



# CITY COUNCIL SPECIAL CALLED MEETING CITY OF BAY CITY

Wednesday, March 18, 2026 at 4:00 PM  
COUNCIL CHAMBERS | 1901 5th Street

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## COUNCIL MEMBERS

**Mayor:** Robert K. Nelson

**Mayor Pro Tem:** Jim Folse

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

### Vision Statement

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

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## AGENDA

**THE FOLLOWING ITEM WILL BE ADDRESSED AT THIS OR ANY OTHER MEETING OF THE CITY COUNCIL UPON THE REQUEST OF THE MAYOR, ANY MEMBER(S) OF COUNCIL AND/OR THE CITY ATTORNEY:**

ANNOUNCEMENT BY THE MAYOR THAT COUNCIL WILL RETIRE INTO CLOSED SESSION FOR CONSULTATION WITH CITY ATTORNEY ON MATTERS IN WHICH THE DUTY OF THE ATTORNEY TO THE CITY COUNCIL UNDER THE TEXAS DISCIPLINARY RULES OF PROFESSIONAL CONDUCT OF THE STATE BAR OF TEXAS CLEARLY CONFLICTS WITH THE OPEN MEETINGS ACT (TITLE 5, CHAPTER 551, SECTION 551.071(2) OF THE TEXAS GOVERNMENT CODE).

### CALL TO ORDER AND CERTIFICATION OF QUORUM

### PLEDGE OF ALLEGIANCE

### APPROVAL OF AGENDA

### PUBLIC COMMENTS

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

### REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

- 1. Resolution ~ Discuss, consider, and/or approve the award of administration/project delivery services to complete application preparation/project implementation for the Texas Community Development Block Grant (TxCDBG) Downtown Revitalization/Main Street Program administered and funded by the Texas Department of Agriculture. Gabriel Lopez, Engineering Tech**
- 2. Resolution ~ Discuss, consider, and/or approve the award of engineering/architectural/surveying services to complete project implementation for Bay City's Texas Community Development Block Grant (TxCDBG) Downtown Revitalization/Main Street Program funding administered by the Texas Department of Agriculture. Gabriel Lopez, Engineering Tech**
- 3. Resolution ~ Discuss, consider, and/or approve the award of administration/project delivery services to complete application preparation and project implementation**

**activities associated with potential Community Development Block Grant Disaster Recovery (CDBG-DR) funding administered by the Texas General Land Office.** Gabriel Lopez, Engineering Tech

4. **Resolution ~ Discuss, consider, and/or approve the award of engineering/architectural services to support application development and potential project implementation associated with Community Development Block Grant Disaster Recovery (CDBG-DR) funding administered by the Texas General Land Office.** Gabriel Lopez, Engineering Tech

## **ADJOURNMENT**

### **AGENDA NOTICES:**

**Attendance By Other Elected or Appointed Officials:** It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

### **CERTIFICATION OF POSTING**

This is to certify that the above notice of a Regular Called Council Meeting was posted on the front window of the City Hall of the City of Bay City, Texas on **March 12, 2026 before 4:00 p.m.** Any questions concerning the above items, please contact the Mayor and City Manager's office at (979) 245-2137.



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

Meeting Date:	3/18/2026	Date Submitted:	3/12/2026
Prepared By:	Gabriel Lopez	Presented By <i>(if different)</i>	
Department:	Public Works	Type of Agenda Item:	Regular

**ITEM TITLE: Award of Administration / Project Delivery Services for the Texas Community Development Block Grant Downtown Revitalization / Main Street Program**

**AGENDA LANGUAGE:**

Discuss, consider, and/or approve the award of administration/project delivery services to complete application preparation/project implementation for the Texas Community Development Block Grant Downtown Revitalization/Main Street Program administered and funded by the Texas Department of Agriculture.

**EXECUTIVE SUMMARY/BACKGROUND**







The Texas Department of Agriculture administers the Downtown Revitalization and Main Street Programs through the Texas Community Development Block Grant Program. These programs provide funding for infrastructure improvements that enhance public infrastructure within designated downtown districts.

The City previously authorized the issuance of a Request for Proposals (RFP) to solicit administrative and project delivery services necessary to prepare an application for the upcoming program cycle and administer the project if funding is awarded.

Proposals were received by the submission deadline and evaluated in accordance with the criteria outlined in the Request for Proposals. The proposals were reviewed and ranked based on experience, past work performance, capacity to perform, and proposed cost.

The selected administrative firm will assist the City with preparation of the grant application and, if funding is awarded, provide grant administration services including reporting, compliance monitoring, and coordination with the Texas Department of Agriculture throughout the project.

