance the City Secretary’s website information

**FY 2024 Accomplishments of Prior Year Business Plans**

- ✓ Promoted a City Council meeting agenda process for Council members and directors placing items on the agenda
- ✓ Continued organization and update of the City Code of Ordinances both hardcopy and online
- ✓ Continued to pursue opportunities which will enhance the Department’s ability to provide accurate and timely information to the City Council, Mayor, all City departments, and the general public
- ✓ Maintained Records and appointment processes of Board membership and terms of all City Board participation
- ✓ Continued to update and enhance the City Secretary’s website information
- ✓ Upgraded Laserfiche Electronic Document Management and provided more licenses

**Budget Summary**

City Secretary	Actual FY 2022	Actual FY 2023	Actual FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	83,145	86,784	178,561	129,492	171,609
Supplies & Materials	1,920	4,995	1,950	1,965	14,850
Other Charges & Services	32,314	16,680	26,700	12,900	28,000
<b>Total City Secretary</b>	<b>117,378</b>	<b>108,459</b>	<b>207,211</b>	<b>144,357</b>	<b>214,459</b>

**Budgeted Personnel**

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
City Secretary	1	1	1	1
Deputy City Secretary	-	-	1	1
DECA Student (Temp.)	0.5	-	-	-
<b>Total</b>	<b>1.5</b>	<b>1</b>	<b>2</b>	<b>2</b>

Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of Agendas/Meetings/Mins.	59	41	43	56
Number of closed sessions	18	14	18	18
Number of public hearings	10	3	5	5
Number of new Ordinances approved	26	18	20	20
Number of resolutions approved	32	31	35	30
Number of Liens Recorded	90	206	120	100
Number of Liens Released	148	56	116	100
Number of requests for Public Info.	78	61	132	100
Number of elections prepared for	1	1	-	1
<b><i>Measuring our Effectiveness</i></b>				
% of Agendas posted 96 hours prior to meeting	100%	100%	100%	100%



## CITY GENERAL

### Description of Our Services

Expenditures considered to be of a non-departmental nature include audit and legal fees, general liability insurance, Fixed Asset Replacement Fund allocations, approved contingency allocations and transfers to other funds for shared operating costs. This department also provides for the operation of the City Hall building including all utilities, janitorial and building maintenance costs.

### Contingency

In accordance with Section 10.07 of the City Charter, provisions shall be made in the annual budget for a contingent appropriation in an amount not more than seven (7) percent of the total budget to be used in case of unforeseen items of expenditure. Such contingent appropriation shall be under the control of the Chief Administrative Officer and distributed by him/her after approval by the City Council. Council, with recommendation from the Chief Administrative Officer, may adjust the percentage of the contingency appropriation for cause.

### Fixed Asset Replacement Fund Allocations (FARF)

This fund is specifically used to replace vehicles, machinery, and equipment in the General Fund. Annually the City’s goal will be to transfer dollars to the FARF based on one year’s annual depreciation for all assets of this type. A minimum threshold will be reviewed annually for the appropriateness based on the depreciation schedule along with funding ability.

### Budget Summary

City General	Actual FY 2022	Actual FY 2023	Amended Budgeted FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	14,009	18,238	15,000	15,000	15,000
Supplies & Materials	25,862	20,969	23,600	21,300	21,600
Other Charges & Services	1,110,812	930,105	1,582,500	985,000	1,360,050
Repairs & Maintenance	95,389	26,756	80,000	65,000	40,000
Capital Expenditures	13,200	290,043	30,000	80,000	185,000
Transfers	1,609,827	1,503,325	1,718,150	1,736,150	2,014,000
<b>Total City General</b>	<b>2,869,100</b>	<b>2,789,435</b>	<b>3,449,250</b>	<b>2,902,450</b>	<b>3,635,650</b>

## MAIN STREET



### Our Mission

The mission of Bay City Main Street is to promote historic pride and economic vitality within the Four Points Approach. Success in these four areas will result in our vision for hospitality and economic vitality through County strength and pride.

### Four Points Approach:

1. Design (historic preservation)
2. Organization (added partners)
3. Promotion (inventive ideas)
4. Economic Restructuring (shared financial information)

### Description of Our Services

The Bay City Main Street program is a City of Bay City program administered by The Bay City Community Development Corporation. The Main Street program, under the direction of Main Street Co-Managers, organizes community volunteers to provide advice on historic design and rehabilitation, promotions, and business incentives available for downtown businesses. Main Street administers the City of Bay City's historic façade grant program. Bay City is an accredited Main Street America and Main Street Texas Program which affords the community resources to help address the needs and concerns of downtown businesses.

### Vision 2040

#### 2025 Strategic Focus\*

#### Safety and Community Appearance \*

*To enhance safety and community appearance*

- **Improve the curb appeal of the City**
  - Improve the appearance of vacant buildings downtown (i.e., window vinyls)
  - Reinstate "Keep Bay City Beautiful Program"
  - Create a maintenance plan for landscaping around square

## GENERAL FUND

- ❖ **Downtown Revitalization** – Since becoming a Main Street Program in 1992, downtown Bay City has received over \$16,500,000 in investment through rehabilitation projects, new construction, and public improvement projects. These improvements have resulted in a vibrant downtown featuring a mix of retail, restaurants, professional services, government, and housing.
- ❖ **Historic Preservation** – Bay City maintains a high preservation ethic, while encouraging entrepreneurs to invest in rehabilitation and reuse of historic properties to meet the needs of the 21<sup>st</sup> Century.

### FY 2025 Business Plans (Objectives)

- Continue relocation and replacement of trees around square
- Add downtown street banners for light poles
- Develop downtown shopping guides and historic residential district guides
- Pursue Historic Preservation Officer certification
- Expand marketing and social media outlets for events
- Highlight Texas Treasure Businesses with state recognition
- Partner with city departments on downtown maintenance schedule
- Expand Christmas light display to other sections of downtown corridor
- Assist with all design and façade improvement projects
- Implement an action plan for phasing the North Downtown Development project

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Held a record-breaking Wild Game and Wine Camofest Fundraiser
- ✓ Organized annual Christmas Around the Square featuring downtown businesses
- ✓ Partnered with BCCDC on “Sato” Mural downtown
- ✓ Partnered with BCCDC on Downtown Digital Sign revitalization
- ✓ Revitalized downtown planters, watering systems, and revamped appearance of flowerbeds
- ✓ Joined TIRZ # 1 board as board member
- ✓ Appointed as Secretary for Texas Downtown Board of Directors
- ✓ Assisted with Design assistance in historic downtown and South Side residential projects
- ✓ Funded new downtown bench seating for sidewalk improvement areas with Camofest funds
- ✓ Held Downtown Trick-Or-Treat around the square to offer safe and free event for families
- ✓ Requested design assistance from the Texas Historic Commission Design Team
- ✓ Partnered with Bay City Lions club on Eyeglass Drop Box featured in downtown
- ✓ Partnered with Bay City Public Library on Scarecrow project during Christmas Around the Square

### Budget Summary

Main Street	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	-	-	-	-	76,347
Supplies & Materials	1	-	-	-	4,100
Other Charges & Services	48,076	50,547	60,000	60,000	18,500
Other Expenses	7,362	10,600	15,000	10,000	20,000
<b>Total Main Street</b>	<b>55,439</b>	<b>61,147</b>	<b>75,000</b>	<b>70,000</b>	<b>118,947</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Main Street Manager	-	-	-	1
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>

\*Main Street Manager contracted out in prior years\*

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
10-point criteria met/Accredited	Yes	No	Yes	Yes
Façade Grants Awarded	4	-	3	5
Main Street Board Meetings	10	10	10	10

## HUMAN RESOURCES

### Our Mission

To provide information regarding policies, procedures, employment, and employee benefits to the City staff and to support the City’s efforts to attract, develop and retain a diverse, well-qualified and productive workforce that can provide quality services to the citizens of Bay City.

### Description of Our Services

The Human Resource Department provides services to City employees; processes all hiring and termination of employees; maintains personnel and medical files on all employees; processes worker compensation claims; unemployment claims; resolves retirement fund issues and health/dental insurance coverage issues. This department works closely with department heads, payroll and the safety committee in all matters involving employees of the City.

### Vision 2040

#### 2025 Strategic Focus\*

#### Operational Excellence \*

*To establish and ensure operational excellence*

- **Develop employee recruitment and retention plan**
  - Explore employment incentives & provide management options to consider
  - Implement teambuilding opportunities
  - Provide professional development
  - Develop marketing brochure for job opportunities that shows full benefit package and City highlights
- **Deliver excellence in customer service**
  - Add core values to performance evaluations

#### FY 2025 Business Plans (Objectives)

- Provide longevity pay City-wide (\$52,000)
- Automate and streamline employee resource information
- Add policies, benefit, and recruitment information on the intranet
- Provide standard training courses for employees
- Complete compensation study (\$23,000)
- Increase recruitment and selection by utilizing social media
- Develop plan to help eliminate pay compression
- Hold Lunch-N-Learns by way of Quarterly Employee Luncheons

## GENERAL FUND

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Continued merit
- ✓ Updated and implemented salary ranges with market findings
- ✓ Implemented and updated certification pay (phase-in)
- ✓ Rolled out a City-wide intranet
- ✓ Amended personnel policies

### Budget Summary

Human Resources	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	189,626	206,342	211,980	195,737	231,713
Supplies & Materials	6,937	5,006	5,900	5,800	6,400
Other Charges & Services	76,885	83,053	57,500	57,750	56,000
<b>Total Human Resources</b>	<b>273,448</b>	<b>294,401</b>	<b>275,380</b>	<b>259,287</b>	<b>294,113</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Director of Human Resources	1	1	1	1
Personnel Generalist	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of new employees processed (F/T)	30	35	46	25
Number of employee separations (F/T)	20	20	20	15
Number of work-related injuries	10	7	10	-
Number of open enrollment changes processed	55	70	85	85
Number of applications received	350	350	410	250
Number of sick hours used per FTE	90	40	55	30
Total number of job postings (Annual)	40	35	30	35
Percentage of positions filled internally	10%	10%	15.4%	25%
Turnover rate	35%	13.25%	10%	5%
Average tenure of employees (years)	7.2	6.3	6.25	7

## MUNICIPAL COURT

### Our Mission

The mission of the City of Bay City Municipal Court is to serve the citizens of Bay City, Texas in a courteous, professional, and efficient manner by providing friendly and impartial case resolution through the judicial process as it relates to Class “C” offenses filed within the city limits of the City of Bay City.

### Description of Our Services

Bay City Municipal Court provides a fair and impartial court of law for its citizens. Municipal Court is responsible for accurately and efficiently processing Class C misdemeanor charges, collecting fines & fees, court scheduling, issuing, tracking, and clearing warrants, maintaining court records, and reporting to state agencies.



### Vision 2040

### 2025 Strategic Focus\*

#### Operational Excellence \*

*To establish and ensure operational excellence*

- **Deliver excellence in customer service**

### FY 2025 Business Plans (Objectives)

- Increase traffic safety/public safety campaigns through partnerships with other entities to increase awareness and compliance
- Enhance public information distribution through our Municipal Court Facebook page
- Optimize information being offered on our web page through news updates, updated forms, slide shows and important date listings
- Hold successful Warrant Resolution Campaign 2025
- Continue to provide superior warrant service with our Warrant Officer/Bailiff

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Held successful Warrant Resolution Campaign for 2024
- ✓ Optimized our electronic records storage and retention policy
- ✓ Utilized City of Bay City Municipal Court Facebook Page to inform citizens of important court dates, Municipal Court News, city-wide events, and current events affecting Municipal Court
- ✓ Enhanced warrant service and processing with the addition of our Warrant Officer/Bailiff position
- ✓ Attended education conferences to stay well-informed of latest court trends, legislation, and procedures

### Budget Summary

Municipal Court	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	253,475	267,790	365,306	380,074	428,528
Supplies & Materials	7,830	5,959	7,945	5,645	7,945
Other Charges & Services	73,938	73,067	91,500	93,320	77,450
Repairs & Maintenance	10,295	15,176	2,500	6,200	2,500
<b>Total Municipal Court</b>	<b>345,537</b>	<b>361,992</b>	<b>467,251</b>	<b>485,239</b>	<b>516,423</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Municipal Court Judge-Contract	1	1	1	1
Municipal Court Assoc. Judge-Contract	1	1	1	1
Municipal Court Administrator	1	1	1	1
Municipal Juvenile Case Manager	1	1	1	1
Municipal Court Clerk	2	2	2	2
Warrant Officer	-	-	1	1
<b>Total</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>7</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of violations filed	2,713	2,177	1,954	1,600
Number of warrants issued	1,217	761	680	600
Number of juvenile citations	48	40	30	20
Number of warrants cleared	1,085	873	850	815
Number of completed cases	3,014	2,610	1,930	1,650
Cases satisfied by Community Service	28	43	105	165
Cases satisfied by Jail Time	427	319	470	610
Other Completed Cases	1,926	1,551	1,200	900
<b>Measuring our Effectiveness</b>				
#of case files created with 24 hrs. of citation receipt	100%	100%	100%	100%

## FINANCE

### Our Mission

To provide an efficient accounting system for City government while ensuring financial accountability to our citizens.

### Description of Our Services

The Finance Department is responsible for the administration and supervision of all financial affairs of the City, the timely recording of revenue and the disbursement of City funds in accordance with State Law, City polices and Generally Accepted Accounting Principles. The Finance Department assists in enforcing budgetary control and performs internal audit functions as needed.



### Vision 2040

### 2025 Strategic Focus\*

### Operational Excellence \*

*To establish and ensure operational excellence*

- **Maintain fiscal budget excellence, cost-saving solutions, time efficiencies, and process improvements**

### FY 2025 Business Plans (Objectives)

- Continue to receive an unmodified (clean opinion) on the Annual Comprehensive Financial Report
- Maximize the City's return on investments in accordance with the adopted investment policy
- Apply for additional transparency star: Contracts & Procurement
- Explore Janitorial vs. Employee options as well as landscaping
- Implement changes to internal purchase order requisition process with City staff
- Explore windstorm insurance options along with creating a risk management policy
- Explore Tyler Content Management scanning capabilities to create a more paperless environment
- Continue to increase accounts payable ACH payment efforts

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Applied for additional transparency star: Economic Development
- ✓ Earned Government Finance Officers of America (GFOA) Distinguished Budget, Popular Annual Financial Report and Annual Comprehensive Financial Report Awards
- ✓ Implemented new timekeeping system, ExecuTime, to improve payroll process
- ✓ Explored windstorm insurance options and created risk management fund
- ✓ Transitioned to State's credit card vendor contract from current vendor

### Budget Summary

Finance	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	379,676	374,094	430,620	392,586	324,654
Supplies & Materials	7,036	6,956	7,500	7,200	7,500
Other Charges & Services	9,719	7,692	10,000	8,350	166,500
<b>Total Finance</b>	<b>396,432</b>	<b>388,742</b>	<b>448,120</b>	<b>408,136</b>	<b>498,654</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Finance Director	1	1	1	-
Finance Manager	-	-	-	1
Senior Accountant	1	1	1	1
Payroll Administrator	1	1	1	1
Accounts Payable Clerk	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

\*Finance Director position to be contracted out in FY 25\*

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of invoices processed	7,836	8,000	8,100	8,250
Number of vendor checks issued	3,552	3,800	4,000	3,900
Number of payroll checks/ACH issued	1,768	1,800	1,800	1,790
Number of manual journal entries	2,197	2,200	2,100	2,075
<b>Measuring our Effectiveness</b>				
GFOA’s Distinguished Budget Presentation Award received	Yes	Yes	Yes	Yes
GFOA’s Excellence in Financial Reporting Award received	Yes	Yes	Yes	Yes
General Fund Reserves as % of Target	100%	100%	100%	100%
Audit receives a clean opinion	Yes	Yes	Yes	Yes
Continuing Disclosure report by March 31 <sup>st</sup>	Yes	Yes	Yes	Yes
Compliance with Investment Policy	100%	100%	100%	100%
Quarterly Investment Reports Presented to City Council	4/100%	4/100%	4/100%	4/100%
Average number of working days to close month	10	10	10	10
Average number of working days to issue monthly financial report	15	15	15	15

## PLANNING & DEVELOPMENT

### Our Mission

The City of Bay City’s Planning & Development Department is responsible for land use, development regulations, permit review and inspections, community development, neighborhood services, and code enforcement under the leadership of the Assistant Public Works Director. We are dedicated to articulating, disseminating, and enforcing laws, codes, and ordinances while ensuring the protection and enhancement of both public and private premises. Through active engagement with our community, we identify and address socio-economic challenges while upholding standards that foster character and pride in our city. We strive to maintain the beauty of Bay City, safeguarding its future for generations to come.

### Description of Our Services

The Code Enforcement Department provides inspection, enforcement, and abatement services in strict accordance with the City's Code of Ordinances, State Environmental Laws, ICC Codes, Texas Administrative Code, and Local Government Code. The department’s detailed approach ensures the preservation of community safety and well-being.

### Vision 2040

#### 2025 Strategic Focus\*

#### Planning and Development \*

*To establish a smooth and transparent planning and development process*

- Hire a Certified City Planner
- Create a Development Services Department
- Streamline Development Process
- Repair and consider expansion of Nile Valley Rd. and explore funding sources
- Develop TIRZ 5 to encourage redevelopment
- Move unwanted trust properties to tax rolls-focus on infill development
- Update all ordinances to match state requirements and building guidelines
- Improve developer process with Drainage District #1

#### FY 2025 Business Plans (Objectives)

- Creation of Planning and Development Department
- Create Standard Operating Procedures (SOP’s) based on best practices
- Apply consistency in application of building and development standards
- Review permitting requirements and processes
- Create developer exit survey
- Craft and interlocal agreement/MOU with the Drainage Dist. to distinguish roles and responsibilities between City and Drainage District #1

## GENERAL FUND

### FY 2024 Accomplishments: Prior Year Business Plan

- ✓ Collectively advance the number of annual, preventative, and compliance inspections performed
- ✓ Further the remediation and abatement of substandard structures within the City
- ✓ Refine abatements of offensive conditions implementing HB 2359; Sec. 2, 125.046(a)(b)
- ✓ Focalize on the recovery of delinquent liens while moderating recurrent liens filed
- ✓ Reinforce Code Enforcement operations, adding 1 part-time Maintenance Tech and 1 achieving Code Enforcement Officer II
- ✓ Striving to become the standard in customer services, support services, and service within the community. Have been used to benchmark both Wharton and Palacios offices
- ✓ Improve the partnership with the building department to streamline the inspection process
- ✓ Complete the encryption of our police radios to ensure protection of protected health information and ensure safety of our police officers
- ✓ Complete the fire department pager project to ensure streamlining of fire department dispatching and saving the city money

### Budget Summary

Planning and Development	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	277,324	318,317	350,199	325,207	654,687
Supplies & Materials	10,873	11,167	10,400	13,190	17,400
Other Charges & Services	155,384	127,746	114,600	134,412	210,000
Repairs & Maintenance	606	2,234	1,500	3,000	2,000
Capital Expenditures	47,116	-	-	-	-
<b>Total Planning and Development</b>	<b>491,303</b>	<b>459,464</b>	<b>476,699</b>	<b>475,809</b>	<b>884,087</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Fire Marshal	1	1	1	-
Code Enforcement Officer	2.5	2.5	2.5	2.5
Maintenance Tech	1	1	1.5	0.5
Administrative Assistant	-	-	1	-
Building Official	-	-	-	1
Building Permit Advocate	-	-	-	2
Engineering Tech	-	-	-	1
Code Compliance Officer	-	-	-	1
City Planning Manager	-	-	-	1
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>6</b>	<b>9</b>

**Performance Measures**

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of Liens Filed- Code Enforcement	147	145	150	150
Number of Illegal Dumping Cases- Code Enforcement	17	30	20	5
Number of Illegal Dumping Cases- Felony Pending Trial	3	2	2	2
Number of Substandard Building Inspections	286	150	150	150
Number of Substandard Building Demolitions	14	17	15	15
Number of Code Enforcement Investigations	1,208	1,450	1,350	1,750
Number of Legacy OSSF- Reported/Abandoned	4	5	5	2
Number of Environmental Cases- Spills/Mitigation	3	2	7	2
Number of Fire Inspections Performed	108	170	400	500
Number of Fire Investigations Performed	9	14	15	15
<b><i>Measuring Our Effectiveness</i></b>				
Response to Code Enforcement Requests Within 1 business day	98%	99%	99%	100%

**\*New performance measures to begin tracking in FY 25 to be aligned with new department\***

## POLICE DEPARTMENT

### Our Mission

It is the mission of the Bay City Police Department and its employees, in cooperation with the citizens of Bay City, to maintain public order and continually strive to improve the quality of life through fair and impartial public service and law enforcement.

### Description of Our Services

The Bay City Police Department is responsible for the protection of lives and property of the citizens of Bay City; the preservation of public peace and the enforcement of all laws- City, State and Federal. Other areas of responsibility include, but are not limited to, Animal Control, traffic control and enforcement, criminal, juvenile and narcotics investigations. Officers prepare and investigate reports of incidents requiring constant contact with the public; make arrests, investigate motor vehicle accidents, and perform other duties. The communications sector is the first point of contact for telephone and walk-in requests for service; acting as a liaison with other law enforcement agencies, dispatching calls, and relaying information as requested.



### Vision 2040

#### 2025 Strategic Focus\*

#### Safety and Community Appearance \*

*To enhance safety and community appearance*

- **Pursue City and County partnerships that mutually benefit our community**
  - Determine the feasibility of a combined dispatch with County
  - Create a task force between City and County, and other groups such as Texana to support mental health needs in our community
  - Create a task force between City and County to address animal impound capacity and building needs

**FY 2025 Business Plans (Objectives)**

- Lower citizen complaints by enhancing communication and customer service
- Provide officers and detectives with surveillance equipment to increase likelihood of solving crimes
- Continue to provide professional services to citizens through community outreach and educational programs, National Night Out, residential and business security inspections
- Provide citizens with alternative reporting solutions to report low priority or non-emergency related calls for service to create capacity for high priority call for service and proactivity policing (online reporting)
- Increase transparency to the community regarding agency policies, calls for service and critical incidents by improving our social media presence to including refining the department’s website page

**FY 2024 Accomplishments of Prior Year Business Plans**

- ✓ Awarded federal grant to equip officers with MDT’s (Mobile Data Terminals)
- ✓ Awarded Best Practice Re-Accreditation by Texas Police Chiefs Association
- ✓ Added Peer Support Office position for employees
- ✓ Developed and implemented a Security Plan for City Council meetings
- ✓ Started “Ride to School with a Police Officer” program
- ✓ Added Flock License Plate Recognition Cameras to 12 locations within the City (install pending)
- ✓ Updated department’s mission statement and Core Values

**Budget Summary**

Police	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	4,410,099	4,569,798	4,633,137	4,634,951	4,973,811
Supplies & Materials	127,701	142,475	122,800	119,750	123,800
Other Charges & Services	187,211	189,416	213,950	213,390	371,300
Repairs & Maintenance	33,483	59,317	59,000	57,500	57,000
Capital Expenditures	205,178	205,181	53,000	80,770	40,000
Debt Service	41,064	41,064	-	-	-
<b>Total Police</b>	<b>5,004,736</b>	<b>5,207,251</b>	<b>5,081,887</b>	<b>5,106,361</b>	<b>5,565,911</b>

## GENERAL FUND

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Police Chief	1	1	1	1
Police Captain	1	1	-	-
Police Lieutenant	2	2	3	3
Sergeants	7	7	7	7
Corporals	5	5	5	5
Patrol Officers	15	15	15	15
Traffic Officer	1	1	1	1
Detectives	5	5	5	5
Narcotics Officer	1	1	1	1
Warrant Officer	1	1	-	-
Administrative Assistant	1	1	1	1
Admin Clerk (CID)	1	1	1	1
Dispatchers	10	10	10	10
Records Clerk	2	2	2	2
Crime Victim Liaison (Grant)	1	1	1	1
ID Technician	2	2	2	2
<b>Subtotal Police</b>	<b>56</b>	<b>56</b>	<b>55</b>	<b>55</b>
Animal Control Officer	2	2	2	2
<b>Subtotal Animal Control</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Grand Total Police</b>	<b>58</b>	<b>58</b>	<b>57</b>	<b>57</b>



Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of community programs & events attended by personnel	110	110	115	120
Number of training hours received by personnel	3,139	3,500	3,700	3,850
Total number of calls for service	28,152	28,500	28,700	28,500
Number of traffic contacts	4,373	4,400	4,600	4,500
Number of vehicle accidents patrol worked	427	457	470	435
Number of cases assigned to CID	2,436	2,600	2,620	2,600
Number of cases cleared by arrest	180	150	200	205



## ANIMAL IMPOUND

### Our Mission

The mission of the Bay City Animal Control Department is to provide quality animal control services to the citizens of Bay City and Matagorda County. It is the duty of the City to ensure that the Animal Control Department employees are trained to serve our community safely and professionally.

### Description of Our Services

The Bay City Animal Control Department provides for the apprehension of stray and nuisance animals, primarily dogs and cats, for the City of Bay City and Matagorda County. The department enforces the Bay City Animal Control Ordinance and State Health Department regulations concerning dogs and cats; houses stray and nuisance animals; investigates incidents involving dangerous and vicious animals; and in emergencies, apprehends domestic livestock and wild animals. The Animal Control Department activities ensure the health, safety, and welfare of the community.

### Vision 2040

#### 2025 Strategic Focus\*

#### Safety and Community Appearance \*

*To enhance safety and community appearance*

- **Pursue City and County partnerships that mutually benefit our community**
  - Create a task force between City and County to address animal impound capacity and building needs

#### FY 2025 Business Plans (Objectives)

- Continue to increase the number of adoptions and rescues of animals at the Impound
- Continue to collaborate closely with the Police and Inspection Departments to ensure proper enforcement of animal control ordinances and state health regulations
- Promote citizen compliance with pet registration requirements

#### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Received in-kind donation from a rescue group, Pups, to supply all animal vaccinations for free
- ✓ Increased animal rescue efforts from 119 in 2021 to 179 in 2022

### Budget Summary

Animal Impound	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	146,428	180,798	178,714	177,768	190,200
Supplies & Materials	2,742	4,202	3,950	3,815	3,950
Other Charges & Services	7,949	5,165	9,400	12,500	10,400
Repairs & Maintenance	6,657	6,984	4,000	3,000	17,500
Capital Expenditures	-	32,762	-	-	-
<b>Total Animal Impound</b>	<b>163,776</b>	<b>229,910</b>	<b>196,064</b>	<b>197,083</b>	<b>222,050</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Animal Impound Manager	1	1	1	1
Maintenance Tech	1	1	1	1
Maintenance Tech II	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Euthanized Animals	650	625	600	600
Number of animals picked up (City)	641	650	670	630
Number of animals picked up (County)	465	450	440	425
<b><i>Measuring Our Effectiveness</i></b>				
Average response time to pick up animals	5 minutes	5 minutes	5 minutes	5 minutes

## FIRE

### Our Mission

Our mission at the Bay City Fire Department is to prevent and protect the loss of life and property for the citizens, businesses and visitors of Bay City and surrounding areas. This mission is accomplished with pride through training, public education, and incident response.

### Description of Our Services

The Bay City Volunteer Fire Department is responsible for fire prevention through community education programs and hands-on training during Fire Prevention Week. Requests are answered promptly for the protection of life and property within the city limits and for the surrounding vicinity. Fire suppression and vehicle accidents are some of the emergency services provided by the Fire Department for the well-being of our community and its guests. The Fire Department also serves as a point of coordination for emergency services during disasters and other emergency situations. The Bay City Volunteer Fire Department also provides mutual aid throughout Matagorda County and has letters of agreement with the South Texas Nuclear Operation Project to aid in case of an incident. Due to cooperation between the City of Bay City and the Bay City Volunteer Fire Department, we achieved a Class 4 ISO rating, which helps reduce insurance ratings for homeowners.

### Vision 2040

#### 2025 Strategic Focus\*

#### Safety and Community Appearance \*

*To enhance safety and community appearance*

- **Enhance Fire/EMS Services**
  - Explore countywide Emergency Services District (ESD)
  - Determine if ESD is the best solution for funding Fire and/or EMS
  - Identify locations of all fire hydrants and create a plan of rehab and routine testing



## GENERAL FUND

### FY 2025 Business Plans (Objectives)

- Respond quickly to extinguish fires as to minimize the loss of life, damage to property, and economic impact upon the community
- Ensure fiscal responsibility while delivering the highest level of customer service as possible

*\*Since Bay City's Fire Department is composed of Volunteers, these business plans will be continuous\**

### Budget Summary

Fire	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	26,605	8,471	15,100	9,000	205,558
Supplies & Materials	9,758	11,983	13,150	7,650	14,150
Other Charges & Services	71,681	97,354	72,800	51,925	92,500
Repairs & Maintenance	54,019	40,625	75,000	57,000	75,000
Capital Expenditures	-	-	-	-	150,000
<b>Total Fire</b>	<b>162,063</b>	<b>158,433</b>	<b>176,050</b>	<b>125,575</b>	<b>537,208</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Fire Marshal	-	-	-	1
Maintenance Tech I	-	-	-	1
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>



Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of Man-hours for training	960	960	960	960
Number of Man Hours	1,443	1,353	1,286	1,360
Number of Calls Per Year	188	201	194	194
Motor Vehicle Fires	5	8	6	6
Dwelling Fires	13	7	10	10
Rescue Calls	6	10	8	8
Grass Fires	47	45	46	46
Refuse Fires	13	11	12	12
Structure Fires	4	16	10	10
Business Structure Fires	6	7	6	5
Mobile Home Fires	1	6	3	3
Mutual Aid Calls	15	18	16	15
Other Calls	93	157	125	120
Calls Outside City Limits	44	57	50	49
<b><i>Measuring Our Effectiveness</i></b>				
ISO Rating	4	4	4	4



## STREET & BRIDGE

### Our Mission

The mission of the City of Bay City Public Works Street & Bridge Division is to enhance the quality of life for our residents and promote economic development for our community by providing and maintaining public infrastructure (streets and drainage system) in a sustainable manner to the highest possible standards.

### Description of Our Services

The Street & Bridge Division is under the general direction of the Director of Public Works. The Street & Bridge Division performs construction, reconstruction, repairs, and maintenance on approximately 109 miles of City owned asphalt and concrete streets, including 27.5 miles of streets with curbs and gutters within the City. The Street & Bridge Division performs many activities including street repair of both concrete and asphalt roadways, overlays, maintenance on drainage systems, cleaning ditches, installing & repairing street signs, street sweeping, weed and pest control, cleaning lots for Code Enforcement, setting driveway pipes, mowing rights-of-way, repairing sidewalks and curbs and pavement markings. They also have the duty to set up barricades for high water, parades, and festivals; manage city brush site; clean up roadway spills; and assist other departments with traffic control, operating heavy equipment and hauling of materials.

### Vision 2040

#### 2025 Strategic Focus\*

#### Safety and Community Appearance \*

*To enhance safety and community appearance*

- **Improve the curb appeal of the City**
  - Educate public on bulk pick up and enforce contract for service

#### Infrastructure \*

*To develop community infrastructure and enhancements to the transportation network and system*

- **Develop and implement a street maintenance plan that prioritizes based on a consistent methodology and communicated to public**
- **Implement Master Drainage Plan improvements as funding permits**
- **Identify, prioritize, maintain, and repair/replace aging city facilities and equipment to continue exploring water system improvements and manholes as funding is available**

**Planning and Development\***

*To establish a smooth and transparent planning and development process*

- **Repair and consider expansion of Nile Valley Road and explore funding sources including TxDOT**

**FY 2025 Business Plans (Objectives)**

- Transition Building Department to Planning and Development Department
- Continue to improve street overlay, repair, and maintenance program to include pavement and specialty markings
- Continue the street rehabilitation program; Goal of at least 10,000 linear feet each year
- Explore an in-house seal coat program
- Explore third party options for contract work on bigger projects
- Continue to empower employees through training and World of Asphalt conference to improve communication, effectiveness, and gain knowledge on road repairs

**FY 2024 Accomplishments of Prior Year Business Plans**

**Street & Bridge Division:**

- ✓ Completed sign ordering and installation for missing signs throughout Bay City
- ✓ Continued to clean ditches, repair and upgrade drains and inlets, when possible
- ✓ Provided labor and equipment for Annual Clean Up Events
- ✓ Obtained new equipment for asphalt repairs to help with efficiency and labor
- ✓ Maintained tree trimming to ensure safe passage for school buses, EMS services, and maintenance vehicles
- ✓ Provided access to the brush site for citizens and contractors performing work for residential property owners within City limits
- ✓ Continued to utilize City Works to track street repairs, drainage repairs, mowing, and traffic control devices
- ✓ Apply division policies, city ordinances and model codes for all developers, contractors, and citizens
- ✓ Stiped downtown parking spaces along 6<sup>th</sup> St
- ✓ Collaborated with developers for Valor Park & Russel Ranch subdivisions to establish roadways, signage, and inspections
- ✓ Worked with building department on driveway inspections
- ✓ Repaired asphalt and concrete roads for a total of 5 linear miles throughout the city

**Building Inspections Division:**

- ✓ Developed checklists for Business Occupancy permits to educate business owners on code requirements and prepare them for the inspection.
- ✓ Developed checklists for Mobile Home Occupancy permits to educate tenants on code requirements and prepare them for the inspection.
- ✓ Developed lists of required inspections for plumbing, electrical, mechanical, and building permits
- ✓ Streamlined the process of building plan review and civil plan review to conduct reviews concurrently to minimize review time.
- ✓ Worked with Matagorda Drainage District #1 to address driveway construction and drainage issues.

## GENERAL FUND

- ✓ Partnered with the Fire Marshal to conduct business occupancy inspections together to improve efficiency and issuance of Certificates of Occupancy.
- ✓ Performed in-house plan review of new construction and remodels.
- ✓ Developed professional working relationships with trade contractors to better educate them on city and code requirements.

### Budget Summary

Street and Bridge	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	908,240	702,981	1,030,817	805,475	927,594
Supplies & Materials	98,421	75,870	73,500	84,500	81,000
Other Charges & Services	2,581,508	2,360,408	2,781,000	2,817,580	2,839,500
Repairs & Maintenance	295,051	389,618	572,000	586,000	347,000
Capital Expenditures	342,052	1,600	-	-	190,000
<b>Total Street and Bridge</b>	<b>4,225,271</b>	<b>3,530,476</b>	<b>4,457,317</b>	<b>4,293,555</b>	<b>4,385,094</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Assistant Director of Public Works	1	1	1	1
Street & Bridge Supervisor	1	1	1	1
Street & Bridge Crew Leader	1	1	1	2
Equipment Operator	4	4	4	4
Street Sweeper Operator	1	1	1	-
Concrete Finisher Helper	1	1	1	-
Maintenance Technician II	2	2	2	1
Maintenance Technician I	1	1	1	3
Construction Inspector	1	1	-	-
Building Official	1	1	1	-
Building Permit Technician	1	1	1	-
Administrative Assistant I	1	1	1	1
<b>Total</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>13</b>

## Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Miles of street sweeping	27.50	30	40	50
Backfill Pavement Edge Work Orders	35	6	10	15
Storm Drain Cleaning Work Orders	30	13	20	25
Ditch Cleaning Work Orders	50	45	50	60
Concrete Pavement Repair Work Orders	25	14	20	30
Culvert Work Orders	55	16	50	60
Sidewalk Work Orders	5	2	5	5
City ROW Mowing Work Orders	25	3	30	30
Sign Work Orders	50	2	25	30
Street Sweeping Work Orders	25	25	25	25
Traffic Control Work Orders	40	31	50	50
Tree Trimming Work Orders	25	74	50	50
Utility Asphalt Repair Work Orders	35	29	50	50
Utility Concrete Repair Work Orders	30	26	25	30
Driveway Culvert Installation	40	19	25	30
Building Inspections Performed	525	386	490	520
Electrical Inspections Performed	689	716	720	750
Mechanical Inspections Performed	200	194	220	250
Plumbing Inspections Performed	892	506	530	550
Other Inspections Performed	200	190	230	250



## RECYCLING CENTER

### Our Mission

The mission of the City of Bay City Recycling Center is to provide a clean recycling facility and to educate, encourage, and assist the citizens of Bay City with their recycling efforts.

### Description of Our Services

The Recycling Center is under the general direction of the Director of Public Works. The Recycling Center has been the primary recycling option for the Bay City community since 1991 and provides an excellent drop-off area for citizens. The center provides jobs and vocational training for special needs citizens of Bay City and Matagorda County. The Recycling Center is a member of the CTRA and markets the recycled materials through the association. The materials accepted at the recycling center include paper, cardboard, plastics (#1 and #2), metal, oil (motor oil and cooking oil) and antifreeze.

### Vision 2040

#### 2025 Strategic Focus\*

#### Safety and Community Appearance \*

*To enhance safety and community appearance*

- **Improve the curb appeal of the City**
  - Educate public on bulk pick up and enforce contract for service

#### FY 2025 Business Plans (Objectives)

- Seek grant opportunities to add new equipment to expand services (trailers, hoppers, etc.)
- Increase revenues by marketing the Recycling Center, and implementing more efficient sorting practices to reduce contamination in recycled materials
- Continue to increase customer service by engaging customers at drop-off and educating them on the proper way to recycle
- Increase Public Education efforts by on social media about recycling and how recycling improves the community
- Continue to increase Public Outreach campaigns to new businesses to place more recycling dumpsters to collect cardboard
- Expand services to include latex paint, e-waste, glass, white goods, and tires
- Increase visual marketing on Recycling Center equipment such as trailers and recycling bin trailers
- Continue to build partnerships with neighboring Recycling Centers
- Seek out ways to improve services through partnerships

**FY 2024 Accomplishments of Prior Year Business Plans**

- ✓ Started accepting aluminum and tin cans again with plans to recycle locally
- ✓ Improved efficiency by maintaining a regular schedule for pickup of recyclables at local businesses
- ✓ Encouraged more businesses to recycle cardboard and as a result placed more dumpsters and trailers that resulted in the creation of a waiting list
- ✓ Collected and sorted various recycling materials which diverted 180 tons of waste and 3,100 gallons of oil from the landfill
- ✓ Received certificate of Recognition for recycling efforts presented by Keep Texas Recycling
- ✓ Continued to grow our partnership with Keep Texas Recycling (KTR) and two new representatives
- ✓ Continued to distribute the Recycling Center Guide at the Recycling Center and other City facilities
- ✓ Designed graphics, with the assistance of KTR as well as Keep Texas Beautiful, for signs at the Recycling Center as well as magnets for the recycle bin trailers
- ✓ Increased Public Education efforts by posting “recycling tips” on social media and the City’s website
- ✓ Began scheduling tours of neighboring Recycling Centers for employees
- ✓ Started daily training sessions for staff to include the Recycling Attendants
- ✓ Recycling efforts resulted in the following environmental savings: 3,3107 trees; 798,516 kW hours of electricity; 1,363,320 gallons of water; 643cu yds of landfill space; 11,686 pounds of air pollution; \$5,842.80 estimated landfill fees
- ✓ Continued to hold and participate in annual clean up events to increase public education and proper disposal information

**Budget Summary**

Recycling Center	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	155,646	162,164	173,952	183,340	188,055
Supplies & Materials	4,187	7,164	5,000	6,765	5,500
Other Charges and Services	34,111	20,139	12,700	13,700	15,200
Repairs & Maintenance	3,430	20,012	24,000	26,500	19,000
Capital Expenditures	-	107,553	-	-	20,000
<b>Total Recycling Center</b>	<b>197,374</b>	<b>317,032</b>	<b>215,652</b>	<b>230,305</b>	<b>247,755</b>

**Budgeted Personnel**

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Recycling Center Manager	1	1	1	1
Recycling Center Technician	1	1	1	1
Recycling Center Part-Time Staff (3)	1.5	1.5	1.5	1.5
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Recycled Plastic - Tons	40	15.46	-	25
Recycled Cardboard - Tons	250	225.05	61.02	250
Recycled Mixed Paper - Tons	40	39.98	20.26	50
Recycled Oil - Gallons	5,000	3,150	1,450	3,500



**\*Recycling Center Recognized for Outstanding Recycling Efforts in 2023 by Keep Texas Beautiful\***

## PARKS

### Our Mission

In partnership with our citizens, the Parks Department provides programs, facilities, and services which respond to changing needs within our communities. We strive to protect and preserve a park system that promotes quality recreational, cultural, and outdoor experiences for the community and enriches the quality of life for present and future generations in a safe and secure environment.

### Description of Our Services

The Parks Department provides operation and maintenance services to include mowing, landscaping, park maintenance, facility repairs, playground equipment inspections, custodial duties, maintenance of the swimming pool and construction of new projects. Park staff have additional duties extending to special events and maintenance of multiple city properties. Our primary focus remains on providing quality venues and programs for the public for recreational enjoyment. This is achieved through clean, well-kept facilities with thoughtfully planned programming which is centered on the needs and desires of residents of Bay City.

### Vision 2040

#### 2025 Strategic Focus\*

#### Culture and Recreation \*

*To develop culture and recreational opportunities within the City*

- **Upgrade, consolidate, and maintain existing parks facilities by doing the following:**
  - Explore paddling trail on Colorado River
  - Implement parks improvement plan based on the most recent Master Plan
  - Explore other management options for Riverside Park
  - Determine size location and plan for a centralized sports facility
  - Develop a plan for a community amphitheater
  - Repair existing concession stand(s) and provide adequate parking at existing utilized fields
  - Add parks and recreation signage and any damaged existing signs
  - Promote/market easy ways to secure reservations

## GENERAL FUND

### FY 2025 Business Plans (Objectives)

- Extend Southern Pacific Trailway- grant funding (\$2,200,000)
- Replace LeTulle Park Westside pavilion (\$20,000)
- Replace roof at USO, replace carpet and paint interior (\$75,000)
- Install blinds at USO (\$18,000)
- Install new signage at Little League and Girls Softball fields
- Increase visibility of rental facilities
- Receive direction for combined sports venue
- Make determination on future of Frahm's field
- Make determination on future of Valor Park property

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Installed soccer field lighting at Hardeman Park
- ✓ Replaced windows at USO Building
- ✓ Repaired leak in roof at USO
- ✓ Replaced pavilion at Amistad Park
- ✓ Removed Community Park Meeting Room – Replaced with pavilion
- ✓ Collaborated with Bay Gas company to build BMX Bike Park at City Field
- ✓ Installed new pavilion at City Field
- ✓ Replaced the MOPAC Train Depot Roof and flooring
- ✓ Installed new signage at Hardeman Park and Sports Complex

## Budget Summary

Parks	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	583,271	607,250	682,937	518,012	664,883
Supplies & Materials	49,811	43,452	49,100	46,200	49,100
Other Charges & Services	124,307	97,024	93,000	90,905	99,500
Repairs & Maintenance	118,711	151,196	136,000	141,375	212,350
Capital Expenditures	212,310	89,935	269,000	287,000	256,000
<b>Total Parks</b>	<b>1,088,409</b>	<b>988,856</b>	<b>1,230,037</b>	<b>1,083,492</b>	<b>1,281,833</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Parks Director	1	1	1	1
Recreational Manager	1	1	1	1
Aquatic/Rec. Specialist	-	-	-	1
Admin. Assistant	1	1	1	1
Lead Park Specialist	1	1	1	1
Park Specialist	6	6	6	6
Temporary Worker	2	2	2	2
<b>Total</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>13</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Acres of park grounds maintained	474	474	474	474
Grant applications submitted	3	5	6	2



**\*H-GAC Special Recognition- On-The-Ground Project under \$500k\***

## RIVERSIDE PARK

### Our Mission

In partnership with our citizens, the Parks and Recreation Department provides programs, facilities, and services which respond to changing needs within our communities. We strive to protect and preserve a park system that promotes quality recreational, cultural, and outdoor experiences for the community and enriches the quality of life for present and future generations in a safe and secure environment.



