
CITY OF PORT LAVACA

COUNCIL MEETING: 09. 21.2026

DATE: 09.14.2026

TO: JODY WEAVER, CITY MANAGER

CC: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: KATERYNA THOMAS, GRANTS & CIP COORDINATOR

SUBJECT: CONSIDER APPROVING CERTIFICATE OF COMPLETION AND RELEASE OF
RETAINAGE FOR THE CITY OF PORT LAVACA CITY HALL MASTER PLAN PHASE 4:
SECURITY UPGRADES & INTERIOR PROJECT

Background:

The City of Port Lavaca City Hall Master Plan Phase 4: Security Upgrades & Interior Project was undertaken to improve the security, functionality, and interior conditions of City Hall. The project included the approved security upgrades and interior improvements necessary to enhance the facility and provide a safer and more functional environment for City staff and the public.

The contractor has completed the required work in accordance with the project plans, specifications, and contract requirements. The project has been inspected, and the completed work has been determined to be satisfactory.

Financial Implication:

The project has been budgeted, and the associated costs will be paid from the City's General Fund.

Request Action:

Staff recommends that City Council approve the Certificate of Completion and authorize the release of retainage of the amount of \$ 12,554.69 for the City of Port Lavaca City Hall Master Plan Phase 4: Security Upgrades & Interior Project, contingent upon all required closeout documentation being received and verified.

Attachments:

1. Pay Estimate # 8 Final & Retainage for approval & payment.
2. Certificate of Substantial Completion for acceptance.
3. Consent of Surety Company to Final Payment.
4. Affidavit of Payment of Debts and Claims
5. Affidavit of Release of Liens
6. List of authorized changes