The proposed project focuses on improvements to public infrastructure within the downtown district, including sidewalk reconstruction, pedestrian improvements, and accessibility upgrades that address architectural barriers and improve compliance with the Americans with Disabilities Act.

STRATEGIC PLAN GOALS ADDRESSED:											
											
Safety & Community Appearance	<input checked="" type="checkbox"/>	Community & Civic Engagement	<input type="checkbox"/>	Infrastructure	<input checked="" type="checkbox"/>	Planning & Development	<input checked="" type="checkbox"/>	Culture & recreation	<input type="checkbox"/>	Operational Excellence	<input type="checkbox"/>

FINANCIAL NOTES
<p>The Downtown Revitalization / Main Street Program provides up to \$1,000,000 in grant funding for eligible administration, engineering, and construction activities. The program requires a 5 percent local match. At the maximum award amount, the City’s required match would be \$50,000.</p> <p>Administrative services associated with preparation of the application and project administration will be funded through the Texas Community Development Block Grant Downtown Revitalization / Main Street Program if the City is awarded funding.</p> <p>If the City is not awarded funding, the project will not proceed and no project administration costs will be incurred.</p>

**RECOMMENDATION:** City staff recommends awarding the contract for Texas Community Development Block Grant application preparation and project administration services to the top ranked firm as determined through the Request for Proposals evaluation process for the Downtown Revitalization / Main Street Program administered by the Texas Department of Agriculture.

**ATTACHMENTS:**

- Grant Administrator Resolution

# RESOLUTION R-2026-\_\_\_

**A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM(S).**

**WHEREAS**, the TxCDBG DRP/MS Program contract requires implementation by professionals experienced in completion of federally-funded Construction services;

**WHEREAS**, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for Construction services has been completed in accordance with Texas CDBG requirements;

**WHEREAS**, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for the professional service;

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

Section 1. That \_\_\_\_\_ be selected to provide Texas CDBG application and project-related administration services for the TxCDBG DRP/MS Program.

Section 2. That any and all contracts or commitments made with the above-named service provider are dependent on the successful negotiation of a contract with the service provider.

PASSED AND APPROVED on the 18<sup>th</sup> day of March 2026.

**CITY OF BAY CITY, TEXAS**

\_\_\_\_\_  
**Robert K. Nelson, Mayor**

**ATTEST:**

**APPROVED as to FORM:**

\_\_\_\_\_  
**Jeanna Thompson, City Secretary**

\_\_\_\_\_  
**Anne Marie Odefey, City Attorney**



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

Meeting Date:	3/18/2026	Date Submitted:	3/12/2026
Prepared By:	Gabriel Lopez	Presented By <i>(if different)</i>	
Department:	Public Works	Type of Agenda Item:	Regular

**ITEM TITLE: Award of Engineering / Architectural / Surveying Services for the Texas Community Development Block Grant Downtown Revitalization / Main Street Program**

**AGENDA LANGUAGE:**

Discuss, consider, and/or approve the award of engineering/architectural/surveying services to complete project implementation for Bay City's Texas Community Development Block Grant Downtown Revitalization/Main Street Program funding administered by the Texas Department of Agriculture.







**EXECUTIVE SUMMARY/BACKGROUND**

The Texas Department of Agriculture administers the Downtown Revitalization and Main Street Programs through the Texas Community Development Block Grant Program. These programs provide funding for infrastructure improvements that enhance public infrastructure within designated downtown districts.

The City previously authorized the issuance of a Request for Qualifications (RFQ) to identify a qualified engineering firm to assist with development of the proposed project and provide professional engineering services if funding is awarded.

Statements of Qualifications were received by the submission deadline and evaluated in accordance with the criteria outlined in the Request for Qualifications. The SOQs were reviewed and ranked based on experience, past work performance, and capacity to perform. Engineering services include assistance with project development during the application phase and preparation of construction plans, specifications, bidding assistance, and construction phase services if funding is awarded.

The proposed project focuses on improvements to public infrastructure within the downtown district, including sidewalk reconstruction, pedestrian improvements, and accessibility upgrades that address architectural barriers and improve compliance with the Americans with Disabilities Act.