### Description of Our Services

Riverside Park provides operation and maintenance services to include RV sites, camping, picnicking, fishing, boat launch, walking trail, laundromat, restrooms/showers, mowing, landscaping, park maintenance, playground equipment, custodial duties, and construction of new projects.

### Vision 2040

#### 2025 Strategic Focus\*

#### Culture and Recreation \*

*To develop culture and recreational opportunities within the City*

- **Upgrade, consolidate, and maintain existing parks facilities by doing the following:**
  - Explore paddling trail on Colorado River
  - Explore other management options for Riverside Park
  - Promote/market easy ways to secure reservations

#### FY 2025 Business Plans (Objectives)

- Increase awareness of the park through marketing
- Continue to improve amenities (i.e., boat ramp, day use area, playground)
- Add 5 camping cabins to expand amenities and level of service
- Develop paddling trail with TP&W
- Repair Riverside bulkhead
- Promote Eco-Tourism and camping at the park
- Research grants to improve, repair and/or move boat ramp

## GENERAL FUND

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Continued the “Riverside Smoke-Off” cooking events which generated \$8,000 in additional revenue
- ✓ Continued nature programs to enhance visitor experience (kite making, fish prints, owls, etc.)
- ✓ Worked with Tourism for creation of new billboards and signage
- ✓ Added Wilderness Run event
- ✓ Created Riverside Scavenger hunts

### Budget Summary

Riverside Park	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	120,608	124,298	134,364	140,883	141,155
Supplies & Materials	17,840	15,228	17,300	16,050	19,300
Other Charges & Services	40,154	37,822	34,500	32,560	32,500
Repairs & Maintenance	17,999	9,339	23,500	17,750	16,000
Capital Expenditures	-	5,700	-	-	-
<b>Total Riverside Park</b>	<b>196,601</b>	<b>192,387</b>	<b>209,664</b>	<b>207,243</b>	<b>208,955</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Park Ranger	1	1	1	1
Park Secretary	1	1	1	1
Temporary Worker	1	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Acres of park grounds maintained	103	103	103	103
Annual number of guests	12,000	24,400	30,000	32,000

## RECREATION

### Our Mission

In partnership with our citizens, the Parks and Recreation Department provides programs, facilities, and services which respond to changing needs within our communities. We strive to protect and preserve a park system that promotes quality recreational, cultural, and outdoor experiences for the community and enriches the quality of life for present and future generations in a safe and secure environment.

### Description of Our Services

The Parks Department provides programs directly and indirectly. Direct programs include Easter Egg Scramble, Sparks in the Park, Christmas in the Park, Dive-In Movies, dances, senior exercise, softball, volleyball, basketball, swim lessons and other events. Indirect programs where our department provides a venue partnership for programs include Aqua Cats, BCISD/VVUSD Swim Teams, Little League, Girls Softball, Youth Soccer, Youth Football, Teen Life, 4-H, Girl Scouts, Cub/Boy Scouts, Narcotics Anonymous, Republican Club, Service Sorority, Helping Hands, Love of Animals, Ebony Club, IMPACT Outreach and United Way along with use for public elections.

### Vision 2040

#### 2025 Strategic Focus\*

#### Culture and Recreation \*

*To develop culture and recreational opportunities within the City*

- **Improve community events**
  - Marketing
  - Increase attendance (5% annually)

#### FY 2025 Business Plans (Objectives)

- Restore budgets for summer camp, seniors, Mother’s Day concert and other programs
- Increase public attendance at events
- Research new methods to market programs, events, and facilities
- Create more partnership opportunities with other agencies and individuals to host leisure classes and events

#### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Maintained relations with partners of unfunded programs
- ✓ Accepted HGAC Water Wise award for Riverside Tree Giveaway

### Budget Summary

Recreation	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	718	(1,034)	13,100	2,766	14,087
Other Charges and Services	-	693	-	-	-
Other Expenses	101,329	68,056	79,500	80,675	80,000
<b>Total Recreation</b>	<b>102,048</b>	<b>67,716</b>	<b>92,600</b>	<b>83,441</b>	<b>94,087</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Temporary Workers	3	3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of direct programs	17	52	41	41
Number of indirect programs	15	15	17	17
Program attendance	15,000	12,000	17,000	25,000



**\*Annual Easter Egg Hunt at LeTulle Park\***

## POOLS

### Our Mission

In partnership with our citizens, the Parks and Recreation Department provides programs, facilities, and services which respond to changing needs within our communities. We strive to protect and preserve a park system that promotes quality recreational, cultural, and outdoor experiences for the community and enriches the quality of life for present and future generations in a safe and secure environment.

### Description of Our Services

The Parks Department provides swimming opportunities by providing two pool operations through services to include lifeguards, programs, chemical service, mowing, landscaping, maintenance, inspections, custodial duties, and construction of new projects.

### Vision 2040

#### 2025 Strategic Focus\*

#### Culture and Recreation \*

*To develop culture and recreational opportunities within the City*

#### FY 2025 Business Plans (Objectives)

- Demolition of Valiant Pool
- Increase attendance at swim programs at Hilliard Pool
- Recruit more lifeguards
- Add more programs (i.e., dive in movies, water safety days)
- Incorporate new splashpad within the 5-year plan (\$3,500,000)

#### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Completed renovation of Hilliard Pool- replaster, deck, baby pool feature
- ✓ Renovated Hilliard restrooms to be ADA compliant
- ✓ Conducted leak detection and repairs at Hilliard Pool
- ✓ Created pool party area for reservations during pool hours
- ✓ Increased seating area at Hilliard Pool
- ✓ Received grant from Step Into Swim for Learn to Swim program

### Budget Summary

Pool Operations	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	104,783	115,835	135,569	75,646	-
Supplies & Materials	41,447	66,132	47,200	50,412	31,700
Other Charges & Services	39,374	37,732	44,400	53,650	32,400
Repairs & Maintenance	42,968	21,038	37,000	24,000	33,000
Capital Expenditures	-	-	263,000	263,000	140,000
<b>Total Pool Operations</b>	<b>228,572</b>	<b>240,737</b>	<b>527,169</b>	<b>466,708</b>	<b>237,100</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Aquatic Supervisor	1	1	1	-
Temps. (Lifeguards)	20	20	14	-
<b>Total</b>	<b>21</b>	<b>21</b>	<b>15</b>	<b>-</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of Pools maintained	2	2	2	1
Operating Hours Available to Public	750	750	450	450
Total Number of Customers	4,116	5,629	6,000	6,500



## LIBRARY

### Our Mission

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

### Description of Our Services

BCPL meets the diverse needs of the community for lifelong learning with materials, branch facilities and services, virtual services, programming, and staff. Library services to the public are provided at two library branches and through outreach services. BCPL has a service population of 26,800.

### Vision 2040

#### 2025 Strategic Focus\*

##### Community and Civic Engagement\*

*To build and enhance communications and civic engagement*

- **Establish the Library as the information hub**
  - Library services additions
    - Combine existing community calendars
    - Evolve into an information clearinghouse county-wide

##### Culture and Recreation \*

*To develop culture and recreational opportunities within the City*

- **Implement the 2025-2029 Strategic Plan for the Library**



\*Public Library- Today

**FY 2025 Business Plans (Objectives)**

- Hire program-focused Certified Librarian to manage and conduct library programs
- Hire firm to provide updated space plan to maximize available space and make shelving recommendations
- Establish Library Advisory Board
- Develop plan for the library to serve as community information hub
- Review mission, vision, and value statements and revise as necessary to be in line with City statements

**FY 2024 Accomplishments of Prior Year Business Plans**

- ✓ Earned TMLDA Award
- ✓ Replaced Library Seating with funding from Bay City Library Association
- ✓ Complete Strategic Plan for FY25-29
- ✓ Develop services and programs for preserving local history through funding from Bay City Library Association
- ✓ Grew Sargent programming through funding from the Friends of the Sargent Library.
- ✓ Implement sensory inclusive initiatives.
- ✓ Added Adult Education services with outside funding

**Budget Summary**

Library	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted Budget FY 2025
Personnel Services	328,843	334,638	355,343	352,181	466,527
Supplies & Materials	66,928	51,147	72,750	65,910	72,700
Other Charges & Services	120,871	119,565	79,650	162,615	105,700
Repairs & Maintenance	14,994	5,601	9,000	41,150	10,000
<b>Total Library</b>	<b>531,636</b>	<b>510,951</b>	<b>516,743</b>	<b>621,856</b>	<b>654,927</b>

**Budgeted Personnel**

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Library Director	1	1	1	1
Specialists	3	3	3	2
Cultural Arts Manager	-	-	1	1
Programming Manager	-	-	-	1
Assistants	3	3	2	3
Temporary Workers	.5	.5	1	1
<b>Total</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>9</b>

Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Total Library Circulation	36,417	40,634	35,000	35,000
Total Library Visits	21,953	24,676	25,000	22,000
Population Served	26,379	29,144	26,002	26,300
Number of Programs	286	322	300	350
Program Attendance	4,588	5,422	5,000	5,500
Public Computer Use	2,832	3,356	3,526	3,500
<b><i>Measuring Our Effectiveness</i></b>				
Achievement of Excellence in Libraries Award	Yes	Yes	Yes	Yes
TSLAC Accredited Library	Yes	Yes	Yes	Yes



## Communications & Marketing

### Our Mission

The Communications and Marketing Department ensures that those that live, work, visit, and play in Bay City are engaged and informed of the services of the city.

### Description of Our Services

The Communications and Marketing Department is responsible for the city's internal and external communication efforts. These collaborative efforts include engaging residents, visitors, and employees alike through multiple communication methods, including social media, website, city app, newsletters, alerts, marketing campaigns, and print and digital content.

### Vision 2040

### 2025 Strategic Focus\*

### Community and Civic Engagement\*

*To build and enhance communications and civic engagement*

- **Hire a full-time Public Relations Coordinator/Public Information Officer**
  - Create a Marketing Communication plan
  - Facilitate the branding of the City
  - Coordinate various community meetings to educate the public
  - Develop and implement community surveys
  - Answer public inquiries and requests for information
  - Ensure customer satisfaction and follow-up
  - Share with public current and recent projects and status updates



\*First BayCityTX4U Newsletter from July 20

## GENERAL FUND

### FY 2025 Business Plans (Objectives)

- Hire Public Relations Coordinator/Public Information Officer
- Develop and implement Marketing/Communications Plan
- Implement the streaming of city meetings
- Increase signups for SeeClickFix app by 100%
- Host two community meetings

### FY 2024 Accomplishments of Prior Year Business Plans

- Established Communications and Marketing Department
- Launched #BayCityTX4U newsletter
- Created Communications Policy

## Budget Summary

Communications	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted Budget FY 2025
Personnel Services	-	-	-	12,167	104,436
Supplies & Materials	-	-	-	-	10,000
Other Charges & Services	-	-	-	-	23,200
<b>Total Communications</b>	-	-	-	<b>12,167</b>	<b>137,636</b>

## Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Public Information Officer	-	-	-	-
Communications Specialist	-	-	-	1
<b>Total</b>	-	-	-	<b>1</b>

## Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of Newsletters & news articles	-	-	6	36
Number of Community Events attended	-	-	-	4
Number of social media posts	-	-	300	520
Number of meetings streamed	-	-	-	22
Number of notices sent through app/alert	-	-	25	65
<b>Measuring Our Effectiveness</b>				
Number of City app accounts	-	-	80	160
Number of Facebook fans/followers (City only)	-	-	11,900	12,000
Number of Instagram fans/followers (City only)	-	-	184	300
Number of website visits (City website only)	-	-	120,000	140,000

*\*Performance measures to begin tracking in FY 24- creation of new department\**



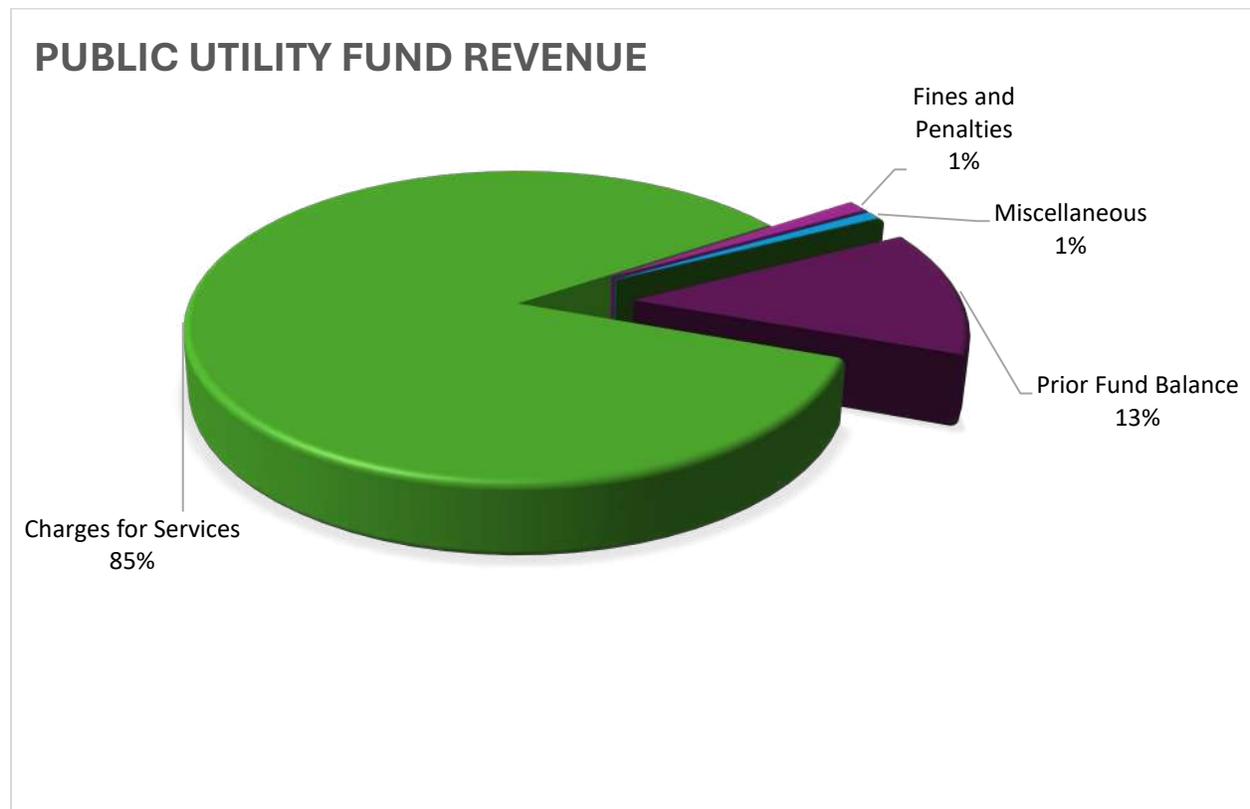


## PUBLIC UTILITY FUND

The Public Utility Fund accounts for the operations of the Utility Billing, Utility Operations, Utility Maintenance, and Water Wastewater Treatment Plant Departments.

## Public Utility Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	Variance
Charges for Services	8,843,879	10,958,101	11,217,500	12,379,990	13,095,000	1,877,500
Fines and Penalties	179,405	190,345	180,000	175,000	180,000	-
Miscellaneous	77,959	166,692	102,500	222,427	125,000	22,500
Intergovernmental	-	29,000	-	-	-	-
Prior Fund Balance	-	-	1,450,000	-	2,000,000	550,000
<b>Total Revenues</b>	<b>9,101,243</b>	<b>11,344,138</b>	<b>12,950,000</b>	<b>12,777,417</b>	<b>15,400,000</b>	<b>2,450,000</b>



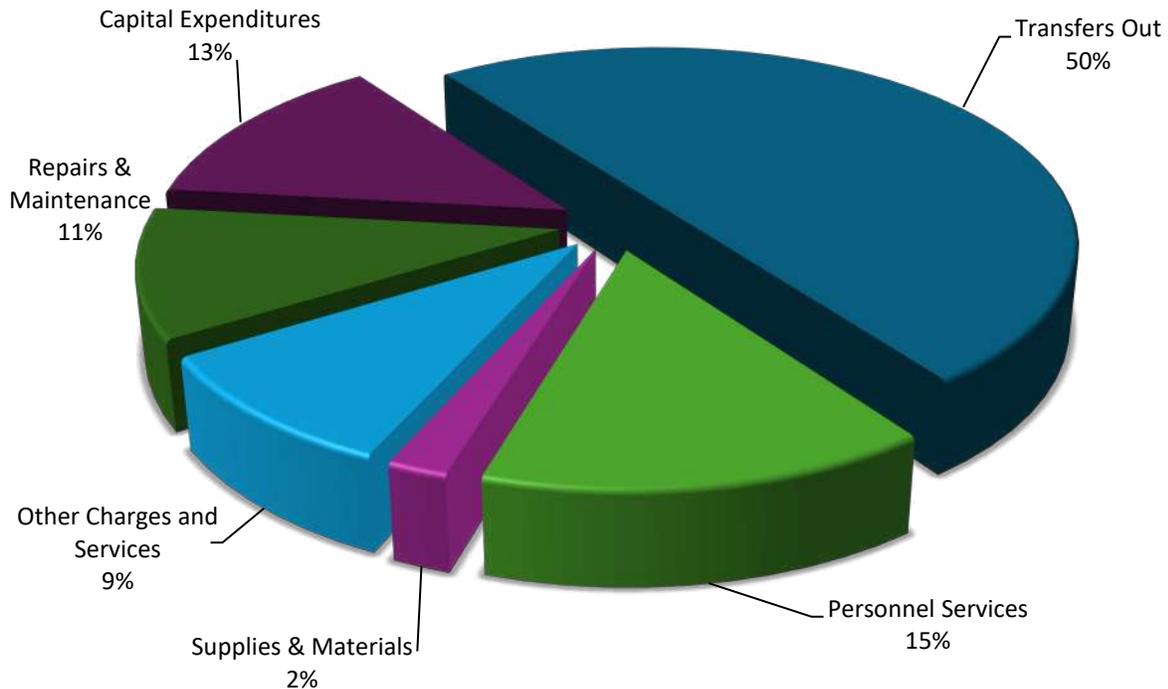
## Public Utility Revenue Detail

Public Utility Fund Revenue	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
<b>Charges for Services</b>					
Water Receipts	4,256,241	5,215,070	5,387,000	5,818,850	6,286,000
Commercial Water Sales	(206)	3,965	3,500	2,250	3,500
Water Taps	76,730	24,712	45,000	45,000	50,000
Service Charges	114,338	132,069	145,000	146,240	150,000
Sewer Receipts	4,278,607	5,567,305	5,577,000	6,305,650	6,528,000
Sewer Surcharges	51,940	4,944	30,000	22,000	27,500
Sewer Taps	61,618	10,037	30,000	40,000	50,000
Contract Revenue	4,612	-	-	-	-
<b>Total Charges for Services</b>	<b>8,843,879</b>	<b>10,958,101</b>	<b>11,217,500</b>	<b>12,379,990</b>	<b>13,095,000</b>
<b>Fines &amp; Forfeitures</b>					
Late Payment Penalties	179,405	190,345	180,000	175,000	180,000
<b>Total Fine &amp; Forfeitures</b>	<b>179,405</b>	<b>190,345</b>	<b>180,000</b>	<b>175,000</b>	<b>180,000</b>
<b>Miscellaneous</b>					
Interest Income	12,106	135,627	100,000	180,650	110,000
Investment G/L	(1,512)	-	-	-	-
Gain on Disposal of Assets	1,875	-	-	-	-
Insurance Claims	61,642	15,155	-	26,299	-
Other Income	3,848	15,910	2,500	15,478	15,000
<b>Total Miscellaneous</b>	<b>77,959</b>	<b>166,692</b>	<b>102,500</b>	<b>222,427</b>	<b>125,000</b>
<b>Intergovernmental</b>					
Transfer from Fund 23	-	29,000	-	-	-
<b>Total Intergovernmental</b>	<b>-</b>	<b>29,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Prior Fund Balance</b>					
Prior Fund Balance	-	-	1,450,000	-	2,000,000
<b>Total Prior Fund Balance</b>	<b>-</b>	<b>-</b>	<b>1,450,000</b>	<b>-</b>	<b>2,000,000</b>
<b>Total Public Utility Revenue</b>	<b>9,101,243</b>	<b>11,344,138</b>	<b>12,950,000</b>	<b>12,777,417</b>	<b>15,400,000</b>

## Public Utility Expenditures by Function

Expenditures by Function	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	Variance
Personnel Services	1,658,011	1,907,394	2,248,905	1,965,645	2,266,870	17,965
Supplies & Materials	326,079	326,089	316,100	347,854	307,000	-9,100
Other Charges and Services	3,570,924	2,952,778	1,943,600	1,728,788	1,461,600	-482,000
Repairs & Maint.	2,096,679	1,474,237	2,173,500	2,285,863	1,630,500	-543,000
Capital Expenditures	-	-	655,000	266,372	2,038,000	1,383,000
Transfers Out	3,073,222	4,640,391	5,612,895	5,612,895	7,696,030	2,083,135
Debt Service	-	8,692	-	-	-	-
<b>Total Expenditures</b>	<b>10,724,914</b>	<b>11,309,581</b>	<b>12,950,000</b>	<b>12,207,417</b>	<b>15,400,000</b>	<b>2,450,000</b>

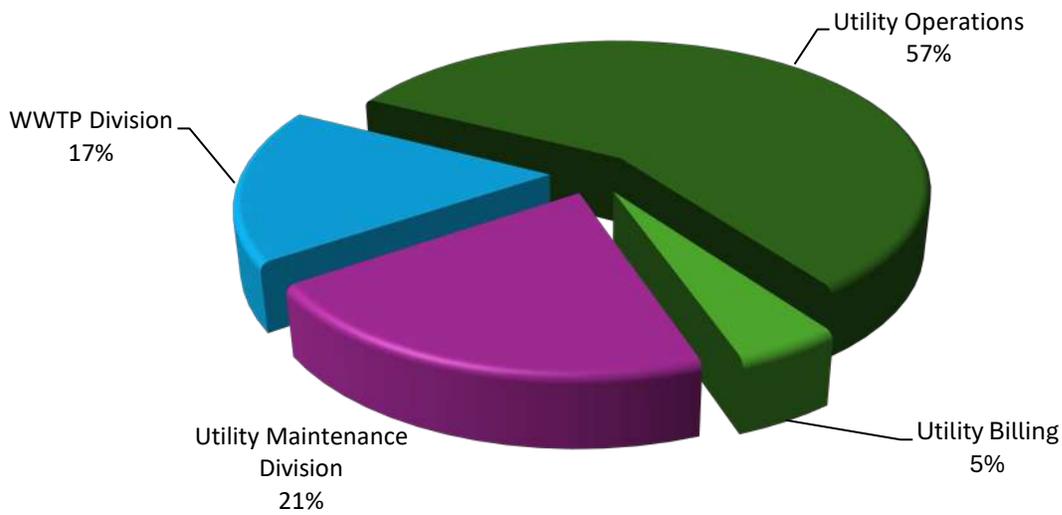
### Expenditure by Function



## Public Utility Expenditures by Department

Expenditures by Department	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	Variance
Utility Billing	434,718	517,183	704,472	594,760	708,158	3,686
Utility Operations	2,501,130	1,838,384	3,315,875	3,100,663	3,230,503	-85,372
Utility Maintenance	1,534,477	1,813,903	2,112,276	1,936,762	2,609,521	497,245
WWTP	6,254,589	7,140,111	6,817,377	6,575,232	8,851,818	2,034,441
<b>Total Expenses</b>	<b>10,724,914</b>	<b>11,309,581</b>	<b>12,950,000</b>	<b>12,207,417</b>	<b>15,400,000</b>	<b>2,450,000</b>

### Expenditure by Department



## Departmental Summaries

### UTILITY BILLING

#### Our Mission

The mission of the City of Bay City Utility Billing Division is to support and enhance a high quality of life for Bay City’s residents, businesses, and visitors by providing responsive, professional, and courteous customer service. The division strives for excellence in accurate metering and fulfilling requests in an efficient, timely manner, while providing accurate and accountable billing and revenue collection services.

#### Description of Our Services

The Utility Billing Department is under the general direction of the Finance Manager. Utility Billing ensures that Bay City residents and businesses are properly billed at rates established and approved by City Council for water, sewer, and sanitation. The employees set up new utility accounts, receive payments, assist citizens with billing and other utility issues and monitor accounts for non-payment. The Utility Billing department utilizes the AMI system for collecting meter reads in preparation of the bills and coordinates with customer service for manual meter reads.

#### Vision 2040

#### 2025 Strategic Focus\*

#### Operational Excellence\*

*To establish and ensure operational excellence*

- **Deliver excellence in customer service**

#### FY 2025 Business Plans (Objectives)

- Continue to encourage citizens to sign up for hyper reach
- Install new payment kiosk beside drive-thru window
- Revamp policies and procedures for uniformity
- Continue to market “Eye on Water App” to customers to help with proactive monitoring of water usage

#### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Completed scanning of all utility applications into Tyler Content Manager
- ✓ Implemented Text to Pay option for customers
- ✓ Created fillable online applications and other related forms
- ✓ Added E-Check option online for payment processing to improve efficiencies
- ✓ Added sign-up option for hyper reach to all applications
- ✓ Continued to market “Eye on Water App” to customers to help with proactive monitoring of water usage

### Budget Summary

Utility Billing	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	195,554	274,546	400,972	358,492	435,458
Supplies & Materials	34,780	39,769	45,000	48,005	45,700
Other Charges & Services	203,437	202,826	227,000	187,206	192,500
Repairs & Maintenance	947	44	31,500	1,057	34,500
<b>Total Utility Billing</b>	<b>434,718</b>	<b>517,183</b>	<b>704,472</b>	<b>594,760</b>	<b>708,158</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Utility Billing Supervisor	-	-	-	1
Utility Billing Clerk	3	3	3	2
Customer Service Coordinator	-	-	1	1
Customer Service Technician I	-	-	1	1
Customer Service Technician II	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>6</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of meter leaks	996	990	1,005	900
Number of service orders completed	18,696	18,976	18,900	18,870
Number of connects with service change	3,048	3,100	3,215	3,100
Number of disconnects	3,132	3,190	3,215	3,100
Number of re-connects (from non-payments) and miscellaneous requests	8,514	8,560	8,665	8,400
Number of meter swap orders	366	370	365	360
Number of sewer stops	240	250	235	240
Annual average of active accounts	5,679	5,900	5,950	5,900
Number of utility account bills generated	68,200	68,250	68,500	69,000
Number of utility payments received	36,396	36,980	37,110	37,500
Number of adjustments processed	27,864	28,115	28,000	27,000
Number of Service Orders generated	41,610	41,950	42,000	41,000
<b>Measuring Our Effectiveness</b>				
Percentage of monthly bills posted to customer accounts on time	100%	100%	100%	100%
Percentage of billing adjustments due to meter reading or billing errors	4%	4%	4%	4%
Annual average –Percentage of overall AMI effectiveness (good reads/total AMI reads)	99.8%	99.8%	99.8%	99.8%

## UTILITY OPERATIONS

### Our Mission

The mission of the Municipal Services Building (MSB) Office is to provide outstanding customer service to our residents and businesses through communication, integrity, and accountability. This division also strives to provide outstanding support to our administration, other departments, and employees.

### Description of Our Services

The Warehouse Operations Division is under the general direction of the Director of Public Works. The MSB staff provides support for all divisions of Public Works, Parks and Recreation and Airport Departments by assisting the supervisors with budgeting, procurement, processing invoices, entering information for work orders, processing timesheets and payroll data, training and maintenance of all department documents and records. The staff assists citizens and developers, in person, on the phone and via email, with the rental of City facilities, permitting, work order requests for City infrastructure (signs, streets, water leaks, etc.) and general information requests.

The Code Compliance Division administers the contracts for sanitation operations and household hazardous waste services in the City; enforces municipal ordinances related to Utility, Solid Waste and Streets; supports the Building Official by issuing stop work orders; compiles all regulatory reports for the water and wastewater divisions (TWDB reports, Consumer Confidence Reports, Coastal Plains Groundwater Conservation District permits and annual water use, monthly operating reports for water wells, discharge monitoring reports for WWTP); serves as Water Conservation Coordinator; manages/enforces the City's Cross Connection Control program; manages/enforces grease trap maintenance; assists the Recycling Center with public education and grants.

### Vision 2040

#### 2025 Strategic Focus\*

#### Safety and Community Appearance\*

*To enhance safety and community appearance*

#### Community and Civic Engagement\*

*To build and enhance communications and civic engagement*

#### Infrastructure\*

*To develop community infrastructure and enhancements to the transportation network and system*

#### Planning and Development\*

*To establish a smooth and transparent planning and development process*

#### Operational Excellence\*

*To establish and ensure operational excellence*

**FY 2025 Business Plans (Objectives)**

- Arrange additional training for new and existing MSB Administrative Assistants in Cityworks geared toward: 1) improving GIS asset management; 2) reporting; 3) capturing equipment hours, labor hours, and materials for all work orders
- Arrange additional training for new and existing MSB Administrative Assistants in Building Inspections Incode program and city ordinances geared toward permitting process.
- Resume “Friendly Certified Customer Service Training” through Victoria Chamber of Commerce. Our goal is to continue changing the culture and make the City of Bay City known for good customer service
- Coordinate with a local vendor to schedule fire extinguisher inspections and/or replacements.
- Continue to assist in the planning for monthly safety meetings
- Increase code compliance efforts and improve effectiveness by partnering with Code Enforcement and the Building Department to review and revise the grease ordinance and ensure proper enforcement
- Continue development and enforcement of the Cross-Connection Control program
- Equally apply division policies, city ordinances and model codes for all developers and citizens.
- Continue to expand the program to chip brush at the Brush Site
- Continue to provide administrative services for GovDeals annual auction of obsolete equipment and miscellaneous items
- Continue to promote new sanitation services and public education relating to water conservation, solid waste, recycling, and grease ordinance
- Continue to provide administrative services for all grants submitted and received by the Public Works department
- Continue to provide administrative services for all contracts and bid documentation for the Public Works department
- Continue to provide administrative services, inspections and scheduling for city contractors working on street, drainage, and utilities projects for the Public Works department
- Continued to increase advertising efforts and continue to grow the Fall and Spring Citywide Cleanup Events

**FY 2024 Accomplishments of Prior Year Business Plans**

- ✓ City Planning Division created and staffed. Improved building permit and pre-development process for residential, commercial, and industrial developments
- ✓ Utility Foreman, City Planning Manager and Office Manager attended the Bay City High School Career Fair, in hopes of educating young adults on alternative workplace opportunities after graduation
- ✓ One MSB office staff employees served on the Records Management Review Committee tasked with reviewing current records management policies and procedures; developing procedures and forms for department record audits; developing an emergency preparedness and recovery plan for records; and developing an electronic records program
- ✓ MSB Office Manager served as Safety Committee Chair and assisted with planning of all monthly safety meetings
- ✓ Completed “Painting & Updating” Warehouse Bay Area Municipal Services Building”
- ✓ Continued to add/remove vehicles and employees to Fluid Secure, our Fuel Management System
- ✓ Added all three diesel and unleaded pumps to fuel system to generators for disaster events
- ✓ Continued enforcement of Cross Connection Control program

## ENTERPRISE FUNDS

- ✓ Continued monthly meetings with GFL representatives, City Manager’s Office, Utility Billing and Code Enforcement to optimize city sanitation services
- ✓ Coordinated efforts between city employees and city contractors to complete utility projects in an efficient and timely manner, thereby aiding the city in continuing to provide excellent customer service to our citizens
- ✓ Continued development of “Standard Operating Procedures” for Public Works Department

### Budget Summary

Utility Operations	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	458,087	494,322	620,882	512,074	511,488
Supplies & Materials	28,540	21,381	21,100	22,640	11,300
Other Charges & Services	2,645,600	1,954,992	537,500	402,403	503,000
Repairs & Maintenance	49,140	20,332	25,000	25,220	30,000
Transfers Out	-	-	-	-	100,000
Debt Service	3,073,222	4,640,391	5,612,895	5,612,895	7,696,030
<b>Total Utility Operations</b>	<b>6,254,589</b>	<b>7,140,111</b>	<b>6,817,377</b>	<b>6,575,232</b>	<b>8,851,818</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Director of Public Works	1	1	1	1
Assistant Director of Public Works	1	1	1	1
Office Manager	1	1	1	1
Engineering Technician	1	1	1	-
City Planning Manager	1	1	1	-
Code Compliance Officer	-	-	1	-
<b>Total</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>3</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Code Violation Complaints-Sanitation	180	175	185	185
Code Violation Complaints-Utilities	50	53	55	55
Code Violation Complaints-Streets	16	13	15	13
Stop work order issued	15	16	12	10
WCA complaints investigated	15	17	20	15
Notice of Violation issued	40	45	42	40
Cross connection control non-compliance Notice issued	65	67	62	60

## UTILITY MAINTENANCE

### Our Mission

The mission of the City of Bay City Utility Maintenance Division is to support and enhance a high quality of life for Bay City’s residents, businesses, and visitors by providing well-planned, cost-effective water distribution, sewer collection services and infrastructure maintenance through responsible use of resources, innovations, and technology to promote public health and economic growth while remaining stewards of the environment.

### Description of Our Services

The Utility Maintenance Division is under the general direction of the Director of Public Works. Employees of the division have 75+ years combined experience with water distribution and sewer collection systems. The primary responsibility of the department is the construction, operation, and maintenance of the City's water distribution and sewer collection systems. The crews repair and install new water and sewer lines, install water and sewer taps for new residential development, perform locates to identify the water and sewer lines when others are excavating in the city right-of-way, repair and flush fire hydrants, camera/video sewer lines and storm drains and jet sewer lines.

### Vision 2040

#### 2025 Strategic Focus\*

##### Infrastructure\*

*To develop community infrastructure and enhancements to the transportation network and system*

#### FY 2025 Business Plans (Objectives)

- Continue to improve infrastructure by continuing line replacement/extension program of aging water and sewer lines and associated components.
- Continue initiating Capital Improvement Projects identified in the Water System Analysis and Master Plan.
- Continue identifying all water mains less than two inches and develop scopes of work to upsize lines to meet water supply demand.
- Sustain quality of life by continuing to maintain adequate pressure of 50 to 55 psi throughout the water system at a volume to meet the demands of the citizens.
- Improve quality of life by continuing to respond quickly and efficiently, within twenty-four (24) hours, to complaints regarding water leaks to reduce water loss.
- Increase effectiveness by expanding on the grease trap inspection program using Cityworks to document and schedule inspections. Review and update City Ordinance related to grease traps. Partner with Code Enforcement to ensure proper enforcement.
- Continue to utilize Cityworks to record and document all repairs and projects as well as related costs.

## ENTERPRISE FUNDS

- Develop and implement a backflow prevention program and utilize Cityworks to track inspections. Review City Ordinance related to backflow prevention, make necessary changes and partner with Code Enforcement to ensure proper enforcement.
- Increase efficiency by developing and implementing an inventory control program by using City Works.
- Implement Customer Service Inspector for all new water turn-ons. Phase in duties to become compliant with the state laws (TCEQ). Currently non-compliant.
- Establish a two-man crew: Duties to include manhole ID's and fire hydrant preventative maintenance.
- Continue to improve quality of life by responding quickly and efficiently, within twenty-four (24) hours, to complaints regarding water leaks to reduce water loss.
- Continue to improve efficiency by reducing the need for manual meter reading by improving the efficiency of maintenance of the City's Advanced Meter Infrastructure (AMI) water meter system.
- Continue to educate Bay City residents on the harmful effects of fats, oils, and grease on the City's wastewater collection system to obtain their assistance in reducing the amount of fats, oils and grease introduced into the system.
- Continue to work with Utility Billing to improve efficiency and reduce water loss by working with Bay City residents to address potential water leaks at their homes/businesses to reduce water loss. Educate residents on Water Conservation
- Increase code compliance efforts and improve effectiveness by partnering with Code Enforcement and the Building Department to review and revise the grease ordinance and ensure proper enforcement.
- Continue to improve livability and quality of life by working with plumbers servicing Bay City residents to help identify and eliminate water leaks and properly address reported sewer issues to ensure they are handled in a timely manner to minimize the customer's disruption in service.

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Installed numerous water and sewer taps for both residential and commercial properties
- ✓ Replaced and/or installed several manholes throughout the City
- ✓ Repaired numerous water and sewer lines throughout the City
- ✓ Provided training to Utility employees on the use of the Beacon website to monitor water meters

### Budget Summary

Utility Maintenance Division	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	524,290	558,801	654,575	549,285	700,203
Supplies & Materials	51,589	43,240	44,800	52,009	44,800
Other Charges & Services	6,595	40,605	475,500	338,828	57,500
Repairs & Maintenance	1,918,654	1,159,210	1,786,000	1,907,154	1,228,000
Capital Expenditures	-	36,528	355,000	253,387	1,200,000
<b>Total Utility Maintenance</b>	<b>2,501,130</b>	<b>1,838,384</b>	<b>3,315,875</b>	<b>3,100,663</b>	<b>3,230,503</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Utility Foreman	1	1	1	1
Crew Leader	3	3	2	2
Administrative Assistant I	1	1	1	1
Maintenance Technician II	1	1	2	2
Maintenance Technician I	2	2	3	3
Customer Service Supervisor	1	1	-	-
Customer Service Technician I	2	2	-	-
Customer Service Technician II	1	1	-	-
Vactor Truck Operator	1	1	1	1
<b>Total</b>	<b>13</b>	<b>13</b>	<b>10</b>	<b>10</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Total length of water mains (miles)	115	120	145	145
Total length of sewer mains (miles)	110	115	140	140
Total number of fire hydrants	370	370	375	375
Number of water leaks	430	543	570	555
Number of new water taps	75	60	120	125
Number of new sewer taps	70	55	120	125
Number of water lines located	740	960	980	980
Number of sewer lines located	740	960	980	980
Linear feet water line replaced/ installed	3,500	3,500	3,500	3,500
Linear feet sewer line replaced/installed	2,000	3,500	2,800	3,000
Estimated gallons of water loss associated with reported water leaks	320,500,000	325,000,000	325,000,000	325,000,000
Number of sewer overflows per year	3	9	5	5
Number of meter swap orders	1,841	1,031	500	600
Number of meter leaks	50	94	115	110
Number of sewer stops	240	230	200	205
<b><i>Measuring Our Effectiveness</i></b>				
Annual Water Loss	36%	36%	38%	36%

## WATER AND WASTEWATER TREATMENT PLANT

### Our Mission

The mission of the City of Bay City Water and Wastewater Treatment Plant Division is to support and enhance a high quality of life for Bay City’s residents, businesses, and visitors by providing reliable, sustainable, superior quality water through protecting and managing current sources; and, by protecting public health and the environment through responsible environmental stewardship and treatment of the City’s wastewater.

### Description of Our Services

The WWTP Division is under the general direction of the Director of Public Works. The employees maintain the City’s potable water supply by checking and monitoring operations of the City’s six water wells, four Ground Storage Tanks and three Elevated Storage Tanks. They ensure quality of the water supply through disinfection, sampling and testing and security of the facilities through visual monitoring and facility maintenance. The employees also maintain the city’s wastewater collection system which includes the WWTP and 26 sewer lift stations. They ensure proper operation of the lift stations to prevent illicit sewer discharges of sewage flowing to the WWTP. The employees also operate and manage the sewer treatment process at the WWTP to assure a clean effluent to Cottonwood Creek. Operators are licensed by TCEQ and are required to strictly adhere to rules and regulations set by City Ordinance, the State of Texas, and the EPA.

### Vision 2040

#### 2025 Strategic Focus\*

#### Infrastructure\*

*To develop community infrastructure and enhancements to the transportation network and system*

#### FY 2025 Business Plans (Objectives)

- Continue to improve infrastructure by implementing Capital Improvement Projects identified in the Sanitary Sewer Analysis and Master Plan as well as the WWTP Evaluation.
- Maintain facilities by continuing the consistent Preventative Maintenance plan on water well equipment, lift station equipment and Wastewater Treatment Plant equipment; continue documenting the activities using Cityworks.
- Continue to maintain quality of life by ensuring that all 26 lift stations are inspected regularly and are adequately maintained to ensure consistent, uninterrupted service to citizens.
- Continue to improve effectiveness and efficiency by updating the Operating & Maintenance (O&M) Manual for the WWTP.
- Continue to improve efficiency and demand at the WWTP by reducing inflow and infiltration of storm water into the collection system by:
  - Continuing sewer line rehab program
  - Identifying manholes in need of rehabilitation

## ENTERPRISE FUNDS

### FY 2024 Accomplishments of Prior Year Business Plans

#### WATER PLANTS AND WELLS:

- ✓ Awarded the Texas Water Development Board funding for water and wastewater improvements
- ✓ Passed TCEQ Inspection
- ✓ Began design stage on absorption system at 6<sup>th</sup> & Avenue I (TWDB)

#### SEWER LIFT STATIONS:

- ✓ Completed repairs to Avenue C Lift Station
- ✓ Replaced pump and restored power to FM 457 Lift Station
- ✓ Replaced receptacle at Bucks Bayou Lift Station
- ✓ Replaced pumps at Bay Brook Lift Station
- ✓ Replaced lift station pump at Bay Brook Apt. Lift Station

#### WWTP

- ✓ Completed repairs on Clarifier #2
- ✓ Passed TCEQ Inspection

## Budget Summary

Water and Wastewater Treatment Plant Division	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	480,079	579,725	572,476	545,794	619,721
Supplies & Materials	211,169	221,700	205,200	225,200	205,200
Other Charges & Services	715,291	754,355	703,600	800,351	708,600
Repairs & Maintenance	127,938	294,651	331,000	352,432	338,000
Capital Expenditures	-	(36,528)	300,000	12,985	738,000
<b>Total WWTP</b>	<b>1,534,477</b>	<b>1,813,903</b>	<b>2,112,276</b>	<b>1,936,762</b>	<b>2,609,521</b>

## Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Utility Superintendent	1	1	1	1
Plant Operator III	3	3	3	3
Plant Operator II	1	1	1	1
Plant Operator I	1	1	1	1
Administrative Assistant I	1	1	1	1
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>

Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of water samples collected for bacteriological testing	384	394	384	384
Number of fire hydrants flushed	612	612	612	612
Estimated gallons of water loss associated with routine fire hydrant flushing	240,000	250,000	245,000	240,000
Cubic Yards of sludge removed/number of loads hauled	3,611 356	3,566 322	3,500 320	3,500 320
<b><i>Measuring our Effectiveness</i></b>				
Number of TCEQ violations – groundwater	-	1	-	-
Gallons of water produced per year	860,409,000	917,800,000	925,000,000	950,000,000
Number of TCEQ violations – wastewater	-	-	-	-
Total gallons of wastewater treated per year	576,000,000	58,000,000	580,100,000	580,000,000

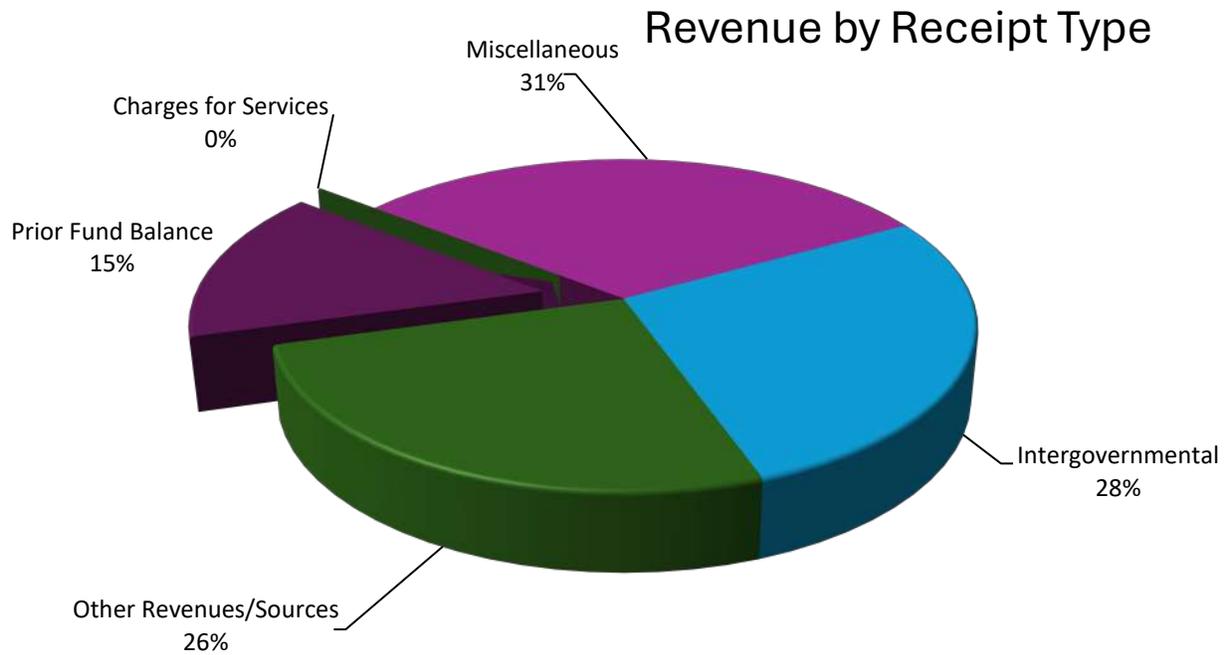


# AIRPORT FUND

The Airport Fund is used to account for the operations of the Bay City Regional Airport.

