



CITY COUNCIL SPECIAL CALLED MEETING CITY OF BAY CITY

Thursday, March 07, 2024 at 5:00 PM
COUNCIL CHAMBERS | 1901 5th Street

COUNCIL MEMBERS

Mayor: Robert K Nelson

Mayor Pro Tem: Blayne Finlay

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

Vision Statement

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

AGENDA

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

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

CALL TO ORDER

CERTIFICATION OF QUORUM

APPROVAL OF AGENDA

PUBLIC COMMENTS

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

PROCLAMATION

1. ~ National School Breakfast Week Mayoral Proclamation

REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL

- 2. Resolution ~ Discuss, consider, and/or approve the selection of an administration service provider to support the 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program application and project implementation.**
- 3. Resolution ~ Discuss, consider, and/or approve the selection of an engineering firm to support the 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program application and project implementation.**
- 4. Grant ~ Discuss, consider and/or approve City of Bay City authorization to issue requests for qualifications (RFQ) for engineering services for the Hazard Mitigation Assistance Program administered by the Texas Division of Emergency Management, Texas Water Development Board or other funding sources.**

ANNOUNCEMENTS, ITEMS, AND COMMENTS FROM MAYOR, COUNCIL & CITY MANAGER**ADJOURNMENT****CERTIFICATION OF POSTING**

This is to certify that the above notice of a Special Called Council Meeting was posted on the front window of the City Hall of the City of Bay City, Texas on **March 4, 2024 before 5:00 p.m.**. Any questions concerning the above items, please contact the Mayor and City Manager's Office at (979) 245-2137.

NATIONAL SCHOOL BREAKFAST WEEK MAYORAL PROCLAMATION

WHEREAS, the School Breakfast Program has served our nation admirably since it was permanently established in 1975, and reaches some 14 million children across 91,000 schools and institutions in the United States each day; and

WHEREAS, the School Breakfast Program meets the nutritional needs of children, improves food security, and advances child health and well-being by providing nutritionally balanced breakfasts to school children each day; and

WHEREAS, the School Breakfast Program meets the nutritional needs of children, improves food security, and advances child health and well-being by providing nutritionally balanced breakfasts to school children each day; and

WHEREAS, school-aged children who experience hunger are more likely to be absent from school, visit the school nurse, and experience more challenges than children with a nutritious diet, and skipping breakfast has consistently been linked with worse academic and health outcomes for children; and

WHEREAS, eating breakfast improves children's overall diets, builds healthy, lifelong eating habits and enhances their ability to learn and perform academically; and

WHEREAS, making breakfast a part of the school day, commonly known as Breakfast After the Bell, and offering breakfast to all students at no cost are desirable and effective ways to ensure more students realize the benefits of breakfast; and

WHEREAS, the federal Community Eligibility Provision offers eligible schools the ability to serve breakfast to all students at no cost, increasing food security and academic outcomes, while also allowing schools to eliminate the collection of paper applications, reduce administrative costs, streamline meal service operations and increase the reimbursements schools receive from federal child nutrition programs; and

WHEREAS, 294,302,967 breakfast meals were served in the state of Texas in 2023, reaching 1,813,755 students and of those 399,513 breakfasts were served in Bay City; and

WHEREAS, parents, caregivers, teachers, and school food personnel all play an essential role to ensure the children of Bay City have the basic resources needed to grow, learn, discover their own potential, and live happy fulfilling lives; and

WHEREAS, No Kid Hungry offers information, tools, resources and grants to support schools in implementing and expanding school breakfast programs¹ and the School Nutrition Association offers free materials to help schools commemorate “National School Breakfast Week” including artwork to decorate their meal serving areas, toolkits and handouts, sample menu items, marketing materials, and suggested promotional activities, including games, activities and contests; and

WHEREAS, my administration is committed to helping expand access to and enhance current school breakfast programs to ensure that our children have the means to succeed.

THEREFORE, BE IT RESOLVED that I, Robert K. Nelson, Mayor of the City of Bay City, Texas do hereby proclaim March 4-8, 2024, as SCHOOL BREAKFAST WEEK. I encourage all residents of the City of Bay City to recognize and commemorate school administrators, food service directors, and cafeteria staff who operate school breakfast programs that ensure the health, safety, and success of our children.



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

AGENDA ITEM SUBMISSION FORM

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

Requestor Name: Lopez, Gabriel **Date Submitted:** 3/4/2024
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 3/7/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Engineering Technician
For City Staff Only

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

Agenda Content:

Discuss, consider, and/or approve the selection of an administration service provider to support the 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program application and project implementation.

Executive Summary of Item:

The City is seeking to revitalize its downtown area through the 2024 Texas Community Development Block Grant-Downtown Revitalization/Main Street Program, managed by the Texas Department of Agriculture. This program aims to improve infrastructure in areas identified as deteriorated, to stimulate economic growth, improve residents' quality of life, and preserve historic districts. The City intends to apply for a \$500,000 grant from the program and will contribute a 15% match of \$75,000.