STRATEGIC PLAN GOALS ADDRESSED:											
											
Safety & Community Appearance	<input checked="" type="checkbox"/>	Community & Civic Engagement	<input type="checkbox"/>	Infrastructure	<input checked="" type="checkbox"/>	Planning & Development	<input checked="" type="checkbox"/>	Culture & recreation	<input type="checkbox"/>	Operational Excellence	<input type="checkbox"/>

FINANCIAL NOTES
<p>The Downtown Revitalization / Main Street Program provides up to \$1,000,000 in grant funding for eligible administration, engineering, and construction activities. The program requires a 5 percent local match. At the maximum award amount, the City’s required match would be \$50,000.</p> <p>Engineering services associated with the project will be funded through the Texas Community Development Block Grant Downtown Revitalization / Main Street Program if the City is awarded funding.</p> <p>If the City is not awarded funding, the project will not proceed and no engineering costs will be incurred.</p>

**RECOMMENDATION:** City staff recommends awarding the contract for professional engineering services to the top ranked firm as determined through the Request for Qualifications evaluation process for the Texas Community Development Block Grant Downtown Revitalization / Main Street Program administered by the Texas Department of Agriculture.

**ATTACHMENTS:**

- Engineer Award Resolution

# RESOLUTION R-2026-\_\_\_

**A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER(S) CONTRACTS FOR THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM.**

**WHEREAS**, the TxCDBG Downtown Revitalization/Main Street Program contract requires implementation by professionals experienced in federally-funded community development projects;

**WHEREAS**, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering/architectural/surveying services and has been completed in accordance with Texas CDBG requirements;

**WHEREAS**, the statement of qualifications received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service;

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

Section 1. That \_\_\_\_\_ be awarded a contract to provide TxCDBG application and project-related professional engineering /architectural /surveying services for the Texas Community Development Block Grant Downtown Revitalization/Main Street Program project.

Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider;

PASSED AND APPROVED on the 18<sup>th</sup> day of March 2026.

**CITY OF BAY CITY, TEXAS**

\_\_\_\_\_  
**Robert K. Nelson, Mayor**

**ATTEST:**

**APPROVED as to FORM:**

\_\_\_\_\_  
**Jeanna Thompson, City Secretary**

\_\_\_\_\_  
**Anne Marie Odefey, City Attorney**





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

Meeting Date:	3/18/2026	Date Submitted:	3/12/2026
Prepared By:	Gabriel Lopez	Presented By <i>(if different)</i>	
Department:	Public Works	Type of Agenda Item:	Regular

**ITEM TITLE: Award of Administration / Project Delivery Services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program**

**AGENDA LANGUAGE:**

Discuss, consider, and/or approve the award of administration/project delivery services to complete application preparation and project implementation activities associated with potential Community Development Block Grant Disaster Recovery (CDBG-DR) funding administered by the Texas General Land Office.

**EXECUTIVE SUMMARY/BACKGROUND**







The Texas General Land Office administers the Community Development Block Grant Disaster Recovery (CDBG-DR) program with funds allocated through the U.S. Department of Housing and Urban Development to assist communities in recovering from federally declared disaster events.

The City of Bay City is considering applying for CDBG-DR funding to support eligible infrastructure and community recovery projects that address unmet disaster related needs within the community.

The City previously authorized the issuance of a Request for Proposals (RFP) to solicit professional administration and project delivery services to assist with preparation of the CDBG-DR application and administration of the project if funding is awarded.

Proposals were received by the submission deadline and evaluated in accordance with the criteria outlined in the Request for Proposals. The proposals were reviewed and ranked based on qualifications, experience with federally funded programs, past work performance, and capacity to perform the required services.

The selected administrative firm will assist the City with preparation of the grant application and, if funding is awarded, provide grant administration and project delivery services including reporting, regulatory compliance, coordination with the Texas General Land Office, and overall program management.

STRATEGIC PLAN GOALS ADDRESSED:											
											
Safety & Community Appearance	<input type="checkbox"/>	Community & Civic Engagement	<input type="checkbox"/>	Infrastructure	<input checked="" type="checkbox"/>	Planning & Development	<input checked="" type="checkbox"/>	Culture & recreation	<input type="checkbox"/>	Operational Excellence	<input type="checkbox"/>

FINANCIAL NOTES
<p>Administrative services associated with preparation of the application and project administration will be funded through the Community Development Block Grant Disaster Recovery program if the City is awarded funding.</p> <p>If the City is not awarded CDBG-DR funding, the project will not proceed and no project administration costs will be incurred.</p>

**RECOMMENDATION:** City staff recommends awarding the contract for Community Development Block Grant Disaster Recovery application preparation and project administration services to the top ranked firm as determined through the Request for Proposals evaluation process, subject to successful negotiation of a contract.