## Airport Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	Variance
Charges for Services	-	200	-	300	-	-
Miscellaneous	222,236	194,485	318,500	323,775	245,500	(73,000)
Transfers In	245,000	225,000	281,000	281,000	350,000	69,000
Other Revenues/Sources	288,536	203,737	265,500	217,050	250,500	(15,000)
Prior Fund Balance	-	-	152,000	-	310,000	158,000
<b>Total Revenues</b>	<b>755,772</b>	<b>623,422</b>	<b>1,017,000</b>	<b>822,125</b>	<b>1,156,000</b>	<b>139,000</b>



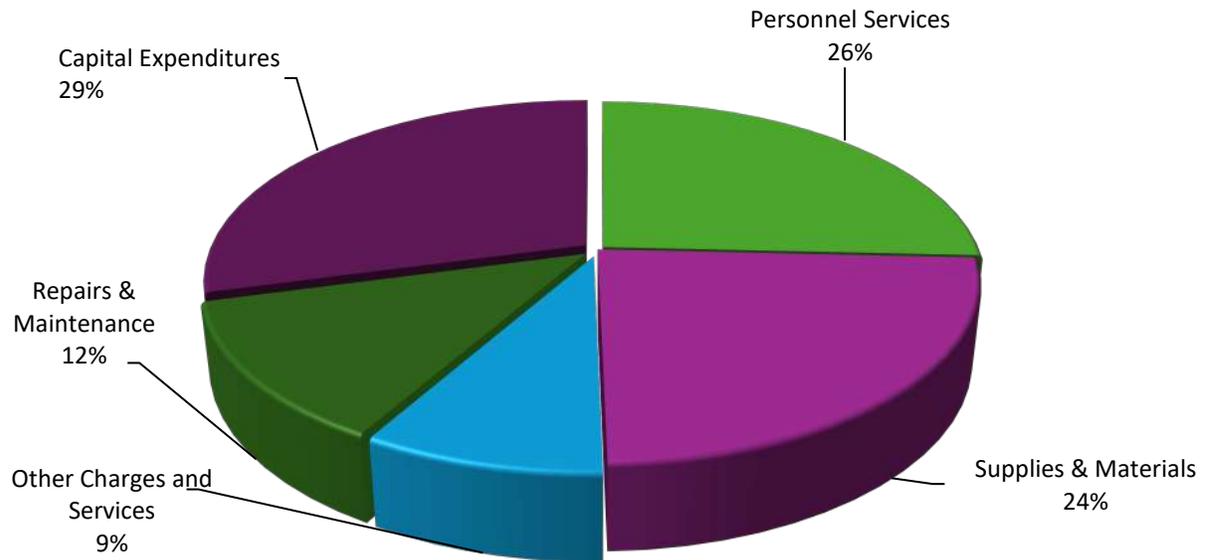
## Airport Revenue Detail

Airport Fund Revenue	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
<b>Charges for Services</b>					
Late Fees	-	200	-	300	-
<b>Total Charges for Services</b>	<b>-</b>	<b>200</b>	<b>-</b>	<b>300</b>	<b>-</b>
<b>Miscellaneous</b>					
Interest Income	37	3,302	-	475	500
Capital Contribution	-	-	-	-	-
T-Hanger Rental Fees	122,602	131,063	130,000	137,550	135,000
Tie Down Fees	6,180	2,284	2,500	2,750	2,500
Tx Dept. of Transportation	50,000	49,731	176,000	176,000	100,000
Insurance Claims	29,205	-	-	1,000	-
Gain on Disposal of Assets	-	-	-	-	-
Other Income	14,212	8,105	10,000	6,000	7,500
<b>Total Miscellaneous</b>	<b>222,236</b>	<b>194,485</b>	<b>318,500</b>	<b>323,775</b>	<b>245,500</b>
<b>Intergovernmental</b>					
Transfer from General FD	245,000	225,000	225,000	225,000	350,000
Transfer from BCCDC	-	-	56,000	56,000	-
<b>Total Intergovernmental</b>	<b>245,000</b>	<b>225,000</b>	<b>281,000</b>	<b>281,000</b>	<b>350,000</b>
<b>Other Revenues/Sources</b>					
Jet Fuel	159,722	117,752	165,000	137,800	175,000
Aviation Fuel	128,395	85,866	100,000	78,750	75,000
Aviation Oil	419	119	500	500	500
<b>Total Other Revenue</b>	<b>288,536</b>	<b>203,737</b>	<b>265,500</b>	<b>217,050</b>	<b>250,500</b>
<b>Prior Fund Balance</b>					
Prior Fund Balance	-	-	152,000	-	310,000
<b>Total Prior Fund Balance</b>	<b>-</b>	<b>-</b>	<b>152,000</b>	<b>-</b>	<b>310,000</b>
<b>Total Airport Revenue</b>	<b>755,772</b>	<b>623,422</b>	<b>1,017,000</b>	<b>822,125</b>	<b>1,156,000</b>

## Airport Expenditures by Function

Expenditures by Function	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025	Variance
Personnel Services	216,175	212,691	261,850	217,709	274,225	12,375
Supplies & Materials	236,742	162,516	243,150	215,810	216,775	(26,375)
Other Charges and Services	342,723	342,808	87,500	133,606	89,500	2,000
Repairs & Maint.	150,862	127,143	127,500	129,000	135,500	8,000
Capital Expenditures	-	-	297,000	206,000	440,000	143,000
<b>Total Expenditures</b>	<b>946,503</b>	<b>845,158</b>	<b>1,017,000</b>	<b>902,125</b>	<b>1,156,000</b>	<b>139,000</b>

### Expenditures by Function



## AIRPORT OPERATIONS

### Our Mission

Bay City Regional Airport is a general and business aviation airport, which is operated, maintained, and preserved for the benefit of the community and airport users.

### Our Vision

The Vision of the Bay City Regional Airport is to be the best and most well-regarded regional airport in the State of Texas. We are committed to supporting the economic needs of the community through safe and secure operations.

### Airport Goals & Objectives

The objective of the Bay City Regional Airport is to support its mission and vision through the operation, maintenance, and development of airport services and infrastructure that is accountable to its constituents, provides appropriate airport facilities, and supports compatible business uses and development. The following goals further define and clarify airport accountability, facilities, and business.

#### ACCOUNTABILITY

- Accountable to provide services to
  - Users
  - Tenants
  - Customers
- Financially accountable to
  - Airport sponsor (enterprise fund)
  - Grantors
- Meeting Regulatory obligations to
  - FAA
  - TXDOT
  - EPA
  - TCEQ
  - City of Bay City
    - Self-sustaining
    - Sensitive to the needs of the community
    - Sensitive to the environment

### FACILITIES

- Addressing the needs of the general aviation users
- Addressing the general aviation needs of businesses
- Enabling and supporting the acquisition of new assets
- Ensuring efficient and effective service quality
- Maintaining and retaining current Airport assets, including real property, existing runways, taxiways, ramps, runway lengths and operational utility
- Maintaining modern and up to date facilities
- Providing a safe environment for all concerned
- Providing services and/or economic value to the community
- Providing a welcoming gateway to Bay City and local communities
- Secure (controlled access)
- Serving as a regional resource for emergencies

### BUSINESS

- Compatible with the mission and vision of the Airport
- Encouraging economic growth
- Encouraging revenue-generating activities that are competitively priced
- Fostering partnerships
- Promoting tourism
- Responding to the demands of dynamically changing economic and aviation
- Technologies
- Welcoming to aviation-compatible businesses

### ACTION PLAN SUPPORTING THE AIRPORT MISSION, VISION, GOALS & OBJECTIVES

- Prepare a long-term Airport Master Plan update. The Airport Master Plan will provide guidance for the development and operation of the airport.
- Soliciting aviation-compatible businesses to build operational infrastructure based on the Airport.

### **Description of Our Services**

Airport Operating Fund is an Enterprise fund. It provides operations, maintenance, and security services for those that use the Bay City Regional Airport and its facilities. The Airport revenues are generated by the following activities:

- Aircraft tie down fees
- Rental of hangar space
- Ramp fees
- Courtesy vehicle user fees
- Fuel sales

**Vision 2040**

**2025 Strategic Focus\***

**Infrastructure\***

*To develop community infrastructure and enhancements to the transportation network and system*

- **Identify Airport improvements to support industrial development**
  - Hangars
  - Runways
  - Water Well

**FY 2025 Business Plans (Objectives)**

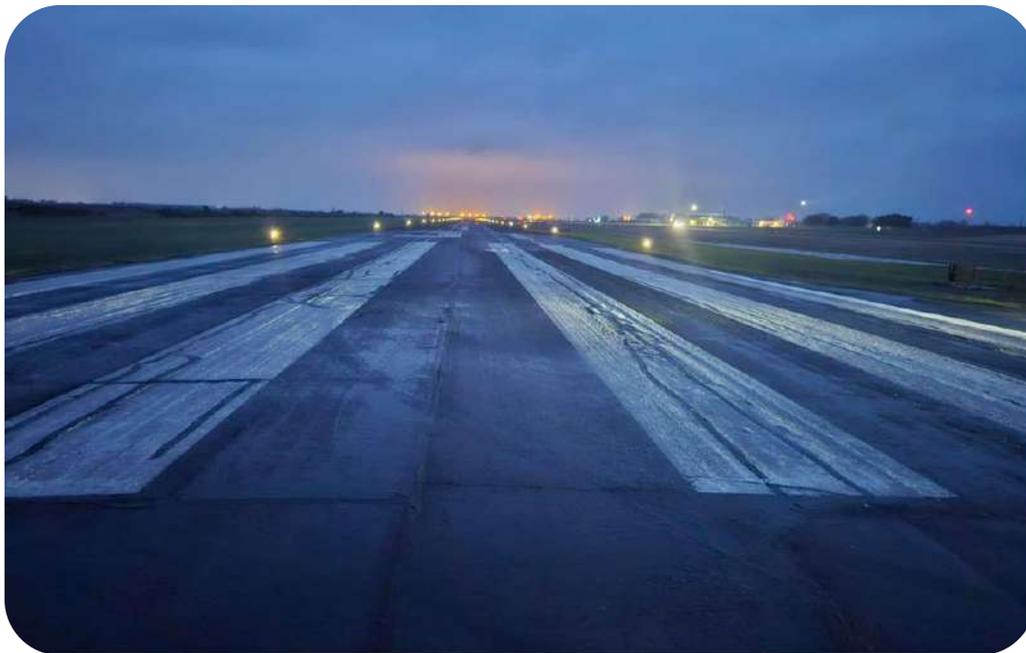
- Promote Airport as a destination for business and general aviation
- Complete Runway 13/31 construction - \$3,436,200 Grant, \$381,800 City, Total \$3,818,000
- Host 7th annual “Santa’s Fly-In Storytime”
- Submit FAA grant for new terminal building \$6,703,485 Grant, \$352,815 City, Total \$7,056,300
- Investigate renewable fuels (electric, hydrogen, 100 no lead) for aircraft to airport
- Host fly-in movie night
- Complete design and funding negotiations on Williams Energy office building site
- Complete public parking lot crack seal, seal coat and paint re-striping - \$27,000 Grant, \$3,000 City, Total \$30,000 (covered in RAMP, (routine airport maintenance program) Grant 90/10)
- Replace water well to include fire suppression and bulk water station - \$1,265,000 Total, (Water Development Board)
- Complete taxi lane and t-hangar re-striping and marking (10% to complete)
- Complete Airport Layout Plan

**FY 2024 Accomplishments of Prior Year Business Plans**

- ✓ Promoted Airport through websites and magazine publications
- ✓ Completed construction of Taxiway and Drainage relocation, 13-month project. - \$ 5,490,000 Grant, \$610,000 City, Total \$6,100,000
- ✓ Completed Runway 13/31 engineering and design - \$140,670 Grant, \$15,630 City, Total \$156,300
- ✓ Completed replacement of AWOS (automated weather observation system) utilizing existing foundation and tower - \$138,600 Grant, \$14,000 City, Total 140,000
- ✓ Hosted the 6th annual “Santa’s Fly-In Storytime” in partnership with the Library, TxDOT Aviation, Memorial Hermann LifeFlight, Texas DPS Aviation Division, and Van Vleck ISD drama department
- ✓ Completed the Jet-A fuel station replacement of the skid pump and hose reels - \$314,331 ARPA Grant
- ✓ Started Airport Layout Plan with narrative
- ✓ Completed FAA grant for new terminal building, not selected in this round but will submit FY25
- ✓ Completed FAA grant for Runway 13/31 reconstruction, replacement, or overlay
- ✓ Completed taxi lane and t-hangar re-striping and marking (90% completed)
- ✓ Complete installation of wildlife fencing along west runway property line - \$364,950 Grant, \$40,550 City, Total \$405,500. (IJA)

**Budgeted Personnel**

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Airport Manager	1	1	1	1
Airport Secretary	1	1	1	1
Lineman	1.5	1.5	1.5	1.5
Temporary Worker	1	1	1	1
<b>Total</b>	<b>4</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>



Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Number of daily airfield inspections	247	247	247	247
Number of airfield lighting repairs	4	1	10	2
Number of airfield fence repairs	4	4	8	2
Number of aircraft fueled	1,111	874	1000	1600
Acres of airport grounds mowed/ maintained	181	181	181	181
Number of courtesy car rentals/usage	103	103	100	100
Estimated number of take offs & landings	11,111	8,740	10,000	16,000
Usage/inquires to paid websites for Airport information	1827	3000	3500	2500
<b><i>Measuring Our Effectiveness</i></b>				
T-hangar tenant occupancy	84%	88%	98%	90%
% of time airfield operational	100%	90%	50%	90%
Value of TxDOT Aviation RAMP funding obtained	\$50,000	\$50,000	\$100,000	\$100,000







## HOTEL/MOTEL FUND

The City adopted a local hotel occupancy tax (7%) within the City limits. The City uses these funds to directly enhance and promote tourism and the convention and hotel industry or other expenses approved by State Law.

## Hotel/Motel Tax Fund

The primary funding source for the Hotel/Motel Tax Fund is the Hotel Occupancy tax, a consumption type of tax authorized under Texas state statute. This tax allows the City of Bay City to collect up to its current tax rate of 7% on rental income of hotels and motels within the City limits.

In Chapter 351 of the Tax Code, funds derived from the Hotel/Motel Tax Fund can only be spent if the following two-part test is met:

- Every expenditure must directly enhance and promote tourism and the convention and hotel industry.
- Every expenditure must clearly fit into one of nine statutorily provided categories for expenditure of local hotel occupancy taxes:
  1. Funding the establishment, improvement or maintenance of a convention or visitor information center
  2. Paying for the administrative costs for facilitating convention registration
  3. Paying for tourism related advertising and promotion of the city or its vicinity
  4. Funding programs that enhance the arts
  5. Funding historical restoration or preservation projects
  6. Sporting events where most participants are tourists in cities located in a county with a population of 290,000 or less
  7. Enhancing and upgrading existing sport facilities or fields for certain municipalities
  8. Funding transportation systems for tourists
  9. Signage directing the public to sights and attractions that are visited frequently by hotel guests in the municipality

Within the city limits of Bay City there are currently 20 hotels and motels all of which report and pay hotel occupancy taxes to the City. The following hotels and motels can be found in Bay City, Texas:

### Hotels and Motels within Bay City

Best Western Plus	Knights Inn
Candlewood Suites	La Quinta Inn
Comfort Suites	Paradise Inn
Days Inn	Regency Inn
Economy Inn	Scottish Inn
Fairfield Inn	South Texas Inn
Hampton Inn	Starland Motel
Happy Bay	Studio 6
Holiday Inn	Super 8
Island Inn	Town House Motel

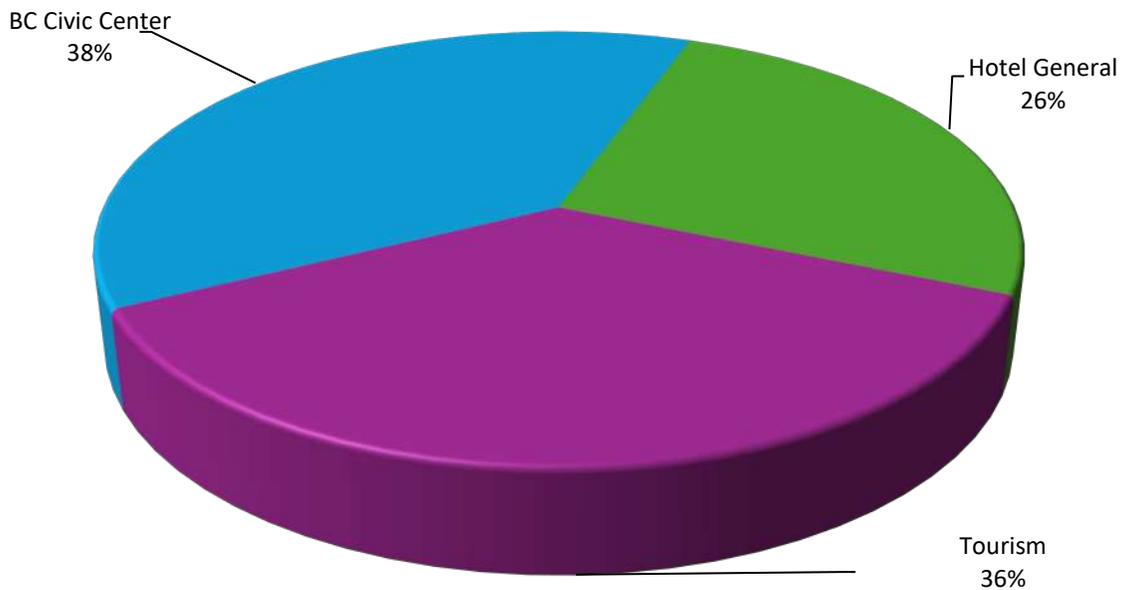
## Hotel / Motel Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Hotel Occupancy Tax	586,528	713,852	615,000	650,000	650,000
Miscellaneous	127,157	185,259	110,000	166,500	125,000
Prior Fund Balance	-	-	65,000	-	200,000
<b>Total Revenue</b>	<b>713,685</b>	<b>899,111</b>	<b>790,000</b>	<b>816,500</b>	<b>975,000</b>

## Hotel / Motel Expenditures

Hotel/Motel Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Hotel General	123,130	98,671	103,000	99,500	251,500
Tourism	277,261	199,470	277,500	233,600	354,000
Civic Center	271,813	445,188	409,000	407,700	369,500
Bay City Theatre	23,334	233	500	713	-
<b>Total Hotel/Motel</b>	<b>695,538</b>	<b>743,563</b>	<b>790,000</b>	<b>741,513</b>	<b>975,000</b>

## Expenditures by Department



## HOTEL GENERAL

### Description of Our Services

Expenditures considered to be of a non-departmental nature include funding the Matagorda County Museum, funding a portion of Main Street Budget (in General Fund) that qualifies for the HOT funds and other special projects which are approved by City Council.

### Budget Summary

Hotel General	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Other Charges and Services	65,130	30,671	35,000	31,500	1,500
Transfers	58,000	68,000	68,000	68,000	250,000
<b>Total Hotel General</b>	<b>123,130</b>	<b>98,671</b>	<b>103,000</b>	<b>99,500</b>	<b>251,500</b>



Matagorda County Museum

## TOURISM

### Our Purpose

The Tourism Department's activity is primarily responsible to position Bay City and Matagorda County as a nationally and regionally recognized tourist destination by developing quality marketing programs and events to attract visitors and stimulate economic development and growth.

### Mission Statement

Bay City Tourism Council promotes and develops tourism and awareness of our beaches, birds and thriving arts along with our downtown culture.

### Vision 2040

#### 2025 Strategic Focus\*

#### Culture and Recreation\*

*To develop culture and recreational opportunities within the City*

- Increase arts initiatives in the City that focuses on our culture and tourism draws
- Review and consider implementation of the new Tourism Strategic Plan
- Improve community events
  - Marketing
  - Increase attendance (5% annually)



## SPECIAL REVENUE FUNDS

### FY 2025 Business Plans (Objectives)

- Review & revise Tourism Organizational structure
- Re-establish the Downtown Visitor Information Booth (Kiosk)
- Create and execute a Tourism Marketing Plan
- Enhance Tourism collaboration
- Support and promote Matagorda County events
- Increase the presence of Public Art and Culture

### FY 2024 Accomplishments of Prior Year Business Plans

- Sponsored/Commissioned Public Art Projects: Sato Longhorn Mural (Downtown), Scissor Wings (Main St. Salon), and #BayCityBob (Bob Ross Hide & Seek)
- Created and maintained Community Calendar of Events
- Created and maintained map of public art displays in Matagorda County
- Partnered with Matagorda County Eco-Tourism; developed as a sub-committee
- Provided strategic planning and HOT training for Tourism Board
- Assisted with the creation of Bay City TX Mobile App (See, Click, Fix)

## Budget Summary

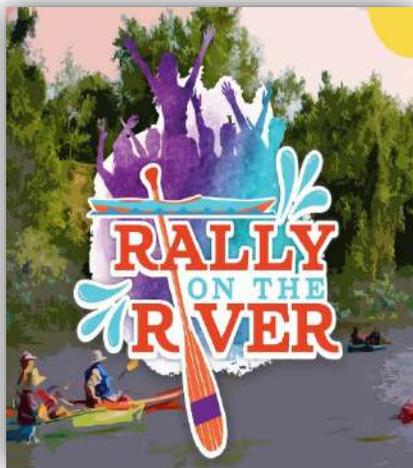
Tourism	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	50,588	79,737	94,700	91,700	97,500
Supplies & Materials	6,557	221	7,500	5,800	8,500
Other Charges and Services	220,117	119,512	175,300	136,100	248,000
<b>Total Tourism</b>	<b>277,261</b>	<b>199,470</b>	<b>277,500</b>	<b>233,600</b>	<b>354,000</b>

## Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Tourism Director	1	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Advertising Placements: Billboards, Magazines	23	23	20	20
Facebook Followers	3,500	-	3,400	4,000
Number of Tourism Hosted Events	3	1	2	4
Number of Application of the Arts Projects	-	1	7	10
Number of Travel Shows Attended	1	-	-	1
<b>Measuring Our Effectiveness</b>				
Annual Update of Business Plan	2	1	1	1
Number of Meetings Held	6	10	12	20
Council Updated Quarterly	4	4	4	4



## CIVIC CENTER



### Our Mission

The mission of the Bay City Civic Center is to provide a safe, beneficial, and enjoyable facility for special events for all citizens, tourists, and visitors to the City of Bay City, Texas.

### Description of Our Services

The Bay City Chamber of Commerce and Agriculture with the City of Bay City provides management and operations for the facilities of the Bay City Civic Center. Revenues are generated from facility rentals. The maintenance costs are provided by Fund 25 of the City of Bay City.

### Vision 2040

#### 2025 Strategic Focus\*

#### Culture and Recreation\*

*To develop culture and recreational opportunities within the City*

#### FY 2025 Business Plans (Objectives)

- Ensure the customers and community maximizes the use of the Bay City Civic Center
- Provide staff to set-up, supervise, and maintain a presence at the center, and ensure every service is afforded to the Customer
- Conduct routine repair and preventative maintenance to the facility and parking lot and ensure it is maintained at the same or higher level as was designed to provide quality customer experience
- Continue to research community services being offered by cities with comparable population and evaluate opportunities to include appropriate services which would benefit our community
- Encourage professionalism in customer service through continuing education and staff development opportunities
- Seek community input of services through pre- and post-event communications

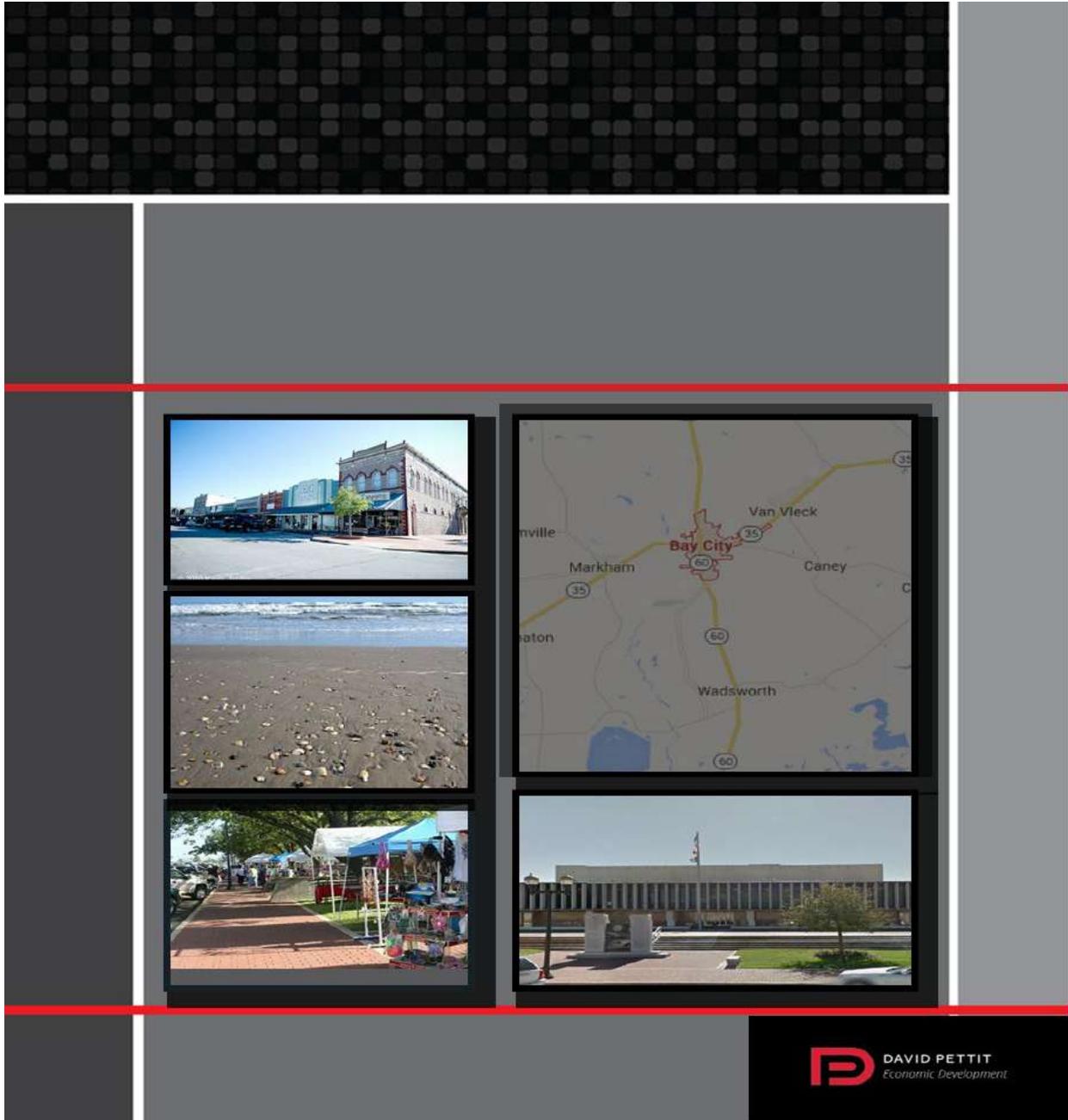
## SPECIAL REVENUE FUNDS

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Held several successful events throughout the year
- ✓ Continued to have business training opportunities
- ✓ Provided staff to set up, supervise and maintain a presence at the center and to ensure every service is afforded to all customers
- ✓ Maintained the Civic Center with fees paid by the consumer and utilization of the Hotel-Motel Tax with no reliance on the General Fund Budget
- ✓ Added LED lighting to parking lot to improve safety and visibility

### Budget Summary

Bay City Civic Center	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Supplies and Materials	5,465	5,172	7,500	6,500	7,500
Other Charges and Services	217,255	243,344	269,500	271,200	279,000
Repairs and Maintenance	47,342	95,458	132,000	130,000	83,000
Capital Expenditures	1,750	101,214	-	-	-
<b>Total Civic Center</b>	<b>271,813</b>	<b>455,188</b>	<b>409,000</b>	<b>407,700</b>	<b>369,500</b>



## TAX INCREMENT REINVESTMENT ZONE FUND

This fund is used to account for the three separate reinvestment zones receiving all the incremental tax revenue growth flows within its designated zone to help pay for public improvements within that zone.

### TIRZ 1 Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Miscellaneous	53,730	81,592	132,000	132,000	112,500
Transfers In	46,296	71,917	112,000	104,645	97,500
<b>Total Revenue</b>	<b>100,026</b>	<b>153,509</b>	<b>244,000</b>	<b>236,645</b>	<b>210,000</b>

### TIRZ 1 Fund Expenditures

TIRZ 1 Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Supplies & Materials	-	182	-	188	-
Other Charges and Services	28,477	3,832	244,000	22,587	210,000
Transfers Out	-	-	-	-	-
<b>Total TIRZ 1</b>	<b>28,477</b>	<b>4,014</b>	<b>155,000</b>	<b>22,775</b>	<b>210,000</b>

### TIRZ 2 Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Miscellaneous	82,726	81,868	100,000	105,000	94,500
Transfers In	71,271	72,268	85,000	79,465	80,500
<b>Total Revenue</b>	<b>153,997</b>	<b>154,136</b>	<b>185,000</b>	<b>184,465</b>	<b>175,000</b>

### TIRZ 2 Fund Expenditures

TIRZ 2 Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Supplies & Materials	-	191	-	171	-
Other Charges and Services	193,850	303,850	185,000	134,301	175,000
Transfers Out	-	-	-	-	-
<b>Total TIRZ 2</b>	<b>193,850</b>	<b>304,041</b>	<b>185,000</b>	<b>134,472</b>	<b>175,000</b>

### TIRZ 3 Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Miscellaneous	-	-	31,000	31,000	24,500
Transfers In	-	-	29,000	26,943	25,500
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>57,943</b>	<b>50,000</b>

### TIRZ 3 Fund Expenditures

TIRZ 3 Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Other Charges and Services	-	-	60,000	2,781	50,000
Transfers Out	-	-	-	-	-
<b>Total TIRZ 1</b>	<b>-</b>	<b>-</b>	<b>60,000</b>	<b>2,781</b>	<b>50,000</b>

### TIRZ 4 Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Miscellaneous	-	-	500	500	500
Transfers In	-	-	500	470	500
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>970</b>	<b>1,000</b>

### TIRZ 4 Fund Expenditures

TIRZ 4 Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Other Charges and Services	-	-	1,000	26	1,000
Transfers Out	-	-	-	-	-
<b>Total TIRZ 2</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>26</b>	<b>1,000</b>



### Annual Report Requirements

Texas state law requires the governing body of the municipality that created the TIRZ to submit an annual report to the chief executive officer of each taxing unit that levies taxes on property within the zone. The report must be provided within 150 days of the end of the city’s fiscal year. The report must include the following items:

1. The amount and source of revenue in the tax increment fund established for the zone;
2. The amount and purpose of expenditures from the fund;
3. The amount of principal and interest due on outstanding bonded indebtedness;
4. The tax increment base and current captured appraised value retained by the zone;
5. The captured appraised value shared by the city and other taxing units;
6. The total amount of tax increments received; and
7. Any additional information necessary to demonstrate compliance with the tax increment financing plan adopted by the city.

A copy of the above report must be sent to the Texas State Comptroller’s Office.

### What is Tax Increment Financing (TIF)?

Tax Increment Financing (TIF) is a tool to help finance public improvements and development projects within a defined area. A municipality makes an area eligible for TIF by designating it a Tax Increment Reinvestment Zone (TIRZ). Within the designated zone all the incremental tax revenue growth flows to an established tax increment fund to help pay for public improvements within the zone.

Following incremental growth in property values, and the collection of tax revenue in the established TIRZ fund, the TIRZ board and the City Council disburse funds to promote revitalization efforts within the zone.

While TIRZ’s are established by cities, other taxing jurisdictions such as a county or junior college can participate in the zone at their own discretion.

## TAX INCREMENT REINVESTMENT ZONE #1

The City of Bay City Tax Increment Reinvestment Zone (TIRZ) Number One (TIRZ #1) was established in 2015 and consisted of 219 acres of land located in the City’s central core encompassing approximately 160 acres. Bay City TIRZ #1 is bounded by 11th Street to the north, Avenue E to the west, 5th Street to the south, and Avenue L on the eastern border.

While the site holds great potential due to its location, it lacks the infrastructure necessary to support commercial and residential development. As such, the site will not be developed to its full potential but for the creation of a TIRZ.

### TIRZ Revenue Overview

The City of Bay City TIRZ #1 base value was established in 2015 with a real property taxable value base of \$23,875,760. The City of Bay City agreed to contribute 100% of its incremental tax revenue to the TIRZ fund for a period of 30 years. Matagorda County, Matagorda County Hospital District, and Port of Bay City will each contribute 100% of their incremental tax revenue within the zone.

	2015 Base Year	2023 Taxable	Increment
TIRZ 1	23,875,760	42,236,180	18,360,420



\*TIRZ #1 Boundary

## TAX INCREMENT REINVESTMENT ZONE #1A

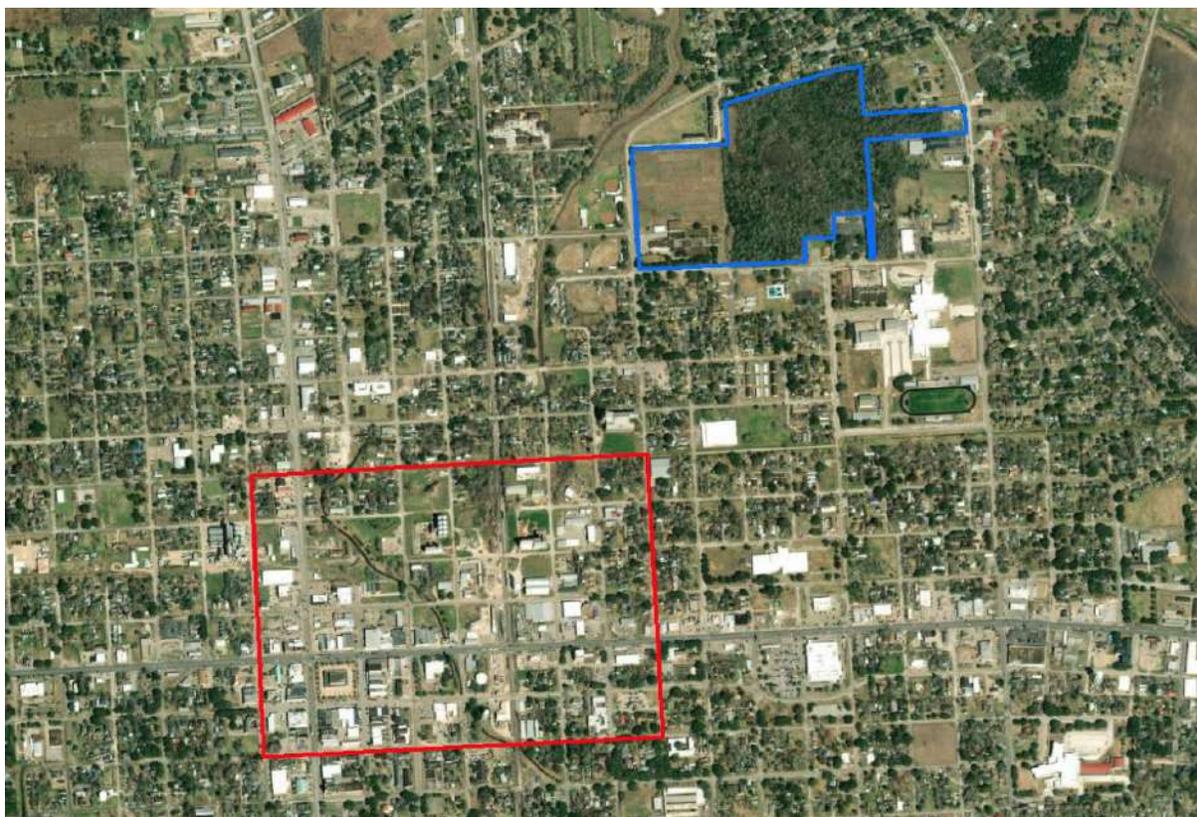
In 2022, TIRZ #1 was expanded to encompass approximately 54.441 acres bringing total acreage to 214.41 acres. The expanded boundaries are non-contiguous to the north of the original TIRZ boundaries.

While the sites hold great potential due to location, they lack the infrastructure necessary to support commercial and residential development. As such, the sites will not be developed to their full potential but for the creation of a TIRZ.

### TIRZ Revenue Overview

The City of Bay City TIRZ #1A base value was established in 2022 with a real property taxable value base of \$2,151,750. The City of Bay City agreed to contribute 100% of its incremental tax revenue to the TIRZ fund. Matagorda County, Matagorda County Hospital District, and Port of Bay City will each contribute 100% of their incremental tax revenue within the zone.

	2021 Base Year	2023 Taxable	Increment
TIRZ 1A	2,151,750	417,450	(1,734,300)



- TIRZ #1 Boundary
- TIRZ #1A Boundary

## TAX INCREMENT REINVESTMENT ZONE #2

The City of Bay City Tax Increment Reinvestment Zone Number Two (TIRZ #2) consists of approximately 344 acres of land located in the eastern sector of the City along TX-35.

Most of the property within TIRZ #2 is currently vacant. The purpose of TIRZ #2 is to help pay for infrastructure costs associated with the development of a large mixed-use development totaling more than 2,200,000 square feet of new construction. It is expected to facilitate the construction of both residential and commercial development.

### TIRZ Revenue Overview

The City of Bay City TIRZ #2 base value was established in 2015 with a real property taxable value base of \$2,099,193. The City of Bay City agreed to contribute 100% of its incremental tax revenue to the TIRZ fund for a period of 30 years. Matagorda County, Matagorda County Hospital District, and Port of Bay City each contribute 100% of their incremental tax revenue within the zone.

	2015 Base Year	2023 Taxable	Increment
TIRZ 2	2,099,193	16,041,720	13,942,527



\*TIRZ 2 Boundary

## TAX INCREMENT REINVESTMENT ZONE #2A

In 2021, the TIRZ was expanded to encompass approximately 147.27 acres bringing total acreage to 491.27 acres. The expanded boundaries are contiguous to the west of the original TIRZ boundaries.

### TIRZ Revenue Overview

The City of Bay City TIRZ #2 base value was established in 2021 with a real property taxable value base of \$16,020. The City of Bay City agreed to contribute 100% of its incremental tax revenue to the TIRZ fund. Matagorda County, Matagorda County Hospital District, and Port of Bay City each contribute 100% of their incremental tax revenue within the zone.

	2021 Base Year	2023 Taxable	Increment
TIRZ 2A	16,020	16,020	0



- TIRZ #2 Boundary
- TIRZ #2A Boundary

### TAX INCREMENT REINVESTMENT ZONE #3

The City of Bay City Tax Increment Reinvestment Zone Number Three (TIRZ #3) consists of 20 acres of land, located on the eastern portion of Marguerite Street. Bay City TIRZ #3 fronts Marguerite Street and is then bounded to the West by Carrington Oaks Subdivision, to the North by Pearl Street and to the East by Cottonwood Creek and to the South by Valhalla Subdivision.

All real property within the boundaries is underdeveloped and the sidewalks and street layout are inadequate. As such, the site will not be developed to its full potential but for the creation of a TIRZ.

#### TIRZ Revenue Overview

The City of Bay City TIRZ #3 was established in 2017 with a real property taxable value base of \$349,100. The City of Bay City agreed to contribute 90% of its incremental tax revenue to the TIRZ fund for a period of 30 years. Matagorda County and Matagorda County Hospital each contribute 90% of their incremental tax revenue within the zone.

	2017 Base Year	2023 Taxable	Increment
TIRZ 3	349,100	5,601,520	5,252,420



\*TIRZ 3 Boundary

## TAX INCREMENT REINVESTMENT ZONE #4

The City of Bay City Tax Increment Reinvestment Zone Number Four (TIRZ #4) consists of 49.71 acres of land located on the eastern portion of Bay City. Bay City TIRZ #4 is bounded by 7<sup>th</sup> Street to the south, Rose Street to the west, and Old Van Vleck Road to the east.

The land within the zone is primarily vacant inadequate. As such, the site will not be developed to its full potential but for the creation of a TIRZ. The purpose of TIRZ #4 is to help pay for infrastructure costs associated with the development of 189 single family homes.

### TIRZ Revenue Overview

The City of Bay City TIRZ #4 was established in 2022 with a real property taxable value base of \$191,200. The City of Bay City agreed to contribute 50% of its incremental tax revenue to the TIRZ fund for a period of 36 years. Matagorda County, Matagorda County Hospital District, and Port of Bay City will each contribute 50% of their incremental tax revenue within the zone.

	2022 Base Year	2023 Taxable	Increment
TIRZ 4	191,200	355,990	164,790



\*TIRZ #4 Boundary



## FORFEITURE FUND

This fund accounts for the forfeiture of contraband gained from the commission of criminal activity. Proceeds from this fund are used for specific expenses for law enforcement needs.

## Forfeiture Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Miscellaneous	13,313	18,155	5,000	14,100	5,000
Prior Year Fund Balance	-	-	5,000	-	5,000
<b>Total Revenue</b>	<b>13,313</b>	<b>18,155</b>	<b>10,000</b>	<b>14,100</b>	<b>10,000</b>

## Forfeiture Fund Expenditures

Police Forfeiture Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	-	1,597	-	-	-
Supplies & Materials	-	17	5,000	125	5,000
Other Charges & Services	12,111	16,446	5,000	7,000	5,000
Repairs & Maintenance	8	537	-	5,645	-
Capital Expenditures	-	-	-	-	-
<b>Total Forfeiture</b>	<b>12,119</b>	<b>18,597</b>	<b>10,000</b>	<b>12,770</b>	<b>10,000</b>



## **BUILDING SECURITY FUND**

This fund accounts for fees collected on conviction of certain Municipal Court offenses and are intended to create a security plan for the courtroom.

