
CITY OF PORT LAVACA

COUNCIL MEETING: MARCH 10, 2025

AGENDA ITEM:

DATE: 03.10.2025

TO: JODY WEAVER, INTERIM CITY MANAGER

FROM: KATERYNA THOMAS, CAPITAL PROJECTS AND GRANT COORDINATOR

SUBJECT: APPROVE ADMINISTRATIVE AGREEMENT FOR TXCDBG CONTRACT NO. CDV 23-0209

The City of Port Lavaca has been awarded a Texas Community Development Block Grant (TxCDBG) under contract No. CDV23-0209. As part of the grant administration process, the City is required to enter into an administrative agreement with a qualified consultant to ensure compliance with state and federal regulations, reporting requirements, and project oversight.

The staff recommends that the City Council approve the Administrative Agreement with Grant Works for professional administrative services related to the TxCDBG project. The selected consultant has been chosen based on prior experience with similar projects through competitive bids.

The contract for Administrative Services is \$34,900.00, which will be funded through the TxCDBG grant. There will be no additional cost to the City. Council did award the contract through Resolution R-111422-1 on November 14th, 2022, it was dependent on the successful negotiation of a contract with the service provider. A copy of the contract, which establishes the aforementioned amount, is attached for your review.

Motion to approve the Administrative Agreement for TxCDBG Contract No. CDV23-0209 in the amount of \$34,900.00 and authorize the Mayor to execute the agreement on behalf of the City.