**ATTACHMENTS:**

- Grant Administrator Resolution

# RESOLUTION R-2026-\_\_\_

**A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, AUTHORIZING THE AWARD OF ADMINISTRATIVE/PROJECT DELIVERY SERVICE PROVIDER CONTRACT(S) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, WITH FUNDS [BEING] ALLOCATED THROUGH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).**

**WHEREAS**, the Community Development Block Grant Program contract requires implementation by professionals experienced in completion of federally funded administrative services;

**WHEREAS**, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration/project delivery services has been completed in accordance with GLO requirements;

**WHEREAS**, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for the professional service;

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

Section 1. That \_\_\_\_\_ be selected to provide GLO application and project-related administration/project delivery services for the Community Development Block Grant Program project.

Section 2. That any and all contracts or commitments made with the above-named service provider are dependent on the successful negotiation of a contract with the service provider.

PASSED AND APPROVED on the 18<sup>th</sup> day of March 2026.

**CITY OF BAY CITY, TEXAS**

\_\_\_\_\_  
**Robert K. Nelson, Mayor**

**ATTEST:**

**APPROVED as to FORM:**

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\_\_\_\_\_

**Jeanna Thompson, City Secretary**

**Anne Marie Odefey, City Attorney**



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

Meeting Date:	3/18/2026	Date Submitted:	3/12/2026
Prepared By:	Gabriel Lopez	Presented By <i>(if different)</i>	
Department:	Public Works	Type of Agenda Item:	Regular

**ITEM TITLE: Award of Engineering / Architectural Services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Program**

**AGENDA LANGUAGE:**

Discuss, consider, and/or approve the award of engineering/architectural services to support application development and potential project implementation associated with Community Development Block Grant Disaster Recovery (CDBG-DR) funding administered by the Texas General Land Office.







**EXECUTIVE SUMMARY/BACKGROUND**

The Texas General Land Office administers the Community Development Block Grant Disaster Recovery (CDBG-DR) program with funds allocated through the U.S. Department of Housing and Urban Development to assist communities in addressing recovery needs resulting from major disaster events.

The City of Bay City issued a Request for Qualifications (RFQ) to solicit qualified engineering firms to assist the City with development of potential CDBG-DR projects and to provide professional engineering services associated with project implementation if funding is awarded.

Statements of Qualifications (SOQ) were received by the submission deadline and evaluated in accordance with the criteria outlined in the RFQ. The SOQs were reviewed and ranked based on experience with federally funded projects, past work performance, and capacity to perform the required services.

Engineering services may include assistance with project development during the application phase, preparation of engineering reports and cost estimates, development of plans and specifications, bidding assistance, and construction phase services should funding be awarded.

STRATEGIC PLAN GOALS ADDRESSED:											
											
Safety & Community Appearance	<input type="checkbox"/>	Community & Civic Engagement	<input type="checkbox"/>	Infrastructure	<input checked="" type="checkbox"/>	Planning & Development	<input type="checkbox"/>	Culture & recreation	<input type="checkbox"/>	Operational Excellence	<input type="checkbox"/>

FINANCIAL NOTES
<p>Engineering services associated with the project will be funded through the Community Development Block Grant Disaster Recovery program if the City is awarded funding.</p> <p>If the City is not awarded CDBG-DR funding, the project will not proceed and no engineering costs will be incurred.</p>

**RECOMMENDATION:** City staff recommends awarding the contract for professional engineering services to the top ranked firm as determined through the Request for Qualifications evaluation process.

**ATTACHMENTS:**

- Engineering Award Resolution

# RESOLUTION R-2026-\_\_\_

**A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, AUTHORIZING THE AWARD OF ENGINEERING/ARCHITECTURAL SERVICE PROVIDER CONTRACT(S) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT WITH FUNDS [BEING] ALLOCATED THROUGH THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).**

**WHEREAS**, participation in CDBG-DR program(s) requires implementation by professionals experienced with federally-funded projects;

**WHEREAS**, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering/architectural services has been completed in accordance with GLO requirements;

**WHEREAS**, the Statement of Qualifications received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

Section 1. That \_\_\_\_\_ be selected to provide application and project-related professional engineering/architectural services for the CDBG-DR program(s).

Section 2. That any and all project-related services contracts or commitments made with the above-named service provider are dependent on the award of CDBG-DR funds and successful negotiation of a contract with the service provider.

PASSED AND APPROVED on the 18<sup>th</sup> day of March 2026.

**CITY OF BAY CITY, TEXAS**

\_\_\_\_\_  
**Robert K. Nelson, Mayor**

**ATTEST:**

**APPROVED as to FORM:**

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**Jeanna Thompson, City Secretary**

**Anne Marie Odefey, City Attorney**