## Building Security Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Fines & Penalties	4,495	3,490	4,500	3,500	4,500
Miscellaneous	7	22	-	25	-
Prior Year Fund Balance	-	-	2,500	-	2,500
<b>Total Revenue</b>	<b>4,502</b>	<b>3,512</b>	<b>7,000</b>	<b>3,525</b>	<b>7,000</b>

## Building Security Expenditures

Building Security Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	1,058	1,527	2,050	1,600	2,050
Supplies & Materials	29	29	50	40	50
Other Charges & Services	1,692	381	2,000	1,500	2,000
Repairs & Maintenance	-	1,684	2,900	2,000	2,900
<b>Total Expense</b>	<b>2,779</b>	<b>3,620</b>	<b>7,000</b>	<b>5,140</b>	<b>7,000</b>



## COURT TECHNOLOGY FUND

This fund accounts for fees collected on conviction of certain Municipal Court offenses and are intended to provide technology to process court cases.

## Court Technology Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Fines & Penalties	3,844	2,941	4,000	3,000	3,000
Miscellaneous	5	16	-	15	-
Prior Year Fund Balance	-	-	6,000	-	2,000
<b>Total Revenue</b>	<b>3,849</b>	<b>2,957</b>	<b>10,000</b>	<b>3,015</b>	<b>5,000</b>

## Court Technology Expenditures

Court Technology Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	-	1,200	1,200	-	-
Supplies & Materials	21	21	100	25	-
Other Charges & Services	1,803	1,769	8,700	2,500	5,000
<b>Total Court Tech.</b>	<b>1,824</b>	<b>2,990</b>	<b>10,000</b>	<b>2,525</b>	<b>5,000</b>





## INFORMATION TECHNOLOGY FUND

The Information Technology fund was created to provide technological maintenance and purchases for all the departments of the City.

## Information Technology Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Miscellaneous	173	22,022	-	16,908	2,000
Transfers In	782,000	806,000	972,000	972,000	1,030,000
<b>Total Revenue</b>	<b>782,173</b>	<b>828,022</b>	<b>972,000</b>	<b>988,908</b>	<b>1,032,000</b>

## Information Technology Fund Expenditures

Information Technology Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	183,232	189,066	223,550	223,603	231,000
Supplies & Materials	7,429	4,106	13,350	13,350	11,900
Other Charges & Services	537,156	530,334	724,000	739,860	783,600
Repairs & Maintenance	2,154	3,975	11,100	11,100	5,500
Capital Expenditures	-	-	-	-	-
Debt Service	29,684	136,681	-	-	-
<b>Total IT</b>	<b>759,655</b>	<b>864,163</b>	<b>972,000</b>	<b>987,913</b>	<b>1,032,000</b>

## INFORMATION TECHNOLOGY

### Our Mission

Proactively provide quality technology-based services supporting the integrity, reliability, and confidentiality of the City's technology environment engaging the missions and goals of its employees and citizens.

- ❖ Provide prompt and professional customer service skills to our staff to ensure limited downtime and help contribute to an efficient work environment.
- ❖ Facilitate all network infrastructures, storage, security, hardware, and software to ensure the integrity of the City's electronic data and provide reliable access.
- ❖ Introduce new ideas to simplify challenging and time-consuming tasks utilizing technology.
- ❖ Visualize a proactive direction for the city and provide strategic planning to adjust the use of technology to help aid in upcoming events.
- ❖ Maintain a level of commitment to keep our staff knowledgeable and up to date with the latest trend in technology providing the tools necessary to accommodate and serve the public promptly.



### Description of Our Services

The major systems for which the IT Department provides support and maintenance are: computer systems (servers, workstations, peripherals, networking equipment and software); the phone system (Analog and Digital/VoIP desk sets and cell phones); the security system (secured entryway access and surveillance cameras/recorders) and miscellaneous electronic systems (faxes, badge printers, etc.). It also oversees day-to-day maintenance and replacement/upgrade of assets under its control and provides training to City employees. The department researches, advises, and leads the City in technical projects and trends in an efficient and cost-effective manner.

### Manages

The Information Technology Department currently manages technology assets at 12 locations. These assets include approximately:

- 201 Computers
- 50 Printers
- 19 Servers
- 15 Patrol Cars

## INTERNAL SERVICE FUNDS

### FY 2025 Business Plans (Objectives)

- Upgrade computers to Windows 11
- Replace computers that are not able to be upgraded to Windows 11
- Upgrade Council Chambers with easy access for council and citizens
- Upgrade telephone system if budget allows
- Continue to provide fast & reliable access to all information systems
- Implement MFA (Multi Factor Authentication)

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Revamped Library’s Network to improve security and accessibility
- ✓ Updated radio inventory for asset tracking and for proper cost allocation
- ✓ Upgraded Access Control at MSB for improved security for both citizens and City employees
- ✓ Implemented recommended improvements of Network deficiencies per Cybersecurity GAP Analysis
- ✓ Continued to provide fast & reliable access to all information systems
- ✓ Facilitated the collection, storage, and security of electronic data
- ✓ Team leader in City’s website re-design and facilitated updates
- ✓ Team leader of See, Click, Fix and implemented app for Citizens to report problems around the City
- ✓ Implemented a Hub and Spoke Fiber connection from outlying areas to City Hall for network communication
- ✓ Assisted with the implementation of Lexis/Nexis at PD
- ✓ Assisted Axon in the swap out of the Mobile Cradlepoints and cameras for the Mobile Units

## Budget Summary

Information Technology	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	183,232	189,066	223,550	223,603	231,000
Supplies & Materials	7,429	4,106	13,350	13,350	11,900
Other Charges & Services	537,156	530,334	724,000	739,860	783,600
Repairs & Maintenance	2,154	3,975	11,100	11,100	5,500
Capital Expenditures	-	-	-	-	-
Debt Service	29,684	136,681	-	-	-
<b>Total IT</b>	<b>759,655</b>	<b>864,163</b>	<b>972,000</b>	<b>987,913</b>	<b>1,032,000</b>

## INTERNAL SERVICE FUNDS

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Information Technology Manager	1	1	1	1
Information Technology Technician	1	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Information Technology work orders completed	800	1,055	950	1,000
Workstations and Servers maintained	250	250	239	239
Telephones supported	150	150	145	145
% of Network uptime during business hours	97.5	97.5	99	99
Network Printers supported	50	50	50	51





## MAINTENANCE FUND

The Maintenance Fund was created to provide maintenance on all City owned equipment, vehicles, and facilities.

## Maintenance Fund Revenue

Revenue Summary	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Miscellaneous	65	8,816	-	625	-
Transfers In	620,000	654,000	674,000	674,000	690,000
<b>Total Revenue</b>	<b>620,065</b>	<b>662,816</b>	<b>674,000</b>	<b>674,625</b>	<b>690,000</b>

## Maintenance Fund Expenditures by Department

Total Expenditures	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Equipment Maintenance	223,246	200,081	269,894	230,073	268,585
Facility Maintenance	298,787	336,491	404,106	401,420	421,415
<b>Total Expenditures</b>	<b>522,033</b>	<b>536,572</b>	<b>674,000</b>	<b>631,493</b>	<b>690,000</b>



## EQUIPMENT MAINTENANCE

### Our Mission

The mission of the City of Bay City Equipment Maintenance Division is to provide City departments with an efficient maintenance and repair process as it pertains to the City's fleet. With only three mechanics, our goal is to address any fleet repair and maintenance issue, establish an efficient service maintenance program to extend the life and productivity of the City's entire fleet and reduce equipment down time and unnecessary repair cost.

### Description of Our Services

The Equipment Maintenance Division is under the general direction of the Director of Public Works. The Equipment Maintenance Division is primarily responsible for providing internal support to all departments and divisions through vehicle and equipment maintenance activities. The department maintains detailed records of repair and maintenance costs of the fleet by utilizing the CityWorks program. With the assistance of the program, the department has initiated a program of preventative maintenance procedures to keep the fleet in proper operating order and to extend the life of the fleet by performing routine preventative maintenance services.

Our lead mechanic manages the daily operations of this division by distributing work orders among himself and the other two mechanics. They are responsible for the repair, servicing, preventative maintenance, and inspection of gasoline, alternate fuels, and diesel-powered automobiles, light medium and heavy-duty trucks, and construction equipment. The mechanics take turns being on-call to service vehicles outside of normal operating hours to keep other departments functioning.

### Vision 2040

#### 2025 Strategic Focus\*

#### Infrastructure\*

*To develop community infrastructure and enhancements to the transportation network and system*

## INTERNAL SERVICE FUNDS

### FY 2025 Business Plans (Objectives)

- Continue to empower employees through training to ensure the highest quality work possible by the department
- Research and stay informed on new tools, techniques, and software that will assist the department in maintaining a high standard of performance
- Service, troubleshoot, and perform complex automotive repairs on engines and related components of electrical, mechanical, and computerized vehicle systems
- Use CityWorks to evaluate ways to improve PM procedures for City's fleet and present recommendations as warranted
- Continue using state of the art oil on all new vehicles and equipment which allows mechanics to services vehicles every 6,000 miles instead of every 3,000 miles, reducing time and wear and tear on engines and transmissions

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Utilized vehicle lifts to reduce time for vehicle services and repairs on city fleet
- ✓ Ensured that the fleet fueling station met all state and federal guidelines and that all departments have problem-free access to all fleet fueling facilities
- ✓ Completed annual upgrade of computer software from Vehicle Manger to CityWorks to track service, parts, and repair costs for city fleet
- ✓ Multi-tasked to perform emergency repairs on high priority equipment (police vehicles, vactor and backhoe) and still stay on schedule for routine repairs
- ✓ Completed approximately 450 service and repair jobs this year
- ✓ Worked well as a three-man team to work on service, repairs, and annual maintenance jobs while still maintaining a heavy workload
- ✓ Utilized new diagnostic equipment for troubleshooting repairs

## Budget Summary

Equipment Maintenance	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	199,392	176,929	233,994	191,553	238,485
Supplies & Materials	10,047	10,829	11,000	11,150	10,700
Other Charges & Services	7,266	10,108	20,900	21,607	15,400
Repairs & Maintenance	6,542	2,215	4,000	3,000	4,000
Capital Expenditures	-	-	-	2,763	-
<b>Total Maintenance</b>	<b>223,246</b>	<b>200,081</b>	<b>269,894</b>	<b>230,073</b>	<b>268,585</b>

## INTERNAL SERVICE FUNDS

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Lead Mechanic	1	1	1	1
Mechanic	2	2	2	2
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
A/C repairs	20	3	6	15
Air System repairs	4	0	5	5
Axle repairs	0	0	2	0
Battery/Charging System repairs	35	19	20	25
Bearing repairs	3	1	3	3
Belt/Hoses repairs	13	3	5	10
Blades repairs	10	5	10	10
Brakes/ABS repairs	45	16	20	20
Check Engine Light repairs	38	7	12	20
Cooling System repairs	15	2	5	10
Drive Line repairs	13	0	3	5
Electrical repairs	18	4	7	7
Engine repairs	25	8	13	10
Exhaust repairs	5	6	5	5
Fuel System	45	8	6	5
Hydraulic System repairs	10	6	5	5
Interior/Exterior repairs	150	53	70	70
Lights repairs	50	16	25	20
Service repairs	125	56	75	75
Small Engine repairs	8	5	10	10
Suspension/Steering repairs	10	2	5	5
Tire repair/replacement	85	36	30	30
Transmission repairs	15	2	4	4
Welding repairs	20	7	5	5
<b>Total Work Orders Completed</b>	<b>762</b>	<b>264</b>	<b>351</b>	<b>374</b>

## FACILITY MAINTENANCE

### Our Mission

The mission of the City of Bay City Facility Maintenance Division is to address building repair or maintenance issues in a cost effective and timely manner. By establishing an aggressive building maintenance program, we cut down on energy expenses and costly repairs. Our goal is to provide City employees with a comfortable and productive work environment, while maintaining the integrity and functionality of our multi-use rental facilities for the use and enjoyment of our citizens.

### Description of Our Services

The Facility Maintenance Division is a division in the Public Works Department and is under the general direction of the Director of Public Works. The Facility Maintenance Division is responsible for maintenance and repairs of all City facilities. The staff is comprised of skilled trade people, including, but not limited to electricians, heating ventilation and air conditioning technicians, and maintenance personnel. When the workload exceeds the manpower and equipment we have on hand, our facility maintenance crew is also responsible for soliciting bids from contractors. Without facility maintenance, our City employees in all departments would be responsible for their own repairs.

### Vision 2040

#### 2025 Strategic Focus\*

#### Infrastructure\*

*To develop community infrastructure and enhancements to the transportation network and system*

#### FY 2025 Business Plans (Objectives)

- Perform annual on-site inspections of all City facilities, diagnose problems, and execute repairs and upgrades, as approved by the Director and document in City Works
- Continue oversight of all City generators through on-site inspections, preventative maintenance program and repairs
- Continue to empower employees by training
- Use CityWorks to track routine work orders associated with our City facilities
- Investigate and implement energy conservation methods
- Initiate and prioritize work orders as needed for facilities
- Work with engineers and contractors on installation of new generators

## INTERNAL SERVICE FUNDS

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Repaired and replaced damaged barbed wire at all list stations
- ✓ Replaced electrical service at the 457
- ✓ Replaced damaged ceiling tiles in the police department
- ✓ Replaced the HVAC unit at the police department that services Detective Cunningham's office and the surrounding area
- ✓ Coordinated with H&H Overhead Door to repair damaged garage door
- ✓ Converted all outdoor lighting that was damaged due to the power outage to LED lighting
- ✓ Replaced main breaker and the (4) breakers going to the light poles after learning that there were issues with lighting at the ballfield
- ✓ Installed new fluorescent lighting in the Parks and Rec Jack Young Ball field restrooms
- ✓ Installed new pedestal at site #54 at Riverside Park
- ✓ Coordinated with AEP after receiving a complaint of light not being bright enough at 4<sup>th</sup> Street and Avenue A. AEP crew placed an extension arm on the light post so it will illuminate further
- ✓ Verified locations of streetlights that are not working, get pole numbers, and contact AEP
- ✓ Replaced wooden pickets and repair the gate on the fence around the Communications Tower
- ✓ Repaired minor plumbing problems at various facilities and coordinated with a licensed plumber for major repairs

### Budget Summary

Facility Maintenance	Actual FY 2022	Actual FY 2023	Amended Budget FY 2024	Projected FY 2024	Adopted FY 2025
Personnel Services	259,609	297,884	334,906	302,574	354,215
Supplies & Materials	17,309	14,491	15,200	10,500	13,200
Other Charges and Services	16,495	7,929	19,000	37,678	19,000
Repairs & Maintenance	5,374	16,188	35,000	18,000	35,000
Capital Expenditures	-	-	-	32,668	-
<b>Total Facility Maintenance</b>	<b>298,787</b>	<b>336,491</b>	<b>404,106</b>	<b>401,420</b>	<b>421,415</b>

### Budgeted Personnel

Position	Actual FY 2022	Actual FY 2023	Actual FY 2024	Budgeted FY 2025
Master Electrician	1	1	1	1
Electrician Helper	1	1	1	1
Facilities Maintenance Tech II	2	2	2	2
Facilities Maintenance Tech I	1	1	1	1
<b>Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

Performance Measures

<i>Our Workload</i>	Actual FY 2022	Actual FY 2023	Projected FY 2024	Estimated FY 2025
Electrical work orders	413	235	350	315
Plumbing work orders	31	18	27	25
Air Conditioner repair work orders	126	60	50	50
Carpenter work orders	76	8	25	20
Street Light work orders	1	0	5	5
Trim Tree Limb work orders	5	0	5	5
Generator Repairs	106	44	50	50
Miscellaneous Repairs	158	91	150	125
<b>Total work orders completed</b>	<b>916</b>	<b>458</b>	<b>662</b>	<b>595</b>

## Capital Expenditures

Capital expenditures are payments used to acquire assets or improve the life of existing assets. Factors that are considered in determining capital items are as follows:

- Expected normal useful life of more than 3 years
- The item has a unit cost of \$10,000 or more (including freight and installation)
- Buildings and improvements shall also have a cost of \$10,000 or more

More information regarding the City's Fixed Asset Capitalization Policy can be found in the appendix section of this document on page 260.

## Capital Improvement Plan

Presented herewith is the adopted FY 2025 Capital Improvement Plan (CIP) as approved on September 24, 2024. This document reflects input from City Staff, City Council and City Advisory Boards. This document serves as both a budget for FY 2025 and as a major planning tool for subsequent years. The five-year CIP is dynamic in nature, and as such, is reviewed and revised annually to ensure projects with the greatest need receive the highest priority. Project priorities and available funding are constantly monitored throughout the fiscal year to ensure there is adequate funding for critical projects. The plan reflects the City's strategic investment in municipal infrastructure and facilities over the next five years and the continuation of capital projects approved in prior years.

The CIP incorporates the project descriptions, estimated costs, and funding sources by Fund over the next five years. Projects that are appropriated in FY 2025 have individual project pages containing more detailed information such as project scope, estimated beginning and ending date, funding source(s), contact information, project graphic and operational impact. Costs already incurred and future cost estimates are listed for each project. The architect/engineer and contractor are listed where applicable. Each project is linked to the City's 2025 Strategic Plan.

The CIP for General Fund projects follow a three-year pattern between Park Focus and Street Focus. For two years, the City designates funds on improving the park infrastructure, sidewalks, or sealcoating. The remaining funds are reserved for a future street project. In the third year, the City funds a major street project. The capital projects funding for parks during the third year (large street project) is lower in priority. The capital plan is rolled forward each year using this same philosophy. In this plan, 2025 is a street year so there will be less focus on parks unless grants are involved.

The CIP for Utility Fund projects take into consideration upcoming street projects. Water and sewer infrastructure are replaced prior to any major street project. Other priorities are given to subdivisions where utility systems have been partially completed.

The CIP for Airport Fund projects center around infrastructure improvements in hopes to spur economic development activity while satisfying existing customers.

### **Overview of the City's CIP:**

The first year of the CIP is the capital budget. Any operating costs associated with the capital budget are incorporated in the annual budget to appropriate funds for the specific improvements. The projects that are scheduled for subsequent years in the CIP are approved only on a planning basis and do not receive expenditure authority until they are incorporated within a capital budget. However, potential funding sources are identified for planning purposes. The CIP is a rolling process where the subsequent year items in the program are moved up in each future year and reconsidered in subsequent years.

### **Impact of Capital Projects on the Operating Budget**

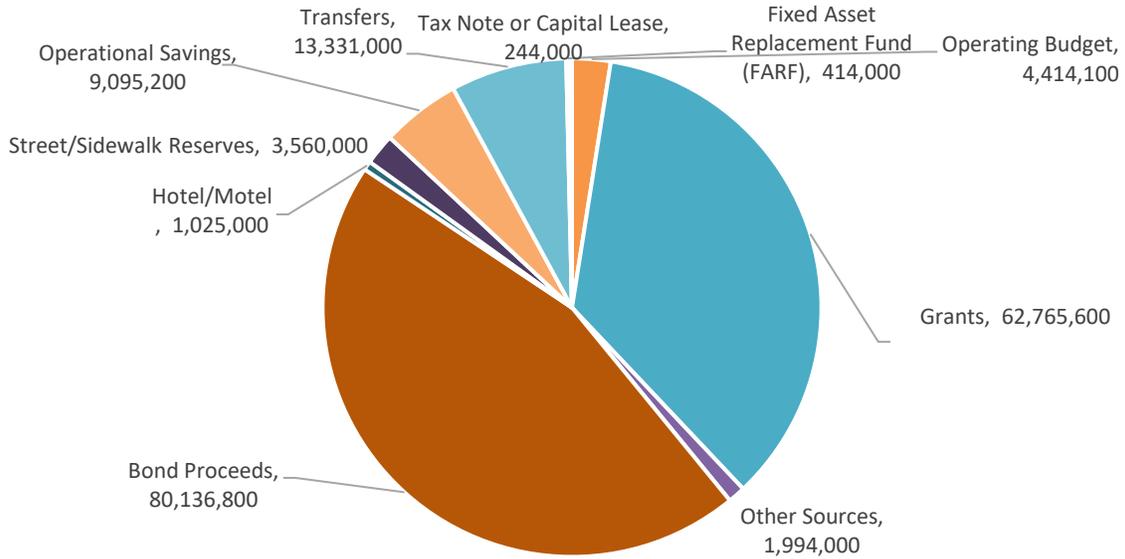
Capital projects impact the operating budget in two main ways. First, since the City is committed to systematically investing in infrastructure, each year's funds are set aside in the operating budget to provide cash financing toward some projects. Second, the City must generate enough operating revenues to cover any payments for general obligation and revenue debt incurred for long-term financing of capital projects approved this year and from prior years. The impact represents funds that would otherwise be available to pay for other programs, services, or projects. In addition, completed capital projects usually require additional funding to cover ongoing maintenance, utilities, other operating costs, and sometimes additional personnel or equipment. This year, the total estimated impact of the capital budget on the operating budget is approximately \$645,000, \$132,000 belonging to General Fund and the remaining \$513,000 belonging to the Public Utility Fund.

The following pages outline the CIP approved by the City Council for 2025-2029. The Capital Improvement plan is produced as a separate document from the Operating Budget. A copy of the FY 2025-2029 CIP can be found on the City's website at [www.cityofbaycity.org](http://www.cityofbaycity.org).

## Capital Improvement Program Project Financing

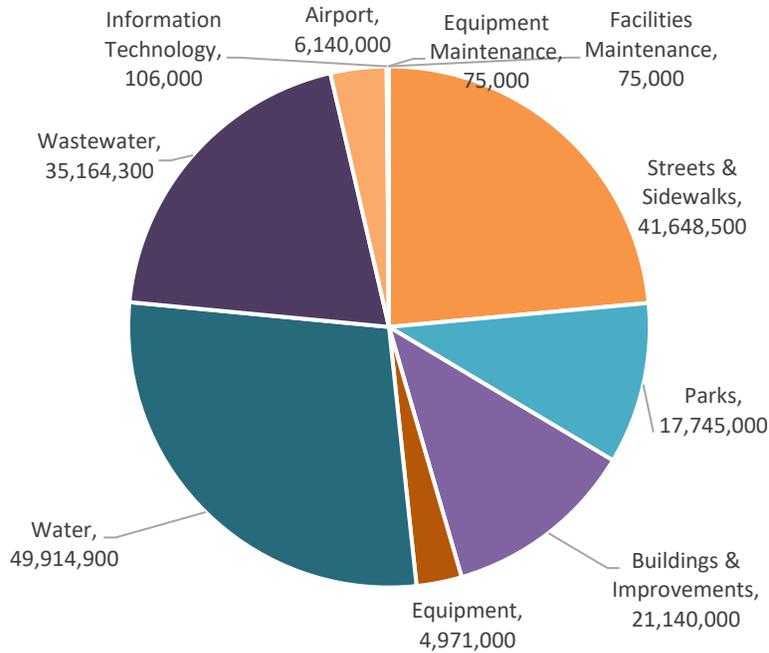
### Where the City of Bay City CIP Dollars Come From

All Funds 2025-2029 Adopted CIP (\$176,979,700)



### Where the City of Bay City CIP Dollars Go

All Funds 2025-2029 Adopted CIP (\$176,979,700)



### Planning for our City’s Future

The City of Bay City’s Five-Year Capital Improvement Program (CIP) is designed to help the City strategically plan for future capital improvements to public facilities, parks and opens spaces, drainage systems, streets and right of ways and utility systems. These projects are funded by various sources, including fund balance reserves, grants, general funds, enterprise funds and other available sources. The City’s FY 2025 CIP is being funded by bonds, grants, current revenues, and reserves.

The table below shows the City of Bay City’s five-year capital improvement plan summary by category.

### Five Year Capital Improvement Plan Summary- All Funds

	Budget FY 2025	Budget FY 2026	Budget FY 2027	Budget FY 2028	Budget FY 2029	Five Year CIP Total
<b>General Fund</b>						
Streets	\$ 8,893,500	\$ 7,035,000	\$ 23,970,000	\$ 900,000	\$ 850,000	\$ 41,648,500
Parks	480,000	9,065,500	2,400,000	300,000	5,500,000	17,745,000
Buildings	7,365,000	3,350,000	3,300,000	50,000	350,000	14,415,000
Equipment	1,759,000	647,000	536,000	157,000	119,000	3,218,000
<b>Total</b>	<b>\$ 18,497,500</b>	<b>\$20,097,000</b>	<b>\$ 30,206,000</b>	<b>\$ 1,407,000</b>	<b>\$ 6,819,000</b>	<b>\$ 77,026,500</b>
<b>Utility Fund</b>						
Water	\$ 22,812,500	\$ 1,460,000	\$ 7,592,400	\$ 5,200,000	\$ 12,850,000	\$ 49,914,900
Wastewater	23,860,000	4,325,000	2,554,300	2,925,000	1,500,000	35,164,300
Buildings	100,000	40,000	-	200,000	200,000	540,000
Equipment	78,000	90,000	145,000	415,000	825,000	1,553,000
<b>Total Utility</b>	<b>\$ 46,850,500</b>	<b>\$ 5,915,000</b>	<b>\$ 10,291,700</b>	<b>\$ 8,740,000</b>	<b>\$ 15,375,000</b>	<b>\$ 87,172,200</b>
<b>Airport Fund</b>						
	\$ 4,402,000	\$ 1,248,000	\$ 446,000	\$ 261,000	\$ 6,168,000	\$ 12,525,000
<b>Internal Service Fund</b>						
	\$ 51,000	\$ 75,000	\$ 75,000	\$ 55,000	\$ -	\$ 256,000
<b>Total All Funds</b>	<b>\$ 69,801,000</b>	<b>\$27,335,000</b>	<b>\$ 41,018,700</b>	<b>\$ 10,463,000</b>	<b>\$ 28,362,000</b>	<b>\$ 176,979,700</b>

*Five Year Total \$ 176,979,700*

**FIVE-YEAR CAPITAL IMPROVEMENT- BY FUND**

**General Fund**

Project Description	Budget FY 2025	Budget FY 2026	Budget FY 2027	Budget FY 2028	Budget FY 2029
<b>Streets &amp; Sidewalks</b>					
Street Reconstruction Project Engineering- Highland	\$ 410,000	\$ -	\$ 4,900,000	\$ -	\$ -
Street Reconstruction Project Engineering- Moore	\$ -	\$ -	\$ 5,920,000	\$ -	\$ -
Street Resurface Project- LeTulle	\$ 300,000	\$ -	\$ -	\$ -	\$ -
Street Resurface Project- Marguerite	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Street Condition Assessment	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Street Resurface Projects	\$ 250,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 200,000
Sidewalk New/Replace Project	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Bridge Replacement- 8 <sup>th</sup> Street	\$ 736,000	\$ -	\$ -	\$ -	\$ -
Bridge Replacement- Avenue H	\$ 736,000	\$ -	\$ -	\$ -	\$ -
Bridge Replacement- Hamman Rd.	\$ 815,000	\$ -	\$ -	\$ -	\$ -
Bridge Replacement- 6 <sup>th</sup> & Ave. I	\$ -	\$ 2,400,000	\$ -	\$ -	\$ -
Nile Valley Drive- Bridge Rehab.	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -
Nile Valley Drive-Roberts to SH 60	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Nile Valley Drive- Phase II Design	\$ 600,000	\$ -	\$ -	\$ -	\$ -
Nile Valley Drive- Phase III Construction (SH60 to Nichols)	\$ -	\$ -	\$ 9,150,000	\$ -	\$ -
Nile Valley Drive- Phase III Design (Nichols to SH35)	\$ -	\$ -	\$ -	\$ 400,000	\$ -
Nile Valley Drive- Phase IV- North Loop (Planning & Acquisition)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Diversion Channel Improvements- CDBG-DR Grant (Harvey)	\$ 96,500	\$ 885,000	\$ -	\$ -	\$ -
Cottonwood Creek Improvements- RESTORE Act Grant	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Drainage Construction- Grant (MIT- MOD)	\$ 3,100,000	\$ -	\$ -	\$ -	\$ -
Del Norte Drainage Improvements	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Storm Water Management Plan	\$ 650,000	\$ -	\$ -	\$ -	\$ -
Railroad Quiet Zone	\$ -	\$ 250,000	\$ 3,500,000	\$ -	\$ -
<b>Street &amp; Sidewalks Subtotals</b>	<b>\$ 8,893,500</b>	<b>\$ 7,035,000</b>	<b>\$ 23,970,000</b>	<b>\$ 900,000</b>	<b>\$ 850,000</b>
<b>Parks</b>					
Southern Pacific Trailway-TXDOT	\$ -	\$ 7,400,000	\$ -	\$ -	\$ -
Southern Pacific Trailway- Cottonwood to Dog Park	\$ -	\$ 300,000	\$ -	\$ -	\$ -
Riverside Cabins (5)	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Riverside Bulkhead	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Park Improvements-LeTulle Eastside Playground	\$ -	\$ -	\$ 250,000	\$ -	\$ -

## CAPITAL

Park Improvements- LeTulle Performance Pavilion	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Park Improvements- LeTulle Westside Pavilion	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Park Improvements- LeTulle Vendor Pavilions	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Park Improvements- Amistad Restrooms	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ -
Field Lights- Joe Davis, Little League	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Field Lights- Girls Softball	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Field Lights- Sports Complex	\$ 25,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Building Improvements- New Sports Complex	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -
Building Improvements- Sports Complex Restrooms/Concessions	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -
Building Improvements- Sports Complex Roof	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
Building Improvements- New Recreation Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000
Aquatics- Valiant Pool Demolition	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -
Aquatics- Regional Aquatic Center	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
<b>Parks Subtotals</b>	<b>\$ 480,000</b>	<b>\$ 9,065,000</b>	<b>\$ 2,400,000</b>	<b>\$ 300,000</b>	<b>\$ 5,500,000</b>	

### Building & Improvements

City Annex Windows	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Department Roof	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Department Windows	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -
Fire Department Interior	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -
PD- Public Safety Building	\$ 7,000,000	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -
PD- Old Building Demolition	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -
New Restroom (Downtown)	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
Building Improvements-USO Roof	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Building Improvements- EAC	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
Animal Impound Building	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -
Library Roof	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000
<b>Bldgs. &amp; Improvements Subtotals</b>	<b>\$ 7,365,000</b>	<b>\$ 3,350,000</b>	<b>\$ 3,300,000</b>	<b>\$ 50,000</b>	<b>\$ 350,000</b>	

<b>Equipment Subtotals</b>	<b>\$ 1,759,000</b>	<b>\$ 647,000</b>	<b>\$ 536,000</b>	<b>\$ 157,000</b>	<b>\$ 119,000</b>
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<b>General Fund CIP Fund Totals</b>	<b>\$ 18,497,500</b>	<b>\$ 20,097,000</b>	<b>\$ 30,206,000</b>	<b>\$ 1,407,000</b>	<b>\$ 6,819,000</b>
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### Source of Funds:

Operating Budget	\$ 132,550	\$ 365,250	\$ 177,000	\$ 137,000	\$ 250,000
Grants(EDA,TDA,H-GAC,LCRA,ETC.)	\$ 8,263,950	\$ 13,713,750	\$ 12,775,000	\$ 400,000	\$ -
Transfers (TIRZ, etc.)	\$ -	\$ 450,000	\$ 1,750,000	\$ -	\$ 5,300,000
Other Sources (BCCDC, Interlocals)	\$ 36,000	\$ 36,000	\$ 1,711,000	\$ 36,000	\$ 175,000
Bond/Loan Proceeds	\$ 7,400,000	\$ 3,500,000	\$ 12,570,000	\$ -	\$ -
Hotel/Motel	\$ 150,000	\$ 300,000	\$ 275,000	\$ 150,000	\$ 150,000
Operational Savings (Reserves)	\$ 850,000	\$ 1,005,000	\$ 275,000	\$ 150,000	\$ 325,000
Tax Note or Capital Lease	\$ 49,000	\$ -	\$ 195,000	\$ -	\$ -
Street/Sidewalk (Reserves)- Fund 28	\$ 1,460,000	\$ 700,000	\$ 450,000	\$ 450,000	\$ 500,000
Fixed Asset Replacement Fund	\$ 156,000	\$ 27,000	\$ 28,000	\$ 84,000	\$ 119,000
<b>Total Resources Planned</b>	<b>\$ 13,962,500</b>	<b>\$ 17,306,962</b>	<b>\$ 16,157,000</b>	<b>\$ 22,266,000</b>	<b>\$ 697,000</b>

## Utility Fund

Project Description	Budget FY 2025	Budget FY 2026	Budget FY 2027	Budget FY 2028	Budget FY 2029
<b>Utility Water</b>					
Lead and Copper Rule- Lead Service Line Replacement	\$ -	\$ 100,000	\$ 500,000	\$ 500,000	\$ 500,000
Fire Hydrant Replacement & Preventative Maintenance Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
6 <sup>th</sup> & Ave I WTP- Arsenic Mitigation	\$ 6,225,000	\$ -	\$ -	\$ -	\$ -
Duncan & Whitson St.-1.5" to 6" Water Main, 700 LF	\$ 75,000	\$ -	\$ -	\$ -	\$ -
Ave F. & Ave G. 4" Water Main Rear Easement	\$ -	\$ 275,000	\$ -	\$ -	\$ -
Ave A. & Moore Ave- 2" to 6" Water Main Rear Easement	\$ -	\$ 35,000	\$ -	\$ -	\$ -
6 <sup>th</sup> & Ave I- Bridge-Relocate Water Lines	\$ 500,000	\$ -	\$ -	\$ -	\$ -
Water Improvements- Highland	\$ -	\$ -	\$ 505,000	\$ -	\$ -
Water Improvements- Moore	\$ -	\$ -	\$ 1,170,000	\$ -	\$ -
Walnut Ave 2" to 6" Water Main	\$ -	\$ -	\$ 90,000	\$ -	\$ -
B/T Golden Ave & Kilowatt- Remove 2" Water Main	\$ -	\$ 100,000	\$ -	\$ -	\$ -
Holly, Shantilly, Renwick- 2" Water Main No Access- Add Main	\$ -	\$ -	\$ 200,000	\$ -	\$ -
NW Quadrant Phase 2- Upsize Water Mains	\$ -	\$ -	\$ 1,800,400	\$ -	\$ -
Install Master Meters- All RV Parks, Trailer Parks and Apartments	\$ 100,000	\$ 50,000	\$ 50,000	\$ -	\$ -
Water Plant Recoatings- (8)	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -
Public Water System- Airport Well	\$ -	\$ -	\$ 327,000	\$ 1,100,000	\$ -
Mockingbird Water Well No. 7- Rework	\$ -	\$ -	\$ 550,000	\$ -	\$ -
Mockingbird Water Plant No. 2- Electrical Improvements	\$ 2,990,000	\$ -	\$ -	\$ -	\$ -
4 <sup>th</sup> St. & Ave B Water Plant No. 1- Electrical Improvements	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -
New Water Plant- North Side	\$ -	\$ -	\$ -	\$ -	\$ 12,000,000
New Water Plant- East Side	\$ 11,022,500	\$ -	\$ -	\$ -	\$ -
12-Inch New Water Line Extension- SH35 East	\$ -	\$ -	\$ 250,000	\$ 1,100,000	\$ 250,000
12-Inch Waterline Replacement- 5 <sup>th</sup> St.	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -
12-Inch New Waterline Extension SH60 N.	\$ -	\$ 300,000	\$ 300,000	\$ 900,000	\$ -
12-Inch New Waterline, 12 <sup>th</sup> St.	\$ -	\$ -	\$ 1,750,000	\$ -	\$ -
<b>Utility Water Subtotals</b>	<b>\$ 22,812,500</b>	<b>\$ 1,460,000</b>	<b>\$ 7,592,400</b>	<b>\$ 5,200,000</b>	<b>\$ 12,850,000</b>

## CAPITAL

### Wastewater System

Manhole Rehab Program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Lift Station Rehab Program	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000
Smote Testing Sewer Lines	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Ave B to Ave E, 6 <sup>th</sup> St- 8" Sewer Main	\$ -	\$ 150,000	\$ -	\$ -	\$ -
WWTP & Cottonwood LS Rehab- Construction	\$ 15,900,000	\$ -	\$ -	\$ -	\$ -
WWTP Improvements- Aeration, Blowers, RAS/WAS	\$ 6,400,000	\$ 3,600,000	\$ -	\$ -	\$ -
6 <sup>TH</sup> & Ave I- Bridge-Relocate Sewer Lines	\$ 700,000	\$ -	\$ -	\$ -	\$ -
Gravity Sewer Rehab Main Trunkline to Sewer Plant	\$ -	\$ -	\$ 450,000	\$ 1,500,000	\$ 775,000
New Sewerline Extension- SH35 East	\$ -	\$ -	\$ 100,000	\$ 900,000	\$ -
Sewer Improvements- Highland	\$ -	\$ -	\$ 384,300	\$ -	\$ -
Sewer Improvements- Moore	\$ -	\$ -	\$ 740,000	\$ -	\$ -
Sewer Improvements- Del Norte	\$ -	\$ 200,000	\$ -	\$ -	\$ -
13 LS 16- Del Norte Rehabilitation	\$ 660,000	\$ -	\$ -	\$ -	\$ -
15 LS 17- FM 457 Rehabilitation	\$ -	\$ -	\$ 350,000	\$ -	\$ -
14 LS 2- 11 <sup>TH</sup> St & Ave I Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ 350,000
17 LS 13- Bayridge Rehabilitation	\$ -	\$ -	\$ -	\$ 375,000	\$ -
19 LS 15- Bell Rehabilitation	\$ -	\$ -	\$ 330,000	\$ -	\$ -
21 LS 3- Doris Rehabilitation	\$ -	\$ 225,000	\$ -	\$ -	\$ -
25 LS 12- Thompson Rehabilitation	\$ -	\$ -	\$ -	\$ -	\$ 175,000
<b>Wastewater Subtotals</b>	<b>\$ 23,860,000</b>	<b>\$ 4,325,000</b>	<b>\$ 2,554,300</b>	<b>\$ 2,925,000</b>	<b>\$ 1,500,000</b>

### Building & Improvements

MSB- Remodel Women's Restroom	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Extend Equip./Maint. Storage Bldgs.	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Replace MSB Shop Roof	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Coat MSB Shop Ceiling	\$ -	\$ 40,000	\$ -	\$ -	\$ -
MSB Renovations (New Lobby Restrooms)	\$ 100,000	\$ -	\$ -	\$ -	\$ -
<b>Bldg. &amp; Improvements Subtotals</b>	<b>\$ 100,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>

<b>Equipment Subtotals</b>	<b>\$ 78,000</b>	<b>\$ 90,000</b>	<b>\$ 145,000</b>	<b>\$ 415,000</b>	<b>\$ 825,000</b>
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<b>Utility System CIP Fund Totals</b>	<b>\$ 46,850,500</b>	<b>\$ 5,915,000</b>	<b>\$ 10,291,700</b>	<b>\$ 8,740,000</b>	<b>\$ 15,375,000</b>
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Operating Budget	\$ 513,000	\$ 715,000	\$ 765,000	\$ 640,000	\$ 600,000
Grants (EDA,TDA,H-GAC,LCRA,TXDOT)	\$ -	\$ 400,000	\$ 4,927,400	\$ 3,600,000	\$ 12,750,000
Transfers (TIRZ, etc.)	\$ -	\$ -	\$ 800,000	\$ 3,500,000	\$ 1,025,000
Bond/ Loan Proceeds	\$ 44,337,500	\$ 3,600,000	\$ 2,799,300	\$ -	\$ -
Operational Savings	\$ 2,000,000	\$ 1,200,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
<b>Total Resources Planned</b>	<b>\$ 46,850,500</b>	<b>\$ 5,915,000</b>	<b>\$ 10,291,700</b>	<b>\$ 8,740,000</b>	<b>\$ 15,375,000</b>

## Airport Fund

Project Description	Budget FY 2025	Budget FY 2026	Budget FY 2027	Budget FY 2028	Budget FY 2029
Runway Overlay	\$ 4,147,000	\$ -	\$ -	\$ -	\$ -
Engineering & Design-Vertiport	\$ -	\$ 140,000	\$ -	\$ -	\$ -
Main Apron Strengthening	\$ -	\$ 1,108,000	\$ -	\$ -	\$ -
Vertiport	\$ -	\$ -	\$ 446,000	\$ -	\$ -
PAPI-2 Installation RW 31	\$ -	\$ -	\$ -	\$ 61,000	\$ -
Design-Apron Taxiway & Runway Seal Coat	\$ -	\$ -	\$ -	\$ -	\$ 82,000
Engineering & Design- Apron Expansion	\$ -	\$ -	\$ -	\$ -	\$ 156,000
<b>Airport Projects Subtotals</b>	<b>\$ 4,147,000</b>	<b>\$ 1,248,000</b>	<b>\$ 446,000</b>	<b>\$ 61,000</b>	<b>\$ 238,000</b>
Main Hangar Door Replacement	\$ 255,000	\$ -	\$ -	\$ -	\$ -
Design- Maint. Building & Hangar Program	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Construction Professional Services- T-Hangars	\$ -	\$ -	\$ -	\$ -	\$ 749,000
Construction- Row A T-Hangar	\$ -	\$ -	\$ -	\$ -	\$ 1,364,000
Construction- Row B T-Hangar	\$ -	\$ -	\$ -	\$ -	\$ 1,039,000
Construction- Row C T-Hangar	\$ -	\$ -	\$ -	\$ -	\$ 1,039,000
Construction- Maintenance Shop Structure	\$ -	\$ -	\$ -	\$ -	\$ 550,000
Construction- Row D T-Hangar	\$ -	\$ -	\$ -	\$ -	\$ 1,039,000
<b>Bldg. &amp; Improvements Subtotals</b>	<b>\$ 255,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,930,000</b>
<b>Equipment Subtotals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>
Operating Budget	\$ -	\$ 24,800	\$ 44,600	\$ 26,100	\$ 23,800
Grants (EDA,TDA,H-GAC,LCRA,TXDOT)	\$ 3,961,800	\$ 1,123,200	\$ 401,400	\$ 234,900	\$ 214,200
Transfers (TIRZ, etc.)	\$ 150,000	\$ 100,000	\$ -	\$ -	\$ -
Bond/ Loan Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 5,930,000
Operational Savings	\$ 290,200	\$ -	\$ -	\$ -	\$ -
<b>Total Resources Planned</b>	<b>\$ 4,402,000</b>	<b>\$ 1,248,000</b>	<b>\$ 446,000</b>	<b>\$ 261,000</b>	<b>\$ 6,168,000</b>

## Internal Service Fund

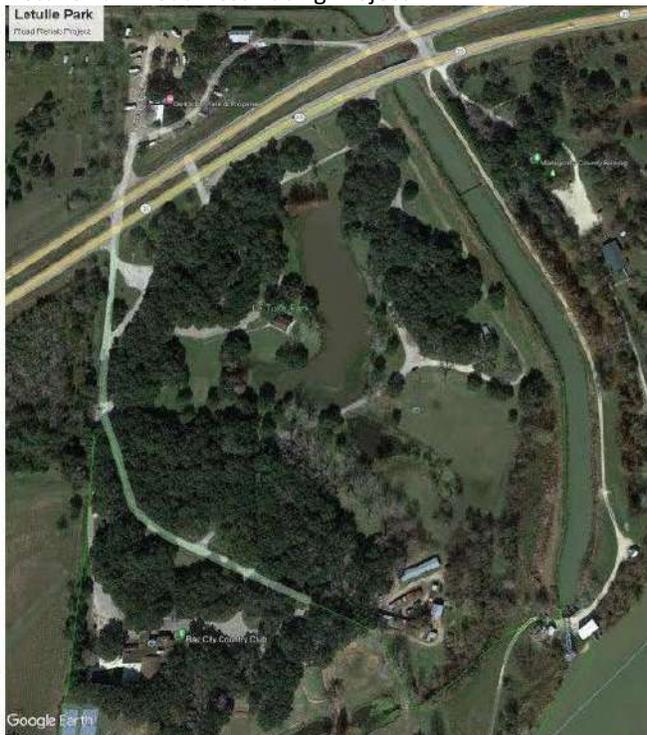
Project Description	Budget FY 2025	Budget FY 2026	Budget FY 2027	Budget FY 2028	Budget FY 2029
Information Technology	\$ 51,000	\$ -	\$ -	\$ 55,000	\$ -
Equipment Maintenance	\$ -	\$ -	\$ 75,000	\$ -	\$ -
Facilities Maintenance	\$ -	\$ 75,000	\$ -	\$ -	\$ -
<b>Internal Service Fund CIP Subtotals</b>	<b>\$ 51,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>
Transfers	\$ 51,000	\$ 75,000	\$ 75,000	\$ 55,000	\$ -
<b>Total Resources Planned</b>	<b>\$ 51,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>

General Fund – Letulle Park Street Resurfacing Project Infrastructure (Strategic Focus)

Project Scope	
The City has allocated \$250,000 to Letulle Park Street Resurfacing Project in 2024. The resurface project will be completed in-house by the Street & Bridge Department. Approved funding is for materials only.	
Project Name: Letulle Park Street Resurface Project	
Construction Start: TBD	
Project Completion: TBD	
Current Phase: N/A	
Project Contact Information	
City Project Manager:	Herb Blomquist
Phone Number:	(979) 323-1659
Email Address:	<a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>
Grant Administrator:	N/A
Engineer:	TBD
General Contractor:	TBD
City Construction Inspection:	Wesslee Davis
City Engineering Tech:	Gabriel Lopez

Approved Project Funding	
Funding Source	Fiscal Year 2025
Grant Funds	N/A
Certificate of Obligations	N/A
Project Budget & Expenditures	
Project Budget:	\$250,000
Expended to Date:	N/A
Operational Impact	
To uphold a quality standard of life for patrons of Letulle Park, maintenance of streets is a necessity. Without the repaving, this could deter patron from visiting, thus affected park related revenues.	
Current Activity	
In early 2024, the project will begin in phases to minimize the impact to park patrons.	