In preparation for a successful grant application and the potential project implementation, the City issued a Request for Proposals (RFP) to solicit proposals from administration service providers. A selection review committee was appointed to score the submissions, and the scores are tallied to identify the most qualified firm that the City can negotiate a contract with. The selected administrator will provide essential services for the project's application, planning, administration, and execution. The selected firm's expertise will be essential in crafting a successful grant application and ensuring effective project implementation within the program's guidelines.

Firms that submitted Proposals were:

- GrantWorks
- Traylor & Associates

RESOLUTION R-2024-_____

A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER FOR THE 2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM(S).

WHEREAS, the TxCDBG DRP/MS Program contract requires implementation by professionals experienced in the administration of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration 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 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 selected to provide application and project-related **administration services** for the TxCDBG DRP/MS Program.

Section 2. That any and all project-related services 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 _____ day of March, 2024.

CITY OF BAY CITY, TEXAS

Robert K. Nelson, Mayor

ATTEST:

APPROVED as to FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney
ROBERTS, ODEFEY, WITTE & WALL, LLP



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

AGENDA ITEM SUBMISSION FORM

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

Requestor Name: Lopez, Gabriel **Date Submitted:** 3/4/2024
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 3/7/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Engineering Technician
For City Staff Only

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

Agenda Content:

Discuss, consider, and/or approve the selection of an engineering firm to support the 2024 Texas Community Development Block Grant Downtown Revitalization/Main Street Program application and project implementation.

Executive Summary of Item:

The City is seeking to revitalize its downtown area through the 2024 Texas Community Development Block Grant-Downtown Revitalization/Main Street Program, managed by the Texas Department of Agriculture. This program aims to improve infrastructure in areas identified as deteriorated, to stimulate economic growth, improve residents' quality of life, and preserve historic districts. The City intends to apply for a \$500,000 grant from the program and will contribute a 15% match of \$75,000.

In preparation for a successful grant application and the potential project implementation, the City issued a Request for Qualifications (RFQ) to solicit qualifications from engineering firms. A selection review committee was appointed to score the submissions, and the scores are tallied to identify the most qualified firm that the City can negotiate a contract with. The selected firm will provide essential services for the project's planning and execution. The firm's expertise is crucial for the City to efficiently meet the program's goals and align with the city's strategic objectives.

Firms that submitted qualifications were:

- Urban Engineering
- CivilCorp
- Lynn Engineering

RESOLUTION R-2024-_____

A RESOLUTION OF THE CITY OF BAY CITY, TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER FOR THE 2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (TXCDBG) DOWNTOWN REVITALIZATION/MAIN STREET PROGRAM(S).

WHEREAS, the TxCDBG DRP/MS Program contract requires implementation by professionals experienced in the administration of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering/architectural/surveying services 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 selected to provide application and project-related **engineering services** for the TxCDBG DRP/MS Program.

Section 2. That any and all project-related services 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 _____ day of March, 2024.

CITY OF BAY CITY, TEXAS

Robert K. Nelson, Mayor

ATTEST:

APPROVED as to FORM:

Jeanna Thompson, City Secretary

Anne Marie Odefey, City Attorney
ROBERTS, ODEFEY, WITTE & WALL, LLP



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

AGENDA ITEM SUBMISSION FORM

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

Requestor Name: Lopez, Gabriel **Date Submitted:** 3/01/2024
Last, First *MM/DD/YYYY*

Requestor Type: City Staff **Meeting Date:** 03/07/2024
Citizen/City Staff/Council Member *MM/DD/YYYY*

Position Title Engineering Technician
For City Staff Only

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

Agenda Content:

Grant ~ Discuss, consider and/or approve City of Bay City authorization to issue requests for qualifications (RFQ) for engineering services for the Hazard Mitigation Assistance Program administered by the Texas Division of Emergency Management, Texas Water Development Board or other funding sources.

Executive Summary of Item:

The Texas Division of Emergency Management (TDEM) has issued a sub-grant for the Hazard Mitigation Grant Program (HMGP), DR-4485, Texas Covid-19 Pandemic. The sub-grant, FEMA Project No. DR-4485-0221, is a Stormwater Management Plan with a period of performance (POP) of December 18, 2023 to February 1, 2026. The stormwater management plan's project area boundaries are yet to be defined but should include the entirety of the city limits.

The plan will address stormwater management within Bay City, aiming to improve drainage systems and reduce flood impact areas. It involves detailed field surveys and hydrologic and hydraulic modeling to design effective infrastructure improvements. The initiative requires procuring engineering services to detail the specific measures needed to enhance the city's stormwater handling capacity, focusing on both immediate and long-term stormwater management strategies within city boundaries.