Letulle Park Road Resurfacing Project



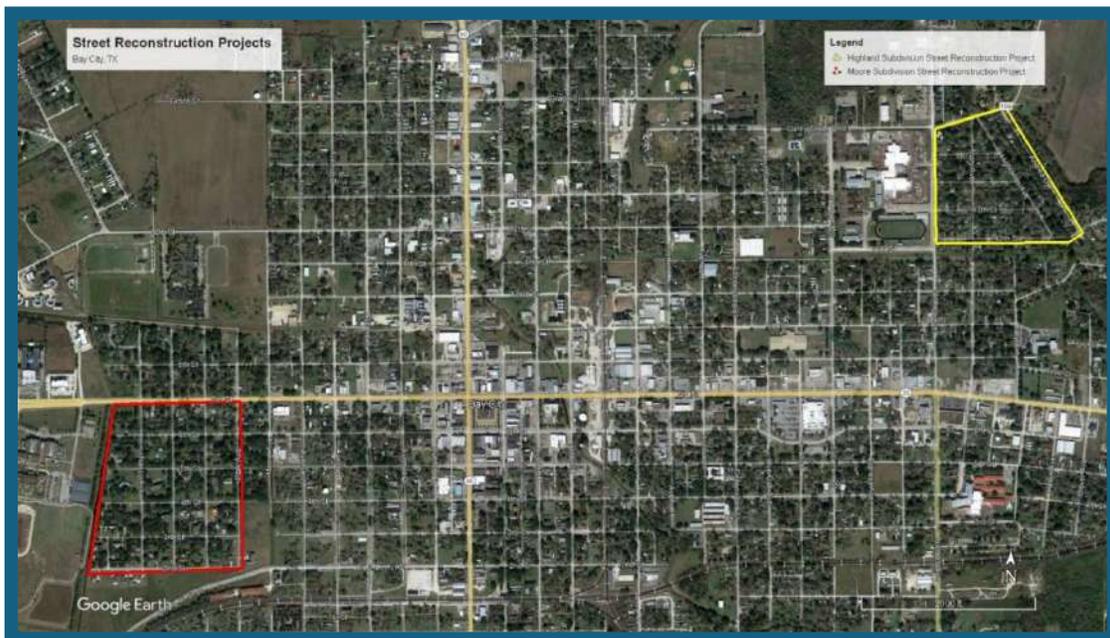
**Fiscal Year 2024-25**  
 Project: Letulle Park Road Rehab Project  
 Estimate: \$560,000  
 Budget Source: American Rescue Plan (ARP)

## General Fund – Street Reconstruction Projects – Moore & Highland

Infrastructure (Strategic Focus)

Project Scope	
The City has allocated \$750,000 to this street reconstruction project in 2024. Design and engineering will be done in 2024 for Moore Addition and Highland Addition. Construction to begin in FY 2027.	
Project Name: Street Reconstruction Projects	
Construction Start: TBD	
Project Completion: TBD	
Current Phase: N/A	
Project Contact Information	
City Project Manager:	Herb Blomquist
Phone Number:	(979) 323-1659
Email Address:	<a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>
Grant Administrator:	N/A
Engineer:	TBD
General Contractor:	TBD
City Construction Inspection:	Wesslee Davis
City Engineering Tech:	Gabriel Lopez

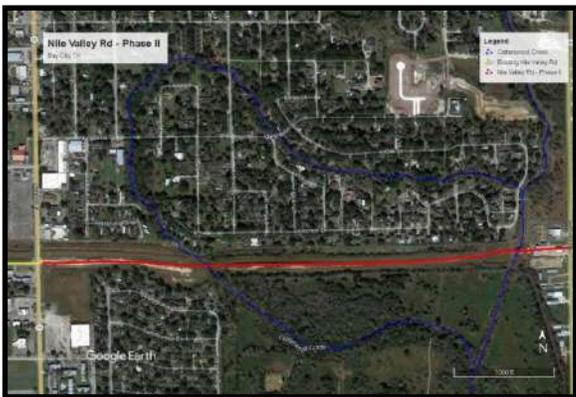
Approved Project Funding	
Funding Source	Fiscal Year 2025
Grant Funds	N/A
Certificate of Obligations	\$750,000
Project Budget & Expenditures	
Project Budget:	\$8,250,000
Expended to Date:	N/A
Operational Impact	
To uphold a quality standard of life for Bay City citizens, maintenance of streets is a necessity. Moore Subdivision and Highland Subdivision are in dire need of rehabilitation. The Moore and Highland Subdivision Reconstruction and Waterline Improvement project will enhance living standards for this area. This rehab project will reduce in-house staff time spent patching potholes and paving. Thus, saving those dollars and resources for other projects.	
Current Activity	
Request for Qualifications to hire engineering services will be issued in early 2024 to commence engineering design.	



General Fund – Nile Valley Project, Phase II (Design) Infrastructure (Strategic Focus)

Project Scope
Nile Valley Road Phase II is a one-mile segment of roadway that will span from HWY 60 to Nichols Ave. Phase II will serve as an extension of the existing truck bypass that connects HWY 35 and HWY 60. This will help alleviate downtown freight congestion and provide an alternate route for faster emergency responses.
The scope of this project involves the preliminary engineering design of the proposed road. The design documents and cost estimates produced will be used in the pursuit of various funding opportunities. When funding becomes available, the preliminary design documents will be used to complete the full construction design.
The preliminary design will address elements such as roadway alignment, drainage configuration, pavement design, bridge design and utility relocations. This will include conducting topographical surveys, hydraulic and hydrological studies, geotechnical investigation, and environmental impact assessments to ensure that the road meets all functional, safety, and environmental standards.
Project Name: Nile Valley Project, Phase II (Design)
Construction Start: TBD
Project Completion: TBD
Current Phase: Phase II
Project Contact Information
City Project Manager: Herb Blomquist
Phone Number: 979-323-1659
Email Address: <a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>
Grant Administrator: N/A
Engineer: TBD
General Contractor: TBD
City Construction Inspection: Wesslee Davis
City Engineering Tech: Gabriel Lopez

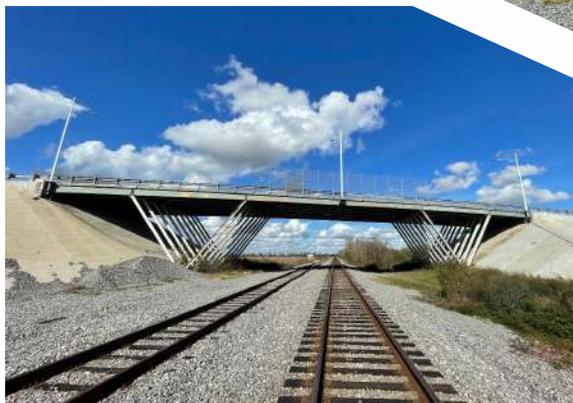
Approved Project Funding	
Funding Source	Fiscal Year 2025
Grant Funds	N/A
Certificate of Obligations	\$120,000
Project Budget & Expenditures	
Project Budget:	\$120,000
Expended to Date:	\$0
Operational Impact	
Nile Valley Road Phase II will reduce traffic congestion in downtown Bay City by redirecting freight traffic through a more efficient route. This will not only shorten travel times for daily commuters and commercial transport but also enhance road safety. The proposed road will also provide a quicker, alternative path for emergency vehicles, greatly enhancing response times in critical situations.	
Current Activity	
The project is currently underway. An RFQ for engineering services is being prepared and will be issued in early 2024. The engineering consultant selected will initiate preliminary design when FY 2024 funding opportunities become available. Phase II is anticipated to be submitted to TxDOT and USDOT and should be eligible for reimbursement if awarded.	
Additionally, an application to fund the full design and bidding documents of Nile Valley Phase II, estimated to cost \$840,000, was submitted to USDOT in September and is currently under review.	



General Fund – Nile Valley Drive – UPRR Bridge Rehab Infrastructure (Strategic Focus)

Project Scope	
This project will address the rehabilitation and re-coating of the steel girders on the Nile Valley Dr Bridge that spans over the UPRR.	
Project Name:	Nile Valley Dr UPRR Bridge Rehab
Construction Start:	TBD
Project Completion:	TBD
Current Phase:	N/A
Project Contact Information	
City Project Manager:	Herb Blomquist
Phone Number:	(979) 323-1659
Email Address:	<a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>
Grant Administrator:	N/A
Engineer:	N/A
General Contractor:	TBD
City Construction Inspection:	Wesslee Davis
City Engineering Tech:	Gabriel Lopez

Approved Project Funding	
Funding Source	Fiscal Year 2025
Grant Funds	N/A
Certificate of Obligations	\$500,000
Project Budget & Expenditures	
Project Budget:	\$500,000
Expended to Date:	\$0
Operational Impact	
Recoating the steel girders will help preserve the structural integrity of the bridge. Recoating will also ensure the longevity of the bridge thus keeping maintenance costs related to the operating budget low while saving on personnel time and other resources not having the continuous maintenance.	
Current Activity	
Staff preparing bid documents to bid project late 2024.	

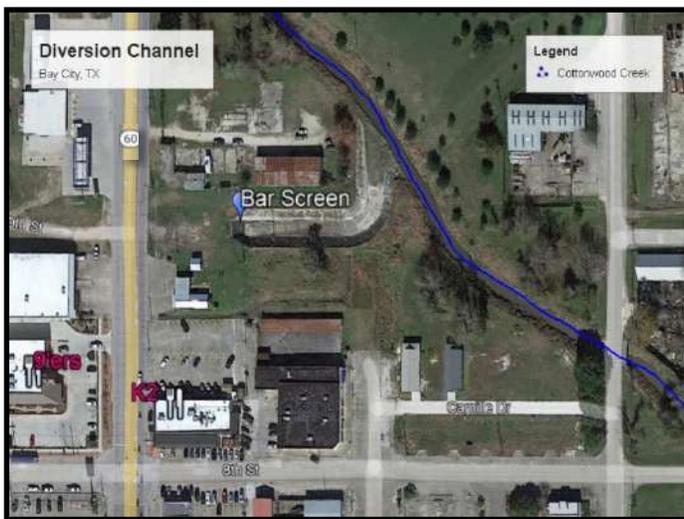


General Fund – Diversion Channel Improvements, Phase II, CDBG-DR Grant (Harvey)

Infrastructure (Strategic Focus)

Project Scope	
Flood waters from Cottonwood Creek, carrying debris, are caught by a bar screen at the diversion channel. The project scope includes installing an automatic trash rack system on this bar screen with an automatic cleaner and a backup generator to ensure removal of debris and function during power outages in storms.	
The scope also involves installing flap gates with a SCADA system at the channel’s outfall to the Colorado River, preventing backflow into the city and allowing real-time flood control.	
Project Name: Diversion Channel Improvements (C142)	
Construction Start: TBD	
Project Completion: TBD	
Current Phase: 1	
Project Contact Information	
City Project Manager: Herb Blomquist	
Phone Number: 979-323-1659	
Email Address: <a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>	
Grant Administrator: GLO - CDBG-DR Grant (Harvey) (GrantWorks)	
Engineer: Quiddity (Jones and Carter )	
General Contractor: TBD	
City Construction Inspection: Wesslee Davis	
City Engineering Tech: Gabriel Lopez	

Approved Project Funding	
Funding Source	Fiscal Year 2025
Grant Funds	\$981,500
Certificate of Obligations	N/A
Project Budget & Expenditures	
Project Budget:	\$981,500
Expended to Date:	\$96,500
Operational Impact	
With the diversion channel free from trash/debris build up, the city (especially downtown) will be relieved of flooding due to mitigation improvements. This will alleviate the operating budget of spending dollars on staff time and resources related to the clearing out of the creek upon flooding.	
Current Activity	
The engineering design plans and benefit cost analysis for this project have been completed. The project was submitted to FEMA and is currently under review to approve funding for construction phase.	



## General Fund – Cottonwood Creek Improvements RESTORE Act Grant

Infrastructure (Strategic Focus)

Project Scope	
<p>Cottonwood Creek Improvements, funded through the RESTORE Act, target severely eroded natural creek banks and undermined concrete sloped paving at three critical locations. The project will stabilize failing creek banks by re-grading and then establishing vegetation growth on new gentler slopes. Areas that experience high water velocities will be protected through hard armoring techniques, such as articulating concrete blocks or gabions. These methods will not only protect against the higher erosive forces but also promote vegetation growth, in the spaces designed to hold soil, contributing to the ecological enhancement of the creek.</p> <p>In addition to these measures, the project will widen sections of the creek and remove accumulated sediment and debris from the creek bed to improve water flow. Additionally, a new headwall will be installed to provide necessary reinforcement and stability at an eroded drainage outfall.</p>	
Project Name:	Cottonwood Creek Improvements-RESTORE Act Grant
Construction Start:	TBD
Project Completion:	Oct. 2025
Current Phase:	N/A
Project Contact Information	
City Project Manager:	Herb Blomquist
Phone Number:	(979) 323-1659
Email Address:	<a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>
Grant Administrator:	COBC
Engineer:	TBD
General Contractor:	TBD
City Construction Inspection:	Wesslee Davis
City Engineering Tech:	Gabriel Lopez

Approved Project Funding	
Funding Source	Fiscal Year 2025
Grant Funds	\$200,000
Certificate of Obligations	N/A
Project Budget & Expenditures	
Project Budget:	\$200,000
Expended to Date:	\$0
Operational Impact	
<p>The creek bank stabilization project along Cottonwood Creek will significantly reduce flooding and enhance stormwater conveyance. These improvements will benefit the downtown area by lowering the risk of upstream flooding. The project's use of nature-based and hard armor techniques will not only enhance the creek's structural integrity but also improve water quality and ecological health, making for a more resilient and environmentally sustainable creek.</p>	
Current Activity	
<p>The project is currently in the application writing step. The application will be submitted to the RESTORE Council, through TCEQ, for approval of the funds allocated to Bay City after Hurricane Harvey.</p>	

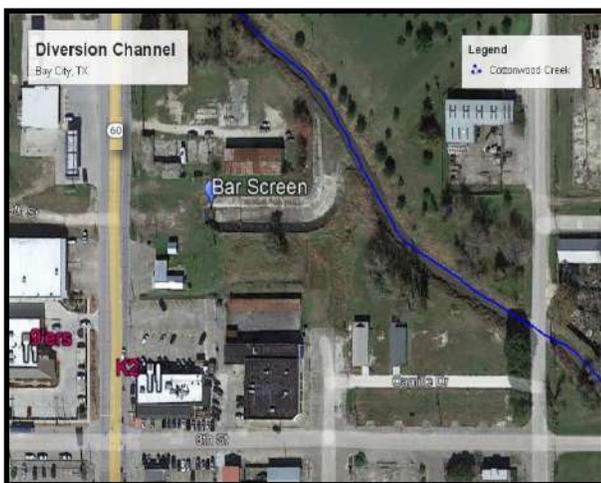


General Fund – Diversion Channel Improvements, Phase II, CDBG-DR Grant (Harvey)

Infrastructure (Strategic Focus)

Project Scope	
Flood waters from Cottonwood Creek, carrying debris, are caught by a bar screen at the diversion channel. The project scope includes installing an automatic trash rack system on this bar screen with an automatic cleaner and a backup generator to ensure removal of debris and function during power outages in storms.	
The scope also involves installing flap gates with a SCADA system at the channel's outfall to the Colorado River, preventing backflow into the city and allowing real-time flood control.	
Project Name: Diversion Channel Improvements (C142)	
Construction Start: TBD	
Project Completion: TBD	
Current Phase: 1	
Project Contact Information	
City Project Manager: Herb Blomquist	
Phone Number: 979-323-1659	
Email Address: <a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>	
Grant Administrator: GLO - CDBG-DR Grant (Harvey) (GrantWorks)	
Engineer: Quiddity (Jones and Carter )	
General Contractor: TBD	
City Construction Inspection: Wesslee Davis	
City Engineering Tech: Gabriel Lopez	

Approved Project Funding	
Funding Source	Fiscal Year 2025
Grant Funds	\$981,500
Certificate of Obligations	N/A
Project Budget & Expenditures	
Project Budget:	\$981,500
Expended to Date:	\$96,500
Operational Impact	
With the diversion channel free from trash/debris build up, the city (especially downtown) will be relieved of flooding due to mitigation improvements.	
Current Activity	
The engineering design plans and benefit cost analysis for this project have been completed. The project was submitted to FEMA and is currently under review to approve funding for construction phase.	



## General Fund – Drainage Improvements – GLO-MIT-MOD Project Grant

Infrastructure (Strategic Focus)

Project Scope	
<p>The scope of this project will focus on addressing drainage improvements at two different locations. The first, Area 14, lies along Cottonwood Creek near Ave H. The second, Area 19, extends across the southwest neighborhood of Bay City.</p> <p>Improvements for Area 19 involve removing 320 feet of undersized culverts within the creek that currently restrict flow and contribute to increased upstream flooding during heavy rain. This work will also include stabilizing the banks at the culvert removal site and providing slope protection for the adjacent Ave H Bridge.</p> <p>In Area 14, the project will re-grade 15,000 linear feet of bar ditches and 7,600 linear feet of outfall channel. Additionally, the scope for Area 14 includes replacing 3,521 linear feet of culverts and installing 38 new storm inlets along with 3,850 linear feet of storm sewer.</p>	
Project Name:	Drainage Improvements – GLO – MIT-MOD Project
Construction Start:	TBD
Project Completion:	TBD
Current Phase:	N/A
Project Contact Information	
City Project Manager:	Herb Blomquist
Phone Number:	(979) 323-1659
Email Address:	<a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>
Grant Administrator:	GrantWorks
Engineer:	John Mercer
General Contractor:	TBD
City Construction Inspection:	Wesslee Davis
City Engineering Tech:	Gabriel Lopez

Approved Project Funding	
Funding Source	Fiscal Year 2025
Grant Funds	\$3,000,000
Certificate of Obligations	N/A
Project Budget & Expenditures	
Project Budget:	\$3,000,000
Expended to Date:	\$0
Operational Impact	
<p>The drainage improvements will significantly mitigate flood risks and enhance stormwater management in Bay City. In Area 14, the removal of the obstructing culverts and creek bank stabilization will notably decrease upstream flooding, safeguarding the adjacent Ave H Bridge and surrounding residential properties. In Area 19, re-grading of ditches and outfall channel, coupled with the replacement of culverts and installation of new storm inlets and sewers, will lead to improved drainage throughout the City’s southwest neighborhood. Overall, these improvements will enhance long-term community safety and infrastructure resilience.</p>	
Current Activity	
<p>The application for the \$3,000,00 in allocated MIT-MOD funds has been submitted to GLO and is currently being reviewed. RFIs are currently being addressed to provide additional project information.</p>	

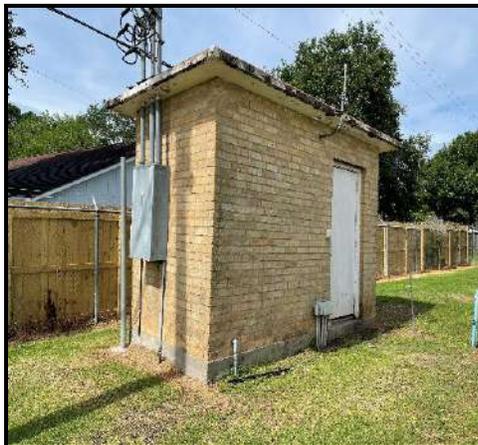




## General Fund – Mockingbird Water Plant No.2 Electrical Improvements

Infrastructure (Strategic Focus)

Project Scope		Approved Project Funding	
Mockingbird Water Plant No.2 needs new electrical improvements. This project includes, new electrical service entrance and system, as well as a new natural gas generator with new natural gas line, also a new pre-cast concrete building with HVAC system and site lighting. During the FY 2024, the city has budgeted \$1,000,000 towards these improvements.		<b>Funding Source</b>	<b>Fiscal Year 2025</b>
		Grant Funds	N/A
		Certificate of Obligations	
		<b>Project Budget &amp; Expenditures</b>	
		Project Budget:	\$1,000,000
		Expended to Date:	\$155,000
Project Name: Mockingbird Water Plant No.2 - Electrical Improvements		<b>Operational Impact</b>	
Construction Start:	TBD	To protect the health and safety of the citizens of Bay City and to continue providing a superior water supply, routine maintenance measures are to be in place and regularly upgraded. With the electrical improvements completed, the plant will function at its optimal operation. These improvements will cut down on the increased utility costs as well as the resources and dollars spent if the plant were to be shut down thus increasing usage at other plants.	
Project Completion:	TBD		
Current Phase: N/A			
<b>Project Contact Information</b>			
City Project Manager: Herb Blomquist		<b>Current Activity</b>	
Phone Number: 979-323-1659			
Email Address: <a href="mailto:hblomquist@cityofbaycity.org">hblomquist@cityofbaycity.org</a>			
Grant Administrator: N/A			
Engineer:	Garver	The construction portion of this project is currently unfunded. However, engineering is complete, and the City is seeking grant opportunities to fund the construction of this project.	
General Contractor:	TBD		
City Construction Inspection: Ozzie Martinez			
City Engineering Tech: Gabriel Lopez			



**CAPITAL OUTLAY**

Fiscal Year 2025 Capital Expenditures

**GOVERNMENTAL FUNDS****GENERAL FUND****Vehicles and Equipment**

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
110	City General	Generators	4	1,319,000*
150	Police	Axon AB4 Cameras, Storage	40	44,000
150	Police	In Car Computers	12	94,000*
150	Police	Flock Cameras	12	36,000**
150	Police	In-Car Video (27,000/year)	13	27,000**
150	Police	Tasers (22,000/year)	38	22,000**
150	Police	Animal Control Vehicle (Truck)	1	40,000***
175	Streets	Truck	1	55,000***
175	Streets	Utility Trailer	1	10,000
175	Streets	Broom Replacement	1	125,000
179	Recycling Center	Baler	1	20,000*
180	Parks	Mower	1	26,000***
180	Parks	Truck	1	35,000***
<b>Total General Fund Equipment</b>				<b>1,853,000</b>

*Supported by Current Revenues- \$12,900; Operational Reserves- \$265,000; \*Supported by Grants- \$1,334,100*

*\*\*Other Financing Sources- \$85,000; \*\*\*Fixed Asset Replacement Fund- \$156,000*

**GOVERNMENTAL FUNDS**

**GENERAL FUND**

**Capital Projects**

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
110	General	City Hall Windows & Building	1	150,000
110	General	EAC Exterior Building Rehab	1	35,000
150	Police	Public Safety Building- Phase I	1	7,000,000**
165	Fire	Fire Department Roof	1	150,000
175	Streets	Street Rehab- Highland (Engineering)	1	410,000
175	Streets	Street Resurface- LeTulle	1	300,000
175	Streets	Street Resurface Projects	1	250,000
175	Streets	Sidewalk New/Replace Project	1	50,000
175	Streets	Bridge Replacement- 8 <sup>th</sup> Street	1	736,000
175	Streets	Bridge Replacement- Avenue H	1	736,000
175	Streets	Bridge Replacement- Hamman	1	815,000
175	Streets	Nile Valley- North Loop P & D	1	50,000
175	Streets	Nile Valley Drive- Phase II Design	1	600,000*
175	Streets	Nile Valley Drive- Roberts to SH 60 Rehab	1	400,000**
175	Streets	Diversion Channel Improvements- CDBG-DR	1	96,500*
175	Streets	Cottonwood Creek Improvements	1	200,000*
175	Streets	Drainage Construction- Grant (MIT-MOD)	1	3,100,000*
175	Streets	Del Norte Drainage Improvements	1	500,000
175	Streets	Storm Water Management Plan	1	650,000*
180	Parks	Westside Pavilion- LeTulle	1	15,000
180	Parks	Event Pavilion- LeTulle	1	150,000
180	Parks	Field Lighting- Various	3	75,000
180	Parks	Service Center (USO) Roof	1	30,000
181	Riverside Park	Boat Launch Bulkhead	1	100,000*
183	Pools	Demo of Valiant Pool	1	140,000
<b>Total General Fund Projects</b>				<b>16,738,500</b>

*Supported by Current Revenues- \$119,650; Operational Reserves- \$585,000; Street Reserve- \$1,460,000*

*Hotel/ Motel- \$150,000; \*Supported by Grants- \$7,023,850; \*\*Supported by Other Financing Sources \$7,400,000*

**PROPRIETARY FUNDS**

**ENTERPRISE FUNDS**

**UTILITY FUND**

**Vehicles and Equipment**

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
620	Water & WWTP	Truck	1	55,000
620	Water & WWTP	Truck	1	23,000
<b>Total Utility Equipment</b>				<b>78,000</b>

*Supported by Current Revenues- \$78,000*

**Capital Projects**

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
610	Utility Operations	Remodel Municipal Services Building	1	100,000
615	Utility Maintenance	Fire Hydrant Replacement Program	1	100,000
615	Utility Maintenance	6 <sup>th</sup> & Ave I WTP Improvements Arsenic Mitigation & Electrical	1	6,225,000**
615	Utility Maintenance	6 <sup>th</sup> & Ave I Bridge- Relocate Water Line	1	500,000
615	Utility Maintenance	6 <sup>th</sup> & Ave I Bridge- Relocate Sewer Line	1	700,000
615	Utility Maintenance	Duncan & Whitson- Water Main	1	75,000
615	Utility Maintenance	Install Master Meters- All RV & Trailer Parks, Apartments	1	100,000
615	Utility Maintenance	Mockingbird Water Plant No. 2- Electrical Improvements	1	2,990,000**
615	Utility Maintenance	New Water Plant- East	1	11,022,500**
615	Utility Maintenance	Waterline Replacement- 5 <sup>th</sup> St.	1	1,800,000**
615	Utility Maintenance	Smoke Testing Sewer Lines	1	50,000
620	Water & WWTP	Manhole Rehab Program	1	100,000
620	Water & WWTP	Lift Station Rehab Program	1	50,000
620	Water & WWTP	WWTP & Cottonwood LS Rehab- Construction	1	15,900,000**
620	Water & WWTP	WWTP Improvements- Aeration & Blowers	1	6,400,000**
620	Water & WWTP	Del Norte Rehab- 13 LS 16	1	660,000
<b>Total Utility Projects</b>				<b>46,772,500</b>

*Supported by Current Revenues- \$435,000; Operational Reserves- \$2,000,000; \*Supported by Grant- \$0*

*\*\*Supported by Other Financing Sources (TWDB) \$44,337,500*

**PROPRIETARY FUNDS**

**ENTERPRISE FUNDS**

**AIRPORT**

**Capital Projects**

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
640	Airport	Main Hangar Doors	1	255,000
640	Airport	Runway Overlay	1	4,147,000
<b>Total Airport Projects</b>				<b>4,402,000</b>

*Transfers from General Fund- \$150,000; Supported by Operational Reserves- \$290,200;*

*\*Supported by Grant- \$3,961,800*

**INTERNAL SERVICE FUNDS**

**INFORMATION TECHNOLOGY FUND**

**Vehicles and Equipment**

DEPT. #	DEPARTMENT	DESCRIPTION	QTY	COST
810	IT	Computers	50	51,000
<b>Total IT Equipment</b>				<b>51,000</b>

*Funded ½ by General Fund and ½ Utility Fund Current Revenues*

**Capital Improvement Plan**  
**FY 2026-2029 Project Outlook**

**General Fund**

Street Reconstruction Project Engineering- Highland (\$4,900,000)

Street Reconstruction Project Engineering- Moore (\$5,920,000)

Street Resurface Projects- Marguerite Street (TIRZ 3) (\$300,000)

Street Condition Assessment (\$250,000)

Street Resurface Projects (\$1,400,000)

Sidewalk New/Replace Project (\$200,000)

Bridge Replacement- 6<sup>th</sup> & Ave. I (\$2,400,000)

Nile Valley Drive- Bridge Rehabilitation (\$3,000,000)

Nile Valley Drive- Phase II Construction (SH60 to Nichols)- (\$9,150,000)

Nile Valley Drive- Phase III Design (Nichols to SH35)- (\$400,000)

Nile Valley Drive- Phase IV North Loop- Planning & Acquisition (\$200,000)

Diversion Channel Improvements (\$885,000)

Railroad Quiet Zone (\$3,750,000)

Southern Pacific Trailway (TxDOT Grant) (\$7,400,000)

Southern Pacific Trailway- Cottonwood to Dog Park (\$300,000)

Park Improvements- 5 Riverside Cabins (\$100,000)

Park Improvements- LeTulle Eastside Playground (\$250,000)

Park Improvements- LeTulle Vendor Pavilions (\$150,000)

Park Improvements- Amistad Restrooms (\$165,000)

Field Lights- Joe Davis, Little League (\$100,000)

Field Lights- Girls Softball (\$100,000)

Field Lights- Sports Complex (\$500,000)

Building Improvements- New Sports Complex (\$1,500,000)

Building Improvements- Sports Complex Restrooms/Concessions (\$250,000)

Building Improvements- Sports Complex Roof (\$250,000)

Building Improvements- New Recreation Center (\$5,000,000)

## CAPITAL

Aquatics- Regional Aquatic Center (\$1,200,000)  
Fire Department Windows & Brick Waterproofing (\$200,000)  
Fire Department Interior Improvements (\$100,000)  
PD- Public Safety Building (\$3,000,000)  
PD- Demo of Old Public Safety Building (\$250,000)  
New Downtown Restroom (\$150,000)  
Animal Impound Building (\$3,000,000)  
Library Roof (\$350,000)

## Utility Fund

### Water

Lead and Copper Rule- Lead Service Line Replacement (\$1,600,000)  
Fire Hydrant Replacement & Preventative Maint. Program (\$400,000)  
Ave F. & Ave G. 4" Water Main Rear Easement (\$275,000)  
Ave A. & Moore Ave. 2" to 6" Water Main Rear Easement (\$35,000)  
Water Improvements- Highland (\$505,000)  
Water Improvements- Moore (\$1,170,000)  
Walnut Ave- 2" to 6" Water Main (\$90,000)  
B/T Golden Ave. & Kilowatt Remove 2" Water Main (\$100,000)  
Holly, Shantilly and Renwick 2" Water Main No Access (\$200,000)  
NW Quadrant Phase II Upsize Water Mains (\$1,800,400)  
Install Master Meters All RV Parks, Trailer Parks and Apartments (\$100,000)  
Water Plant Recoatings (\$1,000,000)  
Public Water System- Airport Well (\$1,427,000)  
Mockingbird Water Well No. 7 Rework (\$550,000)  
4<sup>th</sup> St. & Ave B. Water Plant No. 1 Electrical Improvements (\$1,000,000)  
New Water Plant- North Side (\$12,000,000)  
12-Inch New Waterline Extension, 7,500 LF- SH 35 East (\$1,600,000)

## CAPITAL

12-Inch New Waterline Extension, 4,500 LF- SH 60 North- Phase I (\$1,500,000)

12-Inch New Waterline, 5,500 LF- 12<sup>th</sup> Street East (\$1,750,000)

### Wastewater

Manhole Rehab Program (\$400,000)

Lift Station Rehab Program (\$100,000)

Smoke Testing Sewer Lines (\$200,000)

Ave B to Ave E, 6<sup>th</sup> St- 8" Sewer Main/Add Manholes (\$150,000)

WWTP Improvements- Aeration, Blowers, RAS/WAS (\$3,600,000)

Gravity Sewer Rehabilitation Main Trunkline to Sewer Plant- (\$2,725,000)

12-Inch New Sewerline Extension SH35 East (\$1,000,000)

Sewer Improvements- Highland (\$384,300)

Sewer Improvements- Moore (\$740,000)

Sewer Improvements- Del Norte (\$200,000)

15 LS 17 FM 457 Rehabilitation (\$350,000)

14 LS 2 11<sup>th</sup> St. & Ave I. Rehabilitation (\$350,000)

17 LS 13 Bayridge Rehabilitation (\$375,000)

19 LS 15 Bell Rehabilitation (\$330,000)

21 LS 3 Doris Rehabilitation (\$225,000)

25 LS 12 Thompson Rehabilitation (\$175,000)

### Building & Improvements

Municipal Services Building Renovations-Remodel Women's Restroom (\$50,000)

Extend Equipment/Material Storage Buildings (\$200,000)

Replace MSB Shop Roof (\$150,000)

Coat MSB Shop Ceiling (\$40,000)

## CAPITAL

### Airport Fund

Engineering & Design- Vertiport (\$140,000)

Main Apron Strengthening (\$1,108,000)

Vertiport (\$446,000)

PAPI-2 Installation RW 31 (\$61,000)

Design for Apron Taxiway & Runway Seal Coat (\$82,000)

Engineering & Design- Apron Expansion (\$156,000)

### Building & Improvements

Design for Maintenance Bldg. & Hangar Program (\$150,000)

Construction Professional Services- T-Hangars (\$749,000)

Construction- Row A T-Hangars (\$1,364,000)

Construction- Row B T-Hangars (\$1,039,000)

Construction- Row C T-Hangars (\$1,039,000)

Construction- Row D T-Hangars (\$1,039,000)

Construction- Maintenance Hangar (\$550,000)

## Long Term Debt

**General Obligation Bonds (G.O.'s)** are payable from the proceeds of an annual property tax, levied within the limitations of the law. The payment of General Obligation Bonds is guaranteed by the full faith and credit of the city. G.O.'s must be authorized by a vote of the citizens.

**Certificates of Obligations (C.O.'s)** do not require voter approval and, though used for the same projects as General Obligation Bonds, are ordinarily sold to finance smaller, less expensive, projects which tend to have shorter pay-out periods on the debt. General Obligation Bonds, as well as Certificates of Obligation, are backed by the full faith and credit of the City and are paid from property tax receipts.

**Revenue Bonds** are payable from specific sources of non-tax revenue and do not affect the property tax rate. Coverage Ratios of Revenue Bonds will always be in compliance with the minimum coverage ratio required by the revenue bond ordinances. It shall be the goal of the City to achieve a budgeted coverage ratio of 1.60.

The City's practice is to fund capital improvement projects on a "pay as you go" basis whenever possible. If a debt issuance is required, then key factors such as an asset's life and future debt payments will be carefully considered. Issues will not extend longer than an asset's expected life.

The City currently holds an A+ rating from Standard and Poor's Corporation for both General Obligation and Tax Revenue Certificates of Obligations. A credit rating is an assessment of the city's ability and willingness, as well as its legal obligation, to make full and timely payments of principal and interest on the debt security over the course of its maturity schedule. Ratings are designed exclusively for the purpose of granting debt instruments according to their credit qualities and do not constitute a recommendation to buy or sale a security. When applying for a credit rating, the items required of the City include audit reports, current budget document, current capital improvement program (CIP), statement of long-and short-term debt and indication of appropriate authority for debt issuance.

There is no direct limit on debt in the City Charter. Statutes of the State of Texas do not provide any limitations on the dollar amount of debt cities can float; however, as a matter of policy, the Attorney General of Texas, will not approve the issuance of bonds where the total debt service of all tax supported debt requires a tax rate of more than \$1.50 per \$100 assessed valuation. The truth-in-taxation criterion specifies that debt (Interest & Sinking) requirements must be met first, and then the operations can be funded. The property tax rate to meet these needs cannot exceed \$2.50 per \$100 valuation.

Debt service requirements for the City of Bay City are currently \$ .13469 of the current property tax rate of \$.56916. The City currently has sixteen outstanding debt issuances, most of which are Tax and Revenue Certificates of Obligations. Various percentages of the debt payments are self-supporting or paid by the Public Utility Fund.

## CITY WIDE DEBT

Those issues have an operational impact equal to the annual debt service payment in the Public Utility Fund. **The City has plans to issue debt within the next 12 months to fund a Public Safety Center.**

Assessed value, 2024 tax roll	\$1,244,678,335	Actual amount of tax-secured debt service - Year ended September 30, 2025	\$6,900,870
Limit on amount designated for debt service per \$100 assessed valuation	x \$ 1.50	<b>Legal Debt Margin</b>	<b>\$11,769,305</b>
<b>Legal Debt Service Limit</b>	<b>18,670,175</b>		

After fiscal year 2025 payments, outstanding general obligation bond and certificates of obligation bonds will be \$93,432,000; however, only \$13,410,032 is currently supported by property taxes. The long-term debt policy along with the history of tax rates can be found in the appendix section of this book.

FYE 9/30	Total Debt Service			Total Self-Supported Debt Service			Total Partner Paid Debt Service			Total Tax Supported Debt Service		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2025	\$ 4,234,000	\$ 2,666,870	\$ 6,900,870	\$ 2,870,375	\$ 1,957,983	\$ 4,828,358	\$ 365,000	\$ 112,731	\$ 477,731	\$ 998,626	\$ 596,156	\$ 1,594,781
2026	4,207,000	2,461,824	6,668,824	2,988,241	1,835,799	4,824,040	375,000	101,781	476,781	843,759	524,244	1,368,003
2027	4,324,000	2,344,532	6,668,532	3,061,774	1,764,244	4,826,018	385,000	90,531	475,531	877,226	489,756	1,366,982
2028	3,625,000	2,220,695	5,845,695	2,556,091	1,689,338	4,245,428	395,000	78,981	473,981	673,910	452,375	1,126,285
2029	3,743,000	2,132,407	5,875,407	2,622,024	1,640,002	4,262,025	410,000	67,131	477,131	710,977	425,274	1,136,250
2030	3,820,000	2,042,558	5,862,558	2,662,157	1,590,168	4,252,324	420,000	54,831	474,831	737,844	397,559	1,135,402
2031	3,584,000	1,955,645	5,539,645	2,581,490	1,538,543	4,120,033	430,000	46,431	476,431	572,511	370,671	943,181
2032	3,682,000	1,882,102	5,564,102	2,640,323	1,494,500	4,134,823	440,000	37,831	477,831	601,678	349,770	951,448
2033	3,746,000	1,804,909	5,550,909	2,683,489	1,448,107	4,131,596	445,000	29,031	474,031	617,511	327,770	945,281
2034	3,815,000	1,725,617	5,540,617	2,722,072	1,400,366	4,122,438	455,000	20,131	475,131	637,928	305,120	943,048
2035	3,687,000	1,639,533	5,326,533	2,723,655	1,347,544	4,071,199	465,000	10,463	475,463	498,345	281,526	779,871
2036	3,291,000	1,554,343	4,845,343	2,772,655	1,290,868	4,063,522	-	-	-	518,346	263,475	781,821
2037	2,995,000	1,472,950	4,467,950	2,715,000	1,228,525	3,943,525	-	-	-	280,000	244,425	524,425
2038	3,069,000	1,396,959	4,465,959	2,774,000	1,164,534	3,938,534	-	-	-	295,000	232,425	527,425
2039	3,160,000	1,315,863	4,475,863	2,850,000	1,096,063	3,946,063	-	-	-	310,000	219,800	529,800
2040	3,233,000	1,236,196	4,469,196	2,913,000	1,027,521	3,940,521	-	-	-	320,000	208,675	528,675
2041	3,313,000	1,152,606	4,465,606	2,983,000	955,381	3,938,381	-	-	-	330,000	197,225	527,225
2042	3,405,000	1,064,641	4,469,641	3,060,000	879,491	3,939,491	-	-	-	345,000	185,150	530,150
2043	3,494,000	972,216	4,466,216	3,139,000	799,678	3,938,678	-	-	-	355,000	172,538	527,538
2044	3,584,000	875,559	4,459,559	3,214,000	716,034	3,930,034	-	-	-	370,000	159,525	529,525
2045	3,687,000	774,577	4,461,577	3,307,000	628,602	3,935,602	-	-	-	380,000	145,975	525,975
2046	3,695,000	668,335	4,363,335	3,400,000	536,660	3,936,660	-	-	-	295,000	131,675	426,675
2047	3,806,000	560,275	4,366,275	3,501,000	440,769	3,941,769	-	-	-	305,000	119,506	424,506
2048	3,917,000	447,716	4,364,716	3,597,000	340,791	3,937,791	-	-	-	320,000	106,925	426,925
2049	4,026,000	330,682	4,356,682	3,696,000	236,957	3,932,957	-	-	-	330,000	93,725	423,725
2050	2,312,000	209,493	2,521,493	1,967,000	129,380	2,096,380	-	-	-	345,000	80,113	425,113
2051	2,083,000	142,393	2,225,393	1,723,000	76,943	1,799,943	-	-	-	360,000	65,450	425,450
2052	1,324,000	79,624	1,403,624	949,000	29,474	978,474	-	-	-	375,000	50,150	425,150
2053	390,000	34,213	424,213	-	-	-	-	-	-	390,000	34,213	424,213
2054	415,000	8,819	423,819	-	-	-	-	-	-	415,000	8,819	423,819
Total	\$ 97,666,000	\$ 37,174,150	\$ 134,840,150	\$ 78,672,343	\$ 29,284,266	\$ 107,956,608	\$4,585,000	\$ 649,875	\$ 5,234,875	\$ 14,408,658	\$ 7,240,009	\$ 21,648,667

**\$97,666,000 City Wide Debt Outstanding Principal before FY 2025 Payment**

**\$93,432,000 Outstanding Principal at Fiscal Year End 2025**

**\$13,410,032 Outstanding Principal of Tax Supported Debt at Fiscal Year End 2025**

**\$75,801,968 Outstanding Principal of Self-Supported Debt (Paid by Water and Sewer Revenues)**

**\$4,220,000 Outstanding Principal of Nile Valley Road Project paid by BC Gas Company and BCCDC**

## Property Tax Supported Debt

### **\*2014 Tax and Revenue Certificates of Obligation (CO)**

**\$3,995,000** – 2014 Tax and Revenue Certificate of Obligation Bond was issued for construction and improvement of streets, sidewalks, water, and sewer system, and to purchase public works equipment. The payments are secured by property taxes due in annual installments ranging from \$222,000 to \$247,000 through September 1, 2034, funded by both Utility revenues (25%) and property taxes (75%); interest varying between 2.00% and 4.00%. *Callable 9-1-2024*

### **\*2016 Tax and Revenue Certificates of Obligation (CO)**

**\$5,665,000** – 2016 Tax and Revenue Certificate of Obligation Bond was issued for construction and improvement of streets, sidewalks, water and sewer system, and to purchase park equipment. The payments are secured by property taxes due in annual installments ranging from \$371,000 to \$376,000 through September 1, 2036, funded by both Utility revenues (33.33%) and property taxes (66.67%); interest varying between 2.00% and 3.00%. *Callable 9-1-2026*

### **2018 Tax Note**

**\$1,285,000** – 2018 Tax Note was issued for the acquisition of road equipment. The payments are secured by property taxes due in annual installments ranging from \$195,000 to \$230,000 through March 1, 2025; interest fixed at 3.01%.

### **2020 Tax and Revenue Certificates of Obligation (CO)**

**\$8,965,000**- 2020 Tax and Revenue Certificate of Obligation Bond was issued for the purchase of street equipment, renovation of the Bay City Regional Airport hangars, and construction of the Nile Valley Road. These payments are secured by property taxes due in annual installments ranging from \$80,000 to \$620,000 through September 1, 2045, funded by property taxes and the City's two component units - Bay City Gas Company and Bay City Community Development Corporation (BCCDC); interest varying between 2.00% and 3.00%. *Callable 9-1-2029*

### **\*2021 General Obligation Refunding Bonds**

**\$6,205,000** – 2021 General Obligation Refunding Bond was issued to take advantage of the low-interest rate environment by refunding the callable portion of the General Obligation Bonds, Series 2010 and the Combination Tax and Revenue Certificates of Obligation, Series 2012. The Series 2010 was originally issued to fund street and drainage improvements, park improvements, and civic center improvements. The Series 2012 was issued to the replacement of all the City's water meters and to upgrade to an Automated Meter Reading System. The payments are secured by both Utility revenues (71%) and property taxes (29%) due in annual installments ranging from \$184,000 to \$1,000,000. through September 1, 2030; interest at 5.00%. *Callable 9-1-2029*

### **\*2024 Tax and Revenue Certificates of Obligation (CO), Series 2024E**

**\$16,935,000**- 2024 Tax and Revenue Certificate of Obligation Bond was issued for the purchase, design, and construction of a public safety building (7 million), while the remainder funds will be used to complete the rehabilitation of the City's Wastewater Treatment Plant. These payments are secured by both utility revenues (58%) and property taxes (42%) due in annual installments ranging from \$420,000 to \$1,100,000 through September 1, 2054; interest varying between 4.00% and 7.00%. *Callable 9-1-2033*

## CITY WIDE DEBT

Interest and Sinking Fund (I & S)	Actual FY 2022	Actual FY 2023	Budget FY 2024	Projected FY 2024	Adopted FY 2025
<b>Taxes</b>					
Property Taxes- Current	1,548,753	1,557,394	1,589,894	1,589,894	1,627,611
Property Taxes- Delinquent	17,882	21,763	1,000	20,000	1,000
Property Taxes- P & I Fees	18,759	19,663	1,000	20,000	1,000
<b>Total Taxes</b>	<b>1,585,394</b>	<b>1,598,820</b>	<b>1,591,894</b>	<b>1,629,894</b>	<b>1,629,611</b>
<b>Miscellaneous</b>					
Interest Income	4,473	29,441	724	46,500	724
Other Funds- Gas Co.	236,741	236,791	239,191	239,191	238,866
Other Funds- BCCDC	236,741	236,791	239,191	239,191	238,866
<b>Total Miscellaneous</b>	<b>477,954</b>	<b>503,023</b>	<b>479,106</b>	<b>524,882</b>	<b>478,456</b>
<b>Other Sources</b>					
Other Financing Sources	-	-	-	-	-
<b>Total Other Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total I &amp; S Revenue</b>	<b>2,063,348</b>	<b>2,101,842</b>	<b>2,071,000</b>	<b>2,154,776</b>	<b>2,108,067</b>
<b>Debt Service</b>					
Debt Service Principal	1,555,475	1,607,709	1,666,392	1,666,392	1,386,826
Debt Service Interest	494,208	448,864	401,883	401,883	718,516
Debt Service Admin. Fee	1,600	1,600	2,000	2,000	2,000
Bank Charges	985	456	725	500	725
Payment to Escrow	-	-	-	-	-
Bond Issue Costs	-	-	-	-	-
<b>Total Debt Service</b>	<b>2,052,283</b>	<b>2,058,628</b>	<b>2,071,000</b>	<b>2,070,775</b>	<b>2,108,067</b>
<b>Total I &amp; S Expenditures</b>	<b>2,052,268</b>	<b>2,058,628</b>	<b>2,071,000</b>	<b>2,070,775</b>	<b>2,108,067</b>
<b>FY 2025 Requirements:</b>					
<u>Issue</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>		
*Series 2014 CO	116,250	53,091	169,341		
*Series 2016 CO	176,676	71,837	248,513		
2018 Tax Note	230,000	3,462	233,462		
**Series 2020 CO	535,000	175,525	710,525		
*Series 2021 GO	240,700	45,385	286,085		
*Series 2024E GO	65,000	359,588	424,588		
<b>Total</b>	<b>1,363,626</b>	<b>708,888</b>	<b>2,072,514</b>		

\*Payments paid by both property taxes and utility system revenue

\*\*A portion of the CO 2020 payment (\$477,731) is related to the Nile Valley Road Project and is paid in equal payments by the Bay City Gas Co. and Bay City Community Development Corporation.

## Public Utility Fund Supported Debt

### **2021A Tax and Revenue Certificates of Obligation (CO)-TWDB CWSRF**

\$4,742,000 – 2021A Tax and Revenue Certificates Bond is 1<sup>st</sup> of 4 issues for improvements to the City's sanitary sewer system, sewer lines, and design/construction of the City's wastewater treatment plant and lift stations. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$209,000 to \$211,000 through September 1, 2050; interest varying between .80% and 2.29%. *Callable 9-1-2031*

### **2021B Tax and Revenue Certificates of Obligation (CO)- TWDB DWSRF**

\$2,125,000 – 2021B Tax and Revenue Certificate Bond is 1<sup>st</sup> of 5 issues for improvements to the City's water system, construction of two water plants, including water wells, ground storage tanks, water transmission lines, water meter replacements, and other related infrastructure and equipment. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$65,000 to \$90,000 through September 1, 2050; interest varying between .80% and 2.34%. *Callable 9-1-2031*

### **2022A Tax and Revenue Certificates of Obligation (CO)-TWDB CWSRF**

\$12,707,000 – 2022A Tax and Revenue Certificates Bond is 2<sup>nd</sup> of 4 issues for improvements to the City's sanitary sewer system, sewer lines, and design/construction of the City's wastewater treatment plant and lift stations. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$373,000 to \$554,000 through September 1, 2051; fixed payment with interest coupons varying between .80% and 2.35%. *Callable 9-1-2032*

### **2022B Tax and Revenue Certificates of Obligation (CO)- TWDB DWSRF**

\$5,645,000 – 2022B Tax and Revenue Certificate Bond is 2<sup>nd</sup> of 5 issues for improvements to the City's water system, construction of two water plants, including water wells, ground storage tanks, water transmission lines, water meter replacements, and other related infrastructure and equipment. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$165,000 to \$250,000 through September 1, 2051; fixed payments with interest coupons varying between .80% and 2.40%. *Callable 9-1-2032*

### **2023A Tax and Revenue Certificates of Obligation (CO)-TWDB CWSRF**

\$13,427,000 – 2023A Tax and Revenue Certificates Bond is 3<sup>rd</sup> of 4 issues for improvements to the City's sanitary sewer system, sewer lines, and design/construction of the City's wastewater treatment plant and lift stations. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$357,000 to \$649,000 through September 1, 2052; fixed payment with interest coupons varying between 1.10% and 3.09%. *Callable 9-1-2033*

**2023B Tax and Revenue Certificates of Obligation (CO)- TWDB DWSRF**

\$6,175,000 – 2023B Tax and Revenue Certificate Bond is 3rd of 5 issues for improvements to the City’s water system, construction of two water plants, including water wells, ground storage tanks, water transmission lines, water meter replacements, and other related infrastructure and equipment. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$165,000 to \$300,000 through September 1, 2052; fixed payments with interest coupons varying between 1.16% and 3.14%. *Callable 9-1-2033*

**2024A Tax and Revenue Certificates of Obligation (CO)-TWDB CWSRF**

\$7,124,000 – 2024A Tax and Revenue Certificates Bond is 4<sup>TH</sup> of 4 issues for improvements to the City’s sanitary sewer system, sewer lines, and design/construction of the City’s wastewater treatment plant and lift stations. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$225,000 to \$373,000 through September 1, 2049; fixed payment with interest coupons varying between 1.58% and 2.82%. *Callable 3-1-2034*

**2024B Tax and Revenue Certificates of Obligation (CO)- TWDB DWSRF**

\$3,620,000– 2024B Tax and Revenue Certificate Bond is 4<sup>TH</sup> of 5 issues for improvements to the City’s water system, construction of two water plants, including water wells, ground storage tanks, water transmission lines, water meter replacements, and other related infrastructure and equipment. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$120,000 to \$190,000 through September 1, 2049; fixed payments with interest coupons varying between 1.18% and 3.09%. *Callable 3-1-2034*

**2024C Tax and Revenue Certificates of Obligation (CO)-TWDB DWSRF**

\$2,590,000 – 2024C Tax and Revenue Certificates Bond is the zero-interest portion of the final issue that will be for improvements to the City’s sanitary sewer system, sewer lines, and design/construction of the City’s wastewater treatment plant and lift stations. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$100,000 to \$105,000 through September 1, 2049; *Callable 3-1-2034*

**2024D Tax and Revenue Certificates of Obligation (CO)- TWDB DWSRF**

\$8,910,000 – 2024D Tax and Revenue Certificate Bond is 5th of 5 issues for improvements to the City’s water system, construction of two water plants, including water wells, ground storage tanks, water transmission lines, water meter replacements, and other related infrastructure and equipment. The payments are secured by both property tax revenues and Utility revenue; however, Utility pays at 100%. Principal payments are due in annual installments ranging from \$275,000 to \$475,000 through September 1, 2049; fixed payments with interest coupons varying between 1.70% and 3.04%. *Callable 3-1-2034*

## CITY WIDE DEBT

Utility Debt Service	Actual FY 2022	Actual FY 2023	Budget FY 2024	Projected FY 2024	Adopted FY 2025
<b>Miscellaneous</b>					
Interest Income	741	21,222	4,605	51,470	30,000
<b>Total Miscellaneous</b>	<b>741</b>	<b>21,222</b>	<b>4,605</b>	<b>51,470</b>	<b>30,000</b>
<b>Intergovernmental</b>					
Transfer In- Utility Fund	1,189,509	2,536,891	3,222,395	3,222,395	4,795,530
<b>Total Intergovernmental</b>	<b>1,189,509</b>	<b>2,536,891</b>	<b>3,222,395</b>	<b>3,222,395</b>	<b>4,795,530</b>
<b>Total Water Debt Service</b>	<b>1,190,250</b>		<b>3,227,000</b>	<b>3,273,865</b>	<b>4,825,530</b>
<b>Debt Service</b>					
Debt Service Principal	-	-	1,958,608	1,958,608	2,847,174
Debt Service Interest	384,044	754,281	1,263,787	1,263,787	1,948,356
Debt Service- Admin Fee	2,380	4,850	500	10,900	7,500
Bank Charges	609	389	610	610	500
Cost of Issuance	754,329	823,058	-	-	-
Reserved Debt Retirement	-	-	3,495	-	22,000
Amortization Expense	26,366	26,366	-	-	-
<b>Total Debt Service</b>	<b>1,167,727</b>	<b>1,608,944</b>	<b>3,227,000</b>	<b>3,233,905</b>	<b>4,825,530</b>
<b>Total Utility Debt Service</b>	<b>1,167,727</b>	<b>1,608,944</b>	<b>3,227,000</b>	<b>3,233,905</b>	<b>4,825,530</b>

### FY 2025 Requirements:

<u>Issue</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
*Series 2014 CO	38,750	17,697	56,447
*Series 2016 CO	88,325	35,913	124,238
*Series 2021 GO	589,300	111,115	700,415
Series 2021A CO	143,000	66,071	209,071
Series 2021B CO	65,000	30,204	95,204
Series 2022A CO	379,000	188,952	567,952
Series 2022B CO	170,000	85,947	255,947
Series 2023A CO	362,000	306,733	668,733
Series 2023B CO	165,000	144,181	309,181
Series 2024A CO	225,000	158,704	383,704
Series 2024B CO	120,000	78,659	198,659
Series 2024C CO	105,000	-	105,000
Series 2024D CO	275,000	214,310	489,310
Series 2024E CO	145,000	519,498	664,498
<b>Total</b>	<b>2,870,375</b>	<b>1,957,984</b>	<b>4,828,359</b>

\*Payments paid by both property taxes and utility system revenue

Budget holds estimated payments for bonds that will be issued during the fiscal year







## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### WATER PRODUCED AND CONSUMED AND WASTEWATER TREATED

Last ten fiscal years

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<u>Fiscal Year</u>	<u>Gallons of Water Produced</u>	<u>Gallons of Water Consumed</u>	<u>Gallons of Water Unbilled</u>	<u>Average Percent Unbilled</u>	<u>Gallons of Wastewater Treated</u>
2014	780,403,000	623,508,400	156,894,600	20.10%	545,020,000
2015	824,901,000	627,451,200	197,449,800	23.94%	691,614,000
2016	842,451,000	635,604,500	207,846,500	24.67%	717,629,000
2017	812,961,000	609,958,200	203,002,800	24.97%	581,611,000
2018	743,714,000	603,790,221	139,923,779	18.81%	657,579,000
2019	713,562,000	537,363,274	176,198,726	24.69%	707,134,000
2020	850,124,700	549,790,300	300,334,400	35.33%	536,280,000
2021	885,002,000	570,433,900	314,568,100	35.54%	706,391,000
2022	941,937,481	628,258,008	313,679,473	33.30%	556,863,000
2023	997,850,000	689,685,360	308,164,640	30.88%	566,389,000

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### NET POSITION BY COMPONENT (1)

Last ten fiscal years

	Fiscal Year			
	2014	2015	2016	2017
<b>Governmental activities</b>				
Net investment in capital assets	\$ 7,050,325	\$ 6,540,844	\$ 9,638,245	\$ 10,607,667
Restricted	1,073,579	646,117	994,641	1,034,228
Unrestricted	<u>2,807,480</u>	<u>3,391,400</u>	<u>783,252</u>	<u>(93,799)</u>
<b>Total governmental activities net position</b>	<u>\$ 10,931,384</u>	<u>\$ 10,578,361</u>	<u>\$ 11,416,138</u>	<u>\$ 11,548,096</u>
<b>Business-type activities</b>				
Net investment in capital assets	\$ 9,681,894	\$ 13,826,216	\$ 15,011,700	\$ 14,799,364
Unrestricted	<u>6,217,963</u>	<u>1,518,085</u>	<u>2,926,172</u>	<u>3,541,009</u>
<b>Total business-type activities net position</b>	<u>\$ 15,899,857</u>	<u>\$ 15,344,301</u>	<u>\$ 17,937,872</u>	<u>\$ 18,340,373</u>
<b>Primary government</b>				
Net investment in capital assets	\$ 16,732,219	\$ 20,367,060	\$ 24,649,945	\$ 25,407,031
Restricted	1,073,579	646,117	994,641	1,034,228
Unrestricted	<u>9,025,443</u>	<u>4,909,485</u>	<u>3,709,424</u>	<u>3,447,210</u>
<b>Total primary government activities net position</b>	<u>\$ 26,831,241</u>	<u>\$ 25,922,662</u>	<u>\$ 29,354,010</u>	<u>\$ 29,888,469</u>

(1) Accrual basis of accounting

NOTES: The City implemented GASB Statement No. 68 "Accounting and Financial Reporting for Pensions" in fiscal year 2015. The amounts for all prior fiscal years have not been restated for the effects of this standard.

The City implemented GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions" in fiscal year 2018. The amounts for all prior fiscal years have not been restated for the effects of this new standard.

## STATISTICAL INFORMATION

Fiscal Year					
2018	2019	2020	2021	2022	2023
\$ 11,656,559	\$ 13,287,618	\$ 21,205,583	\$ 18,917,264	\$ 18,519,578	\$ 15,993,048
813,690	857,834	1,199,626	1,856,278	1,648,936	1,925,040
160,683	512,916	2,151,111	3,267,133	4,568,157	11,835,520
<u>\$ 12,630,932</u>	<u>\$ 14,658,368</u>	<u>\$ 24,556,320</u>	<u>\$ 24,040,675</u>	<u>\$ 24,736,671</u>	<u>\$ 29,753,608</u>
\$ 14,675,677	\$ 14,858,787	\$ 15,909,542	\$ 17,403,926	\$ 19,973,502	\$ 18,603,939
4,098,316	4,067,830	4,066,694	4,273,998	(58,672)	3,240,241
<u>\$ 18,773,993</u>	<u>\$ 18,926,617</u>	<u>\$ 19,976,236</u>	<u>\$ 21,677,924</u>	<u>\$ 19,914,830</u>	<u>\$ 21,844,180</u>
\$ 26,332,236	\$ 28,146,405	\$ 37,115,125	\$ 36,321,190	\$ 38,493,080	\$ 34,596,987
813,690	857,834	1,199,626	1,856,278	1,648,936	1,925,040
4,258,999	4,580,746	6,217,805	7,541,131	4,509,485	15,075,761
<u>\$ 31,404,925</u>	<u>\$ 33,584,985</u>	<u>\$ 44,532,556</u>	<u>\$ 45,718,599</u>	<u>\$ 44,651,501</u>	<u>\$ 51,597,788</u>

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### CHANGES IN NET POSITION (1)

Last ten fiscal years

	Fiscal Year			
	2014	2015	2016	2017
<b>Governmental activities</b>				
Expenses				
General government	\$ 2,295,602	\$ 2,147,396	\$ 2,534,500	\$ 2,489,768
Public safety	4,662,949	4,661,538	5,383,527	5,633,913
Public works	5,854,434	5,595,487	5,216,175	5,500,397
Cultural and recreation	2,137,429	2,220,915	2,483,518	2,576,955
Interest on long-term debt	305,880	340,100	450,012	376,732
Total expenses	<u>15,256,294</u>	<u>14,965,436</u>	<u>16,067,732</u>	<u>16,577,765</u>
Program revenues				
Charges for services				
General government	999,059	235,881	429,269	421,190
Public safety	149,354	326,125	276,229	16,762
Public works	1,832,671	2,657,519	2,779,000	2,413,138
Cultural and recreation	260,195	154,741	239,908	237,775
Operating grants and contributions	280,889	200,000	317,050	571,157
Capital grants and contributions	-	386,329	828,794	911,963
Total program revenues	<u>3,522,168</u>	<u>3,960,595</u>	<u>4,870,250</u>	<u>4,571,985</u>
Total governmental activities net program (expense) revenue	(11,734,126)	(11,004,841)	(11,197,482)	(12,005,780)
General revenues and other changes in net position				
Taxes				
Property taxes	3,749,040	4,098,134	4,462,235	4,618,958
Sales taxes	3,469,272	4,077,195	4,060,320	4,295,598
Franchise taxes	984,607	1,047,005	1,040,631	1,127,475
Other taxes	614,073	668,601	694,611	845,778
Unrestricted investment earnings	3,653	2,660	16,254	37,960
Miscellaneous	709,694	1,077,904	756,915	213,350
Special item - discontinued operations	-	(1,208,541)	-	-
Transfers	692,477	2,903,367	1,004,293	998,619
Total general revenues and other changes in net position	<u>10,222,816</u>	<u>12,666,325</u>	<u>12,035,259</u>	<u>12,137,738</u>
<b>Total governmental activities change in net position</b>	<u><b>\$(1,511,310)</b></u>	<u><b>\$ 1,661,484</b></u>	<u><b>\$ 837,777</b></u>	<u><b>\$ 131,958</b></u>

STATISTICAL INFORMATION

**CITY OF BAY CITY, TEXAS**  
**CHANGES IN NET POSITION (1)**  
*Last ten fiscal years*

Fiscal Year					
2018	2019	2020	2021	2022	2023
\$ 2,570,638	\$ 2,525,947	\$ 2,543,235	\$ 3,191,169	\$ 2,796,565	\$ 2,899,448
5,129,141	5,329,122	5,434,064	5,508,076	5,252,099	6,383,069
5,513,362	6,347,218	5,630,596	6,390,932	6,684,191	6,335,044
2,534,887	2,720,126	2,962,822	2,790,759	3,023,964	2,906,324
<u>391,428</u>	<u>329,979</u>	<u>636,430</u>	<u>522,913</u>	<u>421,679</u>	<u>383,027</u>
<u>16,139,456</u>	<u>17,252,392</u>	<u>17,207,147</u>	<u>18,403,849</u>	<u>18,178,498</u>	<u>18,906,912</u>
610,361	602,332	546,080	502,838	601,275	531,588
18,332	18,705	42,283	65,382	29,554	29,468
2,394,073	2,467,600	2,528,436	2,616,208	2,650,950	2,685,198
128,710	124,532	152,478	238,636	256,270	305,207
807,058	2,207,235	3,441,951	1,648,408	633,386	3,353,046
<u>798,666</u>	<u>376,144</u>	<u>7,844,725</u>	<u>416,419</u>	<u>238,006</u>	<u>584,851</u>
<u>4,757,200</u>	<u>5,796,548</u>	<u>14,555,953</u>	<u>5,487,891</u>	<u>4,409,441</u>	<u>7,489,358</u>
(11,382,256)	(11,455,844)	(2,651,194)	(12,915,958)	(13,769,057)	(11,417,554)
5,268,946	5,603,015	5,677,751	5,844,703	6,103,748	6,545,105
4,277,863	4,447,508	4,966,859	4,934,706	5,082,459	5,479,790
1,253,205	1,266,666	1,258,458	1,263,438	1,280,420	1,343,131
801,926	779,523	698,939	685,845	628,868	769,706
110,943	134,570	107,377	50,980	(95,498)	422,076
289,684	483,211	501,621	354,982	449,556	621,412
-	-	-	-	-	-
<u>1,007,784</u>	<u>768,787</u>	<u>(661,859)</u>	<u>(734,341)</u>	<u>1,015,500</u>	<u>1,256,500</u>
<u>13,010,351</u>	<u>13,483,280</u>	<u>12,549,146</u>	<u>12,400,313</u>	<u>14,465,053</u>	<u>16,437,720</u>
<u>\$ 1,628,095</u>	<u>\$ 2,027,436</u>	<u>\$ 9,897,952</u>	<u>\$ (515,645)</u>	<u>\$ 695,996</u>	<u>\$ 5,020,166</u>

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### CHANGES IN NET POSITION (1)

Last ten fiscal years

	Fiscal Year			
	2014	2015	2016	2017
<b>Business-type activities</b>				
Expenses				
Water and sewer	\$ 5,775,681	\$ 6,063,713	\$ 6,681,343	\$ 6,121,251
Sanitation	503,196	-	-	-
Airport	540,255	550,555	588,537	707,869
Total expenses	<u>6,819,132</u>	<u>6,614,268</u>	<u>7,269,880</u>	<u>6,829,120</u>
Program revenues				
Charges for services				
Water and sewer	6,582,946	6,873,149	7,108,017	7,438,810
Sanitation	449,082	-	-	-
Airport	327,899	340,572	276,533	305,074
Operating grants and contributions	10,914	-	68,197	48,351
Capital grants and contributions	975,226	1,115,799	3,384,479	406,561
Total program revenues	<u>8,346,067</u>	<u>8,329,520</u>	<u>10,837,226</u>	<u>8,198,796</u>
Total business-type activities net program (expense) revenue	1,526,935	1,715,252	3,567,346	1,369,676
General revenues and other changes in net position				
Unrestricted investment earnings	3,680	1,729	5,966	23,244
Miscellaneous	148,415	-	24,552	8,200
Special item - discontinued operations	-	(2,903,367)	-	-
Transfers	(692,477)	1,134,457	(1,004,293)	(998,619)
Total general revenues and other changes in net position	<u>(540,382)</u>	<u>(1,767,181)</u>	<u>(973,775)</u>	<u>(967,175)</u>
<b>Total business-type activities change in net position</b>	<u>\$ 986,553</u>	<u>\$ (51,929)</u>	<u>\$ 2,593,571</u>	<u>\$ 402,501</u>
<b>Total primary government change in net position</b>	<u>\$ (524,757)</u>	<u>\$ 1,609,555</u>	<u>\$ 3,431,348</u>	<u>\$ 534,459</u>

(1) Accrual basis of accounting

NOTES: The City implemented GASB Statement No. 68 "Accounting and Financial Reporting for Pensions" in fiscal year 2015. The amounts for all prior fiscal years have not been restated for the effects of this standard.

The City implemented GASB Statement No. 75 "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions" in fiscal year 2018. The amounts for all prior fiscal years have not been restated for the effects of this new standard.

STATISTICAL INFORMATION

**CITY OF BAY CITY, TEXAS**  
*CHANGES IN NET POSITION (1)*  
*Last ten fiscal years*

Fiscal Year					
2018	2019	2020	2021	2022	2023
\$ 6,431,453	\$ 6,993,425	\$ 7,655,910	\$ 7,443,424	\$ 9,423,621	\$ 8,871,135
-	-	-	-	-	-
<u>584,476</u>	<u>644,192</u>	<u>778,555</u>	<u>890,695</u>	<u>947,247</u>	<u>845,162</u>
<u>7,015,929</u>	<u>7,637,617</u>	<u>8,434,465</u>	<u>8,334,119</u>	<u>10,370,868</u>	<u>9,716,297</u>
7,779,321	7,849,327	7,700,198	8,476,372	9,088,774	11,179,511
-	-	-	-	-	-
304,191	313,835	284,031	405,920	460,734	345,390
15,870	84,130	50,000	89,247	50,000	49,731
<u>417,799</u>	<u>219,828</u>	<u>730,209</u>	<u>326,500</u>	<u>9,450</u>	<u>-</u>
<u>8,517,181</u>	<u>8,467,120</u>	<u>8,764,438</u>	<u>9,298,039</u>	<u>9,608,958</u>	<u>11,574,632</u>
1,501,252	829,503	329,973	963,920	(761,910)	1,858,335
51,731	86,208	30,887	2,552	12,441	1,332,950
-	5,800	26,900	875	1,875	-
-	-	-	-	-	-
<u>(1,007,784)</u>	<u>(768,787)</u>	<u>661,859</u>	<u>734,341</u>	<u>(1,015,500)</u>	<u>(1,256,500)</u>
<u>(956,053)</u>	<u>(676,779)</u>	<u>719,646</u>	<u>737,768</u>	<u>(1,001,184)</u>	<u>76,450</u>
<u>\$ 545,199</u>	<u>\$ 152,724</u>	<u>\$ 1,049,619</u>	<u>\$ 1,701,688</u>	<u>\$ (1,763,094)</u>	<u>\$ 1,934,785</u>
<u>\$ 2,173,294</u>	<u>\$ 2,180,160</u>	<u>\$ 10,947,571</u>	<u>\$ 1,186,043</u>	<u>\$ (1,067,098)</u>	<u>\$ 6,954,951</u>

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### FUND BALANCES, GOVERNMENTAL FUNDS (1)

Last ten fiscal years

	Fiscal Year			
	2014	2015	2016	2017
General Fund				
Nonspendable				
Prepaid items	\$ 55,374	\$ 120,664	\$ 44,589	\$ 31,665
Unassigned	<u>1,727,220</u>	<u>2,945,445</u>	<u>1,930,425</u>	<u>1,331,488</u>
Total general fund	<u>\$ 1,782,594</u>	<u>\$ 3,066,109</u>	<u>\$ 1,975,014</u>	<u>\$ 1,363,153</u>
All Other Governmental Funds				
Nonspendable				
Prepaid items	\$ -	\$ -	\$ -	\$ -
Restricted				
Retirement of long-term debt	550,221	31,305	233,825	199,330
Capital project funds	2,022,383	2,877,230	3,899,359	3,183,380
Arts, tourism, and conventions	302,436	372,746	449,295	568,200
Municipal court	96,262	102,994	83,196	71,500
Culture and recreation	71,538	60,336	92,576	118,928
Public safety	615,582	631,515	94,804	54,276
Public works	-	-	-	-
Unassigned	<u>(40,379)</u>	<u>(98,700)</u>	<u>-</u>	<u>-</u>
Total all other governmental funds	<u>\$ 3,618,043</u>	<u>\$ 3,977,426</u>	<u>\$ 4,853,055</u>	<u>\$ 4,195,614</u>

(1) Modified accrual basis of accounting

STATISTICAL INFORMATION

**CITY OF BAY CITY, TEXAS**

*FUND BALANCES, GOVERNMENTAL FUNDS (1)*

*Last ten fiscal years*

Fiscal Year					
2018	2019	2020	2021	2022	2023
\$ 49,261	\$ 44,540	\$ 64,211	\$ 76,727	\$ 83,640	\$ 67,474
<u>2,169,106</u>	<u>3,165,690</u>	<u>4,568,759</u>	<u>4,839,191</u>	<u>4,158,460</u>	<u>5,615,043</u>
<u>\$ 2,218,367</u>	<u>\$ 3,210,230</u>	<u>\$ 4,632,970</u>	<u>\$ 4,915,918</u>	<u>\$ 4,242,100</u>	<u>\$ 5,682,517</u>
\$ 14,849	\$ 13,799	\$ 19,990	\$ 20,468	\$ 18,536	\$ 39,266
191,351	224,645	235,947	211,819	222,898	266,112
2,583,241	621,267	6,890,626	2,237,608	2,192,135	2,033,224
404,406	473,619	591,966	672,789	692,868	827,685
65,170	59,591	47,902	29,194	32,941	32,800
52,213	-	-	-	-	-
40,023	44,280	48,307	598,527	316,624	380,430
15,851	9,968	230,274	288,659	320,355	319,946
<u>-</u>	<u>(710,973)</u>	<u>(2,014,216)</u>	<u>(91,681)</u>	<u>(145,409)</u>	<u>(152,911)</u>
<u>\$ 3,367,104</u>	<u>\$ 736,196</u>	<u>\$ 6,050,796</u>	<u>\$ 3,967,383</u>	<u>\$ 3,650,948</u>	<u>\$ 3,746,552</u>

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS (1)

Last ten fiscal years

	Fiscal Year			
	2014	2015	2016	2017
<b>Revenues</b>				
Taxes	\$ 8,894,495	\$ 9,988,557	\$ 10,375,097	\$ 10,972,108
Licenses and permits	205,321	235,881	255,511	154,409
Fines and forfeitures	339,905	326,125	322,166	268,378
Fees and charges for services	2,585,325	2,809,761	2,898,210	2,675,326
Intergovernmental	342,057	420,857	264,635	1,141,371
Investment earnings (net)	3,647	2,660	16,240	37,941
Miscellaneous	805,993	998,560	892,115	490,118
<b>Total revenues</b>	<u>13,176,743</u>	<u>14,782,401</u>	<u>15,023,974</u>	<u>15,739,651</u>
<b>Expenditures</b>				
Current				
General government	2,343,485	2,083,129	2,335,155	2,263,841
Public safety	4,472,587	4,581,482	4,986,001	5,140,028
Public works	2,895,565	3,163,745	3,425,770	3,241,311
Cultural and recreation	2,022,110	2,102,214	2,396,240	2,350,942
Capital outlay	1,072,074	2,245,491	3,704,716	2,024,539
Debt service				
Principal retirement	847,110	1,496,153	1,553,752	1,432,357
Interest and fiscal charges	257,997	368,026	344,650	402,072
Paying agents' fees and issue costs	71,973	-	123,195	5,495
<b>Total expenditures</b>	<u>13,982,901</u>	<u>16,040,240</u>	<u>18,869,479</u>	<u>16,860,585</u>
Excess (deficiency) of revenues over expenditures	(806,158)	(1,257,839)	(3,845,505)	(1,120,934)
<b>Other financing sources (uses)</b>				
Debt issued	1,598,000	1,398,250	3,776,667	-
Premium on debt issuance	67,893	-	235,643	-
Payment to escrow	-	-	-	-
Subscriptions issued	-	-	-	-
Transfers in	1,684,648	3,058,627	2,920,044	2,162,044
Transfers out	(2,078,698)	(1,556,140)	(3,302,315)	(2,310,412)
<b>Total other financing sources (uses)</b>	<u>1,271,843</u>	<u>2,900,737</u>	<u>3,630,039</u>	<u>(148,368)</u>
<b>Changes in fund balances</b>	<u>\$ 465,685</u>	<u>\$ 1,642,898</u>	<u>\$ (215,466)</u>	<u>\$ (1,269,302)</u>
Debt service as a percentage of noncapital expenditures	<u>8.84%</u>	<u>13.64%</u>	<u>13.88%</u>	<u>12.61%</u>

(1) Modified accrual basis of accounting

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### CHANGES IN FUND BALANCES, GOVERNMENTAL FUNDS (1)

Last ten fiscal years

Fiscal Year					
2018	2019	2020	2021	2022	2023
\$ 11,692,838	\$ 12,169,745	\$ 12,653,131	\$ 12,849,533	\$ 13,183,805	\$ 14,200,457
396,638	281,795	205,985	193,014	246,296	193,352
215,278	218,133	253,564	253,375	198,464	176,564
2,553,631	2,690,027	2,799,645	2,958,252	3,045,829	3,115,488
437,982	1,528,833	1,033,091	3,797,468	950,939	3,738,264
110,753	134,381	106,954	50,924	(95,564)	421,616
685,503	1,020,763	929,003	1,261,451	857,174	1,189,819
<u>16,092,623</u>	<u>18,043,677</u>	<u>17,981,373</u>	<u>21,364,017</u>	<u>18,386,943</u>	<u>23,035,560</u>
2,444,796	2,284,868	2,259,594	3,076,155	2,783,149	3,031,723
4,819,143	4,853,722	5,147,126	5,648,947	5,838,601	6,080,265
3,429,104	3,950,358	3,476,267	4,044,731	4,644,975	4,155,563
2,350,388	2,381,035	3,174,094	2,776,032	2,766,554	2,574,996
2,384,427	3,957,938	3,334,455	5,196,584	905,149	3,562,662
1,419,841	1,465,175	986,258	1,553,042	1,555,475	1,607,709
362,729	364,072	387,190	506,859	496,793	449,320
59,101	4,341	263,595	55,922	-	1,600
<u>17,269,529</u>	<u>19,261,509</u>	<u>19,028,579</u>	<u>22,858,272</u>	<u>18,990,696</u>	<u>21,463,838</u>
(1,176,906)	(1,217,832)	(1,047,206)	(1,494,255)	(603,753)	1,571,722
1,285,000	-	9,122,532	1,799,450	-	-
-	-	419,757	321,622	-	-
-	-	-	(2,068,282)	-	-
-	-	-	-	-	167,799
1,841,923	1,822,325	1,946,639	1,102,289	1,881,369	1,333,825
(1,923,313)	(2,243,538)	(3,704,382)	(1,461,289)	(2,267,869)	(1,537,325)
<u>1,203,610</u>	<u>(421,213)</u>	<u>7,784,546</u>	<u>(306,210)</u>	<u>(386,500)</u>	<u>(35,701)</u>
<u>\$ 26,704</u>	<u>\$ (1,639,045)</u>	<u>\$ 6,737,340</u>	<u>\$ (1,800,465)</u>	<u>\$ (990,253)</u>	<u>\$ 1,536,021</u>
<u>12.72%</u>	<u>11.89%</u>	<u>9.18%</u>	<u>12.10%</u>	<u>11.89%</u>	<u>11.86%</u>

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY

Last ten fiscal years

Fiscal Year	Tax Roll	Residential Property	Commercial and Industrial Property	Personal Property	Less: Tax-Exempt Real Property	Total Taxable Assessed Value	Total Direct Tax Rate
2014	2013	\$ 312,442,879	\$ 383,121,147	\$71,745,470	\$ 106,655,617	\$ 660,653,879	\$ 0.60209
2015	2014	319,956,588	393,514,710	71,784,570	107,744,036	677,511,832	0.60209
2016	2015	330,005,930	440,810,448	88,166,790	115,450,676	743,532,492	0.60209
2017	2016	342,546,022	455,655,624	81,557,591	116,289,064	763,470,173	0.60209
2018	2017	350,930,628	500,023,135	77,641,605	117,627,963	810,967,405	0.65500
2019	2018	366,542,154	540,269,770	77,800,324	128,887,212	855,725,036	0.65500
2020	2019	372,695,204	549,611,757	78,508,945	131,854,932	868,960,974	0.65500
2021	2020	378,389,457	566,492,601	87,061,140	134,241,420	897,701,778	0.65500
2022	2021	408,665,471	610,480,537	89,231,109	139,525,564	968,851,553	0.63500
2023	2022	439,059,155	675,221,181	90,793,230	173,164,420	1,031,909,146	0.63500

NOTE: Property in the City is reassessed annually. The City assesses property at 100% of actual taxable value for all types of real and personal property. Tax rates are per \$100 of assessed value.

SOURCE: Matagorda County Appraisal District



## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### DIRECT AND OVERLAPPING PROPERTY TAX RATES

#### PER \$100 OF ASSESSED VALUE

Last ten fiscal years

Fiscal Year	City Direct Rates			Overlapping Rates		
	Debt Service	General Fund	Total	Bay City ISD	Matagorda County	Port of Bay City
2014	\$ 0.05866	\$ 0.54343	\$ 0.56794	\$ 1.32394	\$ 0.32099	\$ 0.03645
2015	0.05866	0.54343	0.60209	1.34064	0.35867	0.04044
2016	0.11047	0.49162	0.60209	1.34064	0.39568	0.04539
2017	0.11398	0.48811	0.60209	1.33120	0.41998	0.04856
2018	0.14400	0.51100	0.65500	1.43701	0.41898	0.05072
2019	0.14460	0.51040	0.65500	1.55220	0.41758	0.05389
2020	0.14460	0.51040	0.65500	1.53731	0.43342	0.05477
2021	0.17288	0.48212	0.65500	1.43140	0.42223	0.05628
2022	0.16363	0.47137	0.63500	1.39124	0.39974	0.05299
2023	0.15425	0.48075	0.63500	1.26000	0.38532	0.05007

SOURCE: Tax department records of the various taxing authorities

**STATISTICAL INFORMATION**

**CITY OF BAY CITY, TEXAS**

*DIRECT AND OVERLAPPING PROPERTY TAX RATES*

*PER \$100 OF ASSESSED VALUE*

*Last ten fiscal years*

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Overlapping Rates			
<u>Matagorda Co. Hospital District</u>	<u>Matagorda Co. Drainage District #1</u>	<u>Matagorda Co. Conservation &amp; Reclaim. Distr.</u>	<u>Total</u>
\$ 0.25600	\$ 0.08600	\$ 0.00522	\$ 2.59654
0.27624	0.07750	0.00577	2.70135
0.30147	0.07158	0.00646	2.76331
0.31270	0.06554	0.00691	2.78698
0.32096	0.05138	0.00721	2.94126
0.32159	0.04178	0.00765	3.04969
0.32159	0.04169	0.00776	3.05154
0.31815	0.04201	0.00831	2.93338
0.29127	0.04113	0.00819	2.81956
0.28995	0.03835	0.00773	2.66642

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

PRINCIPAL PROPERTY TAXPAYERS

(UNAUDITED)

Current Year and Nine Years Ago

2023		
Taxpayer	Taxable Assessed Valuation	Percentage of Total City Taxable Assessed Valuation
Nichols Square Partners LTD	\$ 18,626,360	1.81%
Oak Manor Bay City LLC	14,301,805	1.39%
AEP Texas Central Company	13,237,890	1.28%
Wal-Mart Real Estate Business Trust	11,615,750	1.13%
The Retreat 360 LLC	10,225,950	0.99%
Bay City Community Development Corp.	7,825,640	0.76%
Wal-Mart Store #01-1405	6,834,340	0.66%
Riverway Apartments 360 LLC	6,590,460	0.64%
Rock Hard Real Estate LLC	6,251,930	0.61%
H E Butt Grocery Company	<u>5,555,413</u>	<u>0.54%</u>
	<u>\$ 101,065,538</u>	<u>9.81%</u>

2014		
Taxpayer	Taxable Assessed Valuation	Percentage of Total City Taxable Assessed Valuation
Wal-Mart Real Estate Business Trust	\$ 8,445,300	1.28%
Wal-Mart Store #01-1405	8,151,610	1.23%
Fortress Lodging LLC	7,454,500	1.13%
AEP Texas Central Company	6,158,240	0.93%
Pasupatinath LLC	5,237,020	0.79%
Mosaic Nichols LP	4,913,340	0.74%
W R H Bay City LTD	4,076,040	0.62%
Bay City Accommodations LTD	4,000,000	0.61%
H E Butt Grocery Company	3,596,290	0.54%
H E Butt Grocery Company	<u>3,155,600</u>	<u>0.48%</u>
	<u>\$ 55,187,940</u>	<u>8.35%</u>

SOURCE: Matagorda Central Appraisal District

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### PROPERTY TAX LEVIES AND COLLECTIONS

Last ten fiscal years

Fiscal Year	Taxes Levied for the Fiscal Year (Adjusted Levy)	Collections within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2014	\$ 3,754,113	\$ 3,625,489	96.57%	\$ 120,228	\$ 3,745,717	99.78%
2015	4,087,164	3,980,062	97.38%	94,774	4,074,836	99.70%
2016	4,470,571	4,356,460	97.45%	100,537	4,456,997	99.70%
2017	4,620,903	4,508,161	97.56%	95,386	4,603,547	99.62%
2018	5,303,704	5,189,424	97.85%	90,443	5,279,867	99.55%
2019	5,605,848	5,497,009	98.06%	81,213	5,578,222	99.51%
2020	5,673,030	5,558,188	97.98%	80,052	5,638,240	99.39%
2021	5,870,330	5,762,943	98.17%	62,698	5,825,641	99.24%
2022	6,121,193	6,006,616	98.13%	52,978	6,059,595	98.99%
2023	6,553,554	6,411,827	97.84%	-	6,411,827	97.84%

NOTES: Collections do not include penalty and interest.

The information above is presented to illustrate the City's ability to collect the amount it levies for a fiscal year, rather than provide a detailed breakdown of the revenue recognized in a fiscal year.

SOURCE: Tax assessor/collector's records

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### RATIOS OF OUTSTANDING DEBT BY TYPE

Last ten fiscal years

Fiscal Year	Governmental Activities						
	Certificates of Obligation	General Obligation Bonds	Tax Notes	Direct Borrowing: Financed Purchases	Right-to-Use Lease	Subscription	Plus: Issuance Premiums
2014	\$ 5,828,000	\$ 3,665,000	\$ 667,185	\$ 199,845	\$ -	\$ -	\$ 149,646
2015	7,566,250	3,330,000	511,101	151,690	-	-	212,081
2016	10,290,611	2,990,000	349,849	101,617	-	-	424,826
2017	9,353,103	2,645,000	200,000	49,549	-	-	391,643
2018	8,387,262	2,290,000	1,386,000	-	-	-	358,459
2019	7,408,087	1,930,000	1,260,000	-	-	-	325,276
2020	15,951,829	1,560,000	1,065,000	116,468	-	-	713,715
2021	13,177,238	2,751,000	865,000	78,735	-	-	960,198
2022	12,420,563	2,157,200	660,000	39,923	317,230	-	885,058
2023	11,636,804	1,543,250	450,000	-	233,033	189,668	809,919

NOTES: Details regarding the City's outstanding debt can be found in the notes to financial statements.

N/A denotes information not available.

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### RATIOS OF OUTSTANDING DEBT BY TYPE

Last ten fiscal years

Business-type Activities						
Certificates of Obligation	General Obligation Bonds	Right-to-Use Lease	Plus: Issuance Premiums	Total Primary Government	Percentage of Personal Income	Per Capita
\$ 12,297,000	\$ -	\$ -	\$ 157,645	\$ 22,964,321	N/A	\$ 1,312
8,883,750	-	-	68,697	20,723,569	N/A	1,193
10,074,583	-	-	181,502	24,412,988	N/A	1,387
9,381,907	-	-	171,344	22,192,546	N/A	1,246
8,667,748	-	-	161,185	21,250,654	N/A	1,206
7,941,922	-	-	151,026	19,016,311	N/A	1,085
7,193,180	-	-	140,867	26,741,059	N/A	1,525
8,929,771	3,834,000	-	830,704	31,426,646	N/A	1,740
26,958,446	3,322,800	29,031	703,981	47,494,232	N/A	2,656
45,695,204	2,786,750	19,956	577,258	63,941,842	N/A	3,653

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING

Last ten fiscal years

Fiscal Year	General Bonded Debt Outstanding			Total
	Certificates of Obligation	General Obligation Bonds	Plus: Issuance Premiums	
2014	\$ 18,125,000	\$ 3,665,000	\$ 157,645	\$ 21,947,645
2015	16,450,000	3,330,000	68,697	19,848,697
2016	20,365,194	2,990,000	181,502	23,536,696
2017	18,735,010	2,645,000	171,344	21,551,354
2018	17,055,010	2,290,000	161,185	19,506,195
2019	15,350,009	1,930,000	151,026	17,431,035
2020	23,145,009	1,560,000	140,867	24,845,876
2021	22,107,009	6,585,000	830,704	29,522,713
2022	39,379,009	5,480,000	1,021,211	45,880,220
2023	57,332,008	4,330,000	810,291	62,472,299

NOTE: Details regarding the City's outstanding debt can be found in the notes to financial statements.

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING

Last ten fiscal years

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<u>Debt Service Monies Available</u>	<u>Net Bonded Debt</u>	<u>Percentage of Actual Taxable Value of Property</u>	<u>Per Capita</u>
\$ 542,496	\$ 21,405,149	100.00%	\$ 1,214
31,305	19,817,392	100.00%	1,142
233,825	23,302,871	100.00%	1,324
199,330	21,352,024	100.00%	1,199
191,351	19,314,844	100.00%	1,097
224,645	17,206,390	100.00%	981
235,947	24,609,929	100.00%	1,403
211,819	29,310,894	100.00%	1,623
222,898	45,657,322	100.00%	2,553
266,112	62,206,187	100.00%	3,554

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT

(UNAUDITED)

September 30, 2023

	Gross Debt Outstanding		Percentage Applicable To City	Amount Applicable To City
	Date	Amount		
Direct Debt:				
City of Bay City (1)	9/30/2023	\$ 14,862,674	100.00%	\$ 14,862,674
Overlapping Debt:				
Matagorda County	12/31/2022	2,337,690	17.58%	411,051
Bay City Independent School District	9/30/2023	129,460,016	58.28%	75,443,897
Total Overlapping Debt		131,797,706		75,854,948
Total		\$ 146,660,380		\$ 90,717,622

(1) Figures do not include accrued compensated absences, net pension liability or OPEB liability.

NOTES: There is no legal debt limit for the City. Texas municipalities are not bound by any direct constitutional or statutory maximums as to the amount of obligation bonds which may be issued; however, all local bonds must be submitted to and approved by the State Attorney General. It is the established practice of the Attorney General not to approve a prospective bond issue if it will result in a tax levy for general bonded debt of over \$1.00 for cities under 5,000 population, or \$1.50 for cities over 5,000 population.

The percentage of overlapping debt applicable is estimated using taxable property values. Applicable percentages were estimated by determining the portion of another governmental unit's taxable value that is within the City's boundaries and dividing it by each government's total taxable value.

SOURCES: Bay City Independent School District  
Matagorda County



## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### OPERATING INDICATORS BY FUNCTION/PROGRAM

Last ten fiscal years

Function/Program	Fiscal Year			
	2014	2015	2016	2017
General government				
Building permits issued	1,227	1,039	1,012	1,246
Building inspections conducted	1,735	2,238	2,256	2,366
Fire inspection conducted	8	13	16	23
Public safety				
Police				
Arrests	1,520	1,364	1,405	1,356
Accident Reports	325	471	521	505
Citations	1,862	1,784	1,736	1,707
Offense reports	2,231	3,427	2,820	2,892
Calls for service	31,544	32,864	29,618	31,320
Fire				
Emergency responses:	178	170	167	204
Fire incidents	66	64	74	111
Service calls and other calls	112	106	93	93
Automatic aid, mutual aid given	19	23	32	44
Streets and highways				
Street resurfacing (lane miles)	-	5.20	3.49	9.52
Water and wastewater				
Water				
Average daily consumption (millions)	1.707	2.251	1.692	1.563
Total consumption (millions)	623.508	824.901	635.604	609.958
Peak daily consumption (millions)	2.001	3.338	2.569	2.445
Wastewater				
Average daily sewage treatment (millions)	N/A	1.774	1.954	1.634
Total consumption (millions)	545.020	691.614	717.629	581.611
Peak daily consumption (millions)	N/A	6.287	6.532	3.520

NOTE: N/A denotes information not available

STATISTICAL INFORMATION

**CITY OF BAY CITY, TEXAS**

*OPERATING INDICATORS BY FUNCTION/PROGRAM*

*Last ten fiscal years*

Fiscal Year					
2018	2019	2020	2021	2022	2023
1,373	1,224	1,037	1,536	1,569	1,347
2,040	1,696	1,631	1,358	2,714	1,474
14	18	10	12	11	9
1,234	1,280	959	1,051	992	967
476	515	434	471	432	372
956	1,863	1,539	1,609	1,315	1,017
2,744	3,071	2,861	2,826	2,473	2,301
28,448	31,842	31,645	34,090	29,535	27,614
254	181	165	202	188	184
130	79	70	109	74	73
124	102	86	78	99	101
31	14	9	15	15	20
1.00	0.50	-	-	1.50	2.00
2.024	1.470	1.502	1.553	1.727	2.270
743.714	537.300	549.790	570.433	628.258	689.685
2.418	2.050	2.030	2.213	2.313	3.081
1.634	1.938	1.469	1.931	1.525	1.861
657.579	707.134	536.280	706.391	556.863	566.389
3.526	5.264	4.060	6.187	3.904	3.662

## STATISTICAL INFORMATION

### CITY OF BAY CITY, TEXAS

#### CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM

Last ten fiscal years

Function/Program	Fiscal Year			
	2014	2015	2016	2017
Public safety				
Police				
Stations	1	1	1	1
Police units	33	37	34	34
Fire				
Fire stations	1	1	1	1
Public works				
Streets				
Streets (lane miles)	109	109	109	109
Parks				
Acreage	360	348	348	348
Parks	22	22	22	22
Swimming pools	2	2	2	2
Water and wastewater				
Water				
Water mains (miles)	115	115	115	113
Fire hydrants	360	360	360	360
Maximum daily capacity (thousands of gallons)	4	4	4	3
Wastewater				
Sanitary sewers (miles)	88	88	88	108
Storm sewers (miles)	80	80	80	80
Maximum daily treatment capacity (thousands of gallons)	4.3	4.3	4.3	4.3

**STATISTICAL INFORMATION**

**CITY OF BAY CITY, TEXAS**

*CAPITAL ASSET STATISTICS BY FUNCTION/PROGRAM*

*Last ten fiscal years*

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Fiscal Year					
2018	2019	2020	2021	2022	2023
1	1	1	1	1	1
34	32	32	31	32	37
1	1	1	1	1	1
109	109	110	110	110	110
299	314	326	326	314	245
22	22	22	22	22	22
2	2	2	2	2	2
113	113	113	113	113	113
360	360	360	360	360	360
3	3	3	3	3	3
108	108	108	108	108	108
80	80	80	80	80	80
4.3	4.3	4.3	4.3	4.3	4.3



## Budgetary Process and Guidelines

The purpose of this segment is to explain the budgetary policies and process of the City of Bay City. This narrative describes the legal requirements, budgeting standards and basic rationale of the budget process.

### Purpose of the Budget

The purpose of the annual operating budget of the City of Bay City is to:

- Function as a financial plan which describes the activities that will be undertaken during the current fiscal year.
- Define the resources available for the completion of those activities.
- Determine the level of taxation necessary to generate required revenue resources.
- Act as an operations guide by providing levels of expenditures allowed for the accomplishment of departmental and program objectives.
- Provide the public with information about the activities and objectives of the various city departments and programs and the financial condition of the City.

### Budget Calendar Cycle



## Fiscal Year 2025

## 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, Citizens
May 14	<b>Regular Council Meeting</b>	City Council, City Manager Department Heads
May 28	Turn in budget package to Finance Director	Department Heads
May 28	<b>Regular Council Meeting</b>	City Council, City Manager Department Heads
June 10-14	Budget review with Department Heads	City Manager, Finance Director Department Heads
June 11	<b>Budget Workshop- Strategic Plan Update- 5:00 PM</b> <b>Regular Council Meeting</b>	City Council, City Manager Department Heads
June 18	<b>Budget Workshop- Capital Planning – 5:00 PM</b>	City Council, City Manager Department Heads
June 25	<b>Budget Workshop- OPEN</b> <b>Regular City Council Meeting</b>	City Council, City Manager Department Heads
July 9	<b>Budget Workshop–OPEN</b> <b>Regular Council Meeting</b>	City Council, City Manager Department Heads
July 16	<b>Budget Workshop- Hotel/Motel &amp; Outside Organizations</b>	City Council, City Manager Department Heads
July 23	<b>Budget Workshop Health &amp; Compensation- 5:00 PM</b> <b>Regular Meeting</b>	City Council
July 25	Certification of appraisal roll	Chief Appraiser
August 5	Publishes no-new revenue tax rate, etc.	Matagorda County Tax Office
August 6	<b>Budget Workshop- 5-Year Capital Pan &amp; Review of New Strategic Plan- 5:00 PM</b>	City Council, City Manager, Department Heads
August 13	<b>Budget Workshop- 5:00 PM BCCDC &amp; Fee Schedule</b> <b>Regular Meeting</b>	City Council
August 20	<b>Budget Workshop- 5:00 PM Presentation of Budget</b>	City Council, City Manager Department Heads
August 11	Last day to file Proposed Budget with City Secretary	Finance Director
August 27	<b>Budget Workshop – Review Proposed Budget (TBD)</b> <b>Regular Meeting</b> -Adopt Strategic Plan for FY 25-27 -Discuss tax rate- Propose desired rate -Set Public Hearings on tax rate (if required) -Set Public Hearings on budget & Capital Plan	City Council
September 17	<b>Special Called Meeting- 5:00</b> -Public Hearings on budget -Public Hearing on Capital Plan (Charter 10.16) -Public Hearing on tax rate (if required)	City Council
September 24	<b>Regular Council Meeting</b> -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

Fiscal Year 2025

Detailed Budget Calendar

Date	Description	<i>Notes</i>
Feb	Strategic Plan Update	<i>Workshops with City Council and Department Heads</i>
March-April	Capital Project Planning Departments Prepare Business Plans	<i>Preparing for Capital Workshop with City Council Goals for 2025 / Accomplishments 2024</i>
April-May	Mailing of Notices of appraised value Strategic Plan-Public Input Sessions	<i>Matagorda County Appraisal District Public Input Surveys, Strategic Plan Town Hall Sessions</i>
May	Budget Kick Off	<i>Budget Kick off with Department Heads</i>
May 14 (Tues)	<b>Regular Workshop- Open Regular Council Meeting</b>	
May 28 (Tues)	Turn budget packet into Finance Director	
May 28 (Tues)	<b>Regular Council Meeting</b>	
June 10-14	Budget Review with Department Heads	<i>Capital Plans, Budget, Business Plans, Accomplishments</i>
June 7 (Fri)	72 Hour Notice (June 11 Meeting)	
June 11 (Tues)	<b>Budget Workshop-Strategic Plan Update Regular Council Meeting</b>	<i>Strategic Plan Update- Review accomplishments to the plan</i>
June 14 (Tues)	72 Hour Notice (June 18 Workshop)	
June 18 (Tues)	<b>Budget Workshop-Capital Planning</b>	<i>Present Capital Plan and receive input from Council of Ranking (10-year Plan)</i>
June 22 (Fri)	72 Hour Notice (June 25 Meeting)	
June 25 (Tues)	<b>Budget Workshop- Open Regular Council Meeting</b>	
July 13 (Fri)	72 Hour Notice (July 16 Workshop & Meeting)	
July 16 (Tues)	<b>Budget Workshop-Hotel / Motel, etc. Regular Council Meeting</b>	<i>Hotel/Motel, and Outside Organizations</i>
July 19 (Fri)	72 Hour Notice (July 23 Workshop and Meeting)	<i>Review Benefit Plans</i>
July 23 (Tues)	<b>Budget Workshop- Heath &amp; Compensation Regular Council Meeting</b>	<i>Chief appraiser certifies the approved appraisal roll</i>
July 25 (Thurs)	Deadline for Certification of Roll (MCAD)	
July 26-Aug 5	Calculation of No-New Revenue Tax Rate	
Aug 3 (Fri)	<b>72 Hour Notice (Aug 6 Workshop)</b>	<i>August 7 Deadline per Texas Tax Code 26.04(e)</i>
August 5 (Mon)	Publication of no-new revenue tax rate, etc. (Matagorda Tax Assessor/Collector)	<i>Place information on City's Website No-new revenue &amp; voter-approval tax rate</i>

APPENDIX

August 6 (Tues)	<b>Budget Workshop-5-year plan</b>	<i>Narrow 10-year plan down to 5-Year Capital plan</i>
August 9 (Fri)	72 Hour Notice (August 13 Workshop and Meeting)	
August 13 (Tues)	<b>Budget Workshop- BCCDC &amp; Fee Schedule</b> <b>Regular Council Meeting</b>	<i>BCCDC Present Budget to Council</i> <i>Review fee ordinance</i>
August 16 (Fri)	72 Hour Notice (August 20 Meeting)	
August 11 (Sun)	Last Day to File Proposed Budget with City Secretary	
August 20 (Tues)	<b>Budget Workshop</b> -General Fund -Utility -Budget Calendar deadlines -Proposed Fee Ordinance -Budgetary & Financial Policy	<i>Budget Workshop</i>
August 23 (Fri)	<b>72 Hour Notice (August 27 Tentative Workshop, Council Meeting)</b>	
August 27 (Tues)	<b>Budget Workshop (Tentative)</b> <b>Regular Council Meeting</b> Discussion of tax rate; If proposed tax rate exceeds the no new revenue rate- take record of vote and schedule PH's.  Set public hearing on <u>capital plan</u> per Charter	<i>Continuation of August 20 Workshop if needed</i> <i>“Consider and/or approve placing a proposal to adopt a tax rate for the 2025 fiscal year as an action item on the agenda of a future meeting, specifying therein the desired rate and publishing notice thereof.”</i>  <i>“Consider and/or approve setting public hearing on the proposed 2025 Tax Rate for September 17.” <b>Only required if proposed rate exceeds “No-New Revenue Rate”</b></i>  <i>“Consider and/or approve setting public hearing on the proposed 2025 Budget for September 17.”</i>
August 28 (Wed)	Confirm placement with newspaper Put Notices on City’s Website	<i>“Notice of 2024 Tax Year Proposed Tax Rate” if applicable</i> <i>“Notice of Public Hearing on Proposed Budget”</i> <i>Ads to run Wed <u>Sept. 4</u></i>
<b>September 13 (Fri)</b>	<b>72 Hour Notice for Public Hearings</b>	
September 17 (Tues)	<b>Special Called Meeting</b> <i>Public Hearing Capital Plan (Citizen Input)</i>  Public Hearings on tax rate (if needed) & Proposed Budget & Capital Plan  Tax rate hearings are needed only if the proposed tax rate exceeds the effective tax rate.  Budget Hearings are always required	<i>The governing body may not adopt a tax rate at the Public Hearing. However, the governing body must announce the date, time, and place of the meeting for the vote on the tax rate</i>  <i>Announce the date &amp; time for final approval for the budget and tax rate ordinance (September 24 @ 6:00 at CH Council Chambers)</i>  <i>There must be some sort of action on the budget after the budget hearing, therefore (LGC 102.007) This action could be the adoption of the budget or a <b>vote to postpone the final budget vote.</b></i>

**APPENDIX**

<p>September 24 (Tues)</p>	<p><b>Regular Council Meeting</b>          -Approve Capital Plan          -Adopt Budget and Vote on Tax Rate          -Approve Fee Ordinance</p>	<p><i>“Consider reading an ordinance approving the annual budget”</i></p> <p><i>A separate vote is required to “ratify” the property tax revenue increase reflected in the budget</i></p> <p><i>“Consider ratification of the property tax revenue increase reflected in the 2025 budget.”</i></p> <p><i>“Consider an ordinance fixing the tax rate....”</i>  <i>Approve Fee Ordinance if applicable</i></p>
<p>September 27 (Fri)</p>	<p>Distribute Budgets</p>	
<p>Oct. 1</p>	<p>Budget becomes effective</p>	

## Summary Description of the Budget Process

As previously stated, the City Charter, under Article 10.01 provides, “the fiscal year of the City of Bay City shall begin on the first day of October of each calendar year and shall end on the last day of September of each following calendar year. Such fiscal year shall also constitute the budgeted and accounting year.”

The Charter requires that a proposed budget shall be submitted to Council by July 1<sup>st</sup> in advance of each fiscal year containing a financial plan for the next fiscal year. The plan must contain, among other things, a budget message explanatory of the budget and any significant changes, an analysis of property valuation and tax rate, and detail concerning fund revenues and expenditures.

Upon receipt of the proposed budget, the Council orders a public hearing on the budget. By State law (Section 102.003 of the Local Government Code), the Council is required to hold a public hearing on the budget not less than fifteen (15) days after the budget is filed. By Charter, at least seven (7) days prior to the date of the budget hearing, a public notice of such hearing must be published. The Charter requires that the Council adopt a budget prior to the beginning of the fiscal year. Normally, the Council sets the tax rate for the coming fiscal year during the same meeting in which they adopt the budget ordinance.

The City Manager and Finance Director prepare estimates of revenues and cash balances for the coming budget year. Departments submit budget requests to the Finance Director during May or early June. In June and July, the City Manager and Director of Finance meet with departments to discuss their budget requests and develop line-item funding proposals for each department and fund. Then the City Manager submits his proposed budget to the City Council. The Council will then examine the Budget and have one or more hearings and/or work sessions on the budget. The Council normally votes on the budget ordinance in the first or second week of September.

After the budget is adopted by the Council, copies are available for public inspection with the City Secretary’s Office, the County Clerk of Matagorda County, and the Bay City Public Library.

On the effective date of the budget, October first (1<sup>st</sup>), the amounts adopted by the City Council for each line item become appropriated. That is to say, an authorization is made by the City Council which permits the City to incur obligations and make expenditures of resources based on an amount of money adopted by Council.

## Legal Requirements

### A. City Charter.

The budgetary process of the City of Bay City shall comply with the provisions of Article X of the City Charter relating to the preparation and execution of the City budget.

### B. State Law.

The budgeting process of the City of Bay City shall comply with the Texas Uniform Budget Law (articles 689a-13, 14, 15, and 16) and Section 102.003 of the local government code.

### C. Federal Law.

The budgetary procedures of the City of Bay City shall comply with the requirements of Federal Law as they apply to such programs and grants administered by the City.

## Budgeting Standards

The budgeting process of the City of Bay City generally conforms to the Governmental Accounting Standards Board (GASB): Principles of Budgeting, Budgetary Control, and Budgetary Reporting as published in the Governmental Accounting, Auditing and Financial Reporting (GAAFR). In addition, the budget document is believed to satisfy the evaluation criteria of the budget awards program of the Governmental Finance Officers Association.

## Budget Policies as set forth in the City Charter

### Fiscal Year

The fiscal year of the City of Bay City shall begin on the first day of October of each calendar year and shall end on the last day of September of each next following calendar year. Such fiscal year shall also constitute the budget and accounting year.

### Preparation, Submission and Content of Budget

The City Manager shall submit to the Council a proposed budget, of which the budget shall provide a complete financial plan for the fiscal year, and shall contain the following:

1. A budget message outlining the proposed financial policies and priorities of the City for the fiscal year and the impact those policies will have on future years. The message shall explain any significant changes in financial policies, debt, and revenue as compared to the previous fiscal year, and factors affecting the ability to raise resources through issuance of debt and include such other issues as deemed desirable.
2. A consolidated statement of anticipated receipts and proposed expenditures for all funds, departments, and tax income
3. Parallel columns opposite each revenue and expenditure line item shall show:
  - for prior fiscal year- amount budgeted and amount actually collected or spent;

## APPENDIX

- for current fiscal year- amount budgeted, amount actually collected or spent by June 1<sup>st</sup>, and estimated deficit or excess; and
  - for next fiscal year- proposed budget amount
4. A summary estimate of deficits and excess funds for each department and the City as a whole for the current fiscal year.
  5. Bonds and Loans - An individual schedule of requirements for all bond issues and loans outstanding, showing rates of interest, date of issue, maturity date, amount authorized, amount issued or spent, principal paid and due, interest paid and due, and purpose for the bond or loans.
  6. Capital Improvements - Each capital improvement shall be a line item with parallel columns opposite showing:
    - for all past fiscal years appropriate - the amount budgeted, amount actually spent, source of funds (i.e., depreciation reserve, grant, bond, etc.), deficit or excess amount over budget;
    - for current fiscal year - amount budgeted, amount actually spent by June 1<sup>st</sup>, source of funds, and estimated deficit or excess;
    - for next fiscal year- amount to be budgeted, source of funds.
  7. General fund and special fund resources in detail.
  8. Property valuation analysis.
  9. Tax rate analysis.
  10. Tax levies and tax collections by year for the last five years.
  11. The proposed appropriation ordinance.
  12. The proposed tax levying ordinance.
  13. Objectives as established by Council.
  14. Goals to meet objectives of Council.
  15. Methods to measure milestones, outcomes, and performance related to the goals.

### **Anticipated Revenues and Proposed Expenditures Compared With Other Years**

The City Manager, in preparation of the budget, shall show in parallel columns, opposite the various properly classified items of revenues and expenditures, the actual amount budgeted and collected or spent for prior fiscal year; the actual amount budgeted and collected or spent by June 1st of the current fiscal year, and estimated deficit or excess; and the proposed budget for next fiscal year.

### **Estimated Expenditures Shall Not Exceed Estimated Resources**

Per Article 10.08 of the City Charter “The total estimated expenditures of the general fund, available utility fund, and debt service fund shall not exceed the total estimated resources (prospective income plus cash on hand). The classification of revenue and expenditure accounts shall conform as nearly as local conditions will permit to the uniform classification as promulgated by the American Institute of Certified Public Accountants or some other nationally accepted classification.

### **Budgetary Basis**

Basis of accounting refers to the point in time at which revenues and expenditures are recognized in the accounts and reported in the financial statements. The budget of each City fund, with the subsequently noted exceptions, is prepared consistently with the basis of accounting used for that fund.

### **Budget Amendments**

The City Charter, under Article 10.14(a) (Supplemental Appropriations) provides, “If during the fiscal year, the City Treasurer certifies that there are available for appropriation revenues in excess of those estimated in the budget, the Council, by Ordinance, may make supplemental appropriations for the fiscal year up to the amount of the excess”.

### **Basic Budgetary Units**

The budget of the City of Bay City is both an annual operating budget and a capital budget. The operating budget contains current operations and services, current maintenance, debt service and is funded by funds currently available. Current expenses for capital outlay are included as expenditures.

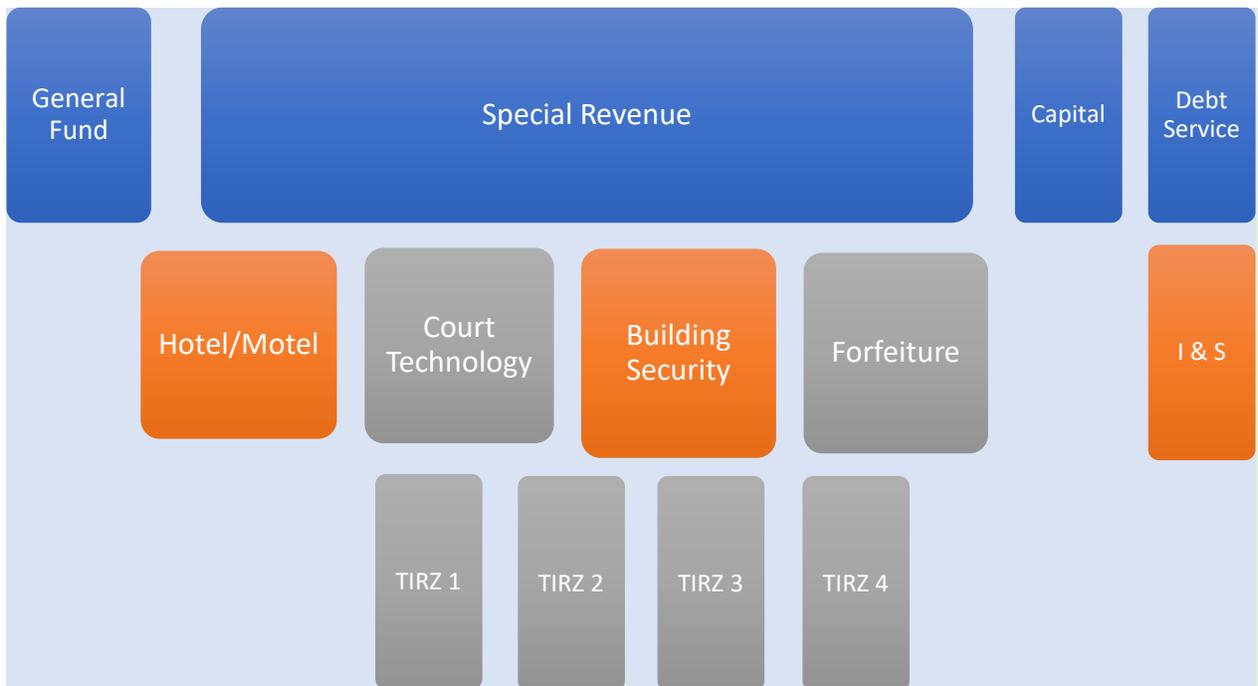
The organizational arrangement of the budget document is based upon the format reflecting the funds of the City, the departments associated with each fund, followed by revenue and expenditures.

## Fund Structure

### Governmental Funds

Governmental Funds are used to account for all or most of the City’s general activities. The **modified accrual basis of accounting** is used for governmental funds (general, special revenue, debt service and capital projects), expendable trust funds and agency funds. Revenues are recognized in the accounting period in which they become measurable and reliable as net current assets; that is, collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred.

### Governmental Fund Structure – Modified Basis

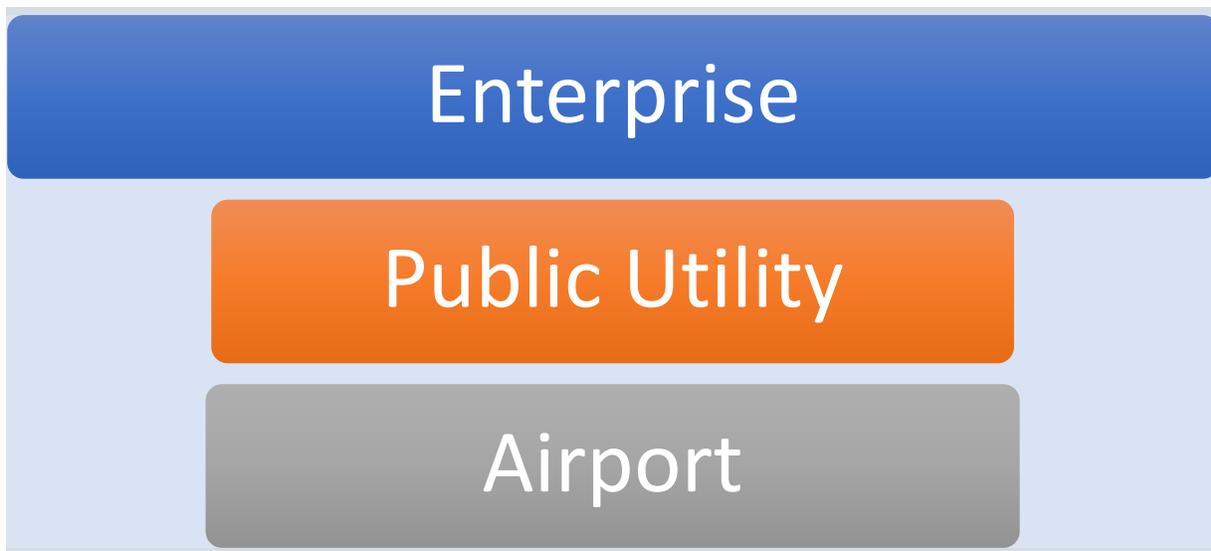


\*Although the City has a number of funds shown above, only the General Fund, Hotel/Motel and Debt Service Fund(s) are appropriated for. All City funds are audited annually. General Fund and Debt Service are legally required.

## Proprietary Funds

Proprietary funds are used to account for the operations and maintenance of City facilities and services. The **accrual basis of accounting** is used for proprietary funds (enterprise funds and internal service funds). Revenues are recognized in the accounting period in which they are earned, and expenses recognized in the period in which they are incurred. The City budgets to cover depreciation expenses. Capital leases, capital outlay and debt principal payments are budgeted as expenditures and then reclassified at year-end.

### Proprietary Fund Structure – Accrual Basis



\*All funds above are appropriated and audited annually.

## Budget Ordinance

AN ORDINANCE ADOPTING AN OPERATING BUDGET FOR THE CITY OF BAY CITY, TEXAS FOR FISCAL YEAR 2025 AND ALL DESIGNATED, SPECIFIED, NOTED, AND INDICATED LEVIES, RATES, RESERVES, REVENUE PROVISIONS, AND PLANNED EXPENDITURE INHERENT, EXPRESSED AND INCLUDED THEREIN; PROVIDING FOR A CUMULATIVE CLAUSE: PROVIDING FOR SEVERABILITY: AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the City Council of the City of Bay City, Texas, is desirous of adopting an Operating Budget for the fiscal year of 2025 and

**WHEREAS**, the proposed Operating Budget was placed on file with the City Secretary on the 11th day of August 2024; and

**WHEREAS**, a public hearing on the Operating Budget for the City of Bay City for the fiscal year 2025 has heretofore been published in accordance with the law; and

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

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

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

**Section one. Operating Budget Approved.** The Operating Budget for the fiscal year 2025 is hereby approved and adopted and does include:

- a) all designated, specified, noted, and indicated levies, rate, reserves, revenues provisions, and planned expenditures inherent, expressed, and included therein; and
- b) a contingent appropriation of 0.5 percent of the total budget to be used for unforeseen expenditures. Expenditures from this appropriation shall be made only with Council approval, and a detailed account of all expenditures shall be recorded and reported.

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

**Section three. Severability.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

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

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

**Section six.** Effective Date. This Ordinance shall become effective October 1, 2024.

**PASSED AND APPROVED** on this 24th day of September 2024.

### **Tax Rate Ordinance**

AN ORDINANCE ADOPTING THE TAX RATE OF \$0.56916 PER \$100.00 OF ASSESSED VALUATION FOR THE CITY OF BAY CITY, TEXAS, FOR THE PURPOSE OF PAYING THE CURRENT EXPENSES OF THE CITY FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2025, LEVYING A MAINTENANCE AND OPERATIONS RATE OF \$.43447 AND FOR THE FURTHER PURPOSE OF CREATING A SINKING FUND TO RETIRE THE PRINCIPAL AND INTEREST OF THE BOND INDEBTEDNESS OF THE CITY LEVYING A DEBT SERVICE RATE OF \$.13469; PROVIDING FOR A LIEN ON ALL REAL AND PERSONAL PROPERTY TO SECURE PAYMENT OF TAXES DUE THEREON; PROVIDING A SERVERABILITY CLAUSE HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

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

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

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

**WHEREAS**, it is necessary to levy such an *ad valorem* tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for fiscal year 2025; and

**WHEREAS**, the City has acknowledged that:

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

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 7.79 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-.06.

**WHEREAS**, the City has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for fiscal year 2025.

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

**Section one.** There is hereby levied for the fiscal year 2025 upon all real property situated within the corporate limits of the City of Bay City, Texas, and upon all personal property which is owned within the

corporate limits of the City of Bay City, Texas on January 1, 2024, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.56916 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

- a) An *ad valorem* tax rate of \$0.43447 on each \$100 of assessed valuation of all taxable property is hereby levied for general City purposes and to pay the current operating expenses of the City of Bay City, Texas, for the fiscal year ending September 30, 2025, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bay City, Texas.
- b) An *ad valorem* tax rate of \$0.13469 on each \$100 of assessed valuation of taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bay City, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bay City, Texas, for fiscal year ending September 30, 2025.

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

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

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

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

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

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

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

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

**PASSED AND APPROVED** on this 24th day of September 2024.



## Budgetary & Financial Management Policies

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

### General Budgetary Policies

#### Budget Preparation

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

#### Government Finance Officer Association Distinguished Budget Program

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

#### Balanced Budget

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

#### Public Hearings, Availability of Budget to Public

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

### **Cost Center Accounting and Budgeting**

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

### **Bond Ratings**

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

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

### **Administrative Overhead Fee to Enterprise Funds**

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

### **Budget Projections for Revenues and Expenditures**

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

### **Maintenance of Plant and Equipment**

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

## Financial Management Policies

### Fund Balance Policy

#### Purpose

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

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

#### Definitions

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

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

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

- 1) **Nonspendable fund balance** – includes the portion of net resources that cannot be spent because of their form (i.e., inventory, long-term loans, or prepaids) or because they must remain in-tact such as the principal of an endowment.
- 2) **Restricted fund balance** – includes the portion of net resources on which limitations are imposed by creditors, grantors, contributors, or by laws or regulations of other governments (i.e., externally imposed limitations). Amounts can be spent only for the specific purposes stipulated by external resource providers or as allowed by law through constitutional provisions or enabling legislation. Examples include impact fees, grants, and debt covenants.

- 3) **Committed fund balance** – includes the portion of net resources upon which the Council has imposed limitations on use. Amounts that can be used only for the specific purposes determined by a *formal action* of the council. Commitments may be changed or lifted only by the Council taking the same *formal action* that originally imposed the constraint. The formal action must be approved before the end of the fiscal year in which the commitment will be reflected in the financial statements. An example would be committing hotel/motel tax funds for future consideration of a reconstruction project. (i.e., Visitor’ Center)
  
- 4) **Assigned fund balance** – includes the portion of net resources for which an *intended use* has been established by the City Council or the City Official authorized to do so by the City Council. Assignments of fund balance are much less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed which indicates that resources are, at a minimum, intended to be used for the purpose of that fund. An example would be encumbrances (i.e., Purchase Orders) for purchase of goods and/or supplies and/or construction services.

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

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

***Minimum Unassigned Fund Balance***

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

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

***Committed Fund Balances***

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

***Replenishment of Minimum Fund Balance Reserves***

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

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

***Order of Expenditure of Funds***

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

***Appropriation of Unassigned Fund Balance***

Appropriation from the minimum unassigned fund balance shall require the approval of the City Council and shall be utilized only for one-time expenditures, such as capital purchases, and not

for ongoing operating expenditures unless a viable revenue plan designed to sustain the expenditure is adopted simultaneously.

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

### ***Monitoring and Reporting***

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

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

### ***Fund Balance Policy for Component Units***

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

## **Revenue Management Policy**

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

- ***Simplicity and Certainty.*** The City shall strive to keep the revenue classification system simple to promote understanding of the revenue sources. The City shall describe its revenue sources and enact consistent collection policies to provide assurances that the revenue is collected according to budgets and plans.
- ***Equity.*** The City shall make every effort to maintain equity in its revenue system structure. The City shall minimize all forms of subsidization between entities, funds, services, utilities, and customers.
- ***Realistic and Conservative Estimates.*** Revenues are forecast realistically. Revenues of volatile nature shall be budgeted conservatively.
- ***Centralized Reporting.*** Receipts will be submitted daily to the Finance Department for deposit and investment. Daily transaction reports and supporting documentation will be prepared.
- ***Review of Fees and Charges.*** The City shall review all fees and charges annually to match fees and charges with the cost of providing that service.

- **Aggressive Collection Policy.** The City shall follow an aggressive policy of collecting revenues. Utility services will be discontinued (i.e., turned off) for non-payment in accordance with established policies and ordinances. The Matagorda County Tax Office is responsible for delinquent tax collection, through the central collection agency, shall be encouraged to collect delinquent property taxes using an established tax suit policy and sale of real and personal property to satisfy non-payment of property taxes. A warrant officer in the Police Division will aggressively pursue outstanding warrants, and the Court will use a collection agency to pursue delinquent fines.

### **Use of Fund Balance and Non-Recurring Revenues**

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

### **Property Tax Revenue**

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

### **Interest Income**

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

### **User Based Fees and Service Charges**

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

### **Water and Wastewater Rates and other fees for Services**

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

### **Intergovernmental Revenues/Grants/Special Revenues**

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

### **Collection of Charges**

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

### **Revenue Monitoring**

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

### **Expenditure Control Policy**

#### **Appropriations**

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

#### **Amendments to the Budget**

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

#### **Central Control**

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

#### **City Manager's Authority to Amend the Budget**

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

#### **Purchasing**

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

### **Prompt Payment**

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

### **Long-Term Debt Policy**

#### **Revenue Bond Debt Service Account**

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

#### **General Obligation Bond Debt Service Account**

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

#### **Capital Improvement Plan (CIP)**

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

#### **Debt Policy Guidelines**

- The City will limit long-term debt to only those capital projects that cannot be financed from current resources.
- The City will not use long-term debt to finance recurring maintenance and operating costs.
- The City will not issue long-term debt for a period longer than the estimated useful life of the capital project.
- Decisions will be made based on long term goals rather than a short- term fix.

- Debt Service Funds will be managed and invested according to all federal, state, and local laws
- Coverage Ratios of Revenue Bonds will always follow the minimum coverage ratio required by the revenue bond ordinances. It shall be the goal of the City to achieve a budgeted coverage ratio of 1.60.

## Other Fund Use Information

### Governmental Funds

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

### Proprietary Funds

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

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

### Public Utility Fund

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

### Airport Fund

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

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### **Implementation and Review**

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



## Investment Policy Summary

### I. POLICY STATEMENT

It is the policy of the City that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

### II. SCOPE

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

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

### III. OBJECTIVES

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



**Ordinance of the City of Bay City, Texas**  
**No. 1436**

**FIXED ASSETS CAPITALIZATION POLICY**

- 1) Purpose: The purpose of this policy is to provide definitions and procedures for recording and accounting for the various types of fixed assets of the City of Bay City, Texas (the City), in accordance with generally accepted accounting principles, as applied to governmental entities.
- 2) Definition: A fixed asset is defined as tangible or intangible assets of significant value having a useful life of more than three years and costs more than \$10,000, except as otherwise provided herein.
- 3) The items meeting the following criteria are considered fixed assets:
  - a) Land – includes all land parcels purchased donated, or otherwise acquired for building sites, parks, etc. All land should be capitalized without regard to its size or value.
  - b) Buildings – includes all City-owned buildings (or structures which serve as buildings, such as permanently established trailers) exceeding \$10,000 in original cost. Permanently attached fixtures installed during construction are considered a part of the building. Subsequent addition of equipment will be recorded as machinery and equipment. Major improvements are capitalized as a part of the original structure. All additions to existing structures exceeding \$10,000 in original cost shall also be capitalized as a part of the original structure.
  - c) Improvements Other than Buildings – includes improvements exceeding \$10,000 such as park facilities, parking lots and infrastructure assets. (Infrastructure assets include streets, roads, sidewalks, bridges, underground structures, and piping, etc.) Improvements Other Than Buildings are not individually identifiable as specific assets. As a result, the cost of these assets is grouped in general categories.
  - d) Machinery & Equipment – includes all motor vehicles, trailers, and construction and maintenance equipment where the unit cost exceeds \$10,000.

## APPENDIX

- e) Office Machinery & Equipment – includes all office equipment and machinery, including computers, computer software, typewriters, telephones, etc., where the unit cost exceeds \$10,000.
  - f) Furniture & Fixtures – includes all office furniture and fixtures such as desks, tables, file cabinets, chairs, where the cost exceeds \$10,000.
  - g) Construction Work-in-Progress – includes all partially completed projects, except roads and bridges. Upon completion, these assets are transferred to one of the above classifications.
- 4) The following costs associated in determining the total acquisition of a fixed asset are to be capitalized, i.e., added to the cost of the asset:
- a) Purchase cost before trade-in allowances and less discounts; or a qualified appraisal of the value at the time of acquisition if the asset is donated.
  - b) Professional fees for attorneys, architects, engineers, appraisers, surveyors, etc.
  - c) Site preparation costs such as clearing, leveling, filling, and demolition of unwanted structures.
  - d) Fixtures attached to a building or other structure.
  - e) Transportation, installation, and training costs.
  - f) Any other expenditure required to put the asset into its intended state of use.
  - g) The acquisition cost of any asset shall be reduced by receipts for the sale or reimbursements of salvage materials or work initially charged to the cost of acquisition or construction.
  - h) For assets for which no records of acquisition exist, the Finance Director and Department Head shall ascertain the original cost of the asset using accepted accounting methods.
- 5) The following guidelines with respect to the treatment of costs that are incurred after the acquisition or construction of an asset are as follows:
- a) Maintenance – expenditures that neither materially add to the value of an asset nor appreciably prolong its life. Maintenance costs keep an asset in an ordinary, efficient operating condition. As a result, maintenance costs should not be capitalized.
  - b) Replacements – replacing an existing asset with an improved or superior unit or

component part, usually resulting in a more productive, efficient, or longer useful life.

Replacement of an existing unit or component part thereof, by another of like quality is not considered a replacement of the asset for accounting purposes. Only when the value of the original asset is increased, or the useful life is significantly prolonged, should the new value or replacement cost be capitalized.

- c) Additions – new and separate assets, or extensions of existing assets. The cost of significant additions to assets should be capitalized and added to the value of the existing asset(s).
  - d) Alterations – changes in the physical structure of an asset which neither materially adds to the value of the asset nor prolongs its expected life. As such, alterations should not be capitalized.
- 6) Accounting for Assets; Annual physical inventory required.
- a) All fixed assets in excess of the established minimums shall be capitalized.
  - b) The Finance Department will maintain property inventory records.
  - c) Each Department Head shall be accountable for all assets assigned to their department, and knowledgeable at all times of the physical location of all assets issued to the department.
  - d) Upon receipt of an asset, the department receiving the asset shall notify the Finance Department. The Finance Department will be responsible for tagging the assets and assigning an asset number.
  - e) Transfer of assets between departments shall be initiated by completion of a “Fixed Asset Transfer” form. The form shall be forwarded to the Finance Department for recording purposes.
  - f) Disposal of assets shall be processed by completing a “Fixed Asset Disposal” form. The form shall also be forwarded to the Finance Department for recording purposes. Disposal of an asset shall be necessary when the asset is either sold or is no longer in service.
  - g) Physical inventories of assets shall be conducted annually by each department and submitted to the Finance Department.
- 7) Depreciation.
- a) General Fixed Assets. General fixed assets are those assets purchased or in use by all funds other than proprietary and trust funds. Depreciation shall be recorded for general fixed

assets. For purposes of depreciation, no salvage values shall be estimated, and the method of depreciation shall be designated as the straight-line method. Depreciation shall begin on the date the asset is placed in service.

b) Proprietary and Trust Funds. Depreciation shall be recorded in all proprietary and trust funds (if applicable). For purposes of depreciation, no salvage values shall be estimated, and the method of depreciation shall be designated as the straight-line method. Depreciation shall begin on the date the asset is placed in service. The following is a representative list of estimated lives for depreciation purposes:

- i) Infrastructure (mains, services, improvements) – 40 years
- ii) Buildings – 40 years
- iii) Furniture and fixtures – 5 to 15 years
- iv) Motor vehicles – 4 to 10 years
- v) Heavy machinery and equipment – 10 to 20 years
- vi) Light and medium mobile equipment – 7 to 15 years
- vii) Office and other equipment – 5 to 10 years
- viii) Computer hardware and software – 5 to 10 years

All of the above useful lives are dependent upon the actual use of the asset. Some assets may be used more frequently than others, and would require a shorter useful life for depreciation purposes.

Lease, Sale or Disposal of City Property:

- 1) Purpose: This policy shall be established with regard to the lease, sale or disposal of personal property owned by the City.
- 2) Non-applicability: This policy shall not apply to the following:
  - a) The lease, sale or disposal of property obtained from grants or other sources, whereby the procedures for lease, sale or disposal of such property are determined by other policies, or are prescribed by separate contract or agreement;
  - b) Temporary lease or rental of City facilities or real property, such as the Civic Center;
  - c) Property to be leased, sold, or disposed under laws of the State of Texas or the United States of America. In such instances, the policies, rules or laws of the appropriate agency or organization governing the lease, sale or disposal of property shall apply; or
  - d) Property valued at \$1,000 or more not sold at a public auction, or any lease or sale of City-owned real property for any amount. Sale or lease of such property shall be authorized only by the City Council.

## APPENDIX

### 3) Definitions:

- a) Property – shall refer to assets, supplies, or any other tangible item or property, other than real property, owned by the City, or in its legal possession.

### 4) Lease of Property:

- a) Property may be leased by the City, provided the City executes a lease agreement which has been approved by the City Council and the City Attorney.
- b) Proceeds or revenue from the lease of City property may be used to offset any expenses for maintenance and other related costs of the property being leased and shall be credited to the appropriate fund or account, as determined by the Finance Director, or his designee.

### 5) Sale or Disposal of Personal Property:

- a) Annual Sale (Public Auction). Annually, each department of the City shall submit to the City Manager and Finance Director a detailed listing of the property for sale or disposal. The City Manager and Finance Director shall review the lists and make a recommendation to City Council of the items to be sold or disposed of. A public auction shall be the primary means of disposal or sale of property.
  - i) The City Manager or Finance Director shall submit the list of items or property for sale or disposal to the City Council for approval. Upon approval by the City Council, the items or property may be advertised for sale at a public auction or may be declared as surplus property and donated in accordance with all federal, state, and local laws.
  - ii) Subsequent to the authorization by the City Council, the City Secretary shall provide public notice of the sale. The notice shall be published in a local newspaper of general circulation at least one (1) time, and at least seven (7) days prior to the date set for such public sale. The sale or disposal of property obtained from grants or other sources shall follow established notice requirements in accordance with the State of Texas or Federal statutes.
  - iii) The annual auction shall be conducted by a legal agent of the City (an auction firm), or by acceptance of sealed bids by the City Manager. In order for an agent to be used by the City, the City Council must select a firm based upon competitive proposals. For sealed public auctions, the type and method of receipt of sealed bids shall be determined by the City Manager.
- b) As-Needed Sale. At other times during the year, a department may request sale or disposal of an item or items without the use of a public auction. An as-needed sale may be necessary in the event that (1) damage or significant deterioration of the item(s) or property would result from a delay in disposal; (2) where no proper storage area for the item(s) or property is available; or (3) where the value of the property would be

significantly reduced as a result of a delay in disposal. The City Manager shall review all requests for as needed sales and make a final determination authorizing the sale or disposition.

- i) The City Manager, or authorized agent of the City, shall be authorized to sell such property to the highest and most responsible bidder. Only sealed bids will be accepted, except where other types of bids may be recognized during a public auction.
  - ii) Prior to an as-needed sale, the City Secretary shall publish a notice of the City's interest in selling property in accordance with Section (4)(a)(ii) above.
  - iii) The City shall reserve the right to reject any and all sealed bids. In the event no bid is received or bid(s) are not responsible bids, the City Manager is authorized to dispose of the property in the most economical means possible, up to and including the sale or disposal of scrap material. In the event of a tie bid, where two or more sealed bids are identical, the first bid submitted shall be awarded.
  - iv) City employees or officials may bid on items to be sold, or disposed of, provided that the method for submitting a bid is the same as the bidding method used for receipt of all other bids. No preferential treatment of bidding procedures shall be permitted for an employee or official of the City.
- c) The sale and lease of land and certain personal property shall be done in accordance with Local Government Code Chapter 272.
- b. Expenses and Proceeds of Sale or Disposal:
- a) Expenses related to the sale or disposal of property, such as advertising and bidding supplies, shall be charged against the proceeds of the sale. If the proceeds of the sale are not sufficient to cover the expenses of the sale, the Finance Director shall allocate any remaining expenses of the sale according to departmental budgetary allocations.
  - b) Proceeds of sale or disposal of property not otherwise designated or reserved by contract or other agreement shall be deposited into the appropriate account or fund from which the item was originally purchased or used for other purposes as designated by City Council.



**Resolution of the City of Bay City, Texas  
No. R-2024-032**

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

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

**WHEREAS** the City Manager submitted a Five-Year Capital Program to the City Council on August 6, 2024, in compliance with the City Charter and,

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

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

**THAT** the Five-Year Capital Program (October 1, 2024 – September 30, 2029), a copy of which is attached hereto and incorporated in the Fiscal Year Budget 2025, is hereby adopted in compliance with the City of Bay City Home Rule Charter.

**PASSED and APPROVED this 24<sup>th</sup> day of September 2024.**

## Compensation and Staffing Plan

The City is working to maintain a competitive compensation and staffing plan which will include schedules that are updated annually by the Council to stay current. This document will outline key proposals to the plan.

### 2025 Business Plans (Objectives)

- Provide longevity pay City-Wide (\$46,000)
- Complete compensation study (\$30,000)
- Develop plan to help eliminate pay compression
- Increase recruitment and selection by utilizing social media
- Add policies, benefit, and recruitment information to City-wide intranet

### 2024 Accomplishments of Prior Year Business Plans

- ✓ Amended personnel policies
- ✓ Updated the salary scale after going to market and applied the findings
- ✓ Implemented and updated certification pay (phase-in)
- ✓ Rolled out a city-wide Intranet

### Salary Increase (City Council Annual Approval)

City Council approved a compensation package that includes cost of living adjustments of \$1,500 paid to employees on October 1. In addition, the City will provide merit pay as part of the employees' annual performance evaluation throughout the year. To improve the retention and recruitment of Police, the City Council approved market adjustments totaling \$70,000. A full compensation study will review other departments in Fiscal Year 25.

### Approved Positions for FY 2025 (City Council Annual Approval)

The City Council approves the number of part-time and full-time positions annually. The purpose of this schedule is to designate how many positions are authorized (position control). The information about each department is included in the Staffing Levels Table. Significant Changes were as follows:

- Created New Planning and Development Department – Added 1 new Building Permit advocate
- Added a Librarian to the Bay City Library to oversee programming and meet Library strategic initiatives
- Created a New Communications and Marketing Department focused on citizen engagement and marketing of our City. Added 1 new position- Communications and Marketing Manager
- Froze the following positions to offset costs in increases above - Parks Director, Assistant PW Director-Streets (this is cost neutral)
- Main Street was outsourced before and is now part of the City - Added 1 position

### Approved by Council for 2025 Budget

- Amount of Salary (Merit) Increase Allocated- \$183,000 (2.5% of total salaries)
- Cost of Living Adjustment (COLA)- \$275,000 (3.7% of total salaries)
- Added Compression/Market Adjustment to Police- \$70,000
- Number of Positions (166.5)- Increased staffing levels by 4 FTE

### Summary Personnel Listing

Occupational Department	FY 2022	FY 2023	FY 2024	FY 2025
*Administration	8	8	8	8
*City Secretary	1.5	1	2	2
Main Street	0	0	0	1
Human Resources	2	2	2	2
*Municipal Court	6	6	7	7
Finance	4	4	4	4
Planning & Development	4.5	4.5	5	9
Police	58	58	57	57
Fire	0	0	0	2
Animal Impound	3	3	3	3
Streets	16	16	15	13
Recycling Center	3.5	3.5	3.5	3.5
*Parks	12	12	12	13
*Riverside Park	3	3	3	3
*Recreation	3	3	3	3
*Pools	21	21	15	0
Library	7.5	7.5	8	9
Communications & Marketing	0	0	0	1
Tourism	1	1	1	1
Utility Billing	4	4	6	6
Utility Maintenance	13	13	10	10
Waste Water (WWTP)	7	7	7	7
Utility Operations	5	5	6	3
*Airport	4.5	4.5	4	4
Information Technology	2	2	2	2
Equipment Maintenance	3	3	3	3
Facility Maintenance	5	5	5	5
<b>Total Budgeted Positions</b>	<b>197.5</b>	<b>197</b>	<b>191.5</b>	<b>181.5</b>
<b>*Temporary /Appointed Positions</b>	<b>35.5</b>	<b>36</b>	<b>29</b>	<b>15</b>
<b>Total Full Time/Part Time</b>	<b>157.5</b>	<b>161.5</b>	<b>162.5</b>	<b>166.5</b>
<b>Temporary/Appointed by Dept.</b>				
Council Members- Administration	6	6	6	6
Appointed-Judges- Municipal Court	2	2	2	2
Temporary Workers-Administrative	0	.5	0	0
Temporary Workers-Parks	2	2	2	2
Temporary Worker-Riverside	1	1	1	1
Temporary Workers-Recreation	3	3	3	3
Temporary Workers-Pools	20	20	14	0
Temporary Workers- Library	.5	.5	1	1
Temporary Worker- Airport	1	1	0	0

## Component Unit: Bay City Community Development Corporation (BCCDC)

The Bay City Community Development Corporation (BCCDC) is a legally separate entity from the City and is governed by a board appointed by the Bay City City Council. The BCCDC was formed to oversee revenues and expenditures of a special one-fourth cents sales tax for economic development pursuant to the Development Corporation Act of 1979. This revenue collected from sales tax revenues is one of the most useful tools in helping to promote economic development throughout the community. For financial reporting purposes, the BCCDC is reported as a component unit.



### Our Mission

The mission of Bay City Community Development Corporation is to retain and attract jobs, encourage investment, and enhance the quality of life for the citizens of Bay City.

### Description of Our Services

The Bay City Development Corporation promotes Bay City and improves the quality of place through the seven goals outlined below. The CDC works with City and County officials, City staff, constituents, business and industry, and schools to improve the daily lives of our citizens. We strive to bring business to our area, promote our local diversity, and meet the needs of our industry and citizens.

### Vision 2040

#### 2025 Strategic Focus\*

#### Infrastructure/Transportation

Bay City residents enjoy new community infrastructure and enhancements to the transportation network and systems.

- ❖ Infrastructure improvements

### Community & Economic Development

Bay City is known for encouraging economic development opportunities, creating a business development program that is responsive to existing business needs, and actively promoting tourism.

- ❖ Housing
  - Single Family Sub-Division
- ❖ Downtown Revitalization/Historic Preservation
  - North Downtown Plan
  - Business Recruitment in unoccupied spaces
- ❖ Land Use
  - Planning Commission
    - Incorporate in TIRZ process for future development
- ❖ Improve educational opportunities for citizens and students, including skills training and higher education

### BCCDC Goals:

- ✚ Encourage cooperation amongst county/city entities to further the best interests of Bay City and its residents in regard to new and existing businesses.
- ✚ Continue to invest in the beautification of Bay City through new and existing programs, focusing on the public image and attitude of Bay City residents and visitors in an effort to relocate existing county industrial workers to Bay City.
- ✚ Emphasize ordinance created to target vacant buildings and dilapidated structures that are not in line with the beautification of Bay City.
- ✚ Expand continuing education and higher education courses to increase the diversity of degree plans offered in the area that complement the current and future workforce and business community.
- ✚ Support and promote current developer's processes to complete the 5 subdivisions within Bay City.
- ✚ Continue to target infrastructure projects that improve business and the lives of Bay City residents. Emphasis on trains, Nile Valley phases.
- ✚ Target and incentivize as needed quality-of-life businesses that help shape the future of Bay City.
- ✚ Work with EDC and Port of Bay City to improve constituent knowledge of economic and community

### FY 2025 Business Plans (Objectives)

- Target blighted shopping centers and dilapidated buildings
- Focus on curb appeal programs for HWY 60 & 35
- Continue to collaborate with local officials in supporting community development projects
- Develop programs that unite the business community with the school system
- Successfully recruit and assist a housing developer to create a residential subdivision
- Expand Wharton County Junior College Campus classes in Bay City
- Partner with other entities in the City of Bay City to educate potential work force
- Determine effects of Wharton Drainage Plan
- Increase CamoFest funds through sponsorship and higher attendance to event
- Continue partnership with City of Bay City Public Works department on downtown beautification efforts
- Develop a new opportunity to incentivize remodeling dilapidated buildings

### FY 2024 Accomplishments of Prior Year Business Plans

- ✓ Partnered with City on Railroad Quiet Zone project
- ✓ Partnered with Main Street to provide façade grants downtown
- ✓ Cohosted Young Leaders Program with County Judge
- ✓ Collaborated with County Judge and ISD to bring in YMCA
- ✓ Started and administered the “Real People of Bay City TX Chat-No Bias” on social media to spread positivity and foster community growth
- ✓ Awarded over 15 façade/website grants
- ✓ Invested in Fit For Life exterior and interior, Los Cucos to feature playground, and \$ 1 million into new SAB
- ✓ Hosted a Something to Chew on targeting women in Industry
- ✓ Submitted final plat/plans for Russell Ranch
- ✓ Assisted Valor Park with drainage meetings and approvals
- ✓ Committed, successfully, a developer to address transient workforce on 9 acres within the City
- ✓ Recruited a regional developer to enter into a PPP with the City to renovate the Texas Theatre at no cost to the City
- ✓ Partnered with City on purchase of Public Safety headquarters
- ✓ Contributed to Police departments addition of Flock License Plate Recognition Cameras to be installed throughout the City
- ✓ Worked with City Manager to develop TIRZ 5 footprint
- ✓ Collaborated with City on development of multi-family apartment complex to be located behind Hospital

### Bay City Community Development Corporation (BCCDC) Budget Summary

	<i>Actual FY 2022</i>	<i>Actual FY 2023</i>	<i>Amended Budget FY 2024</i>	<i>Projected FY 2024</i>	<i>Adopted FY 2025</i>
<i>Training Center Lease Income</i>	85,661	88,144	89,385	91,483	93,110
<i>SMBG Lease Income</i>	300,000	100,000	-	100,000	100,000
<i>Sales Tax Collections</i>	1,650,000	1,675,000	1,825,000	1,849,000	1,875,000
<i>BDC Income</i>	9,600	9,600	10,000	15,000	10,000
<i>Main Street Income</i>	48,000	72,000	77,000	111,000	-
<i>Interest Income</i>	1,750	-	-	30,000	30,000
<i>Reduction in grant obligation</i>	-	-	-	-	-
<i>TIRZ #2 Income</i>	150,000	150,000	190,000	190,000	175,000
<b><i>Total Revenue</i></b>	<b>2,245,011</b>	<b>2,094,744</b>	<b>2,191,385</b>	<b>2,386,483</b>	<b>2,283,110</b>
<b><i>Administrative</i></b>					
<i>Salaries and Wages</i>	183,000	234,295	195,000	230,000	195,000
<i>Other Compensation</i>	2,052	2,052	2,000	2,000	30,000
<i>Payroll Taxes</i>	13,999	17,600	17,600	17,600	14,917
<i>Unemployment Taxes</i>	616	1,500	1,500	1,500	351
<i>Retirement Expense</i>	20,355	25,000	25,000	25,000	19,149
<i>Workers Compensation</i>	800	1,000	1,000	1,000	600
<i>Employee Health Insurance</i>	31,070	43,400	25,000	16,500	12,000
<i>Travel and Training</i>	4,000	6,000	7,000	7,000	5,000
<i>General Supplies</i>	4,800	4,800	4,800	4,800	5,000
<i>Dues and Subscriptions</i>	3,400	4,000	7,000	60,000	60,000
<i>Vehicle Expense</i>	3,000	4,000	3,000	3,000	2,000
<i>General Insurance</i>	50,000	57,500	125,000	50,000	50,000
<i>Telephone</i>	3,000	2,500	2,500	2,500	2,500
<i>Utilities</i>	4,000	4,000	4,000	4,000	2,000
<i>Legal and Professional Fees</i>	25,000	25,000	26,000	26,000	26,000
<i>Cleaning and Maintenance</i>	6,750	6,750	6,750	6,750	7,000
<i>Leaseholder Improvements</i>	-	500	500	500	-
<i>Equipment Rentals</i>	3,100	3,100	3,100	3,100	3,100

APPENDIX

<i>Continued</i>	<i>Actual FY 2022</i>	<i>Actual FY 2023</i>	<i>Amended Budget FY 2024</i>	<i>Projected FY 2024</i>	<i>Adopted FY 2025</i>
<i>Building Rental</i>	62,424	63,648	63,648	63,648	25,000
<i>Business Meals</i>	2,000	3,000	3,000	3,000	5,000
<i>Misc. Furniture and Equipment</i>	-	500	2,000	2,000	3,000
<i>Miscellaneous</i>	500	1,000	1,000	1,000	1,000
<b><i>Total Administrative</i></b>	<b>\$423,866</b>	<b>511,145</b>	<b>526,398</b>	<b>530,898</b>	<b>468,617</b>
<b><i>Prospect Development</i></b>					
<i>Travel and Training</i>	9,000	3,500	3,500	3,500	7,000
<i>Contracted Services</i>	1,000	8,000	20,500	20,500	10,500
<i>Advertising</i>	22,000	20,000	20,000	40,000	40,000
<i>Website Development &amp; Maint</i>	3,500	1,680	2,000	2,000	2,000
<i>Business Meals</i>	1,000	1,000	1,000	3,000	1,500
<i>Miscellaneous</i>	500	500	500	1,000	1,000
<b><i>Total Prospect Development</i></b>	<b>\$37,000</b>	<b>34,680</b>	<b>47,500</b>	<b>70,000</b>	<b>62,000</b>
<i>Matagorda County EDC</i>	75,000	75,000	75,000	75,000	80,000
<i>Small Business Develop. Ctr.</i>	-	20,000	-	-	-
<i>Main Street</i>	25,000	25,000	25,000	25,000	-
<i>Website Grant</i>	50,000	40,000	40,000	40,000	50,000
<i>Family Entertainment Center (property taxes)</i>	200,000	-	-	-	-
<i>City Vision 2040 Plan</i>	5,000	100,000	125,000	125,000	70,000
<i>BR&amp;E Program</i>	150,000	100,000	100,000	160,000	160,000
<i>CED Insurance and Maintenance</i>	120,000	300,000	300,000	300,000	300,000
<i>Downtown Parking Lot</i>	400	3,000	-	-	-
<i>Grant Writer (Patriot)</i>	-	-	9,000	9,000	-
<i>Railroad Quiet Zone Study</i>	-	-	-	28,900	-
<i>Public Safety Building</i>	-	-	-	1,000,000	-
<i>Resiliency Loan</i>	-	-	-	320,000	70,000
<i>Family Entertainment Center Rebate</i>	-	-	-	29,942	20,000
<i>Note Receivable (Chick-Fil-A)</i>	-	-	-	250,000	-
<i>Flock System (Police)</i>	-	-	26,500	26,500	36,000
<i>Airport Expansion</i>	-	-	56,150	56,150	-
<i>Debt principal payments</i>	463,086	189,200	-	481,952	493,000
<i>Interest Expense</i>	349,690	57,200	-	97,961	90,000
<i>Debt Service-Nile Valley Road</i>	239,116	239,116	239,191	239,191	239,191
<b><i>Total Project Expenses</i></b>	<b>\$1,677,292</b>	<b>1,148,516</b>	<b>995,841</b>	<b>\$3,264,597</b>	<b>\$1,673,191</b>
<b><i>Total BCCDC Expenditures</i></b>	<b>\$2,138,158</b>	<b>1,694,341</b>	<b>1,569,739</b>	<b>\$3,865,495</b>	<b>\$2,203,808</b>
<b><i>Revenue over (under) expenditures</i></b>	<b>\$106,853</b>	<b>400,403</b>	<b>621,646</b>	<b>\$(1,479,011)</b>	<b>\$79,302</b>

## Long-Term Financial Planning OVERVIEW

The City must take into consideration many different facets when trying to plan for the future. The City's first step was with the adoption of a Vision 2040 Plan in 2014. Next, the City implemented a Five-Year Capital Plan. This was an effort to look at the "big ticket" items and determine what funding sources would be needed for all the planned projects for the next five years. Revenue assumptions were then developed. The City's Strategic Plan is updated annually along with the Council's associated goal statements. These statements have provided staff with a future picture of desired outcomes that the staff can continually aim towards. This enabled departmental business plans to be linked to the "big picture."

## COMPONENTS OF LONG-TERM PLANNING

### Vision, Mission, and Strategic Plan

Information on the City's Strategic Plan can be found in the "City Profile" section of this document.

### Demographic and Economic Profile

#### Population

Any discussion of the population of Bay City must recognize the significant long-term transient population of construction workers and others in the community. These individuals are not captured in Census data yet have a significant impact on the community and must be considered in any planning process. With the large number of major projects happening in Bay City, such as the Tenaris construction, outages at STP, etc., this will be a significant issue to address in the planning process.

**Table 1** Population Growth

	2000	2010	2020 (estimate)
Bay City	18,593	17,614	17,635
Matagorda County	37,957	36,702	36,954

Source: US Census, ESRI Business Analyst

The population of Bay City and Matagorda County declined slightly between 2000 and 2010 but has shown a rebound since the 2010 Census. The rebound in population is likely due to the resurgence in economic activity and new job opportunities being created in the County.

## APPENDIX

The population projects below utilize data from two sources, the Texas Water Development Board, and the Texas State Data Center. The Data Center only provides data at the County level; however, population trends within Bay City reflect those of the County overall, so it can be expected that growth within Bay City will mirror that of the County overall. The two different methodologies show fairly similar results, with growth expected to be fairly slow and steady over the next few years.

It is important to recognize that population projections are based on historic trends, and Bay City’s population actually declined between 2000 and 2010. This decline has influenced the projections to show slower growth going forward. Given the economic activity happening in Bay City, it is likely that those projections are not reflective of current conditions and that the population can be expected to grow faster than shown. Development pressure will first be visible through the Public Works department, as developers begin submitting plans for new subdivisions, apartments, etc. As these plans come in, City Staff must communicate with the Planning Commission and City Council to update them and ensure proper capital planning is done to address this growth.

**Table 2** Population Projection

	2019(estimate)	2020 Texas State Data Center	2020 Texas Water Development Board	2030 Texas State Data Center	2030 Texas Water Development Board
Bay City	17,535	NA	18,797	NA	19,786
Matagorda County	36,643	37,064	39,166	36,457	41,226

Source: Texas Water Development Board [www.twdb.state.tx.gov](http://www.twdb.state.tx.gov) and Texas State Data Center [www.osd.texas.gov](http://www.osd.texas.gov)

### Ethnicity

Bay City is fairly reflective of the State as a whole in terms of diversity. There are a slightly higher percentage of Hispanic and Black residents in the City than the State overall. This does not reflect the transient population of construction workers and others who are in Bay City long term, but not captured by the Census. This transient population will influence the community, despite not being “counted” as part of the population. In Census data, Hispanic is considered an Ethnicity, not a race. This means the numbers below will not add up to 100% as individuals can identify as White and Hispanic, etc.

**Table 3** Race and Ethnicity

	Count	Percent
<b>White Alone</b>	10,662	60.6%
<b>Black Alone</b>	2,516	14.3%
<b>American Indian</b>	52	0.3%
<b>Asian</b>	140	0.8%
<b>Pacific Islander</b>	35	0.2%
<b>Other</b>	5,488	31.3%
<b>2 or more Races</b>	403	2.3%
<b>Hispanic (any race)</b>	9,083	51.8%

Source: US Census Bureau [www.census.gov](http://www.census.gov)

**Age**

Bay City is a relatively young community, with a median age of 36 years. Nearly 50% of the population is between 25 and 64, which are the prime working years. This is an asset for the community to build on, because it indicates an available workforce for new jobs. It also has implications for the school district, parks and recreation, and other community assets because this is also the prime years for people with families who demand services and amenities in the community.

**Table 4** Age

	Count	Percent
0 – 4	1,783	7.6%
5 – 9	1,864	8.0%
10 – 14	1,632	7.0%
15 – 19	1,410	6.0%
20 – 24	1,387	5.9%
25 – 34	3,074	13.2%
35 – 44	2,752	11.8%
45 – 54	2,731	11.7%
55 – 64	3,209	13.7%
65 – 74	2,092	8.9%
75 – 84	929	4.0%
85+	506	2.2%
<b>Median Age</b>	36.0	

Source: U.S. Census Bureau [www.census.gov](http://www.census.gov)

**Income and Employment**

The median income in Bay City (\$50,182) is lower than the State (\$61,874) and but higher than the County (\$48,913). This indicates that many of the well-paying jobs in and around Bay City are held by those living in the City limits. However, poverty rate is 21.3% being the highest in comparison to County (17.5%) and State (13.6%). This puts a significant strain on public services and is a challenge for the community. It will be important to identify strategies to address this issue and create opportunity for Bay City residents to access employment.

**Table 5** Income by Household

	Count	Percent
< \$15,000	1,589	18.3%
\$15,000 - \$24,999	873	10.1%
\$25,000 - \$34,999	914	10.6%
\$35,000 - \$49,999	1,280	14.8%
\$50,000 - \$74,999	1,433	16.6%
\$75,000 - \$99,999	1,034	12.0%
\$100,000 - \$149,999	1,016	11.7%
\$150,000 or more	513	5.9%
<b>Median Household Income</b>	\$46,104	

Source: U.S. Census Bureau [www.census.gov](http://www.census.gov)

One of the reasons for the low income in Bay City can be found in the table below. Nearly 70% of the jobs in the City Limits are in the Retail and Service industry, which typically has low wages. While there has been tremendous success in economic development within Matagorda County, residents of Bay City have not seen as much benefit from this as would be hoped. It will be critical going forward for the City to continue working to develop the local workforce to compete for the new jobs being created in the region.

**Table 6** Employment by Sector

	<b>Business Count</b>	<b>Business Percent</b>	<b>Employee Count</b>	<b>Employee Percent</b>
<b>Total, All Industries</b>	1,102	100%	6,101	100%
<b>Agricultural &amp; Mining</b>	61	5.5%	244	4.0%
<b>Construction</b>	54	4.9%	130	2.1%
<b>Manufacturing</b>	26	2.4%	173	2.9%
<b>Transportation</b>	23	2.1%	136	2.2%
<b>Communication</b>	8	0.7%	97	1.6%
<b>Utility</b>	4	0.4%	253	4.1%
<b>Wholesale Trade</b>	47	4.3%	253	4.1%
<b>Retail Trade</b>	218	19.8%	1,572	25.8%
<b>Finance, Insurance, Real Estate</b>	106	9.6%	345	5.7%
<b>Services</b>	526	47.7%	2,622	43.0%
<b>Government</b>	29	2.6%	462	7.6%

Source: ESRI Business Analyst

**Housing**

Housing is a tremendous challenge for many communities, especially those with characteristics like Bay City. With the population decline between 2000 and 2010, there was a decrease in available homes (8,035 in 2000 vs. 7,856 in 2010 per US Census). In addition, builders will be hesitant to build in a community with a history of population decline because it indicates there will not be a market for their properties. Bay City has taken a proactive approach to encourage housing development and is working with developers to encourage new building. This has shown success in several new projects breaking ground in the area.

Given the large transient population in Bay City, it will be important to work with apartment developers and RV Park developers to address this demand for longer-term housing other than hotels. This is a challenge to address because many residents are resistant to developments of this type, and developers are often wary of making significant investments because the population is not stable. It will be a challenge to meet the demand for this type of housing; however, it is an opportunity for the City.

An area of concern is the lack of homes for sale. Potential new residents may not be able to find suitable homes available in their price range and decide to look elsewhere. Another issue is the large number of “Other” vacant homes. These represent homes that are unoccupied, but not for sale or rent. These may be homes that have been abandoned, held in trusts, or other issues.

## APPENDIX

There needs to be a focus on ensuring these homes are maintained and do not become sources of blight in the community. Code Enforcement should prioritize these properties for attention.

**Table 7** 2010 Housing Occupancy

	Count	Percent
<b>Total</b>	7,856	100%
<b>Occupied</b>	6,648	84.6%
<b>Owner</b>	3,523	44.8%
<b>Renter</b>	3,125	39.8%
<b>Vacant</b>	1,208	15.4%
<b>For Rent</b>	594	7.6%
<b>Rented- Not Occupied</b>	16	0.2%
<b>For Sale Only</b>	65	0.8%
<b>Sold- Not Occupied</b>	20	0.3%
<b>Seasonal Use</b>	68	0.9%
<b>Migrant Workers</b>	2	0.0%
<b>Other</b>	443	5.6%

Source: 2010 US Census

The majority of homes in Bay City are single family (63.1%). Bay City is fortunate to have a significant percentage of multi-family homes; however, the low vacancy rates means there are few available for potential residents. The City should continue to focus on developing a diversity of housing options, both multi and single family to ensure adequate opportunities for potential residents. This data comes from the American Community Survey, which is a statistical survey rather than actual count like the US Census. This is why the numbers in this table are different from the other housing data.

**Table 8** 2013-2017 Housing Units per Structure

	Count	Percent
<b>Total</b>	11,905	100%
<b>1, Detached</b>	7,510	63.1%
<b>1, attached</b>	154	1.3%
<b>2</b>	121	1.0%
<b>3 to 4</b>	444	3.7%
<b>5 to 9</b>	1,073	9.0%
<b>10 to 19</b>	520	4.4%
<b>20 or More</b>	271	2.3%
<b>Mobile Home</b>	1,750	14.7%
<b>Boat, RV, Van, Etc.</b>	62	0.5%

Source: US Census Bureau [www.census.gov](http://www.census.gov)

With a median value of \$105,500, a median priced home would be within reach of a family making the median income; however, without a significant down payment, the monthly payment might be a struggle. Also, given the limited number of homes available, it may be difficult for a potential resident to find a suitable home in their price range.

**Table 9** Housing Values for Owner Occupied Units

	Count	Percent
<b>Total</b>	5,0008	100%
<b>&lt;\$50,000</b>	1,065	21.3%
<b>\$50,000 - \$99,999</b>	1,314	26.2%
<b>\$100,000 - \$149,999</b>	959	19.1%
<b>\$150,000 - \$199,999</b>	703	14.0%
<b>\$200,000 - \$299,999</b>	605	12.1%
<b>\$300,000 - \$499,999</b>	299	6.0%
<b>\$500,000 - \$999,999</b>	47	0.9%
<b>➤ \$1,000,000</b>	16	0.3%
<b>Median Value</b>	\$105,500	

Source: U.S. Census Bureau [www.census.gov](http://www.census.gov)

**Education**

Over 23% of Bay City residents do not have a high school diploma. This presents a tremendous challenge in creating quality jobs because there is not a skilled workforce to recruit from. This low education attainment is reflected in the low household income discussed earlier.

Addressing the educational attainment and skills of the local workforce is a key challenge for Bay City. There is work underway, through the partnership with Wharton County Junior College; however, much more needs to be done to get local residents at least a high school equivalency so they can be prepared for the new jobs being created in Matagorda County.

**Table 10** Educational Attainment 25 years+

	Count	Percent
<b>Total Pop 25+</b>	15,293	100%
<b>Less than 9<sup>th</sup> grade</b>	1,999	13.1%
<b>Some HS, no diploma</b>	1,609	10.5%
<b>HS Degree</b>	4,608	30.1%
<b>Some College</b>	3,897	25.5%
<b>Associates Degree</b>	870	5.7%
<b>Bachelor’s Degree</b>	1,721	11.3%
<b>Graduate degree</b>	589	3.9%

Source: US Census Bureau [www.census.gov](http://www.census.gov)

**Taxes**

The majority of funding for local governments comes from property taxes and sales tax. Property taxes are collected by a number of entities, with the City, County, and School District being the primary drivers. In addition, there are a number of special districts that collect taxes in all or part of the County. These districts provide specific services and collect taxes to be used within that district’s boundaries on approved projects. Table 11 provides an overview of the taxing districts and the basic rate. Specific information on exemptions, etc. can be found at the County Appraisal website.

**Table 11** Property Tax Rates and Entities 2018 (most recent available on CAD site)

	<b>Rate / \$100</b>
<b>City of Bay City</b>	0.65500
<b>City of Palacios</b>	0.85351
<b>Matagorda County</b>	0.41758
<b>Bay City ISD</b>	1.55222
<b>Boling ISD</b>	1.04000
<b>Matagorda ISD</b>	1.13541
<b>Palacios ISD</b>	1.13500
<b>Tidehaven ISD</b>	1.22275
<b>Van Vleck ISD</b>	1.25325
<b>Matagorda County Hospital District</b>	0.32159
<b>Port of Bay City Authority</b>	0.05389
<b>Matagorda County Nav District #1</b>	0.04533
<b>Matagorda County Consv. &amp; Recl. District</b>	0.00765

Source: Matagorda County CAD

The Sales Tax in Bay City is the State maximum of 8.25 percent. Of this, 6.25 percent goes to the State of Texas, 1.0 percent goes to the City, 0.5 percent for property tax relief, and 0.5 percent is for economic development.

The economic downturn of 2008 resulted in a significant drop in gross sales and sales tax collection in Bay City. While there has been a rebound in the gross sales, the level of sales subject to sales tax has not returned to the same level as in 2008. As the City continues to rebound and see more retail and service growth, this revenue will continue to increase and return to the levels seen prior to the recession.

**Table 12** Gross Retail Sales

	<b>Gross Sales</b>	<b>Amount Subject to Sales Tax</b>
<b>2008</b>	\$1,129,330,892	\$206,250,221
<b>2009</b>	\$886,306,707	\$168,627,904
<b>2010</b>	\$1,054,681,190	\$165,389,889
<b>2011</b>	\$1,267,010,937	\$180,724,866
<b>2012</b>	\$1,195,880,273	\$188,777,615
<b>2013- Through 3<sup>rd</sup> Qtr.</b>	\$913,418,235	\$140,552,454

**Conclusion**

Bay City is a community in transition. After a period of stagnation, there is significant change happening, with tremendous opportunity for growth. New jobs and new opportunities are being created in the area, and this plan will allow the City to harness that opportunity for the betterment of its residents. The population is changing, and it will be important to address those changes and ensure future community development meets the needs of current and future residents.

## Acronyms

**A/P** – Accounts Payable

**ACFR**- Annual Comprehensive Financial Report (Audit)

**ACH**- Automated Clearing House

**AMI**- Advanced Metering Infrastructure

**BCCDC**- Bay City Community Development Corporation

**BCISD**- Bay City Independent School District

**BCLA**- Bay City Library Association

**BCPD**- Bay City Police Department

**BCPL**- Bay City Public Library

**CDBG** – Community Development Block Grant

**CIP** – Capital Improvement Plan

**C.O.** – Certificates of Obligation

**COG** – Council of Governments

**CTRA**- Central Texas Recycling Association

**CVB**- Convention and Visitors Bureau

**CY** – Cubic Yard

**ED** – Economic Development

**EAC**- Economic Action Committee

**EPA** – Environmental Protection Agency

**FAA**- Federal Aviation Administration

**FASB** – Financial Accounting Standards Board

**FICA** – Federal Insurance Contribution Act

**FTE** – Full-Time Equivalent

**FY** – Fiscal Year

**GAAFR** – Governmental Accounting, Auditing and Financial Reporting

**GAAP** – Generally Accepted Accounting Principals

**GASB** – Governmental Accounting Standards Board

**GF** – General Fund

**GFOA** – Government Finance Officers Association

**GIS** – Geographical Information Systems

**G.O.** – General Obligation

## APPENDIX

**H-GAC**- Houston-Galveston Area Council  
**HOT** – Hotel Occupancy Tax  
**HR** – Human Resources  
**HRS** – Hours  
**I & S** – Interest and Sinking  
**ISO**- Insurance Service Office  
**IT** – Information Technology  
**LCRA**- Lower Colorado River Authority  
**LED**- Light Emitting Diode  
**LF** – Linear Foot  
**MCAD**- Matagorda County Appraisal District  
**M & O**- Maintenance and Operations  
**MIU**- Metering Interface Units  
**MSB**- Municipal Services Building  
**PSI**- Pounds per Square Inch  
**RAMP**- Repair and Maintenance Program  
**RFP** – Request for Proposal  
**RFQ** – Request for Qualifications  
**ROW** – Right of Way  
**RV** – Recreational Vehicle  
**TCCA**- Texas Court Clerk Association  
**TCEQ** – Texas Commission on Environmental Quality  
**TCF**- Texas Capital Fund  
**TIF**- Tax Increment Financing  
**TIRZ**- Tax Increment Reinvestment Zone  
**TML** – Texas Municipal League  
**TMRS** – Texas Municipal Retirement System  
**TWC** – Texas Workforce Commission  
**TXDOT** – Texas Department of Transportation  
**USO**- United Service Organization  
**WWTP** – Wastewater Treatment Plant

## Glossary of Terms

### Accrual Basis

In this basis of accounting transactions are recognized when they occur, regardless of the timing of related cash flows.

### Ad Valorem Taxes

Commonly referred to as property taxes. Charges levied on all property, real personal, mixed tangible, intangible, annexations, additions, and improvements to property located within the taxing unit's jurisdiction. These levies are based on the property's assessed value and the tax rate.

### Appropriation

An authorization made by the legislative body to make expenditures and incur obligations for the City.

### Assessed Value

A value that is established on real estate or other property as a basis for levying property taxes.

### Asset

Resources owned or held which have monetary value that can be used to cover or be applied to cover liabilities.

### Audit

A comprehensive review of an organization's financial accounts and records and the utilization of resources. An annual audit is conducted by an independent third-party certified public accountant who concludes the audit with an Annual Comprehensive Financial Report also referred to as an ACFR.

### Balanced Budget

Annual financial plan in which expenses do not exceed revenues and carry-over fund balance.

### Basis of Accounting

The method of accounting used to recognize revenues, expenses, expenditures and transfers, and the related assets and liabilities.

### Bond

A written promise to pay a specified sum of money (principal) at a specified date or dates in the future (maturity date), and carrying interest at a specified rate, usually paid periodically. The most common types of bonds are general obligation and revenue bonds. Bonds are frequently used for construction of large capital projects such as buildings, streets, and water and sewer improvements.

### **Budget**

A financial plan for a specified period of time of projected resources and proposed expenditures.

### **Budget Calendar**

A schedule of key dates that the City follows in the preparation and adoption of the City's budget.

### **Budget Year**

From October 1<sup>st</sup> through September 30<sup>th</sup>, is the same as the fiscal year.

### **Capital Outlay**

Expenditures that result in the acquisition of or addition to fixed assets.

### **Capital Program**

A five-year plan that outlines the capital projects and includes information regarding funding, project description and scheduling.

### **Cash Basis**

In this basis of accounting transactions are recorded when cash is received or disbursed.

### **Certificate of Obligation (CO's)**

Legal debt instruments used to finance capital improvement projects. COs are backed by the credit of the government entity and are fully payable from a property tax levy. COs differ from general obligation debt in that they are approved by the City Council and are not voter approved.

### **Contingency**

An appropriation reserve set aside for emergencies or unforeseen expenditures not budgeted.

### **Current Taxes**

Taxes that are levied and due within the current year.

### **Debt Service Fund**

A fund established to account for payment of principal and interest on outstanding bonds when due.

### **Delinquent Taxes**

Property taxes that remain unpaid on and after the due date. Delinquent taxes also incur penalties and interest at specified rates set by law.

### **Department**

A functional group aimed at accomplishing a major service or program using related activities.

### **Depreciation**

The allocation of the cost of a fixed asset over the estimated service life of that asset.

### **Division**

A division is a separately budgeted segment of the department.

### **Effectiveness**

A program performance indicator that measures the quality of the program outputs.

### **Effective Tax Rate**

The rate that produces the same effect in terms of the total amount of taxes last year using the assessed valuation in the current year.

### **Encumbrance**

Appropriated funds committed to purchase a good or service that has not been performed or executed. After the receipt or performance of goods or service the commitment becomes an account payable.

### **Enterprise Fund**

A fund that operates like a business with the intent that the costs of providing the services will be recovered through user charges such as water and sewer charges.

### **Expenditure**

This term refers to total funds paid or to be paid for an asset or goods or services regardless of whether the expense has been paid or unpaid.

### **Expense**

Charges incurred, whether paid or unpaid, for operation, maintenance, interest, or other charges within the current period.

### **Fiscal Year**

The time period designated by the City signifying the beginning and ending period for recording financial transactions. The City of Bay City has specified the fiscal year as beginning October 1 and ending September 30.

### **Full-Time**

The 40 hours per week that constitutes a regular full-time position.

## **Fund**

Separate accounting entities with their own resources, budgets, and accounts for recording all financing transactions for specific activities or government functions.

## **Fund Balance**

The difference between fund assets and fund liabilities, excess being a surplus and a shortfall being a deficit.

## **General Fund**

The fund used to account for all financial resources and activities except for those required to be in another fund.

## **General Obligation Bonds**

Voter approved bonds that finance a variety of public projects such as streets, buildings, and capital improvements. The Debt Service Fund is used to service and pay the debt issued. These bonds are backed by the full faith and credit of the City.

## **Goals**

Generalized statements of where an organization desires to be at some future time regarding certain operating elements. (e.g., financial conditions, service levels provided, etc.)

## **Grants**

Contributions or gifts of cash or other assets from another government or entity to be used for a specific purpose, activity, or facility.

## **Interfund Transfers**

Amounts transferred from one fund to another.

## **Infrastructure**

Substructure or underlying foundation of the City. (E.g., streets, utility lines, water, and wastewater treatment facilities, etc.)

## **Liaison**

The contact or connection maintained by communications between any organization to ensure concerted action, cooperation, etc.

## **Legal Debt Margin**

Actual amount of tax-secured debt service at the end of the fiscal year.

### **Legal Debt Service Limit**

The assessed value of the tax roll multiplied by the limit on amount designated for debt service per \$100 assessed valuation

### **Modified Accrual Basis**

This method of accounting recognizes revenues when they are measurable and available and expenditures when goods or services are received the exception being principal and interest on long-term debt which are generally recognized when due.

### **Operating Budget**

A plan of current year financing activities including expenditures and the proposed means of funding them.

### **Ordinance**

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments, and service charges, usually require ordinances.

### **Policy**

A plan, course of action, or guiding principle, designed to set parameters for decisions and actions.

### **Property Tax**

Taxes that are levied on both real and personal property according to the property's assessed valuation and tax rate.

### **Reserve**

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is therefore, not available for general appropriation.

### **Retained Earnings**

An equity account reflecting the accumulated earnings of a proprietary, or enterprise fund, or internal service fund.

### **Revenue**

Funds received as income. It includes such items as tax payments, fees from specific services, fines, interest income, franchise fees, etc.

### **Revenue Bonds**

Bonds for which principal and interest are paid from an Enterprise or Proprietary Fund.

### **Sales Tax**

A general “sales tax” is levied on all persons and businesses selling merchandise within the City limits on retail items.

### **Special Revenue Funds**

Funds used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. (e.g., Hotel/Motel)

### **Strategic Plan**

A collectively supported vision of the City’s future including observations regarding the potential effects of various operating decisions.

### **Tax Base**

Certified by the Tax Appraisal District the total taxable value of all real and personal property within the City as of January 1st of each year.

### **Tax Levy**

The product of the tax rate per one hundred dollars multiplied by the tax base.

### **Tax Rate**

The amount of tax levied against each \$100 of taxable value.

### **Tax Roll**

The official list showing the amount of taxes levied against each taxpayer or property.

### **Taxes**

Compulsory charges levied by a government for the purpose of financing services performed by the government for the common benefit of the public it serves.

### **Unencumbered Balance**

The amount of appropriation that is neither expended nor encumbered. It is the amount of money still available for future purchases.